

## Getting Started

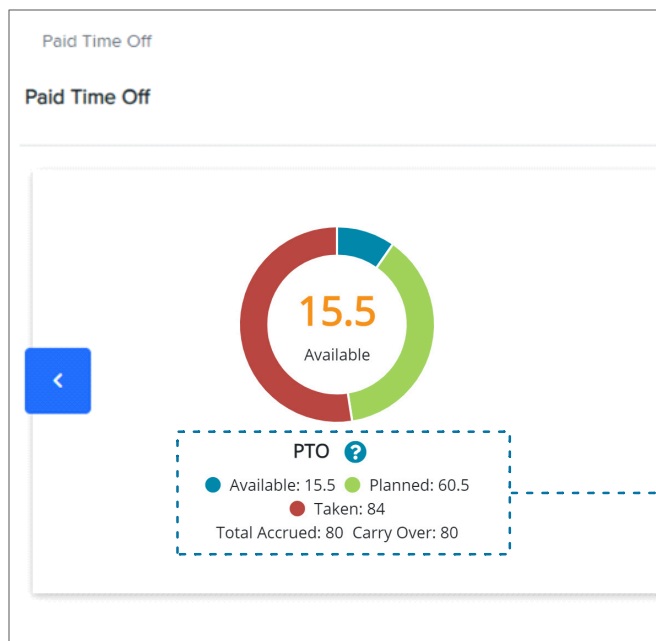
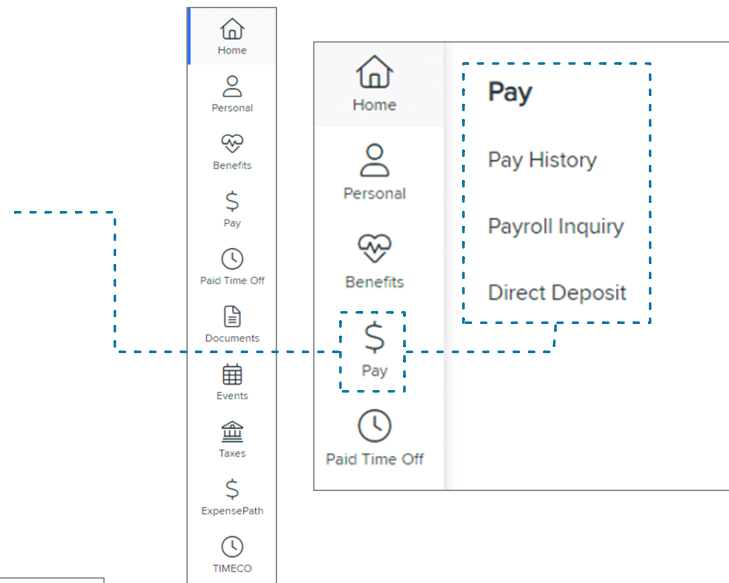
This guide explains several of the tools & features available in your PrismHR employee portal, including Time & PTO, Pay, Benefits, Personal Information and Taxes.

## How to Navigate

Once logged into the employee portal, there will be a vertical menu on the left-hand side of the screen. This menu contains all of the employee portal's primary functions.

Clicking some menu items will open a sub-menu containing additional features.

(See the figure to the right)



## Time Entry & Paid Time Off

**Time Entry** - This feature allows employees to manually clock in and out and track their total hours worked. (if applicable)

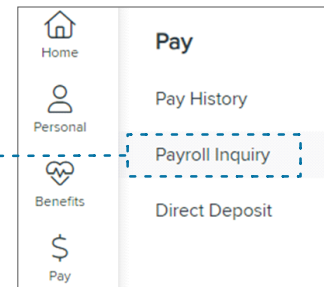
**Paid Time Off** - Employees can view their current available, planned or taken PTO time. They can also "Request Time Off" in the top right corner and see their history of PTO taken at the bottom of the page.

*\*Not representative of your PTO Accruals. Please see your HR representative for more information about your PTO options.*

## Pay History & Direct Deposit

**Pay** - Employees can view their pay history including Gross Pay, Net Pay, Taxes withheld and benefit deductions. (See figure below)

This is also where an employee may make Payroll Inquires or setup their Direct Deposit options.



