

# IPOPS E-mail Notifications

This presentation covers the following:

- [E-mail notification explained](#)
- [E-mail notification for employees](#)
- [E-mail notification for self-service approvers](#)
- [E-mail notification for authorized originators](#)
- [E-mail notification for internal approvers](#)
- [E-mail notification for agency signers](#)

**Note:** each agenda item is linked to its position within the presentation. If you would like to skip ahead or review a specific action, click on the links above.

# IPOPS E-mail Notifications

- If an agency uses e-mail notify, each time a document is forwarded for approval within an agency, an e-mail notification will be sent.
- The agency will also receive e-mail notification when a document is pending backdate, has been disapproved by anyone, placed in pending edits by agency authorizers and/or external approvers and when a document with a signature is deleted.
- E-mail notification within IPOPS is based at the agency level. It is not possible to choose to have e-mail notification based on a single user's preference.
- If an authorized originator changes their name during the processing of a document, the e-mail notify feature will not be able to find them. In this case, there is a default e-mail address set up for DSP Help that will allow the document to continue processing.

# IPOPS E-Mail Notifications

Only SCO can activate the e-mail notification feature on your agency profile. However your agency's User Profile Administrator can see if the feature is active for your agency by looking at the agency profile in IPOPS.

03/19/2013

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## Application Access

Allow Employees Access to Self-Service Forms:

- Direct Deposit
- Employee Address Information
- Employee Voluntary Deductions

Require Agency Approval on Self-Service Forms:

- Direct Deposit
- Employee Address Information
- Employee Voluntary Deductions

## Routing Exclusions

Excluded Administrative Group(s)

## IPOPS Information

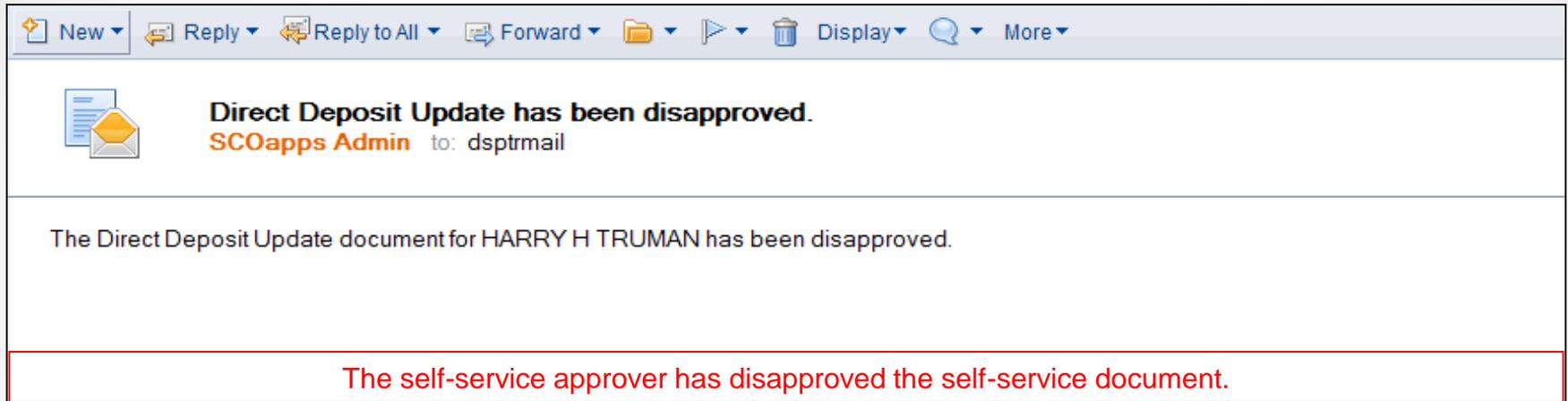
Requires Email Notification?	Yes
<del>Position Control Application - Pay Location Driven?</del>	No
Personnel Application - Pay Location Driven?	No
Payroll Application - Pay Location Driven?	No

# E-mail Notifications:

## Employee E-mails

- An agency User Profile Administrator (UPA) decides which self-service actions can be completed by agency employees. The UPA also determines if the self-service documents need to be reviewed by a self-service approver before being sent to the State Controller's Office for processing. If an agency allows their employees to complete any or all of the self-service actions, the employee may receive generated e-mail messages associated with those actions.
- The following slides go through the e-mails an employee might receive if they have access to self-service actions and if the self-service documents require agency approval before being sent to SCO.
- Note: All employees receive the direct deposit notification on page six regardless of self-service access.

