

COVID-19 - Reaching Out to Employees

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With all the changes and uncertainty happening right now, it may be important to communicate updates to your employees. We have some tools to help pass on important information to your employees.

This Article Includes:

1. [Email](#)
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4. [HRCenter Forms and Notifications](#)

Email

Email can be an effective tool to reach out to a large group of employees fast as long as you are keeping emails on their records. Emailing is available in both Enterprise and Beyond.

Email Tips:

1. Try to keep recipients under 50 per email to avoid being marked as spam
2. Keep it simple and clear
3. Keep in mind any email limits you have with your email providers
4. Emailing in Enterprise/Beyond will log a message on the employees' records - consider the message action you want to use

Emailing in Enterprise

If this is your first time emailing in Enterprise, you will need to first setup your email. Check out [Enterprise Email Overview](#) for email setup options.

Once your email is setup, you will be able to email employees from a search:

1. [Search](#) for a group of employees (maybe active, assigned, by branch, etc)
2. Select the employees you want to email
 - Hold CTRL to pick individual employees
 - Hold SHIFT to grab a group
3. Right click and select email

Last Name SSN Assigned RepName All Reps Document Text
 First Name ID Active Branch All Branc

Enhance Search Saved Searches

Your search returned 819 results.

Drag a column header here to group by that column.

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message
5759	Aardson	Steve	St. Cloud	(651) 572-15...			Placed
429503...	Aaron	Amanda	Minneapo				Placed
429503...	Aaron	Jocelyn	Memphis				Refused
429500...	Aasen	Alexander	Memphis				Order Candid
429501...	Aasen	Robert	Memphis				Placed
5474	Aaskon	Masters	Minneapo				Submitted
429501...	Abbot	Allie	St. Cloud				Performancet
11412	Abbott	Sam	Memphis				Order Candid
429508...	Abbott	Zayden	New Brigh				Order Candid
429497...	Abinteh	Mary	Memphis				Submitted
5021	Abootorabi	Deborah	Memphis NE	(651) 574-15...			Disqualified

Messages

- Send Email
- Send Email to...
- Send Text...
- Set As Order Candidate
- Preview Resume
- Change ACA Status
- Change ACA Response
- Add Selected to Hot List
- Navigate to

4. Compose your message (check out [Email Functionality](#) for more information)

Message Mass Mail Advanced Formatting

Calibri 11

Text Formatting: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Decrease Indent, Increase Indent, Link, Unlink, Spell Check

Recipients: Address Book, Attach File, Attach From Database

Options: Request Read Receipt, Hide Recipients, Log Messages, Show Bcc

To...

Cc...

Bcc... Masters Aaskon <mkramer@tempworks.com>; Alexander Aasen <a@a.com>; Robert Aasen <robert@xom.com>; Jocelyn Aaron <jocelyn@yahoo.com>; Am
 Aaron <aaron@gtanowz>;

Subject

Amelia
 Awesome Staffing Specialist

5. Hit Send

A message with the email will be logged on each employee's record letting you know you have already emailed them. Consider selecting a specific message action code for these messages to make it easier to search for who you have or have not emailed.

If you are going to be emailing the same notice multiple times, consider using an [email template](#).

Emailing in Beyond

If you are utilizing our Web-Based Platform, Beyond, you can send emails to your employees too!

If you have never emailed in Beyond before, check out [Beyond - Email Setup](#) to set up your email preferences.

Email Employees From a Search:

1. Search for the employees you want to email (maybe active, assigned, by branch, etc)
2. Select the box next to the employees you want to email

The screenshot shows the 'BASIC' search results interface. At the top, there are tabs for 'BASIC' and 'ADVANCED'. Below the tabs are search filters for 'Last Name', 'First Name', 'Id', 'Govt ID', 'Assigned', and 'Status'. There are 'RESET' and 'SEARCH' buttons. Below the filters, it says 'Search returned 819 results'. A red pill-shaped button indicates '3 selected employees' with a dropdown arrow, and a 'Clear Selection' link is next to it. A table of search results is shown below, with columns for 'Employee Id', 'Last Name', 'First Name', 'Branch', 'Is Active', 'Is Assigned', and 'Last M'. Three rows are checked with red checkboxes.

