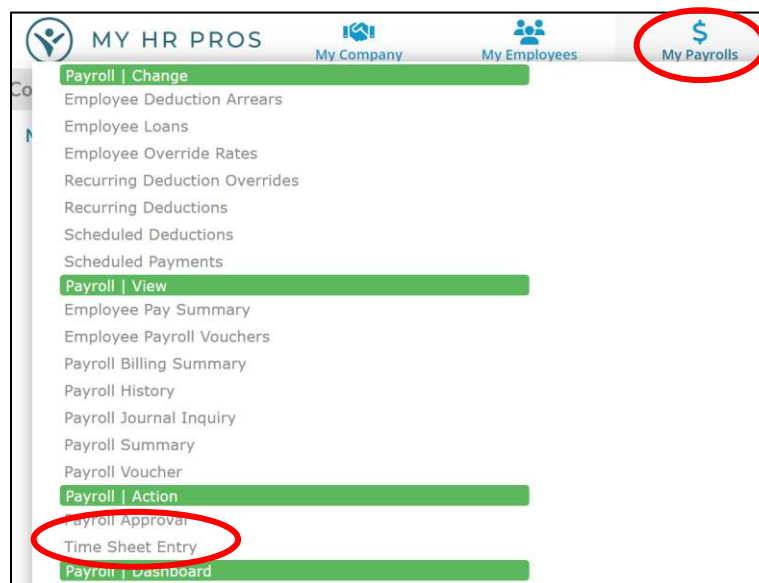




### My HR Dashboard- Time Sheet Entry

This guide will only apply to clients who enter their hours directly into 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. You will then be able to select the Payroll Batch that you would like to enter hours for. In the example below, only one payroll exists because all employees are paid on the same pay cycle. If your company has multiple pay cycles, you will see a row for each payroll cycle.

Payroll / Action / Time Sheet Entry				Company: (000100) Dashboard Demonstration			
Select Payroll for Time Sheet Entry							
Payroll#	Approval	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
20194	Pending	04-26-19 B	Scheduled	04/26/19	04/23/19	12:15PM	04/26/19

5. To select the payroll that you would like to work on, just click on the underlined 'Payroll Number' on the left-most column. Also, note the 'Cutoff Date' and 'Cutoff Time' as this is the day and time by which payroll hours must be submitted for each pay cycle. If your hours are not submitted by the cutoff times listed, you will be charged a \$50.00 late submittal fee. If you anticipate not being able to turn in the information before the cutoff time, please communicate your concerns with your Payroll Processor and this fee may be waived at My HR Professionals' discretion.
6. Once you've accessed the Time Sheet, you'll see a screen similar to the following:

Payroll / Action / Time Sheet Entry Company: 000100 Dashboard Demonstration

Payroll: 20194 Biweekly Start: 04/07/2019 End: 02/02/2019 Pay Date: 04/26/2019

Close In: 4(6)-02(h)-30(m)

Employee	Name	Pay rate	Salary	FLSA Exempt	HOURS	OVERTIME	PERSONAL TIME	VAC REG	BONUS	COMMISSION	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Uniforms	Gross Pay	Payroll Template	O/E	O/D	L/R	PTD
C00003	Doe, Jane C	11.20																					
E23381	Doe, John	9.25																					
H00008	Fitzgerald, Michael ...	30.00																					
J00010	Hernandez, Caleb	9.50																					
O22760	Livels, Blake	15.00																					
S00002	Penn, John	11.00																					
E00005	Smith I, John Will...	9.50																					
P29463	Smith, Jane A	15.00																					
J00009	Smith, Jenny	10.15												80.00				812.00					
A00001	Smith, John	20.00																					
H00062	Test, Joy Beth	11.50																					

Totals for displayed employees (To do) 160.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 160.00 0.00 0.00 0.00 1,708.00

