



# MY HR PROS

## My HR Dashboard- Stopping Recurring Deductions

1. My HR Dashboard Admin: <https://spm.prismhr.com/spm/>
2. Login with your Username and Password.
3. Select Employee that you would like to edit from 'Employees' or search for the employee in the search bar.

Company / Dashboard / Home

Company: (000100) Dashboard Demonstration

My Favorites

My Support Team

- Director of Operations**  
Lauren Jones  
(479) 474-7752  
Lauren@myhrpros.com
- Enhanced HR Support Services**  
Upgrade to Enhanced HR Service  
(479) 474-7752  
upgradeservices@myhrpros.com
- Benefits Support Services**  
Upgrade Benefits Services  
(479) 474-7752  
upgradeservices@myhrpros.com
- Occupational Safety Support Service**  
Upgrade Risk Services  
(479) 474-7752  
upgradeservices@myhrpros.com
- Client Advocate**  
Alicia Coombes  
(479) 474-7752  
alicia@myhrpros.com
- Upgrade to W/C Services**  
Upgrade to W/C Services  
(479) 474-7752  
upgradeservices@myhrpros.com

Recent Payrolls

**My Employees**

Payroll	Description	Employee Name	Ext	Work	Mobile	Work Email
		Johnson, Kim				
		Smith III, John	118	479-474-7752	479-474-7764	ismith@myhrpros.com
		Test, Demo	144	479-474-7752		
		Test, Joshua	132	479-474-7752	479-474-7776	
		Test, Liam				

4. Click on the Acon Bar in upper right-hand corner of the Employee Details Screen and select 'Recurring Deductions'.

Client / Dashboard / My Home

Client: (000100) Dashboard Demonstration

HR / Change / Employee Details

John S Smith III

Name Personal Address Work Pay Tax Deposit Sk

Employee B40562

Name & Contact

Last Name: Smith III  
First Name: John  
Middle Name: S  
Preferred First Name:  
Nickname:

Work Phone: 479-474-7752  
Work Email: jsmith@myhrpros.com  
EP Username: democlient

Employment

Employment Status: ACTIVE  
Status Date: 10/19/2021  
Employment Type: FULL TIME  
Type Date: 10/19/2021  
Position: President  
Position EEO Code: EXEC  
FLSA Exempt:   
W/C Class: MA.8810 CLERICAL





Save Clear

- Audit
- Benefit Adjustments
- Benefit Overview
- Change User Password
- Check Message
- Deduction Arrears
- Documents
- Employee Benefits Enrollment
- Employee Dependents
- Employee Events
- Employee Flexible Spending Accounts
- Employee Flexible Spending Accounts Inquiry
- Employee Notes
- Garnishments
- Loans
- Organization Chart
- Override Rates
- PTO Register
- Pay History
- Payroll Notes
- Payroll Summary
- Payroll Vouchers
- Position History
- Position Rates
- Proxy Login
- Recurring Deductions**
- Self Service

5. Select the recurring deduction that you would like to stop and click the icon under 'Edit Detail' in the far-right column.

Payroll / Change / Recurring Deductions Client: (000100) Dashboard Demonstration

Recurring Deductions Employee: B40562 SMITH III JOHN S

Deduction Code	Description	Type	Method	Benefit Plan	Docket#/Loan#/FSA	Amount	Periods	Detail
C401K	401k	K	K			10.00%	12345	
C401KCU	401k Catch-Up	KC	K			0.00	12345	
C401KR	401k ROTH	KR	K			10.00%	12345	
C401KCR	401k ROTH CU	KCR	K			0.00	12345	

6. Enter the recurring deduction's 'Stop Date' in the designated field and click **SAVE**.

Employee Deduction Details

Deduction Code: C401K      000100      1

Limit:

Maximum:

Basis:

Track Arrears:

Mandatory:

Stop Date:

Third Party Payee Code:

Match Method:

Match Amount:

Match Description:

Rate Table:

Rate Tier:

**Save**    Delete    Close