

LIGHTWORK ALERTS & WORKFLOW

What would your days look like if you knew about problems before they occurred? What if you were able to avert issues and get ahead of upcoming responsibilities? LightWork Alerts & Workflow will help you and your managers stay one step ahead of the game and stop saying “If only we had known”. It is important to track issues of productivity, overtime, and organizational goal progress, but it can be difficult to keep up with every possible concern. With LightWork Alerts and Workflow, you can track these things and much more.

LightWork Alerts and Workflow monitors your HR data for critical, time-sensitive conditions and subtle shifts in data and can direct your attention to these situations in a variety of ways including email, texts, reports and FTP. An example of the module’s capability would be email notification of action pending; and the automatic generation of letters to employee and/or supervisor with embedded details from the software’s database regarding compensation, status, performance rate changes and the like. All reports can be automated and the database can be scanned for changes that trigger the alerts and reports on a user defined schedule. Shipping with pre-packaged alerts for LightWork HR, LightWork Time, and LightWork Performance Management and open for additional customized conditions, these alerts give organizational leaders invaluable insights into their employees for talent, time, and other related events. The following are some of the out of the box alerts that are available for LightWork Time and LightWork Talent Management.

LIGHTWORK TIME FEATURED ALERTS

MISSING PUNCHES

Daily and weekly summaries are available including alerts to a manager of missing punches as well as alerts to employees who have missed a punch and need to have their punches edited.

TIMESHEET STATUS CHANGE

Notifications alerting the status change of a timesheet include when a timesheet has been approved, rejected, or otherwise changed.

TIMESHEET NEEDING APPROVAL

Alerts can be sent when an employee has not approved their timesheet on the last day of the pay period or another specified time after.

HOURS SUMMARIES

Reports on hours summaries for yesterday and last week can be automatically delivered to the appropriate managers’ inboxes.

LIGHTWORK PERFORMANCE MANAGEMENT FEATURED ALERTS

PAST DUE APPRAISALS

When an appraisal is a given number of days past due, an alert can be delivered to HR and any other participants indicating what still needs to be done.

GOAL CREATION

Be notified when a goal is created for you or one of your direct reports.

JOURNAL CREATION

Be notified when a journal is created for you or one of your direct reports.

GOAL STATUS

Receive an alert when goals are past due, marked complete, or when goals or goal tasks are due within a given number of days.

STANDARD ALERTS

LIGHTWORK HR ALERTS

- BIRTHDAY THIS MONTH
- BIRTHDAY TODAY
- EMPLOYMENT STATUS CHANGE
- NEXT PAY REVIEW IN X AMOUNT OF DAYS
- ORGANIZATION LEVEL CHANGE
- PRIMARY JOB CHANGE
- SECONDARY JOB CHANGE

LIGHTWORK TIME ALERTS

- MISSING PUNCHES
- TIMESHEET HAS NOT BEEN APPROVED
- PAY POLICY CHANGE
- PUNCH USER CREATION
- TIME HAS BEEN OVERRIDDEN
- OVERTIME LOGGED
- TIME HAS BEEN REJECTED
- NEW USER HAS BEEN CREATED
- PTO NEEDS APPROVAL
- PTO HAS BEEN APPROVED/REJECTED

LIGHTWORK PERFORMANCE MANAGEMENT ALERTS

- PAST DUE APPRAISALS
- APPRAISALS DUE IN X AMOUNT OF DAYS
- NEW APPRAISAL(S) HAVE BEEN CREATED
- GOAL CREATED
- GOAL STATUS CHANGE
- JOURNAL CREATED
- TEAM GOAL HAS BEEN DISTRIBUTED
- TEAM GOAL HAS BEEN RECALLED