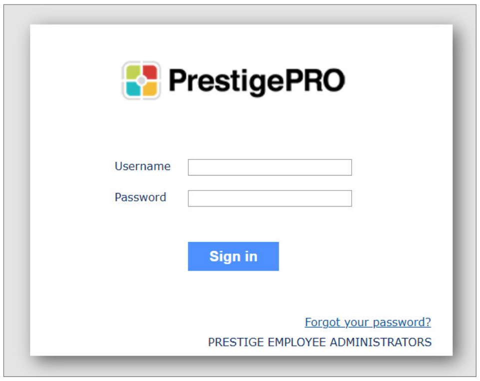
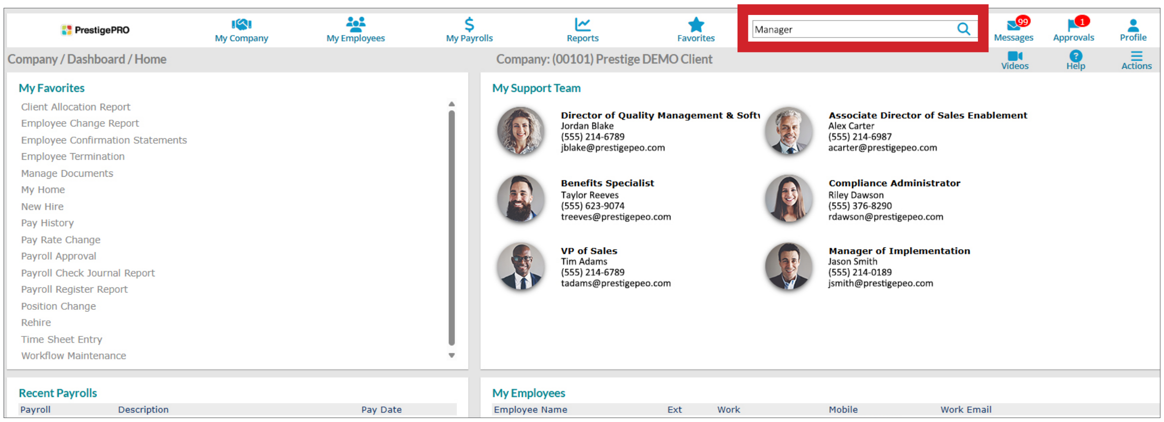
Manager Enhanced Functionality Guide

1. To access the Prestige Manager Portal, you must first log into your PrestigePRO account at https://pea.prismhr.com

   If you have forgotten your password, please click on the "Forgot your password?" link.



2. After logging into PrestigePRO, use the Search Bar and type "Manager."



3. Select "Prestige Manager Portal" when it appears and follow the prompt.

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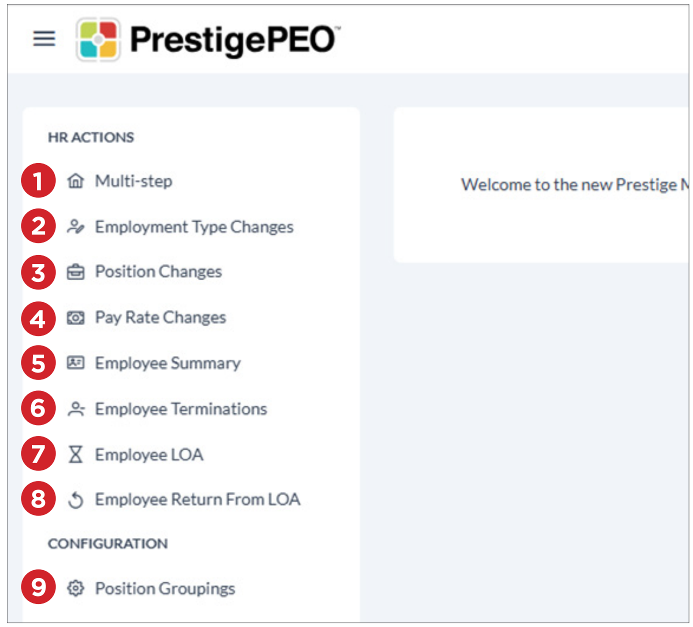
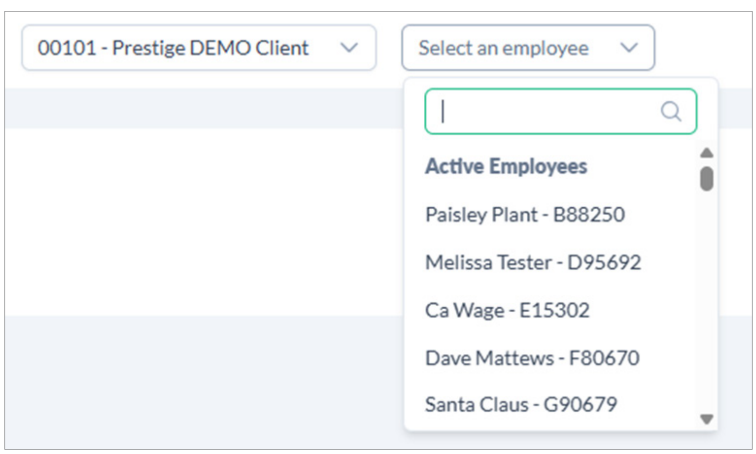
Dashboard Features

