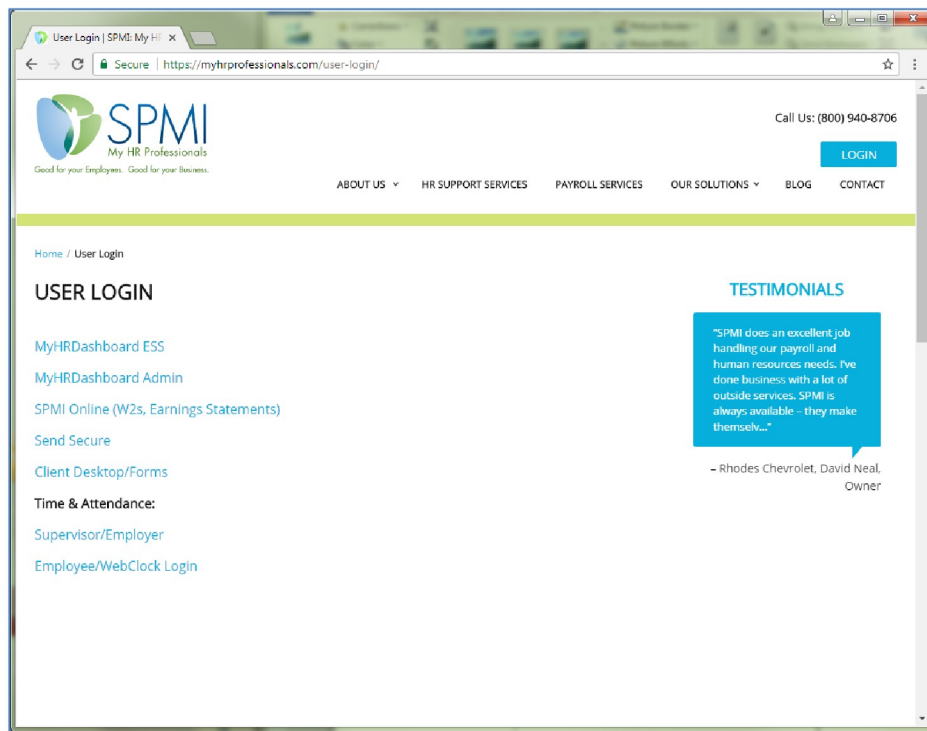


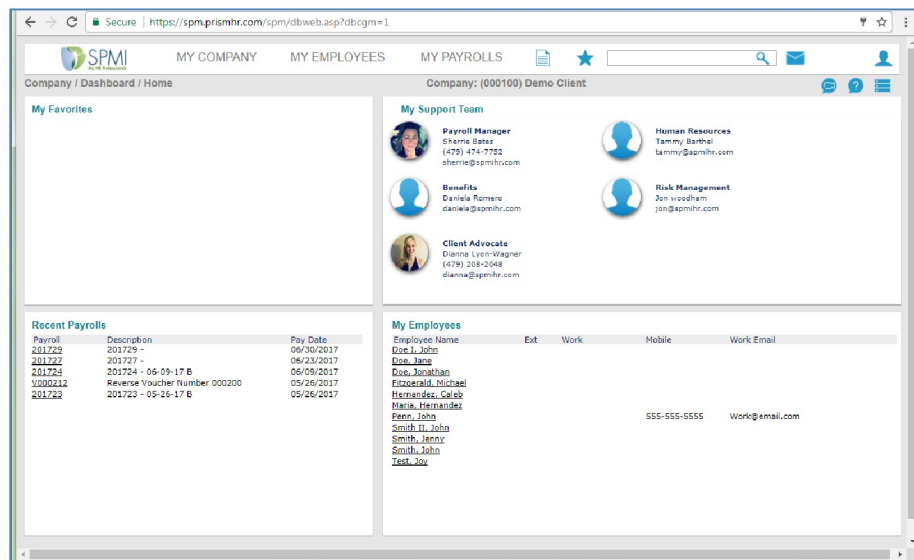


My HR Dashboard Deduction Instructions

