Publish an HR lifecycle template and check execution

Preview effective dates, validate stage prerequisites, and trace directory-driven journeys.

https://docs.qintoravacloud.com/guides/hr-lifecycle/

Publish a template

In **Human resources → Workflow templates**, open the approved template and inspect the current published version. Configure named stages, prerequisites, effective-date offsets and location applicability. Preview with a sample location and effective date before publishing. If another author published during your edit, reload the current version and reconcile.

Verify an employee journey

Open **Lifecycle execution** and inspect the applied template version, effective dates and unfinished prerequisites. A location-excluded stage contributes no required work. Place cross-team requests in their intended stage and verify the completion receipt. If a linked handoff is cancelled, use the documented exception path with the independent reviewer and evidence. The assigned employee completes any employee-only work.

Trace directory-triggered work

Under **User directory integrations → HRIS lifecycle rules**, verify the mapped employment date, company, matching template and eligible owner. Run a clean preview before enabling the rule. Inspect the worker receipt after apply for the created case or hold reason. Compare source version, employee state, owner and effective date. A new import does not silently revise an existing journey. See HR workflows.