<input type="checkbox"/>	Employee Id	Last Name	First Name	Branch	Is Active	Is Assigned	Last M
<input checked="" type="checkbox"/>	5759	Aardson	Steve	St. Cloud	✓	✓	Placec
<input checked="" type="checkbox"/>	4295038894	Aaron	Amanda	Minneapolis	✓	✓	Placec
<input checked="" type="checkbox"/>	4295037441	Aaron	Jocelyn	Memphis NE	✓	✓	Refuse
<input type="checkbox"/>	4295003548	Aasen	Alexander	Memphis NE	✓	✓	Order

- Or select the box at the top of the search results to select all shown
3. An actions button will appear at the top of the search results once employees have been selected, tap on it
 4. Choose "email recipients"

The screenshot shows the action menu for the selected employees. It is a dropdown menu with two options: 'Email 3 Recipients' (with an envelope icon) and 'Make Candidates' (with a person icon). A hand cursor is pointing at the 'Email 3 Recipients' option.

- Note that the number of recipients may not be the same as the number selected if some employees do not have an email on file
5. Compose your email

Compose Email

To
Recipients... cc

Bcc
Steve Aardson × Jocelyn Aaron × Amanda Aaron ×

From
twamelia1@gmail.com

Subject

Compose your message...

B *i* U A AA A A: [align] [list] [link] [plus] [undo] [redo] [attach] [wavy] [more]

^ ADDITIONAL ACTIONS [gear] v

Link Records v

Message v [hand cursor]

- Consider message action selected under additional actions - A message will be logged on each employee's record when the email is sent and a new message action code may be helpful to track who has not yet received the email

6. Click send at the bottom to send your email

To learn more, check out [Beyond - How to Email in Beyond](#)

Text Messaging

There are a few ways that you can utilize texting options in Enterprise to reach out to your employees. Keep in mind that some laws require that employees opt in to texting before you can message them. Texting limits and charges may apply.

Using SMS Email in Enterprise

You can send SMS (texts) from your email in Enterprise as long as your employee's have the correct contact type and your email is setup in Enterprise.

Contact Type:

contact methods

1. Contact Type SMS Email

2. Contact Information 321-201-4584

3. Cell Carrier AT&T

Active Yes No

Notes

Save

Send Email To Option:

select email type

Email SMS

select emails

SMS Email

Cancel OK

Check out [SMS Email - Text Messages](#) for more information.

Texting Integrations

You can also utilize our Texting Integration Partners to easily text or broadcast messages to employees. Click on the logos for more information.

In Enterprise:



