

View Announcements

The Announcements page in Employee Self Service provides quick access to company notices and announcements.

Navigation: Menu> My Info> My Company> Announcements

From the **Announcements** page, the following is seen:

- Announcement heading
- Announcement message
- The name of who created the announcement
- The date the announcement was created

Note: Employees may see announcements on their **Home** dashboard depending on configuration.