## 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.

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	SPMI	MY COMPANY	MY EMPLOYEES		MY PAYROLLS		*		۹ ビ		3	L	
	Company / Dashboard / Home			(	Company: (000100) E	emo Client				9	9		
	My Favorites			My Su	pport Team								
	Employee Details Recurring Deductions				Payroll Manager Sherrie Bates (479) 474-7752 sherrie@spmihr.com			Human Resources Tammy Barthel tammy@spmihr.com					
					Benefits Daniela Romero daniela@spmihr.com			Business Development Kyle Morris (479) 806-9976 KyleMorris@spmihr.com					
					Client Advocate Dianna Lyon-Wagner (479) 208-2048 dianna@myhrpros.com								
	Pasant Payralla			My Empl	01/000							- 1	
	Payroll Description		Pay Date	Employee	Name	Ext	Work	Mobile	Work Email				
	<u>201727</u> 201727 -		06/23/2017	Doe, Jane Fitzgerald,	. Michael								
				Maria, Her Penn, Johr Smith II, J Smith, Jer Smith, Joh Test, Joy	nendez n John my nn			555-555-5555	Work@email.com				
			PrismHR		Privacy	Ve	ersion 1.7.4	.0					

Click on the 'Action' bar

then click on "Payroll Vouchers".

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My Favorites Employee Details Recurring Deductions			Ay Support Team Payroll Manager Sherrie Bates		Human Resources Tammy Barthel		
R / Change / Employee Detail	s		Company: (000100	) Demo Client			0 =
Caleb Hernandez	200010	Name Personal	Address   Work	Pay   Tax	Deposit   Skil	Audit Benefit Overview Documents Employee Events	
Name & Contact Last Name First Name Middle Name Nickname	Hernandez Caleb	Work Phone Work Email ESS User Na	me			Employee Notes Loans Organization Chart Override Rates Pay History Payroll Summary	
Employment Employment Status Status Date Employment Type Type Date Position ESC Code FLSA Exempt W/C Class	ACTIVE 05/01/2017 FULL TIME 05/01/2017 Laborer LABOR	Employer Employer St Last Hire Da Original Hire	art Date C te C Date C	Demo Employer )5/01/2017 )5/01/2017 )5/01/2017	L	Payroll Vouchers Position Ristory Position Rates PTO Register Reprint Form W-2 Retirement Plan Errollment Scheduled Deductions Scheduled Payments Status Type History	
Save Car	Close	1				User fields Remove From Favorites Display Data Mapping	_
		PrismHR	Privacy	Version 1.	.7.4.0		

Click on the Voucher you want to view or print.



Then click on the 'Bankin' tab.

• Secure https://spm.prismhr.com/spm/dbweb.asp?dbcgm=1             • MY Favorities             • Company / Dashboard / Home             • Organy / Dashboard / Home             • My Favorities             • Employee Details             • Payroll / View / Employee Payroll Vouchers             • Payroll / View / Employee Payroll Vouchers             • Voucher Number              •	Southern Personnel Man ×	le	<b>- x</b>
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Payroll / View / Payroll Voucher     Company: (000100) Demo Client     Image: Company: Company	Payroll / View / Employee Payroll Vouchers	Company: (000100) Demo Client 🕜	
Vaukher Status     PN/T     Employee     300010       Voukher Type     R     List Name     Hernandez       Payroll Number     201724     First Name     Caleb       Payroll Number     06/09/2017     Name on Check     Caleb Hernandez       Payron     B     Department     Department       Payron     B     Department     Department       Payron     1     Define Employer     Department       Employer ID     10     Demo Employer     Total Cash Payments (+)     110.50       Period End Date     06/03/2017     Ship Method     Total Taxes Withheld (-)     10.88       Period End Date     06/30/2017     Total Taxes Withheld (-)     10.88       Vear End Date     06/30/2017     Net Voucher Amount (=)     99.62	Payroll / View / Payroll Voucher           Employee Voucher         Voucher         Pay           Voucher Number         000232         Payroll Voucher	Company: (000100) Demo Client  Deductions Benefits Tax Banking PT	. o
Detect of the sent         Date Sent           Employer         Date Sent           School District         Date Sent           Period Start Date         05/21/2017           Ship Method         Total Cash Payments (+)           Period Start Date         06/30/2017           Quarter End Date         06/30/2017           Year End Date         12/31/2017   Year End Date	Voucher Status         PRNT           Voucher Type         R           Payroll Number         201724           Pay Date         06/09/2017           Pay Feriod         B           Pay Period         B-Weedy           Deduct Band         I	Employee 300010 Last Name Hernandez First Name Calleb Name on Check Calleb Hernandez Department	
	Employer ID         10         Demo Employer           School District         Date Sent           Penad Start Date         05/21/2017         Ship Method           Penad End Date         06/39/2017         Quarter End Date         06/39/2017           Year End Date         12/31/2017         Year End Date         12/31/2017	Total Cash Payments (+)         110.50           Total Taxes Withheld (-)         10.86           Total Deductions (-)         0.00           Net Voucher Amount (=)         99.62	
Cancel Close	Cancel Close		

## Then click on "Reprint Check Stub"

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	Employee Voucher	Voucher	Pay	Deductio	ins	Benefits	Tax	Banking	PTO
	Voucher Number 000236		Employee Caleb F	Hernandez			Pay Date 06/09/20	.7	
	Check Details								
	Bank Account	1							
	Check Number	21	Reprint Check Stub						
I.	Check Amount	0.00							
l	ACH Check Account	Paper 1							
	Direct Deposit								
	Transit Number 011000028	Account Number 12343563	Status D*C	Amount 99.62					

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

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		and the second se										
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							AR INCOME TAX	0.23	4.92			
		TOTAL Direct Deposit Detail		13.00 N	et Pay Distrib	ution						
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	43563	CHECKING	99.62	CHECK DIRECT DEPK	DSIT	\$99.6	2					
				TOTAL NET	PAY	\$99.6						
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		Demo Client						Per Date 05-	No. 21			
		1701 Main St										
		Van Buren, AK 72000										_
	PAT	Non-negotiable							\$0.00			#
	70 7 7											
	ORDER	Caleb Hernandez				***	Non-Neg	otiable *	**			
	U.	VAN BUREN, AR 729	56									*
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