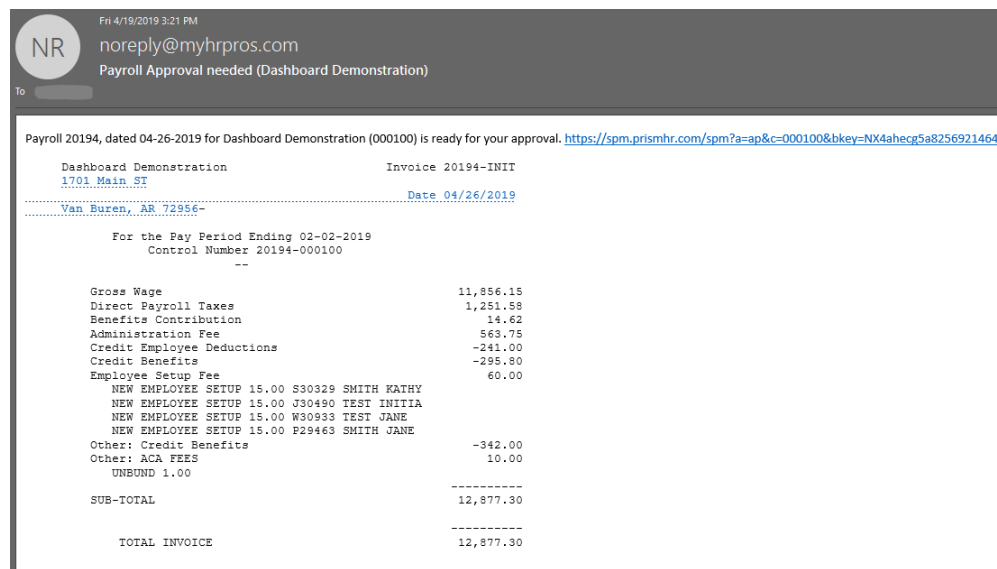




My HR Dashboard Payroll Approvals Process

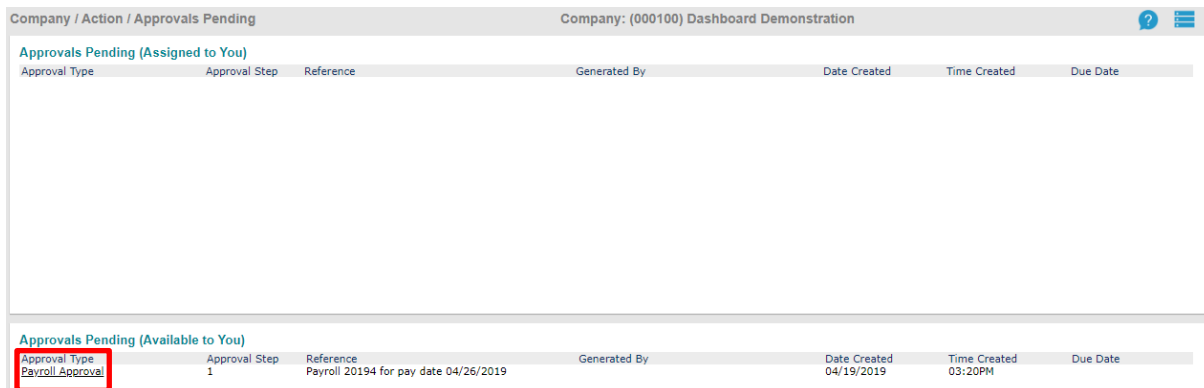
This guide will only apply to clients who have requested a final approval process through My HR Dashboard. This option is available to all clients by request. If interested in enabling this process, please contact your Payroll Processor.

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 noreply@myhrpros.com, will be titled “Payroll Approval Needed [Your Company Name]”, and will include a preliminary invoice, based on the payroll information currently in the system.



