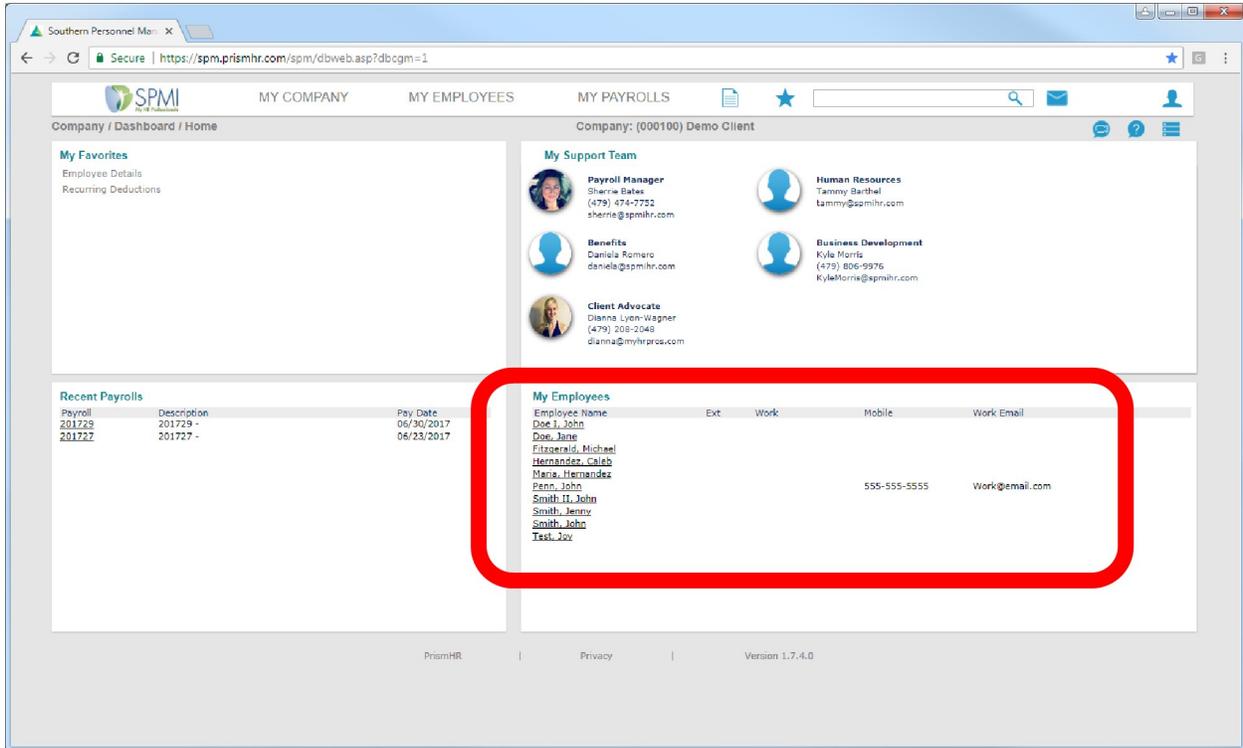


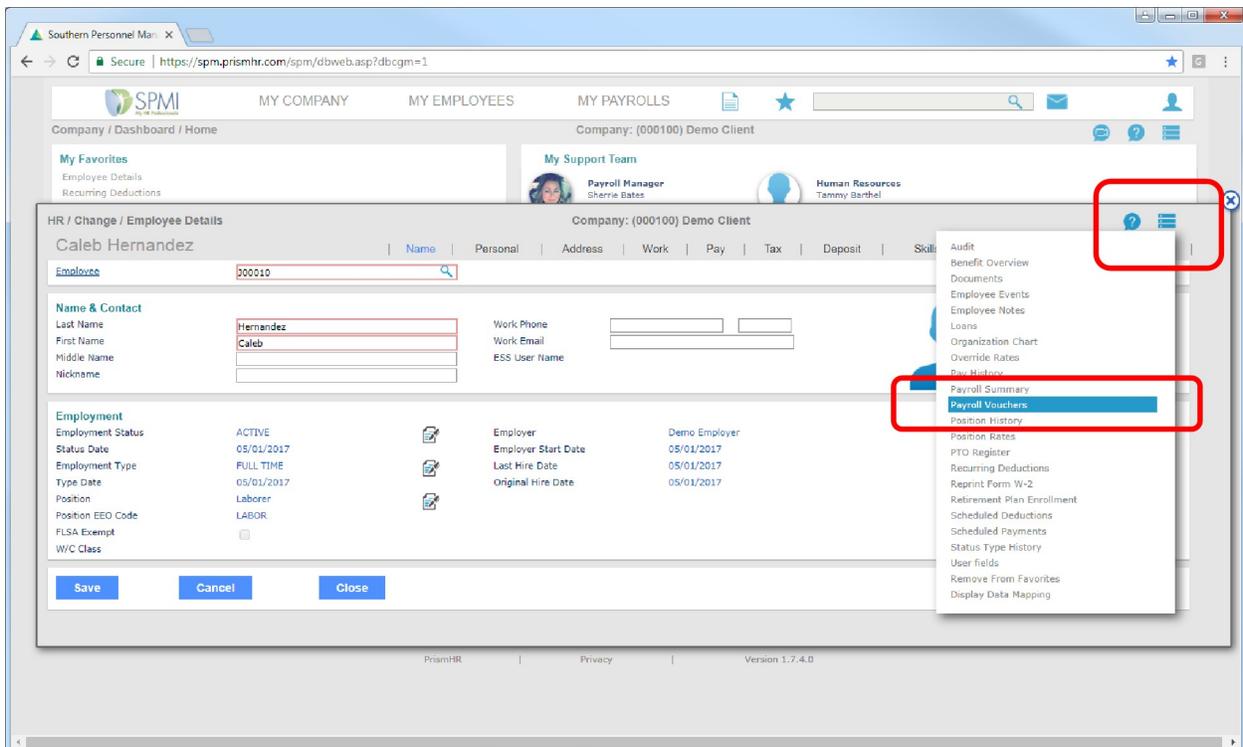
How to View and Print Employee Vouchers in My HR Dashboard

