



EmployeeConnect

Work. Flow. Smarter.

Workflow Activity Types

Introduction:

The below activity types define the action a user is required to perform in a specific workflow step, such as a manager approving a leave request, or payroll acknowledging an employee's bank account details have been updated.

Submit

The submit activity is what triggers a workflow process, indicating who submitted the form and who the form is about, such as an employee 'submitting' a leave request for themselves or a manager 'submitting' a leave request on behalf of one of their employees.

Approval

The approval activity provides the user with the choice of approving or rejecting a submission, such as a leave or recruitment request.

Edit

The edit activity allows the user to update the data on a submission. This is useful for processes such as performance reviews, where several people may be providing data.

Validate

The validate activity combines the approval and edit activities, allowing the user to approve or reject *and* edit a submission. This is useful for processes such as leave requests, where part of the submission may require editing. This enables the user to make edits and approve a submission, rather than being forced to reject and initiate an entirely new workflow process.

Acknowledge

The acknowledge activity is used to inform users via their workflow inbox and/or email. This activity requires the user to select a checkbox to indicate they have 'acknowledged' the workflow step, such as payroll acknowledging an employee's bank account details have been updated.

Note: The workflow process will NOT continue until the assigned user logs in to EmployeeConnect and completes acknowledgement via their workflow inbox.

Notify

The notify activity is used to inform users via their workflow inbox and/or email. While this activity does contribute to the user's workflow inbox and asks the user to select a checkbox to indicate that they have 'acknowledged' the workflow step, it is not required.

Note: The workflow process will continue and does NOT require the assigned user to log in to EmployeeConnect and complete acknowledgement via their workflow inbox.

Message

The message activity is used to inform users via email only, it does NOT contribute to the user's workflow inbox.

Note: The workflow process will continue and does NOT require any action from the user.

Redirect

The redirect activity allows the user to both acknowledge and 'redirect' the workflow step to someone else. This is useful for processes where comments will need to be recorded and then escalated to someone else to action.

Resubmit

The resubmit activity provides the user with the ability to edit a form and then restart the entire workflow process from the start. This is useful for processes such as performance reviews, where numerous edits may be required before all parties agree. This activity usually follows a step that has been rejected, in which the user can modify the data and resubmit the form to a new workflow.