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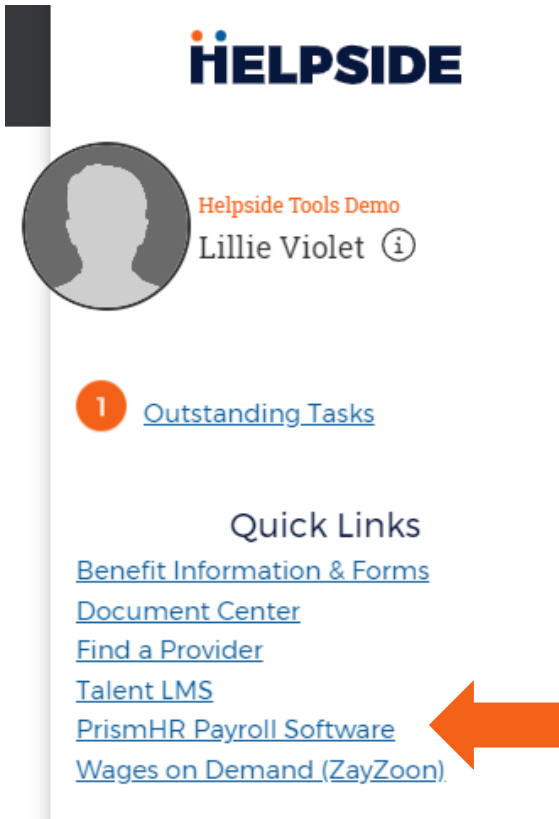
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Go to tools.helpside.com

Sign in using your Helpside Account Username and Password.

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

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



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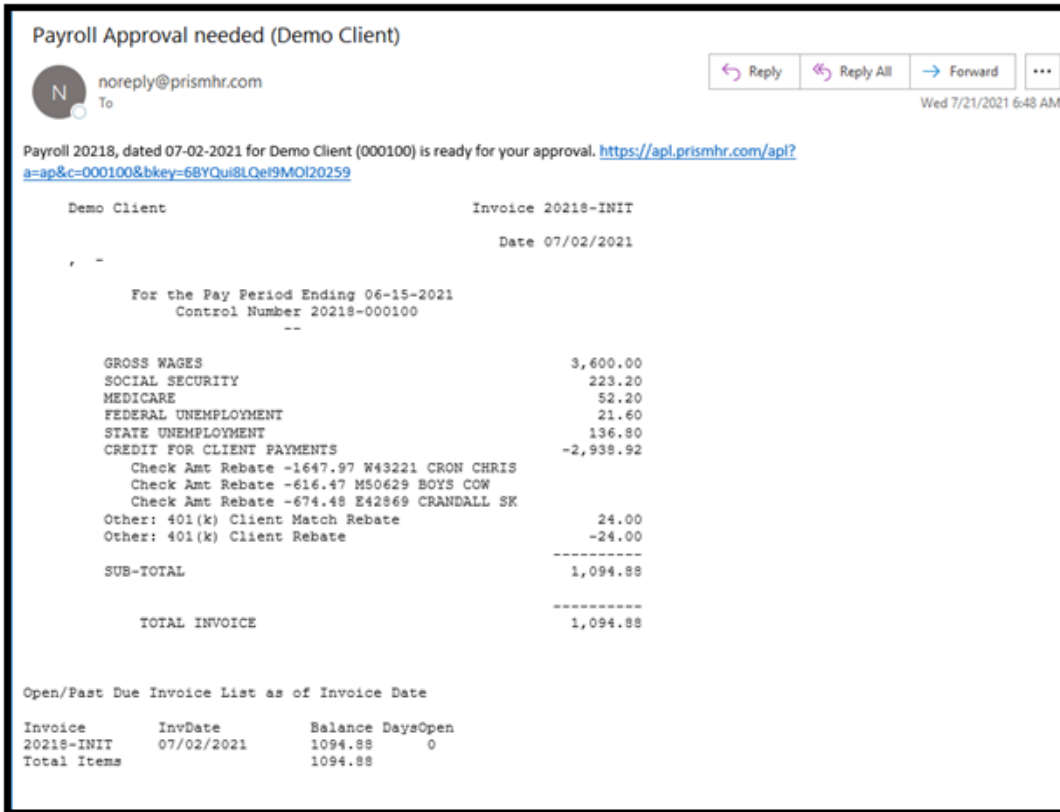
Helpside Tools Demo
Lillie Violet ⓘ

1 Outstanding Tasks

Quick Links

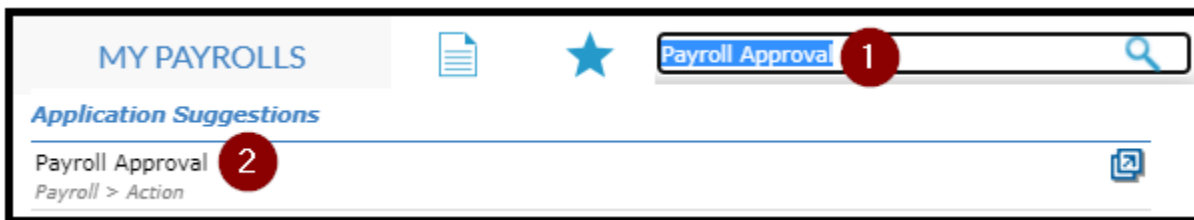
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- [PrismHR Payroll Software](#)
- [Wages on Demand \(ZayZoon\)](#)

If you are set up for email notifications, you will receive an email when payroll is ready for approval. The email will look like this:



Step 1: Type in **Payroll Approval** in the search bar.

Step 2: Select **Payroll Approval** from the list.



Step 3: Select desired **Report(s)** in the **View Report/Analytic** to view an audit the payroll information.

Step 4: Check the **Approve** or **Deny** box. If you select **Deny**, type what changes need to be made in the **Comments** section.

Step 5: Click **Submit**

Payroll / Action / Payroll Approval Company: (000100) Demo Client

Payroll Approval

Payroll Number: 20218 Approve **4** Deny

Description: empport test
Pay Date: 07/02/2021
Payroll Type: Manual
Payroll Status: Client approval pending

Pay Group: _____ Period Start: _____ Period End: _____

View Report/Analytic Payroll Summary **3**

| Employee | Voucher | Check/Deposit | Gross Pay |
|-------------------|---------|---------------|-----------|
| BOYS COW | 000429 | Check | 800.00 |
| CRANDALL SKYLER J | 000428 | Check | 800.00 |
| CRON CHRIS JOHN | 000430 | Check | 2000.00 |

Comments

Our new hire, Alejandro Garcia didn't pull into payroll.

Submit **5**

Step 6: If you selected **Approve**, a pop-up screen will confirm that you want to approve the payroll. Click **Yes**.

If you denied the payroll, you will receive another email once payroll is once again ready for approval.

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i Are you sure you want to approve this payroll?

6 Yes No