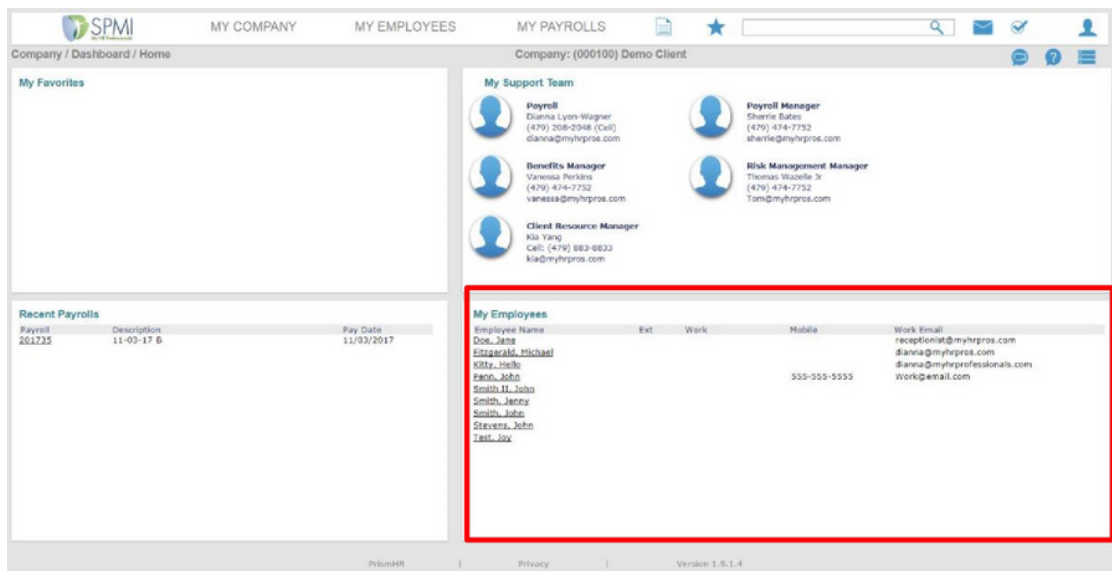


MY HR DASHBOARD- SETUP AN EMPLOYEE DIRECT DEPOSIT

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

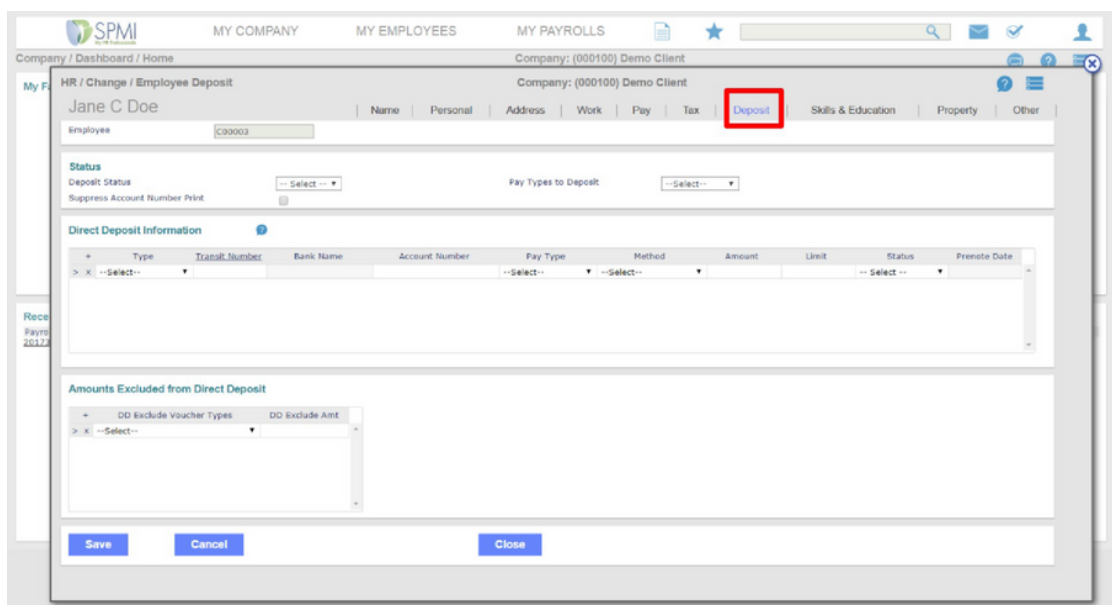
Login with your username and password.

