

# Manual processes aren't fun. Enter: Workflow Studio.

Automate nearly any manual HR, IT or Finance process across multiple systems at once. No code required.

Core	Pro	Unlimited	Enterprise
Everything you need to manage your workforce.	Easily manage your workforce and automate workflows for any employee event	Easily manage your workforce and automate workflows for unlimited employee events	For companies that need API access
	<b>CORE, PLUS:</b>	<b>PRO, PLUS:</b>	<b>UNLIMITED, PLUS:</b>
✓ Workflow Studio (onboarding events only)	✓ Workflow Studio (any employee event)	✓ Unlimited Custom Workflows	✓ Rippling API
	✓ 10 Custom Workflows	✓ Unlimited Formula Fields	
	✓ 10 Formula Fields	✓ Unlimited Advanced Reports	
	✓ 10 Advanced Reports		

## Top 10 Rippling Customer Workflow Recipes

- Send an email with key first-day info [x] days before a new hire starts\*
- Alert HR admins before a new hire's start date to check that their visa transfer has been received\*
- Send an alert when a new hire hasn't completed their onboarding in Rippling on or [x] days before their start date\*
- Send an alert to managers when a new hire offer letter is sent to their candidate
- Alert payroll admins when a remote employee moves to a different state
- Alert employees when they become eligible to contribute to their 401 (k)
- Block employee's calendar when their PTO is approved
- Alert managers when their employee hasn't signed a document
- Alert managers when their employee has an upcoming birthday
- Alert employees and managers when the employee hasn't taken time off in the past [x] months

\*Available with Unity Core

Here are some examples of the unique processes you can automate via Workflow Studio:

**Onboarding**

Send an email with key first-day info [x] days before a new hire starts\*

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Alert HR admins before a new hire's start date to check that their visa transfer has been received\*

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Alert admins if a new hire hasn't completed onboarding before their start date\*

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Send email notifications about a new hire to peers on the team, hiring manager, and IT\*

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Assign a task to managers to take their new hires to lunch on their first day\*

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Schedule monthly events with all new hires

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Alert employees when they become eligible to contribute to their 401 (k)

\*Available with Unity Core

**Offboarding**

Alert IT admins when a terminated employee hasn't returned their device

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Alert managers when their terminated employee still has tickets assigned to them

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Create an exit-interview survey for departing employees

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Alert payroll admins when an employee forfeits their sign-on bonus

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Alert managers when terminated employees own important Google calendar events

**Payroll**

Alert payroll admins when a remote employee moves to a different state

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Alert payroll admins when an employee's compensation changes

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Alert payroll admins when a pay run is manually approved

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Create a calendar reminder for payroll admins to approve payroll

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Alert managers when a PTO request is unapproved and payroll is due soon

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Assign a task to the payroll admins to pay a referral bonus



## Employee Engagement

Alert manager on their employee's work anniversary

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Create a calendar reminder for LMS course deadline

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Send an reminder to the employee and their manager when the employee hasn't completed their learning course

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Alert managers when their employee completes an LMS learning course

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Alert employees when their manager are scheduled for PTO

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Assign a task to the employee to provide proper certification when they move to a new state



## IT Flows

Alert employees and their IT admin when a device battery needs replacing

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Alert IT admins when employees change their multi-factor authentication (MFA) method

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Alert IT admins when a device hasn't connected to Rippling for over [x] days

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Alert IT admins when an employee resets the admin account password

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Alert IT admins if a device free disk space is less than 10GB



## Finance

Alert a cardholder if their card's utilization rate is over 90%

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Alert a cardholder if their card's balance reaches or exceeds its limit

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Send an alert to cardholder's manager if their card becomes locked

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Send an alert to cardholder's manager if a transaction exceeds a certain amount

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Send an alert to cardholder's manager if a transaction is with a specific merchant