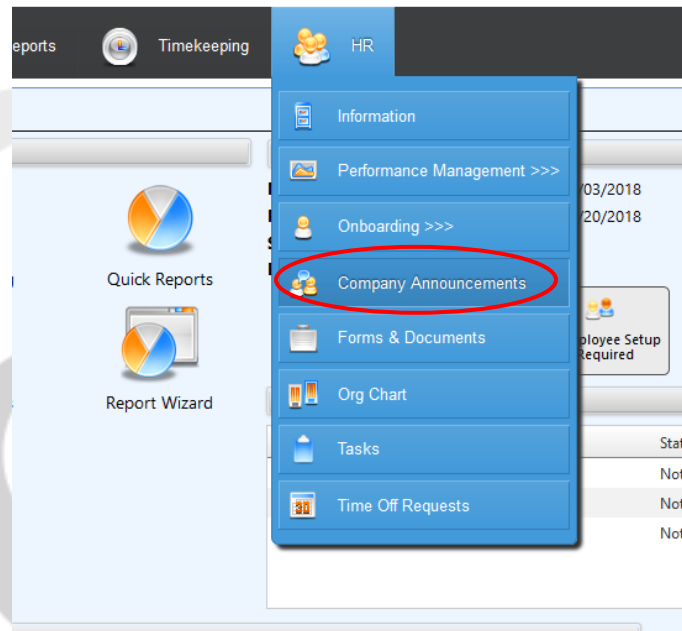


Company Announcement

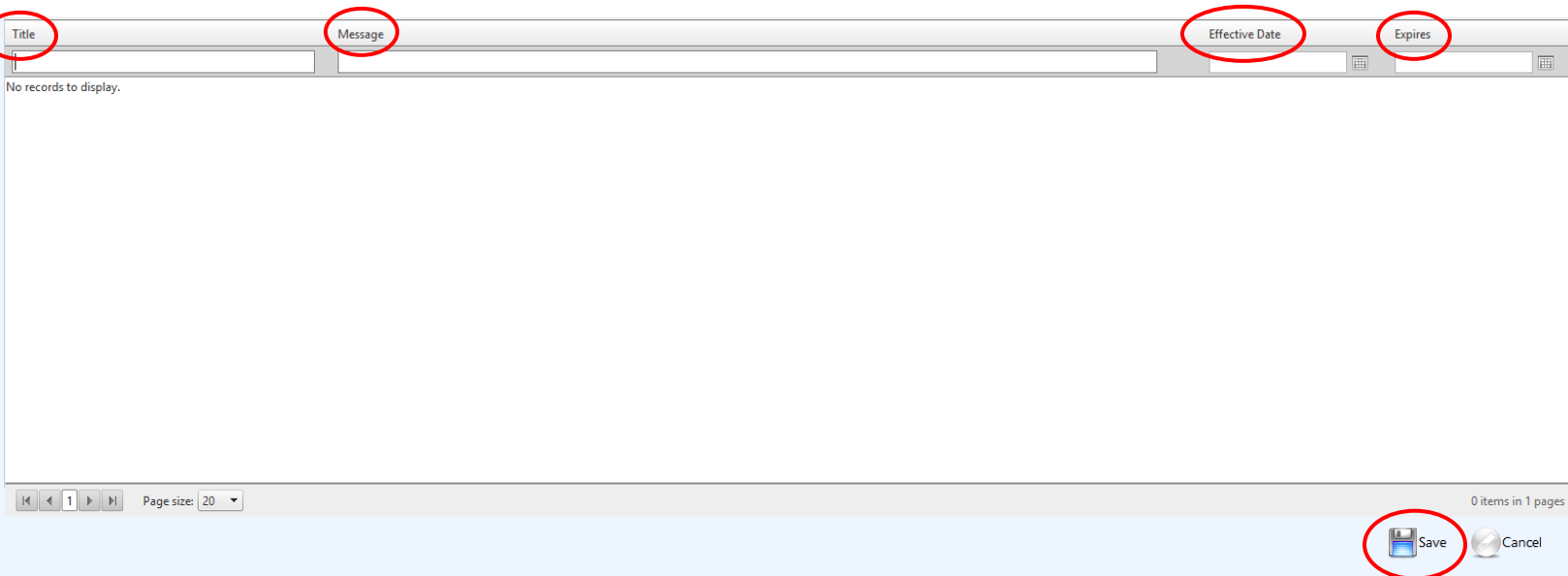
1. Log into Employer on the Go
2. Click on “Company Announcements” under the “HR” tab



3. Click on “Add” at the bottom of the screen.



4. Enter in the title and message that you want for the announcement. Next, enter in the start and end dates in the “Effective Date” and “Expires” boxes.



Title

Message

Effective Date

Expires

No records to display.

Page size: 20

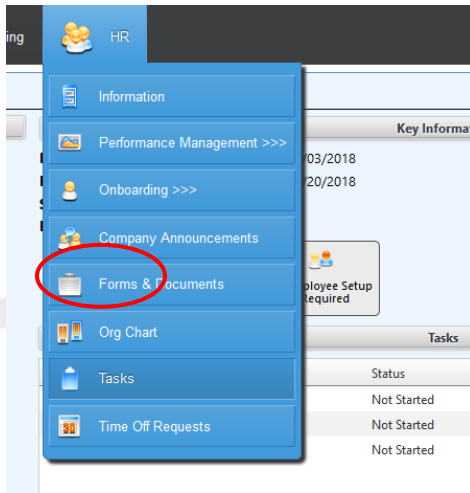
0 items in 1 pages

Save Cancel

Once you click “Save” at the bottom of the screen, the message will be made viewable to the employees on the homepage of My Employer on the Go under “Company Announcements.

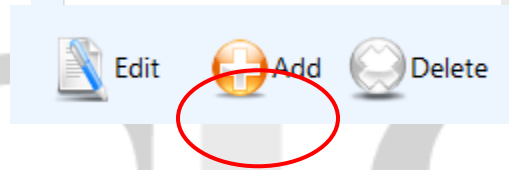
Tasks

1. Select “Tasks” under the “HR” tab.



2. Click on “Add” at the bottom of the screen

the bottom of the



3. Select “Employee” under “Task for.” Next, enter in the name of the task. The status of the task should be “not started” because you are currently

Task Information

Task For

Self SBO Client Payroll Client Employee

1

2

Task Name: * New Hire Course Completion

Status: * Not Started

Priority: * Medium

Company: * Demo Account - 01234567

Division: -Select Division--

Location: -Select Location--

Department: -Select Department--

Assigned User: * 0000002-Frank Sinatra

Start Date: [] [] [] [] [] []

Due Date: [] [] [] [] [] []

URL: [] [] [] [] [] []

Task Description: [] [] [] [] [] []



creating the task assignment. Now choose the specific employee you would like to assign the task to. Finally, choose the start and due date of this task.

(You may enter a URL if applicable. The employee will be able to click on it when they view the Tasks page on My Employer on the Go.)

All assigned tasks will show up under the Tasks page on My Employer on the Go.

4. Click on “Save” once you are finished.