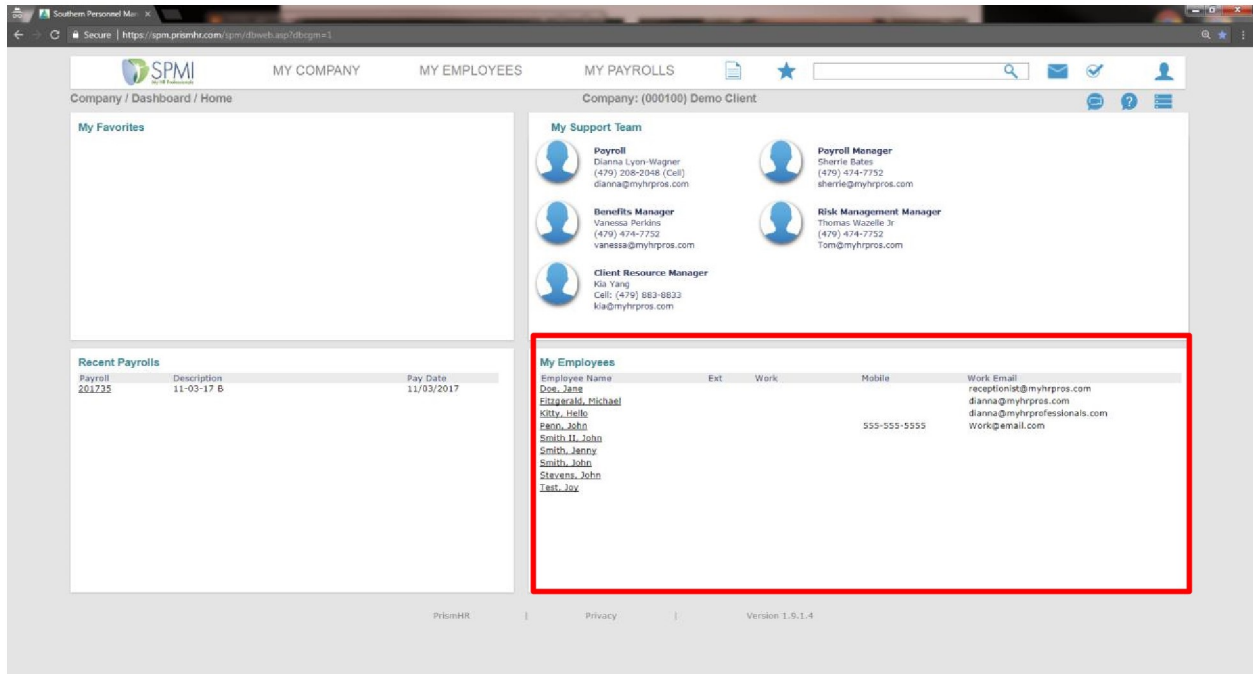


## My HR Dashboard – Setup An Employee Direct Deposit

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

Login with your username and password.

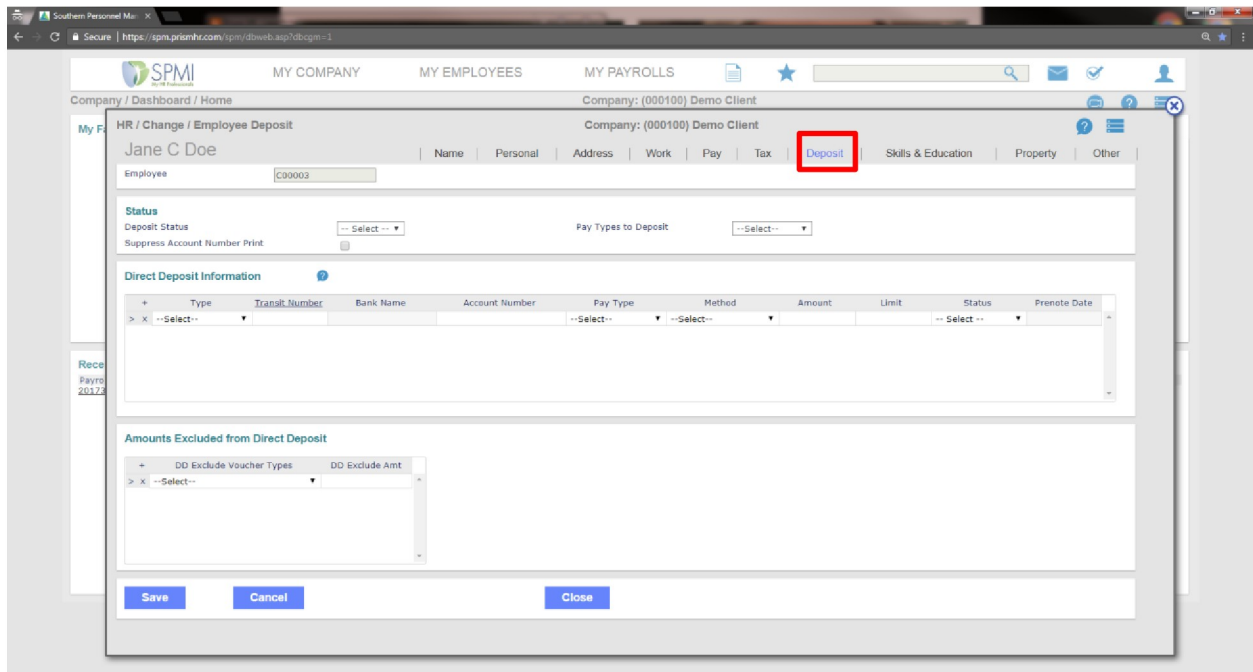
1. Select the employee you will be setting up the direct deposit for under “My Employees”.



