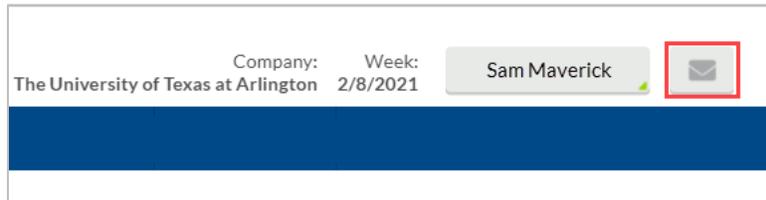


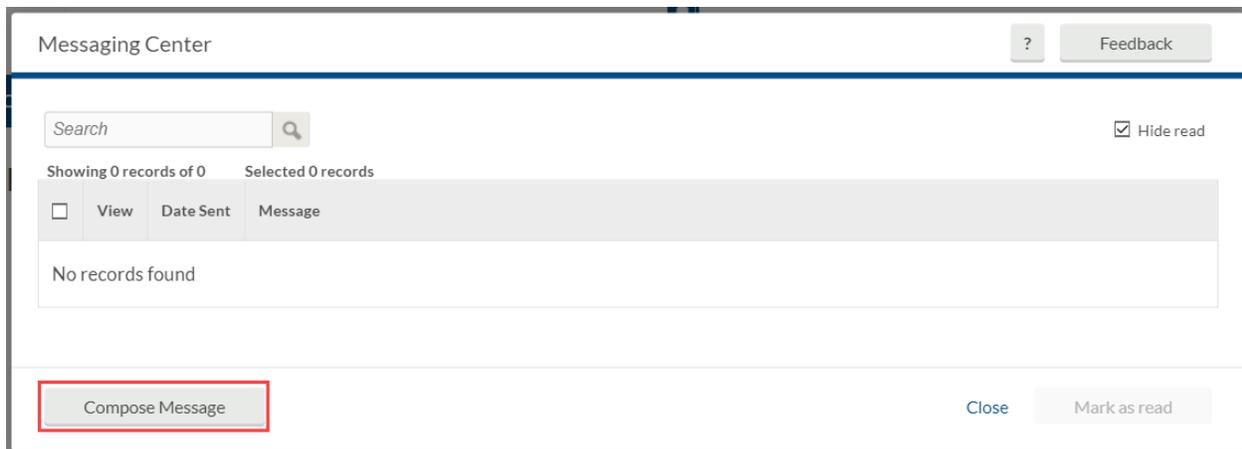
Employee Messaging Job Aid

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

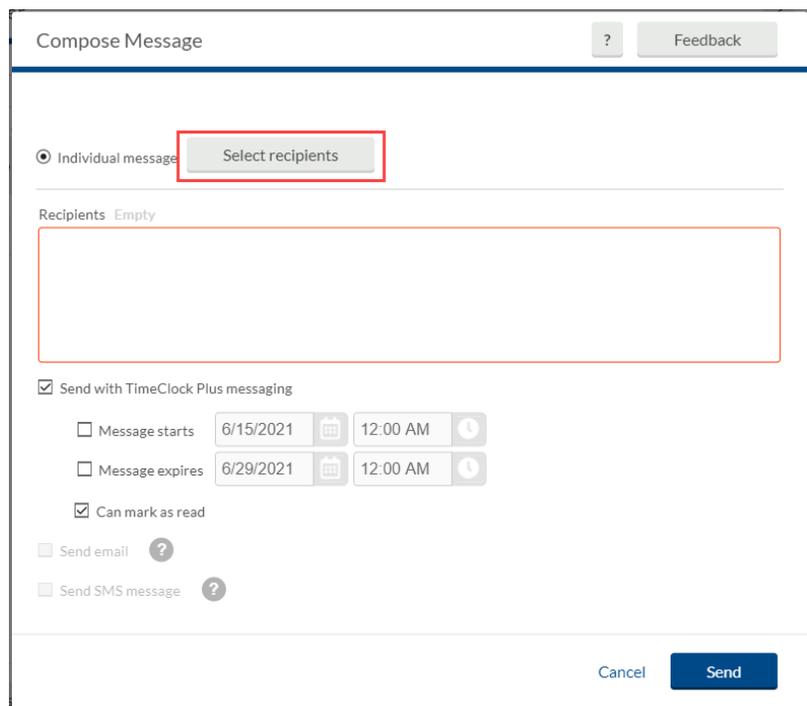
1. To send a message to an employee, from the TCP dashboard, click the message icon in the top right corner next to your name.



