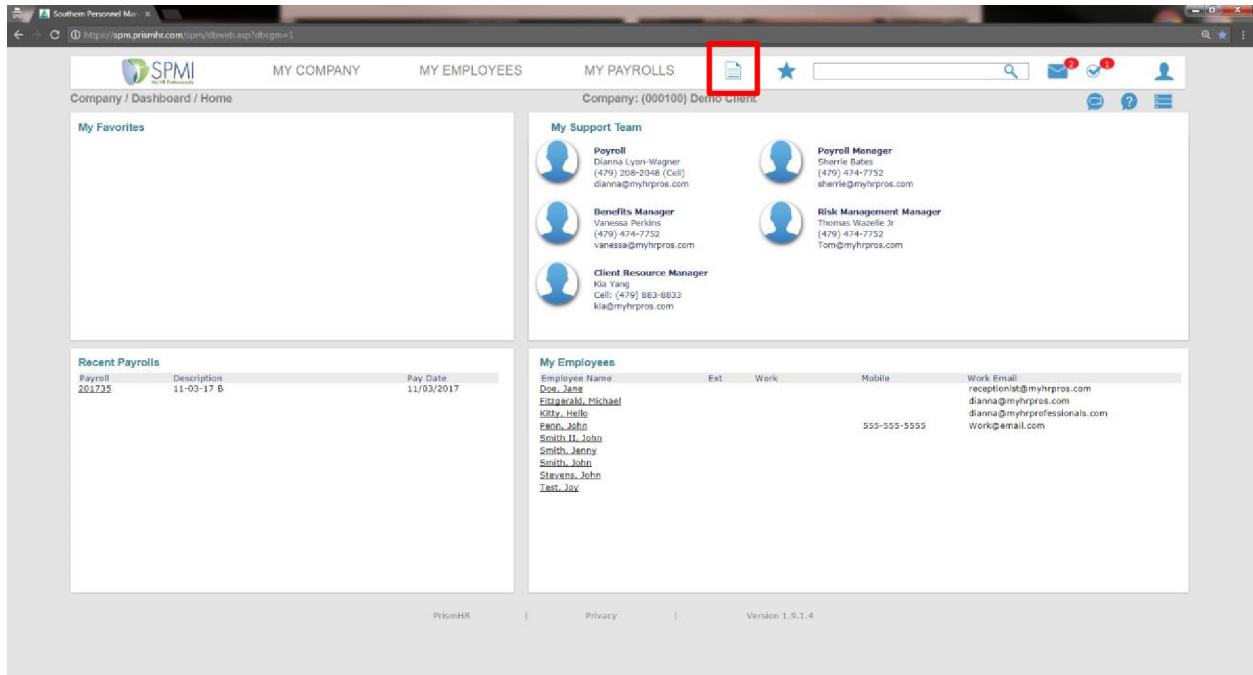


## My HR Dashboard – Employee PTO Detail Report

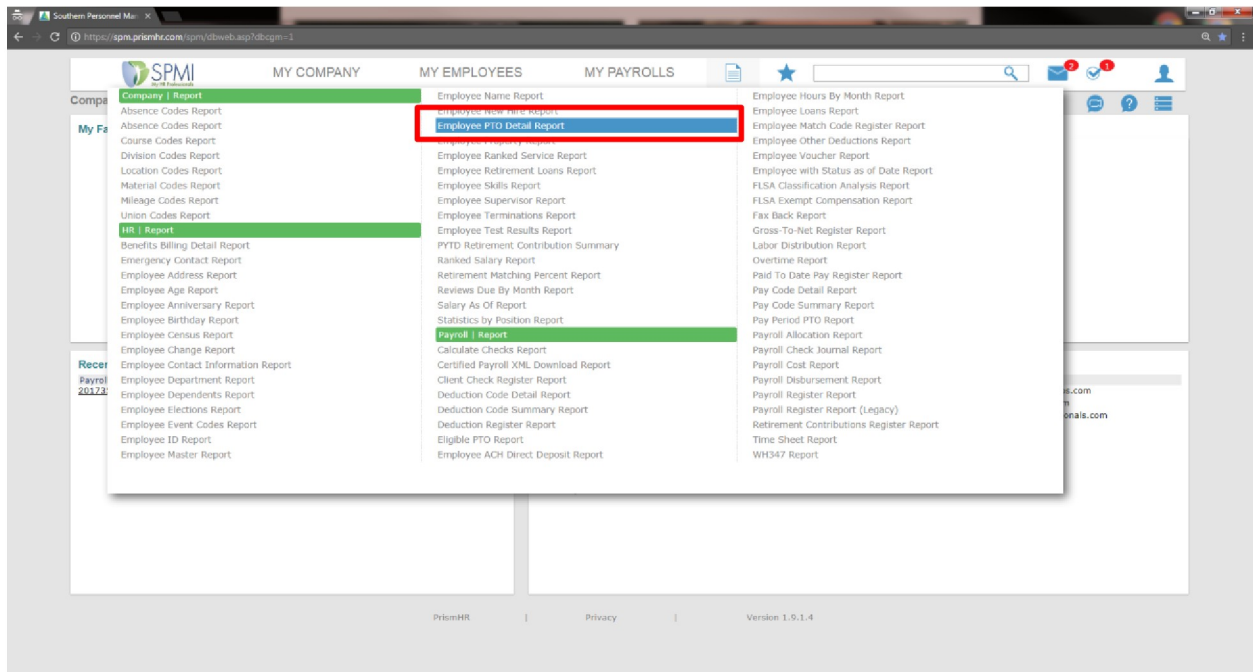
My HR Dashboard Admin: <https://spm.prismhr.com/spm/dbweb.asp?dbcgm=1>

Login with your username and password.

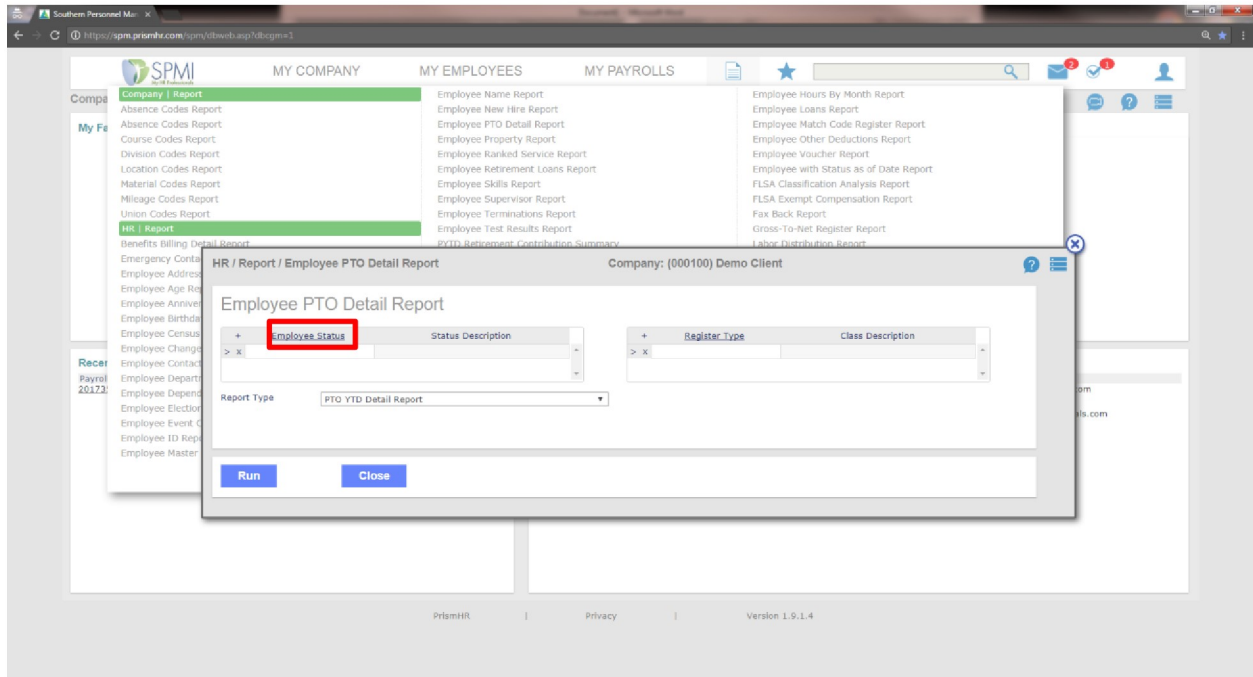
Click on the “Paper” icon.



