



My HR Dashboard – Setting Up Employee Loans/Advances

1. Login to My HR Dashboard via www.myhrprofessionals.com/admin
2. Click on My Payrolls, then select “Employee Loans”

The screenshot shows the My HR Professionals dashboard with the following navigation options:

- MY COMPANY
- MY EMPLOYEES
- MY PAYROLLS** (circled in red)

Under the 'My Payroll' section, the following options are listed:

- Payroll | Change
- Employee Deduction Arrears
- Employee Loans** (circled in red)
- Employee Override Rates
- Recurring Deduction Overrides
- Recurring Deductions
- Scheduled Deductions
- Scheduled Payments
- Payroll | View
- Employee Pay Summary
- Employee Payroll Vouchers
- Payroll Billing Summary
- Payroll History
- Payroll Journal Inquiry
- Payroll Summary
- Payroll Voucher
- Payroll | Action
- Payroll Approval
- Time Sheet Entry
- Payroll | Dashboard
- Turnover Report

3. Click “Setup Up New Loan”

The screenshot shows the 'Employee Loans' setup form with the following fields and options:

- Employee Loans**
- Loan Number: of [Set up new loan](#) (circled in red)
- Employee:
- Loan Date:
- Loan Amount:
- Reason for Loan:
- Loan Payment:
- Payment Frequency:
- Payback Amount:
- Deduction Start Date:
- Deduction Stop Date:
- Deduction Code:
- G/L Override Acct:
- Amount Paid:

4. Select the Employee by clicking the "Employee" hyperlink.

MY HR PROFESSIONALS MY COMPANY MY EMPLOYEES

Payroll / Change / Employee Loans

Employee Loans

Loan Number or [Set up new loan](#)

Employee

Loan Date

Loan Amount

Reason for Loan

Loan Payment

Payment Frequency

Payback Amount

Deduction Start Date

Deduction Stop Date

Deduction Code

G/L Override Acct

Amount Paid

5. Once selected, complete the following:
- Loan Date** – Enter Today's Date
 - Loan Amount** – Enter the Total Loan or Advance Amount
 - Reason Loan** – Free Form Text Box, enter brief description
 - Loan Payment** – Amount to be collected each collection
 - Payment Frequency** – Select either "Once a Month" or "Once Each Pay Period"
 - Payback Amount** – Amount to be collected before the loan/advance is considered paid in full.
 - Deduction Start Date** – Use this field if you would like to schedule this loan/advance to begin on a future date. Leaving this field blank will result in the loan/advance beginning to collect immediately.
 - Deduction Stop Date** - Use this field if you would like to schedule this loan/advance to stop on a specified future date. Leaving this field blank will result in the loan/advance continuing to collect until collected in full.
 - Deduction Code** – Select Credit Loan or Client Advance
 - G/L Override Acct** – Leave Blank
 - Amount Paid** – The amount that the employee has paid back on this loan to date. If anything has been collected from the employee, enter the amount here. Otherwise, leave this field blank.
6. Click "Save" and the loan/advance will begin collecting on the next payroll or as specified in the "Deduction Start Date" field.