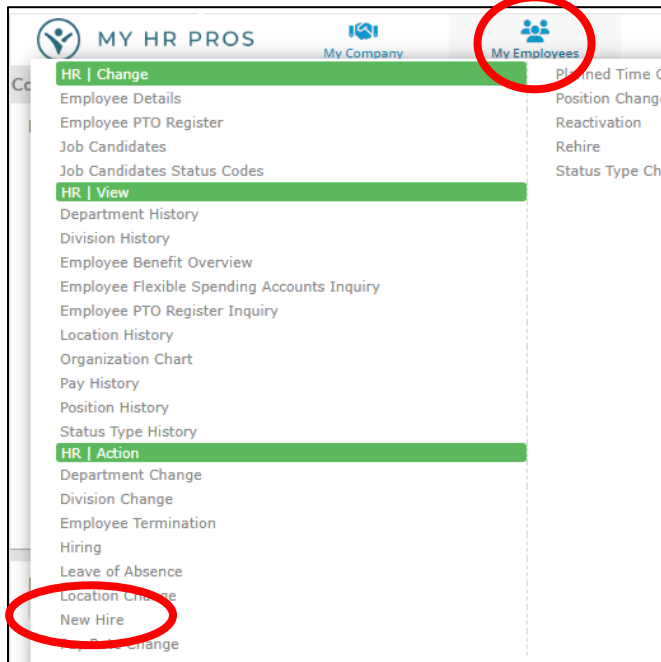




MY HR PROS

My HR Dashboard - How to Enter a New Hire

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



4. All fields highlighted in red are required. Once this information is completed, it cannot be changed. If a mistake is made, you must 'Cancel' and start again.

The screenshot shows the 'New Hire' form in MY HR PROS. The form is divided into several sections, each with a red border indicating required fields. The sections are:

- New Hire:** Work Location, Employer ID, Social Security Number, Hire Type, Use Onboarding.
- Personal Information:** First Name, Last Name, Middle Name, Preferred Name, Nickname, Birth Date, Gender, Ethnic Code, Marital Status, Tobacco User, Disabled, Preferred Language, Veteran (Vietnam Veteran, Disabled Veteran, Service Medal Veteran, Recently Separated Veteran, Other Protected Veteran).
- Resident Address:** Address Line One, Address Line Two, ZIP Code, GeoCode, City, State, County, School District No., Home Phone, Mobile Phone, Personal Email Address, Work Email Address.
- Emergency Contact:** Contact Name, Contact Telephone, Contact Relation.
- Employment Details:** Client Start Date, Employer Start Date, Position, Employment Status, Employment Type, Benefit Group, Retirement Benefit Group, Division, Department.

5. Under 'Residents Address', match the GEOCODE with the employee's city of residency.
6. Any hyperlinked fields are preset for your convenience. Click on the hyperlink to the left to access options.

Position	<input type="text"/>
Employment Status	<input type="text"/>
Employment Type	<input type="text"/>
Benefit Group	<input type="text"/>
Retirement Benefit Group	<input type="text"/>
Division	<input type="text"/>
Department	<input type="text"/>
Shift	<input type="text"/>
Project	<input type="text"/>
Work Group	<input type="text"/>
Union Code	<input type="text"/>
PTO Approver	<input type="text"/>
Manager	<input type="text"/>
Employee Number	<input type="text"/>

7. Pay Rate Basis MUST be listed as 'HOURLY' for hourly employees. If not hourly, match it to the Pay Group.
8. If you have HR Services through My HR Professionals, please send your employee's I-9 Forms and Documents to the Receptionist: Receponist@myhrpros.com.
9. If there are options needed that are not listed, please contact My HR Pros to add them.
10. You MUST click 'Sav'" to hire the employee. Closing without saving will cause you to lose all progress!