

Employee Certifications

Modified on: Thu, 19 Oct, 2023 at 2:41 PM

EMPLOYEE CERTIFICATIONS

Setup Groups > HR Setup > Certification Setup



Employee Certifications: The 'EMPLOYEE CERTIFICATIONS' page action allows you to record employee certification expiration dates.

Enter a new Code with a description. If you want a pop up notification, put a check in the Utilize Pop-up Alerts. You will need to fill in a date calculation to make this work.

← Certification Setup ✓ Saved   

 Search  New  Edit List  Delete   

Code ↑	Description	Utilize Pop-up Alerts	Pop-up Alert Date Calculation
→ RRSP HOLD	RRSP Hold	☒	30D

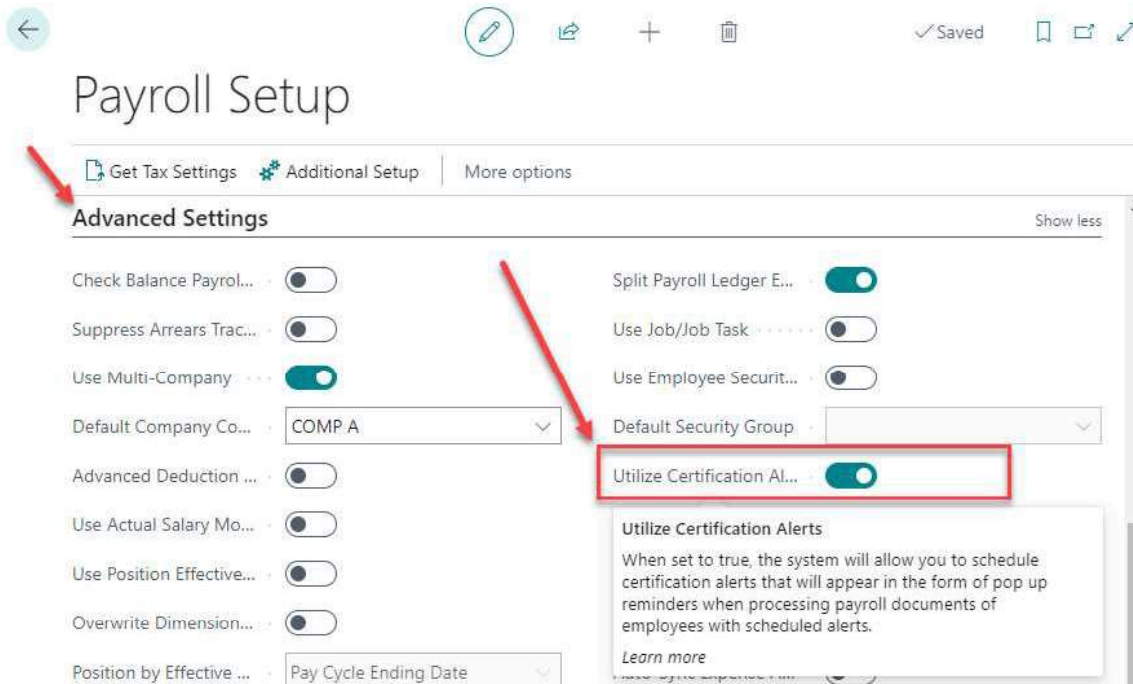
Next turn on Utilize Certification Alerts.

Payroll Setup in Advanced Setting tab for Utilize Certification Alerts.

Full Payroll Menu

Periodic Activities	Setup	Setup Groups
Periodic Processing..	Payroll Setup	Additional Setups..
Financial Periodic Activities..	Payroll Codes	HR Setup..

Open the Advanced Settings Fast tab and put a check in the Utilize Certification Alerts.



Payroll Setup

Get Tax Settings Additional Setup More options

Advanced Settings Show less

Check Balance Payrol...	☐	Split Payroll Ledger E...	☒
Suppress Arrears Trac...	☐	Use Job/Job Task	☐
Use Multi-Company	☒	Use Employee Securit...	☐
Default Company Co...	COMP A	Default Security Group	
Advanced Deduction ...	☐	Utilize Certification Al...	☒
Use Actual Salary Mo...	☐	Utilize Certification Alerts When set to true, the system will allow you to schedule certification alerts that will appear in the form of pop up reminders when processing payroll documents of employees with scheduled alerts. Learn more	
Use Position Effective...	☐		
Overwrite Dimension...	☐		
Position by Effective ...	Pay Cycle Ending Date		

If you suggest lines on a batch or a document, the message will come up alerting you to a certificate nearing expiration.