My HR Dashboard – Setup an Employee Direct Deposit

1. HR Dashboard Admin: https://spm.prismhr.com/spm/?
2. Login with your Username and Password.
3. Select the employee you will be setting up the direct deposit for under 'Employees'. You can also search for them in the search bar at the top of the page.

4. Once selected, click on the 'Deposit' tab.

5. First, complete 'Deposit Status' and 'Pay Types to Deposit'.

6. Next, complete 'Type', 'Transit Number', 'Method', and 'Status'. Click 'Save' before closing or deposit will not be applied.

7. Status must ALWAYS be 'Prenotification'.
   *Our system automatically deposits money into the account the next banking day. As soon as the system can verify that it's a good account, the 'STATUS' will change to 'Deposit Active'.

8. Method must be 'Remaining Balances' if wanting full paycheck deposited.

9. To add multiple accounts to Direct Deposit, click the "+" and an additional deposit line will appear. Repeat Step 5.

*IF diving accounts by percentage/percentage:

10. Once pay method must be 'Percentage' with percent amount provided under 'amount'; second pay method must be "Remaining Balance".

*If dividing accounts by a fixed amount/remaining balance:

11. Once pay method must be 'Fixed' with dollar amount provided under "Amount; second pay method must be 'Remaining Balance'.