

How Do I Send a Notification to an Employee from MSS?

Navigation

Follow this procedure if you send an employee a notification or email directly from Manager Self Service.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **My Team** tile.
3. Locate the employee you wish to send a notification to and click the green **action** button (located next to their name).
4. Click **Notify Employee**.
5. Indicate with a checkmark if you want to send the employee an **alert** and/or an **email**.
 - a. An alert will be indicated to the employee through their **Notifications** flag when they log into OneUSG Connect.
6. If sending a notification to multiple employees, separate the recipients with a semicolon.
7. Enter a **Subject** for the notification.
8. Enter the **Message** you wish to send.
9. To add attachments, click the **Add Attachment** button.
 - a. Click **My Device**.
 - b. Locate and select the attachment(s).
 - c. Click **Upload**.
 - d. Click **Done**.
10. Click the **Send** button.
11. Click **Yes** to confirm you want to send the notification.
12. Click **OK** when you receive the confirmation message.

