

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.

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| Company / Dashboard / Home | ES | | Compa | ny: (000100) Das | hboard Demo | nstration | | Videos | (2) Help | Actions |
| My Favorites | | | My Supp | ort Team Director of Oy Lauren Jones ((479)) 474-77 Lauren®myhrp Upgrade Bener (479) 474-77 upgradeservice Client Advocc Alicia Coombes (479) 474-77 alicia @myhrpro | ros.com port Services its Services 2 gemyhrpros.co te 2 | (*) (*) (*) | Enhanced MR Su Upgrade to Enhan (479) 474-752 upgradeservices@ Occupational Sa Upgrade Risk Serv (479) 474-752 upgradeservices@ Upgrade to W/C Upgrade to W/C Upgrade to W/C Upgradeservices@ | ced HR. Service myhrpros.com fety Support Service rices myhrpros.com Services ervices | | |
| Recent Payrolls Payroll Description | | Pay Date | My Empl Johnson. Smith III. Test, Jost Test, Lian | Kim John 10 Jua | Ext 118 144 132 | Work 479-474-7752 479-474-7752 479-474-7752 | Mobile 479-474-7764 479-474-7776 | Work Email ismith@myhrpros.con | 1 | _ |

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

| Name & Contact Last Name Smit First Name John Middle Name S Preferred First Name Nickname Employment | | Name Personal | Address Work Work Phone Work Email EP Username | Pay Tax Deposit | Sk Audit Benefit Adjustments Benefit Overview Change User Password Check Message Deduction Arrears Documents Employee Benefits Enrollment Employee Benefits Enrollment Employee Dependents Employee Flexible Spending Accounts |
|--|----------------------------------|---------------------------------------|---|---|--|
| Last Name & Contact Last Name Smitt First Name John Middle Name S Preferred First Name Nickname Employment | h III | Q | Work Email | ismith@myhrpros.com | Benefit Overview Change User Password Check Message Deduction Arrears Documents Employee Benefits Enrollment Employee Dependents Enrolyee Events |
| | | | | | |
| Status Date 10/19 Employment Type FULL | 7/2021 TIME 9/2021 dent | Status Type Change Position Change | Employer Employer Start Date Last Hire Date Original Hire Date | Demo Employer 12/21/2019 10/19/2021 12/21/2019 | Englise Elavible Spending Accents Inquir Employee Notes Garrishments Loans Organization Chart Override Rates PTO Register Pay History Payroll Notes Payroll Notes Payroll Summary Payroll Vouchers |

- 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.

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| lexible Spending Accounts | |
| Employee B40562 | Q SMITH III JOHN |

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.

| 0 | Account | Account Desc | |
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- 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 le 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.