eNotify Alerts for Contractors

When your success depends upon your workforce, the stress levels can really rise. In today's busy, multi-tasking world, it is all too easy for anyone to forget or miss something important. Multiple missed actions can seriously damage an organization. Let eNotify take over!

eNotify allows organizations to exploit the universal use of mobile phones to provide employees, managers, IT, HR, and executives with automated, consistently reliable key information relating to their work and responsibilities. Time and attendance, schedule, training, work order, equipment maintenance, HR, and other user-defined alerts are delivered to any smartphone by text or email.

eNotify automatically analyses your database in search of tasks, unfilled jobs, discrepancies and performance problems. When an issue is identified, eNotify sends a text or email message to the appropriate person(s). eNotify helps your organization stay ahead of issues, enhance service delivery, spot problems, improve employee retention, and avoid overtime.

Daily Warning Alerts: HR

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
D1. Immigration Documents Expiring in NN Days	Alerts if immigration documents are expiring in specified number of days	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employees	Employees\HR Info\Immigration
D2. License Expiring in NN Days	Alerts if Skills/License expiration date is within specified number of days	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employees	Employees\HR info\Skills and Licenses
D3. Training Certification Expiring in NN Days	Alerts if Training Certification date is within specified number of days	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employees	HR Manager\Training History
D15. Alert Manager if pay rate or salary changes	Alerts manager if an employee's pay rate or salary changes	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Employees\Employees\Pay Rate (or Salary)
D20. Background Check Expired	Alerts if "Next Check Date" is > current date	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	HR Manager\Background Check History\Next Check Date
DHW1. Generate Hiring Alert if Scheduled Hours > Active Employees working NN hrs	Alerts if NN hours/ total active employees < scheduled hours	▶ Custom Email	▶ Off if set to '0' hours	Staff and Client Scheduler Employees\Classification A

Daily Warning Alerts: Schedule

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
D4.Scheduled employee not trained at Job	Alerts if employee is scheduled for a job he/she is not trained	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Staff and Client Scheduler
D5.Scheduled employee now banned from Job	Alerts if employee becomes banned from job he/she is scheduled to work	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Staff and Client Scheduler
D6. Scheduled employee now Terminated or Inactive	Alerts if scheduled employee becomes terminated or inactive	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Staff and Client Scheduler
D7. Open position at Jobs	Alerts if manager's jobs have open positions	▶ Job Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employee with custom "Open Position" message	Employees\Employees\Classification A
D28. Notify Customer (Job) of schedule NN days in advance, Again NN days in advance	Sends Job schedule NN days in advance and again NN days in advance	▶ Job email ▶ Custom email	▶ Off if set to '0' days ▶ Option to include a message intro ▶ Option to include employee information	Staff and Client Scheduler

Daily Warning Alerts: Timekeeping

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
D8. Pending PTO Request not resolved after NN days	Alerts if manager has PTO requests that are pending for longer than specified days	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	MyMITC for the Web
D9. Pending T&A . Request not resolved after NN days	Alerts if manager has T&A requests that are pending for longer than specified days	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	MyMITC for the Web
D10. Employees Exceeding NN Hours per week on average	Alerts if employee average hours works exceeds specified hours within a specified time period	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Specify number of weeks to use to calculate average ▶ Option to ignore recent weeks ▶ Option to filter employees using 'Classification A' setting or Weekly Standard hours	Timecards
D11. Employee clocked in not trained at Job	Alerts if employee clocks into a job he/she not trained	▶ Job Manager ▶ Custom Email	▶ Off if set to '0' days	Time & Attendance database Staff and Client Scheduler\Jobs Trained
D12. Employee clocked in banned from Job	Alerts if employee clocks into job he/she is banned	▶ Job email ▶ Custom email	▶ Off if set to '0' days	Time & Attendance database Staff and Client Scheduler\Jobs Banned
D13.Employee clocked in now Terminated or Inactive	Alerts if employee clocked in is terminated or inactive		▶ Off if set to '0' days	Time & Attendance database Employees\Employees\Classification A
D14.Invalid Caller ID	Alerts if employee clocks-in/out with invalid caller-ID number		▶ Off if set to '0' days ▶ Option to select which manager is alerted	Time and Attendance database
D16. Employee not clocked in/out for NN Days	Alerts if employee doesn't clock in/out for NN days		▶ Off if set to '0' days	Time and Attendance database
D27. Notify Consumer & Manager if attendance not approved	**Coming Soon!** Alerts if consumer does not approve attendance records		▶ Off if set to '0' days	Time and Attendance database Clients must use consumer view on myMITC

