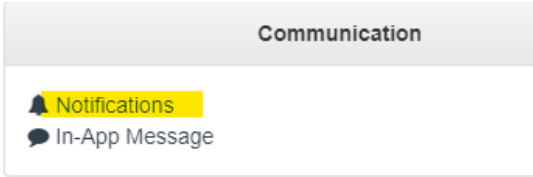


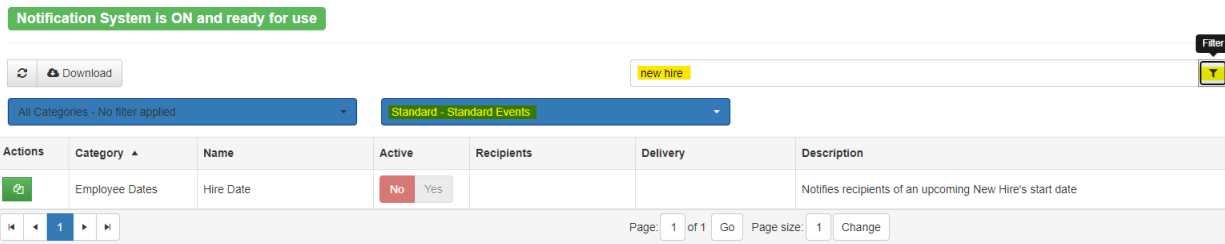
## Adding a reminder notification

From your HR Dashboard, click on HR Administration and scroll down to Communication and click on Notifications.

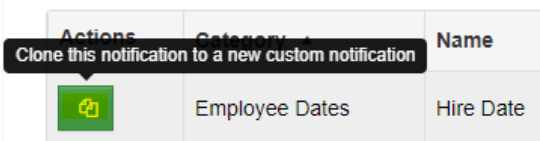


Select Standard – Standard Events and type New Hire in the filter window and click on filter.

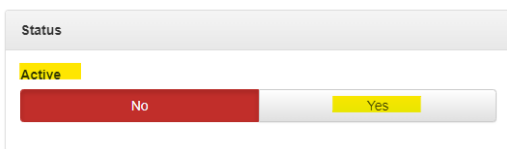
### Notifications



Click on Actions to clone the notification.



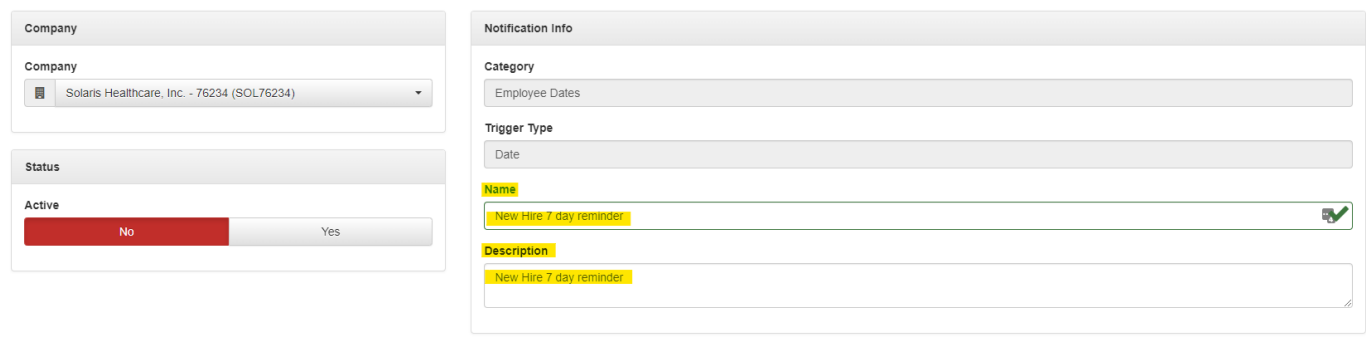
Click on Yes to make the notification active.



Change the Name and description of the Notification.



Notification: **CLONED - Hire Date**



You can select Deliver by E-Mail and/or In-App Message.

**Delivery**

**Deliver by E-Mail**

No Yes

**Deliver by In-App Message**

No Yes

Select who you want the email/in-app message to go to and the number of days after hire you want the message to be sent. \*Please note, you need to us the minus sign in front of the number of days and select Before Target Date to receive the reminder when expected.\*

**Include Other Groups**

**Employees (check active employees with email addresses)**

Please Choose (represents BLANK)

**Users (check all that apply)**

Please Choose (represents BLANK)

**Users - HIGH LEVEL (check all that apply)**

Please Choose (represents BLANK)

**Days** **Timing**

-7 Before Target Date

Add the Subject line and the information you need in the Body.

**Form Template**

Reset Template back to default

**Subject**

New Hire 7 Day Reminder

**Body**

Add the needed information here.

Click on Save Changes.

**Notification:** CLONED - Hire Date

Save Changes

To see your new notification again, click on Custom Events

Custom - Custom Events

You can complete the cloning process as many times as need with different reminder messages and number of days after hire.