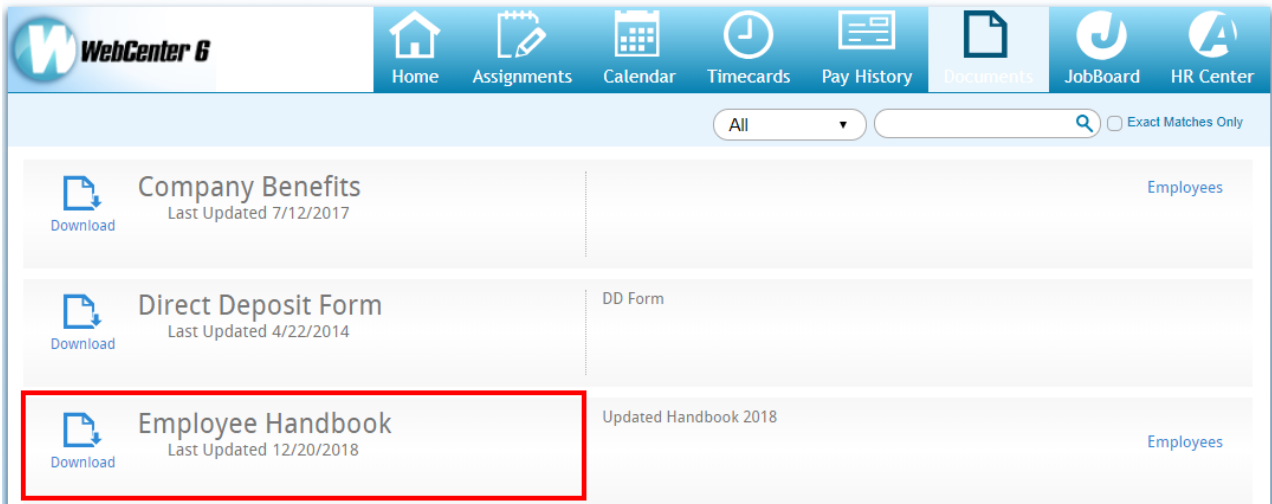
[Zipwhip Overview](#)

WebCenter Documents & Messages

If you are utilizing WebCenter for your employees, you can save documents and leave messages for them there.

WebCenter Documents

Documents can be uploaded and displayed in WebCenter under the documents tab:

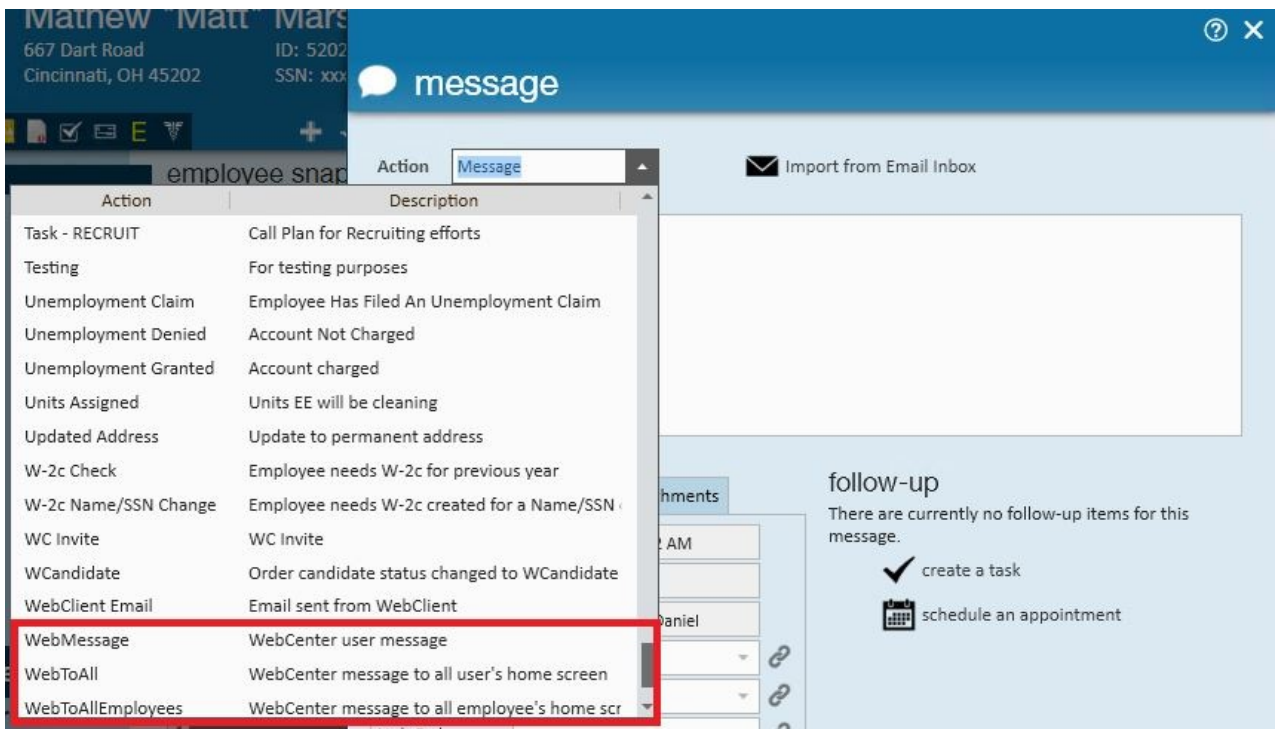


Document Title	Last Updated	Associated Group
Company Benefits	7/12/2017	Employees
Direct Deposit Form	4/22/2014	DD Form
Employee Handbook	12/20/2018	Employees

Employees will be able to view and download a copy of any documents here to get the latest information/forms, etc.

WebCenter Messages

You can send your employees messages to make announcements or let them know of a new document that is available to them.



Check out [Posting Messages from Enterprise to WebCenter](#) for more information.

Note WebCenter messages can also be seen by employees in the Buzz app. Check out [Employee: Buzz Overview](#) for more information.

HRCenter Forms and Notifications

If you want your employees to sign a notice or fill out a form, you can use HRCenter to build the form and send it out to the employees. This is a great way to have employees sign a document electronically while limiting contact in the office.

These forms could be simple notices letting your employees know what to do when they need to request leave or they can be the requests/approval forms themselves.

Note If you haven't been using HRCenter, employees will need a [web user account](#) to access and fill out the form(s).

Hiring Unit/Dept/District. _____ Prospective Supervisor _____
 Vacant Position Title _____ NOV# _____

-----THE REMAINDER OF THIS FORM TO BE COMPLETED BY THE APPLICANT-----

2. [] 2. [] 2. []
 Last Name First Name Middle Name or Initial UIN (if available)

Other name(s) used in any and all other records of birth or records of residence. 1. []

* Street Address 7. [] Apartment # 8. []
 City 6. [] County 3. [] State 5. [] Zip

** Date of Birth ** Social Security Number ** Gender ** Race 4. [] []

** Driver's license # _____ State issuing driver's license _____ Commercial? Yes No
 ** TO BE USED SOLELY FOR THE PURPOSE OF CONDUCTING A BACKGROUND CHECK.

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize either Agency and its agent, at any time during my application process and/or employment, to obtain an investigative consumer report that may include, but not be limited to, a criminal record check, employment and education verifications, verifications of personal references and reputation; and driving record. I do hereby consent and authorize either Agency and its agent to use any information provided on this form or during the application process in obtaining the investigative consumer report. I have been informed that I have the right to review and challenge any negative information that would adversely impact me or adversely affect a decision to offer employment. I agree to release, indemnify and hold harmless either Agency and any consumer reporting agency used by either Agency with regard to any information reported by the consumer reporting agency. I understand that I am to be provided the name, address and telephone number of the consumer reporting agency and the nature and scope of the investigative report will be disclosed to me. I acknowledge that facsimile, copy or email of this document shall have the same validity, force and effect as the original.

The following are my responses to questions about my criminal history, if any. (Exclude minor traffic offenses punishable only by fine. IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, ATTACH DETAILS ON A SEPARATE SHEET OF PAPER TO

Check out [HRCenter Form Builder](#) for more information on building forms. See [How to Create Form Pages](#) for how to make the form into a page that can be assigned.

If the employee is filling out more than just a signature, consider making the form more [mobile friendly](#) (all forms can be filled out on a mobile device - this option just makes it even easier).

Consider if a service rep should also fill out or sign the form:

- Enterprise: [The Service Rep's Process](#)
- Beyond: [Beyond - Onboarding](#)

Need to assign a new page or workflow to multiple employees at once? Check out [Beyond - How to Assign a New HRCenter Workflow or Page](#)

Want to know more about HRCenter email notifications? Check out [How to Set up HRCenter Email Templates](#)

Related Articles