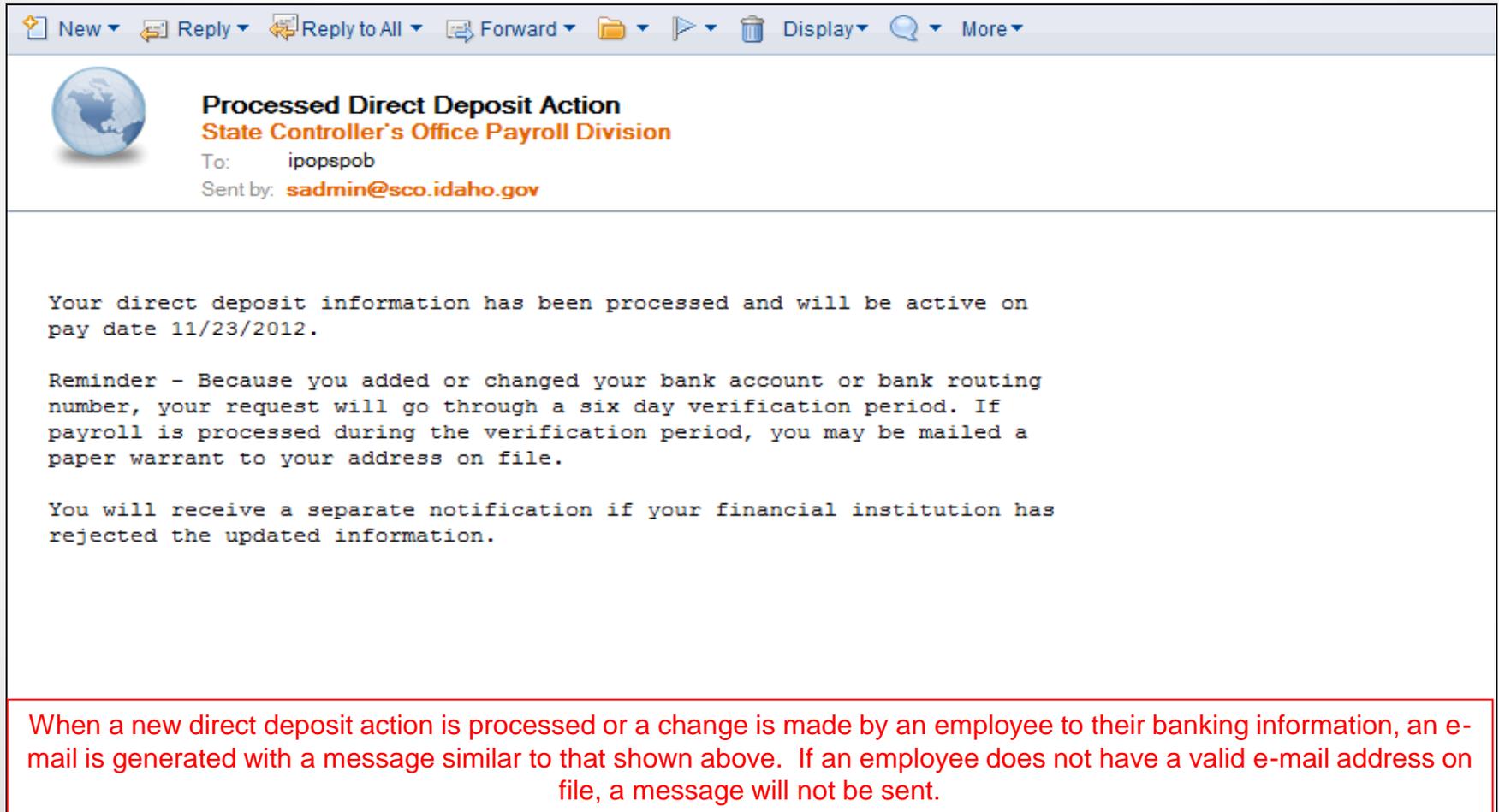
# E-mail Notifications: Employee E-mails



\*No message is generated if an open enrollment or FSA action has been disapproved by OGI.

\*No message is generated if a self-service document is approved.

# E-mail Notifications: Employee E-mails



The screenshot shows an email client interface with a menu bar at the top containing icons for New, Reply, Reply to All, Forward, a folder icon, a flag icon, a trash icon, Display, a speech bubble icon, and More. Below the menu bar is a header section with a globe icon on the left. To the right of the globe, the text reads: **Processed Direct Deposit Action**, **State Controller's Office Payroll Division**, To: ipopspob, and Sent by: [sadmin@sco.idaho.gov](mailto:sadmin@sco.idaho.gov). The main body of the email contains three paragraphs of text in a monospaced font. The first paragraph states that direct deposit information has been processed and will be active on pay date 11/23/2012. The second paragraph is a reminder that because the employee added or changed their bank account or routing number, their request will go through a six-day verification period, and they may be mailed a paper warrant if payroll is processed during this period. The third paragraph states that the employee will receive a separate notification if their financial institution has rejected the updated information. At the bottom of the screenshot, there is a red-bordered box containing a red warning message: "When a new direct deposit action is processed or a change is made by an employee to their banking information, an e-mail is generated with a message similar to that shown above. If an employee does not have a valid e-mail address on file, a message will not be sent."

New ▾ Reply ▾ Reply to All ▾ Forward ▾ Folder ▾ Flag ▾ Display ▾ More ▾

 **Processed Direct Deposit Action**  
**State Controller's Office Payroll Division**  
To: ipopspob  
Sent by: [sadmin@sco.idaho.gov](mailto:sadmin@sco.idaho.gov)

Your direct deposit information has been processed and will be active on pay date 11/23/2012.

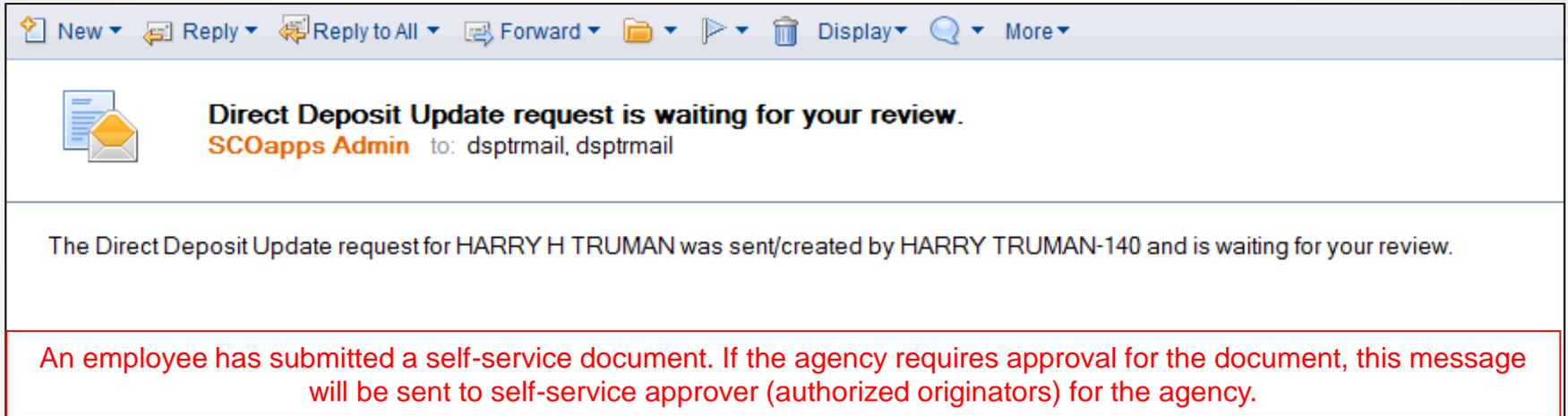
Reminder - Because you added or changed your bank account or bank routing number, your request will go through a six day verification period. If payroll is processed during the verification period, you may be mailed a paper warrant to your address on file.

You will receive a separate notification if your financial institution has rejected the updated information.

When a new direct deposit action is processed or a change is made by an employee to their banking information, an e-mail is generated with a message similar to that shown above. If an employee does not have a valid e-mail address on file, a message will not be sent.

