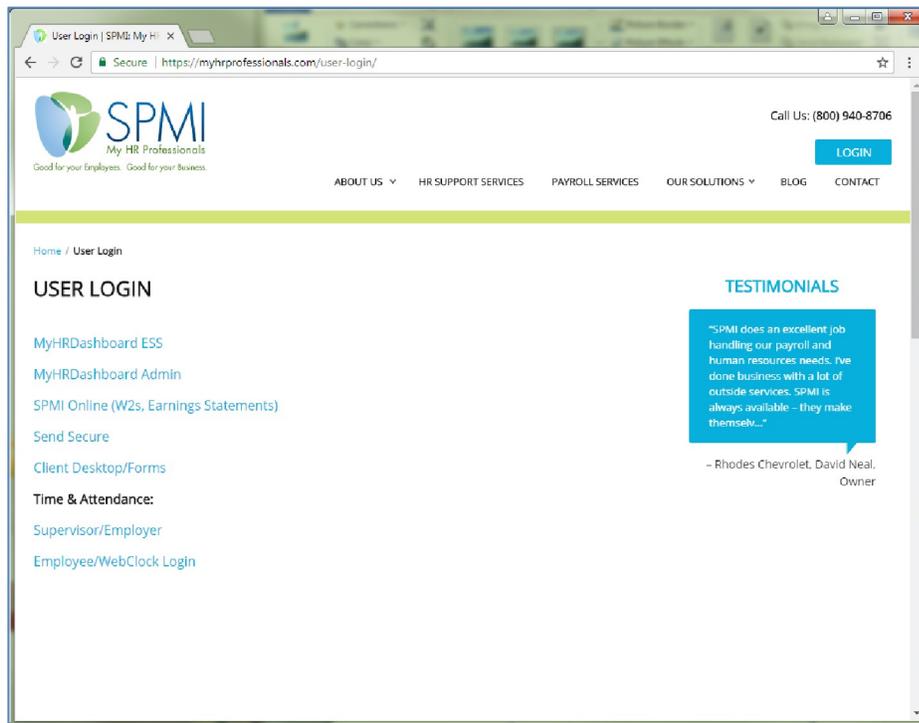


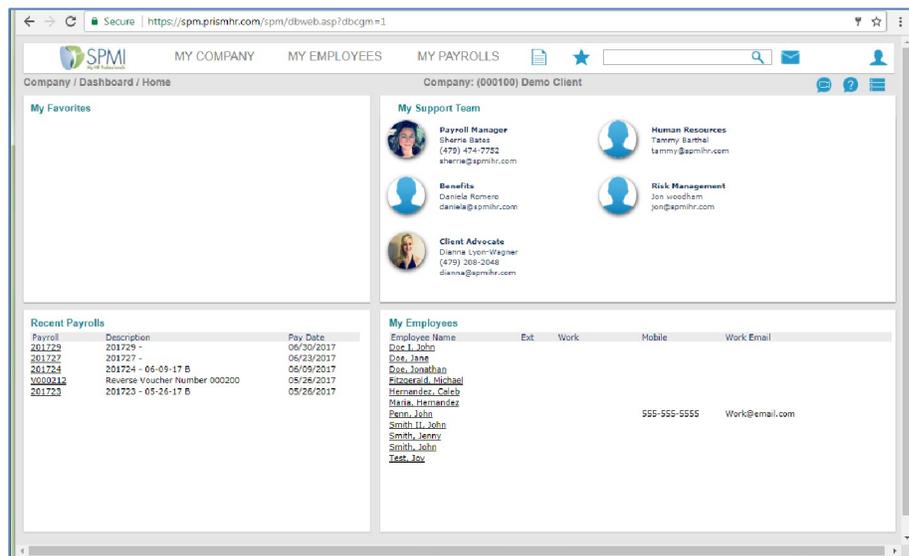


My HR Dashboard – How to Run the Deduction Register Report to pull deduction codes

