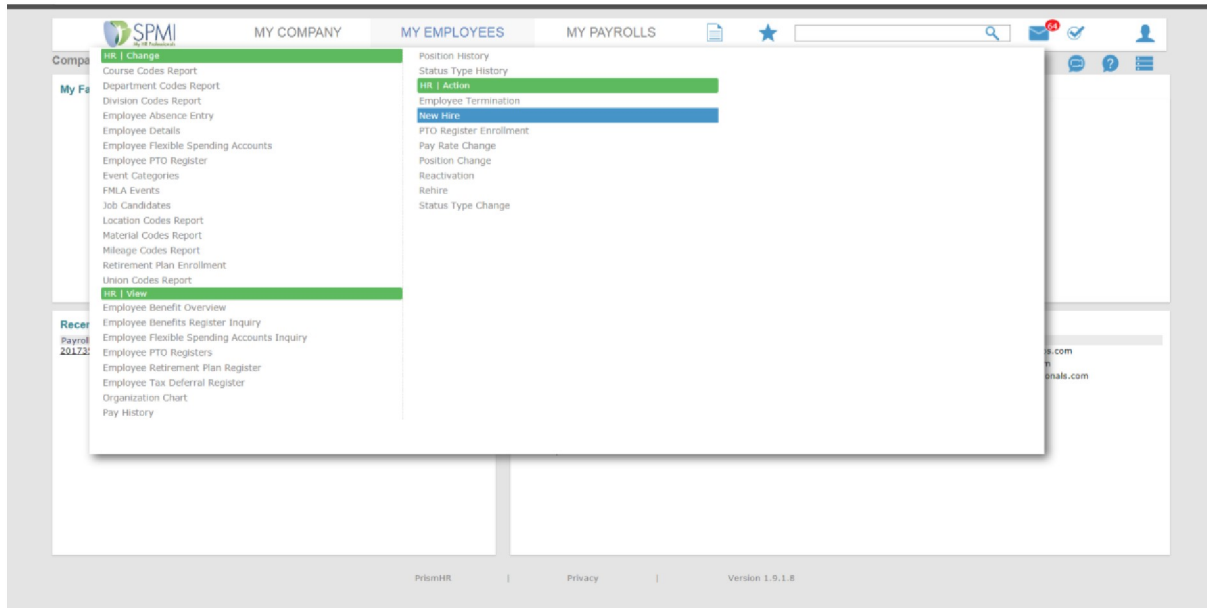


My HR Dashboard - How to Enter a New Hire

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

Login with your username and password.

- Click on “New Hire” under My Employees.



All required fields are outlined in RED!

- Under the “New Hire” section, complete the following: Employer ID, Social Security Number, Hire Type, and Use Onboarding.

A screenshot of the 'New Hire' form in the SPMI HR Dashboard. The form is titled 'New Hire' and is part of the 'HR / Action / New Hire' section. It contains four fields: 'Employer ID' with a dropdown menu showing 'Demo Employer', 'Social Security Number' with a text input field containing '999-99-9999', 'Hire Type' with a dropdown menu showing 'Employee(H2)', and 'Use Onboarding' with a dropdown menu showing '--Select--'. The entire form is outlined in red. The bottom right of the form shows 'Employee ID' and 'PENDING'.

***Once this information is completed, it cannot be changed. If a mistake is made, you must “Cancel” and start again.**

- Under the “Personal Information” and “Resident Address” sections, complete at least the following: First Name, Last Name, Birth Date, Gender, Ethnic Code, Address Line One, Zip Code, and GeoCode. Any additional information is optional.

Personal Information

First Name
Last Name
Middle Name
Nickname
Birth Date
Gender
Ethnic Code

Resident Address

Address Line One
Address Line Two
ZIP Code
GeoCode
City
State
County
Home Phone
Mobile Phone
Personal Email Address
Work Email Address

Emergency Contact

Contact Name
Contact Telephone
Contact Relation

**Match the GEOCODE with the employee’s city of residency.*

- Under the “Employment Details” section, complete at least the following: Company Start Date, Employer Start Date, [Position](#), [Employment Status](#), [Benefit Group](#), and [Work Location](#). (Depending on your company’s setup, more fields may be required.) Any additional information is optional.

Employment Details

Company Start Date
Employer Start Date
Position
Employment Status
Employment Type
Benefit Group
Work Location
Division
Department
Shift
Project
Work Group
Union Code
Reports To
Employee Number
Benefits Thru Date
New Hire Report Date
Clock Number

**Any hyperlinked fields are pre-set for your convenience. Click on [hyperlink](#) to the left to access options.*

**If any options needed are not listed, please contact SPMI to add them.*

- Under the “Pay Details” section, please complete the following: [Pay Group](#), Pay Method, Pay Rate, Pay Rate Basis, and Standard Hours.

Pay Details

Pay Group: --Select--

Pay Method: --Select--

Pay Rate:

Pay Rate Basis: --Select--

Standard Hours:

Default Time Sheet Hours:

Benefits Calculation Salary:

**Pay Rate Basis MUST be listed as “HOURLY” for hourly employees. If not hourly, match it to the Pay Group.*

- Under the “Form I-9 Details”, completing this portion is optional.

**If you have HR Services through SPMI, please send your employee’s I-9 Form and Documents to Receptionist: Receptionist@myhrpros.com*

- Under the “Direct Deposit Information” section, complete if the employee has provided direct deposit information.

Direct Deposit Information

Deposit Status: -- Select --

Pay Types for Deposit: -- Select --

Account Type	Transit Number	Account Number	Pay Type Override	Method	Amount	Limit Amount	Deposit Status
-- Select --			-- Select --	-- Select --			-- Select --

Please refer to “How to Setup an Employee Direct Deposit” Instruction Guide

- Under the “Federal Form W4 Details” section, complete at least the following: Filing Status and Allowances. Any additional information is optional.

Federal Form W4 Details

Filing Status: --Select--

Allowances:

Additional Allowances:

Exempt: ☐

- You MUST click “**SAVE**” to hire the employee. Closing without saving will cause you to lose all progress!