

Beyond - Emailing Pay Notifications

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Emailing Pay Notifications

Before you Email Pay Notifications

Setup an Email Template:

There are a couple of best practices to follow before you begin emailing pay notifications from Beyond and the first is to [create an email template](#) specifically for this purpose. For example:

Name	Pay Notification
Description	Pay notification to be emailed to employees
Subject	Your latest paystub is available!
<p>Hello {{First Name}},</p> <p>We're emailing to let you know that your latest paystub is available in Buzz!</p> <p>Thank you,</p> <p>High Tech Staffing {{Branch Email}} {{Branch Phone}}</p>	
<p>B <i>i</i> <u>U</u> A ▾ AA ▾ A A: ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸</p>	

Link a Bulk Email Account:

The second recommended best practice is to confirm that the user who will be emailing notifications has linked a bulk emailer account within Beyond. This is recommended because sending mass emails (like a pay notification) from a standard email account can result in the account and mail being flagged as spam. Different email services have different daily limits for what can be sent - a "bulk" email feature is defined by your email provider, not by TempWorks/Beyond.

How to Email Pay Notifications

Every week, your employees pay stubs are automatically posted to WebCenter/Buzz regardless of whether you are emailing a pay notification. That being said, if you want to go the extra mile and send an email notification to let your employees know that their paystubs are available you can do that with just a few quick clicks in Beyond:

1. From the employee [advanced search](#) select to + a new rule
2. Type "check date" in the field to search by this value
3. If you want to notify all employees you've paid this week, you'll likely want to set the middle parameter to is "IS ON OR AFTER"
4. Enter this weeks primary pay date then select to run the search
5. Select all search results
6. Expand the **v** icon and select to [email all recipients](#)
7. From the template menu, [select your new Pay Notification template and send](#)

☰ Click to select a saved search...

NOT

AND

 OR

☰ >

Is Active

IS T... ▾

☑ Show in results

☰ >

Check Date

IS ON OR A... ▾

9/15/2023

✕

+

RULE

/

GROUP

SAVE... ☰

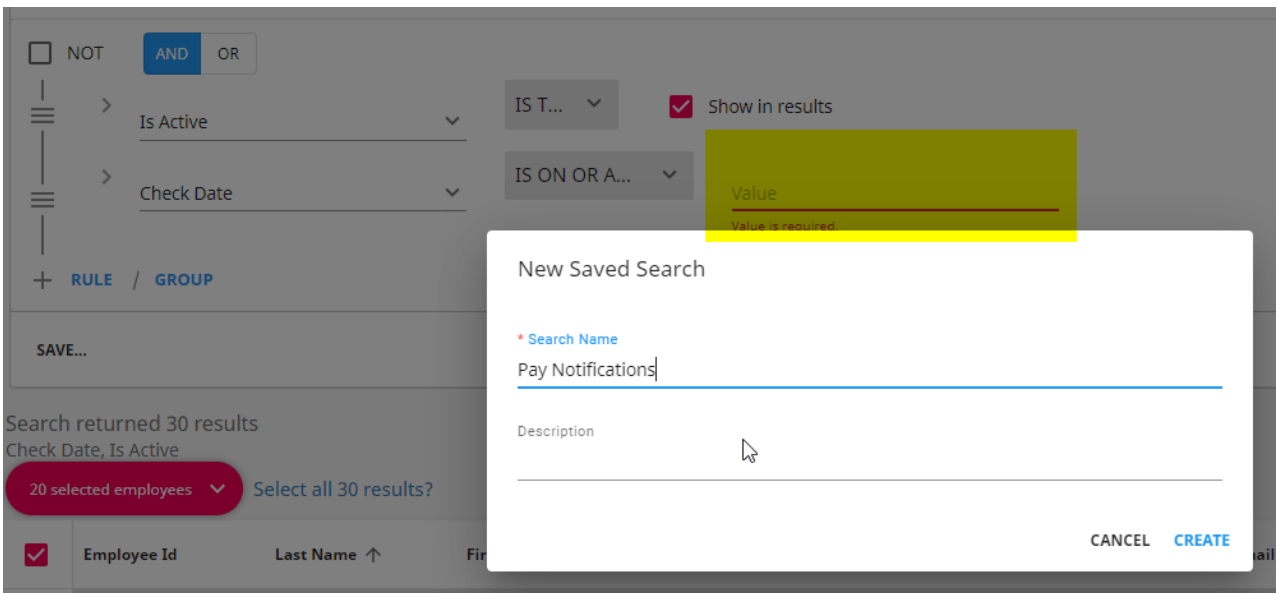
Search returned 30 results
Check Date, Is Active

30 selected employees
▾

Clear Selection

<input checked="" type="checkbox"/>	Employee Id	Last Name ↑	First Name ↑	Branch	Phone	Cell I
<input checked="" type="checkbox"/>	4295105235		Rental Reimbursement	Minneapolis		
<input checked="" type="checkbox"/>	4295003548	Aasen	Alexander	Memphis NE	8674863547	6874
<input checked="" type="checkbox"/>	4295081171	Anderson	Lucy	St. Cloud	(651) 452-0366	
<input checked="" type="checkbox"/>	4295016170	Benedict	James	Minneapolis	234-234-4566	234-2
<input checked="" type="checkbox"/>	4295106798	Berkowitz	Lisa	St.Paul	6129996666	

If you are opting to save this search, be sure to *de-select* the actual date field before saving. You should always be prompted to enter a date, as the check date changes every week:



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