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.
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.

Select the employees you would like to send a broadcast message to. Hold down the “Shift Button” to select continuous rows.
- To select nonconsecutive rows, hold the “Ctrl” key when making each row selection.

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

Bmail Message: 1 of 1 - 26 October 2022
From: Conrad Cortes

Vacation approved!!!

[cid:image003.png@01D8E952.8F58EF30]<https://services.claremont.edu/>
• 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