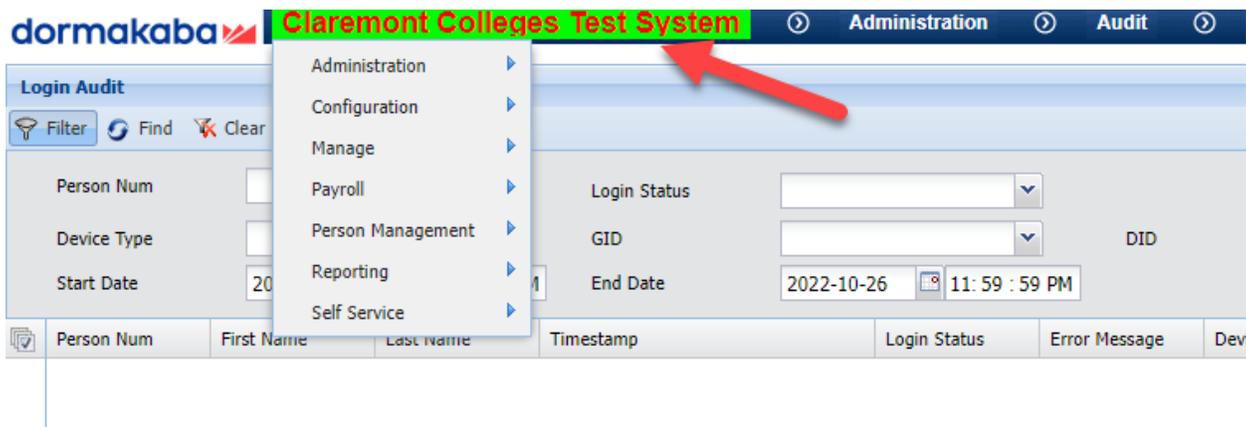


Supervisor: How to broadcast message and email timeclock workers

- To access the menu, click on “Claremont Colleges Test System” (start menu) on the upper left side. In production, this will read “Claremont Colleges”.



Broadcast Message

The broadcast functionality allows the managers to send a broadcast message to an employee or groups of employees. When the employee logs in to the timeclock, the message will be displayed.

- Click on the start menu, then Manage > Broadcast Message.

Terminal Type	Description	Terminal Name	Location Name	Terminal IP
51	dormakaba Ter...	TCCS Test Clock		172.29.16.248
53	dormakaba Ter...	TCCS Conrad H...		192.168.254.1

- A list of employees will be displayed. For managers their direct reports will be displayed. Timekeepers and admins will show the employees they have access to.

Person Num	Rcd Num
101204	
101289	
101292	
101302	
101379	
101431	
101542	
101873	

- Select the employees you would like to send a broadcast message to. Hold down the “Shift Button” to select continuous rows.

Broadcast Message

Filter Find Clear Download Create Message

Person Facility Supervision Type

Include Direct

Person Num	Rcd Num			
101204				
101289				
101292				
101302				
101379				
101431				
101542				
101873				
101874				
101878				
101898				

- To select nonconsecutive rows, hold the “Ctrl” key when making each row selection.

