ESS3: Sending a Message
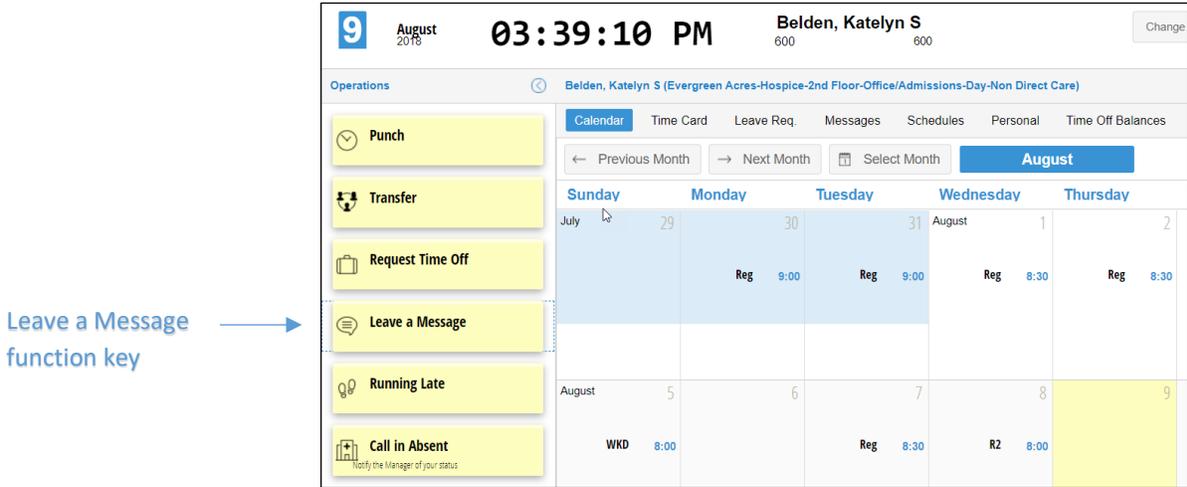
To send a message to your manager in Employee Self Service 3 (ESS3), click the **Leave a Message** function key.

Leave a Message function key

To compose and send the message:

New Msg is the only selection available in the State drop-down list.

Enter a subject for your message.

Enter your message.

Click OK to send your message.

View sent messages in the Messages tab of the dashboard.