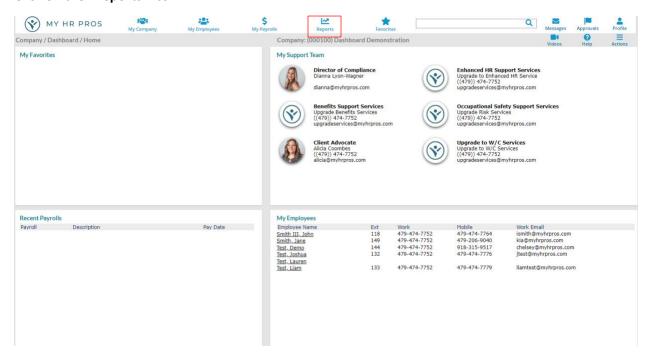My HR Dashboard – Employee PTO Detail Report
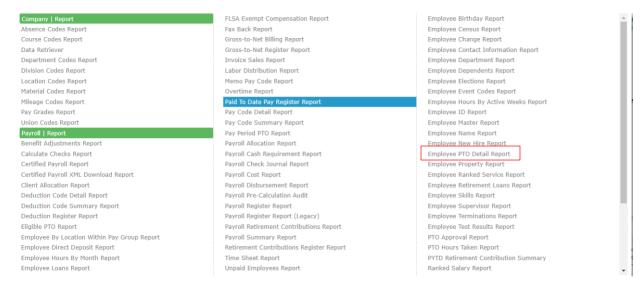
My HR Dashboard Admin: https://spm.prismhr.com/spm/

Login with your username and Password
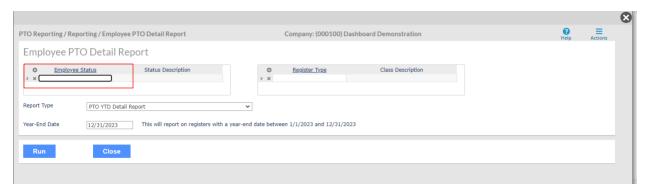
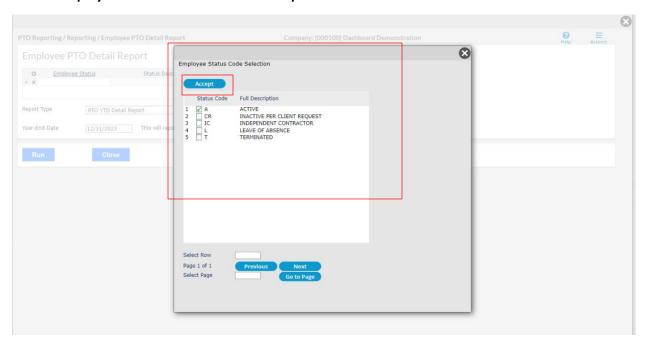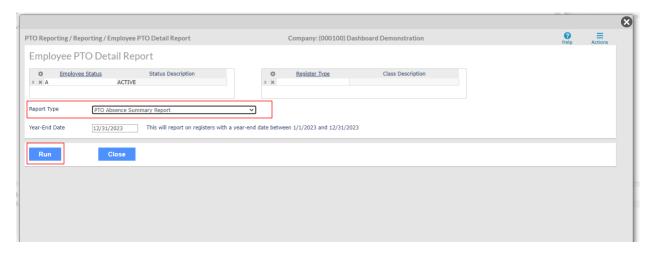## Click on the "Reports" Icon

Click on "Employee PTO Detail Report"
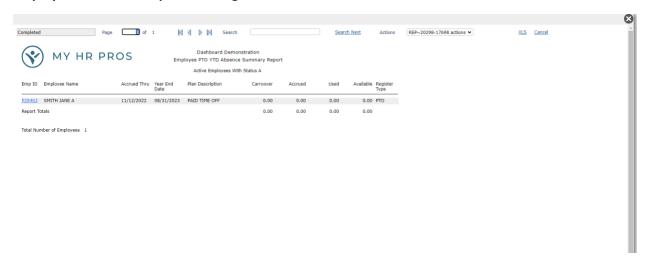
Click "Employee Status"

Select "Employee Status code" and click "Accept"

Under "Report Type", select PTO Absence Summary Report" and Click "Run"

Employee PTO Detail Report will be generated.

| Completed | Page | [ ] of 1 | ⏮ ◀ ▶ ⏭ Search | [ ] | Search Next | Actions | REP~20298-17698 actions ▾ | XLS Cancel |

MY HR PROS

Dashboard Demonstration
Employee PTO YTD Absence Summary Report

Active Employees With Status A

Emp ID	Employee Name	Accrued Thru	Year End Date	Plan Description	Carryover	Accrued	Used	Available	Register Type
P29463	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