Daily Warning Alerts: Timekeeping

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
D8. Pending PTO Request not resolved after NN days	Alerts if manager has PTO requests that are pending for longer than specified days	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	MyMITC for the Web
D9. Pending T&A . Request not resolved after NN days	Alerts if manager has T&A requests that are pending for longer than specified days	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	MyMITC for the Web
D10. Employees Exceeding NN Hours per week on average	Alerts if employee average hours works exceeds specified hours within a specified time period	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Specify number of weeks to use to calculate average ▶ Option to ignore recent weeks ▶ Option to filter employees using 'Classification A' setting or Weekly Standard hours	Timecards
D11. Employee clocked in not trained at Job	Alerts if employee clocks into a job he/she not trained	▶ Job Manager ▶ Custom Email	▶ Off if set to '0' days	Time & Attendance database Staff and Client Scheduler\Jobs Trained
D12. Employee clocked in banned from Job	Alerts if employee clocks into job he/she is banned	▶ Job email ▶ Custom email	▶ Off if set to '0' days	Time & Attendance database Staff and Client Scheduler\Jobs Banned
D13.Employee clocked in now Terminated or Inactive	Alerts if employee clocked in is terminated or inactive		▶ Off if set to '0' days	Time & Attendance database Employees\Employees\Classification A
D14.Invalid Caller ID	Alerts if employee clocks-in/out with invalid caller-ID number		▶ Off if set to '0' days ▶ Option to select which manager is alerted	Time and Attendance database
D16. Employee not clocked in/out for NN Days	Alerts if employee doesn't clock in/out for NN days		▶ Off if set to '0' days	Time and Attendance database
D27. Notify Consumer & Manager if attendance not approved	**Coming Soon!** Alerts if consumer does not approve attendance records		▶ Off if set to '0' days	Time and Attendance database Clients must use consumer view on myMITC

Daily Warning Alerts: Prospect

ALERT	FUNCTION	OPTIONS/SETTINGS	MITC FIELDS USED
DP1. Daily Prospector Alerts	Sends out a daily alert to sales person listing selected communication types for the previous day	▶ Alert sent at 12:15 ▶ Must have "Generate Alert" checked in Communication Type	Communications
DP2. Alert salesperson & Manager if follow up missed by NN days	Sends alert to sales person and employee manager if follow up date is NN days > current date	▶ Alert sent at 12:15	Prospects

Daily Warning Alerts: Employee Greetings

ALERT	FUNCTION	OPTIONS/SETTINGS	MITC FIELDS USED
D17. Send Anniversary Message to employee using user defined text	Sends a custom message to employees on their hire date anniversary	▶ Add photo	Employees/Anniversary date
D18. Send Holiday Message to employee working a holiday using user defined text	Sends a custom message to employees who work on a holiday	▶ Add photo	Time and Attendance Control File\Emp Alerts Time and Attendance database
D17. Wish employee Happy Birthday	Sends a custom message to employees on their birthday	▶ Add photo	Employees\Birthdate

Custom Alerts

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
H1. Working more than NN hours	Alerts manager if an employee works more than specified number of hours	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Time and Attendance database
H2. Scheduled more than NN hours	Alerts manager if employee is scheduled more than specified hours	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Staff and Client Scheduler
H3. Employee Clocked in but not clocked out after NN hours	Alerts manager if an employee is clocked in longer than specified number of hours	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employee	Time and Attendance database
H4. Early Overtime Warning for more than NN hours	Alerts if employee's actual hours + remaining scheduled hours => 40	▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Time and Attendance database

Real Time Alerts

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
RT1 employee Clocks Out Early	Alert sent if an employee clocks out NN minutes early from scheduled end time	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Must use increments of 5 minutes	

Job/Cost Center: Job Alerts

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
SA1.More employees than scheduled	Alerts if more employees clock in than budgeted clock-in	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Jobs\Budgets\# Emps Time and Attendance database
SA2.Less employees than scheduled	Alerts if fewer employees clock in than budgeted	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Jobs\Budgets\# Emps Time and Attendance database
SA3. Notify all Employees of Next Day's schedules at HH:MM	Emails employees their next day's schedule at specified time	▶ Job Manager ▶ Employee Manager ▶ Custom Email	▶ Off if set to '0' days	Staff and Client Scheduler
SA. 4Employees cannot clock in	Alerts if Job/Client Monthly Budget Exceeded checked in Job PINs	▶ Job Manager ▶ Custom Email	▶ Off if set to '0' days ▶ Option to alert employee with custom "Open Position" message	Job PINs\Call Control\Job-Client Weekly Budget Exceeded
SA5. Email Employee NN days future schedules on X day starting on X day	Weekly email sent to employees with future schedules for a specified number of days	▶ Job email ▶ Custom email	▶ Off if set to '0' days ▶ Option to include a message intro ▶ Option to include employee information	Staff and Client Scheduler

