



PROMARK WORKFORCE MANAGEMENT

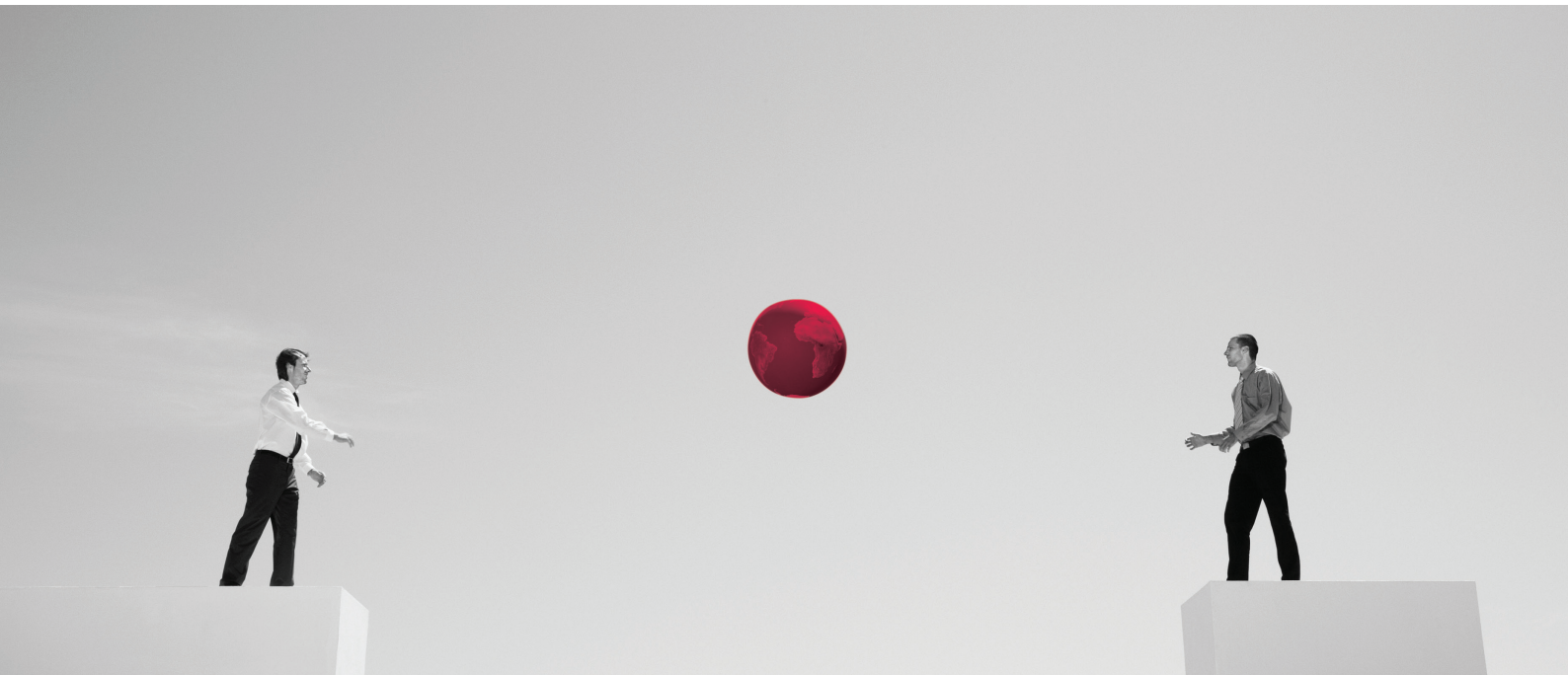


ProNotify



PRONOTIFY – NOTIFICATIONS THAT ENSURE TIMELY ACTION

ProNotify is the module that automatically notifies relevant people about missing registrations and approvals. This greatly simplifies administration and optimises payroll procedures.



AUTOMATED NOTIFICATIONS

PROACTIVE NOTIFICATIONS ENSURE ACTION BEFORE DEADLINE

ProNotify sends automatic notifications to employees and managers in case of irregularities or specific events registered in ProMark. The notifications are sent as individual emails, SMS messages or messages in ProPortal or ProMobile.

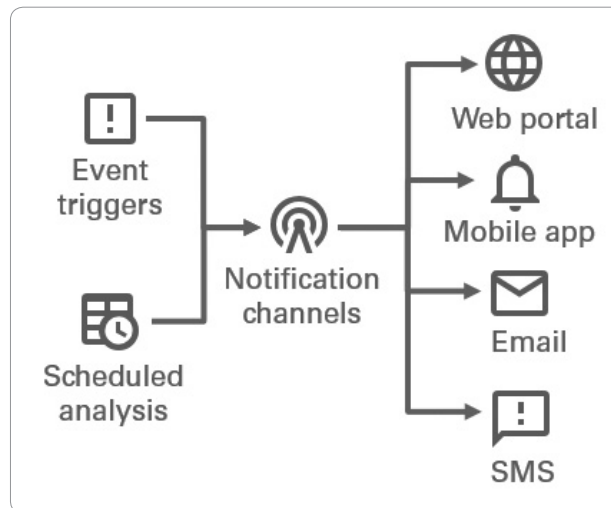
GENERAL REMINDERS

GENERAL NOTIFICATIONS

A notification might be a general reminder to all employees, for instance to submit any mileage claims or to remember some recurring registration before the end of the period.

