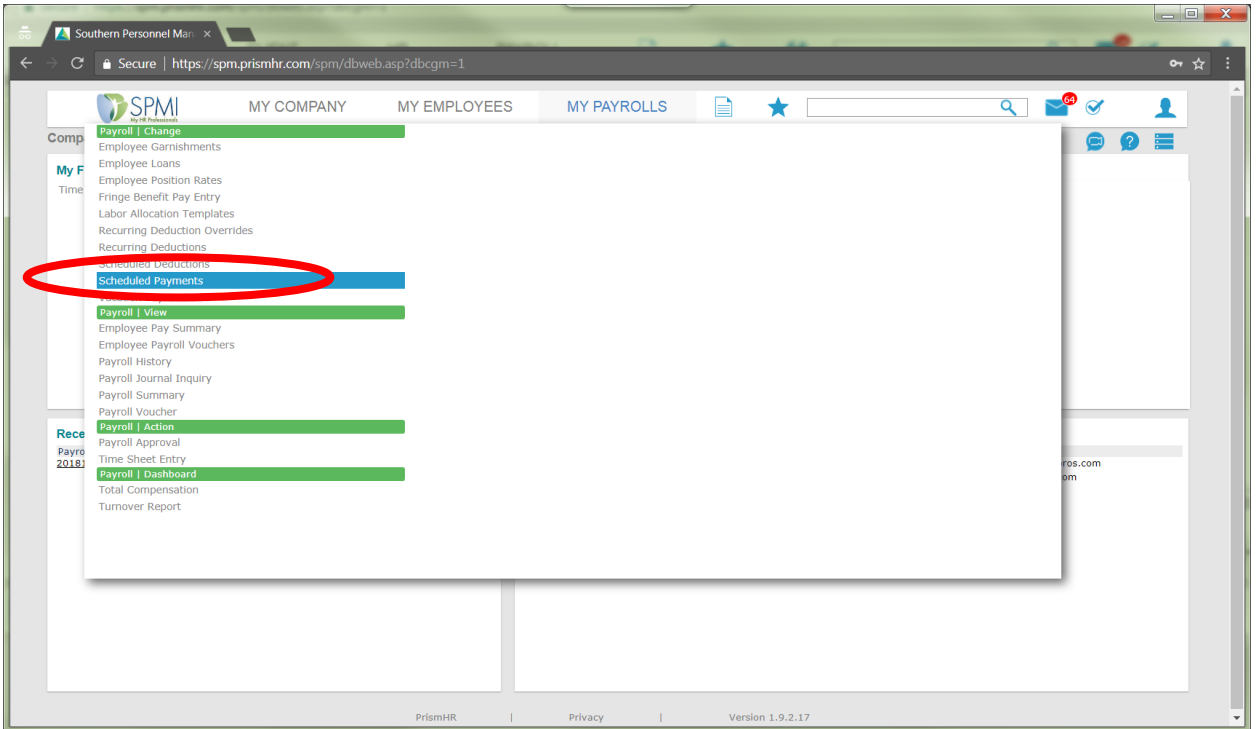


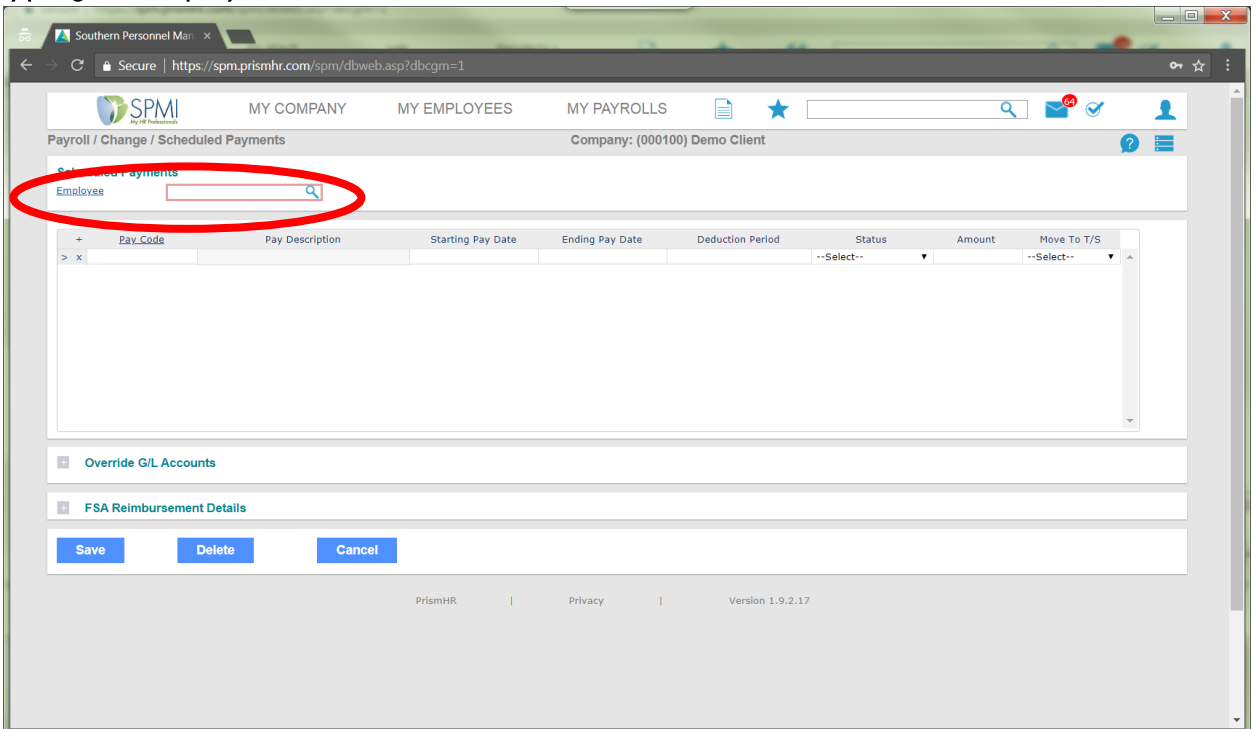


## MyHRDashboard – Setting Up Scheduled Payments

