

SOP – In PayChex How to use Messaging within PayChex to talk with your Manager

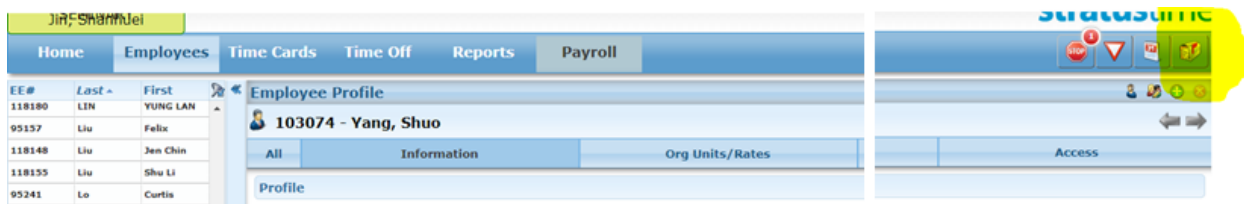
(Such as **Time Card Need a Correction**)

8/6/2020

Where Employees can send messages to their managers and receive messages:



Where managers or admins see and can create messages to employees (far right):



After Click on the mailbox icon: You may read and respond to employee's messages.


Messages

 [Create New Message](#)

[View Past Welcome Message](#)

Order: **Newest** ▼

Show: **All** ▼

Pang, Timothy H	08/06/2020	
TEST MESSagE 2		
Pang, Timothy H	08/06/2020	
TEST		

 [Reply](#)

 [Forward](#)

 [Mark as Unread](#)

---Select---

 [Delete](#)

To: **Pang, Timothy H**

04:52 PM - 08/06/2020

TEST MESSagE 2

[Read 0/1](#)

Hi

[End of SOP]