

# Sending Employee Self Service Activation Emails to Multiple Employees



There are two options for navigation:

- Employee Management>>Employee Management Tools>Self Service Management
- Type "Self-Service Management" into Search the menu and look for the link listed above
- If you do not have access to this, please call your CSR

## EMPLOYEE MANAGEMENT

- Employee Summary
- New Hire Wizard
- Quick Hire
- Copy Employee
- Employee Maintenance >
- Employee Pay >
- Employee Benefits >
- Human Resources >
- Payroll Accumulations
- Employee Change Log
- Employee Notes
- Performance Reviews >
- Employee Management Tools <
- Employee Hire >
- Self-Service Management

Click on the "Enable Access" tab

## Self-Service Management

Account Status   **Enable Access**   Inactive Accounts

The list will show all employees with an email on file who do not have access enabled. You can select individual employees, or select the checkbox at the top to select all employees.

Click "Process" to send emails.