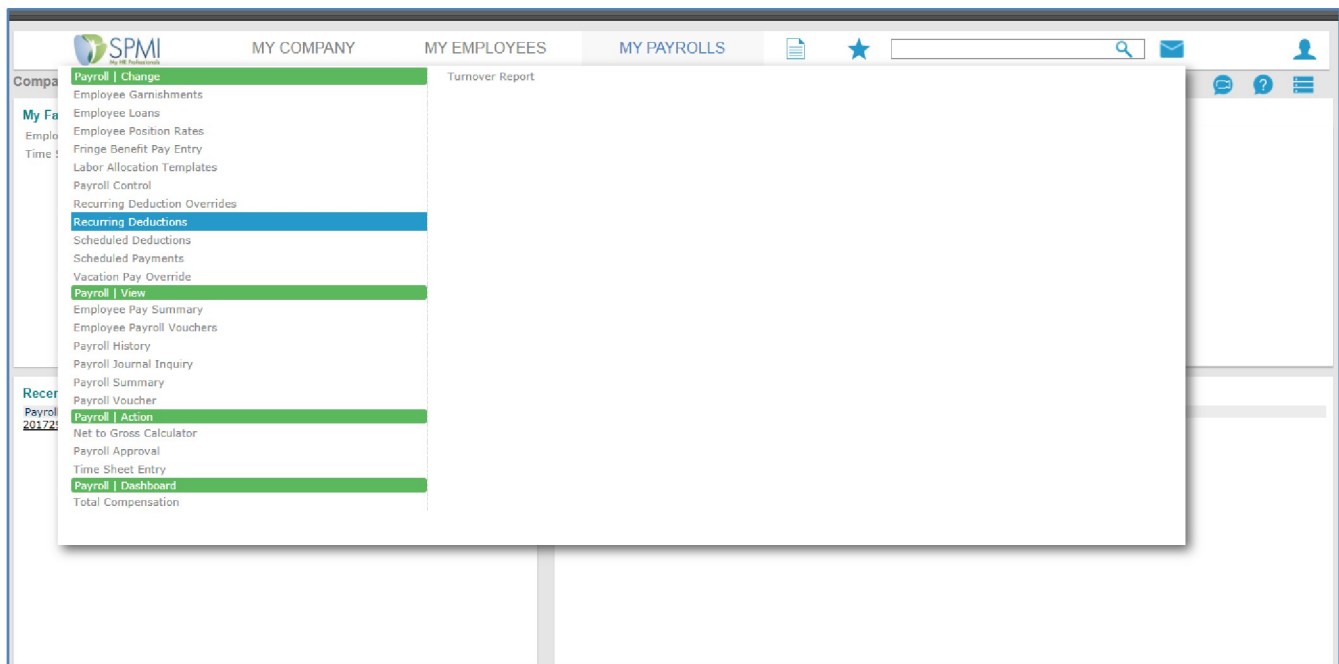
1. Go to www.myhrprofessionals.com
2. Click on "Login" and under User Login select "My HR Dashboard Admin"



