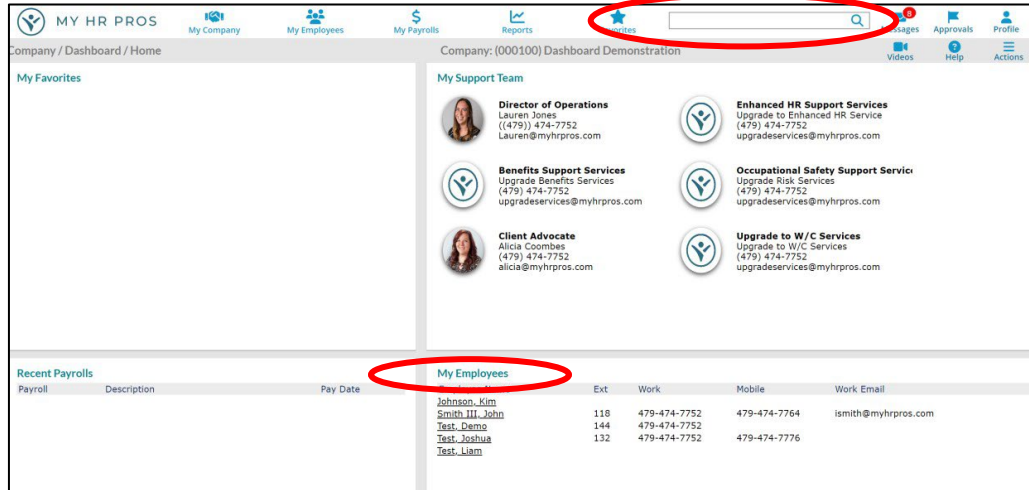


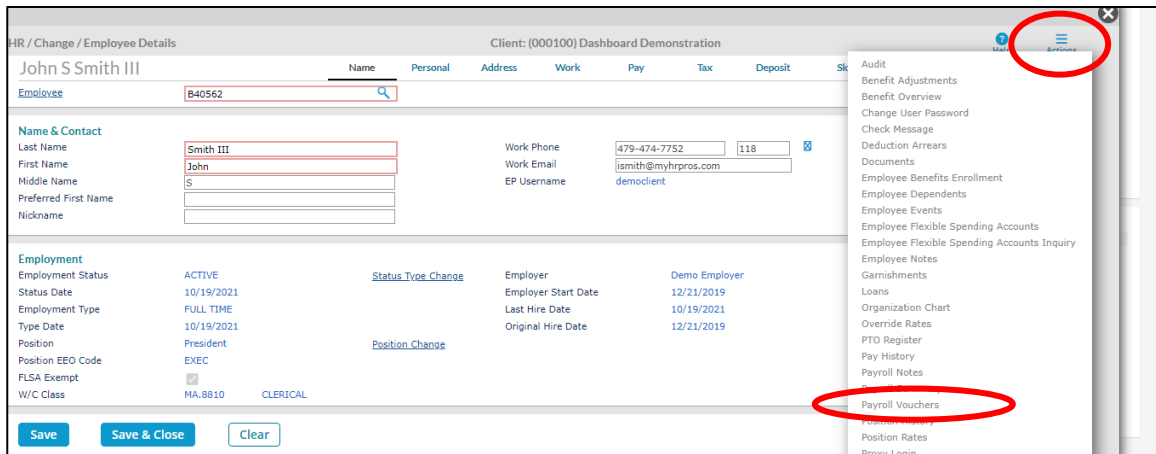


My HR Dashboard – How to View and Print Employee Vouchers

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'.



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



- 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.

Payroll / View / Employee Voucher Banking

Employee Voucher | Voucher | Pay

Voucher Number: 000235 | Employee: Caleb Hernand

Check Details

Bank Account: 1
Check Number: 21
Check Amount: 0.00
Pay Stub Type: Paper
ACH Check Account: 1

[Reprint Check Stub](#)

stream - Google Chrome

Secure | https://spmee-prismhr.com/spm/stream?key=i8GainH9yG255719859

stream 1 / 1

Print | Download | Print

Check Information

SDM: 05-05-2115 | Period Start Date: 05-21-2017 | Check Date: 05-05-2017 | Federal Filing Status: DHOAG
EMP: J0010 | Period End Date: 05-03-2017 | Check Number: 21 | State Filing Status: DHOAG

Earnings - Current				Deductions / Taxes			
Date	Pay Description	Pay Rate	Hours	Pay Amount	Description	Amount	YTD
05/03/2017	REGHRS	0.000	03.00	03.00	FEDERAL TAX	2.00	21.00
					INSURANCE	1.00	7.00
					SECURITY	0.00	0.00
					STATE TAX	0.00	0.00
					UNEMPLOYMENT	0.00	0.00
					TOTAL	3.00	28.00

TOTAL: 03.00 03.00

Direct Deposit Detail			Net Pay Distribution		
Account	Type	Amount	Account	Type	Amount
0000	CHECKING	03.00	0000	CHECK	03.00
				DIRECT DEPOSIT	03.00
				TOTAL NET PAY	03.00

TOTAL DEPOSITED: 03.00 | TOTAL NET PAY YTD: 03.00