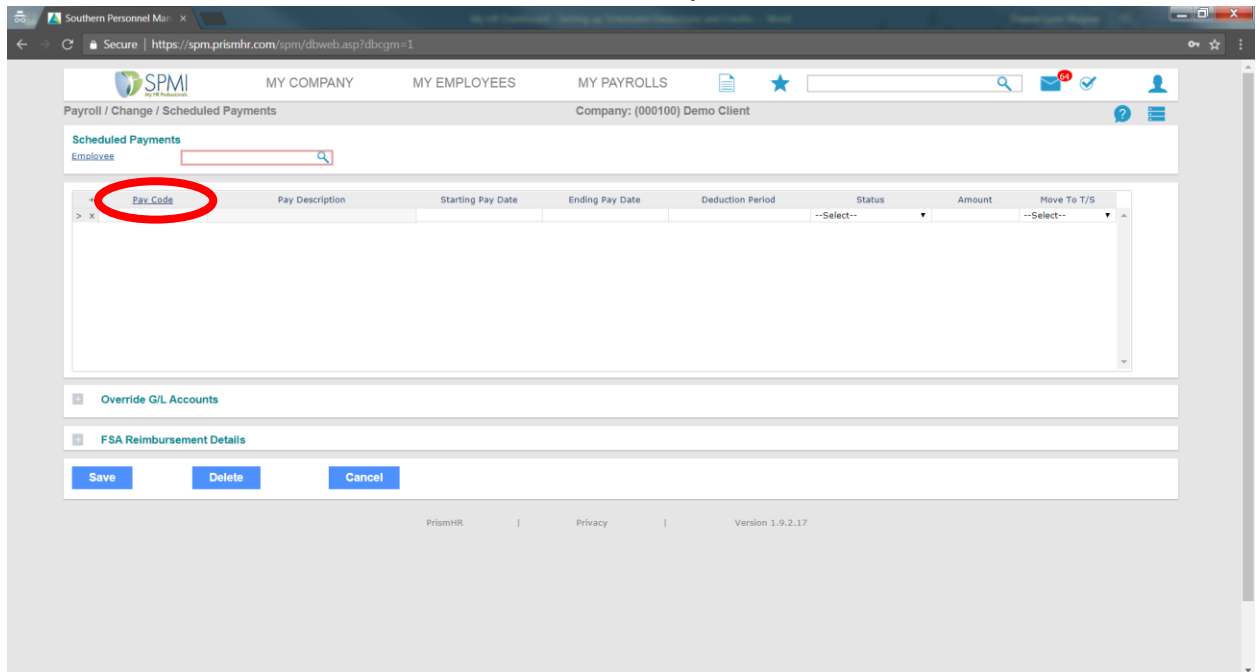
1. From your MyHRDashboard Home Page, Click on “My Payrolls”, then “Scheduled Payments”



