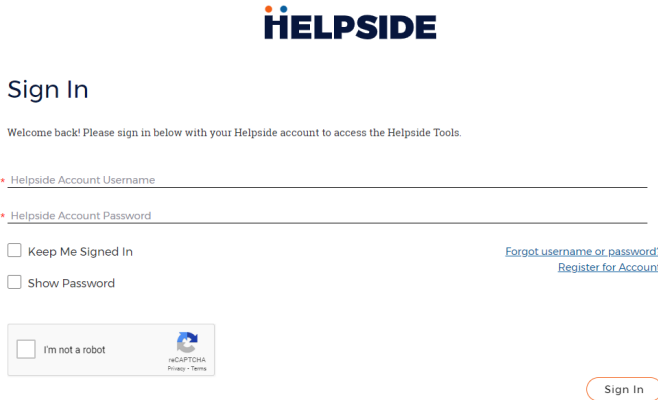


The PrismHR Manager Self-Service (MSS) Portal allows managers to enter payroll hours online.

Go to tools.helpside.com

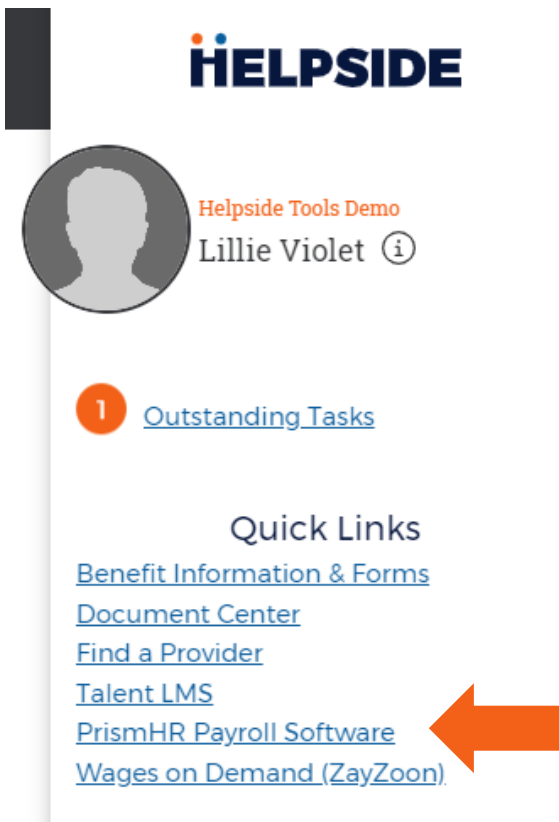
Sign in using your Helpside Account Username and Password.



The screenshot shows the Helpside Sign In page. At the top is the Helpside logo. Below it is the text "Sign In" and a welcome message: "Welcome back! Please sign in below with your Helpside account to access the Helpside Tools." There are two input fields: "Helpside Account Username" and "Helpside Account Password". Below the password field are two checkboxes: "Keep Me Signed In" and "Show Password". To the right of the password field are two links: "Forgot username or password?" and "Register for Account". At the bottom left is a CAPTCHA box with the text "I'm not a robot" and a CAPTCHA icon. At the bottom right is a "Sign In" button.

To access the PrismHR Manager Self-Service (MSS) Portal:

Click on **PrismHR Payroll Software** under Quick Links for Single Sign On Access to PrismHR.



The screenshot shows the Helpside user dashboard. At the top is the Helpside logo. Below it is a user profile section with a circular profile picture, the text "Helpside Tools Demo", and the name "Lillie Violet" with an information icon. Below the profile is a notification icon with the number "1" and the text "Outstanding Tasks". Below that is a "Quick Links" section with a list of links: "Benefit Information & Forms", "Document Center", "Find a Provider", "Talent LMS", "PrismHR Payroll Software", and "Wages on Demand (ZayZoon)". A large orange arrow points to the "PrismHR Payroll Software" link.

To enter and submit payroll:

Click on **My Payrolls**. This will pull up a drop-down list of available options.
Click on **Time Sheet Entry** under the Payroll Action section.

The screenshot shows the HELPSIDE navigation bar with the following items: HELPSIDE, MY COMPANY, MY EMPLOYEES, MY PAYROLLS, a search bar, and several utility icons. The 'MY PAYROLLS' menu is expanded, showing a list of options. An orange arrow points to the 'MY PAYROLLS' menu item. Another orange arrow points to the 'Time Sheet Entry' option, which is highlighted in blue. Other options in the dropdown include 'Payroll | Change', 'Employee Garnishments', 'Labor Allocation Templates', 'Recurring Deductions', 'Scheduled Deductions', 'Scheduled Payments', 'Payroll | View', 'Employee Pay Summary', 'Employee Payroll Vouchers', 'Payroll Check Register', 'Payroll History', 'Payroll Journal Inquiry', 'Payroll Summary', 'Payroll Voucher', 'Payroll | Action', 'Payroll Approval', 'Payroll | Dashboard', 'Total Compensation', and 'Turnover Dashboard'.

Your next scheduled payroll will populate. Click on the **Payroll Number** to begin entering hours.

The screenshot shows the 'Payroll / Action / Time Sheet Entry' screen for 'Company: (170004) Demo Client'. Below the header, there is a table with the following data:

Payroll#	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
<u>201510</u>	09-25-15 W	Scheduled	09/25/15	09/23/15	10:00AM	09/25/15

An orange arrow points to the 'Payroll#' cell containing '201510'.

From this screen you can enter total hours for each employee by using the columns for each type of hour worked. To enter additional hours by day, different pay types, or to make changes to departments, divisions, etc. click on the **Employee Name** or **Number**.