TEMPLATE AND TIME FOR DISTRIBUTION

Notifications are written in a template and are sent as a consequence of specific events in ProMark. Alternatively, distribution can be related to a certain number of days before or after the end of a payroll period.



TRIGGERING EVENTS

Events in ProMark which can trigger notifications are:

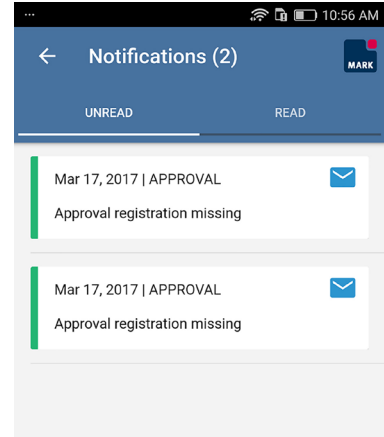
- Missing registrations (clock-in, clock-out, absence, reasons and project registrations)
- Missing acknowledgement of payroll period (for salaried staff who only register absence)
- Missing approval of e.g. transactions and holiday requests
- Approved holiday
- Notification about an account balance near the upper limit, e.g. overtime
- Birthdays and anniversaries
- Alarm on doors with access control
- Finished batch jobs run on server
- Errors and rejections when exchanging data to/from other systems (HR/payroll/ERP)

**AUTOMATED
INDIVIDUAL REMINDERS**

INDIVIDUAL NOTIFICATIONS SENT AUTOMATICALLY

The more advanced kind of notification is individual messages to employees, approvers or managers. They are sent according to predefined parameters and at specific times in case of specific events in ProMark or in relation to the payroll or holiday period.

The content of the message is defined in a template with variable data for receiver, sender and content in accordance with the results found by ProNotify when checking registrations and data.



**NOTIFICATION
TO SUBSTITUTE**

Notifications can be sent to a substitute defined in ProMark if e.g. an approver is on holiday or leave, so no important notifications are awaiting responses.

**PORTAL, MOBILE,
EMAIL OR SMS**

Notifications can be received in ProPortal and ProMobile or sent via email or SMS, so that they reach the recipient in the most appropriate manner.

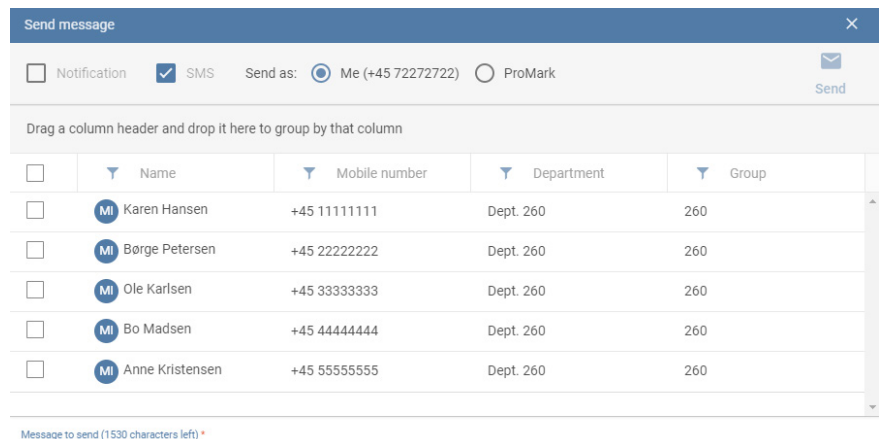
**PERSONAL
AD HOC MESSAGES**

PERSONAL MESSAGES

ProNotify also allows you to prepare messages in free text to be sent individually to one or more employees. The sender can be set to either ProMark or the relevant sender.

DEFINE SENDER

If you send such a message as SMS and with yourself as the sender, the recipient will be able to reply back via ordinary SMS to your mobile phone.



**WRITE MESSAGE
IN PROPORTAL**

The messages are written in ProPortal and are therefore visible to the payroll administration, managers, approvers as well as others with access to the portal. The functionality can be reused several places on the portal, so it is available where the user needs to send messages, for example in the approval window.

**FASTER PAYROLL
HANDLING**

LESS ADMINISTRATION AND CORRECT SALARIES IN TIME

ProNotify saves the payroll administration team the time to find which registrations, approvals and reasons are missing as well as the trouble of remembering to send out reminders (possibly repeatedly). This is automatically done according to fixed schedules without any manual effort.

