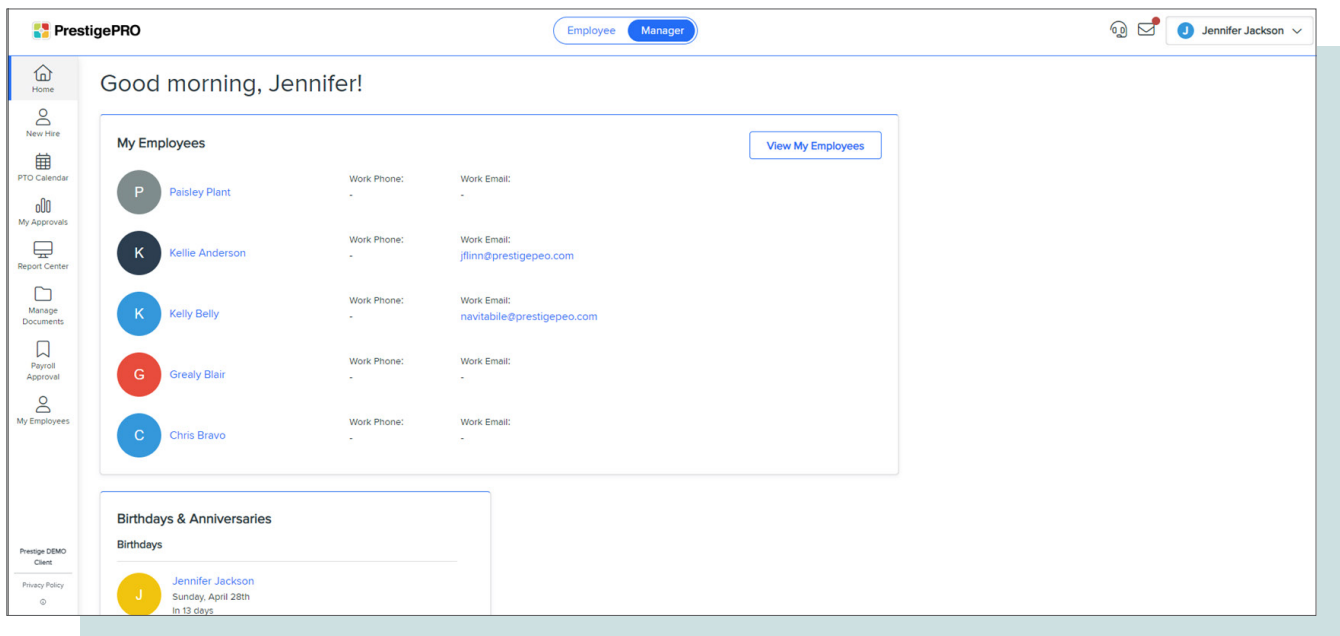


Manager Self-Service (MSS) User Guide

To login to the employee self-service site, go to <https://pea-ep.prismhr.com>

If you forgot either your username or password, please click on the “Forgot Username?” or “Forgot Password?” links.



Your dashboard will display widgets for quick access to information. You can view the My Employees widget, Birthdays & Anniversaries, and My Approvals. Please Note: The My Approvals widget will only display if you have approvals outstanding.

On the left-hand side, you will see menu items in which information can be reviewed and, in some cases, updated. What menu items you see will depend on your company access.

My Employees

From the “My Employees” menu item you will see an overview of your employees. You can filter this information by PTO Approver, Department, Position, Type, and Status.

The screenshot shows the 'My Employees' dashboard. On the left is a sidebar with navigation icons. The main area displays a table of employees with columns: Name, Employee ID, PTO Approver, Department, Position, Type, Last Hire Date, and Status. A red box highlights the 'Columns' button in the top right of the table. To the right, a 'Columns' settings panel is shown, allowing users to toggle various fields on or off. Below the panel, a note states: 'You also have the ability to personalize your dashboard by adding/removing columns.'

Name	Employee ID	PTO Approver	Department	Position	Type	Last Hire Date	Status
Alicia Test	X07918	-	Test	Clerical	Full Time	09/21/2017	ACTIVE
Alyssa Grilling	J00034	Jason Constantine	Test	Administration	Full Time	02/29/2002	ACTIVE
Apollo Student	L41172	-	Test	Clerical	Temporary Part Time	02/09/2021	ACTIVE
Arthur Fisher	S00041	-	Test	Shipping Receiving	Full Time	04/11/2024	TERMINATED
Ashley Teller	J11578	-	Test	Clerical	Full Time	05/01/2018	ACTIVE
Barney Ellington	J12946	-	Test	Administration	Full Time	02/09/2018	ACTIVE
Bethany Stevens	Y03263	-	Supervisors	Sales (Exempt)	Full Time	04/10/2017	ACTIVE
Bill Franklin	A12001	-	Test	Administration	Full Time	01/24/2018	TERMINATED
Billy Smith	V08204	-	Management	Administration	Full Time	11/01/2019	ACTIVE
Call Testing	V89156	-	Travelling Staff	Estimator	Full Time	11/20/2023	ACTIVE

Clicking on an employee will open the employee details record. You can click on the different menu items to review the information for the employee you’re working with.

