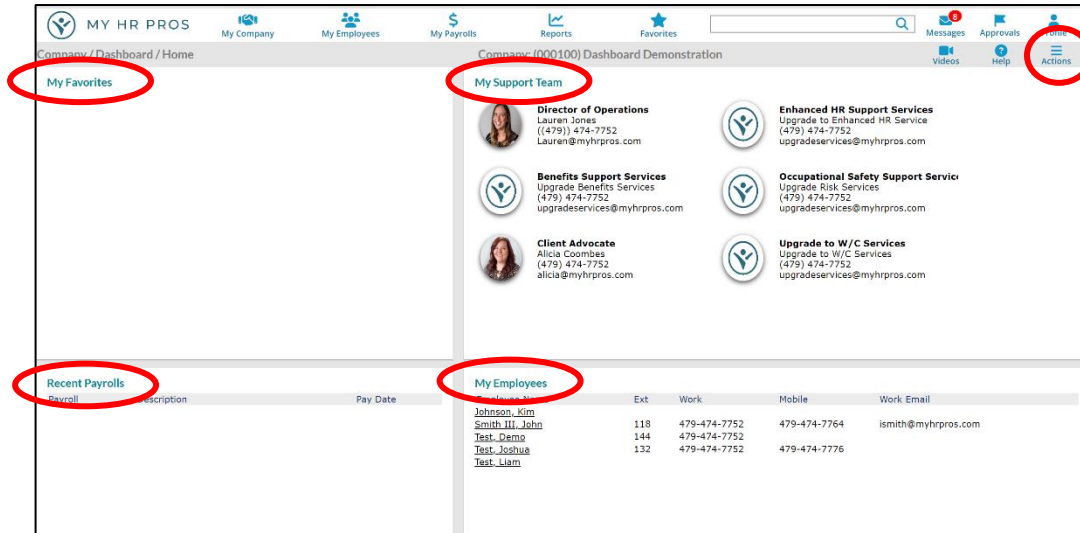




MY HR PROS

My HR Dashboard - Administrator Access

To log in to the My HR Dashboard Administrator site, navigate to www.myhrprofessionals.com/admin and enter the provided user credentials. If prompted to change your password, you must choose a new password at least 8 characters in length that contains at least 1 Uppercase Letter, 1 Lowercase Letter, and 1 Number.



The My HR Dashboard Administrator Homepage is broken into 4 Sections:

1. **My Favorites** – This section allows you to ‘favorite’ frequently visited pages within the system. To ‘favorite’ a page, just click on the Action Bar icon, which can be found on any page in the upper righthand corner of the page (see circled icon above). Examples of frequently favorites pages are: ‘Time Sheet Entry’, ‘Recurring Deductions’, and ‘Employee Termination’.
2. **My Support Team** – This section lists your contacts at My HR Professionals for each contracted level of service. If you’re ever in doubt, you may direct your question via phone to our Receptionist, who will direct you to the proper department/individual, or via email to support@myhrpros.com.
3. **Recent Payrolls** – This section provides you with quick access to system-generated payroll reports for your recently processed payrolls. To access the reports, just click on the underlined Payroll # in the left-most column.
4. **My Employees** – This section lists all active employees along with some basic contact information for each. To update an employee’s information, you can click on the underlined Employee Name and the system will display a screen called ‘Employee Details’ with most of the employee’s demographic and work information. You may also navigate to the ‘Employee Details’ screen by typing in a portion of the employee’s name in the search bar in the menu at the top of the page.

If you have any questions or concerns regarding the My HR Dashboard Administrator Portal, please contact My HR Professionals Resource Center at (800) 940-8706 or by email (support@myhrpros.com).