



FAQ

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Why do employees have to log in to myWorkforce to read messages?

Employees must log in to [myWorkforce.me](#) to access message content. If they have opted for notifications, the notification only indicates that a new message has been received and provides a URL for login.

At the time, notifications for new messages are only available by email. Employees must have a valid email on file and opt in to email notifications.

By requiring login, Compeat can track when the message was read, thus providing management a tool of enforcement. Managers can also use the **Employee Messages Report** to view the date and time stamp of when an employee viewed a message.

To access this report, go to **Labor > Labor Reports > Employee Messages**. Click on an employee name to view the time stamp.

Employee Messages

Sending Employee: All
Receiving Employee: All
Date Range: 2/11/2015 - 2/10/2016

Report Run: 2/10/2016 4:37 PM
Page: 1 of 6

From: Class, Employee
To: Pulley, Alvin P; Williams, Eddie M; Adams, Harry K; Gibson, Frances D; Elliott, Herbert D; Hipple, Tina F; Vest, Sal M; Evans, Marie R; Redman, Ruth T; Merlo, Kelly; Loop, Elsi D; James, Jake C; Class, Employee; Smith, Jean J; Homemaker, Susie; Grammar, Kelsie; Johnson, Sally; test, test test; Starr, Suzy; Strong, Richard; Lily, Hazel; Goode, John; Johnson, Josie; Keller, Kath; Stickman, Cory; Pinkman, Jesse; Hunt, Sam; Stark, Lee; Brown, Charlie; Jackson, Zippy
Subject: Test

Testing

Employee Message Detail

From: Class, Employee
Sent: 3/6/2015 2:20 PM
Subject: Test

Report Run: 2/10/2016 4:37 PM
Page: 1 of 1

Testing

| Emp. ID | Emp. Name | Read | |
|---------|--------------------|------------------|--|
| 40103 | Adams, Harry K | | |
| 6841370 | Brown, Charlie | | |
| 40125 | Class, Employee | 3/6/2015 2:54 PM | |
| 40105 | Elliott, Herbert D | | |
| 40108 | Evans, Marie R | | |
| 40104 | Gibson, Frances D | | |

NOTE: Even if an employee later marks the message as unread, Compeat maintains the original date/time stamp of when the employee viewed the message.

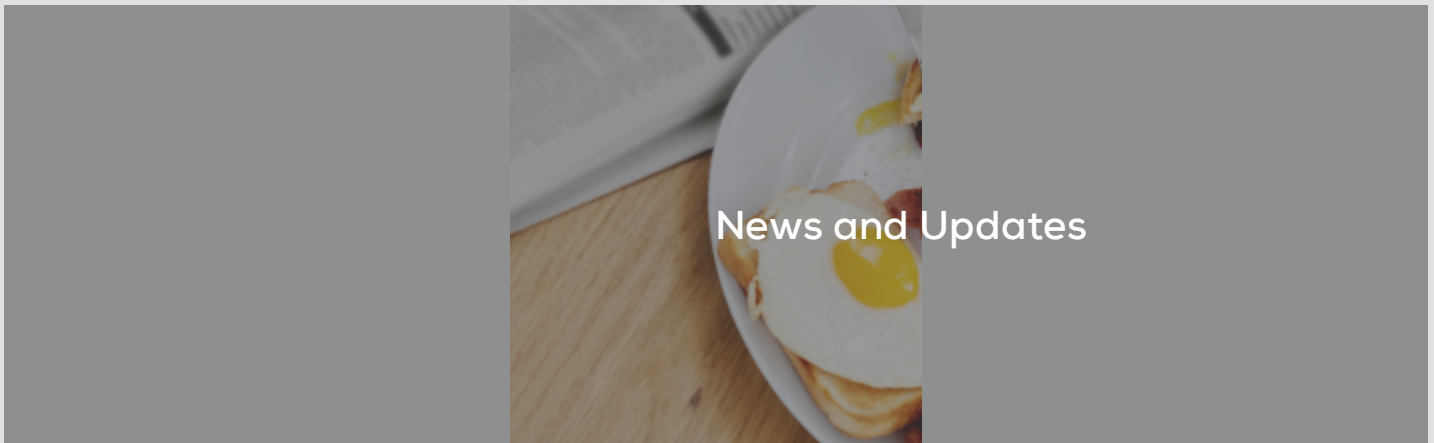
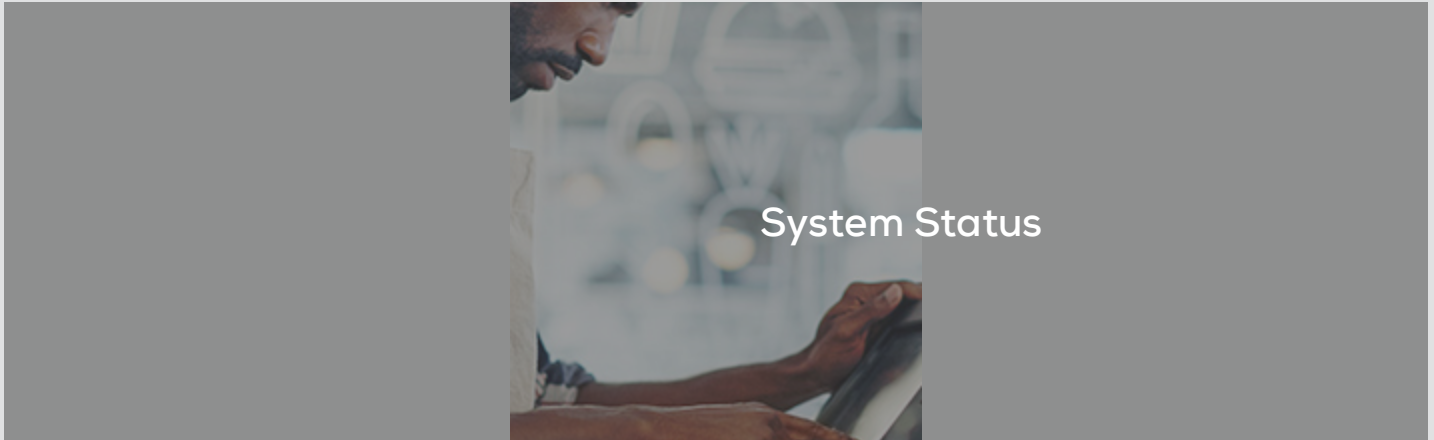
Was this Helpful ?

yes

no

I'm trying to drill down in our consolidated balance sheet, and I'm getting an error. What do I do?

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Austin, TX 78727 | (512) 279-0771 | support@compeat.com