The screenshot shows the 'Employee Details' record for 'Paisley Plant'. The record includes a profile picture (a circle with the letter 'P'), the employee's name, and a 'Reset Password' link. Below this, there are four tabs: 'Personal Info', 'Legal Name', 'Preferred First Name', and 'Employment Status'. The 'Personal Info' tab is selected and highlighted with a red box. It contains a list of menu items on the left: 'HR Actions', 'Personal Info', 'Employment Summary', 'Contact Info', 'Address', 'Emergency Contacts', and 'Time Off'. The main content area shows various fields for the employee, including 'Employee ID', 'Username', 'Employee Type', and 'Employment Status'. The 'Personal Info' section includes fields for 'Legal Name', 'Birthdate', 'Gender', 'Gender Designation', 'Ethnicity', 'Marital Status', 'Blind', 'Preferred First Name', 'Pronoun', 'Nickname', and 'Tobacco User'.

Personal Info

Shows an overview of the employees' personal information.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Personal Info

[Edit](#)

Legal Name

Paisley Plant

Preferred First Name

-

Birthdate

12/16/1974

Gender

Female

Gender Designation

Female

Pronoun

she / her / hers

Ethnicity

White / Caucasian

Nickname

-

Marital Status

-

Tobacco User

-

Blind

-

Disabled

-

Employment Summary

Provides an overview of the employee's work information such as position, pay rate, etc...

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Position

Waiter

Pay Rate

\$15.00 per hour

Annual Salary

\$31,200.00 per year

PTO Approver

Jennifer Jackson

Manager

-

Last Hire Date

11/02/2023

Original Hire Date

11/02/2023

Last Review Date

04/01/2024

Next Review Date

-

Location

MAIN

Department

Officers

Division


-

Shift

-

3

Manager Self-Service (MSS) User Guide

 **PrestigePEO™**

Contact Info

Displays an overview of the employee's contact information.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Contact Info

Phone

Home Phone

-

Cell Phone

727-123-1234

Work Phone

-

Email

Please choose your preferred email to use for notifications such as time-off requests, password resets, forgotten usernames, and multi-factor authentication.

Personal Email

Emergency Contacts

The Emergency Contacts tab will display the emergency contact for the employee. Any changes to the emergency contacts will need to be made within PrestigePRO.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Emergency Contacts

B

Bill Smith

Neighbor

Phone

123-123-1234

Viewing 1 - 1 of 1

Time Off

Managers can now place PTO requests for employees from the Time Off form on the Employee Details screen. Select the Request Time Off button to place a PTO request for the employee. Once the PTO request is submitted, the employee is notified about the PTO status just like a normal request.

Employee Details

A

Alyssa Griffing

Reset Password

Employee ID

J00034

Username

demomanager

Employee Type

Full Time

Employment Status

Active

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Time Off

Estimate PTO

Request Time Off

144

Available

Paid Time Off

Available: 144

Planned: 0

Taken: 16

Total Accrued: 120

Carry Over: 40

59.86

Available

Vacation

Available: 59.86

Planned: 0

Taken: 0

Total Accrued: 19.86

Carry Over: 40


PLANNED

HISTORY

Search

5

Manager Self-Service (MSS) User Guide

PrestigePEO™

HR Actions


To complete the actions available to you, click on the HR Actions menu item. These items can include Reset Password, Position Change, Pay Rate Change, Status/Type Change, Leave of Absence, Rehire, and Return to Work. Please Note: You will only see the Rehire option if the employee you are viewing has a status of Terminated. You will only see the Return to Work option if the employee you are viewing has a status of LOA.

Password Reset

To reset a password for an employee choose Reset Password from the menu to the left under HR Actions or at the top of the screen right next to the employee's name. It will ask you to choose how to send the reset password link either email or SMS/Text (only if we have the phone number on file).

Once you click Reset Password the employee will receive an email or SMS/Text prompting them to change their password.