**ONLY RELEVANT
NOTIFICATIONS**

Where one manager has completed all approvals, but another manager is missing some, a notification is only sent to the relevant person. I.e. there are no unnecessary notifications.

**OVERVIEW OF
NOTIFICATIONS SENT**

It is simple to set up notifications in ProNotify, and you have a complete view of sent and scheduled notifications.

**CORRECT AND
TIMELY PAYROLL**

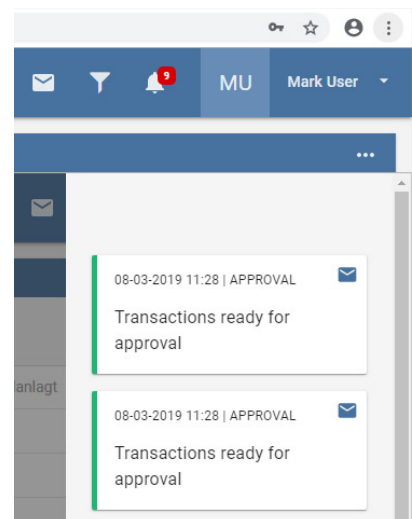
ProNotify proactively facilitates that registrations and approvals are carried out before the end of the payroll period and thus, that the payroll foundation is completed in time. This reduces the pressure on the payroll administration and ensures that the employees receive a correct and timely salary payment which in turn strengthens employee satisfaction.

PROACTIVITY

Managing overtime and leave becomes easier as the responsible manager receives a notification when employees are about to hit the roof. This allows the manager to intervene before the employee exceeds an employment/company regulation.

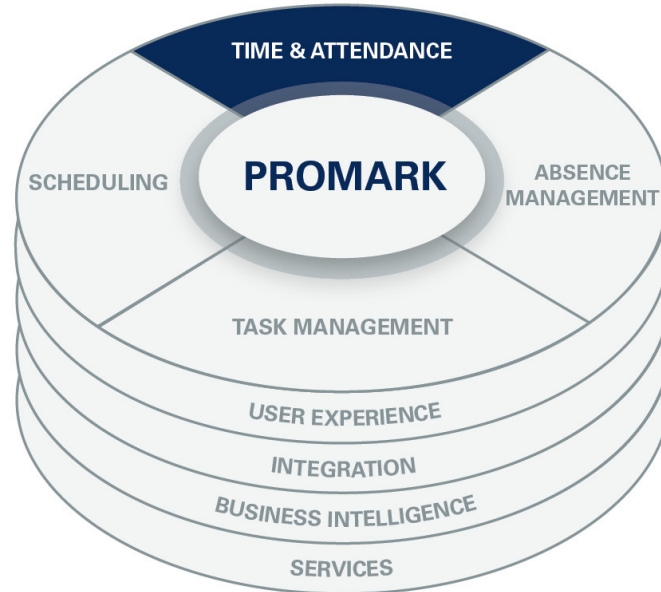
**GREATER EFFICIENCY
HIGHER PRODUCTIVITY**

ProNotify not only increases efficiency in the payroll administration. The automated notifications also ensure that managers do not have to spend unnecessary time searching for inconsistencies; they can focus on the core business.



PROMARK WORKFORCE MANAGEMENT

ProNotify is part of Time & Attendance in ProMark Workforce Management. With ProMark we help to manage companies' largest and most valuable and strategic resource – the workforce. Contact us at +44 808 23 44 786 for more information about all opportunities or go to www.mark-info.co.uk.



TIME & ATTENDANCE

Registration of working hours and deviation reasons validated against collective and local agreements creates the correct payroll basis



ABSENCE MANAGEMENT

Advanced handling of accrual, use and transfer of holiday. Sickness management with distribution on the right accounts and workflows for follow-up and overview



TASK MANAGEMENT

Registration of employee activities (job, project and process) refines ERP data for follow-up on resources and productivity



SCHEDULING

Planning and scheduling for effective use of company resources – even in case of deviations



USER EXPERIENCE

Smartphones, portal and terminals for registration, overview and approvals



INTEGRATION

Standard integration to payroll/HR/ERP ensures exchange of important data



BUSINESS INTELLIGENCE

Reports and analysis of data for measuring absence, productivity and savings



SERVICES

Hotline, private cloud, application management, superuser service and hardware service that ease the daily operation of ProMark

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MARK INFORMATION

Mark Information is an innovative software company offering Workforce Management solutions from offices in Denmark, Sweden, Norway, United Kingdom and Romania. Mark Information's Workforce Management solution ProMark enables customers to optimise productivity and generate savings through scheduling the right resources, at the right time, for the right job and ensures that resources are remunerated correctly in the most effective way. Mark Information services global corporations and has more than 1000 installations and 300,000 users. Read more at www.mark-info.co.uk.

