

My HR Dashboard Payroll Approvals Process

This guide will only apply to clients who have requested a final approval process through My HR Dashboard. This option is available to all clients by request. If interested in enabling this process, please contact your Payroll Processor.

Step 1: When your payroll is ready for your final approval, you will receive an email similar to the one below. The email will be sent from <u>noreply@myhrpros.com</u>, will be titled "Payroll Approval Needed [Your Company Name]", and will include a preliminary invoice, based on the payroll information currently in the system.

Fri 4/19/2019 3:21 PM		
NR noreply@myhrpros.com		
Payroll Approval needed (Dashboard I	()emonstration	
То		
Payroll 20194, dated 04-26-2019 for Dashboard Demonstr	ration (000100) is ready for your approval. http:	://spm.prismhr.com/spm?a=ap&c=000100&bkey=NX4ahecg5a8256921464
	Invoice 20194-INIT	
Dashboard Demonstration 1701 Main ST	INVOICE 20194-INII	
1701 Main 51	Date 04/26/2019	
Van Buren, AR 72956-	Date 01/20/2015	
For the Pay Period Ending 02-02	-2019	
Control Number 20194-00010	0	
Gross Wage	11,856.15	
Direct Payroll Taxes Benefits Contribution	1,251.58	
Administration Fee	563.75	
Credit Employee Deductions	-241.00	
Credit Benefits	-295.80	
Employee Setup Fee	60.00	
NEW EMPLOYEE SETUP 15.00 S30329	SMITH KATHY	
NEW EMPLOYEE SETUP 15.00 J30490		
NEW EMPLOYEE SETUP 15.00 W30933	TEST JANE	
NEW EMPLOYEE SETUP 15.00 P29463	SMITH JANE	
Other: Credit Benefits	-342.00	
Other: ACA FEES	10.00	
UNBUND 1.00		
SUB-TOTAL	12,877.30	
TOTAL INVOICE	12,877.30	
	-,	

- **Step 2:** Either click on the link provided in the email or navigate to <u>www.myhrprofessionals.com/admin</u> and enter your user credentials.
- **Step 3:** If you clicked on the link provided in the email, you will be taken to your "Approvals Pending" screen (seen below). Click on the underlined "Payroll Approval" field to navigate to the Payroll Approvals form.

Company / Action / Appro	vals Pending		Company: (000100) Dashboard Der	monstration		2	•
Approvals Pending (Assig	ined to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date	
Approvals Pending (Avail	able to You)						
Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date	
Payroll Approval	1	Payroll 20194 for pay date 04/26/2019		04/19/2019	03:20PM		

If you have any questions or concerns regarding the My HR Dashboard Administrator Portal, please contact My HR Professionals Resource Center at (800) 940-8706 or by email (<u>support@myhrpros.com</u>).

If you did not click on the link in the email, but instead logged in to My HR Dashboard via <u>www.myhrprofessionals.com/admin</u>, click on "My Payrolls" in the top menu and select "Payroll Approval".

		MY COMPANY	MY EMPLOYEES	MY PAYROLLS	🗎 ★ 🛛	 ् 💕 🖋 🔰
mpa	Payroll Change		Turnover Report			e 0 =
	Employee Garnishments					
/ly Fa	Employee Loans					
	Employee Override Rates					
	Employee Position Rates					
	Fringe Benefit Pay Entry					
	Labor Allocation Templates					
	Recurring Deduction Overrides					
	Recurring Deductions					
	Scheduled Deductions					
	Scheduled Payments					
	Vacation Pay Override					
	Payroll View					
	Employee Pay Summary					
	Employee Payroll Vouchers Payroll History					
	Payroll Journal Inquiry					
-	Payroll Summary					
Recer	Payroll Summary Payroll Voucher					
Payrol	Payroll Action					
	Net to Cross Calculator					
- 1	Payroll Approval					m
	Time Sheet Entry					n
	Payroll Dashboard					
	Total Compensation					m
				iith II, John		
				ith, Jane		
			50	i <u>ith, Jenny</u> i <u>ith, John</u>		
			Tes	it, Joy		
			Th	omas, Jesse		
			Vie	w All >>		

Step 4: Your "Payroll Approvals" screen will look similar to the screen below:

PROFESSIONALS	MY COMPANY	MY EMPLOYEE	s My Pa	YROLLS 📄 🛨		۹ 💕	'⊗ ¹ _
ayroll / Action / Payroll	Approval		Compar	y: (000100) Dashboard Demons	tration		9 🚍
Payroll Approval				View Report/Analytic	Payroll Summary	v	
Payroll Number Description Pay Date Payroll Type Payroll Status Pay Group B Biweekly	20194 / 04-26-19 B 04/26/2019 Regularly Scheduled Client approval pending	Period Start. 04/07/19	Period End 02/02/19	Employee DOE JANE C DOE JOHN FITZGERALD MICHAEL D HERNANDEZ CALEB LIVYELY BLAKE SMITH JOHN VILLIAM SMITH JOHN SMITH JOHN TEST JOY BETH	Voucher 000526 000532 000532 000527 000527 000528 000534 000534 000533	Check/Deposit Deposit Check Check Check Check Check Check Check Check Check Check Check Check	Gross Pay 886.00 622.25 2400.00 7777.10 1518.84 760.00 1450.00 812.00 920.00
Submit							

