MY HR PROS

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

1. My HR Dashboard Admin: htps://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.

Employees		
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.

5. Select 'Reprint Form W2'.

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

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.