

My HR Dashboard – How to Run the Deduction Register Report to pull deduction codes

- 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. Click on the paper icon next to the star icon then select "Deduction Register Report"

	SPMI MY CON	IPANY MY EMPLOYEE	ES MY PAYROLLS		*	٩	©		
03	Company Report	Employee Name	e Report		Employee ACH Direct Deposit Report		6		
	Absence Codes Report	Employee New	re Report		Employee Loans Report		1		
а	Absence Codes Report	Employee PTO I	Detail Report		Employee Voucher Report Employee with Status as of Date Report FLSA Classification Analysis Report				
R	Course Codes Report	Employee Prope	erty Report						
	Division Codes Report	Employee Rank	ed Service Report						
	Location Codes Report	Employee Retire	ement Loans Report		FLSA Exempt Compensation Report				
	Material Codes Report	Employee Skills	Report		Gross-To-Net Register Report				
	Mileage Codes Report	Employee Supe	rvisor Report		Labor Distribution Report				
	Union Codes Report	Employee Term	inations Report		Overtime Report				
	HR Report	Employee Test	Results Report		Paid To Date Pay Register Report				
	Benefits Billing Detail Report	PTO Hours Take	en Report		Pay Code Detail Report				
	Emergency Contact Report	PYTD Retiremen	nt Contribution Summary		Pay Code Summary Report				
	Employee Address Report	Ranked Salary I	Report		Pay Period PTO Report				
	Employee Age Report	Retirement Mat	ching Percent Report		Payroll Allocation Report				
	Employee Anniversary Report	Reviews Due By	y Month Report		Payroll Check Journal Report				
	Employee Birthday Report	Salary As Of Re	eport		Payroll Cost Report				
	Employee Census Report	Statistics by Po	sition Report		Payroll Disbursement Report				
Τ.	Employee Change Report	Payroll Report			Payroll Register Report				
	Employee Contact Information Report	Calculate Check	ks Report	_	Payroll Register Report (Legacy)				
1	Employee Department Report	Certified Payrol	XML Download Report		Time Sheet Report				
1	Employee Dependents Report	Client Check Re	gister Report		WH347 Report				
1	Employee Elections Report	Deduction Code	Detail Report						
1	Employee Event Codes Report	000	Summary Report						
2	Employee ID Report	Deduction Regis	ster Report						
8	Employee Master Report	Slicible PTO Rep	port						
5	20175 - 10-13-17 Weekly	10/13/2017	Dozier, Mason	_	479-637-4182	_	_		
4	20174 - 10-06-17 Weekly	10/06/2017	Funk, Jesse		479-637-4182				
			Hale, Kevin		479-637-4182				
			Hill, Douglas		479-637-4182				

5. Choose a payroll number from the "<u>Payroll Number</u>" or click on the box to enter date range.

Selection Parameters Payroll Number OR - Enter a Pay Date Range	<u>E</u>	Start Date End Date	
Sort Parameters Primary Sort Select Y Secondary Sort Select Y Tertiary Sort Select Y		Report Parameters Detail Sort Employee Name Report Type Detail n/Bresk Totals ▼	
Other Parameters Sort on Sort Parameters Descriptions Page Ereak on Primary Sort Suppress Pay Oroup in Header Suppress Zero Deductions		Include Return and Retain Amounts	

6. Choose the deduction code from the "Deduction Codes" list, then click on "Accept".

De	eduction Codes	Deduction Descriptions		+	Deduction Types		
x			*	> x Select		۲	-
			_				-
+ !	Benefit Plans	Plan Descriptions		+	Insurance Classes		
x			*	> x Select		۲	*
			-				-



7. Click on run.

(

+ Deduction (Codes	Deduction Descriptions		+	Deduction Types		
x C401K	CLIENT 401k	PreTax	*	> x Select -	-	•	
			w				
+ Benefit P	lans	Plan Descriptions		+	Insurance Classes		
x			-	> x Select -		Ψ -	
			~			-	
Run	Close						

8. Click on "XLS" if you want to export the report as a excel and if you want to save it as a pdf, click on the drop down box.

Southern Personnel Mari X	and the						he .			
C () https://spm.prismhr.com/										
orafessionals.co 🕝 Google 둘 USI	PS.com® - ZIP Co 👘 🗋	FRB Financial Service:	Sign in - Adobe ID	😚 PrismHR Gat	eway 🔼 Southe	m Personnel h	🗅 Online Time a	ind Atte 🗋 Login A	ccount Manag	
Totolary sore	<u> 8</u>	elect Y								© Î
Completed Page	1 of 4	▶ ▷ Search		Search Next	Actions REP~18	217-100 5 actio	ns 🔻 XLS			¥
-										
SPN My HR Profession	hals	Payroll # 20171	Dedu 2 Pay Date 11/17/20 Sorted by Employee N	tion Register 17 Pay Group: Iame <mark> </mark> Deduction	Weekly 11/05/17 n Codle C401K	to 11/11/17				
Emp ID Employee Name	Ded Code	Benefit Plan	EE Amt	ER Amt	Total Amt	Monthly Prem EE	Monthly Prem ER	Check Number		
M01069	C401K		160.27	0.00	160.27	0.00	0.00	5240		
Totals: Employee : M01069			160.27	0.00	160.27	0.00	0.00		Employee Count:1	
101065	C401K		146.54	0.00	146.54	0.00	0.00	5241		
Totals: Employee : 101065			146.54	0.00	146.54	0.00	0.00		Employee Count:1	
	· · · · · ·		60 H	0.00		0.00	0.00			