# **Creating and Sending System Notifications in ReadyPay Online**

1. Log into your RPO Employee Kiosk

3. Click on Custom Notifications

Pro	liant.	
Employee	Switch Account	
	Login	The is
Create Account	Forgot Passwername	

2. Click on the Workspace icon near the top

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### 4. Click Add and add your message



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Home	Employee	Payroll	Time/Labor	Reports	/Analytics I	HR E	lenefits	Talent Acquisition	Talent Mgm
Cu	stom Noti	fications	Custom No	otifications	My Notifications	Notificatio	on Log	Notification Templates	Third Party Notific
Show	Active Only								
Notifica	tion		From	n	То		Distribute	e By	
New Er	nployee Handboo	k - 2023	01/	01/2023	01/31/202	4	Ruf, Mic	hael	
Stay in	touch the easy w	ay ! / Manténga	se en c 09/	01/2022	11/14/210	0	Ruf, Mic	hael	
Trainin	g Video		05/	04/2018	12/31/210	0	Ruf, Mic	hael	
Add	h								

## **Open Enrollment Message example:**

Hello, everyone -

Open enrollment will begin November 1, 2023 and will remain open through [add date]. This is your once-a-year opportunity to make changes to your benefits elections.

Note: if you don't meet the deadline, your current elections will roll over for the upcoming year except flexible spending accounts, which must be set up every year. However, it is still highly recommended that you go in and confirm everything is correct.

Attached is our open enrollment guide for your review.

If you have any questions, feel free to reach out to someone on our HR team.

Thank you

[Insert Name]



#### 5. Click Save. Click Next

Recipients Distribution	Open Ervoltment	
Distribution		
		Created Date:
Review Distribution		
	Form 🔘	
	Select ~	
	Message Text (Required)	
	B I U we B B B B Paragraph * Select fort size * Select fort family * A + 0 + E E 4	# 00 B 0
	Hello, everyone -	
	Open enrollment will begin November 1, 2023 and will remain open through (add date). This is your once-a-year opportunity to make changes to your	benefits elections.
	Note: if you don't meet the deadline, your current elections will roll over for the upcoming year encept flexible spending accounts, which must be set u you go in and confirm everything is correct.	p every year. However, it is still highly recommended th
	Attached is our open enrollment guide for your review.	
	If you have any questions, feel free to reach out to someone on our HR team.	
	Thank you	
	Joint Loe	

7. Select an option for recipients. Click Save. Click Next.



6. Add any necessary attachments by clicking on Upload Document. Click Save. Click Next.

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ome Employee	Payroll Time/Labor Reports/Analyti	os HR Benefits Tale	nt Acquisition Talent Mgmt		
Custom Notif	Cations Custom Notifications My No	offications Notification Log Notification	Templates Third Party Notification		
1. Message	Attachments				
2. Attachments	Description				
3. Recipients					
4. Distribution	Document		Patro		
a. Nevero previdebon			ottevi		
	Upload Document				
	Note: Only documents in POF format are support	oried at this time			
	-				
	Description	Pile Net	ne -		
	No records to display.				
					( Amount ) ( and
					V PREVIOUS NEXT.
	. Ibs				
	<b>Q</b> '11				

8. Set Distribution Methods. Click Save. Click Next.

1 Manual I	Display in Ambination		Distribution Type
2. Attachments	Message Status		Citiplay in Inbox
4. Distribution	Artist Even (Recolded)		Lispity message as a popup write employee logs in Send to employee verified email
5. Review/Distribution	1	2:00 AM	Send SMS message to employee mobile phone
	Active To (Required)	2:00 AM	Send mobile app pash notification
	Acknowledgment		
	Require employees to acknowledge the receipt of this message Provent dismissal of the message until it has been acknowledge	d by the employee	
	([RECEIVER_NAME], acknowledge the receipt of this message.		

#### 7. Click Save & Distribute.