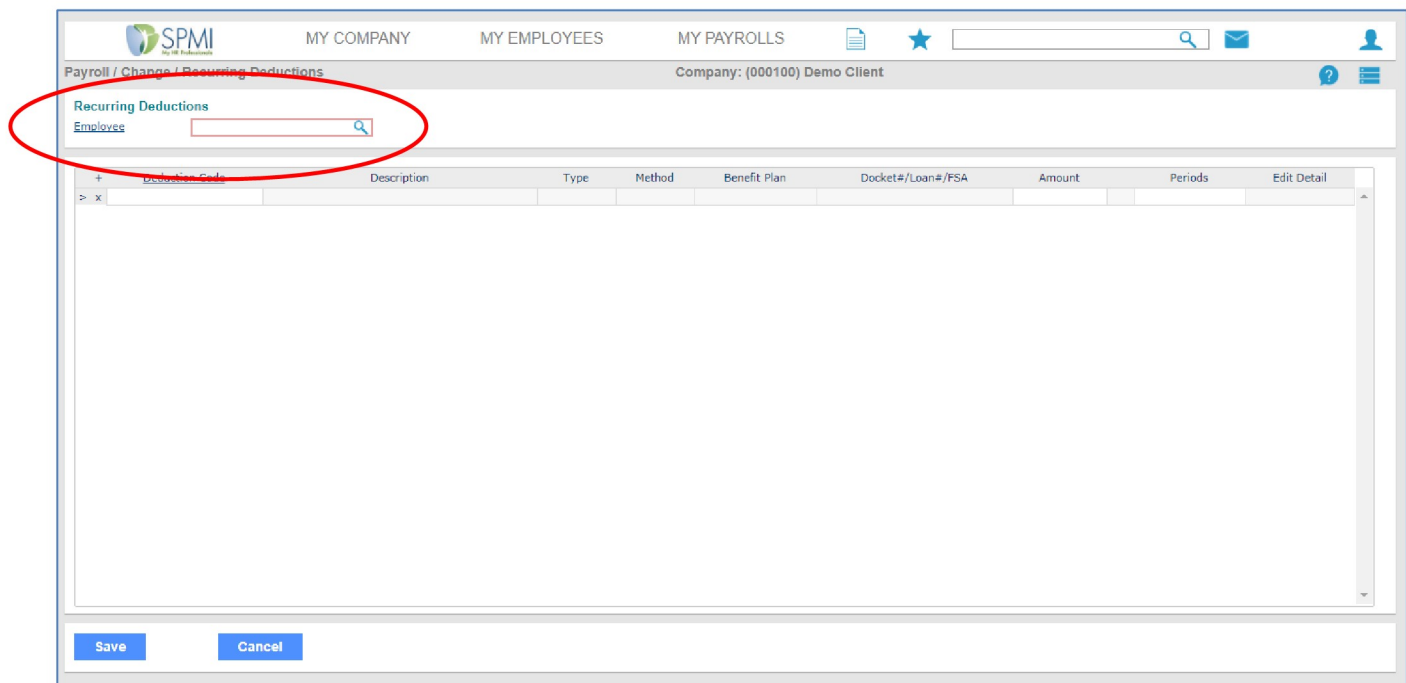
3. Login with your Username and Password.



4. Go to 'My Payrolls' and 'Recurring Deductions'



5. Type in or Select the 'Employee' you are wanting to add or adjust their recurring deduction on:



6. You can then edit or adjust your Benefit Deductions, 401K Deductions, or any other recurring deductions:
 - a. The '+' symbol adds a new line and the 'Deduction Code' link will show you your options to select. If you need a deduction code added that is not available, please let us know and we will add this.
 - b. The 'Periods' represent the number of pay cycles in a month you want this to pull on. Example, if you are Semi-Monthly and want it to pull on both, put '12' for 1st pay run and 2nd pay run in a month. If you are weekly and only want it to pull four times each month and not the 5th time if there are five weeks in a month, put '1234' in the Periods.
 - c. Remember you can Save this screen to your 'Favorites' by clicking the 'Action Bar' and clicking 'Add to Favorites'.

SPMI
MY COMPANY MY EMPLOYEES MY PAYROLLS

Payroll / Change / Recurring Deductions Company: (000100) Demo Client

Recurring Deductions
Employee: C00003 DOE JANE C

	Deduction Code	Description	Type	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Edit Detail
> x	ADV	ADVANCE	V	F					
> x	PMED125	Client Medical PreTax	V	F			100.00	123	

Save Cancel

If you want any additional training, please contact My HR Professionals to setup a training session at support@myhrpros.com or call at (479) 474-7752.