Introduction

This document includes example text for constructing client email templates within the system, designed for use throughout the workflow process. Customers have the flexibility to personalize this text according to their preferences.

Client Email Examples

Employee submitted a time off request:

- Email notification that a time off request has been submitted and needs to be reviewed:

    {EE Name} has made a time off request in Employee Self Service.

    {Absence Policy}, {Absence Date}, {AbsenceHours}

    Please log in to {PartnerURL} and either approve or reject the request.

- Email notification when a time off request has been approved:

    {EE First Name},

    Your time off request the for following day(s) has been approved:

    Policy: {Absence Policy}

    Day(s): {Absence Date}

    Thank you!

- Email notification when a time off request has been rejected:

    {EE First Name},

    Your time off request the for following day(s) has been rejected:

    Policy: {Absence Policy}

    Day(s): {Absence Date}

    Thank you!

Employee Direct Deposit Change Notification Only

Help Docs

- Email notification when an employee has changed their direct deposit information:

  A direct deposit change has been made by {EE Name}.

Employee HR Changes

- Email notification when the HR change has been submitted:

  Hello,

  There is a change pending for {EE Name}. Please log in to {PartnerURL} to review the change.

  Thank you!

- Email notification when the change has been approved:

  Hello {Preferred Name},

  Your change in Employee Self Service has been approved.

  Thank you!

- Email notification when the change has been rejected:

  Hello {Preferred Name},

  Your change in Employee Self Service has been rejected due to missing information. Please contact HR for more information.

  Thank you!

Salary Changes

- Email notification when the salary change has been submitted:

  A salary change for {EE Name} is pending in "ESS". Please log in to {PartnerURL} and approve or reject.

- Email notification when salary change has been approved:

  The approval process has been completed for the salary change for {EE Name}.

- Email notification when salary change has been rejected:

  The salary change for {EE Name} has been rejected.

Employee Self Service Changes

- Email notification of the employee Self Service changes:

  {EE Name} has made a change in "ESS". Please log in and either approve or deny their request at this URL: {PartnerURL}

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- Email notification when the "ESS" change has been approved:

    {Preferred Name},

    Your Self-Service Change has been approved.

- Email notification when the "ESS" change has been rejected:

    {Preferred Name},

    Your Self-Service change has been rejected.

    Please contact Payroll/HR at (insert number) for more information.

Certification Reminders

- Email notification when the certification is going to expire:

    {Preferred Name},

    According to our records, your **mandatory** {Certification Type} expires on {Certification Expiration Date}. Please update your certification status via Employee Self Service by logging in with your email address using this link: {PartnerURL}. Then, go to the **Certifications Updates** screen and enter the update as needed. If you have any supporting documentation, you can upload the files in the **Documents** section.

    Thank you!

- Email notification that certification expires today:

    {Preferred Name},

    Your {Certification Type} expires today. Please provide proof of renewal immediately. Reminder: this is **mandatory** certification.

    1. Log in to Employee Self Service using the following URL {PartnerURL}
    2. Navigate to the **Certifications Updates** screen.
    3. Locate {Certification Type} and update with the new expiration and any additional information.
    4. If applicable, upload supporting documentation to the **Documents** screen.

    Thank you!

Onboarding

- When the employee has completed their Onboarding:

  Employee {EE Name}, has completed their Onboarding. Please log in here {PartnerURL} to complete the Onboarding process.

- When an employee has declined electronic consent:

  Employee {EE Name}, has declined electronic signature and cannot move forward with Onboarding.