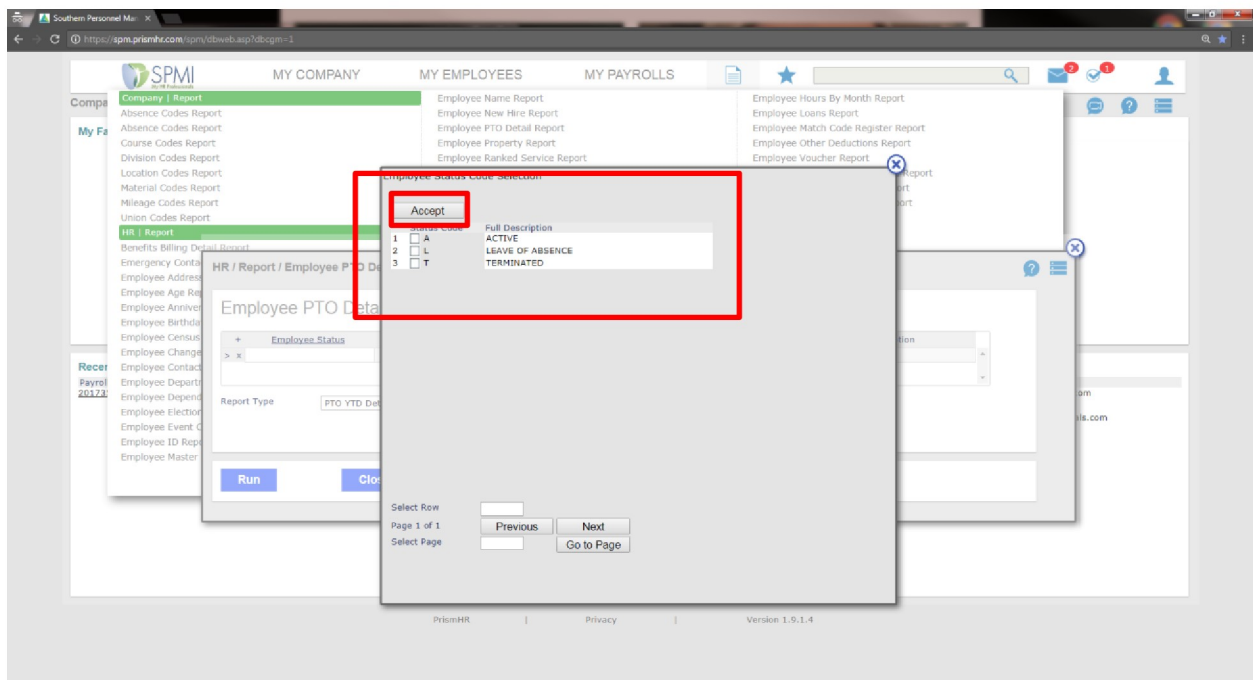
Click on “Employee PTO Detail Report”.