Employee Details



Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Reset Password

Please choose where the recovery link will be sent to:

☒ Send email to: kwallace@prestigepeo.com

☐ Send SMS/Text message to: 727-123-1234

Message and Data Rates May Apply

Reset Password

Cancel

Position Change – HR Actions

The position change menu item displays the current position information on the Detail tab and a position history on the History tab. To complete a Position Change, select the new position, position start date, reason code, and enter a date if the position change is based on a recent review. Then click **Save**.

****IMPORTANT NOTE:** Please contact your HRBP to have a new position entered into PrestigePRO. Please note, new locations can take up to 5 business days to be added

The screenshot shows the 'HR Actions' menu on the left with 'Position Change' highlighted. The main content area is titled 'Position Change' and has two tabs: 'DETAIL' (selected) and 'HISTORY'. Under 'Current Information', there are two fields: 'Position' with the value 'Waiter' and 'Position Start Date' with the value '11/02/2023'. Under 'Proposed Change', there are two fields: '* Position' with a dropdown menu showing 'Select One' and a blue arrow, and '* Position Start Date' with a date picker showing 'MM/DD/YYYY'.

The screenshot shows the 'Employee Details' modal for 'Paisley Plant'. It includes a profile picture with the letter 'P', the employee's name 'Paisley Plant', and a 'Reset Password' link. Below this are fields for 'Employee ID' (B88250), 'Username' (paisley1974), 'Employee Type' (Full Time), and 'Employment Status' (Family Medical Leave). The 'HR Actions' menu on the left has 'Position Change' highlighted. The main content area is titled 'Position Change' and has two tabs: 'DETAIL' and 'HISTORY' (selected). Under 'HISTORY', there is a search bar and a table with two columns: 'Effective Date' and 'Position'. The table contains two rows: one with '04/09/2024' and 'Waiter - WAIT', and another with '11/02/2023' and 'Director of IT - DIRIT'. Below the table is the text 'Viewing 1 - 2 of 2'. At the bottom are 'Save' and 'Cancel' buttons.

Pay Rate Change – HR Actions

Using the Pay Rate Change feature, you can update the employees new pay, standard hours, auto-pay if needed, the effective date, the reason for the change and then click **Save**.

****IMPORTANT NOTE:** Pay Rate changes can take up to 5 business days from the day it was submitted.

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Pay Rate Change

DETAIL HISTORY

Current Information

Pay Rate

\$15.00 per hour

Effective Date

04/09/2024

Pay Period

Weekly

Annualized Pay

\$31,200.00

Proposed Change

* New Pay Rate

Per

Select Period

* New Standard Hours

Per

Select Period

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

New Annualized Pay

-

☒ Auto Pay Time Card

New Auto Time Card Hours

40

* Effective Date

MM/DD/YYYY

* Reason

Select One

Employee Details

P

Paisley Plant

Reset Password

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Pay Rate Change

DETAIL HISTORY

Search

Effective Date	Pay Rate	Per	Annual Pay	Standard Hours	Change Percent	Change Amount	Change Reason
04/09/2024	\$15.00	Hourly	\$31,200.00	40.00	20.00%	\$5,200.00	Promotion
11/02/2023	\$12.50	Hourly	\$26,000.00	40.00	-	-	-

Viewing 1 - 2 of 2

Save Cancel

Rehire - HR Actions

Managers can now use the Rehire form to rehire a previously terminated employee and return the employee to a normal work status. To access this form, select an employee on the My Employees form who has the Terminated Status. On the Employee Details form that displays, select **HR Actions > Rehire**.

The screenshot shows the 'Employee Details' form for an employee named 'Lucky Ducky'. The employee's status is 'Terminated'. In the left-hand 'HR Actions' menu, the 'Rehire' option is highlighted with a red box. The main content area shows the 'Rehire' section with tabs for 'Detail' and 'History'. The 'Detail' tab is active, showing 'Current Information' with 'Employment Status' as 'Terminated' and 'Employment Type' as 'Full Time'. A blue button labeled 'Start Rehire Process' is visible.

The Details panel on this form shows the status and the employment type. The History panel displays the history of the employee's statuses, including the status type, reasons for changes, and effective dates. To rehire an employee, click the **Start Rehire Process** button. The Proposed Change section displays, where you can enter information for an employee's rehiring.

The form is divided into sections, much like hiring an employee.

- **Proposed Change:** You fill in the employee's new status, employment type, rehire date, and reason, as well as selecting whether to use previous information for deductions, direct deposits, and benefits.
- **Employment Details:** You fill in the employee's new location, position, benefit groups, and organizational information such as department, division, or shift.
- **Pay Details:** You fill in the employee's new pay group, method, rate, and standard hours.
- **Personal Information:** You fill in a personal email address, work email address, and mobile phone number for the employee, as well as confirming whether to use previous information for E-Verification, Onboarding, and Benefits Enrollment.

