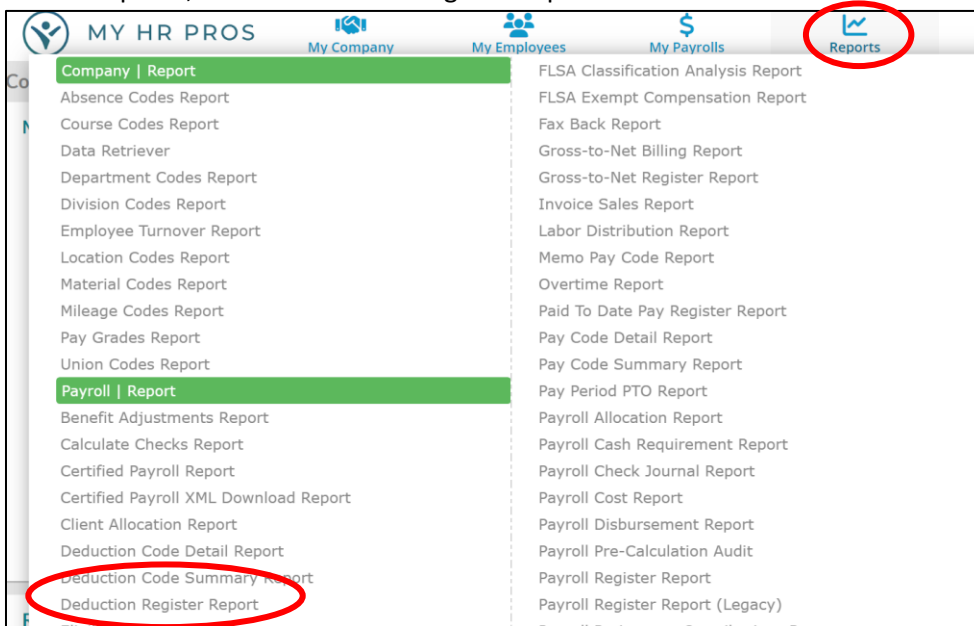




MY HR PROS

My HR Dashboard- How to Run the Deduction Register Report to pull Deduction Codes

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under 'Reports', select 'Deduction Register Report'.



4. Choose a payroll number from the 'Payroll Number' or select 'Pay Date Range' to enter date range.

5. Scroll down to the 'Detail Filters' and select the Deduction.

6. After the Deductions are chosen, select 'Accept'. Then click 'Run' at the bottom of the page.

Deduction Codes for Report Filter

Accept

	Deduct Code	Description	Type	Deduction Type Desc
1	<input checked="" type="checkbox"/>	ADV	ADVANCE	V Voluntary
2	<input type="checkbox"/>	PAFLAC	Client AFLAC AfterTax	V Voluntary
3	<input type="checkbox"/>	PDEN125	Client Dental PreTax	V Voluntary
4	<input type="checkbox"/>	PLIFE	Client Life AfterTax	V Voluntary
5	<input type="checkbox"/>	PMED125	Client Medical PreTax	V Voluntary
6	<input type="checkbox"/>	PVIS125	Client Vision PreTax	V Voluntary

Detail Filters

Run **Close**

7. Click on 'XLS' if you want to export the report as an Excel. If you want to save it as a PDF, click on the drop-down box.

Completed Page 1 of 1 Search Actions REP~20535-59707 actions **XLS** **Cancel**

 MY HR PROS