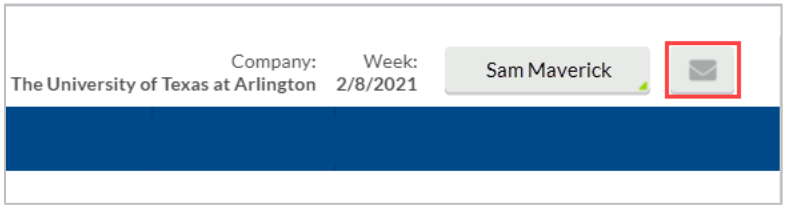
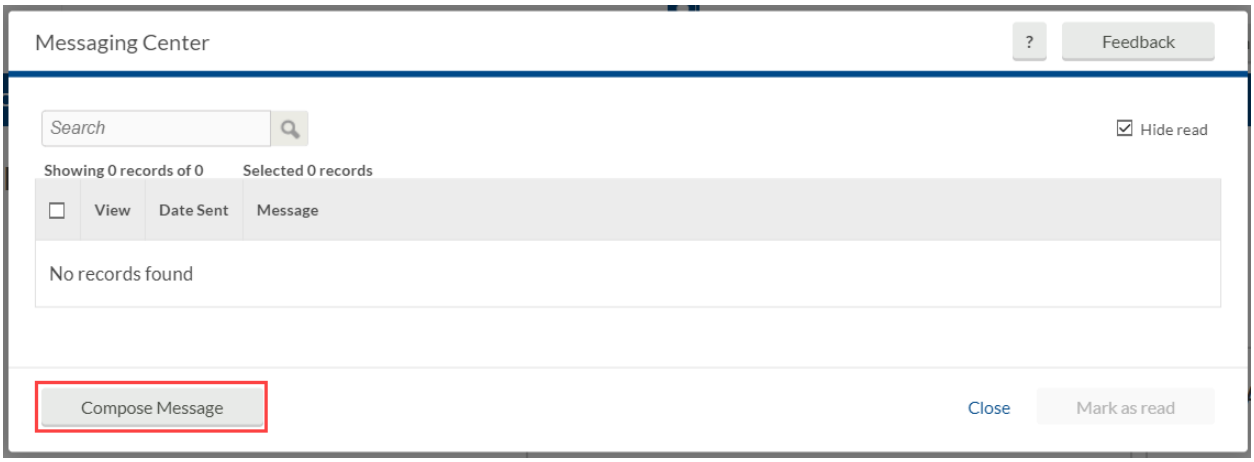
Employee Messaging Job Aid

Timekeepers and Managers can send messages to employees via TCP messaging and email.

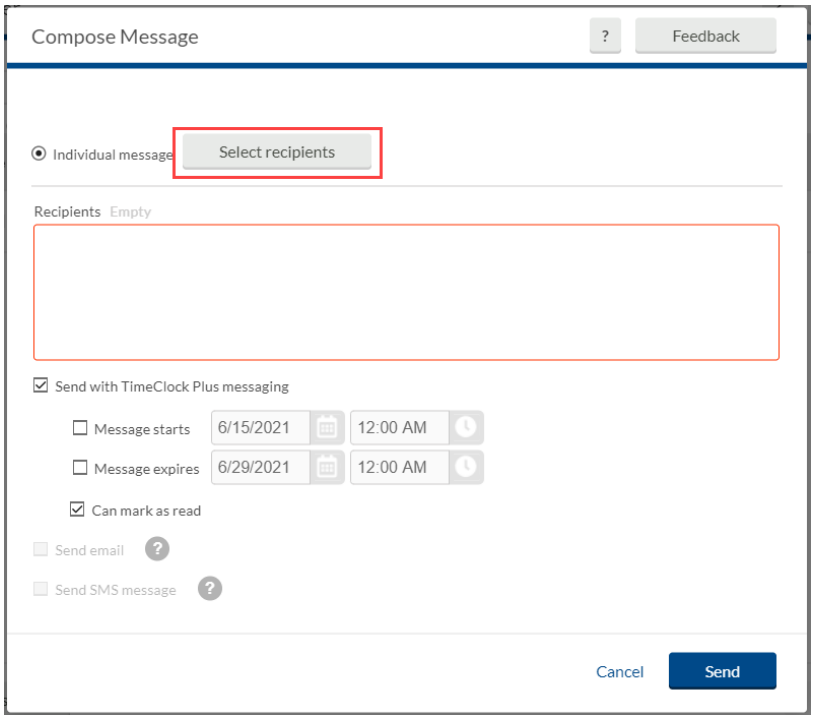
1. To send a message to an employee, from the TCP dashboard, click the message icon in the top right corner next to your name.