From the dashboard, you can do the following:

1. Multi-step (allows you to complete a Type change, Position change, and Pay Rate change one after the other without having to click on each menu item)
2. Employment Type Change (Full-time/Part-time)
3. Position Change
4. Pay Rate Change
5. Employee Summary (overview of employee)
6. Employee Termination
7. Employee LOA
8. Employee Return From LOA
9. Position Groupings (organize your positions by department)



To complete any process, select the employee from the drop-down menu at the top of your screen.

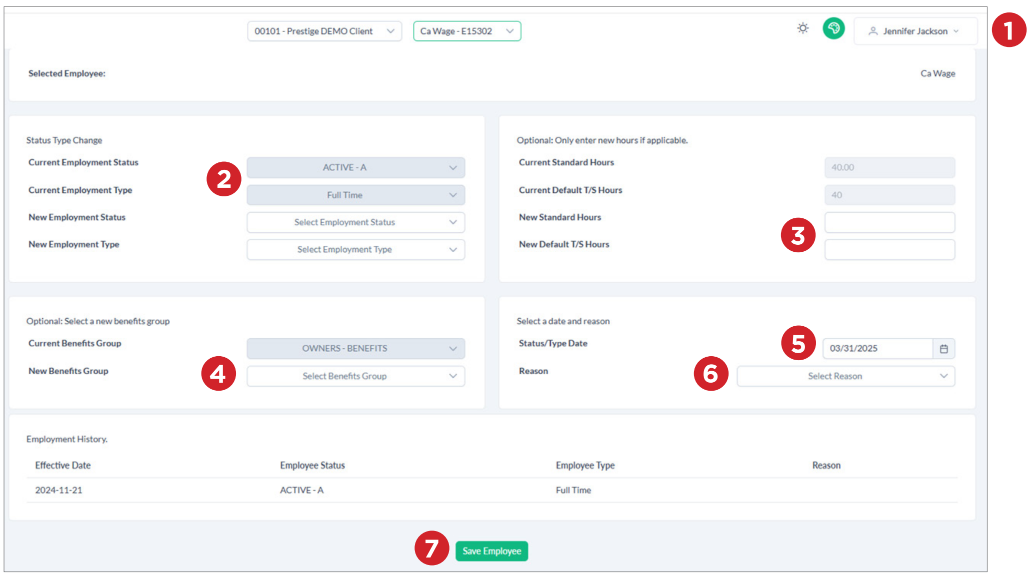


Multi-step

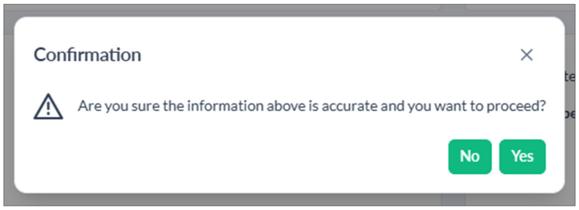
The multi-step menu item will guide you through the same screens as outlined below. Starting with Employment Type Changes through Pay Rate Changes.

