



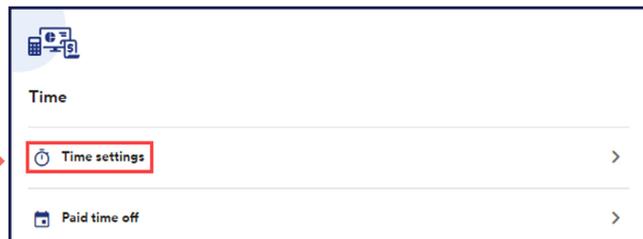
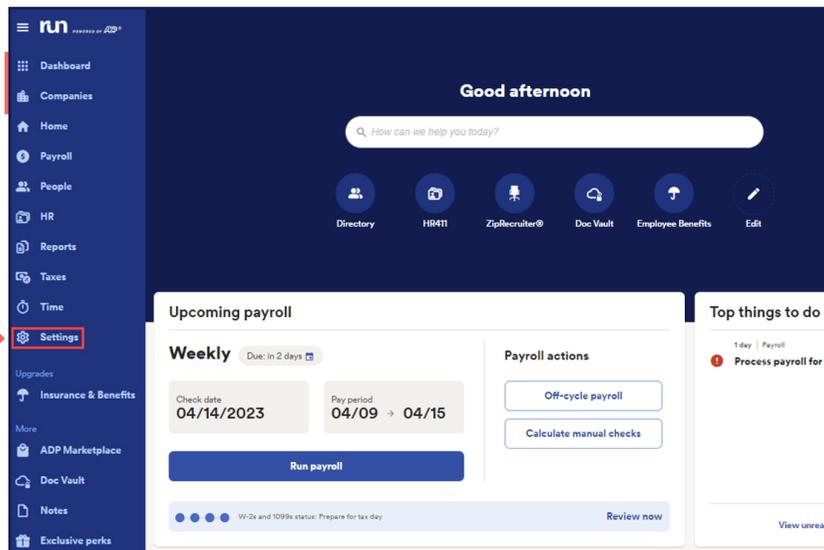
ADP® Timekeeping Plus Scheduling Support Center Guide

Email notifications

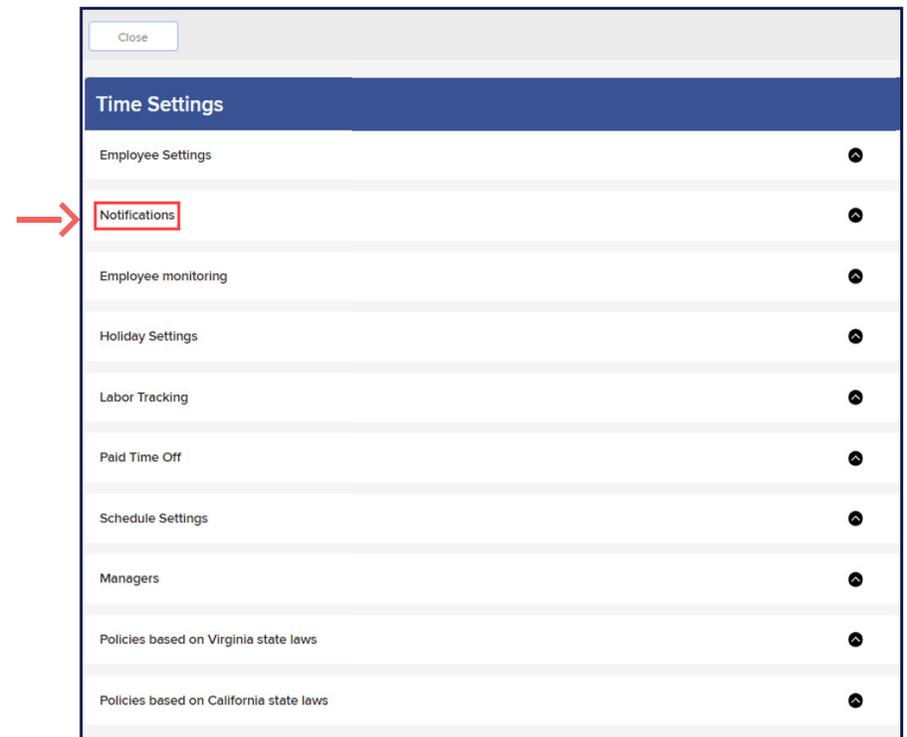
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1 From RUN, navigate to the **Settings** menu and choose **Time settings**.



2 From here, click on the **Notifications** tab. This will open up the email notifications page, with a number of different options.



3 At the top, you have an **Hourly** notification; this will email you every hour if any of these selections are triggered.

Next, we have **Daily** notifications; these are a once-a-day notification reminder.

The third notification type is a **Prior to Payroll** reminder. If you have an upcoming payroll and are missing punches, you will get an email reminding you to make those corrections before payroll is due.

Lastly, if you have a manager that you wish to receive a copy of any of these email notifications, you can turn on **Manager Email Notifications** at the bottom.

Note: They will receive notifications for all employees, even if they are not their direct manager.

The screenshot shows the 'Notifications' settings page. It is titled 'Your Email Notifications' and includes a sub-header: 'Your settings will be saved only for you. Each Run user can personalize their own notifications.' There are four main sections, each with a toggle switch and a list of notification items:

- Hourly:** Toggled on. Description: 'Fifteen minutes past the top of every hour, send me a summary of'. Items: 'When it is time to release an employee on a meal break', 'When an employee is 15 minutes late past their scheduled start time', 'When an employee records time outside of their work location using ADP mobile'.
- Daily:** Toggled on. Description: 'Every morning, send me a summary of pending things to do as well as:'. Items: 'Who is scheduled today', 'Who has approved time off today', 'When an employee is trending overtime that was not planned'.
- Prior to Payroll:** Toggled on. Description: 'Remind me of pending actions to make timecards complete for payroll'.
- Manager Email Notifications:** Toggled on. Description: 'This setting will apply to managers on your account. They will not affect Run users on your account.' Item: 'Hourly, Daily, and Pending Payroll Actions for Payroll'. Sub-description: 'Managers will receive all email notifications mentioned above for all employees'.