Login to your My HR Dashboard with your Username.

Once you are in, click on the employee you want to print the payroll voucher for under “**My Employees**” section.



Click on the 'Action' bar  then click on “**Payroll Vouchers**”.



Click on the Voucher you want to view or print.

The screenshot shows the 'Employee Payroll Vouchers' page in the SPMI system. The page title is 'Payroll / View / Employee Payroll Vouchers' and the company is '(000100) Demo Client'. The employee selected is 'HERNANDEZ CALEB' for the year '2017'. A table lists the vouchers, with the first two rows highlighted. The first row has a voucher number of 000236, which is circled in red. The second row has a voucher number of 000206.

Voucher#	Check/Advice#	Type	Pay Date	Gross Earnings	Expense Reimbursements	Gross Pay	Deductions	Taxes	Net Pay	Weeks
000236	21	Deposit	06/09/2017	110.50	0.00	110.50	0.00	10.88	99.62	2.00
000206	13	Deposit	05/26/2017	382.50	0.00	382.50	0.00	63.36	319.14	2.00

Then click on the 'Bankin' tab.

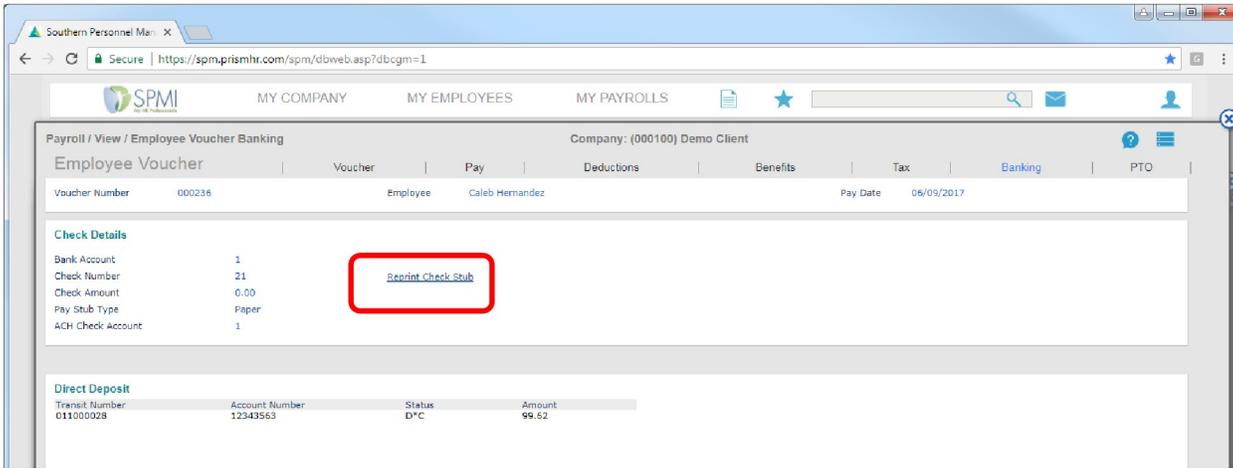
The screenshot shows the 'Employee Voucher' details page in the SPMI system. The page title is 'Payroll / View / Payroll Voucher' and the company is '(000100) Demo Client'. The voucher number is '000236'. The 'Banking' tab is highlighted with a red box. The page displays various voucher details and a summary of payments.

Voucher Status		Employee	
Voucher Status	PRNT	Employee	300010
Voucher Type	R	Last Name	Hernandez
Payroll Number	201724	First Name	Caleb
Pay Date	06/09/2017	Name on Check	Caleb Hernandez
Pay Group	B	Department	
Pay Period	Bi-Weekly		
Deduct Period	1		
Employer ID	10 Demo Employer		
School District			
Period Start Date	05/21/2017	Date Sent	
Period End Date	06/03/2017	Ship Method	
Quarter End Date	06/30/2017		
Year End Date	12/31/2017		

Summary	
Total Cash Payments (+)	110.50
Total Taxes Withheld (-)	10.88
Total Deductions (-)	0.00
Net Voucher Amount (=)	99.62

Buttons: Cancel, Close

Then click on **“Reprint Check Stub”**



Depending on the browser, another window may populate with the check stub. The screen should give you an option to download or print.