The screenshot shows the My HR Dashboard interface. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The main content area is divided into several sections: 'My Favorites', 'My Support Team', 'Recent Payrolls', and 'My Employees'. The 'My Employees' section is highlighted with a red box and contains a table with the following data:

Employee Name	Ext	Work	Mobile	Work Email
Doe, Jane				recognition@myhrpros.com
Ediger, Michael				dianna@myhrpros.com
Kelly, Hello				dianna@myhrprofessionals.com
Reed, John			555-555-5555	Work@email.com
Smith, John				
Smith, Jenny				
Smith, John				
Stevens, John				
Test, Ivy				

2. Once selected, click on the “Deposit” tab.



The screenshot shows the 'HR / Change / Employee Deposit' form for Jane C Doe. The 'Deposit' tab is highlighted with a red box. The form includes the following sections:

- Employee:** C30003
- Status:** Deposit Status: -- Select --, Pay Types to Deposit: -- Select --, Suppress Account Number Print:
- Direct Deposit Information:** A table with columns: Type, Transit Number, Bank Name, Account Number, Pay Type, Method, Amount, Limit, Status, Prenote Date. The table is currently empty.
- Amounts Excluded from Direct Deposit:** A table with columns: DD Exclude Voucher Types, DD Exclude Amt. The table is currently empty.

At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Close'.

### 3. First, complete "Deposit Status" and "Pay Types to Deposit".

Company / Dashboard / Home

Company: (000100) Demo Client

HR / Change / Employee Deposit

Company: (000100) Demo Client

Jane C Doe

Employee: C00003

Deposit Status: Active

Pay Types to Deposit: All

**Direct Deposit information**

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> x	--Select--			--Select--	--Select--			--Select--	

**Amounts Excluded from Direct Deposit**

DD Exclude Voucher Types	DD Exclude Amt
> x	--Select--

Save Cancel Close

4. Next, complete “Type”, “Transit Number”, “Account Number”, “Method”, and “Status”. Click “Save” before closing or deposit will not be applied.

**\*Status must ALWAYS be “Prenotification”\***

*Our system automatically deposits money into the account the next banking day. As soon as the system can verify that it’s a good account, the “STATUS” will change to ‘Deposit Active’.*

**\* Method must be “Remaining Balance” if wanting full paycheck deposited.**

The screenshot shows the SPMI HR/Change/Employee Deposit form for Jane C. Doe. The form includes the following sections:

- Employee Information:** Employee ID: C00003
- Status:** Deposit Status: Active, Pay Types to Deposit: All, Suppress Account Number Print:
- Direct Deposit Information:** A table with the following data:

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
Checking	082900872	ARVEST BANK-FAYETTEVILLE	999999	All	Remaining Balance			Prenotification	
- Amounts Excluded from Direct Deposit:** A table with columns for DD Exclude Voucher Types and DD Exclude Amt.
- Buttons:** Save, Cancel, Close

## To add multiple accounts to Direct Deposit:

- Click to “+”- an additional deposit line will appear
- Repeat Step 4

The screenshot shows the SPMI HR/Change/Employee Deposit form for Jane C Doe. The form includes sections for Status, Direct Deposit Information, and Amounts Excluded from Direct Deposit. The Direct Deposit Information table has the following data:

	Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
+ x	Checking	082000549	US BANK NA	002186544	All	Remaining Balance			Deposit Active	
x	--Select--				--Select--	--Select--			--select--	

The 'Amounts Excluded from Direct Deposit' section includes a dropdown menu for 'DD Exclude Voucher Types' and a field for 'DD Exclude Amt'.

**\*If diving accounts by percentage%/percentage%:**

- \* One pay method must be “Percentage” with percent amount provided under “Amount”; second pay method must be “Remaining balance”.

Southern Personnel Mgr. x

Company / Dashboard / Home

MY COMPANY MY EMPLOYEES MY PAYROLLS

Company: (000100) Demo Client

HR / Change / Employee Deposit

Company: (000100) Demo Client

Jane C Doe

Employee: C00003

Status: Deposit Status: Active Pay Types to Deposit: All

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> X	Checking	082000549	US BANK NA	002186544	All	Remaining Balance		Prenotification	
> X	Checking	082900872	ARVEST BANK	FAYETTEVILLE	999999	All	Percentage		Prenotification

Amounts Excluded from Direct Deposit

DD Exclude Voucher Types	DD Exclude Amt
> X	--Select--

Save Cancel Close

**\*If diving accounts by a fixed amount%/remaining balance:**

- \* One pay method must be "Fixed" with dollar amount provided under "Amount"; second pay method must be "Remaining Balance".

Southern Personnel Mgr. x

Company / Dashboard / Home

MY COMPANY MY EMPLOYEES MY PAYROLLS

Company: (000100) Demo Client

HR / Change / Employee Deposit

Company: (000100) Demo Client

Jane C Doe

Employee: C00003

Status: Deposit Status: Active Pay Types to Deposit: All

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> X	Checking	082000549	US BANK NA	002186544	All	Remaining Balance		Prenotification	
> X	Checking	082900872	ARVEST BANK	FAYETTEVILLE	999999	All	Fixed	50.00	Prenotification

Amounts Excluded from Direct Deposit

DD Exclude Voucher Types	DD Exclude Amt
> X	--Select--

Save Cancel Close