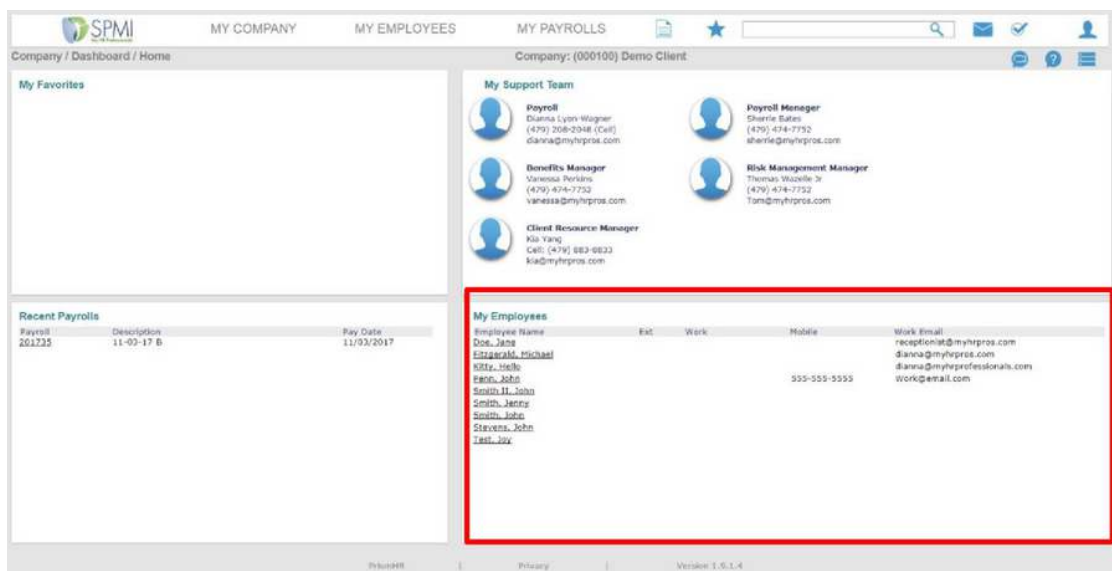


MY HR DASHBOARD- SETUP AN EMPLOYEE DIRECT DEPOSIT

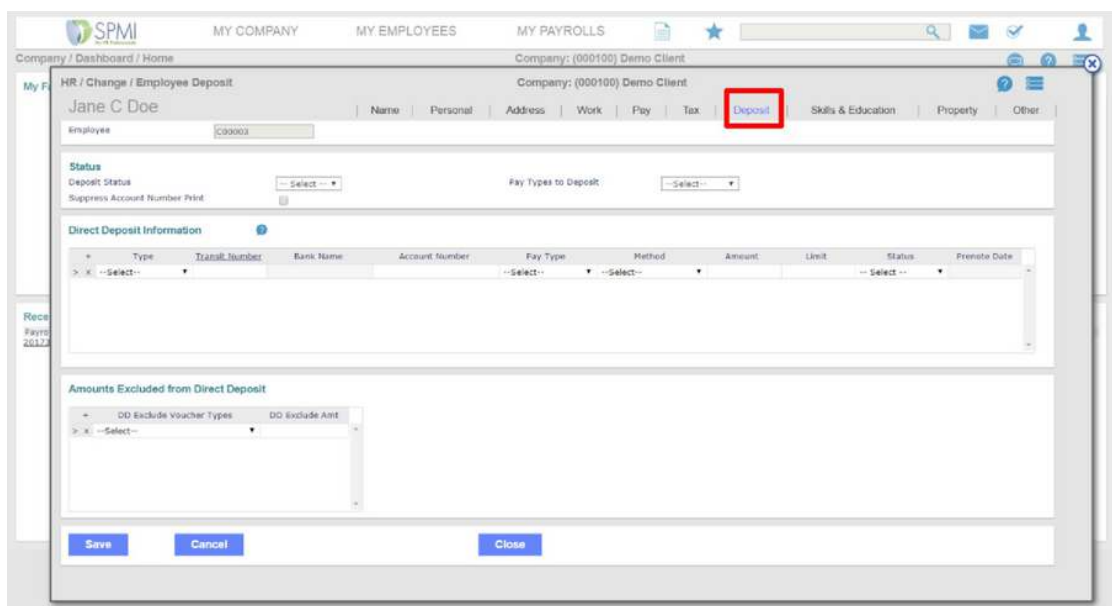
My HR Dashboard Admin: <https://spm.prismhr.com/spm/dbweb.asp?dbcm=1>

Login with your username and password.