Employment Type Changes

1. Select your employee from the drop-down menu at the top of your screen.
2. Under the Status Type Change box, choose the following:
    a. New Employment Status
    b. New Employment Type
3. In the box adjacent to the Status Type Change box, update the New Standard Hours and New Default T/S Hours as necessary.
4. If the Benefit Group is changing, choose the New Benefits Group.
5. Select the Status/Type Date (the default date will be the current date).
6. Select the Reason from the drop-down menu.
7. Click Save Employee.



8. You will receive a pop-up message asking you to confirm the changes.



9. After confirming, you will receive a message that the changes have been made.

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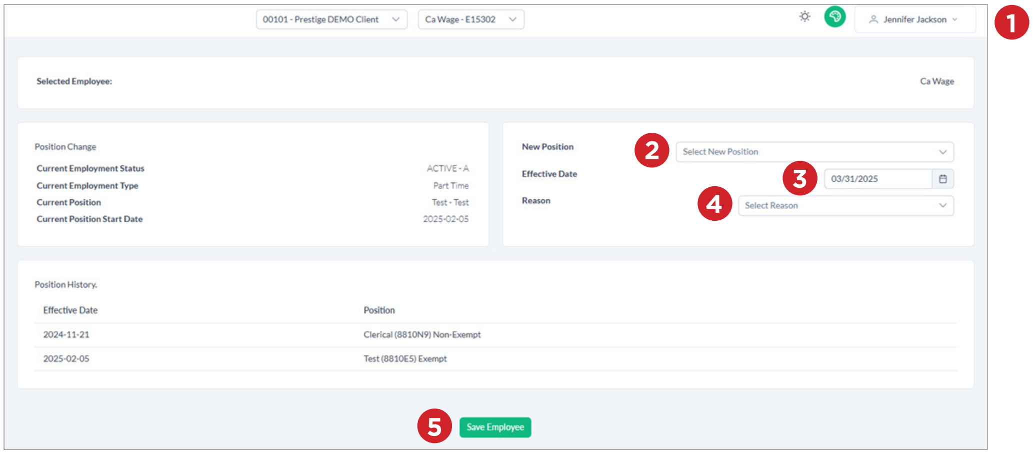
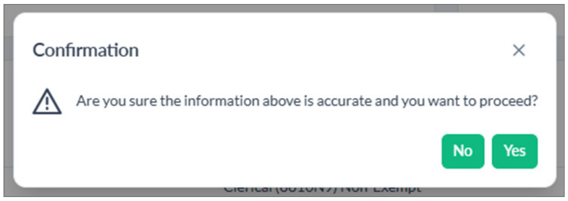
Position Change

1. Select your employee from the drop-down menu at the top of your screen.
2. Select the new position from the drop-down menu.
3. Choose the Effective Date (the default date will be the current date).
4. Select the reason for the position change.
5. Click Save Employee.