If the New Hire process includes custom questions, these questions also appear on the Rehire form.

Once these fields are completed, click **Save** to return the employee to a work status and start the onboarding process.

The screenshot shows the 'Employee Details' form for an employee named 'Jayne Birmingham'. The employee's status is 'Terminated'. In the left-hand 'HR Actions' menu, the 'Rehire' option is highlighted with a red box. The main content area shows the 'Rehire' section with tabs for 'Detail' and 'History'. The 'History' tab is active, displaying a table of the employee's status changes.

Status	Type	Reason	Effective Date	Date Updated
TERMINATED	Full Time	Transfer	02/28/2023	02/21/2023
ACTIVE	Full Time	-	12/21/2022	12/21/2022

Viewing 1 - 2 of 2

Status/Type Change – HR Actions

Managers can use the new Status/Type form to view and change an employee's status and employment type. This form, found under Employee Details in the HR Actions menu, displays the employment status and employment type of the employee. Managers can propose a change to these attributes, assign both a proposed change date and reason for the change, and enter new hours for the employee if applicable.

****IMPORTANT NOTE:** Status/Type changes can take up to 5 business days from the day it was submitted.

The screenshot shows the 'Employee Details' window for Jayne Birmingham. The left sidebar lists HR Actions, with 'Status/Type Change' highlighted. The main content area shows the 'DETAIL' tab for the 'Status/Type Change' form. It displays current information: Employment Status is 'Terminated as of 02/28/2023' and Employment Type is 'Full Time as of 02/28/2023'. Below this is a 'Proposed Change' section with fields for 'New Employment Status' (a dropdown menu showing 'Select One') and 'Reason'. There is also a link for 'Employee Hours Update' and 'Save' and 'Cancel' buttons at the bottom.

In addition, the History tab on this form displays the history of status changes, dates, and reasons provided for this employee.

The screenshot shows the 'Employee Details' window for Jayne Birmingham, with the 'HISTORY' tab selected. It displays a table of status changes. The table has columns for Status, Type, Reason, Effective Date, and Date Updated. There are two entries: one for 'TERMINATED' status on 02/28/2023 due to a 'Transfer', and another for 'ACTIVE' status on 12/21/2022. A search bar is at the top of the table, and 'Viewing 1 - 2 of 2' is at the bottom.

Status	Type	Reason	Effective Date	Date Updated
TERMINATED	Full Time	Transfer	02/28/2023	02/21/2023
ACTIVE	Full Time	-	12/21/2022	12/21/2022

Leave of Absence - HR Actions

Managers can now use the Leave of Absence form to place an employee on a leave of absence and review information for employees on leave. To access this form, select an employee on the My Employees form. On the Employee Details form that displays, select **HR Actions > Leave of Absence**.

****IMPORTANT NOTE:** Processing for an Leave of Absence can take up to 5 business days.

The screenshot shows the 'Employee Details' form for Frank Jones. The 'HR Actions' sidebar on the left has 'Leave of Absence' highlighted. The 'Leave of Absence' form is displayed as an overlay, showing the 'Proposed Change' section with fields for 'Leave Employment Status' (FAMILY MEDICAL LEAVE), 'Leave Effective Date' (05/01/2023), 'Reason Code' (CORRECTION), and 'Planned Return Date' (MM/DD/YYYY). The 'PTO Accruals' section is also visible, showing a table with columns for 'PTO Register Type', 'PTO Benefit Plans', and 'Stop Accruals'. The 'Stop Accruals' column has a 'Yes' dropdown selected for both 'TEST' and 'Vacation' registers. The 'Save' and 'Cancel' buttons are at the bottom of the overlay.

To place an employee on a leave of absence, click the Add **Leave of Absence** button. The Proposed Change section displays, where you can change the employee's status, specify a date when the leave of absence occurs, cite a reason, and indicate a proposed date for the leave to end. Once these fields are completed, click **Save** to place the employee on a leave of absence. Here you will also choose to stop accruals by choosing Yes from the drop down.

The screenshot shows the 'Leave of Absence' form with the 'Detail' tab selected. The 'Current Information' section displays the employee's current status as 'Active as of 07/12/2016' and 'Full Time as of 07/12/2016'. A blue button labeled 'Add Leave of Absence' is located at the bottom of the form.