1. Select the employee you will be setting up the direct deposit for under "My Employees".



2. Once selected, click on the "Deposit" tab.



3. First, complete "Deposit Status" and "Pay Types to Deposit".

SPMI MY COMPANY MY EMPLOYEES MY PAYROLLS

Company / Dashboard / Home Company: (000100) Demo Client

HR / Change / Employee Deposit Company: (000100) Demo Client

Jane C. Doe

Employee ID: C00003

Deposit Status: Active Pay Types to Deposit: All

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
--Select--				--Select--	--Select--			--Select--	

Amounts Excluded from Direct Deposit

DD Exclude Voucher Types	DD Exclude Amt
--Select--	

Save Cancel Close

4. Next, complete "Type", "Transit Number", "Account Number", "Method", and "Status". Click "Save" before closing or deposit will not be applied.

Status must ALWAYS be "Prenotification"

Our system automatically deposits money into the account the next banking day. As soon as the system can verify that it's a good account, the "STATUS" will change to 'Deposit Active'.

*Method must be "Remaining Balance" if wanting full paycheck deposited.

SPMI MY COMPANY MY EMPLOYEES MY PAYROLLS

Company / Dashboard / Home Company: (000100) Demo Client

HR / Change / Employee Deposit Company: (000100) Demo Client

Jane C. Doe

Employee ID: C00003

Deposit Status: Active Pay Types to Deposit: All

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
Checking	082900872	ARVEST BANK-FAYETTEVILLE	999999	All	Remaining Balance			Prenotification	

Amounts Excluded from Direct Deposit

DD Exclude Voucher Types	DD Exclude Amt
--Select--	

Save Cancel Close

To add multiple account to Direct Deposit:

- Click to "+" - an additional deposit line will appear
- Repeat Step 4

The screenshot shows the SPMI HR/Change/Employee Deposit form for Jane C Doe. The Direct Deposit Information table has the following data:

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
Checking	082000549	US BANK NA	002186544	All	Remaining Balance			Deposit Active	

The first row is highlighted with a red border. Below the table is the 'Amounts Excluded from Direct Deposit' section with dropdown menus for 'DD Exclude Voucher Types' and 'DD Exclude Amt'.

*If diving account by percentage%/percentage%:

- One pay method must be "Percentage" with percent amount provided under "Amount"; second pay method must be "Remaining Balance".

The screenshot shows the SPMI HR/Change/Employee Deposit form for Jane C Doe. The Direct Deposit Information table has the following data:

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
Checking	082000549	US BANK NA	002186544	All	Remaining Balance			Prenotification	
Checking	082000872	ARVEST BANK-FAYETTEVILLE	999999	All	Percentage	30.00		Prenotification	

The second row is highlighted with a red border. Below the table is the 'Amounts Excluded from Direct Deposit' section with dropdown menus for 'DD Exclude Voucher Types' and 'DD Exclude Amt'.



*If diving account by amount%/remaining balance:

- One pay method must be "Fixed" with dollar amount provided under "Amount"; second pay method must be "Remaining Balance".

The screenshot shows the SPMI HR/Change/Employee Deposit form for Jane C Doe. The form is titled "HR / Change / Employee Deposit" and includes a search bar for the employee ID (000003). The form is divided into several sections: "Status", "Direct Deposit Information", and "Amounts Excluded from Direct Deposit".

Status: Deposit Status is set to "Active". Suppress Account Number Print is checked. Pay Types to Deposit is set to "All".

Direct Deposit Information: This section contains a table with columns: Type, ID/Account Number, Bank Name, Account Number, Pay Type, Method, Amount, Unit, Status, and Prenote Date. Two rows are listed:

Type	ID/Account Number	Bank Name	Account Number	Pay Type	Method	Amount	Unit	Status	Prenote Date
Checking	082000549	US BANK NA	002186544	All	Remaining Balance			Prenotification	
Checking	082900672	ARVEST BANK- FAYETTEVILLE	999999	All	Fixed	50.00		Prenotification	

Amounts Excluded from Direct Deposit: This section includes a dropdown menu for "DD Exclude Voucher Types" (set to "--Select--") and a text field for "DD Exclude Amt".

At the bottom of the form are three buttons: "Save", "Cancel", and "Close".