# E-mail Notifications

## Self-Service Approver

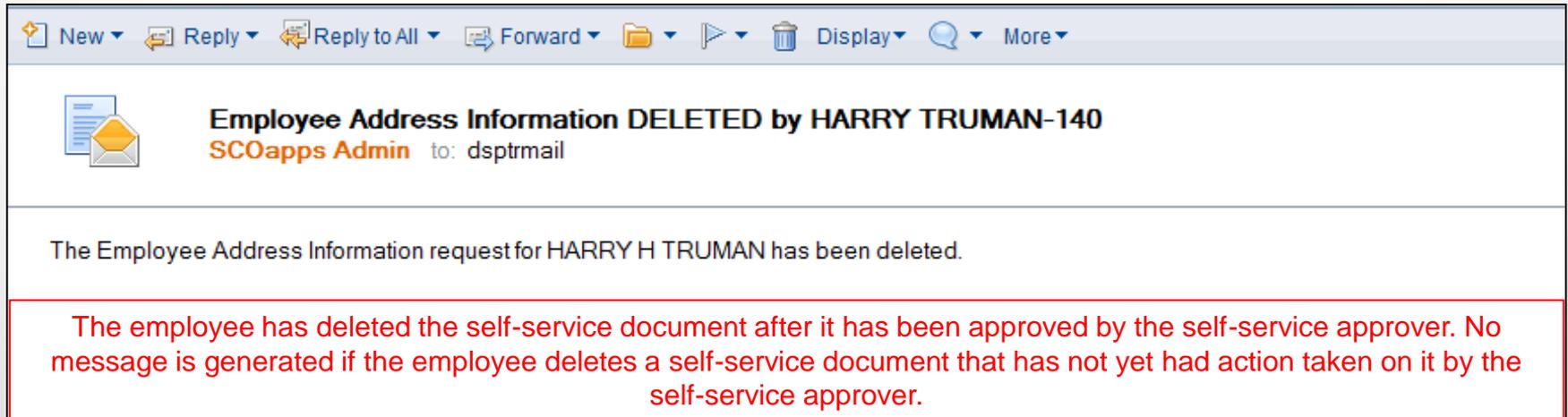


New Reply Reply to All Forward Display More

 **Direct Deposit Update request is waiting for your review.**  
**SCOapps Admin** to: dsptmail, dsptmail

The Direct Deposit Update request for HARRY H TRUMAN was sent/created by HARRY TRUMAN-140 and is waiting for your review.

An employee has submitted a self-service document. If the agency requires approval for the document, this message will be sent to self-service approver (authorized originators) for the agency.



New Reply Reply to All Forward Display More

 **Employee Address Information DELETED by HARRY TRUMAN-140**  
**SCOapps Admin** to: dsptmail

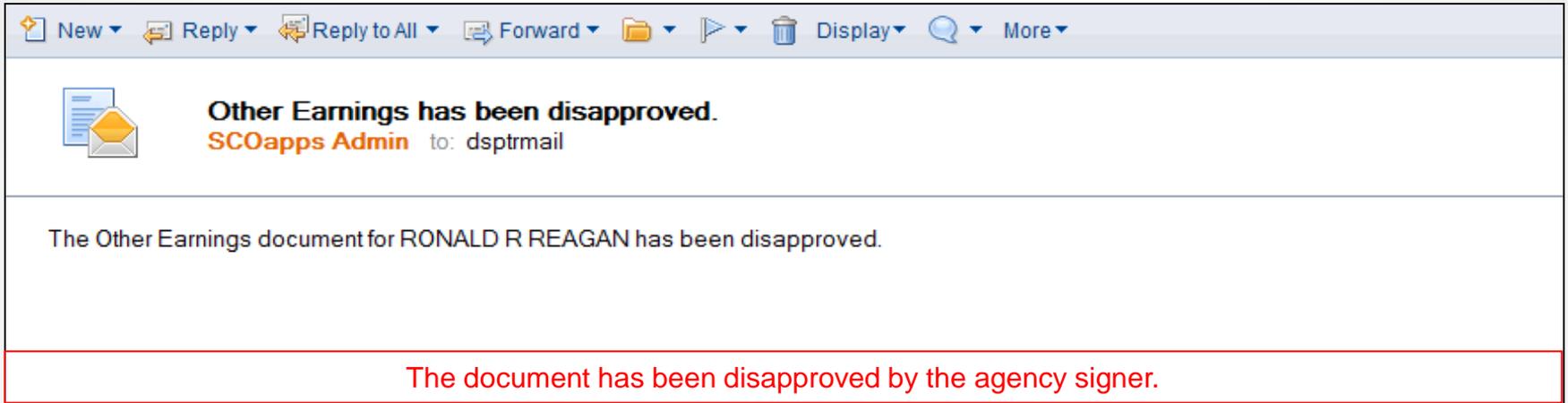
The Employee Address Information request for HARRY H TRUMAN has been deleted.

The employee has deleted the self-service document after it has been approved by the self-service approver. No message is generated if the employee deletes a self-service document that has not yet had action taken on it by the self-service approver.

# E-mail Notifications: Authorized Originators

- In addition to e-mail notifications that get sent to authorized originators when they have the role of self-service approver, the authorized originator will receive e-mail notifications when an agency signer or internal approver has put the action into 'pending edits' or 'disapproved' status.
- If a document requires external routing, an authorized originator will receive e-mail notifications when action is taken by an external agency. External agencies include: DHR, DFM, GOV, BOE, DPA and DSP.
- Authorized originators also receive automatic e-mail notifications from SCO when specific situations occur during the upload process.

