MY HR PROS

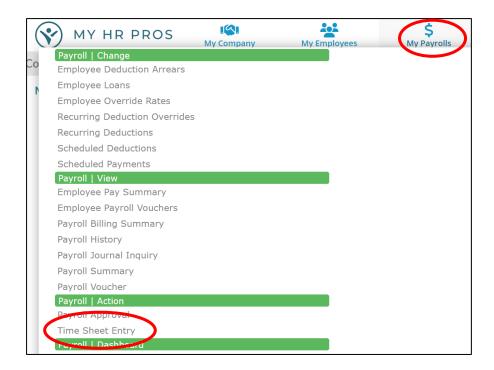**My HR Dashboard – How to Import Time from your Time Clock**

1. My HR Dashboard Admin: https://spm.prismhr.com/spm/
2. Login with your Username and Password.
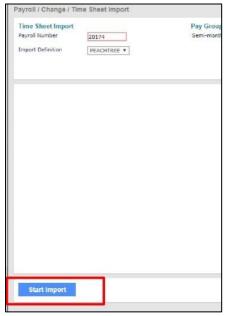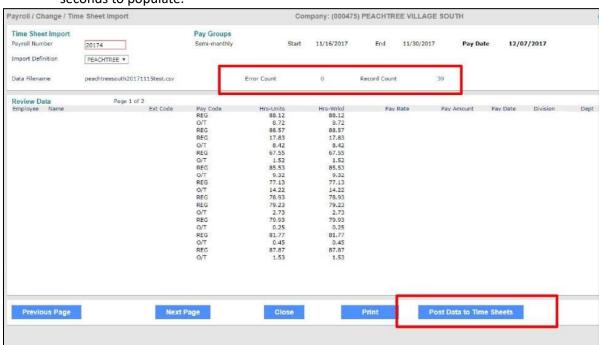3. Under 'My Payrolls', select 'Time Sheet Entry'.

4. Select the Payroll number.

5. Click on the 'Import' Icon.

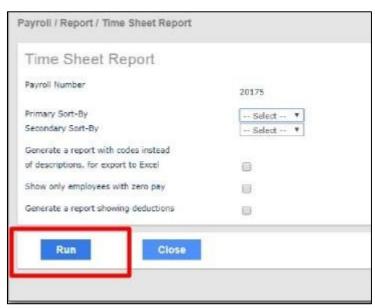6. Click on 'Start Import' at the bottom.

7. Click on 'Choose File', find your file, then 'Submit'.
8. Verify that there are no errors then click on 'Post Data to Time Sheets'. This may take a few seconds to populate.
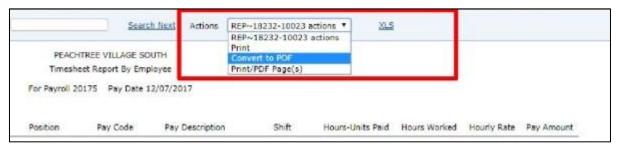

9. To run Recap Sheet, click on the 'Paper' Icon.

10. Then, click 'Run' at the bottom of the pop up.

11. You can click on "XLS" to Download and Save or click on the drop-down menu and select another format.

12. Lastly, click 'Finalize' at the bottom of the screen.