If the employee is enrolled in one or more PTO registers and the leave of absence is set to the current day or before the current day, the PTO Accruals section displays. Managers can use this section to ensure that sick time and PTO accruals for the employee are accurate.

The Details panel on this form shows the status and type of the employee. The History panel displays the history of the employee's leaves of absences.

Employee Details

P

Paisley Plant

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

Reset Password

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

This employee is on a leave of absence

Would you like to start the [Return to Work](#) process?

Leave of Absence

Detail

History

Search

Status ▾	Type ▾	Reason ▾	Effective Date ▾	Date Updated ▾
FAMILY MEDICAL LEAVE	Full Time	Leave	04/08/2024	04/09/2024

Viewing 1 - 1 of 1

Return to Work - HR Actions

You can now use the Return to Work (After Leave of Absence) form to conclude an employee's leave of absence and return the employee to their normal work status. To access this form, select an employee who is on a leave of absence on the My Employees form. On the Employee Details form that displays, select **HR Actions > Return to Work**.

The Details panel on this form shows the status and type of the employee. The History panel displays the history of the employee's leaves of absences.

The screenshot shows the 'Employee Details' form for 'Paisley Plant'. The top section displays the employee's profile with a 'P' icon, name, and various details: Employee ID (B88250), Username (paisley1974), Employee Type (Full Time), and Employment Status (Family Medical Leave). A 'Reset Password' link is also present. On the left, under 'HR Actions', the 'Return to Work' option is highlighted with a red box. On the right, the 'Return to Work (After Leave of Absence)' section is visible, with tabs for 'Detail' and 'History'. The 'Detail' tab shows 'Current Information' with fields for 'Employment Status' (Family Medical Leave as of 04/08/2024) and 'Employment Type' (Full Time as of 11/02/2023). A blue 'Return to Work' button is located at the bottom right of this section.

To return an employee to work, click the **Return-to-Work** button. The Proposed Change section displays, where a manager can change the employee's status and employment type upon return, specify a date for the return, and cite a reason. Once these fields are completed, click Save to return the employee to a work status.

If the employee is enrolled in one or more PTO registers and the return date is set to the current day or before the current day, the PTO Accruals section displays. Managers can use this section to ensure that sick time and PTO accruals for the employee are accurate.

This screenshot shows the 'Employee Details' form for 'Paisley Plant' with the 'History' tab selected under 'Return to Work (After Leave of Absence)'. A search bar is present above a table that lists the employee's return history. The table has columns for Status, Type, Reason, Effective Date, and Date Updated. One entry is shown: Status is 'ACTIVE', Type is 'Full Time', Reason is '-', Effective Date is '11/02/2023', and Date Updated is '11/02/2023'. Below the table, it says 'Viewing 1 - 1 of 1'.

Status	Type	Reason	Effective Date	Date Updated
ACTIVE	Full Time	-	11/02/2023	11/02/2023

New Hire

After clicking on the New Hire menu, you will see a dashboard view of your employees currently going through Onboarding. From the dashboard you can see the Hire Status, Hire Date, Start Date, and Hired By for each employee.

The screenshot shows the 'New Hire' dashboard. At the top, there are tabs for 'ACTIVE' and 'COMPLETED'. Below these is a search bar and a 'Columns' button. The main table lists employees with columns for Employee Name, Hire Status, Hire Date, Start Date, and Hired By. The 'Actions' column contains icons for various actions. Four red callout boxes with numbers 1, 2, 3, and 4 point to the first four icons in the Actions column: a mail icon (1), a document icon (2), a pencil icon (3), and a trash can icon (4). A 'Hire Employee' button is located in the top right corner.

Employee Name	Hire Status	Hire Date	Start Date	Hired By	Actions
Bill Murray	In Progress	10/26/2023	10/26/2023	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Jabra Testing	In Progress	04/12/2024	04/12/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
John Taffer	Delayed	03/29/2024	03/29/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Just Testing	In Progress	04/11/2024	04/11/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Racer Testing	In Progress	10/27/2023	10/27/2023	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]

Viewing 1 - 5 of 5

The following items can be completed from Actions on the New Hire Dashboard.

