



# MY HR PROS

## 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.

The screenshot shows the MY HR PROS dashboard. At the top, there is a search bar highlighted with a red circle. Below the search bar, the dashboard is divided into sections. On the left, there is a 'My Favorites' section. On the right, there is a 'My Support Team' section with several service cards. At the bottom, there is a 'Recent Payrolls' section and a 'My Employees' table. The 'My Employees' table is highlighted with a red circle, and the 'Employee Name' column is also highlighted with a red circle.

Employee Name	Ext	Work	Mobile	Work Email
<a href="#">Johnson, Kim</a>				
<a href="#">Smith III, John</a>	118	479-474-7752	479-474-7764	ismith@myhrpros.com
<a href="#">Test, Demo</a>	144	479-474-7752		
<a href="#">Test, Joshua</a>	132	479-474-7752	479-474-7776	
<a href="#">Test, Liam</a>				

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

The screenshot shows the 'HR / Change / Employee Deposit' form. The 'Deposit' tab is highlighted with a red circle. The form displays the employee's name 'John S Smith III' and the employee ID 'B40562'. Below this, there are sections for 'Status' and 'Direct Deposit Information'. The 'Status' section includes 'Deposit Status' (Inactive) and 'Pay Types to Deposit' (All). The 'Direct Deposit Information' section is a table with columns for Type, Transit Number, Bank Name, Account Number, Pay Type, Method, Amount, Limit, Status, and Prenote Date.

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
--Select--				--Select--	--Select--			-- Select --	

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

HR / Change / Employee Deposit Client: (000100) Dashboard Demonstration

John S Smith III Name Personal Address Work Pay Tax Deposit Skills & Education Pr

Employee B40562

Status  
Deposit Status Inactive Pay Types to Deposit All  
Suppress Account Number Print

Direct Deposit Information

- Next, complete 'Type', 'Transit Number', 'Method', and 'Status'. Click 'Save' before closing or deposit will not be applied.
- 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'.
- Method must be 'Remaining Balances' if wanting full paycheck deposited.

HR / Change / Employee Deposit Client: (000100) Dashboard Demonstration

John S Smith III Name Personal Address Work Pay Tax Deposit Skills & Education Property Other

Employee B40562

Status  
Deposit Status Inactive Pay Types to Deposit All  
Suppress Account Number Print

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> x --Select--				--Select--	Remaining Balance			Prenotification	

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

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> x --Select--				--Select--	Remaining Balance			Prenotification	
> x --Select--				--Select--	--Select--			-- Select --	

\*IF dividing accounts by percentage/percentage:

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

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> x --Select--				--Select--	Remaining Balance			Prenotification	
> x --Select--				--Select--	Percentage	25.00		Prenotification	

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

Direct Deposit Information

Type	Transit Number	Bank Name	Account Number	Pay Type	Method	Amount	Limit	Status	Prenote Date
> x --Select--				--Select--	Remaining Balance			Prenotification	
> x --Select--				--Select--	Fixed	25.00		Prenotification	

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