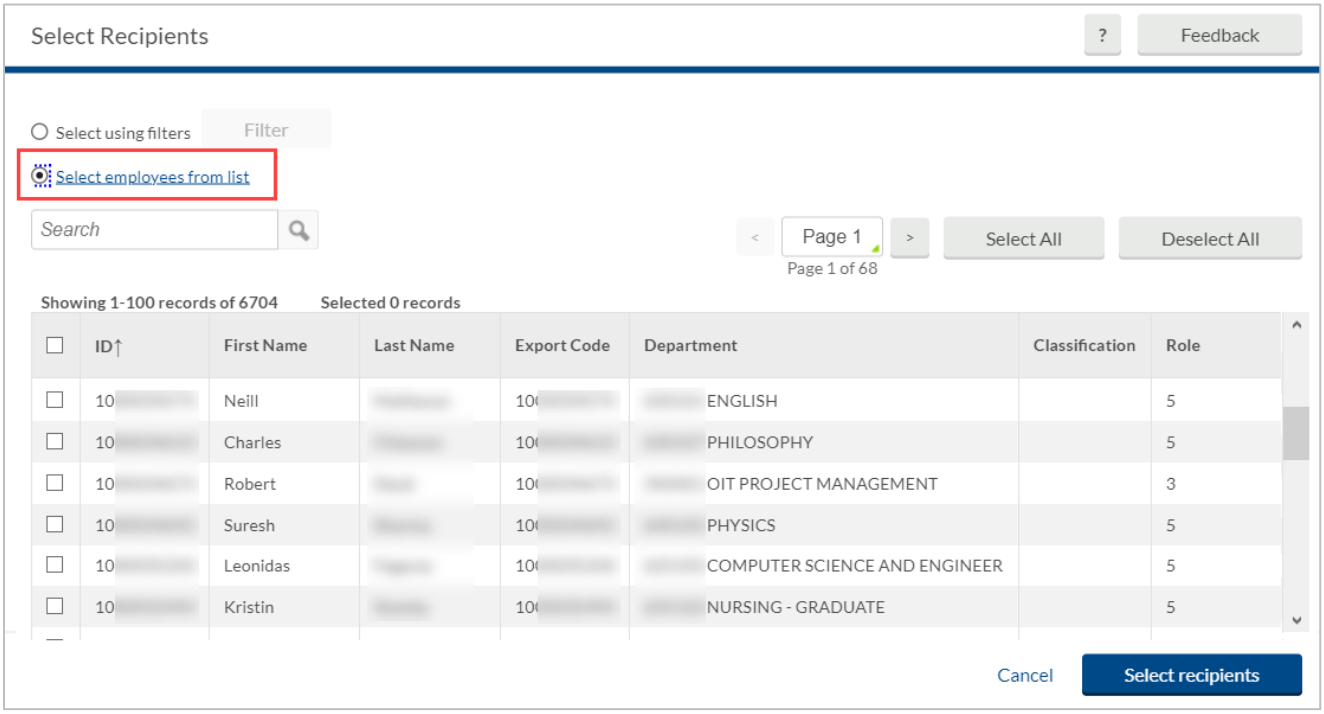
2. In the Messaging Center dialog box, click Compose Message.



3. In the Compose Message dialog box, select the recipients to send the message to by clicking the Select recipients button.



a. By default, the "Select employees from list" radio button will be selected. This will allow you to scroll-through the list of employees or search for an employee using their employee ID number or name.



