

**Solution Sheet
EU Registration**

System integration from process initiation to document distribution

Manual and unintegrated processing of business travel compliance generally is slow-going, error-prone, and often incomplete. Proper automation of compliance scenarios is the only way to forgo these drawbacks and guarantee a minimization of induced time and effort.

Key Features

- ✓ Electronical process initiation via transfer of data from online booking engine (OBE) or travel request.
- ✓ Collection of additional data from traveler helps to reduce HR department's workload.
- ✓ Integrated process management from entry of additional data to distribution of documents in the standard case.
- ✓ Support by competence center only for more complex cases (possibly via external service provider).
- ✓ Integrated consistent change and cancellation management.
- ✓ Option to easily incorporate customized rules and process routing.
- ✓ Archiving compliant to auditing requirements and permanent ESS access to all documents via TCC.
- ✓ Traveler is provided with direct and transparent ongoing information regarding the process.

EU Registration

Speed Up Your Process of Obtaining EU Registrations for Posted Workers

Challenge for Employers

Workers sent to carry out work or provide services in another EU/EEA country generally have to be registered, in order to ensure equal treatment compared to local employees with respect to social and judicial standards. The registration has to be completed before the business trip starts and the corresponding document has to be carried along by the traveler. Violation of these requirements can result in severe fees and, in the case of repeated infringement, a ban on the provision of services in the target country.

The EU registration has to be completed electronically via the corresponding specific (online) form. Due to varying national legislation, required personal and company data as well as regulations and deadlines may differ on several points.

Central Advantages of an EU Registration via TCC



Mobile as well as **portal-based** access including transparent monitoring



Involvement of service center as needed



Automated **data transfer from travel request or booking**



Extensive **customizing** with respect to data sources



Automated **check for relevance, completeness and consistency**



Lower costs due to a high degree of automation



Vast process integration for various **registration portals**



Automated **100% coverage** and validation of travels

Fig. 1: Features EU Registration via TCC



Travel Compliance Companion (TCC)

Technical requirements

By default, the conovum **Travel Compliance Companion (TCC)** is set up as **SAP add-on** on the client's SAP-HCM system, but can also be implemented into distributed system environments on any SAP system (on-premises).

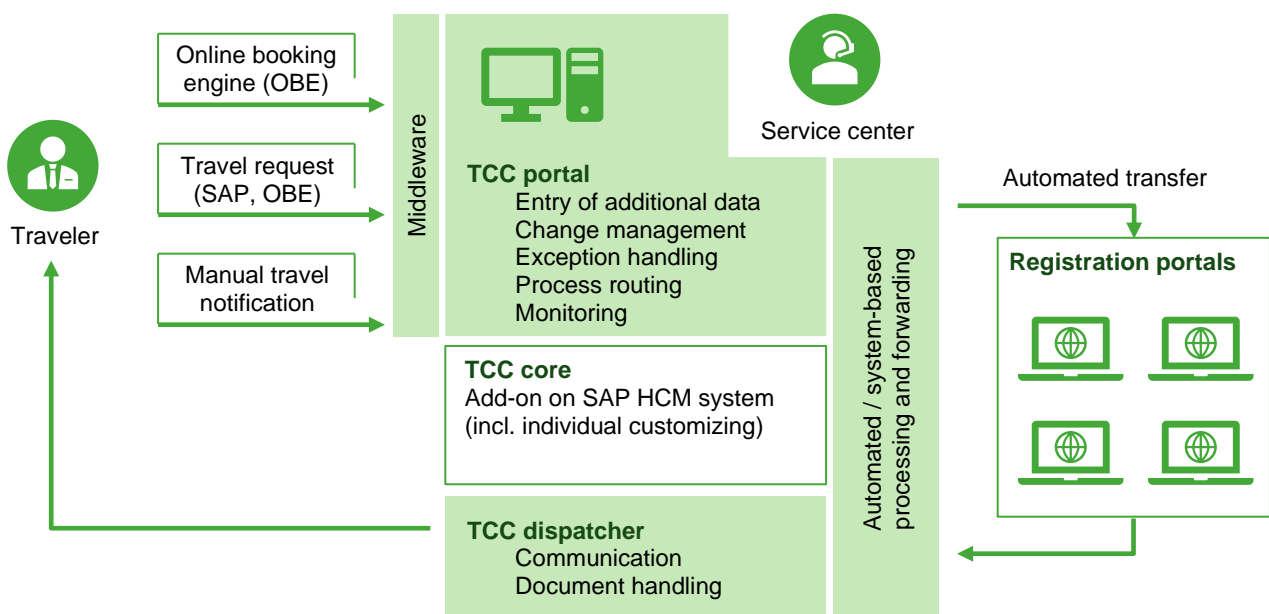
The TCC serves as interface providing connections to national registration online and offline forms.

User interfaces are based on SAP UI5 and can be integrated via SAP Fiori Launchpad or alternative portals. The TCC is also available on mobile devices.

The conovum Travel Compliance Companion (TCC) allows for a convenient management of all compliance-related aspects of a business trip abroad. In the case of EU Registrations, the process is started immediately after a travel request, booking of travel means or manual (possibly mobile) travel notification. As all relevant data is automatically passed on to the TCC, background checks directly determine whether trip duration and planned activity demand for a registration. Flawed or missing data needed for a successful process is requested from the traveler and can be entered within the TCC app. If necessary, the TCC offers the opportunity for an in-house or external service center to provide support and assistance.

The overall process is transparent for both traveler and service center alike and can be monitored easily. The registration document obtained is archived according to auditing requirements and made available to the traveler for download as well as via e-mail.

EU Registration: TCC Process Management



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Fig. 2: System architecture TCC