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Job/Cost Center: Hour of Service

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
HS1. Hours of service under/over budget yesterday by NN%	Alerts when hours of service is under or over by a specified percent for the previous day	▶ Job Manager ▶ Custom Email	▶ Off if set to 0%	Billing Preparation\Authorization
HS2. Hours of service under/over budget week to date by NN%	Alerts when hours of service is under or over by a specified percent for the week to date	▶ Job Manager ▶ Custom Email	▶ Off if set to 0%	Billing Preparation\Authorization
M1. Hours of service exceeds Authorization	Alerts if Monthly Hours Worked exceeds Authorized monthly hours	▶ Job Manager ▶ Custom Email	▶ Off if set to 0%	Billing Preparation\Authorization\Monthly Hours Worked Time and Attendance database

Job/Cost Center: Hours of Service Exceed Authorization

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
HSE1. Client with expired authorization	Alerts if a client authorization expires	▶ Job Manager ▶ Custom Email	▶ Off if unchecked	Group Billing\Authorization
HSE2. Client with expired authorization receiving services	Alerts if a client with an expired authorization receives services	▶ Employee Manager ▶ Custom Email	▶ Off if unchecked	Group Billing\Authorization

Job/Cost Center: Inspection Goal

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
IG1. Inspection Goal	Alerts if activity with numeric value or average is < set goal over past NN days	▶ Job Manager ▶ Custom Email	▶ Use Average of numeric activity responses or actual numeric response to trigger alert	Activity Tracking database- numeric responses only

Job/Cost Center: Invoice

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
I1. Transaction from MM/DD/YYYY till MM/DD/YYYY	Alerts if transactions within specified date range	▶ Alerts job manager	▶ Option to specify invoice # range • From Invoice # NN to # NN	Accounts Receivable\Invoices

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Job/Cost Center: Work Orders & Equipment

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
WT1. Work ticket scheduled in NN days	Alerts if a work ticket is scheduled within specified number of days	▶ Job Manager ▶ Custom Email	▶ Off if set to "0" days	Project Scheduler\Edit Tickets
WT2. Next equipment service date in NN days	Alerts if next equipment service date is within specified number of days	▶ Job Manager ▶ Custom Email	▶ Off if set to "0" days	Equipment Tracker\Equipment\Next Service Date
WT3. Alert job manager for new work ticket	Alerts job manager if new work ticket created	▶ Job Manager ▶ Custom Email	▶ Off if unchecked	Project Scheduler\Edit Tickets
WT4. Email when work ticket completed	Alerts when work ticket is completed	▶ Job Manager ▶ Custom Email	▶ Off if unchecked	Project Scheduler\Edit Tickets

Compliance Alerts

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
COM1. Employee with more than NN% attendance edits in last NN days	Alerts if an employee has greater than the specified percentage of attendance edits within the previous number of specified days	▶ Custom Email	▶ Off if set to "0" % and "0" days	Time and Attendance Security Report MyMITC for the Web
COM2. More than NN% unapproved timecards in last NN days	Alerts MyMITC manager if he/she has greater than the specified percentage of timecards are unapproved within the specified number of days	▶ Custom Email	▶ Off if set to "0" % and "0" days	Time and Attendance Timecards Database MyMITC for the Web
COM3. Employee with more than NN% absences in last NN days	Alerts if an employee's percentage of scheduled shifts are absences is greater than specified percent within the specified number of days	▶ Custom Email	▶ Off if set to "0" % and "0" days	Staff and Client Scheduler Timecard Database
COM4. Employee with more than NN% late arrivals or early departures in last NN days	Alerts if an employee's percentage of scheduled shifts are late arrivals or early departures is greater than specified percent within the specified number of days	▶ Custom Email	▶ Off if set to "0" % and "0" days ▶ Option to specify grace period • NN Grace Period (mins)	Staff and Client Scheduler Timecard Database Note: Not recommended for use with timecard rounding for best results.

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Maintenance Alerts

▸ Select day of the week to send Maintenance alerts

▸ Select time of day

ALERT	FUNCTION	ALERT RECIPIENT OPTIONS	OPTIONS/SETTINGS	MITC FIELDS USED
MA1. Generate alert for more than NN Attendance Records	Alerts if attendance database contains > NN Attendance Records	▸ Custom Email	▸ Off if blank	Attendance database
MA2. Generate alert for more than NN Timecard Records	Alerts if timecard database contains > NN Timecard Records	▸ Custom Email	▸ Off if blank	Timecard database
MA3. Generate alert for more than NN Schedule Records	Alerts if schedule database contains > NN Schedule Records	▸ Custom Email	▸ Off if blank	Staff and Client Schedules database
MA4. Generate alert for more than NN Work Order Records	Alerts if work order database contains > NN Work Order Records	▸ Custom Email	▸ Off if blank	Work Order database

