



MY HR PROS

My HR Dashboard- How to Retrieve an Employee's W2

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Select the employee from your list of employees in the lower right-hand corner. If you need to reprint Form W2 for a terminated employee, you can search the name in the search bar.

Employee Name	Hire Date	Status
Johnson, Kim	08/16/2021	ACTIVE
Smith III, John	10/19/2021	ACTIVE
Test, Demo	05/23/2019	ACTIVE
Test, Joshua	12/16/2019	ACTIVE
Test, Liam	12/14/2023	ACTIVE

4. Select the Action Bar.

The screenshot shows the 'Employee Details' page for John S Smith III. The 'Actions' menu is circled in red. The page includes a search bar with the employee ID '840562' and various tabs for different sections of the employee's record.

5. Select 'Reprint Form W2'.

The screenshot shows the 'Actions' menu with 'Reprint Form W-2' circled in red. The menu includes various options such as Audit, Benefit Adjustments, and Payroll Summary.

6. Select the desired Tax Year and then select 'Run'.

Payroll / View / Reprint Form W-2 Company: (000100) Dashboard Demon:

Reprint Employee W-2 Form

Employee ID John Doe

Tax Year

If you need to re-print a Form W2 for a prior year that is not available in My HR Dashboard, please contact My HR Professionals at 479-474-7752 or email Receptionist@myhrpros.com to request for a re-print.