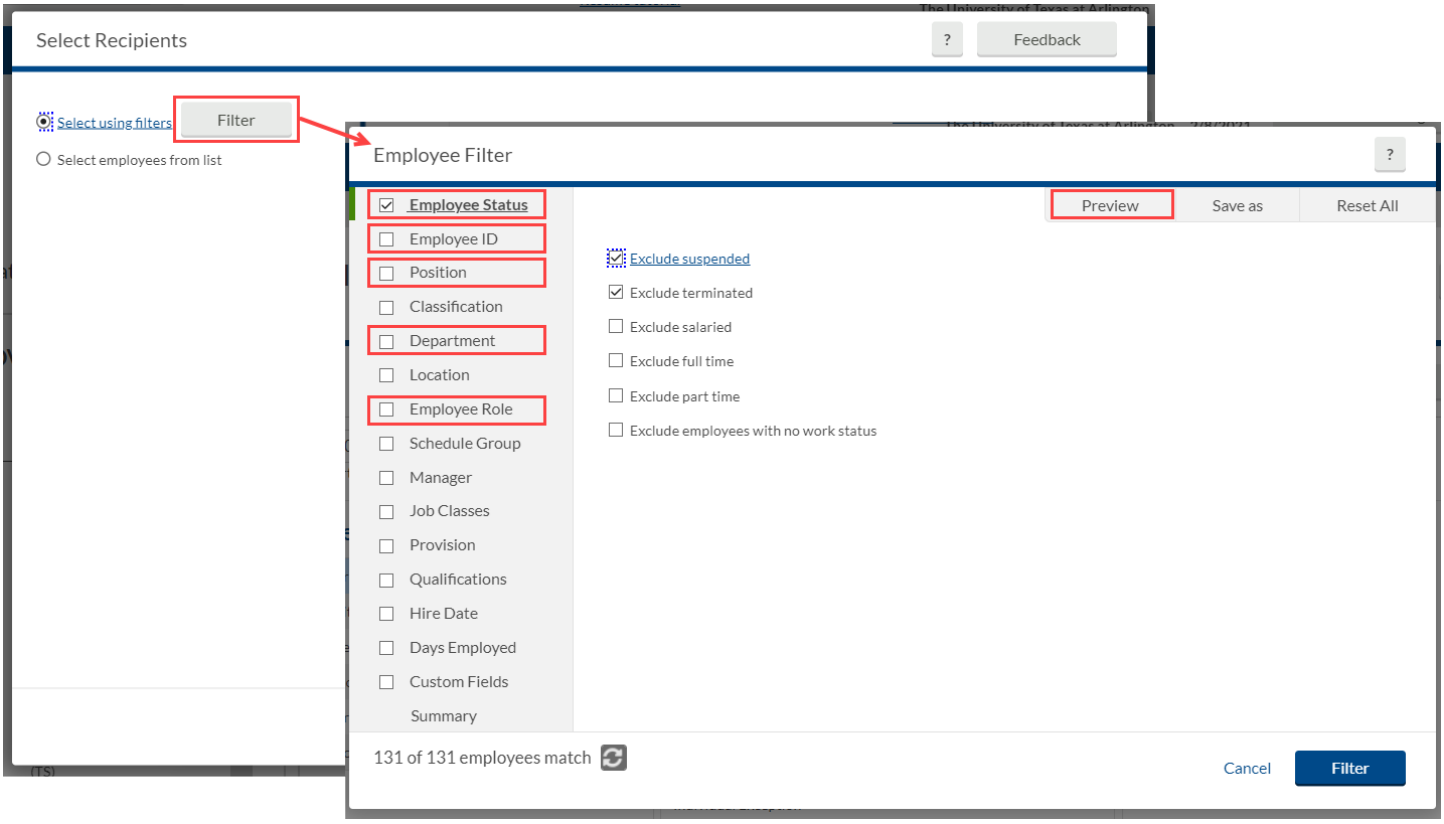
b. To apply Filters for employee selection, click the radio button for "Select using filters".

   i. This will populate the screen where you can narrow the message recipients using filters for position, department, employee role (A&P, Classified Non-Exempt, etc.), along with others.

