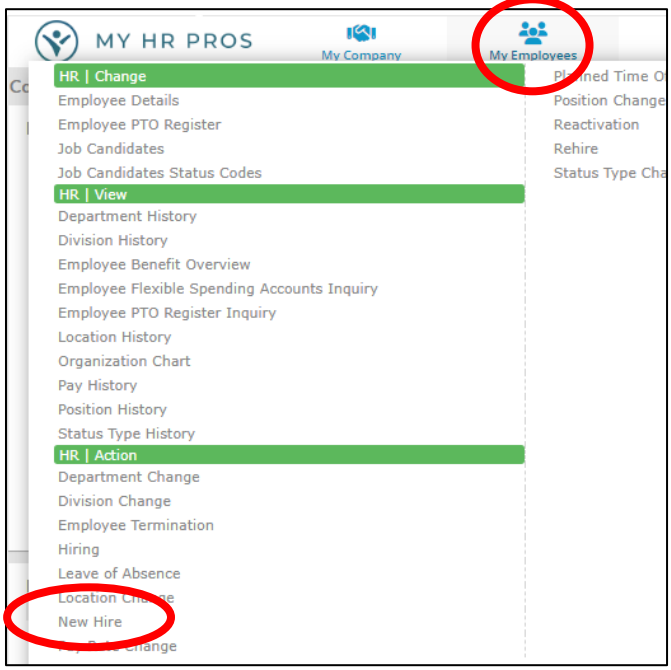
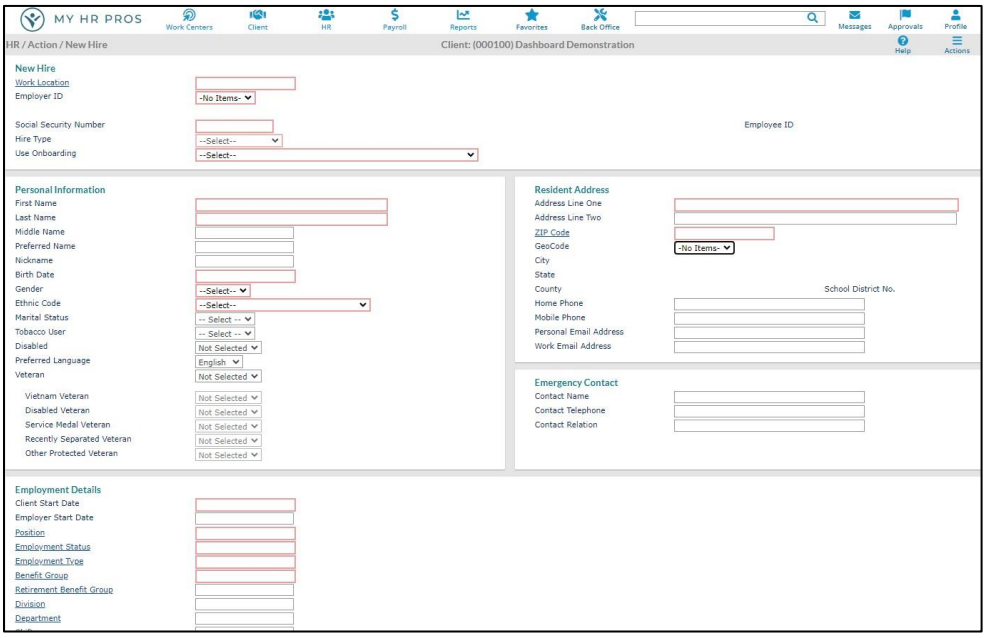
MY HR PROS

My HR Dashboard - How to Enter a New Hire

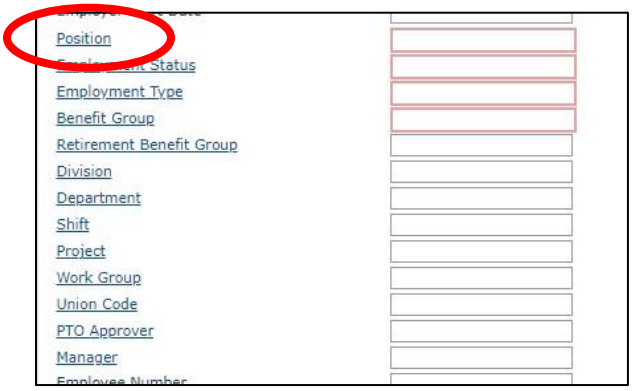
1. My HR Dashboard Admin: https://spm.prismhr.com/spm/?
2. Login with your Username and Password.
3. Under ‘My Employees’, select ‘New Hire’.



4. All fields highlighted in red are required. Once this informaon is completed, it cannot be changed. If a mistake is made, you must ‘Cance’ and start again.



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.



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 Receponist: 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!