6. You will receive a pop-up message asking you to confirm the changes.



7. After confirming, you will receive a message that the change has been made.

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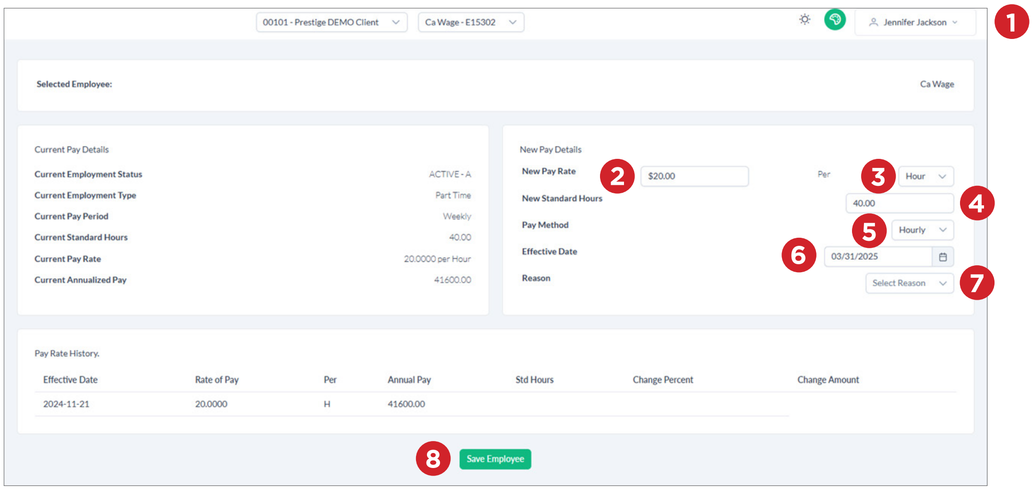
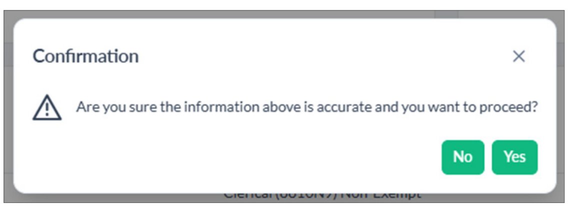
Pay Rate Change

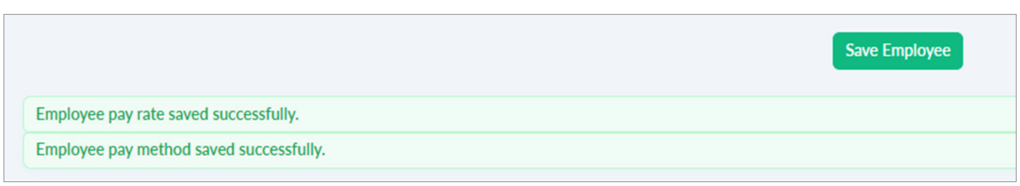
1. Select your employee from the drop-down menu at the top of your screen.
2. Enter the new pay rate.
3. Select the Pay Rate Period.
4. Update the Standard Hours if necessary.
5. Choose the Pay Method if that is changing.
6. Enter the Effective Date of the change (the default date will be the current date).
7. Select the reason for the pay rate change.
8. Click Save Employee.



9. You will receive a pop-up message asking you to confirm the changes.



10. After confirming, you will receive a message that the change has been made.



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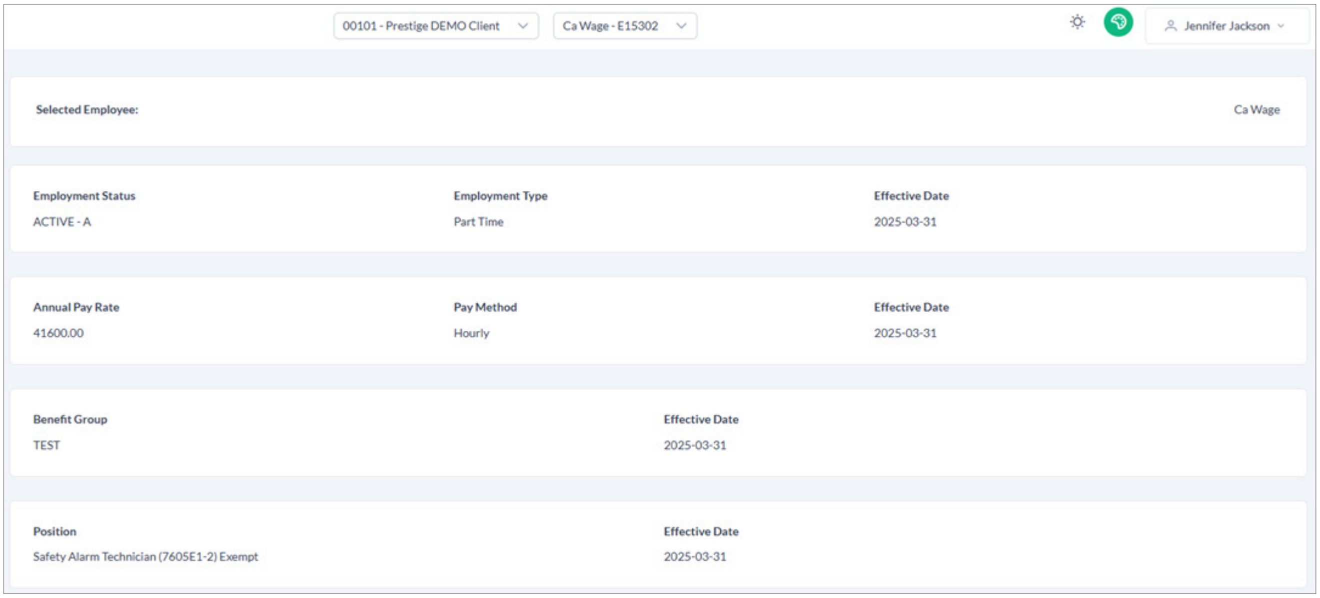
Employee Summary

