

How to Manage Email Notifications in PeopleAdmin

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Overview

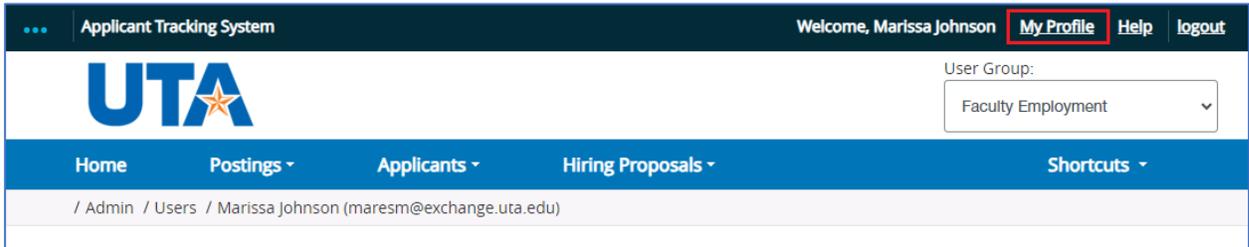
This document sets forth the process to modify email notifications that an employee receives from People Admin.

Process:

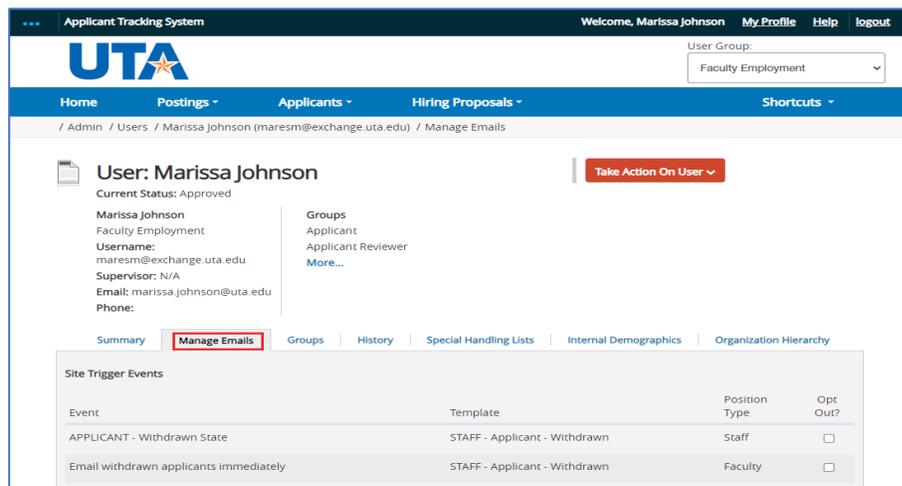
1. Log into PeopleAdmin.
2. Change your User Group to “Employee”.



3. Click “My Profile,” next to your name (top right side of screen).



4. Select the “Manage Emails,” tab.



5. Select to opt in or out of various faculty and/or staff email notifications. Please be mindful of the notifications that you opt out of. Some may be beneficial for you to remain aware of various items in the workflows. Note that these notifications are for faculty and staff postings.

Summary Manage Emails Groups History Special Handling Lists Internal Demographics Organization Hierarchy			
Site Trigger Events			
Event	Template	Position Type	Opt Out?
APPLICANT - Withdrawn State	STAFF - Applicant - Withdrawn	Staff	<input type="checkbox"/>

6. Scroll down and click “Update System Email Options”.

Offer Letter	Student Offer Letter	all	<input type="checkbox"/>
Offer Letter Completed	STAFF - Hiring Proposal Status Update	all	<input type="checkbox"/>

Note: Opting out of Position Type emails will apply to all Position Types, Staff, Faculty and Student.