My HR Dashboard- Entering Recurring Deductions

1. My HR Dashboard Admin: https://spm.prismhr.com/spm/
2. Login with your Username and Password.
3. Under 'My Payrolls', select 'Recurring Deductions'.
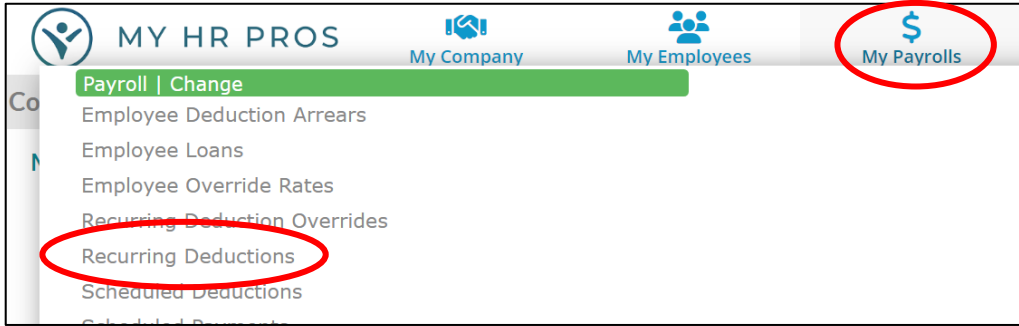
4. Either type in the name of the employee that you would like to edit or select them from the 'Employee' Search.
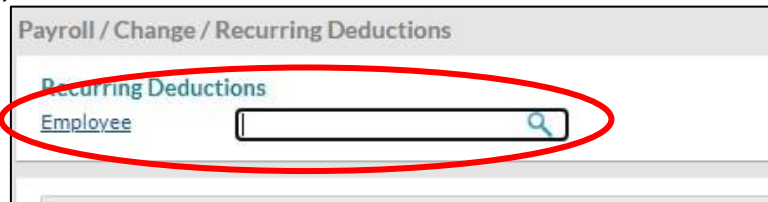
5. You can then edit or adjust Benefit Deductions, 401K Deductions, or any other recurring deductions.
    a. The '+' symbol adds a new line, and the 'Deduction Code' link will show you the options to select. If you need a deduction code that is not available, please let My HR Professionals know and we can add it.
    b. The 'Periods' represent the number of pay cycles in a month you want this to pull in. Example, if you are Semi-Monthly and want it to pull on both, put '12' for 1st pay run and 2nd pay run in a month. If you are weekly and only want it to pull four times each month and not the 5th time if there are five weeks in a month, put '1234' in the 'Periods'.

    c. Remember you can Save this screen to your 'Favorites' by clicking the 'Acon Bar' and clicking 'Add to Favorites'.

Recurring Deductions

Employee   B40562 🔍   SMITH III JOHN S

	Deduction Code	Description	Type	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Edit Detail
> ✕	C401K	401k	K	K			10.00 %	12345	✎
> ✕	C401KCU	401k Catch-Up	KC	K			0.00	12345	
> ✕	C401KR	401k ROTH	KR	K			10.00 %	12345	
> ✕	C401KCR	401k ROTH CU	KCR	K			0.00	12345	