MY HR DASHBOARD-SETUP AN EMPLOYEE DIRECT DEPOSIT

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

Login with your username and password.

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

SPMI	MY COMPANY	MY EMPLOYEES	MY PAYROLLS		k		٩	\sim	S		1
ompany / Dashboard / Home	E.		Company: (000100) D	lemo Client						0	
My Favorites			My Support Team Perform Perfor		Shirri (479) sharri (479) sharri (479)	oll Manager In Suan Management Manager was Waarille 74 A94-7752 Implepres.com					
Recent Payrolls Paynal Description 201223 11-02-17 6		Pay Date 8 11/03/2017 E	y Employees malayee Name on Jone Tatawaha Managara Managa	Fat. Work		Mobile 333-555-5355	Work Imail receptionist@m dianea@mylepr dianea@mylepr dianea@mylepr Work@email.com	se.com ofessiona			

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

SPMI				Company: (00010		*				0
R / Change / Employee D Jane C Doe Employee	eposit cosos		Name Personal	Company: (00010		Deposit	Skihi & Educatio	n Prop	0	
Status Deposit Status Suppress Account Number Pric	4	- Select •		Pay Types to Deposit	Select	т. Т				
* Type 1 > X - Select - *	n 😰	Bank Name	Account Number	Fay Type Select	Hethod Select •	Amount	Limit - Sele		renoto Date	
Amounts Excluded from 0 + DD Eaclude vouch > xSalect		D Exclude Amt								

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

HR/Change	e / Employee Deposit		Company; (000100) D	Dama Ciliant		0
Jane C		Name Persor		Pay Tax Deposit	Skills & Education	Property Other
Employee	(000003	Milline Carso	RE AULIEUS YOUA	ray sax baloos	Skills & CUNCILION	Property Coner
_			_			
Deposit Stat	15	ctive •	Pay Types to Deposit	All •		
Direct Day	osit Information		-			
Direct Dep	Type Iranit.Namber	Bank Name Account Numb	ber Pay Type	Method Ansount	Limit Statu	E Prenote Date
> xSel			Select •Sele		+ Selact	•
0	xcluded from Direct Deposit					
Amounts E		Exclude Amt				
and the second	D Exclude Voorber Types DD I					
and the second		1				
+ 0						
+ 0						
+ 0						
and the second		Exclude Amit				

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.

- e	ny / Dashboard / Home			Company: (000100)) Demo Client				0	×
F	HR / Change / Employee I	Deposit		Company: (00010) Demo Client				0 =	Ĭ
L	Jane C Doe		Name Personal	Address Work	Pay Tao	C Deposit	Skills & Education	Property	Other	- 1
I	Employee	000053								- 1
I	Status									- 1
L	Deposit Status	Active *		Pay Types to Deposit	All					- 1
L	Suppress Account Number Fr	int (i)								- 1
L	Direct Deposit Informatio	in 🗿								- 1
L	Туря	Tranut Name Bank Name	Account Number	Pay Type	Nethad	Amount	Limit State	Prenote	Cale	- 1
L		082000872 ARVEST BANK-	999999		maining Balance		Prenotificati		(A)	- 1
4		FAYETTEVILLE						_		- 1
										- 1
										- 1
12										
22										- 1
23									-	
22	Amounts Excluded from	Direct Deposit								
23	+ DD Exclude Vouch	241753-2545104117							-	
22		241753-2545104117							-	
22	+ DD Exclude Vouch	er Types DD Exclude Arnt								
22	+ DD Exclude Vouch	er Types DD Exclude Arnt	2							
75	+ DD Exclude Vouch	er Types DD Exclude Arnt	1							
75	+ DD Exclude Vouch	er Types DD Exclude Arnt								
77	* D0 bedrude Voud > XSelect	er Types DD Exclude Arnt		Close						

To add multiple account to Direct Deposit:

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

					*		<u>२</u> 💕 🔗
pany / Dashboard / Home			Company: [0001	00) Demo Client			<u> </u>
F HR / Change / Employ	ee Deposit		Company: (0001	00) Demo Client			0 =
Jane C Doe		Name Personal	Address Work	Pay Tax	Doposit	Skills & Education	Property Other
Employee	C00003						
Status Deposit Status	Active +		Pay Types to Depusit	Alt			
Suppress Account Number					. Ind		
Direct Deposit Inform	ation 😰						
Туре	Transit Number Bank Name	Account Number	Рау Туре	Hethod	Amount	Limit Status	Prenate Date
	• 082000549 US BANK NA	892186544		emaining Balance •		Deposit Active	
S (X) +Select+-	•		Select + -	Select *		5e/ect	•
ro 22							
22							+
22	om Direct Deposit						
Amounts Excluded fr							*
Amounts Excluded fr + DD Exclude Vi							
Amounts Excluded fr	sucher Types DD Exclude Amt						*
Amounts Excluded fr + DD Exclude Vi	sucher Types DD Exclude Amt	-					
Amounts Excluded fr + DD Exclude Vi	sucher Types DD Exclude Amt	2					
Amounts Excluded fr + DD Exclude Vi	sucher Types DD Exclude Amt						
Z Amounts Excluded fr + D0 Exclude V > XSelect	outher Types DD Exclude And		Atlan				
Amounts Excluded fr + DD Exclude Vi	sucher Types DD Exclude Amt		Close				
Z Amounts Excluded fr + D0 Exclude V > XSelect	outher Types DD Exclude And		Close				

*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".

HR/	Change / Employee	Deposit			Company: (00	00100) Demo Client			Ø
Ja	ne C Doe			Namo Personal	Address W	fork Pay Tax	Deposit	Skills & Education	Property Other
Emp	ployee .	000003							
	tus osit Status press Account Number F	rint	[Active •]		Fay Types to Depo	as fai	•]		
Din	ect Deposit Informati	on (Ð						
	+ Туре	Transit Number		Account Number	Рау Туре	Method	Amount	Limit Statue	Prenote Date
		082000549 082900872	US BANK NA ARVEST BANK- FAYETTEVILLE	002186544 999999	AB AB	Remaining Balance Percentage	30.00	Prenetification	
Am	iounts Excluded from	Direct Depos	it.						
	and more than the	her Types	DD Exclude Amit						
	t,Salect))*)							
				5).					
1.0	Save	Gancel			Close				

*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".

	Straine	OMPANY	MY EMPLOYEES	MY PAYRO		*		९ 💕		1
Compan	ry / Dashboard / Home			Company: (00	00100) Demo Client				0 0	
My Fi	HR / Change / Employee Deposit Jane C Doe Employee Coccos		Name Personal		00100) Demo Client lork Pay Tax	Deposit	Skills & Education	Property	Other	
	Status Deposit Status Suppress Account Number Print	(Adhes r)		Pay Types to Dep	nit an	•				
	Direct Deposit Information	Ø								
	+ Type <u>Transit.Num</u> > % Checking • 082000549 > % Checking • 082000572	Bank Name US BANK NA ARVEST BANK- FAYETTEVILLE	Account Number 002186544 999999	Pay Type All	Nethod Remaining Balance Fixed	Amount 50.00	Umit Status Prenotification Prenotification		če .	
Rece Fayre 20172										
	Amounts Excluded from Direct Dep	osit							_	
	+ DD Exclude Voucher Types	DD Exclude Amt	-							
	Save Cancel		1	Close						