MY HR PROS

My HR Dashboard – Adding Favorites

1. My HR Dashboard Admin: https://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.
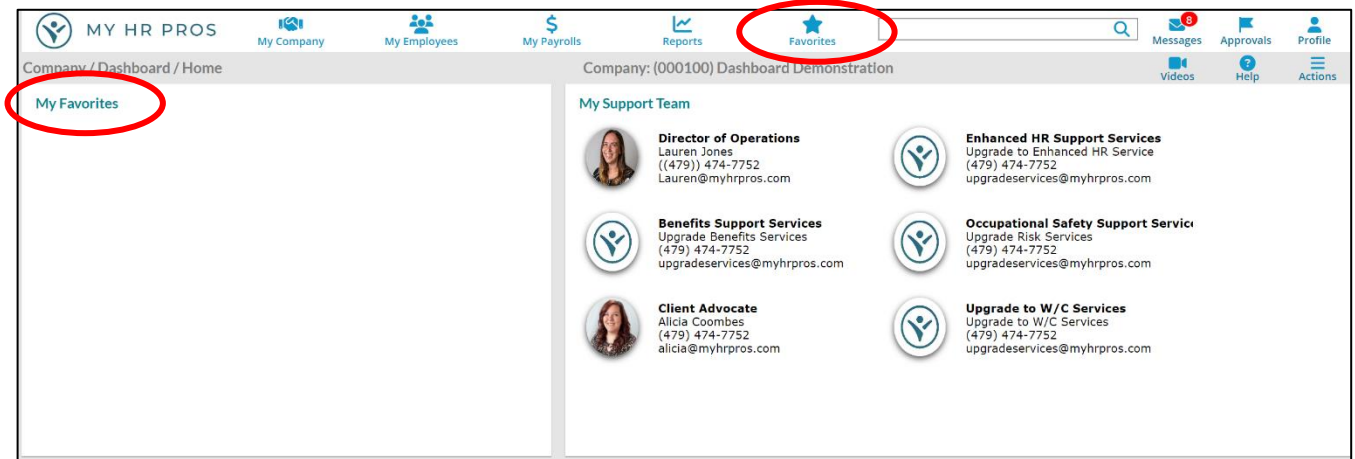
4. To set a page as a 'Favorite', navigate to the page you are wanting to favorite and click on the Acon Bar in the upper right corner of the screen.
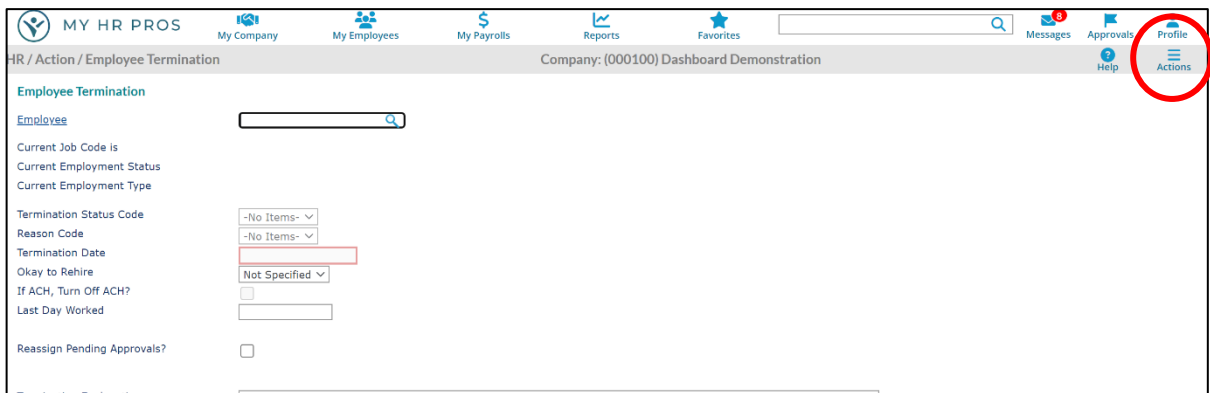
5. Click on 'Add to Favorites' and the page will be added to your Favorites. If at any time you would like to remove a page from your Favorites, just navigate to the page, click the Action Bar and select 'Remove from Favorites'.
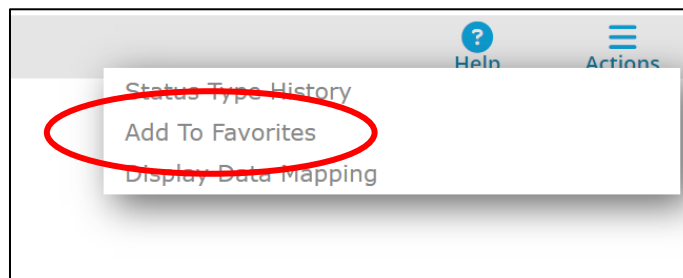
<u>Recommended 'Favorites':</u>

    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)