

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'.

	MY HR PROS	ISI My Company	My Employees	\$ My Payrolls
	Payroll Change			
-0	Employee Deduction Arrears			
N	Employee Loans			
1	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 Dechiboard			

4. Click on the Payroll number that will populate.

Payroll / Action / Time Sheet Entry		Compa	iny: (000100) Demo Clien	it.			Ø	
Select Payroll for Time Sheet Entry	0							
201811 Description 201811 04-27-18 B		Payroll Type Scheduled	Pay Date 04/30/18	Cutoff Date 07/05/18	Cutoff Time 05:15PM	Delivery Date 11/16/18	Ð	

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

Pay	roll / Act	tion	/ Time	Sheet En	try			Cor	npany:	(000100) Demo Client			00					
Par	yroll 2	0173 9(d):	3 05(h):5	55(m)	Biweekly		Start	12/10/2017	End	12/23/2017 Pay Date 1	12/29/2017	• 7 • •						
	Pay rat	e Sa	lary	REG	<u>0/T</u>	<u>SICK</u>	VAC	Detail Hours	Detail Units	Detail Dollars Total Hours Total Uni	its Total Dollars	Uniforms	Gross Pay	O/E	0/D	L/R	PTO	2
	11.	75		40.00	2.00					42.00			505.25		0			1
	33.	65	0	80.00						80.00			2,500.00					1
ael	11.	00	0	0.00														1
D	18.	00		80.00						80.00			1.360.00	0				

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.

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	

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

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			C	emo Client						
			Timesheet	Report By Emp	ployee					
					and the state of the state					
			For Payroll 2017	33 Pay Date	12/29/2017					
			For Payroll 2017.	33 Pay Date	12/29/2017					
Employee Name	Charge Date	Location	Por Payroll 2017. Position	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
Employee Name	Charge Date 12/23/2017	Location Main Office	Por Payroll 2017. Position RECEPTIONIST	Pay Code REG	Pay Description HOURS	Shift	Hours-Units Paid 40.00	Hours Worked 40.00	Hourly Rate 11.7500	Pay Amount 470.0
Employee Name DOE 1 JOHN DOE 1 JOHN	Charge Date 12/23/2017 12/23/2017	Location Main Office Main Office	Position RECEPTIONIST RECEPTIONIST	Pay Code REG Q/T	Pay Description HOURS OVERTIME	Shift	Hours-Units Paid 40.00 2.00	Hours Worked 40.00 2.00	Hourly Rate 11.7500 17.6250	Pay Amount 470.0 35.2

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 Shee	t Entry				Com	ipany: (000100) De	mo Client				90E			
	Payroll 201738 Closed in 3(d):04	8 (h):47(m)	Biw	eekly		Start 10	0/29/2017	End	11/18/201	7 Pay Dat	e 11	/24/2017 🧃	D O	@ \ 			
Employee Name	Pay rate Sal	ary <u>REG</u>	<u>9/1</u>	c .	<u>eto</u>	VAC	Detail Hours	Detail Units	Detail Dollars	Total Hours Tot	al Units	Total Dollars	Uniforms	Gross Pay	O/E	0/D L/F	е рто 👔
C00003 Doe, Jane C	33.65	0 80	.00							80.00				2,692.3	11		
M03205 Smith, Jane	10.00	25	.00							25.00				250.0	0		
Totals for selecte	d employees (To do c	nly) 10	5.00	0.00	0.00	0.00	0.00	0.0	0 0.01	0 105.00	0.0	0 0.0	50 0.0	10 2,942.1	31		
~	-			_	9330	1000				20		Р	ayroll Sta	atistics (filte	red)		To
Return Finalize	Finalize Pag	e Ur	nfinalize A	All	Aut	dit Listing				10		CT.					To