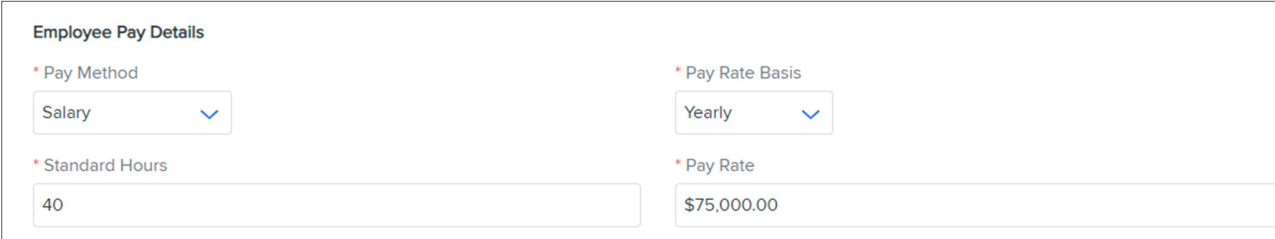
1. Resend Welcome email
2. View Kiosk Code – (TBD)
3. Edit New Hire
 - a. **Employee Personal Information**
 - i. First Name, Last Name, Personal Email, Mobile Phone, Middle Name, Preferred Language, and Nickname.
 - b. **Employment Details**
 - i. Work Location, Benefit Group Employment Status, Position, Start Date, Employee Type, Employee Number, and Department Code, PTO Approver, Manager, Work Shift, Work Group, Project, and Seniority Date.
 - c. **Employee Pay Details**
 - i. Pay Method, Pay Rate Basis, Standard Hours, and Pay Rate
4. Delete New Hire

To start the New Hire process, click the Hire Employee  button located in the upper right corner of the dashboard. All the mandatory fields are marked with an asterisk. Depending on whether your company has departments, divisions, etc. will determine which additional fields are mandatory.

Under **Employee Personal Info** and **Employment Details** is a button which will expand displaying additional fields to be entered.

- **Employment Status:** You **MUST** always choose Active for a new employee, or the onboarding email will not be sent to the employee.
- **Employment Type:** This will depend on the type of employee you are hiring. (Full Time, Part Time, Temporary Full Time, etc.)
- **Benefit Group:** You are able to place employees in the appropriate benefit group according to the group set-up in the system for your company and their benefit eligibility.
- **Department** (if applicable): You can place the employee in the appropriate department within your company.
- **Pay Group:** Please select the pay group. There should only be one option unless your company has multiple pay groups set-up, in which case you will select the one that applies to that employee.

****IMPORTANT NOTE:** Please contact your HRBP to have a new worksite location entered into PrestigePRO. Please note, new locations can take up to 5 business days to be added.



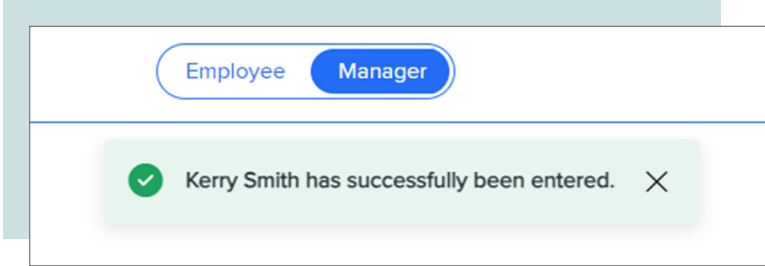
The form is titled "Employee Pay Details". It contains four fields with asterisks indicating they are mandatory:

- * Pay Method:** A dropdown menu with "Salary" selected.
- * Pay Rate Basis:** A dropdown menu with "Yearly" selected.
- * Standard Hours:** A text input field containing "40".
- * Pay Rate:** A text input field containing "\$75,000.00".

After these selections are made, you will add in the Pay Method (Hourly, Salary or Commission), and Pay Rate, which would be just the hourly rate for an hourly employee.

For a salaried employee you can input the full annual amount, but you **MUST** select Yearly in the Pay Rate Basis drop down for the salary to calculate correctly.

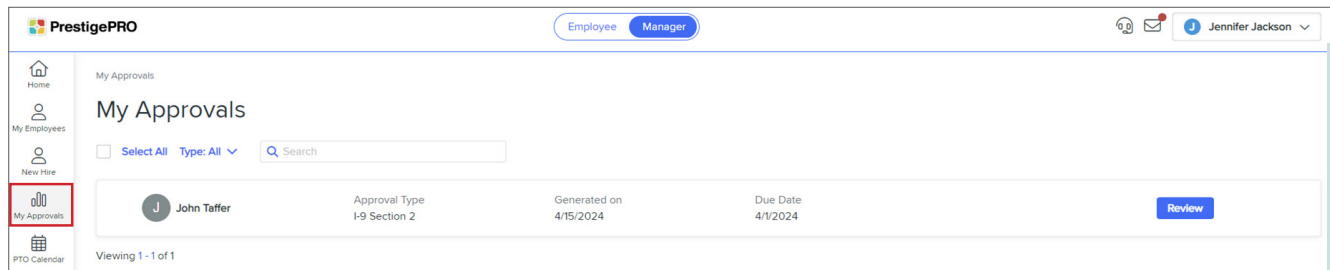
Once all of the information is entered, click **'Save'** at the bottom and the system will show a message confirming the email address to send the Welcome email to. Check the box to mark the email address and click "Send Message". You will receive a pop-up message confirming that the employee has been successfully entered.