Payroll Statistics

Return Finalize Finalize Page

Employees

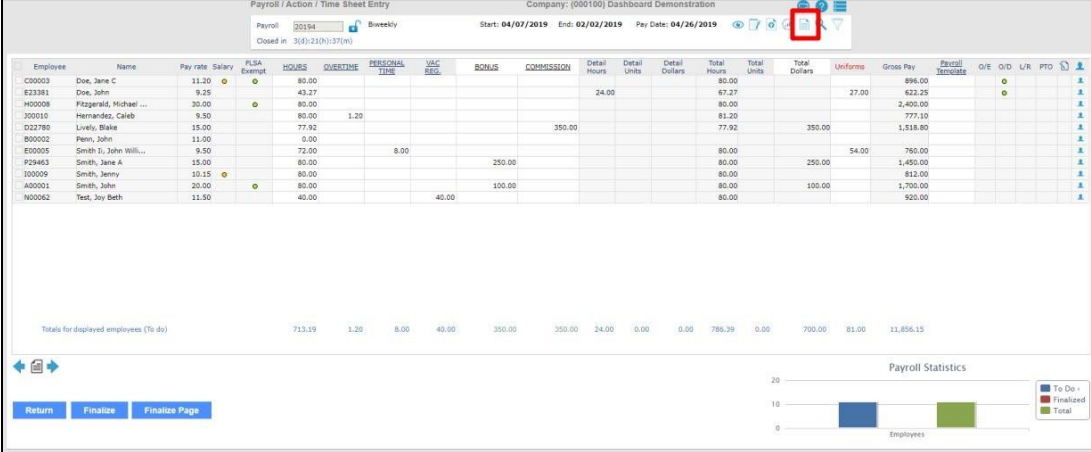
7. To enter time into the Time Sheet, you will type the total number of hours to be paid out (if an hour-value based code – See #5 Below) or the total dollars to be paid out (if a dollar-value based code – See #5 Below). You can navigate throughout the sheet by striking the Tab button on your keyboard, using your arrow-up and arrow-down key on your keyboard, or by clicking into each cell with your mouse. Cells left blank will not be used/paid-out on the payroll.
  - a. **“Closed In” Time** – This field corresponds to the ‘Cutoff Time’ indicated on the previous page. If you anticipate not being able to enter your payroll information before the provided cutoff time, please notify your Payroll Processor immediately.
  - b. **“Pay Rate” Information** – This field displays each employee’s hourly rate of pay. For salary employees, this rate is calculated by the system based on the total annual salary. My HR Professionals has the ability to enable/disable pay rate information on the Time Sheet on a user-by-user basis, as directed by our client contacts.
  - c. **“Salary” Marker** – This field indicates whether the employee is designated as a salary employee in the system. The salary designation is provided to assist you in easily reviewing your time sheet to ensure salary employees are receiving the correct number of hours (40 hours if paid weekly, 80 hours if paid bi-weekly, etc.).
  - d. **“FLSA Exempt” Marker** – This field indicates whether the employee is designated as a FLSA Exempt employee in the system. The designation indicates the employee is exempt from being paid Overtime and is provided to assist you in easily reviewing your time sheet to ensure FLSA Exempt employees are not receiving Overtime pay.
  - e. **Pay Codes** – The fields included in this section are referred to as ‘Pay Codes’. This section can include any type of pay that is commonly needed (i.e. Regular Pay, Overtime, Vacation, PTO, Sick Time, Bereavement, Per Diem, Commissions, SPIFF, Bonus, Reimbursement, etc.). You may have up to 10 unique pay codes on your time sheet; just let your Payroll Processor know if you need additional fields added to your existing Time Sheet. Please Note: **Gray-Background Headers** (“Hours”, “Overtime”, “Personal Time”, and “Vac Reg” above) should be submitted as hour values. **White-Background Headers** (“Bonus” and “Commission” above) should be submitted as dollar values.
  - f. **Name Field** – In order to pay out an employee using a special rate of pay or to change any of the accounting allocations (i.e. allocate wages to a different location or department), you must use the Detail Time Sheet Entry, which is accessed by clicking on the employee’s name and entering the information separately from the standard Time Sheet Entry. Once the Detail Time Sheet Entry is complete be sure to click ‘Save’ before you click ‘Return’ to return back to the Time Sheet.
  - g. **Calculations** – These fields are included as a way of verifying Time Sheet entries. All hours entered, both in the Time Sheet and Detail Time Sheet Entry (as discussed in #6) will total in these fields. If the user does not have access to pay rate information (as discussed in #2), the Gross Pay field will not display. The ‘Uniforms’ column is a deduction column that can be added to any time sheet so that users may enter one-time

deduction on the time sheet. Up to three deduction fields (i.e. Uniform Deduction, Tools Deduction, etc.) can be added to the Time Sheet.