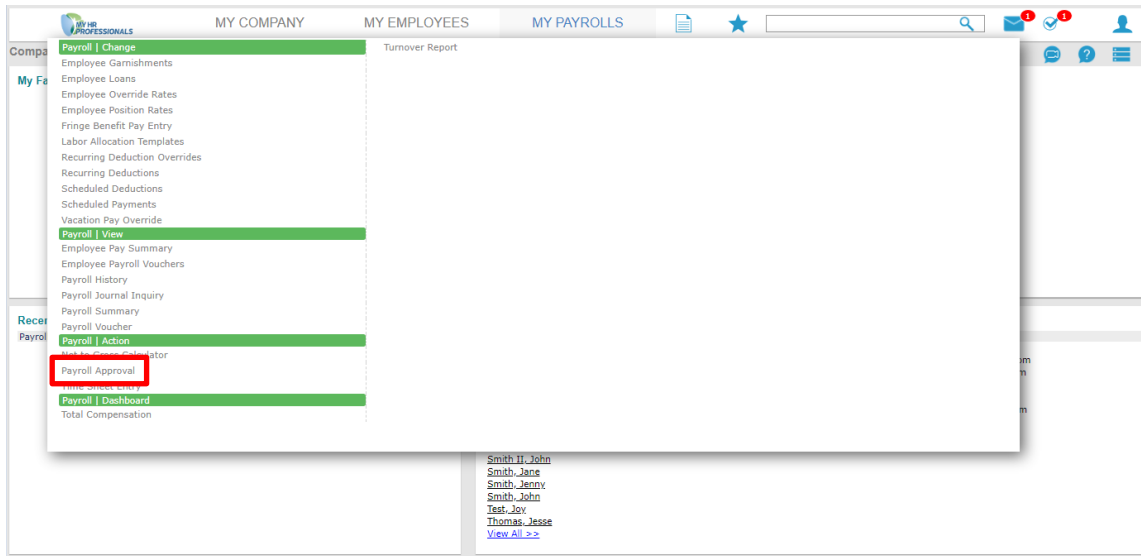
Step 2: Either click on the link provided in the email or navigate to www.myhrprofessionals.com/admin and enter your user credentials.

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.

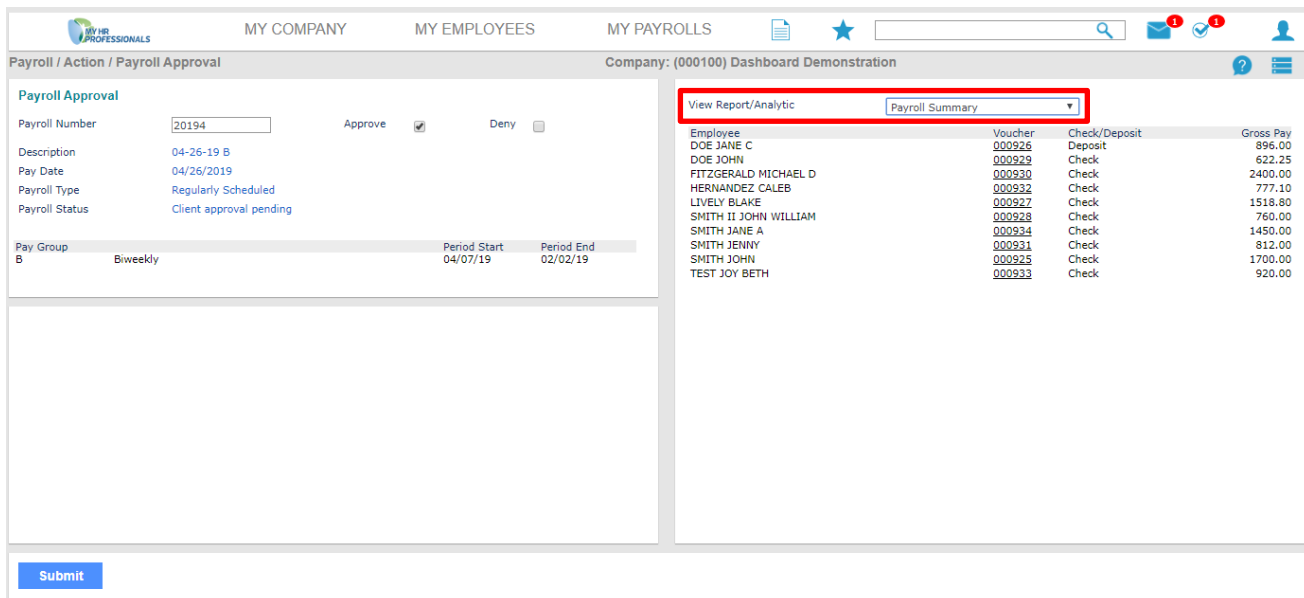


If you have any questions or concerns regarding the My HR Dashboard Administrator Portal, please contact My HR Professionals Resource Center at (800) 940-8706 or by email (support@myhrpros.com).

