

# Notifications

Notifications are messages that do not necessarily call for action, but are informative in nature.

They can be found in the menu on the right under .

New notifications are indicated by the number in the red badge .

Notifications Mark all as read | Delete all

-  **Event: Employee Tayo Azikiwe, Topic "Datum in Vergangenheit"**  
*Dec 20, 2021 6:01:00 AM*
-  **Event: Employee Claudia Rühmer, Topic "Personalgespräch 2021"**  
*Dec 20, 2021 6:01:00 AM*
-  **Event: Employee Klara Adam, Topic "WV Saisonvertrag Neffe"**  
*Dec 20, 2021 6:01:00 AM*
-  **Event: Employee Klara Adam, Topic "test123456789"**  
*Dec 20, 2021 6:01:00 AM*
-  **Event: Employee Omar Karim, Topic "Test 2555 wg AT Sicht"**  
*Dec 20, 2021 6:01:00 AM*
-  **Event: Employee Emma Green, Topic "Staff appraisal"**  
*Dec 20, 2021 6:01:00 AM*
-  **Shanti Nayak's probation period ends today.**

Different notifications are generated for the HR department, superiors, and employees.

They can be marked as read and be deleted.

Notifications are automatically displayed after the referencing date has been reached.

## Event

Events created in the employee file are displayed in the notifications list as information messages, provided that a follow-up date has been configured.

 **Event: Employee Emma Green, Topic "Staff appraisal"**  
*6:01:00 AM*

## Anniversary

Every year after an employee's first working day, a notification is displayed indicating the number of years this employee is part of the company. The date under "Employee file" "Contract" "Valid from" is used for this purpose. In case several contracts exist in an employee file, the "Valid from" date is used as the entry date.

 **Neff Comer is part of the company 1 year(s) as of today.**  
*Dec 14, 2021 12:15:01 AM*

## Probation period

# Notifications

---

If a probation period has been set in the contract configuration and an employee file has been assigned to this contract, the end of the probation period is automatically calculated based on its "Valid from" date specified. Accordingly, the following notifications are generated:

 Shanti Nayak's probation period ends on 20.12.2021.

*Dec 9, 2021 1:50:28 PM*

*One week before the end of the probation period*

 Shanti Nayak's probation period ends today.

*12:15:01 AM*

*On the last day of the probation period*

The same applies if manual entries have been made in the employee file under "Contract" ("Valid from" date).

## Start of work/1st working day

If a pending employee starts his job in the company (1st working day), a notification is generated for the HR department, the employee himself, and everyone else. The "Valid from" date in the employee file is used for this purpose.

 Tester Test is part of the company as of today.

*Dec 14, 2021 12:15:01 AM*

If the status of a pending applicant changes to employee ("Valid from" date in the contract), the following notification is generated.

 The status of employee Tester Test has been changed to  
Beschäftigt.

*Dec 9, 2021 1:22:30 PM*

## Sick reports

You will be informed about sick reports.

 Karl Böhme is on sick leave from 09.12.2021 to 09.12.2021.

*Dec 9, 2021 1:59:55 PM*

## Leave

Leave requests, approvals, cancellations, rejections, changes, or status changes (e.g. from "approved" to "taken") generate notifications.

 Klara Adam has requested leave for the period from 20.12.2021  
to 23.12.2021

*Dec 16, 2021 3:03:29 PM*

 The leave requested by Klara Adam for the period from  
20.12.2021 to 23.12.2021 has been approved

*Dec 16, 2021 3:05:45 PM*