



## Reminder

It is now possible to add a reminder to the profile of an employee in HROnline.

For example, you want to remind yourself of the end of a fixed-term contract in order to arrange a meeting.

An email is then sent to your email address on the desired day.

This information is in no way visible to the employee concerned.

- 1 Go to **Employee Data** > **Monitoring of Tasks**.
- 2 click on **Add**.

**DURANT Marie [80002475]**

**Monitoring of tasks**

**Task Type** 1  \*

**Date of Task** 2  \*

**Processing indicator**

**Reminder Date**  3

**Comment**  
  
**Max: 9986 characters**

## Reminder

Fill in the following fields:

- 1 Task type: the type of item that I wish to remember.
- 2 Date of task: The date of the event.
- 3 Reminder date: when I want to receive a reminder (email)
- 4 Comment: contents of my email.