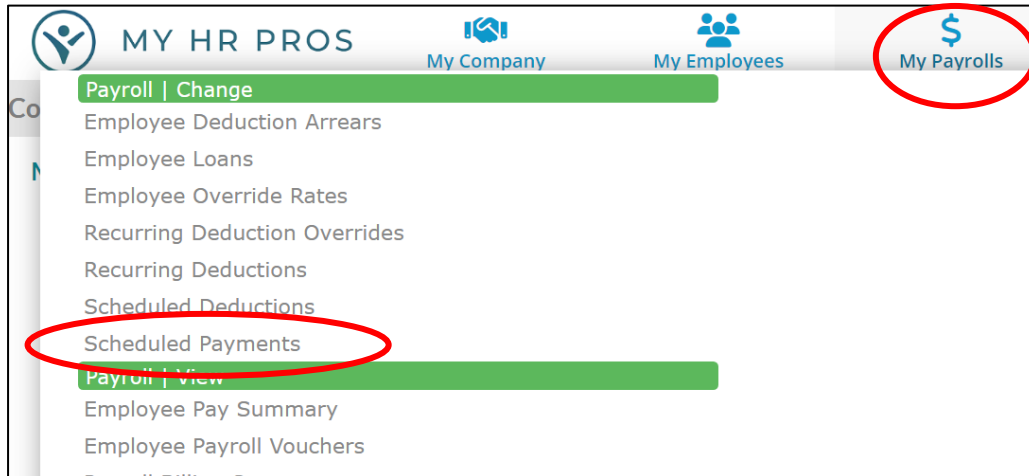




MY HR PROS

My HR Dashboard- Setting Up Scheduled Payments

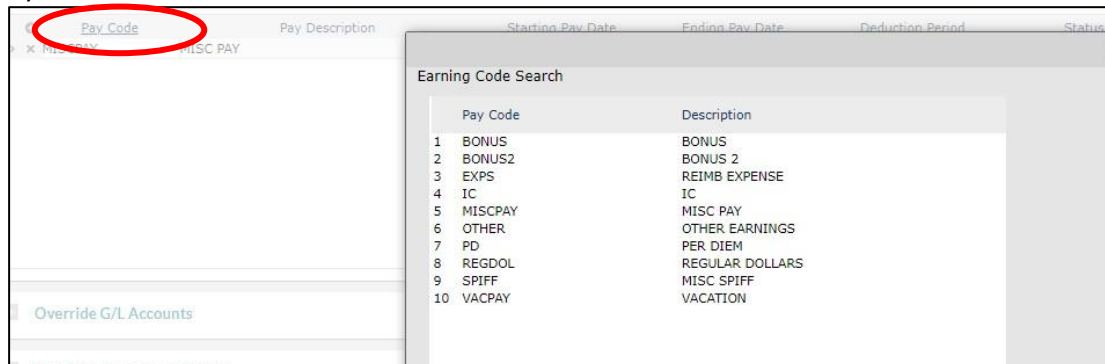
1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Under the 'My Payroll' tab, select 'Scheduled Payments'.



4. Select the employee by either clicking on 'Employee' and selecting them or by typing the Employee's name in the Search Bar.



5. Click on 'Pay Code' and find the appropriate code based on the provided descriptions. Clicking the code name or description will insert it into the Employee's Scheduled Payment screen. If none of the descriptions apply, contact My HR Professionals to have an additional code added to your account.



6. Once the code is selected, be sure that you indicate a Status of 'Active' or 'One-Time'. The Amount must be entered as the amount per check.

Note: A positive value in the Amount column will result in a payment on the employee's check.

- The Start Date must be entered so that the system knows when to give the payment to the employee. If you want the payment to be provided on the employee's next check, just use today's date. Unless 'One-Time' was selected you will also need to enter a Stop Date.

Note: The 'Deduction Period' is when you want the Scheduled Payment added. If you want the amount to add on every paycheck in a month, enter '12345' for weekly pay cycles. If you only want it to pay on their first check on the month, enter '1'. This is based on the number of pay cycles you have within a month. If you are weekly, you could have five. If you are bi-weekly, you could have three. Semi-monthly would have two and monthly would have one. The 'Deduction Period' is based on that same structure.

- To set up additional payments, click the "+" in the upper le corner of the Payment able to add an additional row, then repeat steps 5 and 6.

Scheduled Payments
Employee: B40562 SMITH III JOHN S

	Pay Code	Pay Description	Starting Pay D
> x	MISCPAY	MISC PAY	
> x			

- Click 'Save' to save your entries. If you do not click save, your Scheduled Payments will be lost, and you must re-enter them.

Scheduled Payments
Employee: B40562 SMITH III JOHN S

	Pay Code	Pay Description	Starting Pay Date	Ending Pay Date	Deduction Period	Status	Move To T/S	Amount
> x	MISCPAY	MISC PAY				Active	Yes	
> x						--Select--	--Select--	

Override G/L Accounts
 FSA Reimbursement Details