

Notifications & Alert

Introduction

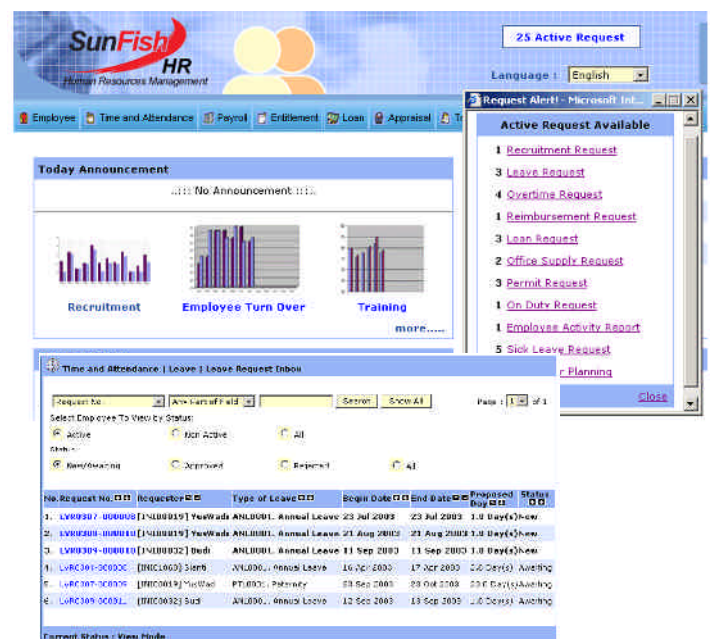
The Human Resource Management of medium and large companies has undergone a transformation in recent years. HR management has expanded from traditional administrative functions to become a strategic center of excellence for the corporation. With these changes, the HR department is expected to handle 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. 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 be able to easily oversee all issues. 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 easily stay informed about HR issues and identify issues before they become problems.

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 keep informed about all HR issues.



The screenshot displays the SunFish HR software interface. At the top, there is a navigation bar with tabs for 'Employee', 'Time and Attendance', 'Payroll', 'Enrollment', 'Loan', and 'Appraisal'. A notification window titled 'Request Alert - Microsoft Int...' is open, showing a list of 'Active Request Available' items:

- 1 Recruitment Request
- 3 Leave Request
- 4 Overtime Request
- 1 Reimbursement Request
- 3 Loan Request
- 2 Office Supply Request
- 3 Permit Request
- 1 On Duty Request
- 1 Employee Activity Report
- 5 Sick Leave Request

Below the notification, there is a 'Today Announcement' section with three bar charts labeled 'Recruitment', 'Employee Turn Over', and 'Training'. The main content area shows a table of leave requests with the following columns: Request No., Requestor, Type of Leave, Begin Date, End Date, Proposed Days, and Status.

Request No.	Requestor	Type of Leave	Begin Date	End Date	Proposed Days	Status
LV00007-000005	[15100015] YeeWade ANL0001	Annual Leave	23 Jul 2003	23 Jul 2003	1.0 Day(s)	new
LV00008-000010	[15100015] YeeWade ANL0001	Annual Leave	21 Aug 2003	21 Aug 2003	1.0 Day(s)	new
LV00009-000010	[15100032] Budi ANL0001	Annual Leave	11 Sep 2003	11 Sep 2003	1.0 Day(s)	new
LV00301-000000	[00010603] Jerrb ANL0001	Annual Leave	16 Oct 2003	17 Oct 2003	2.0 Day(s)	Waiting
LV00307-000000	[0000019] Surod PT 0001	Paternity	03 Sep 2003	03 Oct 2003	31.0 Day(s)	Waiting
LV00309-000011	[0000032] Suci ANL0001	Annual Leave	12 Sep 2003	13 Sep 2003	1.0 Day(s)	Waiting

Notifications & Alert

Benefits

SunFish HR allows the configuration of dashboard lights and notification emails allows more users to have a hands on approach to HR by:

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 a user logs 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 printing, distributing and reviewing many reports

Since each user is able to stay up to date on HR through the alerts and notifications, users will no longer require as many reports to be prepared. In the event that a user needs to review a report, they will be able to access the report online through the system.

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 and 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.

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, the user needs only click on the light and the system will direct them to the details of the problem. From there the user 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 of 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. SunFish HR fully supports Managers and HR professional with a complete and flexible set of reporting and analysis tools. Whether initiated by a system alert, or a new idea, the user has the full set of tools to investigate, analyze and model changes to the HR strategy or policies.

Multiple approval processing

In order to allow HR professional 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 though a web browser. Regardless of where a user is, if they receive an alert or notification they can use their laptop, PDA, home computer, or any other PC connected on the Internet to login to the system and perform any function they wish.