

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

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

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		My Company	My Employees	My Payrolls	Reports
Co	Company Report		FLSA Cla	ssification Analysis Repo	ort
0	Absence Codes Report		FLSA Exe	empt Compensation Rep	ort
P	Course Codes Report		Fax Back	Report	
	Data Retriever		Gross-to	-Net Billing Report	
	Department Codes Report		Gross-to	-Net Register Report	
	Division Codes Report		Invoice S	Sales Report	
	Employee Turnover Report		Labor Di	stribution Report	
	Location Codes Report		Memo Pa	iy Code Report	
	Material Codes Report		Overtime	e Report	
	Mileage Codes Report		Paid To D	ate Pay Register Report	:
	Pay Grades Report		Pay Code	e Detail Report	
	Union Codes Report		Pay Code	e Summary Report	
	Payroll Report		Pay Perio	od PTO Report	
	Benefit Adjustments Report		Payroll A	llocation Report	
	Calculate Checks Report		Payroll C	ash Requirement Report	t
	Certified Payroll Report		Payroll C	heck Journal Report	
	Certified Payroll XML Downloa	d Report	Payroll C	ost Report	
	Client Allocation Report		Payroll D	isbursement Report	
	Deduction Code Detail Report		Payroll P	re-Calculation Audit	
	Deduction Code Summary No.	ort	Payroll R	egister Report	
	Deduction Register Report)	Payroll R	egister Report (Legacy)	
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 Choose a payroll number from the 'Payroll Number' or select 'Pay Date Range' to enter date range.

Payroll / Report / Deduction Register Report	Client: (000100) Dashboard Demonstration
Deduction Register Report Report Period Pay Date Range	

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

Detail Filters	
Deduction Codes Deduction Descriptions	Deduction Types X Select V

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

Accept				
Deduct Co	de	Description	Туре	Deduction Type Desc
1 🖌 ADV		ADVANCE	V	Voluntary
2 PAFLAG	2	Client AFLAC AfterTax	V	Voluntary
3 DEN1	25	Client Dental PreTax	V	Voluntary
4 DLIFE		Client Life AfterTax	V	Voluntary
5 DMED1	25	Client Medical PreTax	V	Voluntary
6 DVIS12	:5	Client Vision PreTax	V	Voluntary
Ē	Detail Filters	;		
	Detail Filters	stuction Codes Deduct	ion Descriptions	
	Detail Filters Detail Filters > × ADV	s aduction Codes Deduct ADVANCE	ion Descriptions	
	Detail Filters	s <u>aduction Codes</u> Deduct ADVANCE B <u>enefit Plans</u> Plar	ion Descriptions Descriptions	
	Detail Filters	aduction Codes Deduct ADVANCE Benefit Plans Plan	ion Descriptions Descriptions	

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.

