E-ALERTS AND NOTIFICATIONS FOR HUMAN RESOURCES DEPARTMENT OF SAN BEDA COLLEGE ALABANG

Raquel G. Ofreneo, MACoEd

Introduction

Addressing a notification or sending one is almost always a burden for the one who notifies and the one being notified. Documentations are sometimes lost, misplaced, or never got into the hands of the persons being notified.

As observed, it could have been easier and more efficient if the technology, a PC and a mobile phone can be used to address the abovementioned predicament.

The development of this particular program may put us into the next level of processing a particular documentation.

Specifically, the study seeks to answer the following questions:

1. How can faculty be easily notified regarding contracts and pay slips?
2. How can the HR's workload be lessened?
3. How e-docs - can be accessed anywhere and anytime, less paper cost (and no phone/mobile charges)?
4. How can the said program be a platform for other means of "Notifications" i.e. events, meetings, programs, schedules, promos?

Therefore, in the following discussions, it will be shown on how to go about in this particular helpful tool.

Currently, there is no system that is used by the Human Resource Department to notify all CAS faculty on the availability of faculty contracts and payslips. The HRM staff gives the said contracts and pay slips personally to the CAS faculty. They have to look for the CAS faculty at class rooms or faculty room which takes much of their time. Once the contract is given to the corresponding faculty, it needs to be signed and returned to the HR staff. The signed contract needs to be notarized. Once notarized, it will be distributed again to the faculty so that he/she can have a copy.

Using the proposed software, the Human Resources Department will create and configure Alerts/Notifications under Alerts/Notifications. Alerts/Notifications are configured within the specified standards of San Beda College Alabang. Using PC and mobile app, the user can view the Alerts/Notifications by current Alerts/Notifications as well as from the past 6 months or having the ability to view the history of past Alerts/Notifications by date and item. This allows the user to identify and track recurring problems.

The study aims to develop an E-Alerts and Notifications for Human Resources Department of San Beda College Alabang.

Specifically this study came up with the following objectives:

1. Provide an e-alert/notification module for faculty contracts and pay slips;

2. Provide the faculty to view an accurate notification to the designated mobile;

3. Provide an e-docs – that can be accessed anywhere and anytime, less paper cost and no phone/mobile charges; and

4. Provide a module/program that can also be a platform for other means of "Notifications" i.e. events, meetings, programs, schedules, promos.

The study seeks to explore the implementation of a new creative system that will benefit the following:

- **Human Resources Department.** The e-alert/notification module will be managed by the Human Resources Manager and Staff in their assigned PC. It should be free of charge.

- **Faculty Members.** Each faculty member should have a mobile to be able to receive the notification that is set by the Human Resources Department.

- **Other departments (i.e. Accounting, Office of the Vice Dean or Dean, Registrar and Others).** The said program can also be a platform for other means of "Notifications" i.e. events, meetings, programs, schedules, promos by using their assigned mobiles.

This study is limited to the E-Alerts/Notification Module. The Human Resources Manager or staff will create appropriate Alerts/Notifications. Alerts are process- driven. These Alerts will be indicated by HRM. Notifications are results-driven.

Once a new faculty contract or pay slip has been sent via email, the concerned faculty member will receive the notification using the assigned mobile. If an
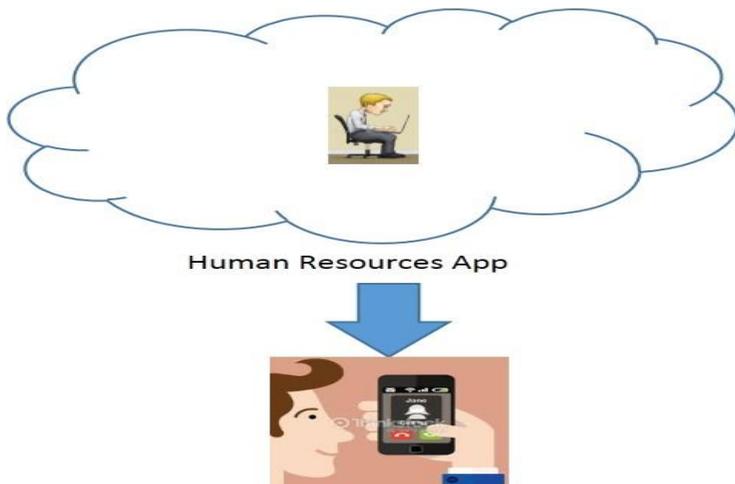
action item has not been addressed within 48 hours after an alert has been sent, a notification will be sent to the Program Head.

The proposed program is still being undertaken. Further evaluation is needed to have a firmer and final analysis on whether this particular program may be usable for the functional unit, which is the HRD, and for the faculty members.

System Design Specification

The researcher went into an extensive research and had read e-books pertaining to alert settings. For the software requirements, the researcher will utilize the Eclipse for Android version 4.2 and Google Chrome/Mozzilla Firefox/Internet Explorer, an internet browser used for launching the HR Application.

For the hardware requirement, a Personal Computer with at least core i5 processor, 256 MB of RAM and mobile phone will be used.

Figure 1.0 Prototype Infrastructure Diagram

The diagram shows the prototype of the system as a whole. The HR staff will use the Human Resources app in notifying or alerting the faculty member. Once the message has been sent, the notification will be forwarded through the corresponding mobile phone.

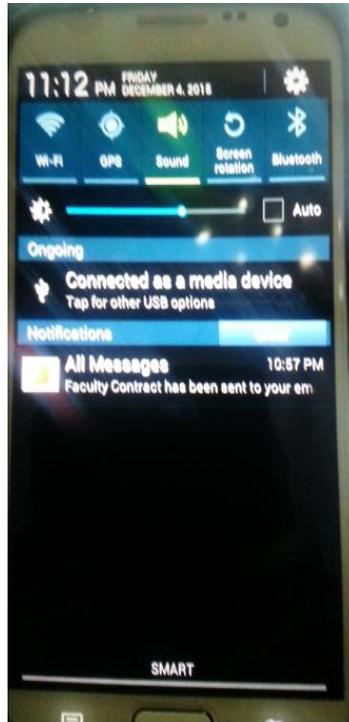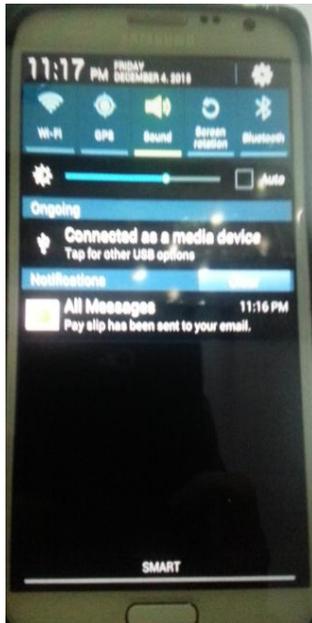**Sample Screen Design of E-Alert Notification Module**

Figure 2.0 Faculty Contract Notification

Figure 3.0 Pay Slip Notification

Summary

Most of the time, functional units are burdened by so many complex processes. It is a good thing that as of this time technology is just an arms-length away. It is a matter of establishing the objective, evaluating what techy tools to use, who will benefit and what further use of such programs should be undertaken.

As observed, being a member of the faculty, it has become quite difficult to notify or give notifications vis-à-vis functional units and faculty members.

The program at hand can be a very useful tool in sending notifications, promos, and events. Once fully tested and evaluated, these may be the next level of making life more worry-free in the institution.

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