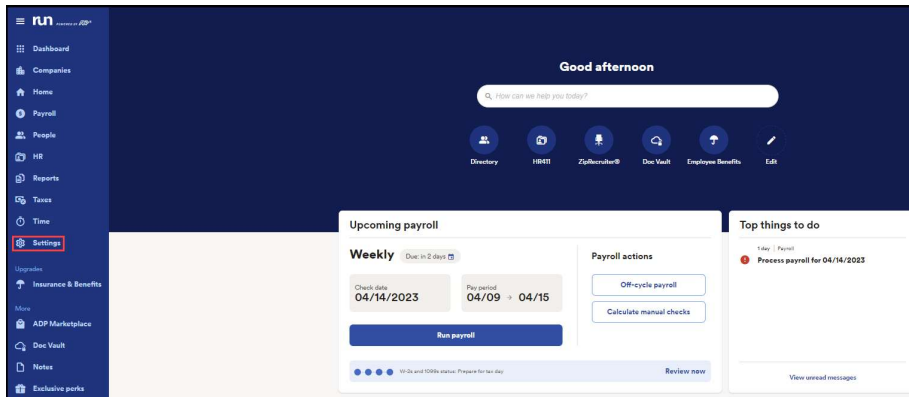
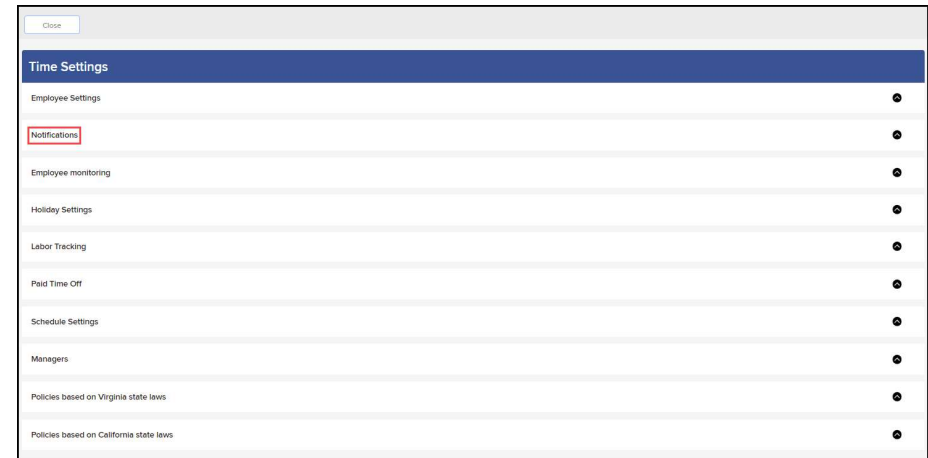


Email Notifications

- 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 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.

Notifications

Your Email Notifications

Your settings will be saved only for you. Each Run user can personalize their own notifications.

- Hourly**
Fifteen minutes past the top of every hour, send me a summary of
 - 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**
Every morning, send me a summary of pending things to do as well as:
 - Who is scheduled today
 - Who has approved time off today
 - When an employee is trending overtime that was not planned
 - Prior to Payroll**
Remind me of pending actions to make timecards complete for payroll
- Manager Email Notifications**
This setting will apply to managers on your account. They will not affect Run users on your account.
- Hourly, Daily, and Pending Payroll Actions for Payroll**
Managers will receive all email notifications mentioned above for all employees