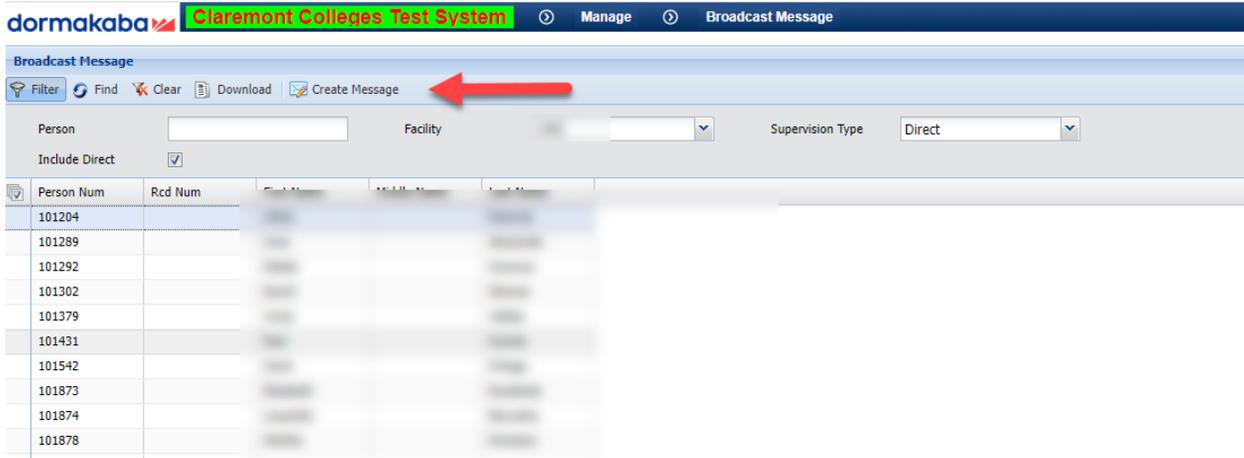
Filter Find Clear Download Create Message

Person Facility Supervision Type

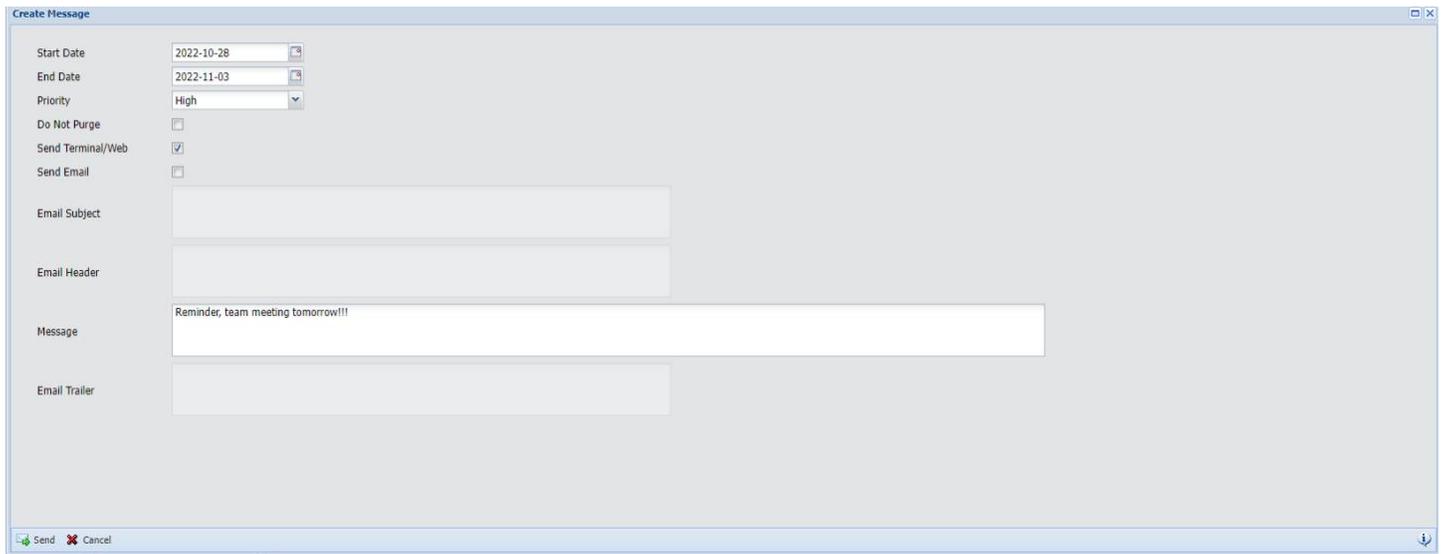
Include Direct

Person Num	Rcd Num			
101204				
101289				
101292				
101302				
101379				
101431				
101542				
101873				
101874				
101878				
101898				
101899				
101922				
101952				
101959				
101998				
102034				

