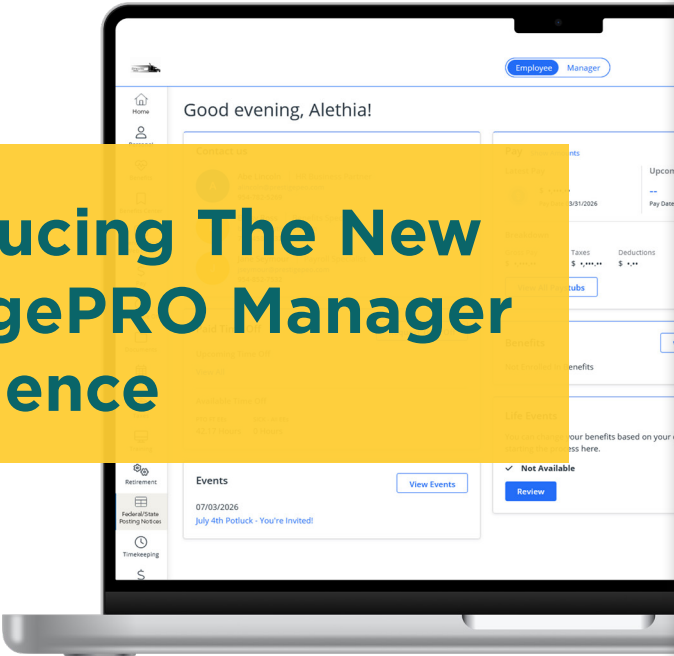




Introducing The New PrestigePRO Manager Experience

New Features Designed to Help Managers Work with Greater Visibility and Confidence

PrestigePEO is continuing to enhance the technology experience for our clients by updating the PrestigePRO manager experience. These enhancements are designed to help managers more easily navigate common workforce responsibilities, including employee information, approvals, time-off planning, payroll-related workflows, reporting, and document management.

Get Started with PrestigePRO Manager Enhancements

Use PrestigePRO to explore the manager tools available to you, including employee information, leave approvals, PTO planning, time sheets, payroll approvals, reporting, and document management.

If you have questions or need support, please get in touch with your dedicated PrestigePEO HR Business Partner or Payroll Specialist.

***Please note:** Available features, menu options, and actions may vary based on role, permissions, company setup, and configuration.

New Key PrestigePRO Enhancements

Greater Employee Visibility

Search employee records, customize visible columns, filter employee lists, and review employee details more easily through “**My Employees.**”

Streamlined Manager Navigation

Use the Manager view to access role-based tool for employee information, approvals, and HR actions.

Clearer Approval Management

Review pending leave requests, view request details and balances, and approve or deny requests when permitted.

Time-Off Tracking and Planning

For clients using PrestigePRO to track time off, the Team PTO Calendar helps managers view pending and approved PTO for planning purposes.

Permission-Based HR Action Support

Access available HR Actions such as password reset, position change, location change, pay rate change, and status/type change based on role and permissions.

Position and Workforce Update Capabilities

Depending on role and configuration, managers can support position-related workflows, review employee work details, and initiate certain workforce updates. For new positions or worksite locations, contact your dedicated HR Business Partner or Payroll Specialist if you need help along the way.

Time and Payroll Workflow Support

Review time sheets, apply approved leave, submit time sheets for calculation, and review payroll approvals when permitted.

Reporting and Document Tools

Use available reporting, dashboard, and document management tools based on role and permissions.