Pay > Pay History

Pay History Select Year 2024

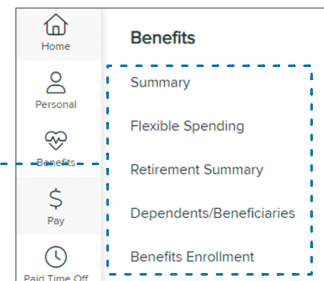
Search Columns

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
04/05/2024	324097	\$2,307.70	\$173.21	\$613.96	\$1,520.53	<a href="#">View Paystub</a>
03/22/2024	324013	\$2,307.70	\$291.10	\$518.95	\$1,497.65	<a href="#">View Paystub</a>
03/08/2024	323930	\$2,307.70	\$291.11	\$518.96	\$1,497.63	<a href="#">View Paystub</a>
02/23/2024	323847	\$2,307.70	\$291.11	\$518.95	\$1,497.64	<a href="#">View Paystub</a>
02/09/2024	323756	\$2,307.70	\$291.11	\$518.96	\$1,497.63	<a href="#">View Paystub</a>
01/29/2024	323743	\$500.00	\$38.25	\$15.00	\$446.75	<a href="#">View Paystub</a>
01/26/2024	323675	\$2,307.70	\$291.11	\$518.95	\$1,497.64	<a href="#">View Paystub</a>

## Benefits Summary

**Benefits** - Here you'll find a listed summary of all elected benefits as well as their effective dates and total monthly premiums.

There may be additional tabs such as Flexible Spending, Retirement Summary and Dependents/Beneficiaries if applicable.



Benefits > Summary

Summary

Plan	Type	Status	Section 125	Effective Date	Coverage Start	Total Premium	Employee Contribution	Cost Basis
FLBL-Health-OM-BO05907-100101	EMPLOYEE/SPOUSE	Active	Yes	01/01/2024	01/01/2024		\$760.47	Monthly
MetLife Critical Illness 15K	EMPLOYEE	Active	Yes	01/01/2024	01/01/2024		\$9.45	Monthly
METLIFE Dental High Plan	EMPLOYEE/SPOUSE	Active	Yes	01/01/2024	01/01/2024		\$75.10	Monthly
METLIFE VOL STD	693.00	Active	No	01/01/2024	01/01/2024		\$23.63	Monthly

## Personal Information

All personal information about the employee documented by their employer for insurance, underwriting and emergency purposes. This information includes contact info, birthday, marital status, disabilities, drivers license, company vehicles issued, veteran status, and emergency contacts.

*\*This information may vary dependent on your company.*

The screenshot displays the 'Personal Information' section of the employee portal. On the left is a navigation sidebar with icons for Home, Personal, Benefits, Pay, Paid Time Off, Documents, Events, and Taxes. The main content area is titled 'Personal' and lists several sub-sections: Employment Summary, Personal Info (highlighted with a dashed blue box), Contact Info, Address, Emergency Contacts, Veteran Status, Driver's License, Vehicles, and Vehicle Insurance Policies. A detailed view of the 'Personal Info' section is shown on the right, enclosed in a dashed blue box. This view includes a profile card with a blue circle containing the letter 'A', the name 'Employee Name', and fields for Birthdate (January 18, 1989), Age (35), and Gender (Female). Below this is a 'Personal Information' section with an 'Edit' button and a grid of fields: Legal Name, Preferred First Name, Nickname, Marital Status, Date Married, Tobacco User, Disabled, and Blind.

## Taxes

**Taxes** - Employees can view their Tax Withholding's as well as access and update their W2s and W4s and other important tax forms.

The screenshot shows the 'Tax Withholding' section of the employee portal. At the top, there is a breadcrumb trail 'Taxes > Tax Withholding' and a title 'Tax Withholding'. The content is organized into two main columns. The left column is titled 'Federal Tax' and contains two rows: 'Allowance' with a value of '0' and 'Filing Status' with the text 'Single or Married filing Separately'. The right column is titled 'FL State Tax - Resident' and is currently empty.