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



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



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.

Payroll / View / Payroll Summary Company: (000100) Dashboard Demonstration

Payroll Summary
 Payroll Number: 20194
 Description: 04-26-19 B
 Pay Date: 04/26/2019
 Payroll Type: Regularly Scheduled

Pay Group: B, Biweekly, Period Start: 04/07/19, Period End: 02/02/19, Weeks Worked: 2.00, Deduction Period: 2, Period Number: 9

Sort report by: Pay Code, Position, Department, Location, Division, Shift, Project, Employee

Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Doe, Jane C	000926	80.00	896.00	896.00	102.61	257.96	535.43	0.00	535.43	Paper	
Doe, John	000929	67.27	622.25	622.25	39.33	393.57	189.35	189.35	0.00	Paper	
Fitzgerald, Michael D	000930	80.00	2,400.00	2,400.00	641.74	210.00	1,548.26	1,548.26	0.00	Paper	
Hernandez, Caleb	000933	81.20	777.10	777.10	147.70	0.00	629.40	629.40	0.00	Paper	
Lively, Blake	000927	78.92	1,518.80	1,518.80	329.45	0.00	1,189.35	1,189.35	0.00	Paper	
Penn, John	000935	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Smith II, John William	000928	80.00	760.00	760.00	143.49	54.00	562.51	562.51	0.00	Paper	
Smith, Jane A	000934	81.00	1,450.00	1,450.00	317.12	0.00	1,132.88	1,132.88	0.00	Paper	
Smith, Jenny	000931	80.00	812.00	812.00	129.43	0.00	682.57	682.57	0.00	Paper	
Smith, John	000925	81.00	1,700.00	1,700.00	284.55	98.85	1,316.60	1,316.60	0.00	Paper	
Test, Joy Beth	000933	80.00	920.00	920.00	155.20	0.00	764.80	764.80	0.00	Paper	
Report totals		11	789.39	11,856.15	11,856.15	2,290.62	1,014.38	8,551.15	8,015.72	535.43	

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.

Payroll / Report / Payroll Check Journal Report Company: (000100) Dashboard Demonstration

Payroll Check Journal Report

Selection Parameters
 Payroll Number: 20194
 Start Date:
 End Date:

Sort Parameters
 Primary Sort: -- Select --
 Secondary Sort: -- Select --
 Tertiary Sort: -- Select --
 Detail Sort: Employee Name

Report Parameters
 Report Type:
 Report Format:
 Sort on Codes instead of Descriptions:
 Page Break on Primary Sort:
 Summary Row Group in Header:

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.

MY COMPANY MY EMPLOYEES MY PAYROLLS Company: (000100) Dashboard Demonstration

Payroll / Action / Payroll Approval

Payroll Approval
 Payroll Number: 20194
 Description: 04-26-19 B
 Pay Date: 04/26/2019
 Payroll Type: Regularly Scheduled
 Payroll Status: Client approval pending

Approve Deny

View Report/Analytic: Payroll Summary

Employee	Voucher	Check/Deposit	Gross Pay
DOE JANE C	000926	Deposit	896.00
DOE JOHN	000929	Check	622.25
FITZGERALD MICHAEL D	000930	Check	2400.00
HERNANDEZ CALEB	000933	Check	777.10
LIVELY BLAKE	000927	Check	1518.80
SMITH II JOHN WILLIAM	000928	Check	760.00
SMITH JANE A	000934	Check	1450.00
SMITH JENNY	000931	Check	812.00
SMITH JOHN	000925	Check	1700.00
TEST JOY BETH	000933	Check	920.00

Submit

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