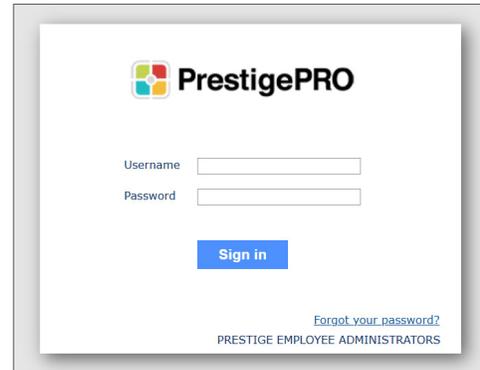


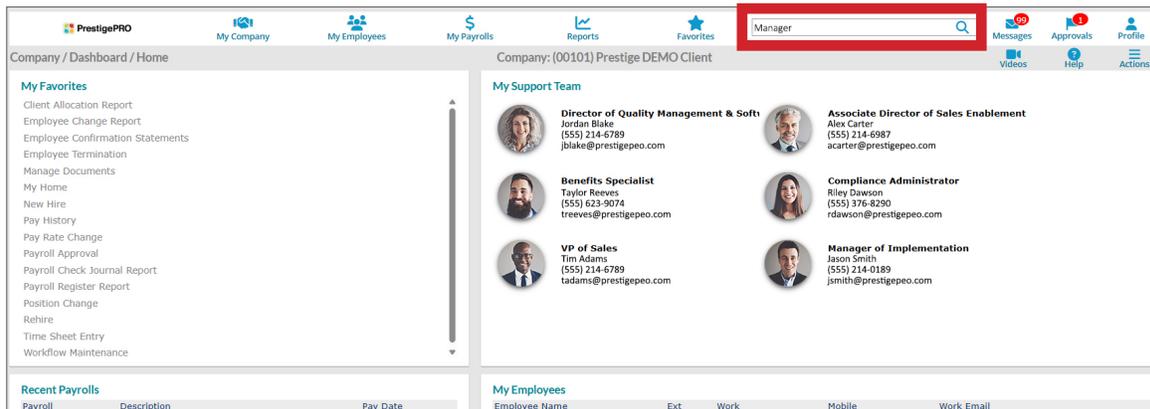
Manager Enhanced Functionality Guide

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

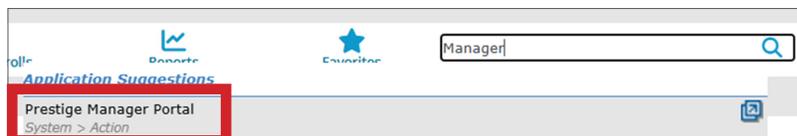
If you have forgotten your password, please click on the “Forgot your password?” link.



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



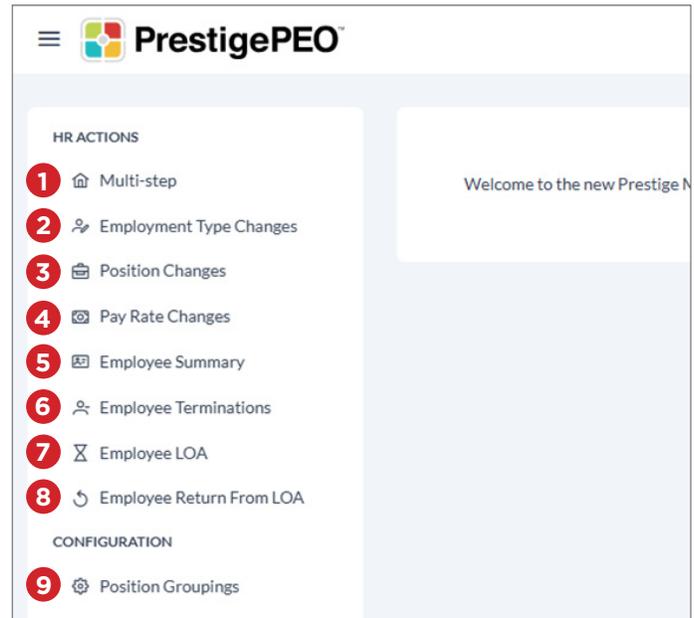
3. Select “Prestige Manager Portal” when it appears and follow the prompt.



