

Company / Action / Approvals Pending Company: (000100) Dashboard Demonstration

Approvals Pending (Assigned to You)

Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
Payroll Approval	1	Payroll 20194 for pay date 04/26/2019		04/19/2019	03:20PM	

Approvals Pending (Available to You)

Approval Type	Approval Step	Reference	Generated By	Date Created	Time Created	Due Date
Payroll Approval	1	Payroll 20194 for pay date 04/26/2019		04/19/2019	03:20PM	

- 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'.

MY HR PROS

My Company My Employees **My Payrolls**

- Payroll | Change
- Employee Deduction Arrears
- 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 Sheet Entry
- Payroll | Dashboard

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

Payroll / Action / Payroll Approval Company: (000100) Dashboard Demonstration

Payroll Approval

Payroll Number: 20194 Approve Deny

Description: 04-26-19 B
 Pay Date: 04/26/2019
 Payroll Type: Regularly Scheduled
 Payroll Status: Client approval pending

Pay Group: B Biweekly Period Start: 04/07/19 Period End: 02/02/19

View Report/Analytic: Payroll Summary

Employee	Voucher	Check/Deposit	Gross Pay
DOE JANE C	000226	Deposit	896.00
DOE JOHN	000229	Check	622.25
FITZGERALD MICHAEL D	000230	Check	2400.00
HERNANDEZ CALEB	000232	Check	777.10
LIVELY BLAKE	000227	Check	1518.80
SMITH II JOHN WILLIAM	000228	Check	760.00
SMITH JAMIE A	000234	Check	1450.00
SMITH JENNY	000231	Check	812.00
SMITH JOHN	000225	Check	1700.00
TEST JOY BETH	000233	Check	920.00

Submit

***Note: On the right side of the page, you will see a listing 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

Payroll Summary

Payroll Number: 20194

Description: 04-26-19 B

Pay Date: 04/25/2019

Payroll Type: Regularly Scheduled

Pay Group: B

Period Start: 04/07/19

Period End: 02/02/19

Weeks Worked: 2.00

Deduction Period: 2

Period Number: 9

Search:

Sort report by: Employee

Employee Name	Position	Department	Location	Division	Shift	Project	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Doe, Jane C		<u>000928</u>					80.00	896.00	896.00	102.61	257.96	535.43	0.00	535.43	Paper	
Doe, John		<u>000929</u>					67.27	622.25	622.25	39.33	393.57	189.35	189.35	0.00	Paper	
Fitzgerald, Michael D		<u>000930</u>					80.00	2,400.00	2,400.00	641.74	210.00	1,548.26	1,548.26	0.00	Paper	
Hernandez, Caleb		<u>000932</u>					81.20	777.10	777.10	147.70	0.00	629.40	629.40	0.00	Paper	
Lively, Blake		<u>000927</u>					78.92	1,518.80	1,518.80	329.45	0.00	1,189.35	1,189.35	0.00	Paper	
Penn, John		<u>000935</u>					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Smith T, John William		<u>000932</u>					80.00	760.00	760.00	141.49	54.00	562.51	562.51	0.00	Paper	
Smith, Jane A		<u>000934</u>					81.00	1,450.00	1,450.00	117.12	0.00	1,132.88	1,132.88	0.00	Paper	
Smith, Jenny		<u>000931</u>					80.00	812.00	812.00	129.43	0.00	682.57	682.57	0.00	Paper	
Smith, John		<u>000925</u>					81.00	1,700.00	1,700.00	284.55	98.85	1,316.60	1,316.60	0.00	Paper	
Test, Joy Beth		<u>000933</u>					80.00	920.00	920.00	155.20	0.00	764.80	764.80	0.00	Paper	
Report totals							11	789.39	11,856.15	11,856.15	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

Payroll Number: 20194

Start Date:

End Date:

- OR - Enter a Pay Date Range:

Sort Parameters

Primary Sort: -- Select --

Secondary Sort: -- Select --

Tertiary Sort: -- Select --

Detail Sort: Employee Name

Report Parameters

Report Type:

Report Format: Detail with Break Totals

Standard

Sort on Codes instead of Descriptions:

Page Break on Primary Sort:

Summary Row Column in Header:

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.

- 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.

Payroll / Action / Payroll Approval Company: (000100) Dashboard Demonstration

Payroll Approval

Payroll Number: Approve Deny

Description: 04-26-19 B

Pay Date: 04/26/2019

Payroll Type: Regularly Scheduled

Payroll Status: Client approval pending

Pay Group	Biweekly	Period Start	Period End
B		04/07/19	02/02/19

View Report/Analytic: Payroll Summary

Employee	Voucher	Check/Deposit	Gross Pay
DOE JANE C	000226	Deposit	696.0
DOE JOHN	000229	Check	622.2
FITZGERALD MICHAEL D	000230	Check	2400.0
HERNANDEZ CALEB	000232	Check	777.1
LIVELY BLAKE	000227	Check	1518.8
SMITH II JOHN WILLIAM	000228	Check	760.0
SMITH JANE A	000234	Check	1450.0
SMITH JENNY	000231	Check	812.0
SMITH JOHN	000233	Check	1700.0
TEST JOY BETH	000233	Check	920.0

Submit

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).