8. Once you have entered payroll for all employees, you will need to review the entries for accuracy.

- 8-A. Once you are satisfied that all entries are correct, we encourage you to save a copy of your entries for your records. You can run a report from the system reflecting your entries by clicking on the icon located in the region indicated below.

**\*Note: This report is an optional step. My HR Professionals will not need this report nor is this a required step in the time entry process. If you prefer not to print this report, you may skip to Step 8-B.**



Payroll / Action / Time Sheet Entry

Company: 000100 Dashboard Demonstration

Payroll: 20194 Biweekly Start: 04/07/2019 End: 02/02/2019 Pay Date: 04/26/2019

Closed in: 3(4):21(h):37(m)

Employee	Name	Pay rate	Salary	PLSA	HOURLY	OVERTIME	PERSONAL	VAC	BONUS	COMMISSION	Detail	Detail	Detail	Total	Total	Total	Uniforms	Gross Pay	Payroll	O/E	O/D	L/R	PTD
				Amount			Time	Days			Hours	Units	Dollars	Hours	Units	Dollars			Amount				
C90003	Doe, Jane C	11.20			80.00									80.00				896.00					
E23381	Doe, John	9.25			43.27						24.00			47.27			27.00	622.25					
N00008	Fitzgerald, Michael ...	30.00			80.00									80.00				2,400.00					
J00010	Hernandez, Caleb	9.50			80.00	1.20								81.20				777.10					
D22780	Lively, Blake	15.00			77.92					350.00				77.92		350.00		1,518.80					
B00002	Perry, John	11.00			0.00																		
E10005	Smith S, John Will...	9.50			72.00			6.00						80.00			54.00	760.00					
P29463	Smith, Jane A	15.00			80.00				250.00					80.00		250.00		1,450.00					
J00009	Smith, Jenny	10.15			80.00					100.00				80.00				812.00					
A00001	Smith, John	20.00			80.00									80.00			100.00	1,700.00					
N00062	Test, Joy Beth	11.50			40.00				40.00					80.00				920.00					
Totals for displayed employees (To do)					713.19	1.20		6.00	40.00	350.00	350.00	24.00	0.00	0.00	786.39	0.00	700.00	81.00	11,856.15				

Payroll Statistics

Return Finalize Finalize Page

Legend: To Do (Blue), Finalized (Red), Total (Green)

Payroll / Report / Time Sheet Report

Time Sheet Report

Payroll Number: 20194

Primary Sort-By: -- Select --

Secondary Sort-By: -- Select --

Generate a report with codes instead of descriptions, for export to Excel: ☐

Show only employees with zero pay: ☐

Generate a report showing deductions: ☐

Run Close

The report parameters screen will display, but no changes need to be made to the default parameters—just click ‘Run’.

Your report will look similar to the one below. You may save this report in an Excel friendly format by clicking the “XLS” link at the top of the report. You may also save or print a PDF copy of the report by clicking on the dropdown box (next to the “XLS” link) and selecting the preferred option. Note: If the user is restricted from viewing pay rates, the ‘Hourly Rate’ and ‘Pay Amount’ columns will be le from the report.

Completed Page 1 of 1 Search Search Next Actions REP-18737-63097 actions XLS

Dashboard Demonstration  
Timesheet Report By Employee  
For Payroll 20194 Pay Date 04/26/2019

