

My HR Dashboard – Adding Favorites

- 1. My HR Dashboard Admin: htps://spm.prismhr.com/spm/
- 2. Login with your Username and Password.
- 3. My HR Dashboard Admin Users have the ability to establish 'Favorite' pages that makes navigating to these pages a bit easier. Favorites are displayed on the Home Screen in the upper left section of the page but can also be viewed from any other page by clicking on the Star in the Menu Bar at the top of the screen.

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Co	mpany / Das	hboard / Home				Company:	(000100) Dashbo	ard Demonstra	tion		Videos	(3) Help	Actions
	ly Favorites)				My Support	Team						
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4. To set a page as a 'Favorite', navigate to the page you are wanting to favorite and click on the Acon Bar in the upper right corner of the screen.

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HR / Action / Employee Termina	ation			Company: (000100)	Dashboard Demo	onstration			() Help	Actions
Employee Termination										
Employee		٩,								
Current Job Code is										
Current Employment Status										
Current Employment Type										
Termination Status Code	-No Items- `	~								
Reason Code	-No Items- `	~								
Termination Date										
Okay to Rehire	Not Specifie	d 🗸								
If ACH, Turn Off ACH?										
Last Day Worked										
Reassign Pending Approvals?										

5. Click on 'Add to Favorites' and the page will be added to your Favorites. If at any time you would like to remove a page from your Favorites, just navigate to the page, click the Action Bar and select 'Remove from Favorites'.



Recommended 'Favorites':

- a. New Hire
- b. Employee Termination
- c. Employee Loans
- d. Recurring Deductions
- e. Scheduled Deductions
- f. Employee Payroll Vouchers
- g. Payroll Approval (if an approval process has been established for your company)
- h. Time Sheet Entry (if you enter your time in the MyHRDashboard system)