# E-mail Notifications: Authorized Originators

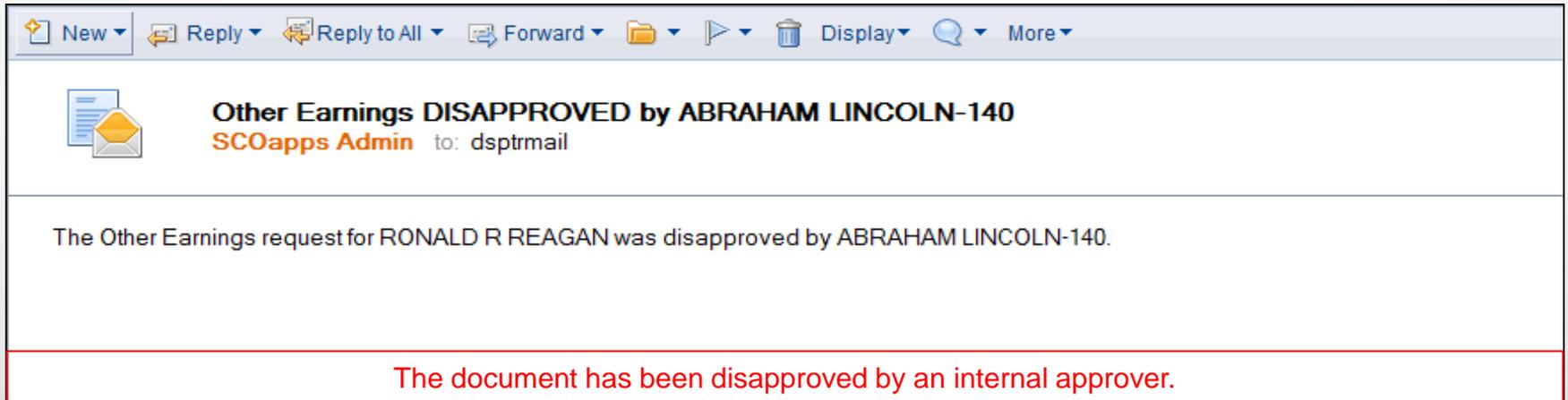


New Reply Reply to All Forward Display More

 **Other Earnings has been disapproved.**  
SCOapps Admin to: dsptmail

The Other Earnings document for RONALD R REAGAN has been disapproved.

The document has been disapproved by the agency signer.



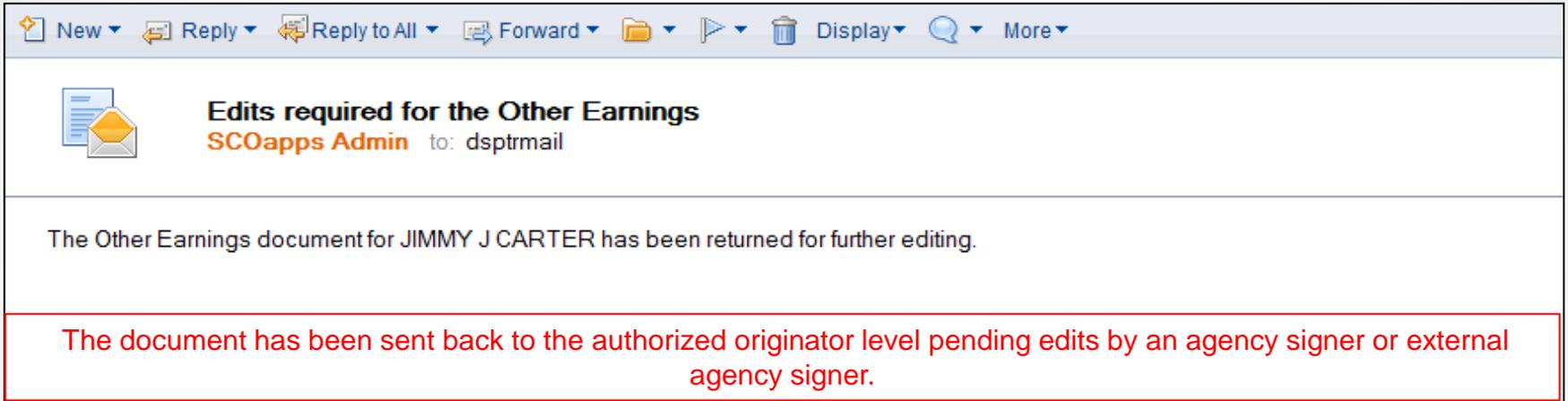
New Reply Reply to All Forward Display More

 **Other Earnings DISAPPROVED by ABRAHAM LINCOLN-140**  
SCOapps Admin to: dsptmail

The Other Earnings request for RONALD R REAGAN was disapproved by ABRAHAM LINCOLN-140.

The document has been disapproved by an internal approver.

# E-mail Notifications: Authorized Originators

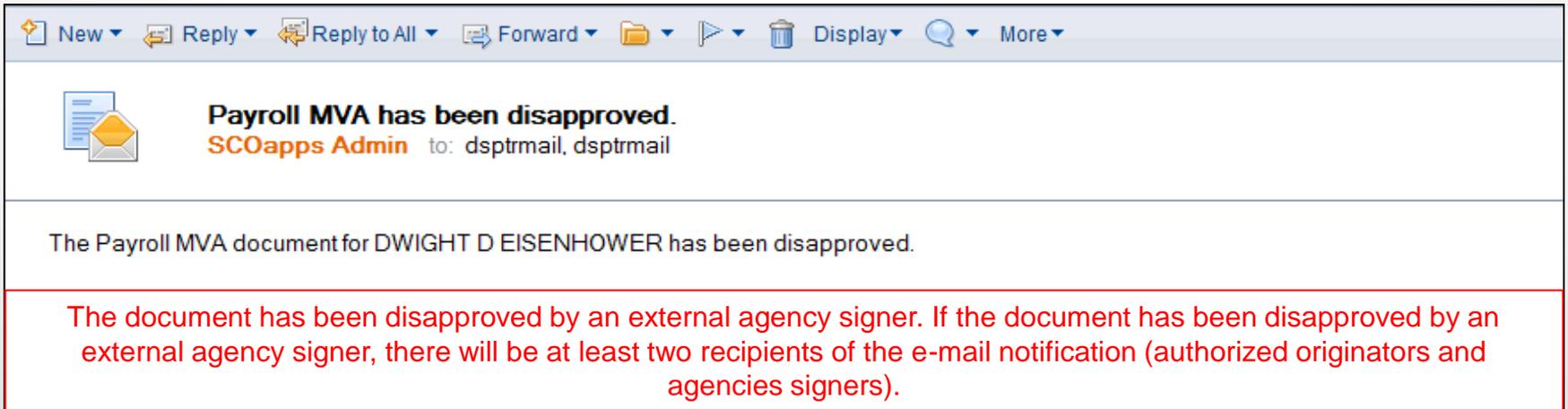


New Reply Reply to All Forward Display More

 **Edits required for the Other Earnings**  
SCOapps Admin to: dsptmail

The Other Earnings document for JIMMY J CARTER has been returned for further editing.

The document has been sent back to the authorized originator level pending edits by an agency signer or external agency signer.



