

## My HR Dashboard – How to View and Print Employee Vouchers

- 1. My HR Dashboard Admin: https://spm.prismhr.com/spm/
- 2. Login with your Username and Password.
- 3. Chose the Employee under 'Employees' on the home page or search for them in the search bar.



4. From the Action Bar, select 'Payroll Vouchers'.

HR / Change / Employee Details Client: (000100) Dashboard Demonstration										
John S Smith III		Name	Personal	Address	Work	Pay	Tax	Deposit	Sk	Audit
Employee	B40562	٩							_	Benefit Augustinents Benefit Overview Change User Password Check Meesane
Name & Contact Last Name First Name Middle Name Preferred First Name Nickname	Smith III John S			Work Ph Work En EP Userr	one nail name	479-474-7 ismith@my democlient	752	118	۵	Deduction Arrears Decuments Employee Benefits Enrollment Employee Dependents Employee Texable Employee Texable Spending Accounts
Employment Employment Status Status Date Employment Type Type Date Position FLSA Exempt W/C Class	ACTIVE 10/19/2021 FULL TIME 10/19/2021 President EXEC MA.8810 CLERICAL	Status Type Change Position Change		Employe Employe Last Hire Original	Employer Employer Start Date Last Hire Date Original Hire Date		Demo Employer 12/21/2019 10/19/2021 12/21/2019		_	Employee Flexible Spending Accounts Inquiry Employee Notes Garnishments Loans Organization Chart Override Rates PTO Register Pay History Payroll Notes Parvoll Vouchers
Save Save &	Close Clear									Position Rates

5. Click on the Voucher number you want to view or print. Then click on the 'Banking' tab.

Employee Voucher     Voucher     Pay     Deductions     Banefits     Tax     Banking     I     PTO       Voucher Number     Imployee     Imployee <t< th=""><th colspan="5">Payroll / View / Payroll Voucher Comp</th><th colspan="8">any: (000100) Demo Client 🛛 🔗 🧮</th></t<>	Payroll / View / Payroll Voucher Comp					any: (000100) Demo Client 🛛 🔗 🧮							
Voucher Number         PRVT         Employee         300310           Vaucher Status         PRVT         Employee         300310           Vaucher Type         R         Las Name         Hernades           Payrol Rundber         0010/2017         Las Name         Las Name           Pay Group         00/02/017         Pare on Ottock         Galdo Hernardes           Pay Rend         B-//Vesky         Date Sant         Fare on Ottock         Galdo Hernardes           Pay Rend         B-//Vesky         Date Sant         Fare on Ottock         Galdo Hernardes           Bestof Hernard         10         Date Sant         Fare on Ottock         Fare on Ottock	Employee Voucher		Voucher	Pay	Deductions	Benefits		Tax	Banking	I PTO I			
Valueter Statule         PMIT         Employee         300010           Valueter Type         R         Last Neme         Homaske           Payroll Rumber         20124         First Neme         Galaxy           Payroll Rumber         00/9/2017         Rame on Obek         Galaxy           Payroll Rumber         00/9/2017         Rame on Obek         Galaxy           Payroll Rumber         B-Weeky         Debut Strend         Galaxy           Debut Strend         1         Debut Strend         Galaxy           Employer ID         10         Demo Employer         Total Cash Payments (+)         110.50	Voucher Number	000236											
Voudre Type         R         Last Name         Homandez           Payroll Number         00124         First Name         Caleb           Payroll Number         0007/2017         Name on Check         Caleb Hernandez           Payroll Number         06/09/2017         Name on Check         Caleb Hernandez           Payroll Number         Department         Department         Department           Deduct Parend         1         Demo Employer         Defect Payroll Number (+)         110.50	Voucher Status	PRNT			Employee		300010						
Payrolit Number         20374         First Name         Cabb           Payr Date         069/9017         Hame on Check         Cabb Hemandez           Payr Group         B         Department         Department           Payr Date         Provide         Department         Department           Deduct Prind         1         Demotifying         Defect           School Garrid         Date Sent         Defect         Defect	Voucher Type	R			Last Name		Hernandez						
Pay Date         06/94/2017         Name on Check         Caleb Hemandez           Pay Group         8         Department         Department           Pay Fond         8-/Veolog         Department         Department           Deduit Pando         1         Demo Employer         Defection           School Diarid         Date Seat         Total Cash Payments (+)         110.50	Payroll Number	201724			First Name		Caleb						
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Pay Pend B-Weeky Default Pend 1 Fendowr 10 Dets Seet Total Cash Peymeets (+) 110.50	Pay Group	в			Departmen	it							
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Employer ID 10 Demo Employer School Claind Det Sent Total Cash Perments (+) 110.50	Deduct Period	1											
School District Date Sent Total Cash Payments (+) 110.50	Employer ID	10 Demo Employ	ver										
Total Lash Payments (+) 110.30	School District		Date Sent		Websil Coals	December ( )		10					
Penda Start Late US/21/201/ Ship Hethod Tages (Mikeld / ) 30.82	Period Start Date	05/21/2017	Ship Method		Total Cash	Payments (+)	110.	50					
Period End Date 06/03/2017 10.00 The Date 06/03/2017 10.00	Period End Date	06/03/2017			Total Pade	s withheld (-)	10.	00					
Quarter End Date 06/30/2017 total Deputitions (*) 0.000	Quarter End Date	06/30/2017			Total Dedu	coons (+)	0.	00					
Year End Date 12/31/2017 Net voucher Amount (=) 99.02	Year End Date	12/31/2017			net vouch	er Amount (=)	33.	04					

6. Click on 'Reprint Check Stub'. Depending on the browser, another window may populate with the check stub. The screen should give you an option to download or print.