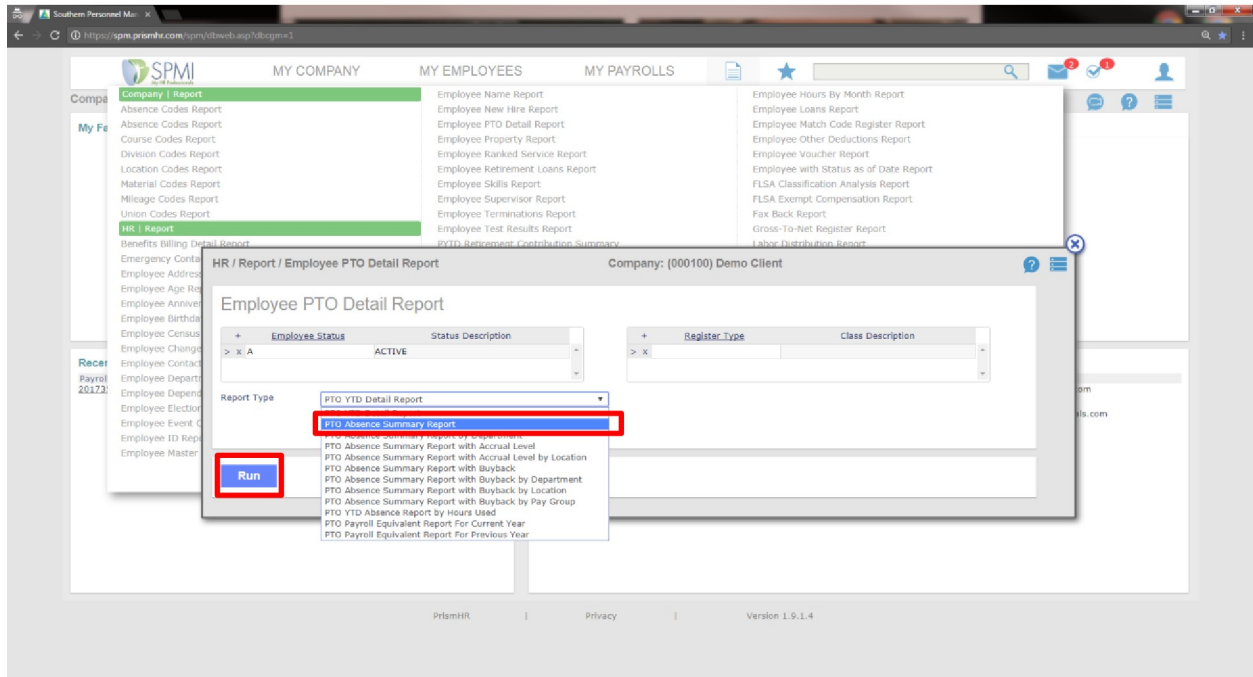
Click “Employee Status”



Select “Employee Status Code” and click “Accept”



Under “Report Type”, select “PTO Absence Summary Report” and click “Run”



Your Employee PTO Detail Report will be generated

The screenshot shows the SPMI Employee PTO YTD Absence Summary Report. The report is titled "Employee PTO YTD Absence Summary Report" and "Active Employees With Status A". It shows a table with columns: Employee, Employee Name, Accrued Thru, Year End Date, Plan Description, Carryover, Accrued, Used, Available, and Register Type. The table lists three employees: DOE JANE C, FITZGERALD MICHAEL D, and SMITH JOHN. The Grand Total shows 8.27 Carryover, 195.50 Accrued, 72.00 Used, and 131.77 Available. The Total Number of Employees is 3.

Employee	Employee Name	Accrued Thru	Year End Date	Plan Description	Carryover	Accrued	Used	Available	Register Type
C00001	DOE JANE C	11/02/2017	04/24/2018	PAID TIME OFF	0.00	46.23	8.00	40.23	PTO
	DOE JANE C	11/02/2017	04/24/2018	VACATION	0.00	0.00	0.00	0.00	VAC
H00008	FITZGERALD MICHAEL D	11/02/2017	04/06/2018	PAID TIME OFF	0.00	49.02	0.00	49.02	PTO
	FITZGERALD MICHAEL D	11/02/2017	04/06/2018	VACATION	0.00	0.00	0.00	0.00	VAC
A00001	SMITH JOHN	11/02/2017	01/31/2018	PAID TIME OFF	8.27	58.25	40.00	26.52	PTO
	SMITH JOHN	11/02/2017	01/31/2018	VACATION	0.00	40.00	24.00	16.00	VAC
	Grand Total				8.27	195.50	72.00	131.77	

Total Number of Employees: 3

**\*Please contact My HR Professionals if there are any adjustments needed\***