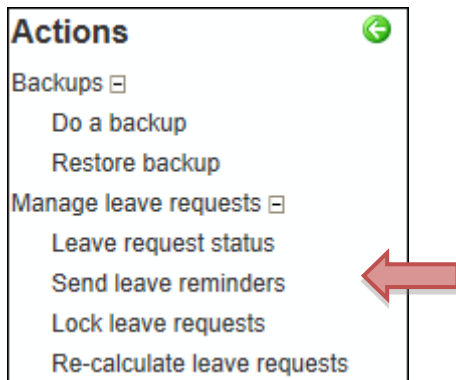


## Send Leave Reminders

Prior to creating timesheets, Administrators may send an email to remind employees and managers to attend to outstanding Leave requests.

To send leave reminder emails, select **Send leave reminders** on the **Actions** tab page:



Select the pay period and the applicable date range. Leave reminders would generally be sent to people who have leave requests that are submitted (but not approved) and un-submitted (not sent to manager for approval). There is the option to send it to people who have approved leave requests should your organization choose to do so.

**Send reminders for leave requests to Submit/Approve**

Remind users in this period, for requests in this date range:

Period :  From Date :  To Date :

Remind For Unsubmitted :  Remind For Submitted :  Remind For Approved :

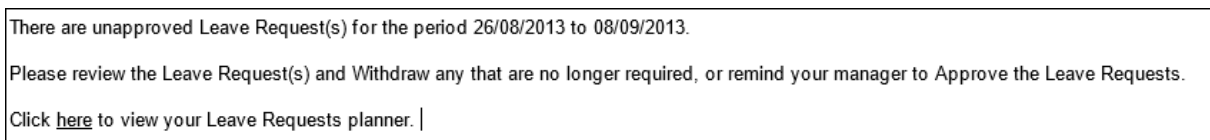
**For testing, or resuming if something goes wrong**

Never Send Email (test mode) :  Send Reminders For This One Employee :  Resume All Reminders From This Employee :

Send all reminder emails to this Address instead :

Click **Start**.

Employees with unapproved leave requests will receive an email asking them to attend to them.



Managers with employees who have unapproved leave requests will receive an email asking them to attend to these.

There are unapproved Leave Request(s) for the period 26/08/2013 to 08/09/2013.

Please review the Leave Requests and Approve or Decline as necessary.

Click [here](#) to view the Leave Requests planner. |

## Problem Solving

There is the ability to test leave reminders or to resume them at a certain point.

### For testing, or resuming if something goes wrong

Never Send Email (test mode):       Send Reminders For This One Employee:  ▼      Resume All Reminders From This Employee:  ▼

Send all reminder emails to this Address instead:

Field	Explanation
Never Send Email (test mode):	Ticking this box means no emails will be sent out to employees
Send Reminders For This One Employee:	You are able to select one particular employee to send a Leave Reminder email to
Resume All Reminders From This Employee:	If, during the process of sending leave reminders, your system crashes, you are able to resume leave reminders from the point they stopped. This saves having to re-run them from the beginning and employees receiving multiple emails
Send all reminder emails to this Address instead:	To test all leave reminder emails are working you could have them sent to one email address, rather than sending them out to the employees