

How to Pull Pay Stubs

Manager Portal Guide

Updated 03/22/2021 Questions? Call 855-792-2808







Getting Started

This guide will demonstrate how to retrieve and print employee pay stubs using the PrismHR Manager Portal. You can log into your Manager Portal using the button below. Once logged in, continue onto the following steps.

Manager Portal Login

1. Navigate to the Employee Profile

Refer to **My Employees** on the bottom right-hand side of the dashboard and locate the employee you would like to retrieve a pay stub for.

Click on the employee's name and open the profile window. This profile contains all of the employee's documented personal and work information.

Employee N			Evt	Mork			Mahila		
Employee Na	ame		EXU	WOLK			Mobile		
Ade, Gator									
Alice, Vince									
Bart Lindsey	/								
E I E									
Employee, Fa	аке								
Employee, Ja	ane 🛏								
HR / Change / Employee De	talls			Company: (77770	0) Demo C	llent			
Jane Employee		Name	Personal	Address W	ork F	Pav Tax	Deposit	Skills & Educatio	on I
Employee	800170	٩				, ,			
Name & Contact									
Last Name	Employee			Work Phone					
Middle Name	Jane			FP Username	dawn@ap	pliedpeo.com			
Nickname									
Employment									
Employment Status	ACTIVE			Employer		FEIN 1			
Status Date	05/11/2018			Employer Start Date		05/10/2018			
Employment Type	FULL TIME			Last Hire Date		05/11/2018			
Type Date	10/01/2020			Original Hire Date		05/11/2018			
Position	Executive Assistant								
0 11 EEO 0 1									



2. Payroll Vouchers

In the top-right corner of the employee profile, click on the blue **Action Menu** icon to access a list of available actions and reports. Locate and click on the menu item **Payroll Vouchers**.

This opens the Payroll Vouchers Menu and displays all recent checks and deposits received by the employee in order by date. Select the **Voucher Number** you would like to view.

Employee	B00170	٩	EMPLOYEE JANE		Year 2021	\sim		
Voucher#	Check/Advice#	Туре	Pay Date	Gross Earnings	Expense Reimbursements	Gross Pay	Deductions	
000573	53912	Deposit	03/19/2021	2080.00	0.00	2080.00	223.40	3
000567	27	Check	03/10/2021	1000.00	0.00	1000.00	145.00	1
000565	52520	Deposit	03/05/2021	2000.00	0.00	2000.00	203.40	2
000562	50435	Deposit	02/19/2021	2000.00	0.00	2000.00	193.40	5
000553	49193	Deposit	02/05/2021	1000.00	0.00	1000.00	145.00	
000551	49192	Deposit	02/05/2021	1000.00	0.00	1000.00	145.00	
000547	48500	Deposit	02/05/2021	987.50	0.00	987.50	58.15	1
000541	46487	Deposit	01/22/2021	2000.00	0.00	2000.00	68.40	2
000520	44694	Deposit	01/08/2021	2000.00	0.00	2000.00	78,40	2

Applied Business Solutions

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3. Access and Print Pay Stub	Voucher Pay Deductions Benefits Tax Accounting Banking PTO
Click on the Banking tab at the top of the Voucher menu.	Employee B00170 Last Name Employee First Name Jane Name on Crieck Jane Employee
Near the center of the Banking ta screen, find and click on the optic Reprint Check Stub .	D Employee Voucher Voucher Pay Deductions Benefits Voucher Number 000565 Employee Jane Employee
This prompt loads the original pay stub in a seperate window. Use the icons in the top-right of the window to Download and save o Print this pay stub.	Check Details Bank Account 1 Check Number 52520 Reprint Check Stub Check Amount 0.00 Pay Stub Type Paper ACH Check Account 1
1 1 1	
Event	Under # Under # Under # Under # Jane Employes DemoClient - Main Office (777700) Employes DemoClient - Main Office (777700) SNM: XXXX-XX-0505 Period Start Date 02-15-2021 Check Date EMPF B00170 03-05-2021 Federal Filing Status SSSRigie 52503 Start Filing Status NORE/NCE Earnings - Current Deductions / Taxes TO Bits Pyrotescription Bits Pyrotescription Bits Work / 12:00 10:00 </th
	MEDICARE STORATE MEDICARE STORATE<
	Demo Clant Physical Via 15200 Per Norn-negotiable \$5.000 Per Norn-negotiable \$5.00