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



The screenshot shows the SPMI HR Dashboard interface. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The main content area is divided into several sections: 'My Favorites', 'My Support Team' (listing Payroll, Benefits, and Client Resource Managers), 'Recent Payrolls', and 'My Employees'. The 'My Employees' section is highlighted with a red rectangular box. It contains a table with columns for Employee Name, Ext, Work, Mobile, and Work Email. The table lists several employees, including Jane C. Doe, Michael Fitzgerald, Helle KNT, John Pugh, John Smith II, Jenny Smith, John Smith, John Stevens, and Jay Test.

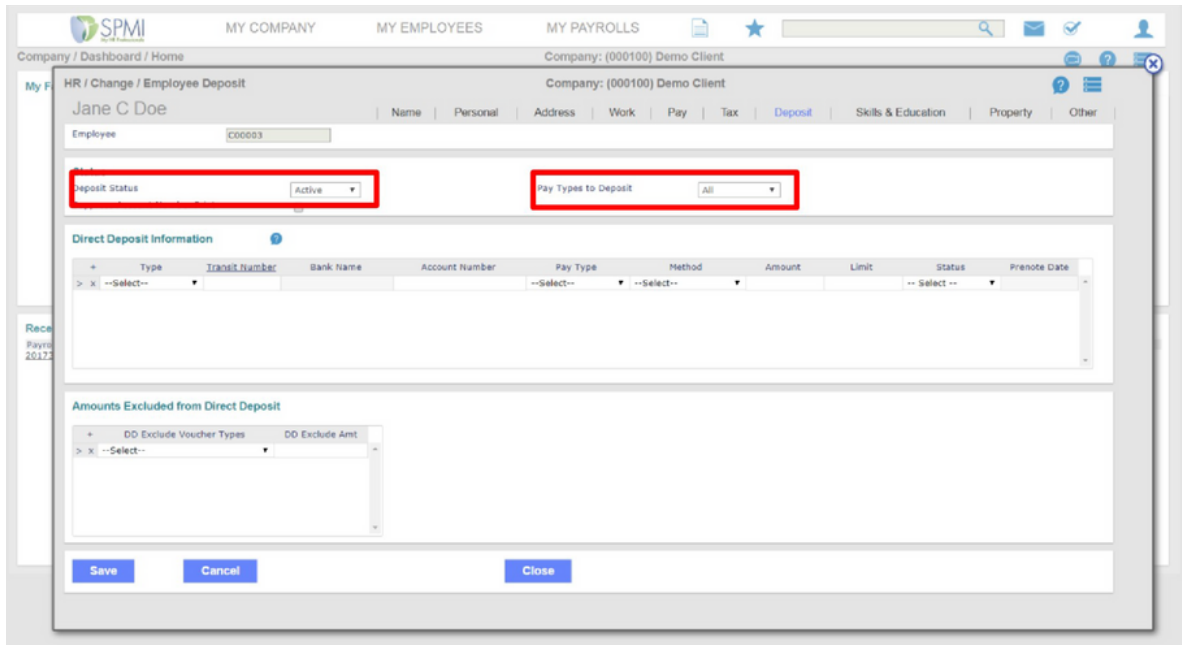
2. Once selected, click on the "Deposit" tab.



