

# —SPS ALERT—

## SPS Alert 101: SPS Benefit Events Email and Workday Notifications

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This chart outlines which events and when the ABC and/or employee receive emails regarding Benefit Events. ABC's and employees also get notifications within SPS (Workday) under the notifications (Bell Icon).



Business Process	Email Recipients	
	Employee	ABC
Email Notifications when ABC initiates submitting a "Change Benefits"	X	
Email Notifications when Employee initiates submitting a "Change Benefits"	X	
Email Notifications when Address Change, Job Change, New Hire system <i>initiated</i> and then <i>submitted</i>	X	
Email Notifications when Passive events: Overage Dependents system initiated	X	
Sent back on ABC initiated event		X
Sent back on Employee initiated event	X	X
EBD approved ABC initiated event now ready for elections to be submitted		X
EBD approved Employee initiated event now ready for elections to be submitted	X	
EBD sends back submitted elections	X	X
EBD approves submitted elections	X	