

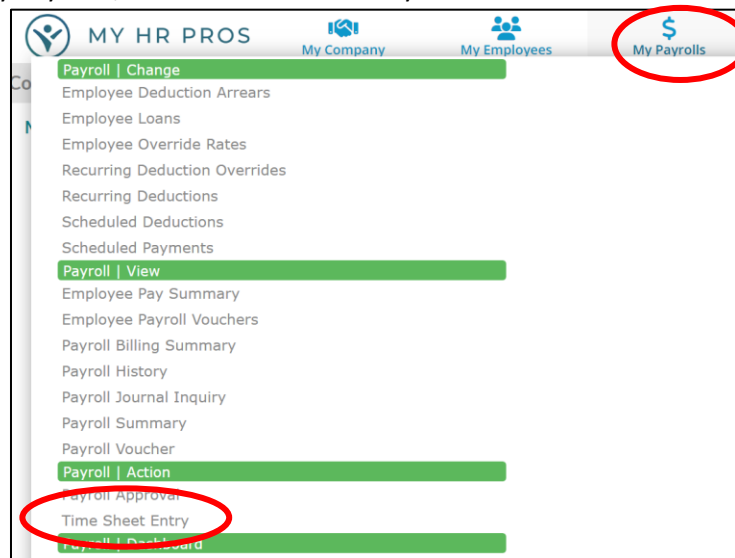


MY HR PROS

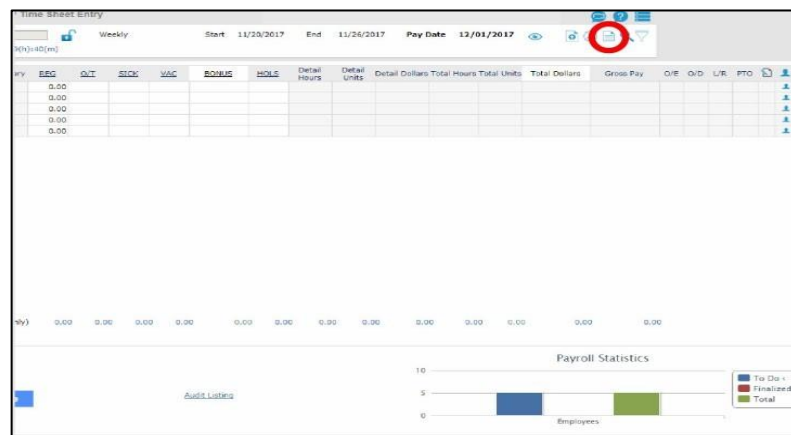
My HR Dashboard- Saving Payroll Entry for Future Reference

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.

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. Enter Payroll via the 'Time Sheet Entry' page, then click 'Paper' Icon in Upper Right Corner of the page.



5. Click 'Run' on the Pop-Up Screen.
6. Click the Dropdown Box at top of Report and select either 'Print' or 'Save as a PDF'.



7. Close the report pop-up box and finalize payroll using the 'Finalize' or 'Finalize Page' Button.

