

My HR Dashboard - How to View Reports

Log into My HR Dashboard Admin.

Company / Dashboard / Home Company: (000100) Demo Client

My Favorites

My Support Team

- Client Advocate**
Dianna Lyon-Wagner
(479) 208-2048
dianna@myhrpros.com
- Payroll Manager**
Sherrie Bates
(479) 474-7752
sherrie@myhrpros.com
- Benefits**
Vanessa Perkins
vanessa@spmhr.com
- Risk Management**
Thomas Wazelle Jr
Tom@myhrpros.com
- Business Development**
Kyle Morris
(479) 806-9976
KyleMorris@myhrpros.com
- Client Advocate**
Kia Yang
Call: (479) 883-8833
kia@spmhr.com

Recent Payrolls

Payroll	Description	Pay Date
201735	11-03-17 B	11/03/2017

My Employees

Employee Name	Ext	Work	Mobile	Work Email
Doe, Jane				receptionist@myhrpros.com
Fitzgerald, Michael				receptionist@myhrpros.com
Maria, Hernandez				
Penn, John			555-555-5555	Work@email.com
Smith II, John				
Smith, Jane				
Smith, Jenny				
Smith, John				
Smith, John				
Test, Joy				
Test, Try				

Click on the payroll number.

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Penn, John			555-555-5555	Work@email.com
Smith II, John				
Smith, Jane				
Smith, Jenny				
Smith, John				
Smith, John				
Test, Joy				
Test, Try				

Another screen will populate, to view reports click on the blue paper icon to the right.

Payroll / View / Payroll Reports Company: (000100) Demo Client

Payroll Reports
Payroll Number: 201735

Date	Time	Report Title	Class	User Id	User Name	Job		
11/02/2017	13:18:18	Cost Allocation Report - Summary	Report	dlyon-wagr	Dianna Lyon-Wagner	8669		
11/02/2017	13:18:04	Benefits Billing Report	Report	dlyon-wagr	Dianna Lyon-Wagner	8667		
11/02/2017	13:18:04	Cost Allocation Report	Report	dlyon-wagr	Dianna Lyon-Wagner	8665		
11/02/2017	13:18:04	Gross-To-Net Report	Payroll Report	dlyon-wagr	Dianna Lyon-Wagner	8663		
11/02/2017	13:18:04	Payroll Allocation Report	Payroll Report	dlyon-wagr	Dianna Lyon-Wagner	8668		
11/02/2017	13:18:04	Payroll Check Journal	Report	dlyon-wagr	Dianna Lyon-Wagner	8666		
11/02/2017	13:18:04	PrismHR Client Invoice [DEFAULT based on]	Invoice	dlyon-wagr	Dianna Lyon-Wagner	8662		
11/02/2017	13:18:04	Payroll Register	Payroll Report	dlyon-wagr	Dianna Lyon-Wagner	8664		
11/02/2017	13:18:04	Consolidated PDF Reports	Consolidate	democlient				