



## Sage Accpac HRMS Alerts

Automate your company's employee communications, monitor critical HR functions, and streamline your HR and Payroll processes with Sage Accpac HRMS Alerts. Alerts helps you get the right information to the right people for quick and timely action and without user intervention. Through an integrated system that automatically monitors the Sage Accpac HRMS database, Alerts increases productivity by proactively and automatically sending e-mails and reports to management, HR and payroll administrators, employees, and applicants.

Alerts cuts down on administrative tasks by informing relevant parties about key activities and pending issues. Streamline your entire employee review process with automatic notification of upcoming performance reviews. Streamline your HR and Payroll processing by setting up alerts to automatically e-mail managers with reminders of upcoming performance reviews, monitor overtime costs, keep track of paid time-off exceptions, and monitor employee certification renewal dates. With Alerts, you can ensure better adherence to company policies, improve recruiting efforts, and keep management well-informed of important events and exceptions.

Start-up is easy with pre-formatted alerts that can be used to standardize or monitor a variety of informational tasks. Keep track of time-sensitive events such as annual reviews or verification of enrollment in required training courses. Monitor exceptions and take action when items such as paid time off balances fall below minimum. When it comes to developing organizational strategies that enhance your company's bottom line, Alerts is the tool you need to save time and money by reducing your HR and payroll administrative burdens.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing your expectations. Our software is supported by a nationwide network of certified business partners who are your resource for implementation, training, service, and support. For more information about Alerts, please contact your local Sage Software business partner, call us toll-free at 800-873-7282, or visit our Web site at [www.sageaccpac.com](http://www.sageaccpac.com)

## BENEFITS

Automatically send standard e-mails such as new hire welcome messages and personalized e-mails with attachments.

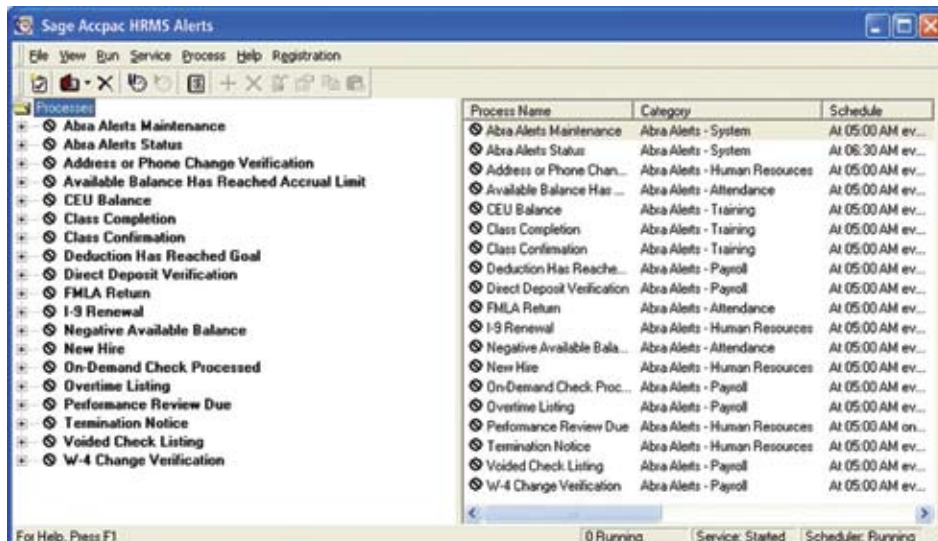
Merge employee information from the Sage Accpac HRMS database to generate personalized messages using your company's existing e-mail system.

Automate a variety of information tasks immediately with pre-formatted, customizable alerts

Stay on top of overtime costs by sending proactive notification to controllers including spreadsheets of overtime information for your employees.

Do a better job of marketing your company during the hiring process with personalized communications to applicants.

Automatically inform managers of upcoming review deadlines, time-off balances, and other important information.



◀ Quick and easy point-of-sale transactions to maximize customer flow coupled with intuitive and insightful centralized administration.

## FEATURES

<b>Eliminate time-consuming HR Tasks</b>	Give your Human Resources staff more time to develop organizational strategies that affect your bottom line. Easily create proactive e-mail triggers for just about anything your staff does manually including birthday lists, available time-off reports, missing time cards, and more.
<b>Save time with enhanced productivity tools</b>	Quickly and easily generate automatic and repetitive e-mails for everyday activities to reduce the workload for your entire HR staff. Complete integration with the Sage Accpac HRMS database enables you and your team to monitor dates and keep track of time-sensitive events. You can also easily verify information changes through automatic notifications such as address changes, W-4 changes, direct deposit entry changes, and more.
<b>Proactively monitor the Sage Accpac HRMS database</b>	Alerts allows you to immediately monitor virtually any informational task. Inform key departments whenever you have a new hire. Monitor payroll, attendance, applicant tracking, training, and much more.
<b>Streamline the employee review process</b>	Establish automated communications that promptly remind managers of upcoming reviews and distribute necessary paperwork. Notify supervisors and employees of pending reviews and include pre-review forms. You can even automate reminders to supervisors until reviews are complete.
<b>Keep an eye on overtime costs</b>	Stay informed about overtime expenses with proactive notification of overtime amounts sent to key financial and payroll personnel.
<b>Improve your company's branding</b>	Support your company's image with more personalized external communications. Set e-mail personalized triggers to respond when resumes are received. Send current press releases, announcements, or employee testimonials to applicants, thank you e-mails and personalized rejection messages.
<b>Pre-formatted Alerts</b>	<p>Alerts comes complete with a number of standard alerts, including:</p> <ul style="list-style-type: none"> <li>• Address or Phone Change Verification</li> <li>• Applicant Rejection notice</li> <li>• Application Received</li> <li>• Available Balance Has Reached Accrual Limit</li> <li>• CEU Balance</li> <li>• Class Completion</li> <li>• Class Confirmation</li> <li>• Deduction Has Reached Goal</li> <li>• Direct Deposit Verification</li> <li>• FMLA Return</li> <li>• I-9 Renewal</li> <li>• Negative Available Balance</li> <li>• New Hire</li> <li>• On-Demand Check Processed</li> <li>• Overtime Listing</li> <li>• Performance Review Due</li> <li>• Requisition Status Change</li> <li>• Termination Notice</li> <li>• Voided Check Listing</li> <li>• W-4 Form Change Verification</li> </ul>



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