

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'.

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C -	Payroll Change			
Co	Employee Deduction Arrears			
N	Employee Loans			
1	Employee Override Rates			
	Recurring Deduction Overrides			
	Recurring Deductions			
	Scheduled Deductions			
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4. Either type in the name of the employee that you would like to edit or select them from the 'Employee' Search.

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- 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'.

Recurring Deductions Employee B40562	Q SMITH III JOHN S							ò
O Deduction Code	Description	Туре	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Edit Detail
> × C401K	401k	к	к			10.00%	12345	8
> × C401KCU	401k Catch-Up	KC	к			0.00	12345	
> × C401KR	401k ROTH	KR	к			10.00 %	12345	
> × C401KCR	401k ROTH CU	KCR	К			0.00	12345	

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

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Employee B40562 Q SMITH III JOHN S			(Payees Add To Favorites		
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> × C401K	401k	к	к			10.00 %	12345	8	
X C401KCU	401k Catch-Up	KC	к			0.00	12345		
× C401KR	401k ROTH	KR	к			10.00 %	12345		
X CADINCE	401k ROTH CU	KCR	К			0.00	12345		