

## My HR Dashboard – Employee PTO Detail Report

My HR Dashboard Admin: <https://spm.prismhr.com/spm/>

Login with your username and Password

Click on the “Reports” Icon

The screenshot shows the My HR PROS dashboard interface. The top navigation bar includes icons for My Company, My Employees, My Payrolls, Reports (highlighted with a red box), and Favorites. Below the navigation bar, the dashboard is divided into several sections: My Favorites, My Support Team (listing roles like Director of Compliance, Benefits Support Services, Client Advocate, Enhanced HR Support Services, Occupational Safety Support Services, and Upgrade to W/C Services), Recent Payrolls, and My Employees (a table with columns for Employee Name, Ext, Work, Mobile, and Work Email).

Click on “Employee PTO Detail Report

The screenshot shows the Reports menu in the My HR PROS dashboard. The menu is organized into three columns. The first column lists various reports under 'Company | Report' and 'Payroll | Report'. The second column lists reports under 'FLSA Exempt Compensation Report'. The third column lists reports under 'Employee Birthday Report'. The 'Employee PTO Detail Report' option is highlighted with a red box in the third column.

Company   Report	FLSA Exempt Compensation Report	Employee Birthday Report
Absence Codes Report	Fax Back Report	Employee Census Report
Course Codes Report	Gross-to-Net Billing Report	Employee Change Report
Data Retriever	Gross-to-Net Register Report	Employee Contact Information Report
Department Codes Report	Invoice Sales Report	Employee Department Report
Division Codes Report	Labor Distribution Report	Employee Dependents Report
Location Codes Report	Memo Pay Code Report	Employee Elections Report
Material Codes Report	Overtime Report	Employee Event Codes Report
Mileage Codes Report	<b>Paid To Date Pay Register Report</b>	Employee Hours By Active Weeks Report
Pay Grades Report	Pay Code Detail Report	Employee ID Report
Union Codes Report	Pay Code Summary Report	Employee Master Report
Benefit Adjustments Report	Pay Period PTO Report	Employee Name Report
Calculate Checks Report	Payroll Allocation Report	<b>Employee New Hire Report</b>
Certified Payroll Report	Payroll Cash Requirement Report	<b>Employee PTO Detail Report</b>
Certified Payroll XML Download Report	Payroll Check Journal Report	Employee Property Report
Client Allocation Report	Payroll Cost Report	Employee Ranked Service Report
Deduction Code Detail Report	Payroll Disbursement Report	Employee Retirement Loans Report
Deduction Code Summary Report	Payroll Pre-Calculation Audit	Employee Skills Report
Deduction Register Report	Payroll Register Report	Employee Supervisor Report
Eligible PTO Report	Payroll Register Report (Legacy)	Employee Terminations Report
Employee By Location Within Pay Group Report	Payroll Retirement Contributions Report	Employee Test Results Report
Employee Direct Deposit Report	Payroll Summary Report	PTO Approval Report
Employee Hours By Month Report	Retirement Contributions Register Report	PTO Hours Taken Report
Employee Loans Report	Time Sheet Report	PYTD Retirement Contribution Summary
	Unpaid Employees Report	Ranked Salary Report

Click “Employee Status”

PTO Reporting / Reporting / Employee PTO Detail Report Company: (000100) Dashboard Demonstration

Employee PTO Detail Report

**Employee Status** Status Description

**Register Type** Class Description

Report Type: PTO YTD Detail Report

Year-End Date: 12/31/2023 This will report on registers with a year-end date between 1/1/2023 and 12/31/2023

**Run** **Close**

Select “Employee Status code” and click “Accept”

PTO Reporting / Reporting / Employee PTO Detail Report Company: (000100) Dashboard Demonstration

Employee PTO Detail Report

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**Register Type** Class Description

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**Run** **Close**

**Employee Status Code Selection**

**Accept**

Status Code	Full Description
1 <input checked="" type="checkbox"/> A	ACTIVE
2 <input type="checkbox"/> CR	INACTIVE PER CLIENT REQUEST
3 <input type="checkbox"/> IC	INDEPENDENT CONTRACTOR
4 <input type="checkbox"/> L	LEAVE OF ABSENCE
5 <input type="checkbox"/> T	TERMINATED

Select Row:   
Page 1 of 1  
Select Page:

**Previous** **Next** **Go to Page**

Under “Report Type”, select PTO Absence Summary Report” and Click “Run”

PTO Reporting / Reporting / Employee PTO Detail Report Company: (000100) Dashboard Demonstration

Employee PTO Detail Report

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**Register Type** Class Description

Report Type: PTO Absence Summary Report

Year-End Date: 12/31/2023 This will report on registers with a year-end date between 1/1/2023 and 12/31/2023

**Run** **Close**

## Employee PTO Detail Report will be generated.

Completed	Page	1	of	1	Search		<a href="#">Search Next</a>	Actions	REP~20298-17698 actions	<a href="#">XLS</a>	<a href="#">Cancel</a>
											
Dashboard Demonstration											
Employee PTO YTD Absence Summary Report											
Active Employees With Status A											
Emp ID	Employee Name	Accrued Thru	Year End	Plan Description	Carryover	Accrued	Used	Available	Register	Type	
P28463	SMITH JANE A	11/12/2022	08/31/2023	PAID TIME OFF	0.00	0.00	0.00	0.00	PTO		
Report Totals					0.00	0.00	0.00	0.00			
Total Number of Employees 1											

**\*Please contact My HR Professionals if there are any adjustments needed\***