The Employee Summary will display an overview of the employee's information. Make sure to select your employee at the top of the page.



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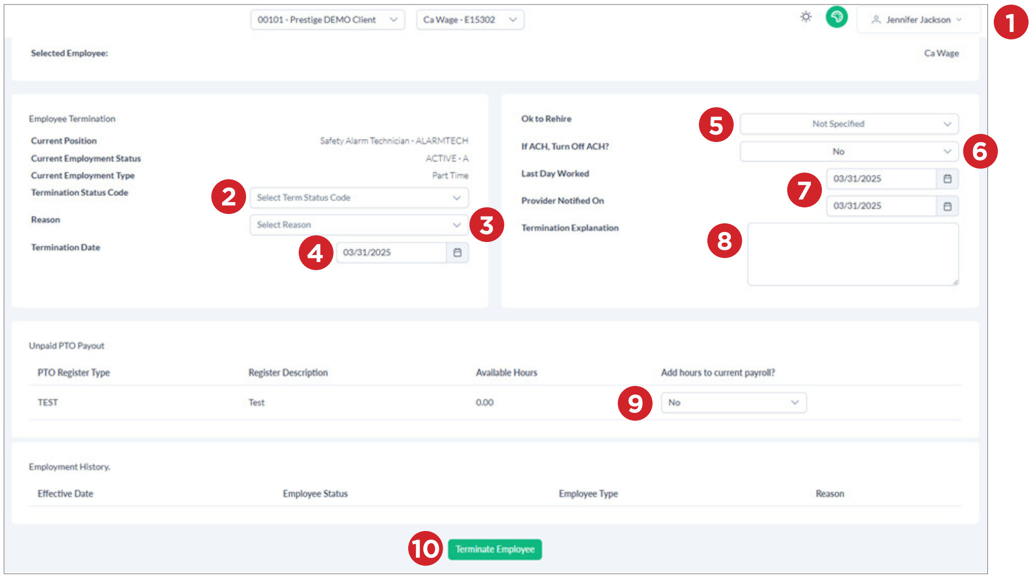
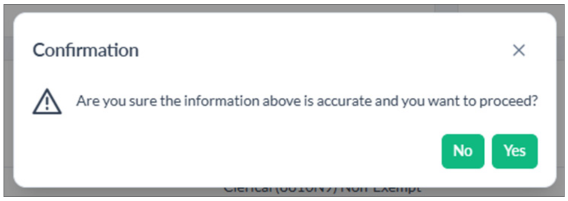
Employee Terminations