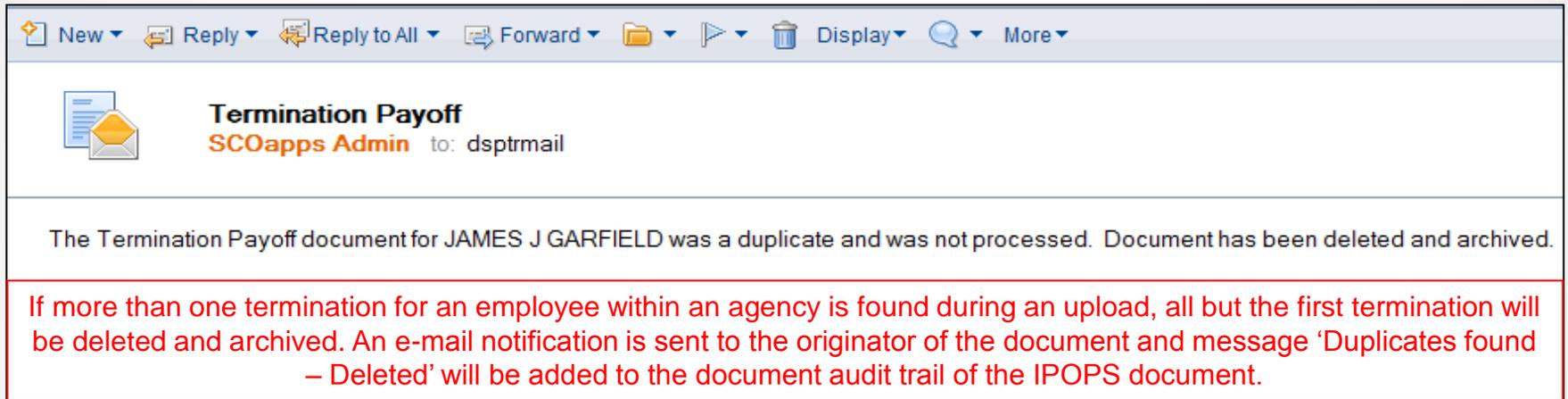
New Reply Reply to All Forward Display More

 **Payroll MVA has been disapproved.**  
SCOapps Admin to: dsptmail, dsptmail

The Payroll MVA document for DWIGHT D EISENHOWER has been disapproved.

The document has been disapproved by an external agency signer. If the document has been disapproved by an external agency signer, there will be at least two recipients of the e-mail notification (authorized originators and agencies signers).

# E-Mail Notifications: Authorized Originators

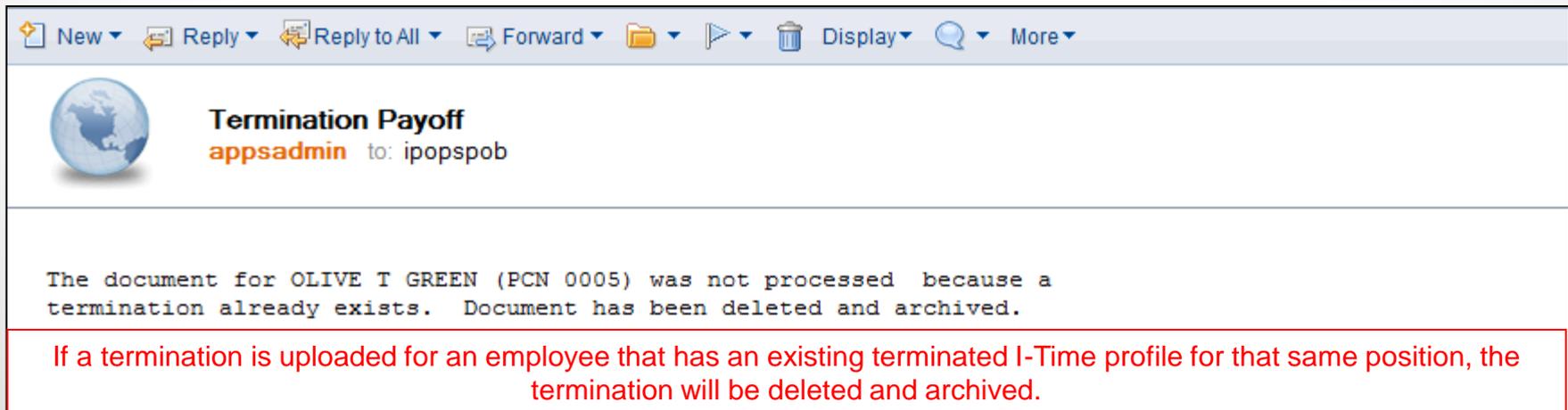


New Reply Reply to All Forward Display More

 **Termination Payoff**  
SCOapps Admin to: dsptmail

The Termination Payoff document for JAMES J GARFIELD was a duplicate and was not processed. Document has been deleted and archived.

If more than one termination for an employee within an agency is found during an upload, all but the first termination will be deleted and archived. An e-mail notification is sent to the originator of the document and message 'Duplicates found – Deleted' will be added to the document audit trail of the IPOPS document.



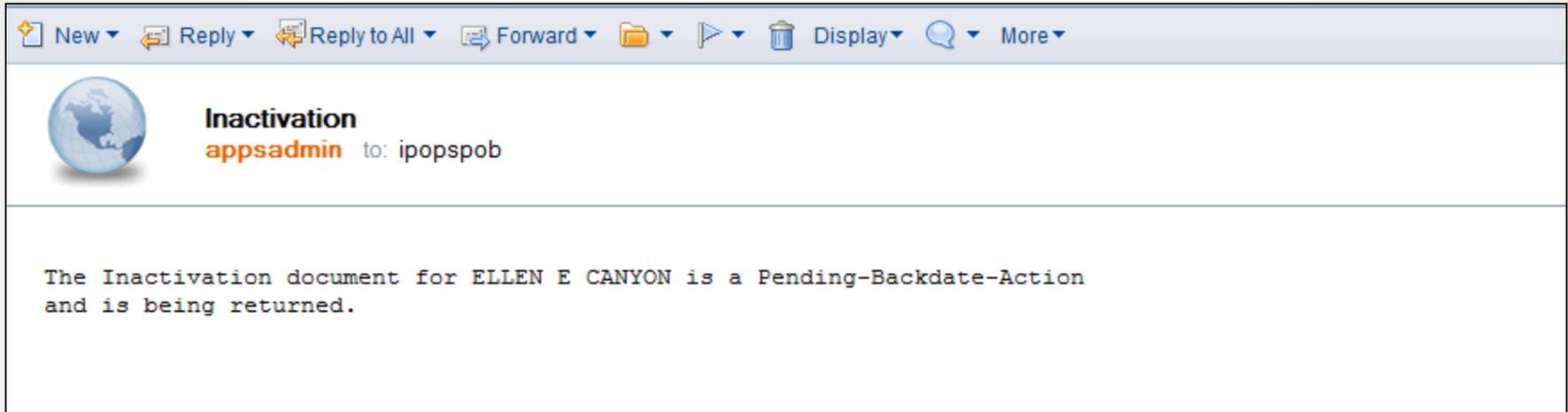
New Reply Reply to All Forward Display More

 **Termination Payoff**  
appsadmin to: ipopspob

The document for OLIVE T GREEN (PCN 0005) was not processed because a termination already exists. Document has been deleted and archived.