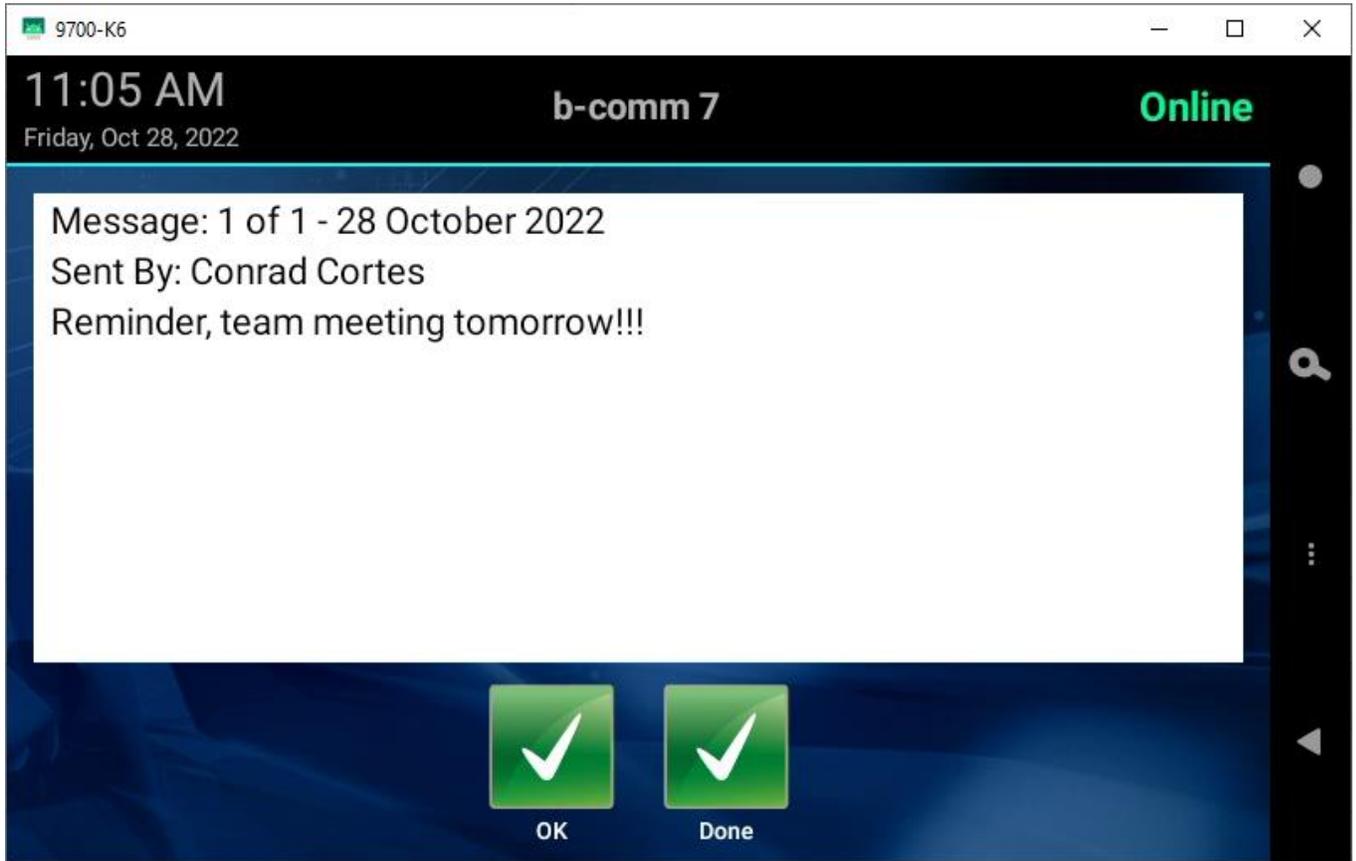
- Click on the “Create Message” button.



