

Sage Alerts & Workflow

Pre-Configured Events for Sage HRMS Alerts & Workflow

Sage HRMS Alerts & Workflow comes with an extensive collection of pre-configured Alert Events and Alert Condition "Triggers". The following list is of the pre-configured Triggers; note that wherever a trigger refers to a variable (i.e., an 'x' or 'y'), the Trigger will allow you to specify the exact Trigger Threshold that you want Alerts & Workflow to monitor for.

Users of Alerts & Workflow will be able not only to use any of the following Triggers, but will also be able to customize these Triggers and create an unlimited number of additional Triggers in the Alerts & Workflow application.

Benefit Triggers:

Changes Made Today
Cobra Continuation
Effective Today
Eligibility Starts in 'x' Days
Expires Today
Expires in 'x' Days

Employee Event Triggers:

Events; Scheduled for Today
Events; Scheduled within the Next 'x' Days

Employee Notes Triggers:

Notes; Due for Follow-Up Today
Notes; Follow-up < 'x' Days

Leave of Absence Triggers:

Starting Today
Starts < 'x' Days
Ending < 'x' Days
Returns Today
Chart; Absences > 'x' Hour per Employee
Chart; Absences Hours per Employee
Chart; Sick Time > 'x' Hours
Chart; Vacation Time > 'x' Hours

Payroll Triggers:

Checks On Demand > 'x' Dollars
Checks On Demand; New
Checks Outside Normal Run

General Employee Triggers:

Reviews are Overdue
Payrate Has Changed
Hire Date Anniversary
Address is Changed
Vacation or Illness Time is Negative
New Hire (Starts Today)
Birthday Greeting
I9 Reverification Date is Today
Pay Review in 'x' Days
Pay Review Today
Performance Review is Today
Termination Date is Today
Visa Expires in 'x' Days
Chart; Overdue Reviews per Manager
Change to RFP/RPT
Org Change

Certification & Training Triggers:

Certification Expires in 'x' Days (Any Cert)
Training; Class Completed
Training; Class Starts in 'x' Days
Certification Is Expired
Certification Changed Today
Certification Effective Today
Certification Required Within 'x' Days
Chart; Expiring Certification Count per Employee
Chart; Certification Count per Employee

Wellness Triggers:

Blood Donated Today
Drug Test Report
Drug Test Results 'x'
Last Physical > 'x' Days
Next Drug Test < 'x' Days
Next Physical > 'x' Days

Sage Alerts & Workflow

A Note About Trigger Design:

Although referred to as “Triggers”, these event conditions are designed using a wizard-driven “Query Design Module” and require no technical expertise or programming skill to create. As long as you have access to information about an application’s database schema (which tells you what data is stored within which tables in an application), you have all the knowledge required for the creation of Alerts & Workflow queries.

If additional assistance is required in the creation of Alerts & Workflow queries (triggers) or events, please contact your Sage Business Partner or Alerts & Workflow Partner Services.