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| --- | --- |
| Security Role | **BOR\_FN\_ADMIN\_REPORTING, BOR\_REPORTSUPERUSER, BOR\_EX\_BATCH\_PRC** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

## EX.030.020 - Running the Employee Notification Batch Process

#### Trigger:

#### Concept

This topic demonstrates how to run the Employee Notification Batch Process. This process is run notify employees that payments have been processed based on the employee’s submitted cash advances and/or expense reports.

There is also a separate process that can be run to notify employees when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period (default of 10 days delivered by GeorgiaFIRST).

**Topic Objectives:**

Upon completion of this topic, you will be able to:

- Identify the purpose of the Employee Notification Batch Process.

- Run the Employee Notification Batch Process.

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| Assumptions |
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| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the Employee Notification Batch Process for Employee Payments. At the end of the process, you will also have the opportunity to see what the resulting notification emails look like.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Employee Information** link. |
|  | Click the **Process Employee Notifications** link. |
|  | If you have previously established a **Run Control ID** for this process you can search for this value on the **Find an Existing Value** tab. Otherwise, you will need to click on the **Add a New Value** tab. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**Employee\_Notifications**" in the **Run Control ID** field.  **TIP:** Spaces are not permitted in this field. Use an underscore to similate a space. |
|  | Click the **Add** button. |
|  | Click the **Employee Notification** drop-down list. |
|  | From this selection box you can either choose **Employee Payments** (to notify employees that their expense reimbursements have been paid) or **Overdue Advances** (to notify employees that they have outstanding cash advances which require their attention). |
|  | Click the **Employee Payments** list item. |
|  | Click the **Run** button. |
|  | Ensure that the **Select** checkbox is enabled for the process you are running (EX\_EMPNOTIFY). |
|  | Click the **OK** button. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until the **Status** of your process displays **Posted**. |
|  | **Decision:**Please make a selection from the options listed below.   * Exit Process Employee Notifications   Go to step 18 on page 3   * View Email Notification   Go to step 19 on page 3 |
|  | Congratulations. You have just completed the **Run the Employee Notification Batch Process** topic. Below is a summary of the key concepts of this topic:  - The Employee Notification Batch Process notifies employees that payments have been processed based on the employee’s submitted cash advances and/or expense reports.  - The Employee Notification Batch Process can also be run to notify employees when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period.  **End of Procedure.** Remaining steps apply to other paths. |
|  | Access your email account at your institution and search for emails containing **Subject : Expenses Payment Notification** (only if you have recently had payments paid through the Expenses module for your EmplID).  The email is generated from the **Process Employee Notifications** batch job that should be run daily. |
|  | If you had ran the **Overdue Advances** process, the email would look similar to this page. |
|  | Congratulations. You have just completed the **Run the** **Employee Notification Batch Process** topic. Below is a summary of the key concepts of this topic:  - The Employee Notification Batch Process notifies employees that payments have been processed based on the employee’s submitted cash advances and/or expense reports.  - The Employee Notification Batch Process can also be run to notify employees when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period.  **End of Procedure.** |