SOP – In PayChex How to use Massaging within PayChex to talk with your Manager
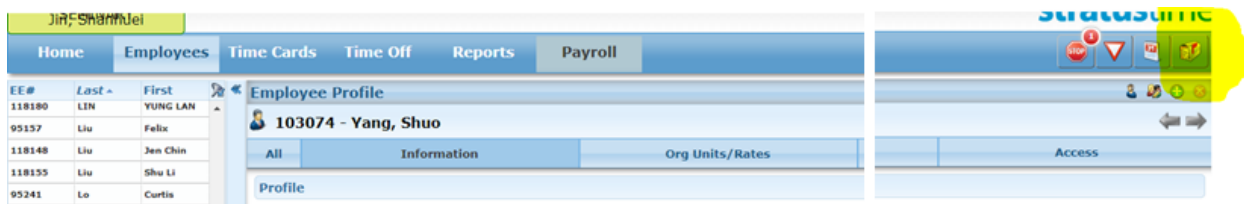
(Such as Time Card Need a Correction)

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.

[End of SOP]