

My HR Dashboard- Payroll Approval Process

This guide will only apply to clients who have requested a final approval process through My HR Dashboard. This option is available to all clients by request. If interested in enabling this process, please contact your Payroll Processor.

 When your payroll is ready for your final approval, you will receive an email similar to the one below. The email will be sent from noreply@myhrpros.com, will be titled "ayroll Approval Needed [Your Company Name]', and will include a preliminary invoice, based on the payroll information currently in the system.

| Fri 4/19/2019 3:21 PM | |
|--|---|
| D poroply@muhrproc.com | |
| R norepry@mynipros.com | |
| Payroll Approval needed (Dashboar | d Demonstration) |
| | |
| | |
| | |
| oll 20194, dated 04-26-2019 for Dashboard Demo | stration (000100) is ready for your approval. https://spm.prismhr.com/spm?a=ap&c=000100&bkey=NX4ahe |
| Dashboard Demonstration | Invoice 20194-INIT |
| 1701 Main ST | |
| | Date 04/26/2019 |
| Van Buren, AR 72956- | |
| For the Pay Period Ending 02- | 02-2019 |
| Control Number 20194-000 | 100 |
| | |
| Gross Wage | 11,856.15 |
| Direct Payroll Taxes | 1,251.58 |
| Benefits Contribution | 14.62 |
| Administration Fee | 563.75 |
| Credit Employee Deductions | -241.00 |
| Credit Benefits | -295.80 |
| Employee Setup Fee | 60.00 |
| NEW EMPLOYEE SETUP 15.00 S303 | 29 SMITH KATHY |
| NEW EMPLOYEE SETUP 15.00 J304 | 90 TEST INITIA |
| NEW EMPLOYEE SETUP 15.00 W309 | 33 TEST JANE |
| NEW EMPLOYEE SETUP 15.00 P294 | 63 SMITH JANE |
| Other: Credit Benefits | -342.00 |
| Other: ALA FLES | 10.00 |
| ONBOND 1.00 | |
| SUB_TOTAL | 12 877 80 |
| 200-101HD | T51011100 |
| | |
| | |

- 2. Either click on the link provided in the email or navigate to www.myhrprofessionals.com/admin and enter your user credentials.
- 3. If you clicked on the link provided in the email, you will be taken to your 'Approvals Pending' screen (seen below). Click on the underlined 'Payroll Approval' field to navigate to the Payroll Approvals form.

| Company / Action / Ap | provals Pending | | Company: (000100) Dashboar | d Demonstration | | Ø 🗏 |
|-----------------------------------|--------------------|--|----------------------------|----------------------------|-------------------------|----------|
| Approvals Pending (A | ssigned to You) | | | | | |
| Approval Type | Approval Step | Reference | Generated By | Date Created | Time Created | Due Date |
| Approvals Pending (A | vailable to You) | | | | | |
| Approval Type Payroll Approval | Approval Step 1 | Reference Payroll 20194 for pay date 04/26/2019 | Generated By | Date Created 04/19/2019 | Time Created 03:20PM | Due Date |

4. If you did not click on the link in the email, but instead logged in to My HR Dashboard via www.myhrprofessionals.com/admin, under 'My Payrolls' in the top menu, select 'Payroll Approval'.

| 6 | MY HR PROS | الالم My Company | My Employees | \$ My Payrolls |
|-----|-------------------------------|---------------------|--------------|-------------------|
| C - | Payroll Change | | | |
| -0 | Employee Deduction Arrears | | | |
| N | Employee Loans | | | |
| | Employee Override Rates | | | |
| | Recurring Deduction Overrides | | | |
| | Recurring Deductions | | | |
| | Scheduled Deductions | | | |
| | Scheduled Payments | | | |
| | Payroll View | | | |
| | Employee Pay Summary | | | |
| | Employee Payroll Vouchers | | | |
| | Payroll Billing Summary | | | |
| | Payroll History | | | |
| | Payroll Journal Inquiry | | | |
| | Payroll Summary | | | |
| | Payroll Voucher | | | |
| | Payroll Action | | | |
| | Payroll Approval | | | |
| | Time Sneet Entry | | | |
| | Payroll Dashboard | | | |

5. Your 'Payroll Approvals' screen will look similar to the screen below.

| ayroll / Action / Payroll Approval Co | | | npany: (000100) Dashboard Demonst | Ø 🗏 | | | | | | |
|--|----------|--|-----------------------------------|-----|----------------------------------|------------------------|--|---|--|---|
| Payroll Approv | val | | | | | | View Report/Analytic | Payroll Summary | • | |
| Payroll Number Description Pay Date Payroll Type Payroll Status Payroll Status B | Biweekly | 20194 04-26-19 8 04/26/2019 Regularly 50-teduled Client approval pending | Approve | × | Deny Period Start 04/07/19 | Period End 02/02/19 | Employee DOE JANK PT CEREALD MICHAEL D HTTEREALD MICHAEL D HERMANDEZ CALEB LIVEYE BAKE SMITH IJ OHN WILLIAM SMITH JAKE A SMITH JOHN TEST JOY BETH | Voucher 000526 000526 000532 000532 000532 000532 000532 000533 000533 000533 | Check/Deport Deposit Check Check Check Check Check Check Check Check Check Check Check | Gross Pay 896.00 622.25 1400.00 177.10 1450.00 1450.00 1450.00 170.00 120.00 920.00 |
| | | | | | | | | | | |
| Submit | | | | | | | | | | |

*Note: On the right side of the page, you will see a lisng of all employees that will be receiving a payroll this payroll run. If any employees are missing, you must "Deny" the payroll and submit comments detailing the issue (see below for Approval/Denial process).