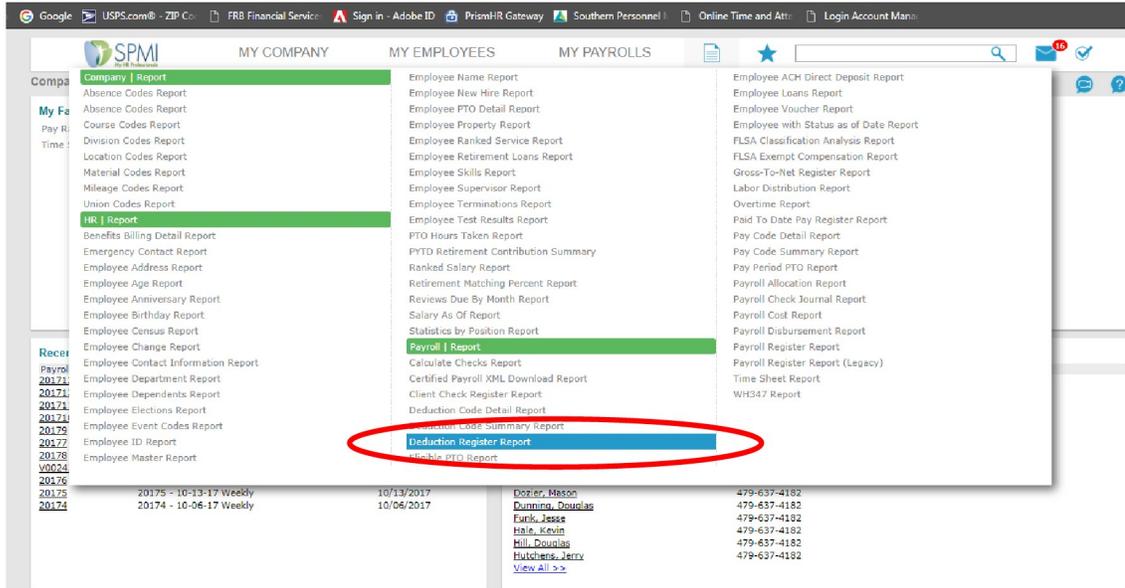
1. Go to www.myhrprofessionals.com
2. Click on “Login” and under User Login select “My HR Dashboard Admin”



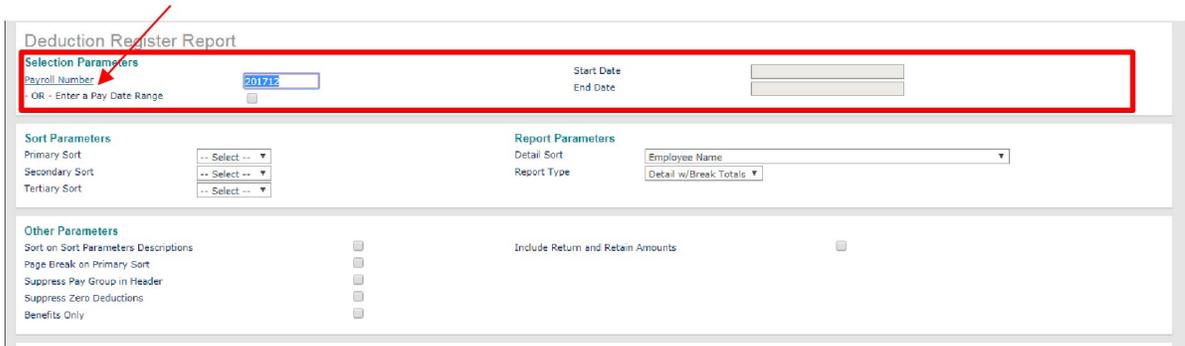
3. Login with your Username and Password.



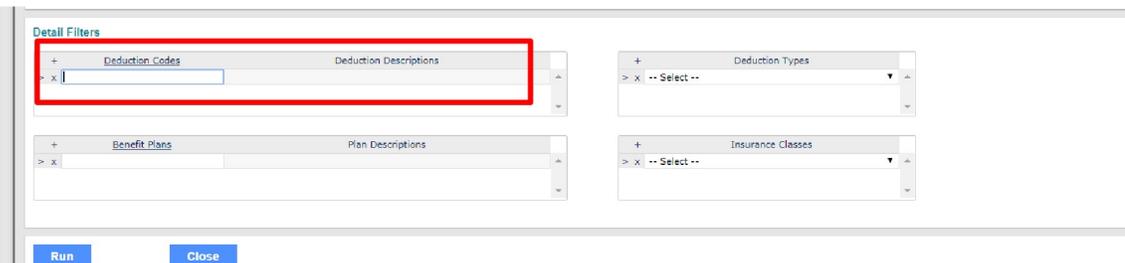
4. Click on the paper icon next to the star icon then select “Deduction Register Report”