Key Items:

- On the right side of the page, you will see a listing of all employees that will be receiving a payroll this payroll run. If any employees are missing, you must "Deny" the payroll and submit comments detailing the issue (see below for Approval/Denial process).
- The "Check/Deposit" column indicates whether the employees will be receiving their payroll by "Check" (a "live" paper check) or "Deposit" (a Direct Deposit to a Checking Account, Savings Account, or Pay Card).

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• To view detailed information on the payroll, you must select an option from the "View Report/Analytic" drop down box. Two commonly used reports from this field are the "Payroll Detail" and the "Check Journal Report", though there are several other reports to choose from as well.

ayroll Summary											
vroll Number 2019-	4		Pay	Group		Period S	Start Period	End Weeks We	orked De	duction Period Perio	d Number
escription 04-26	5-19 B		в	Biweekly		04/07/1	9 02/02	/19	2.00	2	9
y Date 04/26	5/2019										
	arly Scheduled										
		Searc									
		Searc	n								
ort report by											
Pay Code Position	Department	Location	Division	Shift	Project	Employe				Pay Stub	Man
nployee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions		Check Amount Dep		Type	Check
oe, Jane C oe, John	000926 000929	80.00 67.27	896.00 622.25	896.00 622.25	102.61 39.33	257.96 393.57	535.43 189.35	0.00 189.35	535.43 0.00	Paper Paper	
oe, Jonn tzgerald, Michael D	000929	80.00	2.400.00	2,400.00	39.33 641.74	210.00	1.548.26	1.548.26	0.00	Paper Paper	
ernandez, Caleb	000932	81.20	777.10	777.10	147.70	0.00	629.40	629.40	0.00	Paper	
vely, Blake	000927	78.92	1,518.80	1,518.80	329.45	0.00	1,189.35	1,189.35	0.00	Paper	
nn, John	000935	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
mith Ii, John William mith, Jane A	000928	80.00 81.00	760.00	760.00	143.49 317.12	54.00	562.51 1.132.88	562.51 1.132.88	0.00	Paper	
mith, Jane A mith, Jenny	000934 000931	81.00	1,450.00	1,450.00	317.12	0.00	1,132.88 682.57	1,132.88 682,57	0.00	Paper Paper	
mith, John	000925	81.00	1,700.00	1,700.00	284.55	98.85	1,316.60	1,316.60	0.00	Paper	
st, Joy Beth	000933	80.00	920.00	920.00	155.20	0.00	764.80	764.80	0.00	Paper	
eport totals	11	789.39	11,856.15	11,856.15	2,290.62	1,014.38	8,551.15	8,015.72	535.43		
Cancel	Close										
				Company:	(000100) Dashb	oard Demonstra	ation			ø	9 =
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roll / Report / Payroll Che ayroll Check Journ lection Parameters	eck Journal Report			Company: Start Date	(000100) Dashb	oard Demonstra	ation			ø	2
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This report analytic, the "Payroll Summary", provides a summary breakdown of each employee's check from gross pay to net pay. For more detailed information on the specific Earnings, Deductions, and Taxes, click on the underlined "Voucher #" field.

The "Check Journal Report" must be ran based on a "Primary Sort". Select any of the options within the "Primary Sort" dropdown box and click "Run" to view this report.

Step 5: Once you are ready to approve or deny the payroll, return to the "Payroll Approvals" screen. You must select the checkbox to either "Approve" or "Deny" the payroll. If you are approving the payroll, just click "Approve" and "Submit" at the bottom of the page and you are finished with the payroll. If you are denying the payroll, click "Deny" at the top of the page, then complete the free-form text box detailing each of the issues with the payroll that need to be corrected before you will approve it. Your Payroll Processor will then correct the issues and you will receive another email to re-start the Payroll Approvals process.

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ayroll Approval						View Report/Analytic		Payroll Summary		Ŧ		
yroll Number	20194	Approve	Deny			Employee		· · · · · · · · · · · · · · · · · · ·		Check/Deposit		Gross F
scription	04-26-19 B					DOE JANE C		00	0926	Deposit		896.
	04/26/2019					DOE JOHN FITZGERALD MICHAEL	0			Check Check		622 2400
	Regularly Scheduled					HERNANDEZ CALEB	0			Check		777.
	Client approval pending					LIVELY BLAKE				Check		1518
						SMITH II JOHN WILLIA SMITH JANE A	м			Check Check		760 1450
Group			Period Start	Period End		SMITH JENNY				Check		812
Biweekly			04/07/19	02/02/19		SMITH JOHN TEST JOY BETH		00	0925	Check Check		1700. 920.
Submit												

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