The "Check/Deposit" column indicates whether the employees will be receiving their payroll by "Check" (a "live" paper check) or "Deposit" (a Direct Deposit to a Checking Account, Savings Account, or Pay Card).

To view detailed information on the payroll, you must select an option from the 'View Report/Analytic' drop down box. Two commonly used reports from this field are the 'Payroll Detail' and the 'Check Journal Report', though there are several other reports to choose from as well.

| Payroll / View / Payroll Summary | | | Company: (000100) Dashboard Demonstration | | | | | | | 0 = | | |
|--|----------|--|--|---|---|--|--|--|--|---|--|--------------|
| Payroll Summary Payroll Teamber [20194] Description 04-26-1 Payroll Type Regular | | 19 B 2019 Ity Scheduled | Pay Group Period B Biweekly 04/07 | | Period Stu 04/07/19 | Start: Period End Weeka Worked 19 02/02/19 2.00 | | | d Deduction Period Period Period | | | |
| | | | Search | 1 | | | | | | | | |
| Sort report by Pay Code | Position | Decetment | Location | Division | Shift | Project | O Employee | | | | | |
| Employee Name Doe, Jahne C Doe, Jahn Pitzpersid, Hichael D Hermandez, Calab Livety, Biske Penn, John Smith, Jacob William Smith, Jacob William | | Vourter# 000526 000526 000330 000332 000332 000935 000935 000935 000935 000933 000933 000933 | Hours 90.00 67.27 80.00 81.20 80.00 80.00 81.00 80.00 80.00 | Gross Pay 896.00 622.25 2.400.00 777.10 1.518.80 0.00 759.00 1.450.00 812.00 1.700.00 920.00 | Gross Earninga 896.00 622.25 2,400.00 777.10 1,518.80 0,00 760.00 1,459.00 812.00 3,700.00 9,20.00 | Taons 102.61 39.33 641.74 147.70 329.45 0.00 143.49 317.12 129.43 284.55 155.20 | Deductions 257.96 393.57 210.00 0.00 0.00 54.00 0.00 98.85 0.00 | Nat Pay 335.43 189.35 1,548.26 629.40 1,189.35 0.00 562.51 1,132.88 62.57 1,316.60 764.80 | Check Amount Dep 9,00 199.35 1,548.26 629.40 1,199.35 0,00 562.51 1,132.88 682.57 1,316.60 764.80 | 535,43 0,00 0,05 0,00 0,00 0,00 0,00 0,00 0,0 | Pay Stub Type Paper Paper Paper Paper Paper Paper Paper Paper Paper Paper | Han Check |
| Report totals | | 11 | 789-39 | 11,856-15 | 13,856.15 | 2,290.62 | 1,014.38 | 8,551.15 | 8,015.72 | 535.43 | | |
| Cancel | | Close | | | | | | | | | | |

This report analytic, the 'Payroll Summary', provides a summary breakdown of each employee's check from gross pay to net pay. For more detailed information on the specific Earnings, Deductions, and Taxes, click on the underlined 'Voucher #' field.

| Payroll / Report / Payroll Check Journal Report | | Company: (000100) Dashboard Demonstration | | | | |
|---|-----------------|---|----------------------------|---|--|---|
| Payroll Check Journal | Report | | | | | |
| Selection Parameters | | | | | | |
| Pavroll Number | 20194 | Start Date | | | | |
| - OR - Enter a Pay Date Range | | End Date | | | | |
| Sort Parameters | | Report Parameters | | | | _ |
| Primary Sort | Select * | Report Type | Detail with Break Totals * | 1 | | |
| Secondary Sort | Select ¥ | Report Format | Standard | * | | |
| Tertiary Sort | Select T | Sort on Codes instead of Descriptions | | | | |
| Detail Sort | Employee Name 🔻 | Page Break on Primary Sort | 8 | | | |
| | | Sunnress Pay Group in Header | 1775 | | | |

The 'Check Journal Report' must be ran based on a 'Primary Sort'. Select any of the options within the 'Primary Sort' dropdown box and click 'Run' to view this report.

6. Once you are ready to approve or deny the payroll, return to the 'Payroll Approvals' screen. You must select the checkbox to either 'Approve' or 'Deny' the payroll. If you are approving the payroll, just click 'Approve' and 'Submit' at the bottom of the page and you are finished with the payroll. If you are denying the payroll, click 'Deny' at the top of the page, then complete the free-form text box detailing each of the issues with the payroll that need to be corrected before you will approve it. Your Payroll Processor will then correct the issues and you will receive another email to re-start the Payroll Approvals process.



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).