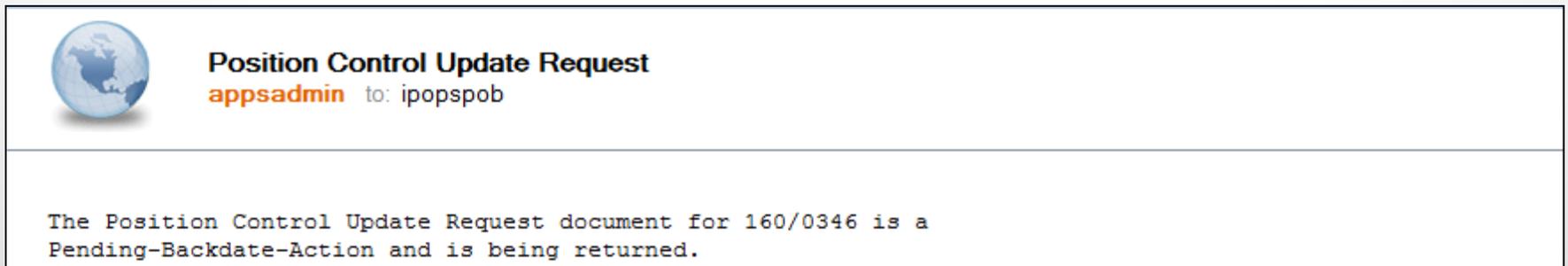
If a termination is uploaded for an employee that has an existing terminated I-Time profile for that same position, the termination will be deleted and archived.

# E-Mail Notifications: Authorized Originators



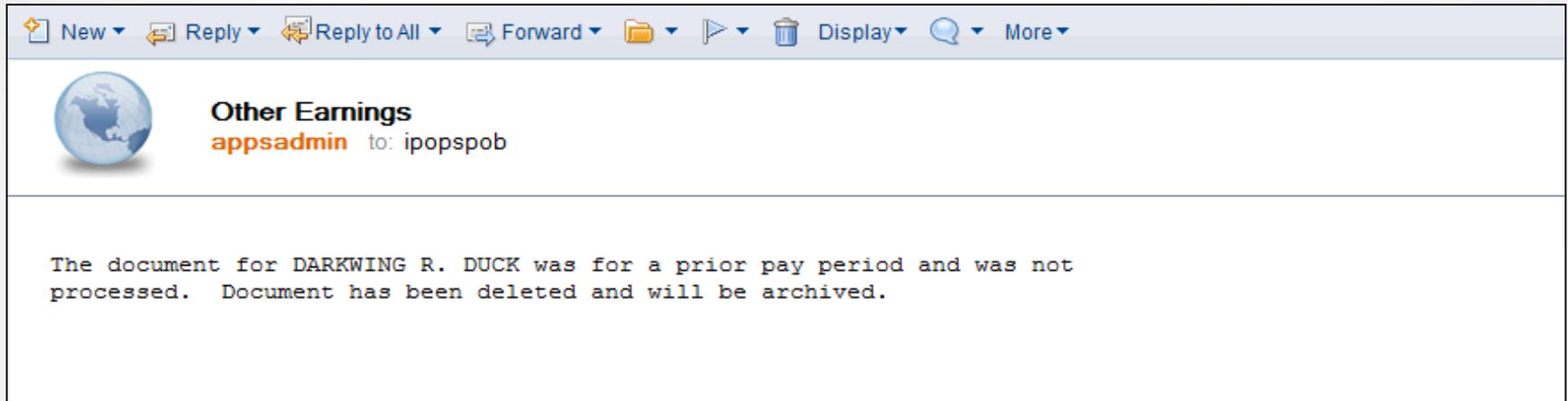
The screenshot shows an email client interface with a menu bar containing 'New', 'Reply', 'Reply to All', 'Forward', a folder icon, a play icon, a trash icon, 'Display', a search icon, and 'More'. Below the menu bar is a header for an email from 'Inactivation' with the sender 'appsadmin' and recipient 'ipopspob'. The email body contains the text: 'The Inactivation document for ELLEN E CANYON is a Pending-Backdate-Action and is being returned.'

The purpose of 'pending-backdate-action' is to prevent personnel and position control documents from being uploaded to the mainframe in the incorrect order based on the create date/time and effective date. This message is generated to the authorized originator when a duplicate personnel change or position control document is found during an upload to SCO.



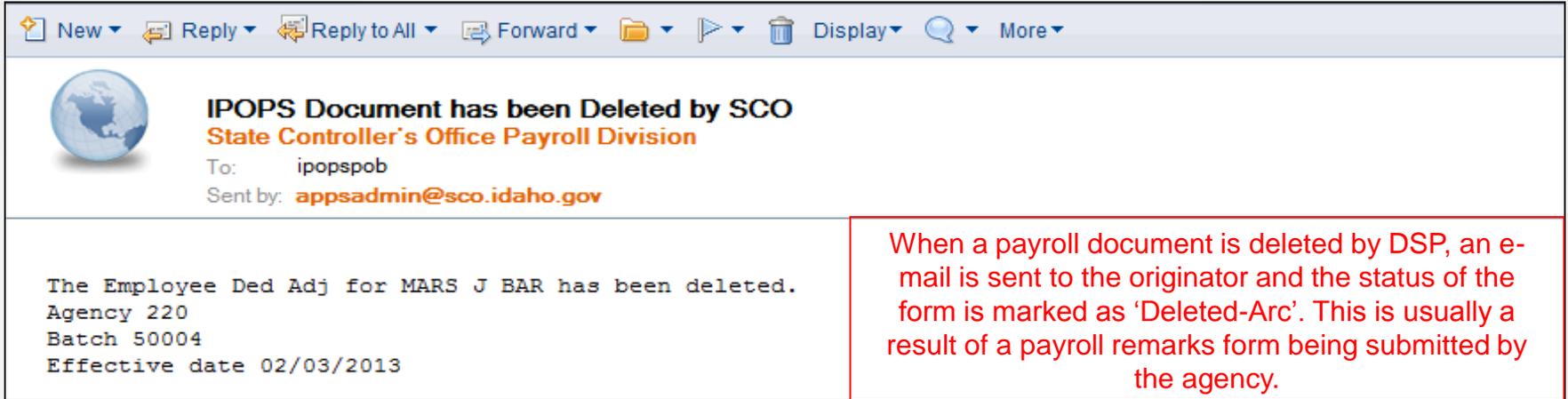
The screenshot shows an email client interface with a header for an email from 'Position Control Update Request' with the sender 'appsadmin' and recipient 'ipopspob'. The email body contains the text: 'The Position Control Update Request document for 160/0346 is a Pending-Backdate-Action and is being returned.'