Employee Name	Charge Date	Location	Position	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
DOE JANE C	02/02/2019	Main Office	PRES	REG	HOURS		80.00	80.00	11.2000	896.00
DOE JOHN	02/02/2019	Main Office	LABOR	REG	HOURS		43.27	43.27	9.2500	400.25
DOE JOHN	02/02/2019	100 Main St	LABOR	REG	HOURS		24.00	24.00	9.2500	222.00
FITZGERALD MICHAEL D	02/02/2019	Main Office	PRES	REG	HOURS		80.00	80.00	30.0000	2,400.00
HERNANDEZ CALEB	02/02/2019	Main Office	LABOR	REG	HOURS		80.00	80.00	9.5000	760.00
HERNANDEZ CALEB	02/02/2019	Main Office	LABOR	O/T	OVERTIME		1.20	1.20	14.2500	17.10
LIVELY BLAKE	02/02/2019	100 Main St	LABOR	REG	HOURS		77.92	77.92	15.0000	1,168.80
LIVELY BLAKE	02/02/2019	100 Main St	LABOR	COMMISS	COMMISSION		1.00	0.00	350.0000	350.00
SMITH II JOHN WILLIAM	02/02/2019	Main Office	LABOR	REG	HOURS		72.00	72.00	9.5000	684.00
SMITH II JOHN WILLIAM	02/02/2019	Main Office	LABOR	PTO	PERSONAL TIME		8.00	0.00	9.5000	76.00
SMITH JANE A	02/02/2019	Main Office	CSHIER	REG	HOURS		80.00	80.00	15.0000	1,200.00
SMITH JANE A	02/02/2019	Main Office	CSHIER	BONUS	BONUS		1.00	0.00	250.0000	250.00
SMITH JENNY	02/02/2019	Main Office	RECEPTION	REG	HOURS		80.00	80.00	10.1500	812.00
SMITH JOHN	02/02/2019	Main Office	PRES	REG	HOURS		80.00	80.00	20.0000	1,600.00
SMITH JOHN	02/02/2019	Main Office	PRES	BONUS	BONUS		1.00	0.00	100.0000	100.00
TEST JOY BETH	02/02/2019	117 Gibson Rd	MASON	REG	HOURS		40.00	40.00	11.5000	460.00
TEST JOY BETH	02/02/2019	117 Gibson Rd	MASON	VAC	VACATION		40.00	0.00	11.5000	460.00
Grand Totals							789.39	738.39		11,856.15

After viewing/saving this report, you may return to the Time Sheet and move on to Step 8-B.

- 8-B. You may then Finalize the Time Sheet, which will submit the payroll as-is to My HR Professionals for review and final processing. To finalize the Time Sheet, you will need to click either 'Finalize' or 'Finalize Page' (designated below). For employers with fewer than 20 employees, clicking 'Finalize' or 'Finalize Page' will do the same thing. For employers with more than 20 employees, clicking 'Finalize' will submit the entire payroll to My HR Professionals whereas.

**\*NOTE: 'Finalize Page' will only submit the employees listed on each page. If you choose to use 'Finalize Page' instead of 'Finalize', each page must be submitted before your Payroll Processor can assume control of the Time Sheet and work on the final steps of completing the payroll in My HR Dashboard.**

Payroll / Action / Time Sheet Entry Company: (000100) Dashboard Demonstration

Payroll 20194 Biweekly Start: 04/07/2019 End: 02/02/2019 Pay Date: 04/26/2019

Closed in 3(4):23(1):37(1)(1)

Employee	Name	Pay rate	Salary	FLSA Exempt	HOURS	OVERTIME	PERSONAL TIME	VAC	BONUS	COMMISSION	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Uniforms	Gross Pay	Prorated Increase	O/E	O/D	L/R	PTO
C00003	Doe, Jane C	11.20			80.00									80.00				896.00					
E21381	Doe, John	9.25			43.27						24.00			67.27			27.00	622.25					
H00008	Fitzgerald, Michael D	30.00			80.00									80.00				2,400.00					
J00010	Hernandez, Caleb	9.50			80.00	1.20								81.20				777.10					
O22780	Lively, Blake	15.00			77.92					350.00				77.92		350.00		1,518.80					
R00002	Penn, John	11.00			0.00			8.00						8.00			84.00	760.00					
R00005	Smith II, John William	9.50			72.00									80.00				1,450.00					
P29463	Smith, Jane A	15.00			80.00				250.00					80.00		250.00		1,450.00					
I00009	Smith, Jenny	10.15			80.00									80.00				812.00					
A00001	Smith, John	20.00			80.00				100.00					80.00		100.00		1,700.00					
H00062	Test, Joy Beth	11.50			40.00				40.00					80.00				920.00					
Totals for displayed employees (To do)					713.19	1.20	8.00	40.00	350.00	350.00	24.00	0.00	0.00	786.39	0.00	790.00	81.00	11,856.15					

Payroll Statistics

Return Finalize Finalize Page

Employees

If you have any questions or concerns regarding the My HR Dashboard Administrator Portal, please contact My HR Professionals Resource Center at (800) 940-8706 or by Email (support@myhrpros.com).