



Notifications & Alerts

Introduction

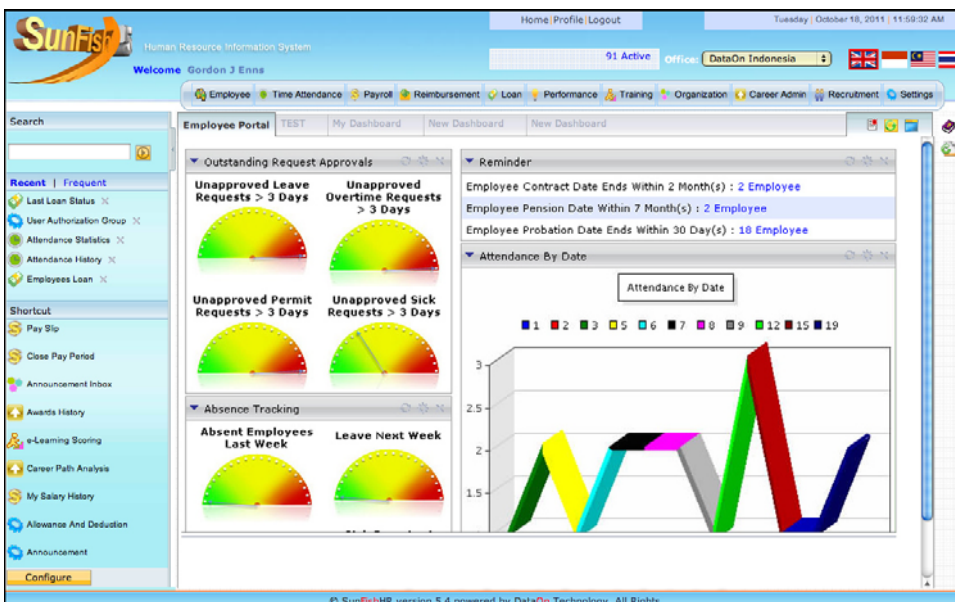
The Human Resource Management of medium and large companies has undergone a transformation in recent years. The HR management has expanded from traditional administrative functions to become a strategic center of excellence for the corporation. With these changes, the HR department is expected to handle all traditional administrative functions while additionally taking responsibility for long term strategic planning and employee development.

In order to focus on these new responsibilities, the HR department must have new automated methods to manage traditional administrative functions and the flow of information smoothly. SunFish HR alleviates the workload for administrative functions by giving non-HR users the ability to be more active in these processes, while still adhering to policy and procedure set out by the HR department and senior management.

As SunFish HR absorbs many of the administrative functions of HR, it is important that the HR department and management team are able to easily oversee all HR related issues - from simple things such as outstanding requests in different areas to more complex topics such as monthly or annual recruitment fulfillment. They must be able to identify potential problem areas early on and resolve issues before they get out of control.

The flexible Notification and Alerts system in SunFish HR provides the tools to allow the HR Department and Management to define indicators, alerts, reminders and notification specific to their role in the HR process or that are of vital interest to them in order to do their jobs properly. This way they can easily stay informed about the HR situation and take appropriate action when should a problem be identified.

Combined with the comprehensive reporting available in SunFish HR, the Notification and Alerts assure that while SunFish HR adsorbs many of the tedious administrative tasks, users are also able to improve oversight and stay informed about all HR issues.



The screenshot shows a window titled 'eHRM - Microsoft Internet Ex...' displaying an 'Active Request' list. The list includes various request types and their statuses. Below the list is a table with columns for 'End Date', 'Status', 'Last Modified', and 'Document'.

End Date	Status	Last Modified	Document
Jan-09-2011	Awaiting	Jan-09-2011	Not Available
Jan-26-2011	New	N/A	Not Available
Jan-23-2011	New	N/A	Not Available
Jan-19-2011	New	N/A	Not Available
Jan-27-2011	New	N/A	Not Available

The footer of the window reads: '© SunFishHR version 5.4 powered by DataOn Technology. All Rights Reserved'.

Notifications & Alerts

Benefits

SunFish HR allows the configuration of dashboard lights, reminders and notifications by email enabling more users to have a hands-on approach to HR, which provides following benefits:

Improving Transparency

In SunFish HR, each user is able to select their notifications and alerts, and determine the thresholds for performance of key indicators. This allows each user to stay informed of all areas of HR performance, which are important to them. When a threshold is exceeded or an event occurs, that user will instantly see what is happening and be able to investigate using the drill-down functionality. This ease of use improves transparency by increasing involvement across the organization and giving users instant access to view relevant information.

