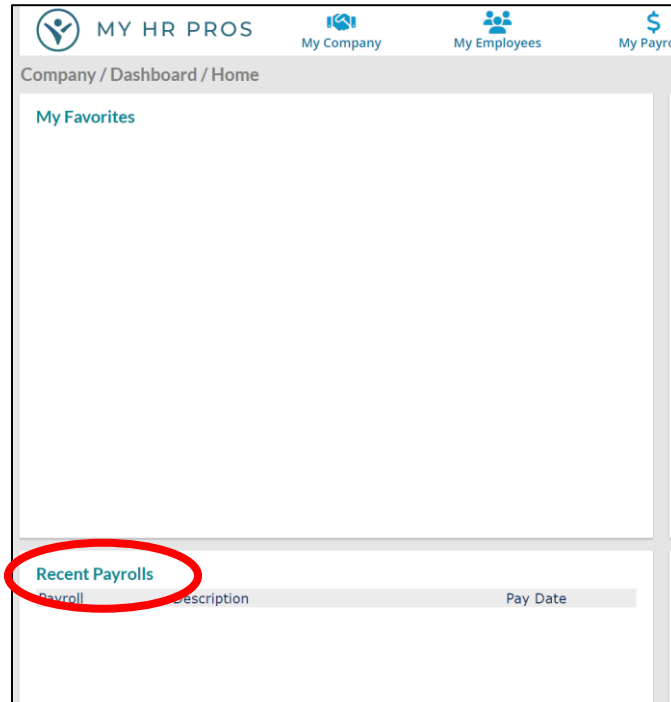




MY HR PROS

My HR Dashboard - How to View Reports

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under 'Recent Payrolls', select the Payroll Number.



4. Another screen will populate. To view reports, click on the blue paper icon to the right.

Payroll / View / Payroll Reports Company: (000100) Demo Client

Payroll Reports
Payroll Number: 201735

Date	Time	Report Title	Class	User Id	User Name	Job		
11/02/2017	13:18:18	Cost Allocation Report - Summary	Report	dlyon-wagr	Dianna Lyon-Wagner	8669		
11/02/2017	13:18:04	Benefits Billing Report	Report	dlyon-wagr	Dianna Lyon-Wagner	8667		
11/02/2017	13:18:04	Cost Allocation Report	Report	dlyon-wagr	Dianna Lyon-Wagner	8665		
11/02/2017	13:18:04	Gross-To-Net Report	Payroll Report	dlyon-wagr	Dianna Lyon-Wagner	8663		
11/02/2017	13:18:04	Payroll Allocation Report	Payroll Report	dlyon-wagr	Dianna Lyon-Wagner	8668		
11/02/2017	13:18:04	PrismHR Client Invoice [DEFAULT based on]	Invoice	dlyon-wagr	Dianna Lyon-Wagner	8662		
11/02/2017	13:18:04	Payroll Register	Report	dlyon-wagr	Dianna Lyon-Wagner	8664		
11/02/2017	13:18:04	Consolidated PDF Reports	Consolidate	democlient				