# E-Mail Notifications: Authorized Originators



Other earnings, special payments, benefit deduction adjustments and employee deduction adjustments with prior pay period effective dates will be deleted and archived. An e-mail notification is sent to the originator of the document and the message 'Prior Pay Period – Deleted' will be added to the document audit trail and upload audit report.

# E-Mail Notifications: Authorized Originators

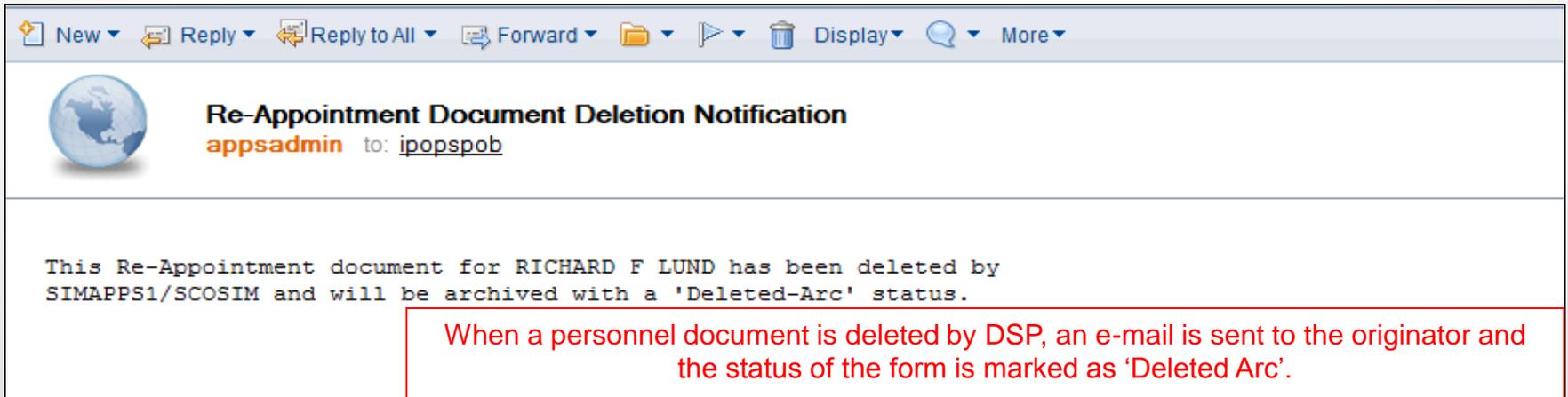


New Reply Reply to All Forward Display More

 **IPOPS Document has been Deleted by SCO**  
State Controller's Office Payroll Division  
To: ipospob  
Sent by: [appsadmin@sco.idaho.gov](mailto:appsadmin@sco.idaho.gov)

The Employee Ded Adj for MARS J BAR has been deleted.  
Agency 220  
Batch 50004  
Effective date 02/03/2013

When a payroll document is deleted by DSP, an e-mail is sent to the originator and the status of the form is marked as 'Deleted-Arc'. This is usually a result of a payroll remarks form being submitted by the agency.



New Reply Reply to All Forward Display More

 **Re-Appointment Document Deletion Notification**  
[appsadmin](mailto:appsadmin) to: [ipospob](mailto:ipospob)

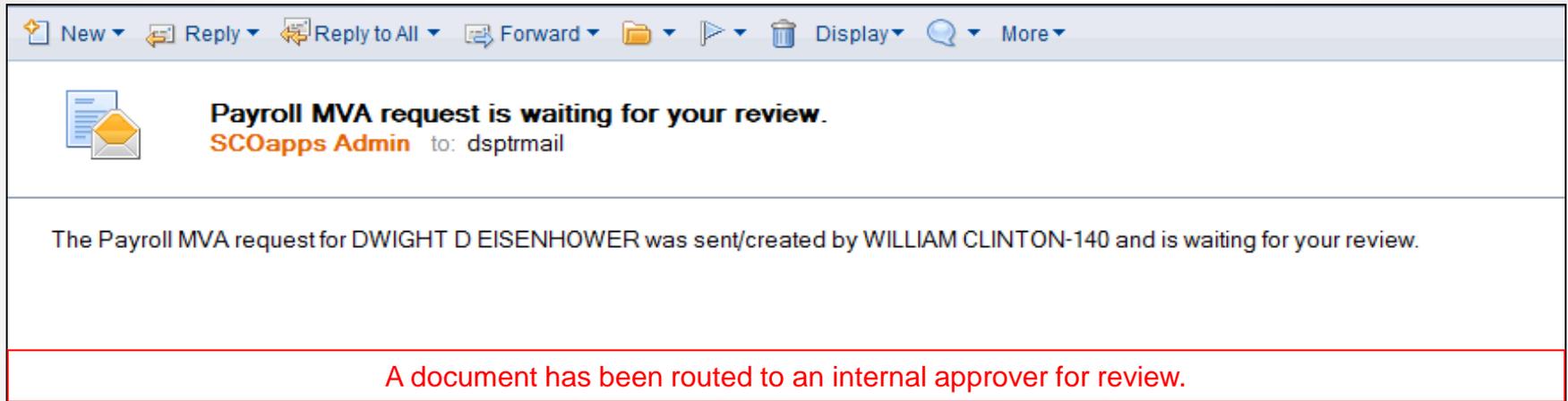
This Re-Appointment document for RICHARD F LUND has been deleted by SIMAPPS1/SCOSIM and will be archived with a 'Deleted-Arc' status.

