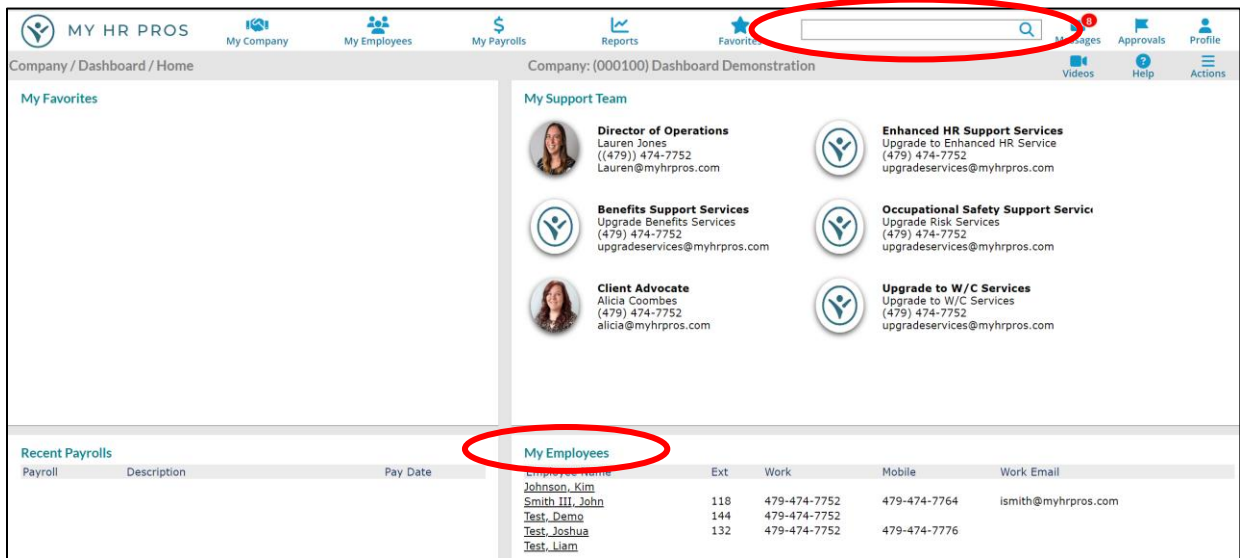




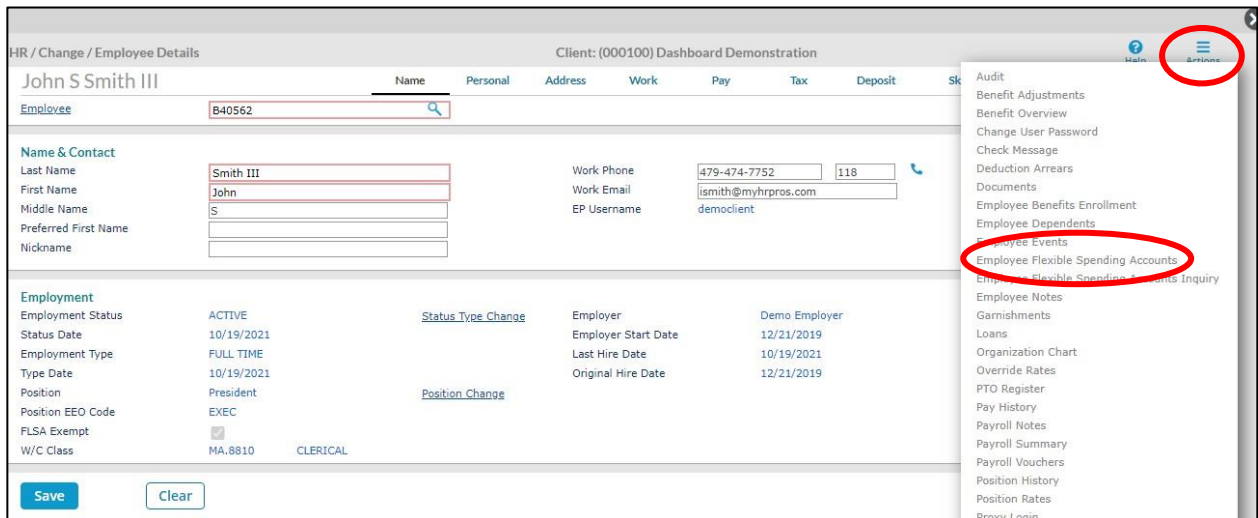
# MY HR PROS

## My HR Dashboard- Setting Up and Maintaining FSAs/HSAs

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Select Employee that you would like to edit from 'Employees' or search for the employee in the search bar.

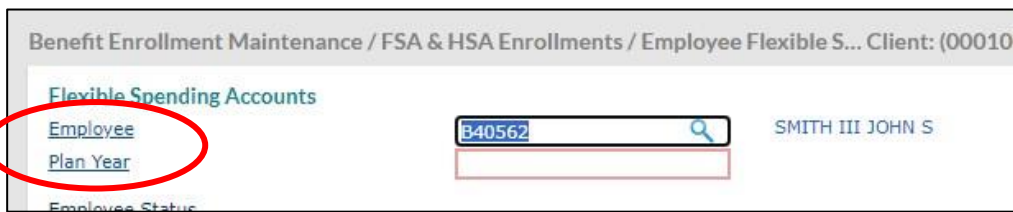


4. From the Action Bar in the top-right corner, select 'Employee Flexible Spending Accounts'.



5. You will then select the Employee and Plan Year. Click the underlined Plan Year link and select from the available plans based on the following:
  - If an FSA is offered, the plan year will be 20XX (2018, 2019, etc.).
  - If an HSA is offered, the plan year will be HSXX (HS18, HS19, etc.).

**\*Note: Both plan types can be offered by the same employer, but the plan year codes will be unique to each plan.**



6. Once a plan year is selected, click on Account under the Elections section. This will bring up a pop-up to choose the appropriate plan. Once a plan is chosen, it will fill in under Override Calculations, Account Balances, and Company Match sections, as applicable.



7. Under 'Elections', the amount entered under 'Plan Year Election' should equal the total contribution for the rest of the plan year. My HR Dashboard will automatically divide the 'Plan Year Election' amount by the number of payrolls in the year. If an employee misses a check, the new per-check amount will be calculated and begin on their next payroll.
8. Under 'Override Calculations', if an amount is entered under 'Deduction Override' or 'Match Override', the calculated deduction from the 'Plan Year Election' field will be overridden with the amount entered.

**\*Note: The 'Deduction Override' is the amount to be collected from the employee. The 'Match Override' is the amount contributed by the employer.**

**If you have any questions or concerns regarding the setup of your Health Savings Accounts (HSAs) or Flexible Spending Accounts (FSAs), please contact My HR Professionals at (479) 474-7752.**

