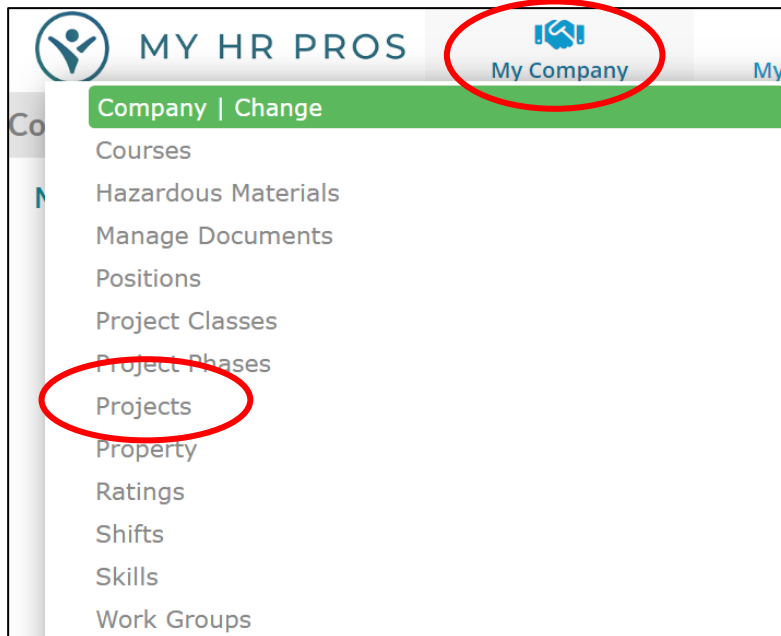




# MY HR PROS

## My HR Dashboard - Certified Setups and Reports

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under 'My Company', select 'Projects'.



4. To ADD a Project, just enter in the code you are wanting to use for the Project and the Description you want for that Project.

**\*Note: If this is not a Certified Project just hit 'Save.' If this IS certified, check the box 'Certified Payroll' to expand for more selections.**

The screenshot shows the 'Client / Change / Projects' form. The form is divided into two main sections: 'Projects' and 'Options'.  
**Projects Section:**  
- Project: PROJECT1  
- Description: Project 1234 Job 321  
- Certified Payroll:   
**Options Section:**  
- Track Phases:   
- Project Class:   
- Other W/C Coverage In Place:   
- Obsolete:   
- Union Project:   
At the bottom of the form, there are three buttons: Save, Delete, and Clear.

- Once you check the box for 'Certified Payroll,' additional information will populate for more information about your certified job.
- To set up the different Positions (Job Titles) and the Prevailing Wage Rate, you will click on the hyperlink 'Position Code' to select the position required for this certified job and enter in the Prevailing 'Base Rate' and any 'Fringe Rate,' if applicable.

*Note: If you want the system to always default to an employee's higher wage rate (example if employee makes 14.50 an hour; yet, Project is set for \$14.00 for Prevailing Wage), make sure the check box, 'Use Higher of Prevailing Wage Rate or Employee's Pay Rate,' is checked.*

Client / Change / Projects Client: (000100) Dashboard Demo

**Projects**

[Project](#)

Description

Certified Payroll  G/L Segment Code

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**Certified Payroll Details**

[Certified Payroll Report Format](#)

Wage Decision Number

Wage Decision Date

Project City

[Project state](#)

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**Certified Pay Rates**

	Position Code	Position Title	Base Rate	Fringe Rate	Prevailing W
> x					

**Certified Pay Rates**

	Position Code	Position Title	Base Rate	Fringe Rate	Prevailing Wage Rate
> x	LABOR	Laborer	10.5000	3.5000	14.0000
> x	MASON	Mason/Brick Layer	14.5000	3.5000	18.0000
> x					

- You can then add your 'Certified Payroll Report Setup' which is what will print on the certified report.

Use Higher of Prevailing Wage Rate or Employee's Pay Rate

Subtract Benefit/Hour from calculated Pay Rate

Filter Cert Pay on Jobs

### Certified Payroll Report Setup

Contractor Or Subcontractor

Name of Contractor

Address

Project and Location

Project or Contract No.