When a personnel document is deleted by DSP, an e-mail is sent to the originator and the status of the form is marked as 'Deleted Arc'.

# E-mail Notifications: Internal Approvers

- Internal approvers are not required, but are commonly used by agencies with pay locations. Agencies can set up an internal approver for a specific pay location or agency wide.
- An internal approver reviews documents before the agency signer. The internal approver receives e-mail notifications when a document is sent to them for approval.

# E-mail Notifications: Internal Approvers

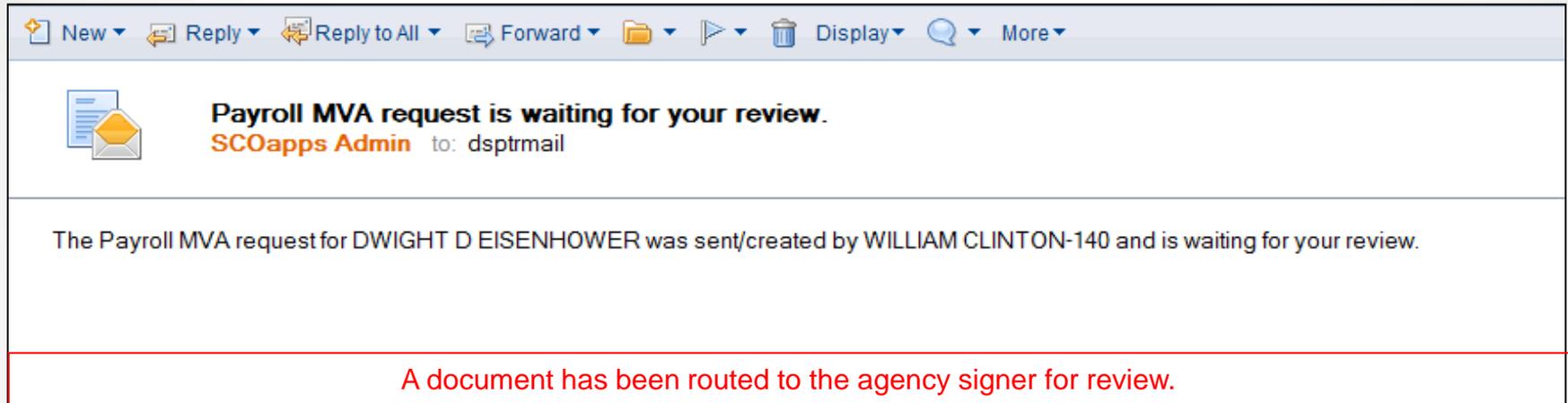


\*This is the only message an internal approver will receive. An internal approver is not notified if the document is disapproved or deleted.

# E-mail Notifications: Agency Signer

- There is an internal approval cycle built into IPOPS, therefore the system determines if an action can be automatically submitted to SCO for processing or if it needs an agency signer's approval before being submitted to SCO.
- If a document requires external routing, an agency signer (and agency authorized originator) will receive e-mail notifications when action is taken by the external agency signer. External agencies include: DHR, DFM, GOV, BOE, DPA and DSP.

# E-mail Notifications: Agency Signer

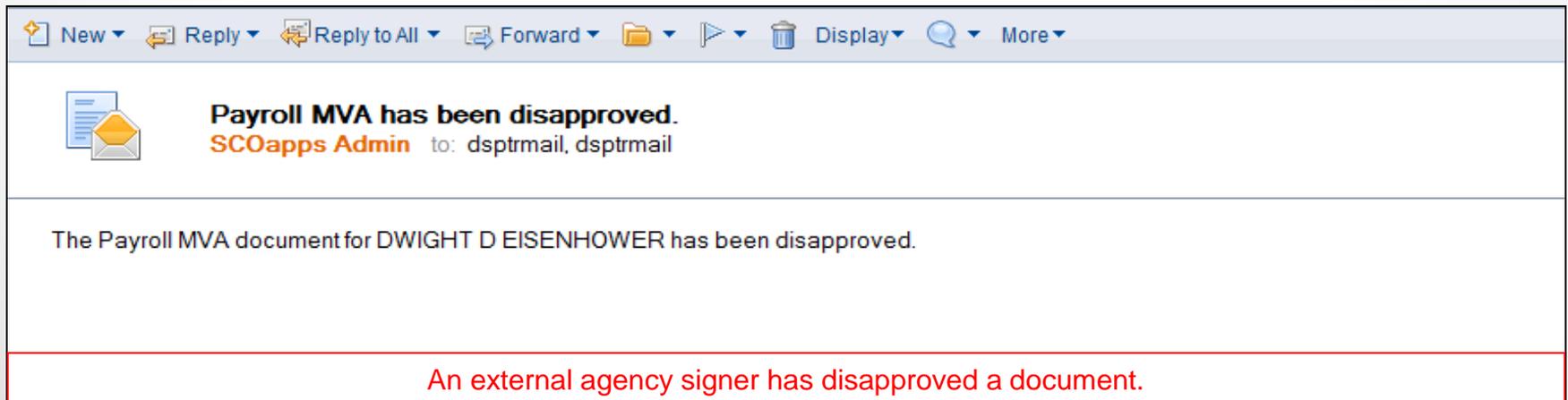


New Reply Reply to All Forward Display More

 **Payroll MVA request is waiting for your review.**  
SCOapps Admin to: dsptmail

The Payroll MVA request for DWIGHT D EISENHOWER was sent/created by WILLIAM CLINTON-140 and is waiting for your review.

A document has been routed to the agency signer for review.



New Reply Reply to All Forward Display More

 **Payroll MVA has been disapproved.**  
SCOapps Admin to: dsptmail, dsptmail

The Payroll MVA document for DWIGHT D EISENHOWER has been disapproved.

An external agency signer has disapproved a document.

# Thank You for Participating!

If you have additional questions that were not included in this online session, please utilize the following options:

- Access the help button in IPOPS
- Contact your local payroll office or
- E-mail the DSP Help Desk at [dsphelp@sco.idaho.gov](mailto:dsphelp@sco.idaho.gov)
- For questions regarding this PowerPoint or for training needs, please contact [dsptrainer@sco.idaho.gov](mailto:dsptrainer@sco.idaho.gov)