## Training Alerts

ALERT	FUNCTION	OPTIONS/SETTINGS	MITC FIELDS USED
TR1. Remind Enrolled Employee NN days before class	Alerts employees of an upcoming training NN days before the trainings scheduled date	▸ **Remind Employee Manager:** Managers receive an alert for their employees ▸ **Notify Employees and Manager if class cancelled:** Alerts employees and manger if class is cancelled ▸ **Notify Manger when Employee registers for class. Confirm with Employee:** Alerts managers when an employee registers for training class	HR Manager Training MyMITC MyTraining

Job Opening Alerts

ALERT	FUNCTION	OPTIONS/SETTINGS	MITC FIELDS USED
JO1. Alert Employees of Job Opening	Alerts employees if published open positions if current date is > publish date and < un-publish date	▸ Option to include: • Title • Comment • Job Location • Pay • Hiring Bonus • Instructions from HR control file	HR Manager\Data Files\Open Job Positions

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Other new enotify option

▸ "Send Alerts Now" provides option for customers to send custom alert immediately
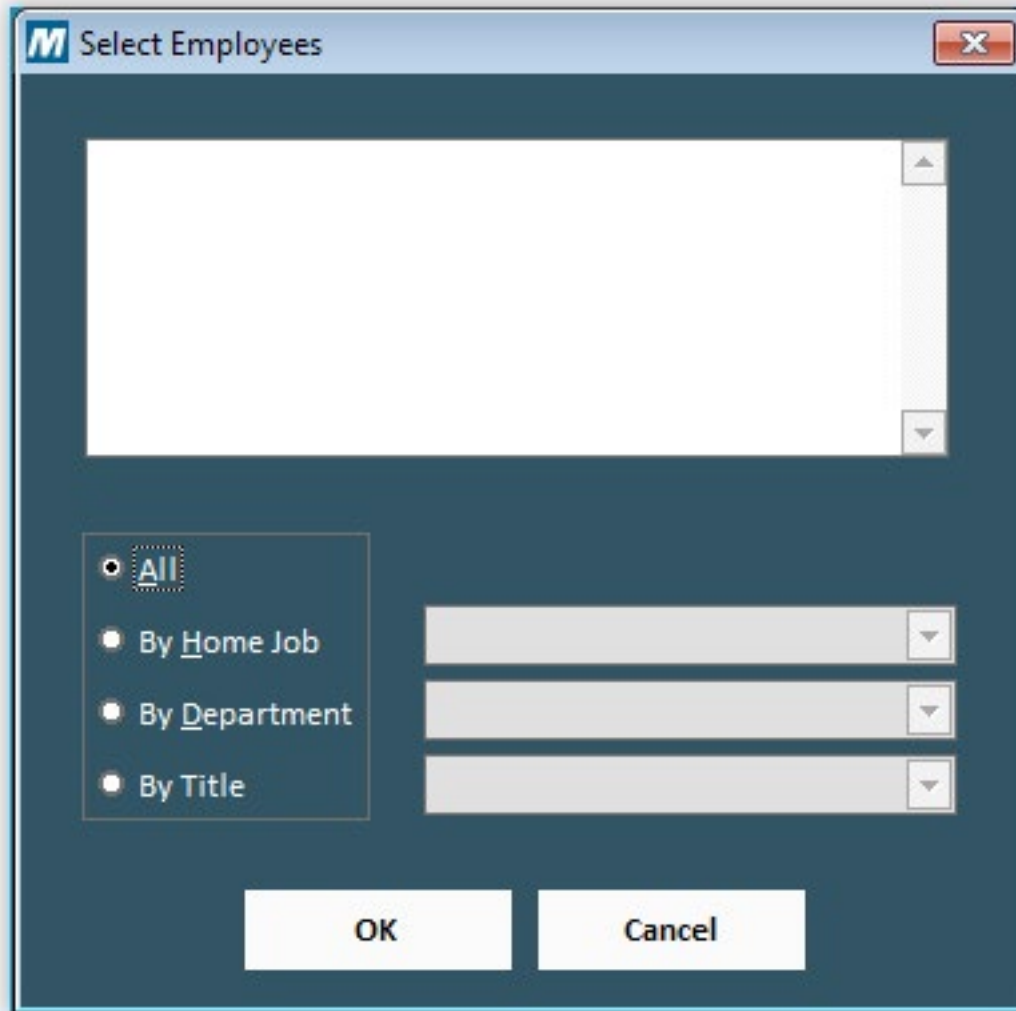
For more information, contact adamw@mitcsoftware.com.