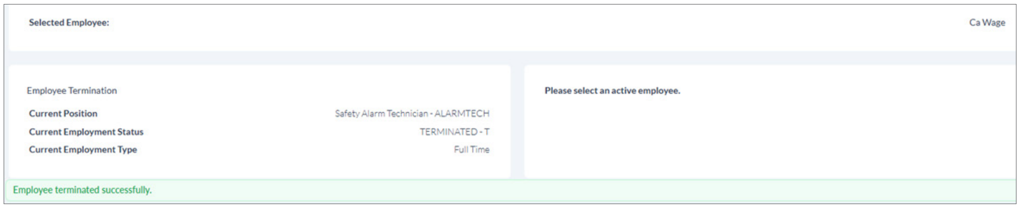
1. Select your employee from the drop-down menu at the top of your screen.
2. Choose the Termination Status Code.
3. Choose the reason for the termination.
4. Enter the Termination Date (the default date will be the current date).
5. Select if the employee is Ok to Rehire.
6. Choose Yes or No to turn off ACH.
7. Enter the Last Day Worked and Provider Notified On dates (the default date will be the current date).
8. Enter an explanation for the termination.
9. If the employee has PTO, you can decide whether to include those PTO hours in the payroll.
10. Click Terminate Employee.



11. You will receive a pop-up message asking you to confirm the changes.



12. After confirming, you will receive a message that the change has been made.



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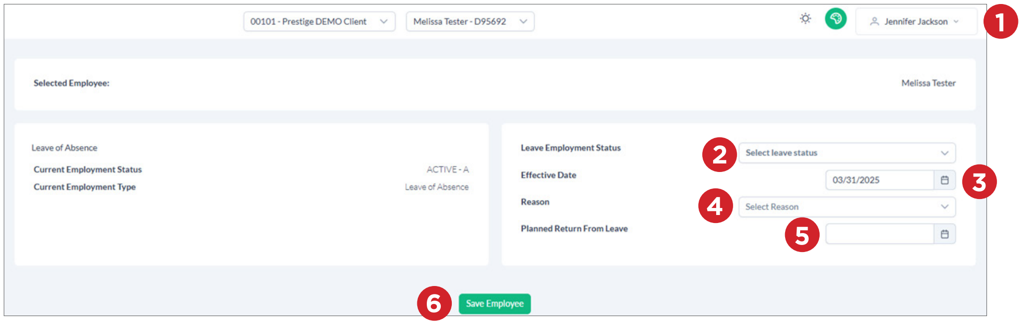
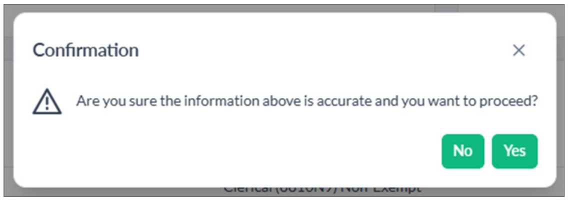
Employee LOA

Use the Employee LOA menu item to put an employee on a Leave of Absence.

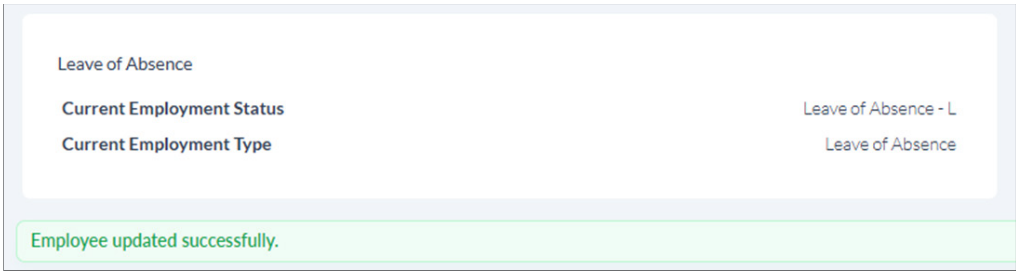
1. Select your employee from the drop-down menu at the top of your screen.
2. Choose the Leave Employment Status.
3. Enter the Effective Date for the LOA (the default date will be the current date).
4. Enter the Reason for the LOA.
5. Enter the Planned Return From Leave Date (the default date will be the current date).
6. Click Save Employee.



