**Incomplete Employee Leave Reporting**

Email Notification Reminders

**HOW TO SEND EMAILS TO EMPLOYEES WITH INCOMPLETE LEAVE REPORTING – CURRENT PAY PERIOD**

USE ARGOS

1. **Go into Argos:** <https://evisions.tnstate.edu/>
2. Choose “**Argos**”  (not “Argos Web Viewer”)
3. Click the pop-up button “**Open Evisions Application Launcher**”
4. If it pops up a message box about “Updates Exist”, just click “**OK**”

IN THE LEFT-HAND PANE:

1. Find “**Human Resources / Payroll**” and **click the arrow** beside it to open that directory
2. In the listing, find “**Time Reporting**” and **click the arrow** beside it
3. In the listing, find “**Leave Status Not Completed Email**” and **click the arrow** beside it
4. An icon with “CSV” should have appeared for the file “Leave Status Not Completed Email Report”. This time, don’t click the arrow, **click the CSV icon**.

IN THE RIGHT-HAND PANE:

1. Over on the right-hand pane, click “**Run Report**”.
2. In the window that appears, click “**Preview Results**”.
3. On the report, go to the far right of the columns to look at “Pay\_Start\_Date” and “Pay\_End\_Date” to **confirm that you have the correct pay period dates**. (NOTE: You might have to widen your window size in order to scroll over to see the far-right columns)
4. If the pay period on the report is accurate, **close the window** that is displaying the report.

ON THE LEFT-HAND PANE:

1. Back on the left-hand pane, **click the arrow beside the CSV** file entitled “Leave Status Not Completed Email Report” in order to display the Schedule file below it.
2. Click “**Leave Status Not Completed Email Report Schedule**”

ON THE RIGHT-HAND PANE

1. In the right-hand pane, click “**Run Schedule Now**”. This will send emails to all of the employees that were on your report.
2. In the window that pops up, click “**Yes**” to continue.

You’re done. They’ve been notified via email.

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**HOW TO SEND EMAILS TO EMPLOYEES WITH INCOMPLETE LEAVE REPORTING -  ENTER PAY PERIOD**

If you want to send emails to employees for a **different time period** than the present time period:

You can do all of the same instructions outlined in the section above….but instead of using “Leave Status Not Completed Email” (in the left-hand pane)….you’d use “**Leave Status Not Completed Email by Pay Period**”. It will ask you to enter the pay period for the report.