2. Select the employee, either by clicking on “Employee” and selecting them or by typing the employee’s name in the Search Bar.



3. Click on "Pay Code" and find the appropriate code based on the provided descriptions. Clicking the code name or description will insert it into the Employee's Scheduled Payment screen. If none of the descriptions apply, contact My HR Professionals to have an additional code added to your account.



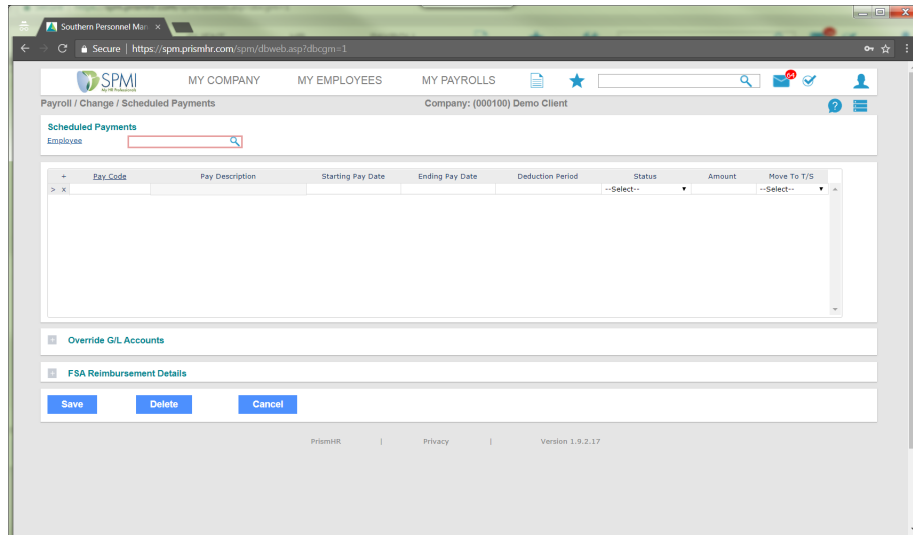
4. Once the code is selected, be sure that you indicate a Status of "Active" or "One-Time". The Amount must be entered as the amount per check.

Note: A positive value in the Amount column will result in a payment on the employee's check.

The Start Date must be entered so that the system knows when to give the payment to the employee. If you want the payment to be provided on the employee's next check, just use today's date. Unless "One-Time" was selected, you will also need to enter a Stop Date.

Note: The 'Deduction Period' is when you want the Scheduled Payment added. If you want the amount to add on every paycheck in a month enter '12345' for weekly pay cycles. If you only want it to pay on their first check of the month, enter '1'. This is based on the number of pay cycles you have within a month. If you are weekly, you could have five. If you are bi-weekly, you could have three. Semi-monthly would have two and monthly one. The Deduction Period is based on that same structure.

To setup additional payments, click on the "+" in the upper left corner of the payment table to add an additional row, then repeat steps 3 and 4.



5. Click "Save" to save your entries. If you do not click save, your Scheduled Payments will be lost and you must re-enter them.

