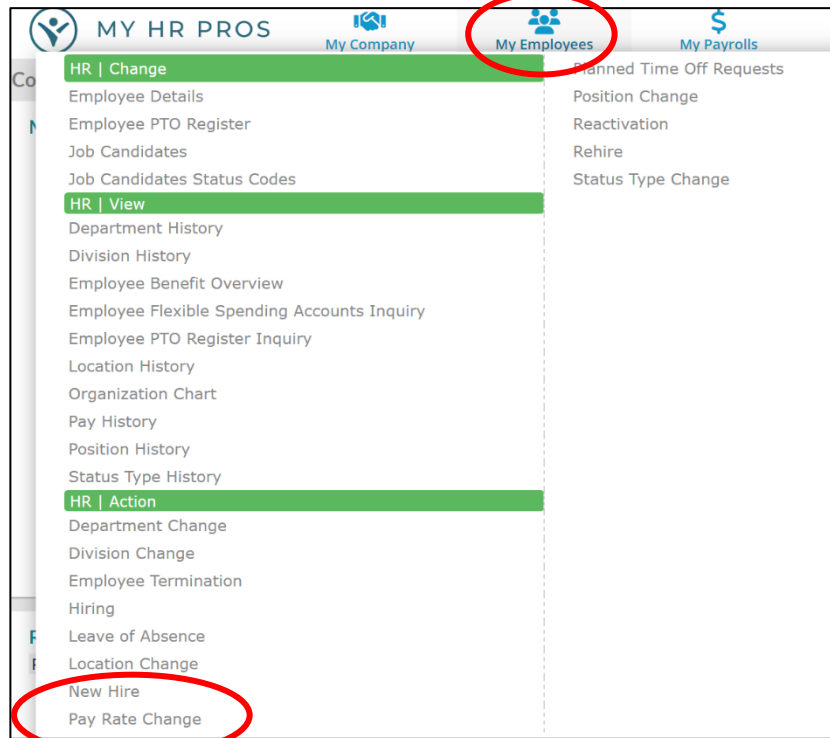




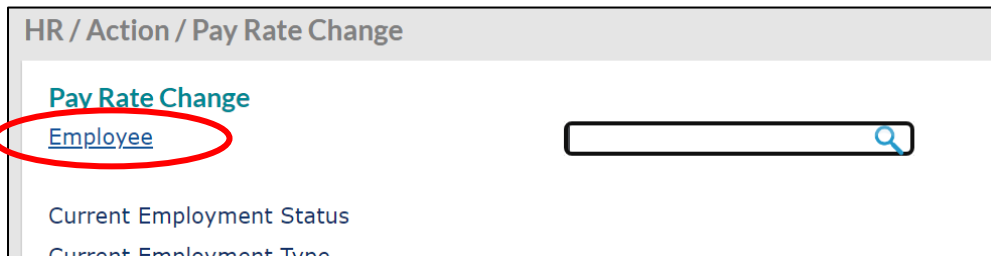
# MY HR PROS

## My HR Dashboard- How to Change Rate of Pay

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under the 'My Employees' tab, select 'Pay Rate Change'.



4. Select the employee you will be making the rate of change to by clicking 'Employee'. You can also search for them in the Search Bar.




5. Once selected, insert the 'New Rate of Pay' and 'Effective Date'. Then select 'Reason' from the drop-down menu.


**\*NOTE: If Employee is hourly, rate of pay must be set up as 'Per Hour'. If NOT hourly, rate must match 'Current Pay Period'.**


**\*NOTE: Please be sure to enter the correct 'Effective Date' as the system triggers the rate increase by date.**

**Pay Rate Change**

Employee  


Current Employment Status  
Current Employment Type  
Current Pay Period  
Current Pay Rate Per  
Current Annualized Pay

**New Pay Rate**  Per  

New Standard Hours  Per  

New Annualized Pay  
Auto Pay Time Card   
New Auto Time Card Hours

**Effective Date**

**Reason**  

6. Select 'Save' at the bottom of the screen before closing or changes will not be applied.