This section shows the "Employee" and "Manager" buttons, with "Manager" selected. Below this is a green success message box that reads: "Kerry Smith has successfully been entered." with a checkmark icon and a close button (X).

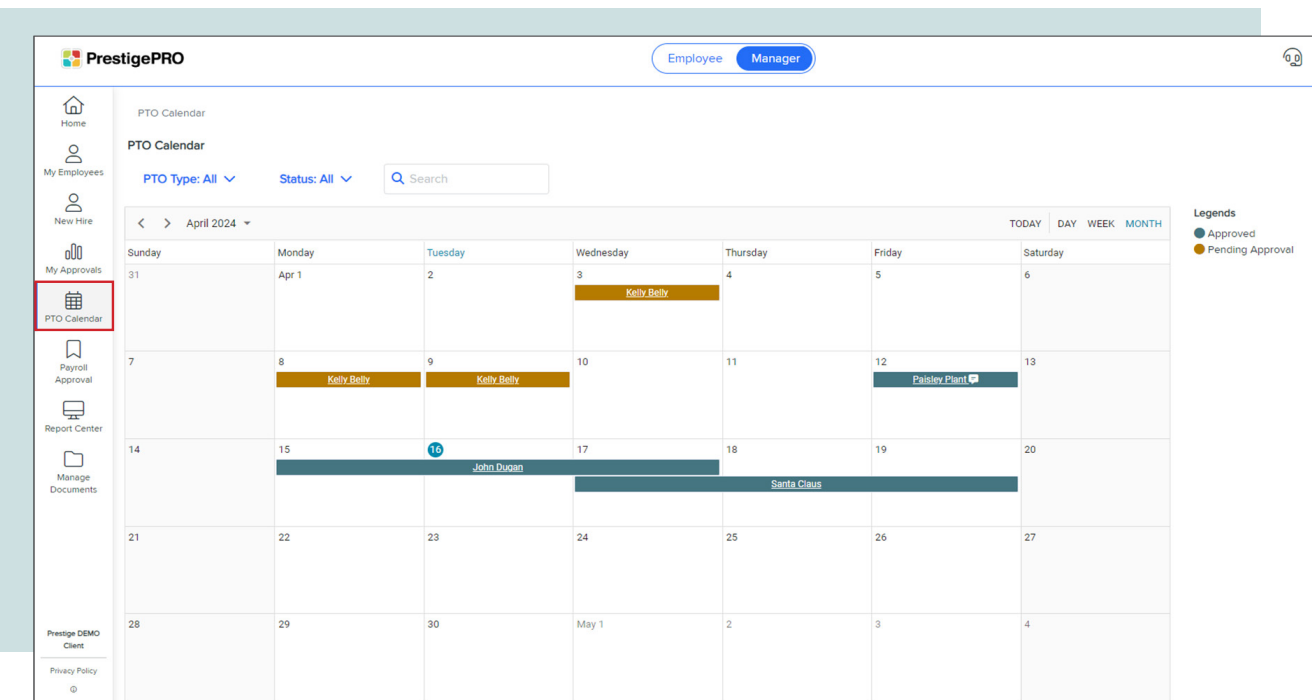
My Approvals

From the My Approvals menu item you can process the following approvals: Section II of the I-9, Leave Request (PTO), Position Change, Pay Rate Change, and Status/Type changes.



PTO Calendar

The PTO Calendar displays Approved and Pending Approval PTO requests. Which employees you see will depend on the Data Security within PrestigePRO.



Payroll Approval

The Payroll Approval form displays a list of payrolls in Pending Client Approval status that are ready for review and approval. This form displays summary information for each payroll, including the number, description, pay date and type, and invoice amount. Using this form, you can view details on the payroll, approve it, or deny it.

The screenshot shows the 'Payroll Approval' page in the PrestigePRO system. The page has a sidebar on the left with navigation icons for Home, New Hire, PTO Calendar, My Approvals, Report Center, Manage Documents, and Payroll Approval (highlighted with a red box). The main content area displays a table with one payroll entry. The table has columns for Payroll Number, Description, Pay Date, Pay Group, Payroll Type, and Total Invoice. Below the table, there are buttons for 'Review Payroll', 'Approve', and 'Deny'. The user's name, Jennifer Jackson, is shown in the top right corner.