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.

Select Recipients
?
Feedback

Select using filters
 Filter

Select employees from list

Page 1
Select All
Deselect All

Showing 1-100 records of 6704 Selected 0 records

<input type="checkbox"/>	ID↑	First Name	Last Name	Export Code	Department	Classification	Role
<input type="checkbox"/>	10	Neill		100	ENGLISH		5
<input type="checkbox"/>	10	Charles		100	PHILOSOPHY		5
<input type="checkbox"/>	10	Robert		100	OIT PROJECT MANAGEMENT		3
<input type="checkbox"/>	10	Suresh		100	PHYSICS		5
<input type="checkbox"/>	10	Leonidas		100	COMPUTER SCIENCE AND ENGINEER		5
<input type="checkbox"/>	10	Kristin		100	NURSING - GRADUATE		5

Cancel
Select recipients

- 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.

Select Recipients

Select using filters **Filter**

Select employees from list

Employee Filter

- Employee Status
- Employee ID
- Position
- Classification
- Department
- Location
- Employee Role
- Schedule Group
- Manager
- Job Classes
- Provision
- Qualifications
- Hire Date
- Days Employed
- Custom Fields
- Summary

[Exclude suspended](#)

- Exclude terminated
- Exclude salaried
- Exclude full time
- Exclude part time
- Exclude employees with no work status

131 of 131 employees match

[Preview](#) [Save as](#) [Reset All](#)

[Cancel](#) [Filter](#)

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).

Compose Message

Company wide bulletin

Individual message [Select recipients](#)

Recipients 18 messages will be sent

This is a reminder email that Dr. Smith will be out on Monday and will approve hours on Tuesday. Please ensure all hours and requests are in TCP by next Tuesday. Please contact me if you have questions or concerns.

Thanks,
 Sam Maverick

Send with TimeClock Plus messaging

Message starts 6/15/2021 12:00 AM

Message expires 6/29/2021 12:00 AM

Can mark as read

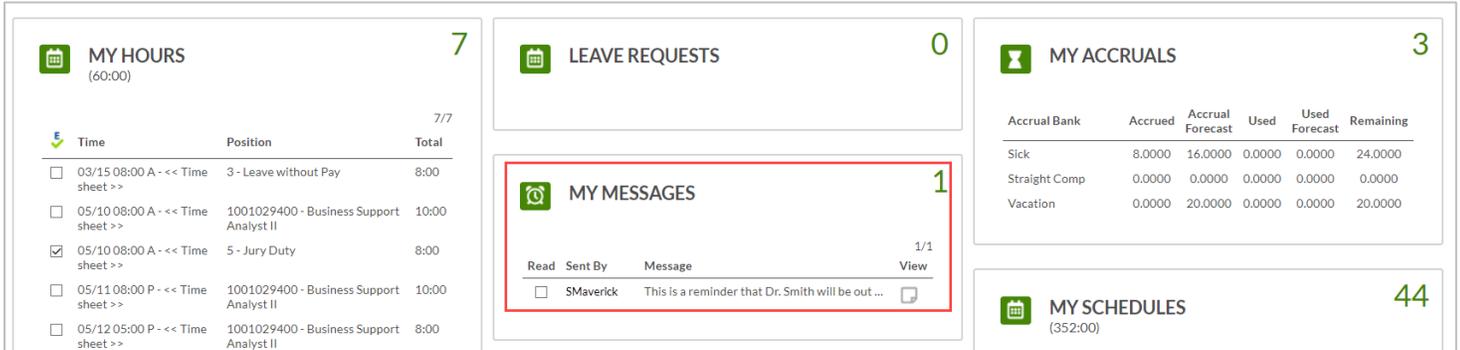
Send email

Send SMS message

[Cancel](#) [Send](#)

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.



The screenshot displays a dashboard with several widgets. The 'MY MESSAGES' widget is highlighted with a red border and shows a message from 'SMaverick' with the text 'This is a reminder that Dr. Smith will be out...'. The message is marked as 'Read' and has a 'View' link. The dashboard also includes 'MY HOURS' (7), 'LEAVE REQUESTS' (0), 'MY ACCRUALS' (3), and 'MY SCHEDULES' (44).

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Sick	8.0000	16.0000	0.0000	0.0000	24.0000
Straight Comp	0.0000	0.0000	0.0000	0.0000	0.0000
Vacation	0.0000	20.0000	0.0000	0.0000	20.0000

- 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.*