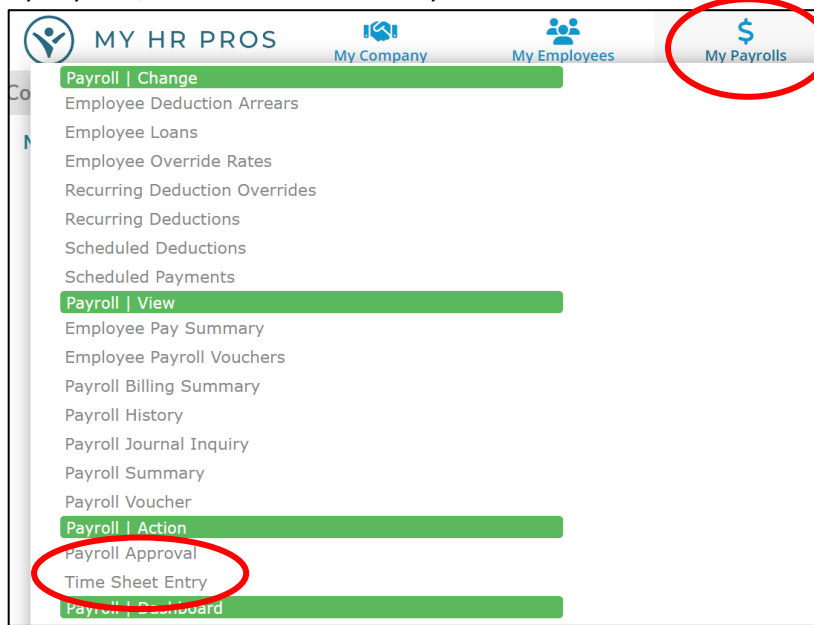


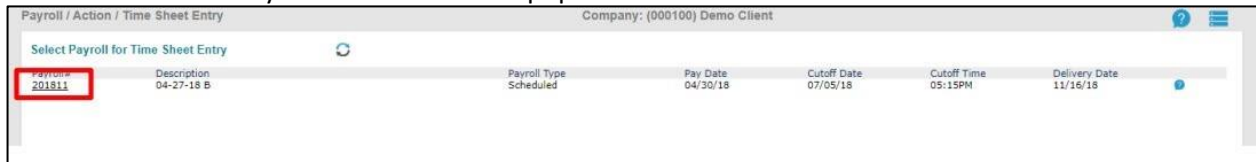


### My HR Dashboard- Payroll Entry & Payroll Recap before Finalization

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. Click on the Payroll number that will populate.



5. Enter hours for employees then press on the 'Paper' icon.



6. Select a 'Primary Sort-By' if you want the report to sort by a particular location/department. If not, you may leave this portion empty and 'Run' report.

### Time Sheet Report

Payroll Number 201733

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

7. You can export the data into a spreadsheet by clicking on “XLS”.

Completed Page 1 of 1 Search Search Next Actions REP-18181-10024 actions XLS

Demo Client  
Timesheet Report By Employee  
For Payroll 201733 Pay Date 12/29/2017

Employee Name	Charge Date	Location	Position	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
DOE I JOHN	12/23/2017	Main Office	RECEPTIONIST	REG	HOURS		40.00	40.00	11.7500	470.00
DOE I JOHN	12/23/2017	Main Office	RECEPTIONIST	O/T	overtime		2.00	2.00	17.6250	35.25
DOE JANE C	12/23/2017	Main Office	RECEPTIONIST	REG	HOURS		80.00	80.00	31.2500	2,500.00

8. Close out of the screen once you’re done printing/saving the recap sheet and click on the ‘Finalize’ button to submit payroll.

Payroll / Action / Time Sheet Entry Company: (000100) Demo Client

Payroll 201733 Biweekly Start 10/28/2017 End 11/18/2017 Pay Date 11/24/2017

Closed in 3(d):04(h):-47(m)

Employee	Name	Pay rate	Salary	REG	O/T	PTO	VAC	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Uniforms	Gross Pay	O/E	O/D	L/R	PTO
CD0003	Doe, Jane C	33.65	80.00								80.00				2,692.31				
M03205	Smith, Jane	10.00	25.00								25.00				250.00				
Totals for selected employees (To do only)				105.00	0.00	0.00	0.00	0.00	0.00	0.00	105.00	0.00	0.00	0.00	2,942.31				

Payroll Statistics (filtered)

Return
Finalize
Finalize Page
Unfinalize All

[Audit Listing](#)