



My HR Dashboard – Payroll Entry & Payroll Recap before Finalization

1. Click on “My Payrolls” tab.

The screenshot shows the SPMI HR dashboard with the following elements:

- Navigation tabs: MY COMPANY, MY EMPLOYEES, **MY PAYROLLS** (highlighted with a red box), and a document icon.
- Search bar: A search box with a magnifying glass icon.
- Notifications: An envelope icon with a red '43' badge and a checkmark icon.
- User profile: A person icon.
- Breadcrumbs: Company / Dashboard / Home.
- Company Info: Company: (000100) Demo Client.
- My Favorites: A section on the left with a redacted area.
- My Support Team: A section on the right listing support contacts:
 - Payroll**: Dianna Lyon-Wagner, dianna@myhrpros.com
 - Benefits Support**: Benefits Support, (479) 474-7752, benefits@myhrpros.com
 - H.R. Support**: HR Support, (479) 474-7752, hrsupport@myhrpros.com
 - Client Coordinator**: Customer Support, support@myhrpros.com

2. Click on “Time Sheet Entry” under the Payroll/Action.

The screenshot shows the SPMI HR dashboard with the following elements:

- Navigation tabs: MY COMPANY, MY EMPLOYEES, MY PAYROLLS, and a document icon.
- Dropdown menu: A menu is open under the 'MY PAYROLLS' tab, listing various options:
 - Payroll | Change
 - Employee Position Rates
 - Labor Allocation Templates
 - Scheduled Payments
 - Vacation Pay Override
 - Payroll | Custom
 - Time Sheet Entry** (highlighted with a red box)
 - Payroll | Dashboard
 - Total Compensation
 - Turnover Report

3. Click on the payroll number that will populate.

The screenshot shows the SPMI HR dashboard with the following elements:

- Navigation tabs: MY COMPANY, MY EMPLOYEES, MY PAYROLLS, and a document icon.
- Breadcrumbs: Payroll / Action / Time Sheet Entry.
- Company Info: Company: (000100) Demo Client.
- Section Header: Select Payroll for Time Sheet Entry.
- Table: A table with the following columns and data:

Payroll#	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
201911	04-27-18 B	Scheduled	04/30/18	07/05/18	05:15PM	11/16/18

4. Enter hours for employees then press on the “Paper” icon.

5. Select a “Primary Sort-By” if you want the report to sort by a particular location/department. If not, you may leave this portion empty and “Run” report.

Time Sheet Report

Payroll Number

201733

Primary Sort-By

-- Select -- ▼

Secondary Sort-By

-- Select -- ▼

Generate a report with codes instead of descriptions, for export to Excel

Show only employees with zero pay

Generate a report showing deductions

Run

Close

6. You can export the data into a spreadsheet by clicking on “XLS”.

Employee Name	Charge Date	Location	Position	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
DOE I JOHN	12/23/2017	Main Office	RECEPTIONIST	REG	HOURS		40.00	40.00	11.7500	470.00
DOE I JOHN	12/23/2017	Main Office	RECEPTIONIST	O/T	OVERTIME		2.00	2.00	17.6250	35.25
DOE JANE C	12/23/2017	Main Office	RECEPTIONIST	REG	HOURS		80.00	80.00	31.2500	2,500.00

- Close out of the screen once you're done printing/saving the recap sheet and click on the "Finalize" button to submit payroll.

SPMI MY COMPANY MY EMPLOYEES MY PAYROLLS

Payroll / Action / Time Sheet Entry Company: (000100) Demo Client

Payroll 201738 Biweekly Start 10/29/2017 End 11/18/2017 Pay Date 11/24/2017

Closed in 3(d):04(h):47(m)

Employee	Name	Pay rate	Salary	REG	O/T	PTO	VAC	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Uniforms	Gross Pay	O/E	O/D	L/R	PTO
<input type="checkbox"/>	C00003 Doe, Jane C	33.65	80.00	80.00							80.00				2,692.31				
<input type="checkbox"/>	M03205 Smith, Jane	10.00	25.00	25.00							25.00				250.00				

Totals for selected employees (To do only) 105.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 105.00 0.00 0.00 0.00 2,942.31

Return Finalize Finalize Page Unfinalize All [Audit Listing](#)

Payroll Statistics (filtered)

Category	Value
To Do	2
Finalize	8
Total	10