Quickly Identify Potential Problems

When something happens, there is no need to wait until problems are identified by analysis reports. Users will receive email informing them of relevant events in the system. Also when users log into the system they will have an instant overview of relevant HR issues through dashboard lights. If all lights are green, they can be confident HR is running smoothly. However, if a light becomes yellow or red, they will instantly be able to identify the problem and drill down to the details in order to resolve the issue.

Drill-down From Problem Areas to Find Details

The SunFish HR interface is 100% web based. All functions of HR are interrelated, and as such, all function in SunFish are interrelated. When something occurs in one area the user will quickly see problems that affect other areas. Users can easily drill-down or drill across functions to investigate and resolve related issues.

Remain Informed Even When You Are Out of the Office

SunFish HR is designed from the ground up as a multi-location, multi-interface system. Even when a user is visiting other offices or traveling, they can stay informed of relevant HR issues through email, a full service Internet interface, or their PDA device. DataOn supports wireless access devices such as 802.11a/b/g, GPRS, UTMS and even 3G.

Reduce Time and Cost for Creating, Printing, Distributing and Reviewing Reports

vSunFish HR is a repository of different types of information that allows retrieving any combination of data accurately, near to real-time, and at a mouse click. It empowers HR personnel and managers to produce insightful, actionable reports/ analysis that are needed in order to make informed business decisions today, and strategic decisions for the future. The degree of automation achieved with SunFish HR provides tremendous cost and time savings when comparing manual vs. system-based generation of reports. Moreover, it also allows managers to produce all those reports they weren't able to produce before because of data availability or data gathering problems.

Quickly Find and Process Approval Requirements

Processing approvals for expenses, leave, new hiring, appraisals, etc usually requires the time consuming involvement of many people passing forms around the company for signatures. With SunFish HR, this entire process is automated. Users receive an email alert whenever their attention is required. They can click on the link in the email to go directly to the item, or login directly to the HR system where they will see a list of tasks waiting for them. If the user is required to process many approvals, they can review the approvals in a large group and process all of them in seconds.

Features

Customizable Dashboard Lights

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to HR. Dashboard lights can be used to indicate potential problem areas in almost any part of HR. Dashboard lights allow the system to keep track of the process rather than forcing users to waste time reviewing reports to identify any problems. Each user can choose and customize their lights or create new lights for things they want to track.

Passive User Dashboard

While HRD personnel and managers use a customizable dashboard to track operational processes, passive users also have a portal-style dashboard to track important information relevant for them. Such data include outstanding request alerts, taken vs. appropriate number of sick days reminders, overtime, outstanding balances for leave and reimbursement. The summary page also serves as a help desk as it shows personal information, employment data, salary history, latest pay slip, income forms, loan payments, and much more.

Drill-down Analysis

From a dashboard light, or any other part of the system, users are able to quickly drill down into deeper levels of detail. If a light turns from green to yellow or red users only need to click on the light and the system will direct them to the details of the problem. From there users can take action to fix the problem and eventually return all lights to green.

Email Alerts

When action is required by a user, or when a potential problem is identified by the system, SunFish HR sends email to the appropriate user informing them what is happening and what action is required. The user can click on a link in the email and will automatically be linked to the appropriate section in SunFish HR.

Analysis and Reporting

Although notifications and alerts allow users to easily identify problems, some problems may be complex, and as strategy changes, it may take the expertise of an HR professional to diagnose where future changes could improve the organization. Whether initiated by a system alert, or a new idea, SunFish HR provides users with a full and flexible set of reporting and analyzing tools to investigate and model changes to the HR strategy or policies. The system represents an unprecedented knowledge base in whose wealth of information HR can easily tap into through a multitude of methods, enabling them to become the strategic value partner that the top level management expects them to be.

Multiple Approval Processing

In order to allow HR professionals to spend their time focusing of people rather than paperwork SunFish HR automates many of the approval and processing functions of the HR department. SunFish HR allows for this automation to be performed by a variety of redundant people automatically. If one user is busy or unavailable, another user will be able to process the approval. This function ensures quick processing with minimal oversight by the HR department.

PDA and Web Access

SunFish HR allows full access to the system through a web browser. Regardless of where a user is, if they receive an alert or notification they can use their laptop, smart phones, PDA, home computer, or any other PC connected to the Internet to login to the system and perform any function they wish.