



Product Brochure

# Sage HRMS Alerts & Workflow

By KnowledgeSync

Improve HR responsiveness and  
increase Return on Employee  
Investment.

Employees are the single-most valuable commodity within your organization. And – like any commodity, you look for ways to invest in it so that you get more value out of it. One way to invest in your employees is to become more responsive to their needs.

Respond faster to potential employee problems before they become real problems but also proactively support potential opportunities for their growth. When you deliver better service to your staff, you keep employees more engaged, and you increase employee retention.

“But how?”

With reduced staffing and budgets, how do you find the resources to actually increase responsiveness?

The answer is Sage HRMS Alerts & Workflow – the leading Business Activity Monitoring solution on the market today. Sage HRMS Alerts & Workflow can help monitor employees for any issues and for opportunities to grow.

# Automatically monitor your HR data with Sage Alerts & Workflow.

## Key Benefits



### Automate HR tasks

Automate repetitive and redundant tasks that are currently done manually, saving time to your HR staff.



### Monitor your employee-related conditions & changes

Automatically identify and respond to employee-related potential problems, exceptions and anomalies. Set up alerts for changes and corrections within your systems.



### Manage errors and save time

Detect and adapt to errors and exceptions automatically and get real-time alerts delivered over email, fax, text, IM, screen pops, dashboards, and more.



### Generate automatic Forms & Documents

Deliver forms and documents in standard formats such as HTML, PDF, Word, Excel, etc.



### Generate Analytics

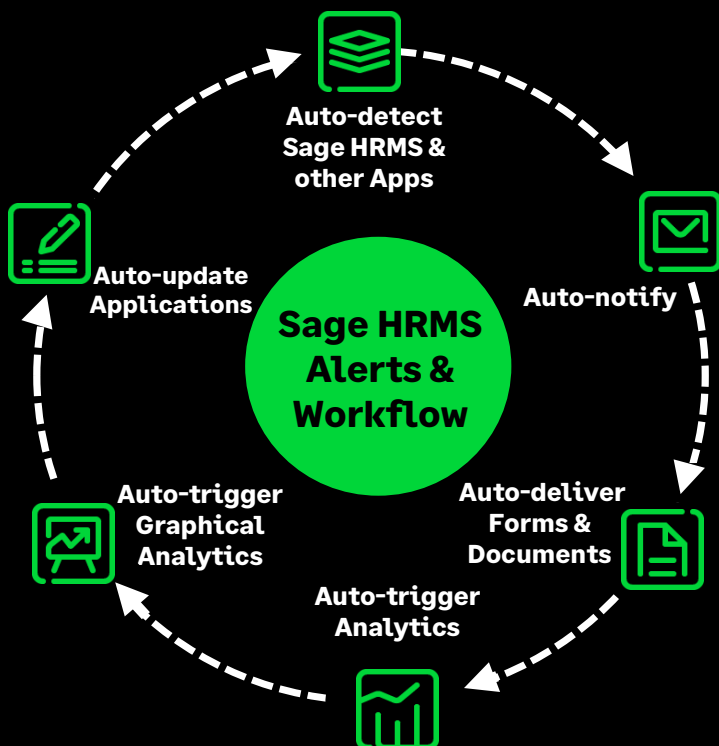
Deliver scheduled or trigger-based Crystal Reports for an unlimited number of recipients.



### Wizard Builder

Help administrators create event steps including triggers and messaging with Wizard-builder.

## How it works



# Automate processes and ensure your company does not overlook important business decisions.

## Features

### **Ensure smooth on-boarding**

Do you ever see a new employee just sitting around, waiting for “the next person” to come and get them? With Sage HRMS Alerts & Workflow you can eliminate those un-productive hours by ensuring a smooth transition through the on-boarding process.

### **Recognize employee achievements**

How do you acknowledge “jobs-well-done” or other employee achievements? Sage HRMS Alerts & Workflow allows you to monitor, recognize, and communicate these accomplishments and let your staff know that their hard work is appreciated.

### **Manage by exception**

How much time do your HR employees spend looking through an entire report when they’re really only interested in the “exceptions”? Save time & money by delivering only the “needles” – and not the whole haystack.

### **Spot incomplete tasks**

Ever had a prospective hire slip away because no one followed-up with them? With Sage HRMS Alerts & Workflow you can detect and address incomplete tasks.

### **Leverage cross-departmental intelligence**

Have you ever had a sales reps numbers go down at the same time their absenteeism went up? Sage HRMS Alerts & Workflow allows you to monitor employee conditions between departments and ensure best staffing decisions based on corporate knowledge.

### **Get more value out of email**

Sage HRMS Alerts & Workflow auto-processes all those emails sent to your HR department, ensuring that every HR communication is processed and responded.

### **Auto-deliver needed forms & documents**

Automate healthcare enrollment forms, 401k forms, the employee manual and the like and free up valuable human resources with Sage HRMS Alerts & Workflow.

### **Expedite HR report generation**

Do you have staff whose job includes running & delivering reports on a daily, weekly, or monthly basis? Automate this process and get critical HR information to your employees faster than before.

### **Support distributed staff**

Are your remote employees reliant on your IT department to get needed information? With Sage HRMS Alerts & Workflow you can empower your remote employees to request and receive any info they need without sapping resources from your IT staff.

### **Suggest & acknowledge training**

Continual training is an investment in your employees that you can’t afford to ignore. Sage HRMS Alerts & Workflow can help you to recognize opportunities for employee growth – showing employees you care about their future.

### **Do it right . . . the first time**

Mistakes in HR can be very expensive; they always cost staff time and they too often in lost money. Automate the process of identifying and correcting these errors and save both time and money with Sage HRMS Alerts & Workflow.