- Create Message dialog box will be displayed with the following fields:
 - Start Date – Start date message to be displayed.
 - End Date – End date message to be displayed.
 - Priority -
 - Send Terminal/Web – Default selection
 - Send email – Default unselected. Do not select. Please see section on sending emails via Outlook to timeclock workers.
 - Email Subject – N/A
 - Email Header – N/A
 - Message – Message to be sent worker.
 - Email Trailer – N/A
- Click the Send button to send the message.



- When the worker logs in to the timeclock the message will be displayed.



Email Message to timeclock worker

A manager can send an email to worker. The worker will see the email after logging into the timeclock. The worker will be prompted with a set of responses to reply back to the email.

- To send an email, from outlook, send the email to claremont-test@b-comm.net (test environment) or claremont@b-comm.net (production). On the subject line, enter in the employee ID of the worker you wish to send the email to.

Send	To	claremont-test@b-comm.net
	Cc	
Subject		101204

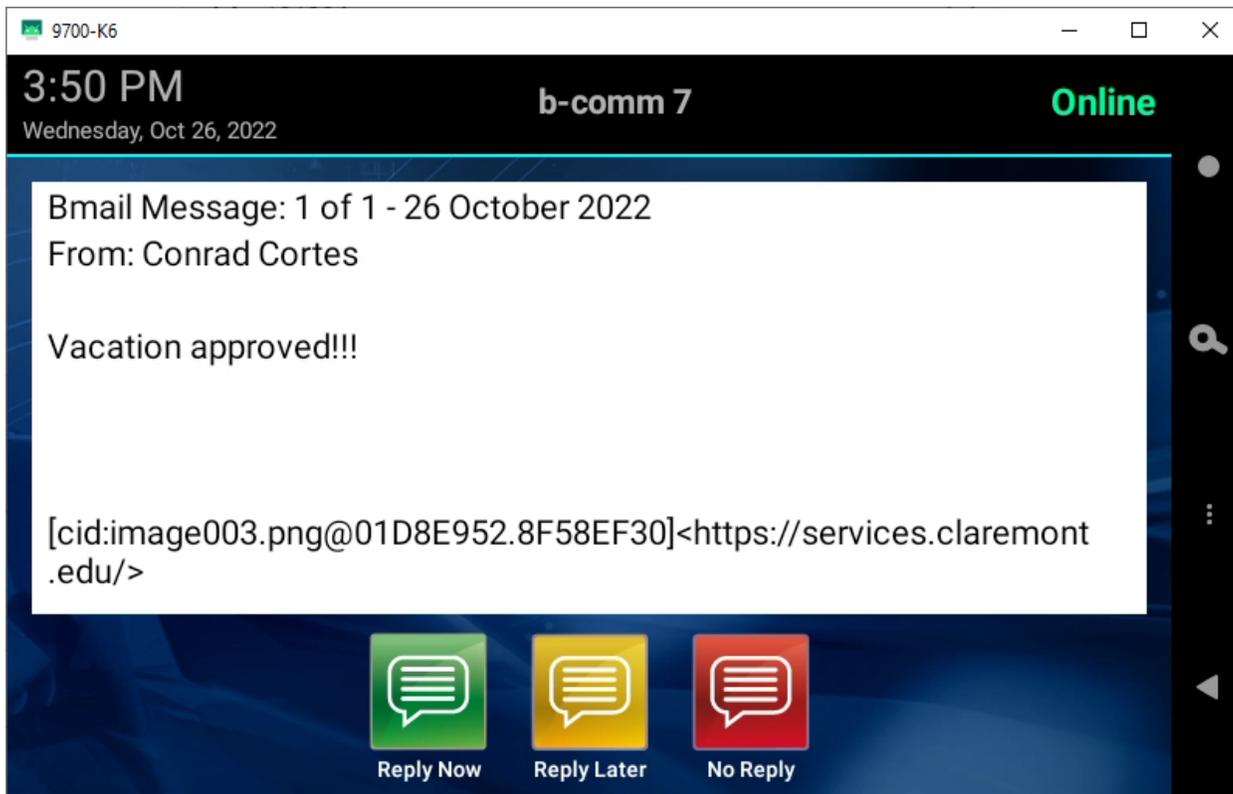
Vacation approved!!!