The screenshot shows a table with the following columns: Employee, Name, Pay rate, REG, SAL, OTN, Detail Hours, Detail Units, Detail Dollars, Total Hours, Total Units, Total Dollars, O/E, O/D, Notes, and a user icon. The table contains the following data:

Employee	Name	Pay rate	REG	SAL	OTN	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	Notes
<input type="checkbox"/> Y00047	Garcia Alejandro	20.00	40.00		2.00				42.00					
<input type="checkbox"/> H00008	Jones Elizabeth C	25.00	0.00	40.00					40.00					
<input type="checkbox"/> F00006	Smith Richard W	23.00	0.00	40.00					40.00					
<input type="checkbox"/> G00007	Williams Mary	18.00	38.00						38.00					

Two orange arrows point to the 'Employee' and 'Name' columns.

This will open a Detail Time Sheet Entry Screen, which allows you to add multiple lines of pay for each employee. To switch between employee names, click on **Employee** or use the up and down arrows.

To add a new line, select **New Entry** in the Entry drop down box. Enter the needed information for each field listed.

If an entry line has choices to select from, the title of the entry will be underlined (Employee, Pay Code, Position Code, etc.). Click on one of these to generate a list of available options.

If your payroll contains Davis Bacon (Certified) projects hours will need to be entered by date worked. Create a **New Entry** and select the **Charge Date** for each day.

1	2	3			
09/14/15	09/15/15	09/16/15			
REG	REG	REG			
8.00	8.00	8.00			
Welder	Welder	Welder			
8.00	8.00	8.00			
Main	Main	Main			
20.00	20.00	20.00			
160.00	160.00	160.00			
Hours Paid	Hours \$	Flat \$	Units	Units \$	Total \$
24.00	480.00	0.00	0.00	0.00	480.00

To remove a line, click on the column number then click on the white in blue "x". Once you have entered all detailed information for each employee click save then click on the blue in white "x" to close the **Detail Time Sheet Entry** screen.

06/06/20	06/06/20
REG	OTN
40.00	8.55
WelderFitter	WelderFitter
40.00	8.55
UT	UT
22.6600	33.9900
906.40	290.61

To view and print a report of all the information entered click on the **Report** icon from the Time Sheet Entry screen.

Payroll / Action / Time Sheet Entry Company: (170004) Demo Client

Payroll: Weekly Start: 09/13/2015 End: 09/19/2015 Pay Date: 09/25/2015

Closed in: 2(d):02(h):08(m)

Employee	Name	Pay rate	REG	SAL	OTN	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	Notes
<input type="checkbox"/>	Y00047 Garcia Alejandro	20.00	24.00						24.00					
<input type="checkbox"/>	H00008 Jones Elizabeth C	25.00	0.00	40.00					40.00					
<input type="checkbox"/>	F00006 Smith Richard W	23.00	0.00	40.00					40.00					
<input type="checkbox"/>	G00007 Williams Mary	18.00	38.00						38.00					

A screen will pop up giving you sorting options. Make any applicable selections and click **Run Report**.

Payroll / Report / Time Sheet Report Company: (170004) Demo Client

Time Sheet Report Entry

Payroll Number: 201511

First Report Sort-By:

Second Report Sort-By:

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

Show Only Employees with Zero Pay:

Run Report **Close**

You can use this page to verify the information entered is accurate and to print a copy for your records.

Employee Name	Charge Date	Location	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
GARCIA ALEJANDRO	09/14/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
GARCIA ALEJANDRO	09/15/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
GARCIA ALEJANDRO	09/16/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
JONES ELIZABETH C	09/19/2015	MAIN	REG	Regular Pay		0.00	0.00	25.0000	0.00
JONES ELIZABETH C	09/19/2015	MAIN	SAL	Salary		40.00	40.00	25.0000	1,000.00
SMITH RICHARD W	09/19/2015	MAIN	REG	Regular Pay		0.00	0.00	23.0000	0.00
SMITH RICHARD W	09/19/2015	MAIN	SAL	Salary		40.00	40.00	23.0000	920.00
WILLIAMS MARY	09/19/2015	MAIN	REG	Regular Pay		38.00	38.00	18.0000	684.00
Totals for						142.00	142.00		3,084.00
Totals for						142.00	142.00		3,084.00
Grand Totals						142.00	142.00		3,084.00

Once you have verified all information entered is accurate and you are ready to send the information to your Payroll Specialist click on **Finalize** from the Time Sheet Entry screen.

Employee	Name	Pay rate	REG	SAL	OTN	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	Notes	
<input type="checkbox"/>	Y00047 Garcia Alejandro	20.00	24.00						24.00						
<input type="checkbox"/>	H00008 Jones Elizabeth C	25.00	0.00	40.00					40.00						
<input type="checkbox"/>	F00006 Smith Richard W	23.00	0.00	40.00					40.00						
<input type="checkbox"/>	G00007 Williams Mary	18.00	38.00						38.00						

Totals for selected employees: REG 62.00, SAL 80.00, OTN 0.00, Detail Hours 0.00, Detail Units 0.00, Detail Dollars 0.00, Total Hours 142.00, Total Units 0.00, Total Dollars 0.00

Navigation: Return, **Finalize**, Finalize Page, Audit Listing

Payroll Statistics: To Do < (4), Finalized (0), Total (4) Employees

The payroll will immediately be sent to your Payroll Specialist for processing and the screen below will show until the payroll has been completed.

Payroll / Action / Time Sheet Entry Company: (170004) Demo Client

Select Payroll for Time Sheet Entry

There are currently no payrolls ready for time sheet entry.

If you have any questions about submitted payroll through the PrismHR MSS portal, please contact your Payroll Specialist at Helpside at 1-800-748-5102.