

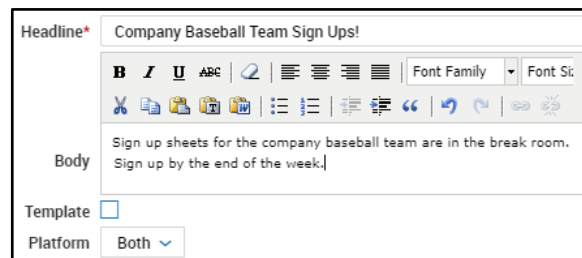
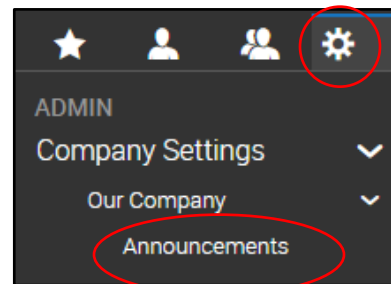
## PaycoHCM Tips and Tricks: Posting an Announcement

You know that when it comes to payroll and HR, PaycoHCM has you covered, but did you know that you can use it to communicate to your employees as well?

There are many ways to create and customize an announcement in PaycoHCM. The following instructions provide a basic overview of the different options, and three specific examples of a configuration and the resulting announcement.

### Creating an Announcement:

1. From the **Admin** menu, select *Company Settings > Our Company > Announcements*.
2. To create a new announcement, click **ADD NEW** in the top right.
3. Enter a *Headline* that describes the announcement. More details can be added in the *Body* section. Leave *Template* unchecked and *Platform* set to **Both**.
4. Check *Active* and enter the dates that the announcement should be displayed. You can also add a *Countdown* for the event, in *Days*, *Minutes*, or *Hours*. (See Example 2)



- Choose whether to have the announcement appear as a *Dashboard Heading*, a *Pop Up*, or both.
- If needed, restrict which employees can see the announcement. (See Example 2)
- Add attachments if needed. (See Example 3)

Add To Dashboard Heading As Information

Show As Pop Up On Login

See the examples below for the Heading options.

VISIBLE TO

Group

Security Profile

RELATED DOCUMENTS

Document #1

Document #2

Document #3

When all configuration is complete, click **SAVE** in the top right of the screen.

## Example 1 – Information Banner:

In this example, an **Information** announcement is being used to inform all employees of baseball signups this week:

### Configuration:

Headline\* Company Baseball Team Sign Ups!

**B** *I* U ABC | | Font Family  Font Size

Body  
Sign up sheets for the company baseball team are in the break room.  
Sign up by the end of the week.

Template

Platform Both

Active  From 05/18/2020 To 05/22/2020

Countdown  To Date  Time  Using Interval Day

Add To Dashboard Heading As Information

Show As Pop Up On Login

Show Marketplace Link  (Classic Only)

### Announcement:

**i** Info (1) Hide All

**i** **Company Baseball Team Sign Ups!**  
Sign up sheets for the company baseball team are in the break room.  
Sign up by the end of the week.

## Example 2 – Warning Banner/Pop Up with Countdown for Managers:

In this example, a **Warning** announcement and pop up, with a countdown, is being used to inform all department managers that performance reviews are due by the end of the week:

### Configuration:

The screenshot shows the configuration interface for a warning banner/pop up. The headline is "All Performance Reviews are due by the end of the week!". The body text is "Please login to complete your employees' performance reviews....". The configuration includes the following options:

- Active:
- From: 05/18/2020
- To: 05/22/2020
- Countdown:  (circled in red)
- To Date\*: 05/22/2020 (circled in red)
- Time: 05:00p
- Using Interval: Hour
- Add To Dashboard Heading As: Warning (circled in red)
- Show As Pop Up On Login:  (circled in red)
- VISIBLE TO: Department Manager (circled in red)

### Pop Up:

The screenshot shows the warning banner/pop up message. The headline is "All Performance Reviews are due by the end of the week!". The body text is "Please login to complete your employees' performance reviews....". The message includes a "Don't Show Me This Message Again" checkbox and a "27 hours until" countdown timer. An "OK" button is visible at the bottom right.

**Note:** Go to Reports > System > System Utilities > Pop Up Communicator Usage to track who has viewed the pop up!

### Announcement:

The screenshot shows the announcement banner. It displays a warning icon and the text "Warnings (1) Hide All". Below this, it shows a warning icon and the text "27 hours until All Performance Reviews are due by the end of the week! Please login to complete your employees' performance reviews....".

## Example 3 – Error Banner:

In this example, an **Error** announcement with an attachment is being used to inform all employees of a new emergency procedure that they must read before starting work:

### Configuration:

Headline\* Read This Before Starting Work Today!

Body Please download and read the attached document before starting work today!

Active  From 05/18/2020 To 05/22/2020

Countdown  To Date Time Using Interval Day

Add To Dashboard Heading As Error

Show As Pop Up On Login

Show Marketplace Link  (Classic Only)

RELATED DOCUMENTS

Document #1	New Emergency Procedure		
Document #2			
Document #3			

### Announcement:

Errors (1) [Hide All](#)

Read This Before Starting Work Today!

Please download and read the attached document before starting work today!