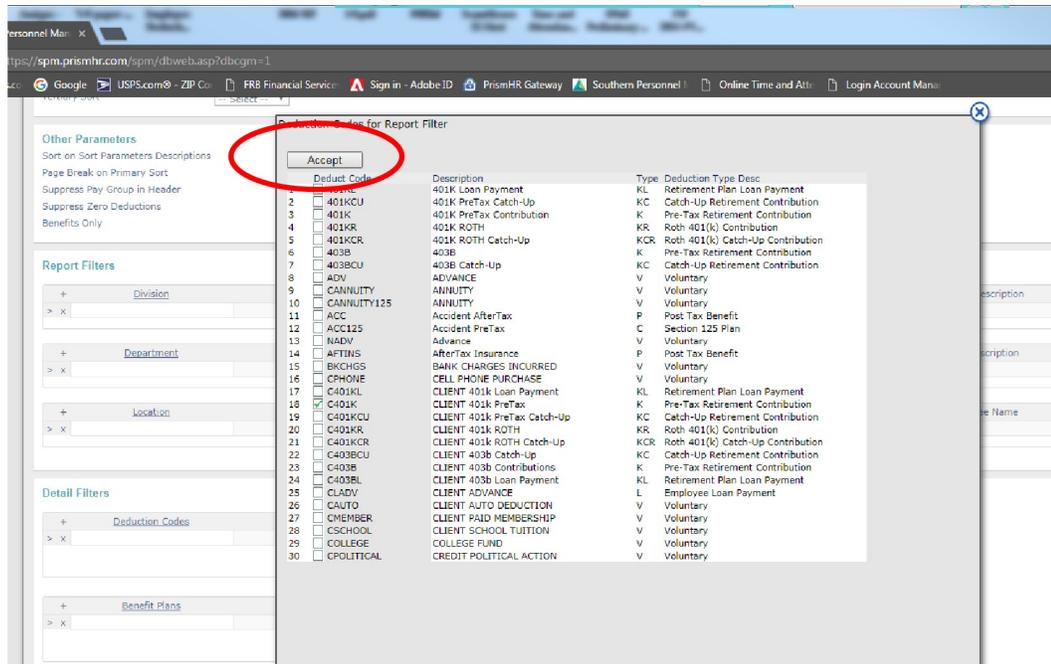


5. Choose a payroll number from the “Payroll Number” or click on the box to enter date range.

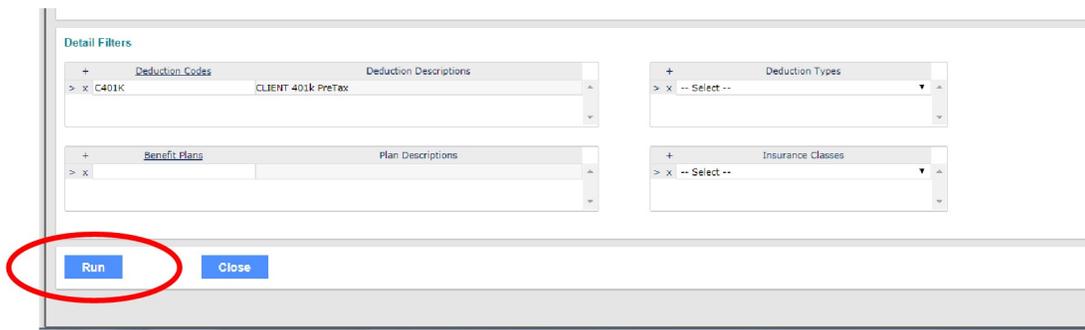


6. Choose the deduction code from the “Deduction Codes” list, then click on “Accept”.





7. Click on run.



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.