7. You will receive a pop-up message asking you to confirm the changes.



8. After confirming, you will receive a message that the change has been made.



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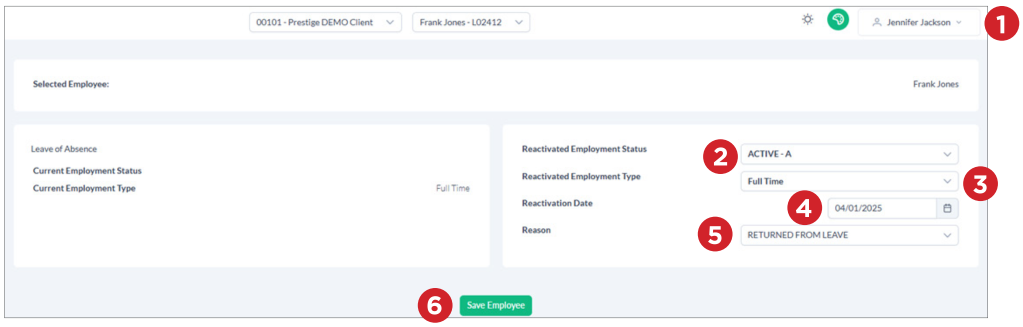
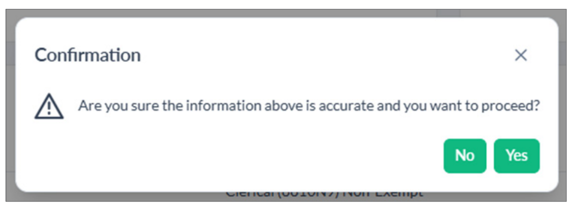
Employee Returning From LOA

Use the Employee Return From LOA menu item when an employee is returning from a Leave of Absence.

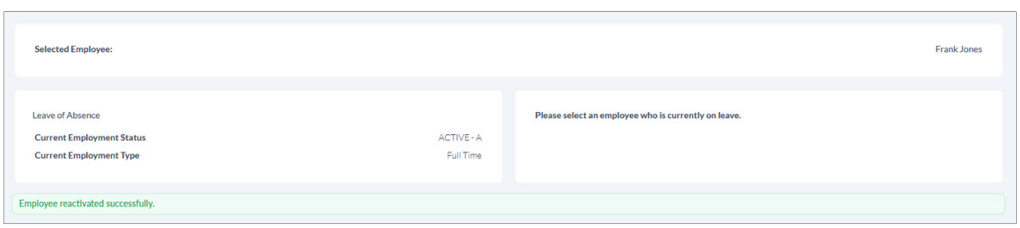
1. Select your employee from the drop-down menu at the top of your screen.
2. Choose the Reactivated Employment Status.
3. Choose the Reactivated Employment Type.
4. Enter the Reactivation Date.
5. Select the Reason for the Reactivation.
6. Click Save Employee.



7. You will receive a pop-up message asking you to confirm the changes.



8. After confirming, you will receive a message that the change has been made.



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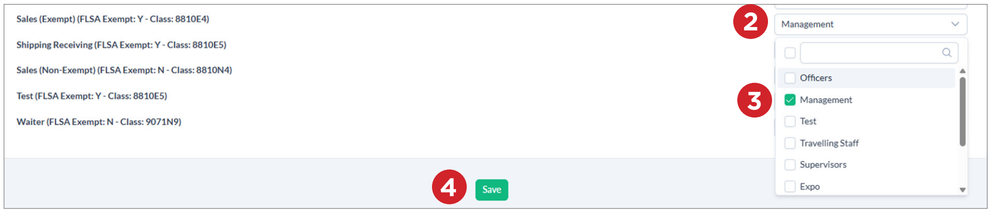
Position Groupings

Position Groupings allow you to organize your positions by department if you use departments.

1. Answer Yes to the question if you want to organize your positions by department, if you use departments.

2. Choose the Reactivated Employment Status.
3. Choose the Reactivated Employment Type.
4. Click Save.



5. You will receive a confirmation email in green confirming the changes were made.

6. To remove the mappings, click Clear Config.

7. You will receive a message in green that the Job mappings were cleared.