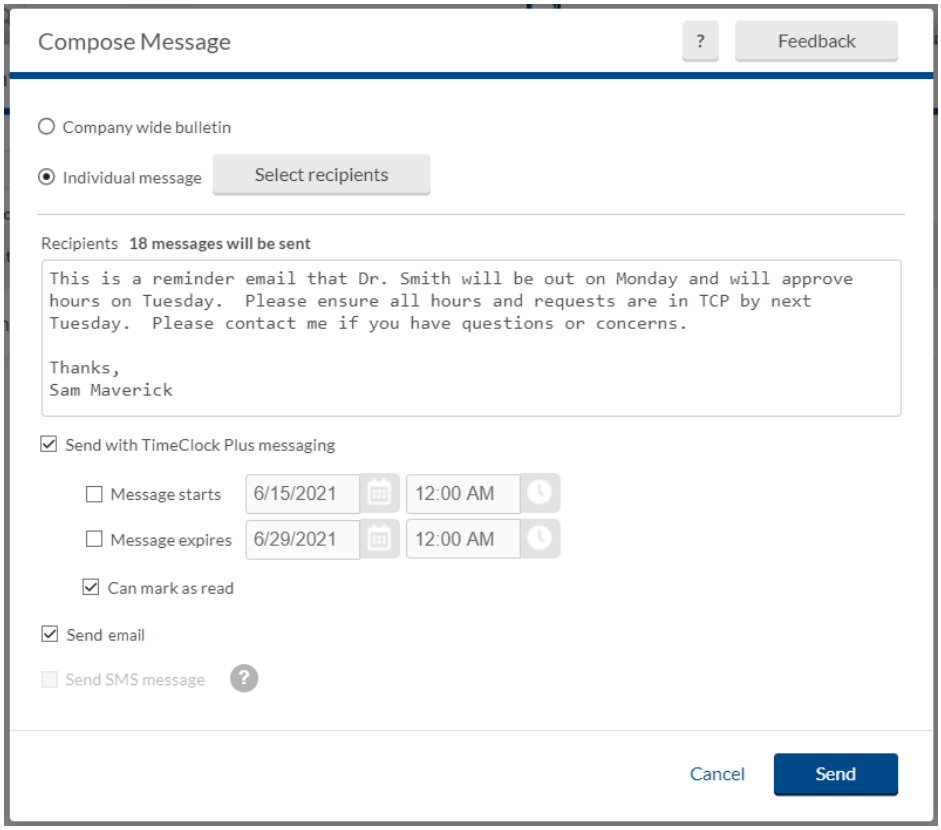
   ii. The Employee Filter screen will show the number of employees who fit the filter. You can also preview the report results using the Preview button.

c. Click the Filter button to apply the filter to the message recipients.

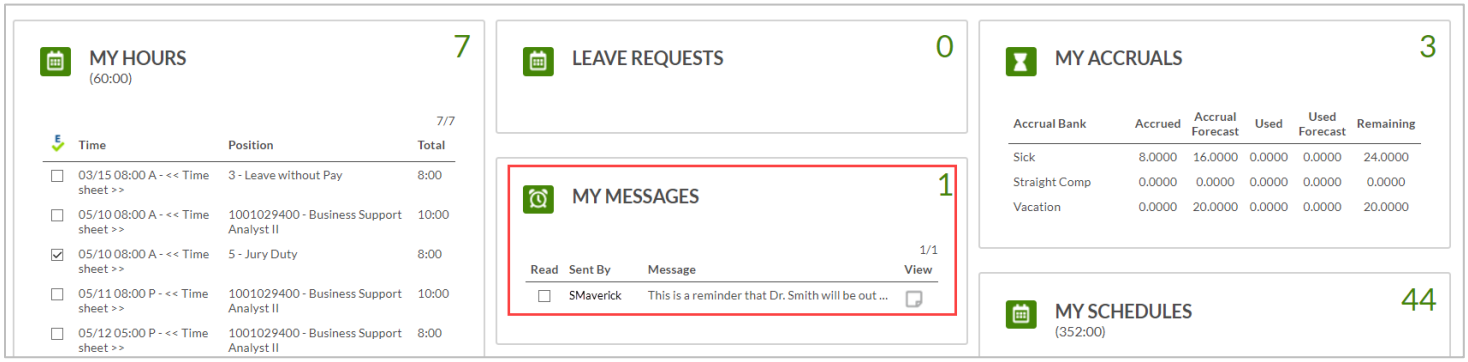
Note: *You will only be able to send messages to the employees in the departments to which you have access.*



4. Once you've selected the recipients, click Select Recipients.
5. In the empty message box, type the message you want to send to the employee(s).



6. Set the other message options as desired.
    a. By default, the checkbox for Send with TCP messaging is selected. This will send the message to the employee to be read on their TCP dashboard and on the RDT . You can choose to send this message only via email by unchecking this box.



    b. You can set a message start time by checking the box for Message Starts and entering a date and time.
    c. You can set a message expiration date/time by checking the box for Message Expires and entering a date and time.
    d. If you do not set an expiration date/time, the message will persist (if it is sent via TCP messaging) and the employee will see the message every time they clock in until they mark the message as read.
    e. You can choose whether an employee can mark the message as read by selecting/deselecting Can mark as read.
7. To send the message via email, check the box for Send email.
8. Once you have configured the message and are ready to send it, press Send. The message will be sent according to the options you have chosen. These options will need to be configured for each message you send.

Note: *SMS settings are not configured – you cannot send messages via SMS text.*