MY HR PROS

My HR Dashboard – Employer Quick Tips

More detailed "How To" guides can be found at myhrprofessionals.com/howtoguides or you may contact our Customer Support Team at support@myhrpros.com or (800) 940-8706.

Hiring an Employee

- Click on "My Employees" > "New Hire" > Enter all Required Fields (Outlined in Red)

Terminating an Employee

- Click on "My Employees" > "Employee Termination" > Select Employee, "Termination Status Code", "Reason Code", and "Termination Date" – All other fields are optional.

Viewing/Changing Employee Information

- Select Employee's Name from "My Employees" section (in lower right corner of your home screen). Select different tabs (i.e. Name, Personal, Address, etc…) to view employee information.
- Alternatively, you may type the Employee's Name in the Search Bar at the top of the page to access Employee Information.

NOTE: Please do not change an Employee's Name or Social Security Number. These changes should be reported to My HR Professionals directly to ensure any tax implications are reviewed and resolved in a timely manner.

Viewing/Reprinting an Employee's Payroll Voucher (i.e. Check Stub)

- Click on "My Payrolls" > Click "Employee Payroll Vouchers" > Select Employee by either clicking "Employee" and finding the employee (OR) typing the Employee's Name in the search bar > Select the Voucher Number you would like to view.
- To reprint the employee's voucher, follow the instructions above, then click the "Banking" tab, "Reprint Check Stub". The system will generate the voucher, then automatically open. If the voucher does not open, check your pop-up blocker.

Setting Up Employee Loans/Advances

- Click on "My Payrolls" > "Employee Loans" > Create a New Loan, Select Employee, Setup Total Loan Amount, a Reason for the Loan, a Loan Payment (per payroll amount), a Payment Frequency, a Payback Amount (the Total Loan Amount again), a Start Date, and the appropriate Deduction Code.

Accessing and Running Reports

- Your auto-generated payroll reports can be accessed by selecting the applicable Payroll Number from "Recent Payrolls" section (in lower left corner of your home screen). Reports can be opened by clicking on the 📘 icon on the right side of the report listing.
- Many other reports can be run by clicking on the Reports icon 📄 at the top of the MyHRDashboard system. Most reports can be customized as needed and printed or exported in PDF or XLS format.