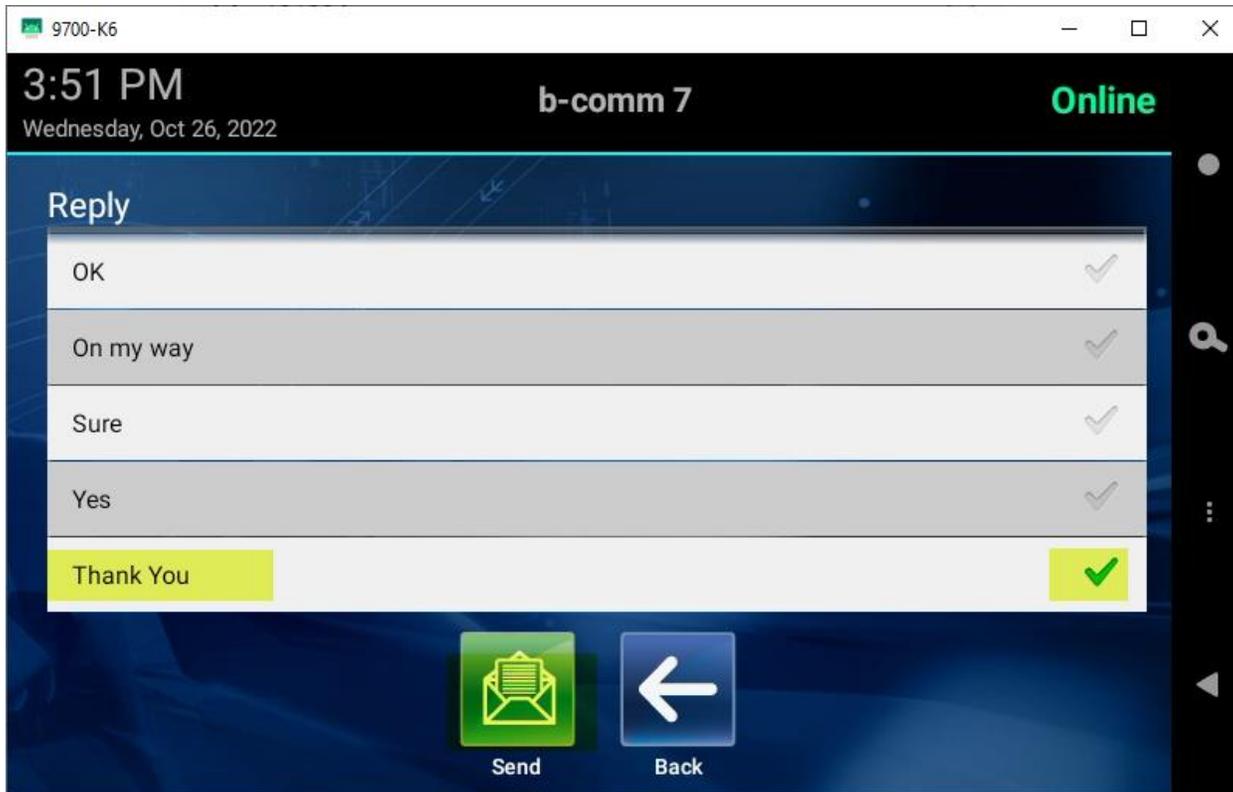
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www.services.claremont.edu

Workday Time Tracking will replace Kronos Jan 2, 2023
[Learn more from your HR office.](#)

- When the worker logs in to the timeclock, the email message will be displayed.



- The worker can select one of the responses to respond back to the email. If selecting “No Reply” they will continue to the timeclock menu screen. Selecting “Reply Later”, they will continue to the timeclock menu screen and the email will display when the worker logs back into the timeclock.



Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356