Signatory Name

Signatory Title

These affect check boxes on web reports only

Fringe Benefits Paid to Approved Plans

Fringe Benefits Paid In Cash

Report Hours Paid Instead Of Hours Worked?

### Certifield Payroll California XML Parameters

CA License Type

CA License No

CA PWCR

CA Ins Number

CA Contractor Email

CA Awarding Body Id

CA Awarding Body Proj No

CA Awarding Body Contract Id

CA Stmt Of NonPerformance

### Options

Track Phases

[Project Class](#)

Other W/C Coverage In Place

Obsolete

Union Project

8. Once all the information required is added, click 'Save' to the bottom, left to save the information.
9. To make any changes to the Project after Saved, just click on the 'Project' hyperlink to bring up your list of Projects to choose from, select, and then edit any of the fields to Save again.

Company: [redacted] > Change > Projects

Company: [redacted] > Demo Client

Projects

Project

Description

Certified Payroll

Options

Track Phases

[Project Class](#)

Other W/C Coverage In Place

Obsolete

Union Project

Project Work Codes Search

Project Code	Description	Obsolete
1	ACH Arkansas Childrens Hospital	N
2	PR1 Project 1	N
3	PROJECT1 Project 1234 Job 2567	N

Select Row

Page 1 of 1

Select Page

Refine Search

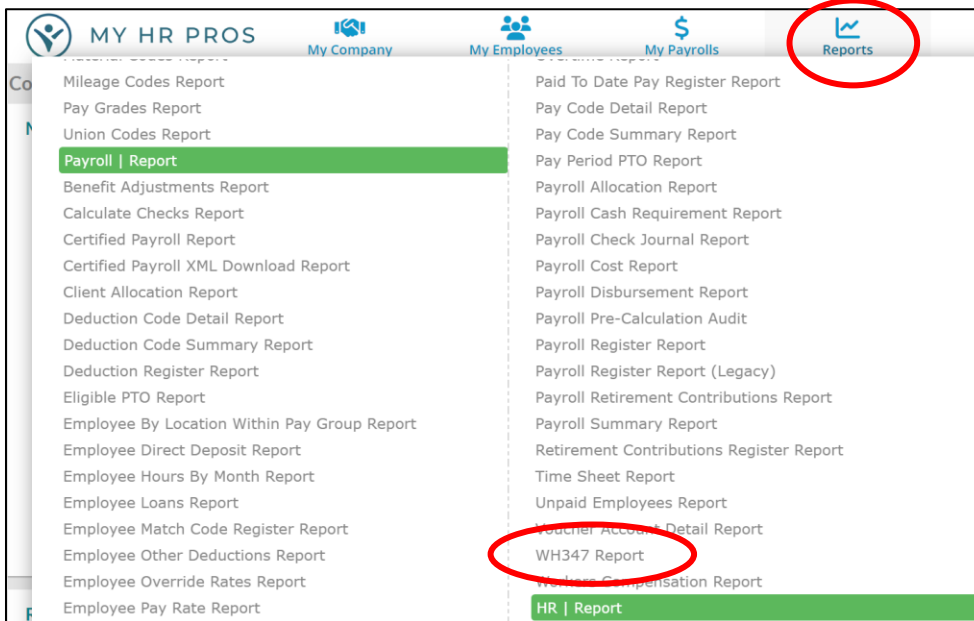
Project Code

Description

Obsolete

## To Run Certified WH347 Reports:

1. Under 'Reports', select 'WH347 Report'.



2. Enter in the Period End date to the week required for the report (This is based on what Work Week you have set up. Example, Sunday through Saturday), the report 'Project Code' you need, and the 'Payroll Number' your project is on.

The screenshot shows the 'WH347 Report' form. The 'Week Ending Date' field is set to '04/14/2023'. There are two checkboxes: 'Process Initialized Vouchers Instead of Posted' and 'Allocate Deductions/Taxes by Project (unchecked = Gross)'. The 'Project Code' and 'Payroll Number' fields are empty. The form is titled 'Payroll / Report / WH347 Report' and 'Client: (000100) Dashboard Demonstration'.

3. Then click 'Run' at the bottom, left to run the report.  
**\*Note: This will open as a popup PDF so please make sure your Browser is allowing popups for this website.**
4. The report can be saved, printed, or downloaded.