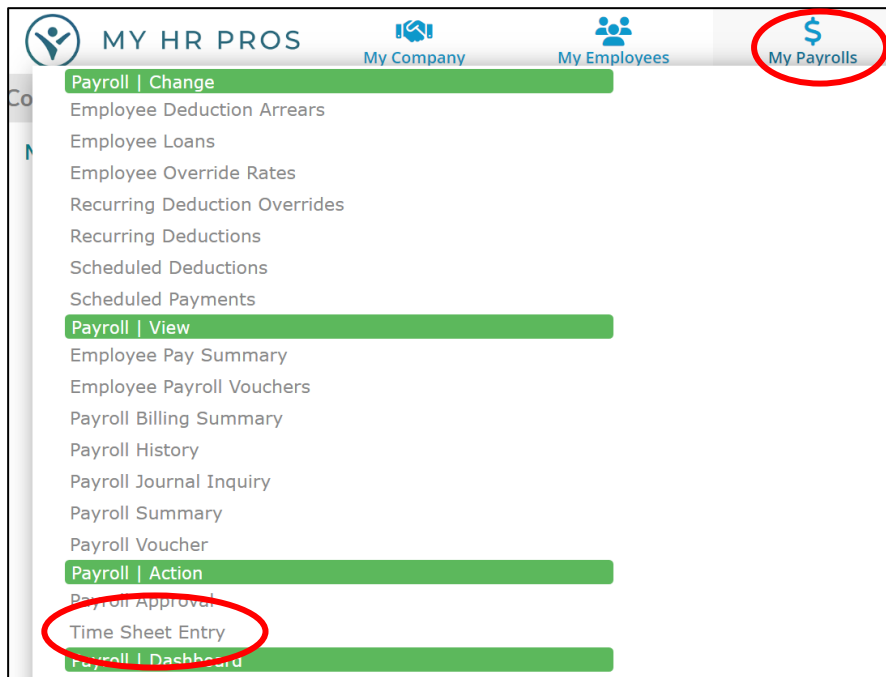




MY HR PROS

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.

Payroll / Change / Time Sheet Import

Time Sheet Import Pay Group: Semi-monthly

Payroll Number:

Import Definition:

Start Import

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.

Payroll / Change / Time Sheet Import Company: (000475) PEACHTREE VILLAGE SOUTH

Time Sheet Import **Pay Groups**

Payroll Number: Semi-monthly

Start: 11/15/2017 End: 11/30/2017 Pay Date: 12/07/2017

Import Definition:

Data Filename: peachtreesouth20171111stest.csv

Error Count: 0 Record Count: 39

Review Data Page 1 of 2

Employee	Name	Ext Code	Pay Code	Hrs-Units	Hrs-Wrkd	Pay Rate	Pay Amount	Pay Date	Division	Dept.
			REG	88.12	88.12					
			O/T	8.72	8.72					
			REG	88.57	88.57					
			REG	17.83	17.83					
			O/T	8.42	8.42					
			REG	67.55	67.55					
			O/T	1.52	1.52					
			REG	85.53	85.53					
			O/T	9.32	9.32					
			REG	77.13	77.13					
			O/T	14.22	14.22					
			REG	78.93	78.93					
			REG	79.23	79.23					
			O/T	2.73	2.73					
			REG	79.93	79.93					
			O/T	0.25	0.25					
			REG	81.77	81.77					
			O/T	0.45	0.45					
			REG	87.87	87.87					
			O/T	1.53	1.53					

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

Payroll: Semi-monthly Start: 11/16/2017 End: 11/30/2017 Pay Date: 12/07/2017

Closed in: 4(d):23(h):35(m)

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

Payroll / Report / Time Sheet Report

Time Sheet Report

Payroll Number: 20175

Primary Sort-By: -- Select --

Secondary Sort-By: -- Select --

Generate a report with codes instead of descriptions, for export to Excel:

Show only employees with zero pay:

Generate a report showing deductions:

Run **Close**

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

Search Next

PEACHTREE VILLAGE SOUTH
Timesheet Report By Employee

For Payroll 20175 Pay Date 12/07/2017

Actions: REP~18232-10023 actions **XLS**

- REP~18232-10023 actions
- Print
- Convert to PDF**
- Print/PDF Page(s)

Position	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
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12. Lastly, click 'Finalize' at the bottom of the screen.