

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

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

MY HR PROS	My Employees My Payrolls		
HR   Change	Planned Time Off Requests		
Employee Details	Position Change		
Employee PTO Register	Reactivation		
Job Candidates	Rehire		
Job Candidates Status Codes	Status Type Change		
HR   View			
Department History			
Division History			
Employee Benefit Overview			
Employee Flexible Spending Accounts Inquiry			
Employee PTO Register Inquiry			
Location History			
Organization Chart			
Pay History			
Position History			
Status Type History			
HR   Action			
Department Change			
Division Change			
Employee Termination			
Hiring			
Leave of Absence			
Location Change			
New Hire			
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.

HR / Action / Pay Rate Change	
Pay Rate Change Employee	<u>ح</u>
Current Employment Status	
Current Employment Type	

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 much 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		<u> </u>	
Current Employment Status Current Employment Type Current Pay Period Current Pay Rate Current Annualized Pay	Per		
New Pay Rate New Standard Hours New Annualized Pay Auto Pay Time Card New Auto Time Card Hours		Per ·	Select Period ∨ Select Period ∨
Effective Date Reason	-No Items- ∨		

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