

alerts

Overwhelming workloads

Uncompleted to-do lists. Lengthy task bars. Overwhelming project reports. Missed meeting notices. Late appointment reminders. The list goes on. HR professionals are assigned an immense amount of responsibility that includes numerous and strict deadlines. In HR, your job directly affects your employees' well-being.

- What if one of your employees adds a dependent to their benefits but the insurance provider isn't notified? What happens when they're forced to pay for their child's medical bills out-of-pocket?
- What if you accidentally forget to notify payroll of a change in compensation for an employee?
- What if you forget to terminate an employee and they don't receive their COBRA information? Not only will your organization be at risk for a lawsuit, you'll have unnecessarily been paying your ex-employee's insurance premiums.

What is HROffice Alerts

HROffice Alerts makes sure the right people get the right information at the right time, all the time. Alerts proactively monitors an organization's HR and benefits information to keep you ahead of your employees' needs. HROffice Alerts comes with a library of automated Alerts. To use one of the Alerts in the library, there is no need for complex programming. You can simply select the Alert you want to use, specify who you want to notify, and turn it on.

Popular Alerts include birthday listings, anniversary listings, performance review reminders, COBRA reminders, new hire eligibility, benefits eligibility, and many more. You can also create your own custom alerts. Visit the HROffice Alerts section of the Ascentis website at www.ascentis.com to see an inclusive list of available alerts.

Get payback within a few months

How long does it take you to produce a list for each of your managers of their direct reports with performance reviews due this month? Let's say each list takes 20 minutes to compile. If you are a company with 250 employees and 18 managers, it would take you six hours to prepare this basic report – almost an entire work day. Annually, you'll spend 72 hours on this task.

Alerts can automatically notify the appropriate managers of upcoming employee review dates so you don't have to. The alert can even include an attachment of the appropriate review form. If you apply this same sort of calculation to the entire library of alerts, payback is guaranteed on your investment.