Payroll Number	Description	Pay Date	Pay Group	Payroll Type	Total Invoice
202411	ESS	04/19/2024	N/A	Manual	\$ 266.64

Select Review Payroll to display the Payroll Summary form, where you can review more specific details for the payroll. The Payroll Summary section on this form shows additional information, such as the pay period and deduction period.

The Payroll Detail tab on the Payroll Summary form displays payment records for individual employees on the payroll.

The screenshot shows the 'Payroll Summary' page in the PrestigePRO system. The page has a sidebar on the left with navigation icons for Home, New Hire, PTO Calendar, My Approvals, Report Center, Manage Documents, and Payroll Approval (highlighted with a red box). The main content area displays the 'Payroll Summary' for Payroll #202411. The summary includes fields for Description, Pay Date, Payroll Type, Payroll Status, Total Invoice, Pay Group, Period, Weeks Worked, Deduction Period, and Period Number. Below the summary, there are tabs for 'Payroll Detail', 'Unpaid Employee Detail', and 'Invoice'. The 'Payroll Detail' tab is selected, showing a table of payment records for individual employees. The table has columns for Name, Voucher, Hours, Gross Pay, Gross Earnings, Taxes, Deductions, Net Pay, Check Amount, Deposit Amount, and Pay Stub Type. The user's name, Jennifer Jackson, is shown in the top right corner.

Name	Voucher	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
Pollock, Jackson	025136	12.00	\$204.00	\$204.00	\$18.84	\$0.00	\$185.16	\$185.16	\$0.00	Paper

The Unpaid Employee Detail tab shows information about any employees who are marked as unpaid on the payroll.

The Invoice tab shows a complete breakdown of payment amounts, taxes, and fees on the invoice. Information from each of these tabs can be downloaded as a CSV file by clicking the **Download** button.

The screenshot shows the 'Invoice' tab selected in a navigation bar. A 'Download' button is in the top right. The main content area displays client and payroll information in a table-like format. Below this, an 'Invoice Name' and 'Amount' table lists various charges. At the bottom, there are 'Approve' and 'Deny' buttons.

Client	Address	Date
Prestige DEMO Client	538 Broadhollow Rd Melville, NY 11719	04/19/2024

Pay Period Ending	Control Number	Total Invoice
N/A	00101-202411	\$ 266.64

Invoice Name	Amount
GROSS WAGES	\$204.00
SERVICE FEE (Incs.Taxes/WComp/Admin)	\$45.45
Other: Local Taxes	\$0.69
Other: Shipping	\$16.50
TOTAL INVOICE	\$266.64

Approve Deny

You can approve a payroll by clicking the Approve button for the payroll on the Payroll Approval form, or by displaying the Payroll Summary form for a payroll and clicking the Approve button on the bottom of the screen. You can also deny the payroll using the same processes. If you deny a payroll, the Deny Payroll # form displays, where you must enter a reason to deny the payroll.

Report Center

Report Center functions the same as it does within PrestigePRO. When you click on the menu item, it will open Report Center in a new window.

The screenshot shows the 'Report Center' window. It has a search bar, filters for categories and tags, and a list of reports. The reports listed are 'Benefit Billing Detail', 'Client & Employee Activity', and 'Department - Division Report'. Each report has a brief description and a 'Views' count.

Report Center

Company(s): Prestige DEMO Client (00101)

Home

Search for reports or views

Categories: Any Tags: Any

- Benefit Billing Detail** Data Warehouse
Includes insurance premiums, amount billed and employee deductions to determine net amount billed. Data from: Employee Payroll Voucher records
Views (0)
- Client & Employee Activity** Data Warehouse
Includes client adds and terminations, full and part time employee counts, new hires and terminations over a date range.
Views (0)
- Department - Division Report**
Includes Last Hire Date, Termination Reason, WC State, 1099 EE, and Drivers License detail. Data from: general employee records such as company, pay, and personnel.
Views (0)

Manage Documents

To manage employee documents in Employee Portal (EP), use the Manage Documents form. The documents shown depend on the document categories assigned to your user role.

Employee

Manager

Home

My Employees

New Hire

My Approvals

PTO Calendar

Payroll Approval

Report Center

Manage Documents

Manage Documents

Manage Documents

Documents

Advanced Search

Filter...

Go

Prev

Next

Name	Version	Category	Description
Company Documents			
Employee Documents			
Global Documents			