The screenshot shows the SPMI HR Dashboard interface with the 'Deposit' tab selected for an employee. The employee's name is 'Jane C. Doe'. The 'Deposit' tab is highlighted with a red rectangular box. The interface displays various fields for setting up direct deposit, including 'Status', 'Deposit Status', 'Pay Types to Deposit', 'Direct Deposit Information', and 'Amounts Excluded from Direct Deposit'. The 'Direct Deposit Information' section includes a table with columns for Type, Transact Number, Bank Name, Account Number, Pay Type, Method, Amount, Limit, Status, and Preamble Date. The 'Amounts Excluded from Direct Deposit' section includes a table with columns for DD Exclude Voucher Types and DD Exclude Amt. At the bottom, there are 'Save', 'Cancel', and 'Close' buttons.



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

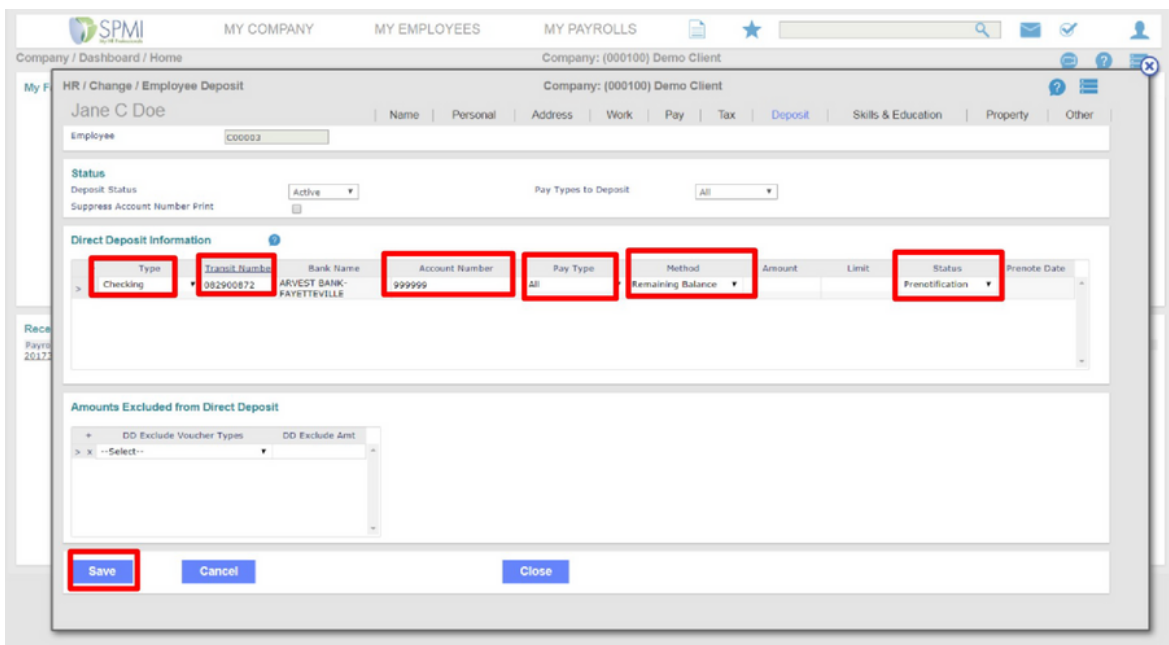


4. Next, complete "Type", "Transit Number", "Account Number", "Method", and "Status". Click "Save" before closing or deposit will not be applied.

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.



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 contains one entry:

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	

*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 contains two entries:

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	082900872	ARVEST BANK-FAYETTEVILLE	999999	All	Percentage	30.00		Prenotification	



*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 displays the SPMI HR/Change/Employee Deposit form for Jane C. Doe. The form includes sections for Status, Direct Deposit Information, and Amounts Excluded from Direct Deposit. The Direct Deposit Information table is as follows:

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
x	082900549	US BANK NA	002186544	All	Remaining Balance			Prenotification	
x	082900872	ARVEST BANK-FAYETTEVILLE	999999	All	Fixed	\$0.00		Prenotification	

At the bottom of the form, there are buttons for Save, Cancel, and Close.