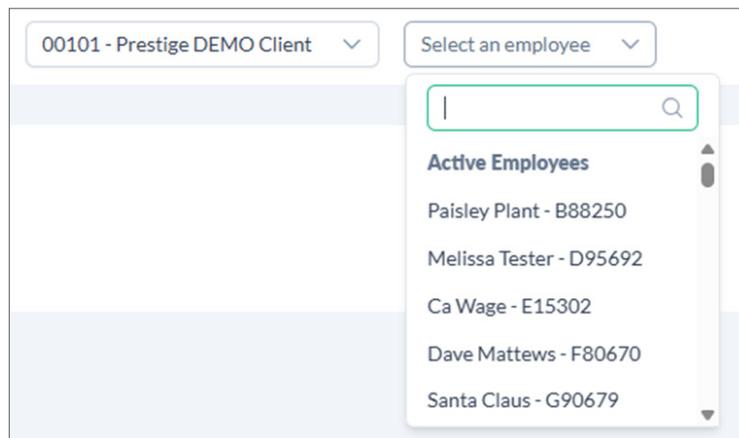
Dashboard Features

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.

The screenshot shows a web form for changing an employee's status and type. At the top, there are dropdowns for '00101 - Prestige DEMO Client' and 'Ca Wage - E15302', and a user profile for 'Jennifer Jackson'. The form is divided into several sections:

- Status Type Change:** Includes 'Current Employment Status' (ACTIVE - A), 'Current Employment Type' (Full Time), 'New Employment Status' (Select Employment Status), and 'New Employment Type' (Select Employment Type).
- Optional: Only enter new hours if applicable:** Includes 'Current Standard Hours' (40.00), 'Current Default T/S Hours' (40), 'New Standard Hours', and 'New Default T/S Hours'.
- Optional: Select a new benefits group:** Includes 'Current Benefits Group' (OWNERS - BENEFITS) and 'New Benefits Group' (Select Benefits Group).
- Select a date and reason:** Includes 'Status/Type Date' (03/31/2025) and 'Reason' (Select Reason).

At the bottom, there is an 'Employment History' table with columns for Effective Date, Employee Status, Employee Type, and Reason. The table shows a single entry for 2024-11-21 with status ACTIVE - A and type Full Time. A 'Save Employee' button is located at the bottom right of the form.

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

A confirmation dialog box with the title 'Confirmation' and a close button (X). It contains a warning icon and the text: 'Are you sure the information above is accurate and you want to proceed?'. There are two buttons: 'No' and 'Yes'.

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

A success message box with a green background and a 'Save Employee' button. The message contains two lines of text: 'Employment Type saved successfully.' and 'Benefit Group saved successfully.'

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.

The screenshot shows a web interface for changing an employee's position. At the top, there are dropdown menus for '00101 - Prestige DEMO Client' and 'Ca Wage - E15302', and a user profile for 'Jennifer Jackson'. The main form is titled 'Position Change' and includes the following sections:

- Selected Employee:** Ca Wage
- Current Information:**

Current Employment Status	ACTIVE - A
Current Employment Type	Part Time
Current Position	Test - Test
Current Position Start Date	2025-02-05
- New Position:** Select New Position (dropdown menu)
- Effective Date:** 03/31/2025 (calendar icon)
- Reason:** Select Reason (dropdown menu)
- Position History:**

Effective Date	Position
2024-11-21	Clerical (8810N9) Non-Exempt
2025-02-05	Test (8810E5) Exempt
- Save Employee:** A green button at the bottom right.

Red numbered callouts (1-5) point to the user profile, the 'Select New Position' dropdown, the effective date field, the 'Select Reason' dropdown, and the 'Save Employee' button, respectively.

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

A confirmation dialog box with the title 'Confirmation' and a close button (X). It contains a warning icon and the text: 'Are you sure the information above is accurate and you want to proceed?'. At the bottom, there are two buttons: 'No' and 'Yes'.

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

A success message box with a green background and the text: 'Employee position saved successfully.'. To the right of the message is a green 'Save Employee' button.

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.

The screenshot shows a web interface for changing an employee's pay rate. At the top, there are dropdown menus for '00101 - Prestige DEMO Client' and 'Ca Wage - E15302', and a user profile for 'Jennifer Jackson'. The main area is divided into 'Current Pay Details' and 'New Pay Details'. The 'Current Pay Details' section shows: Current Employment Status: ACTIVE - A; Current Employment Type: Part Time; Current Pay Period: Weekly; Current Standard Hours: 40.00; Current Pay Rate: 20.0000 per Hour; Current Annualized Pay: 41600.00. The 'New Pay Details' section has input fields for: New Pay Rate: \$20.00; New Standard Hours: 40.00; Pay Method: Hourly; Effective Date: 03/31/2025; and Reason: Select Reason. A 'Pay Rate History' table is at the bottom, showing one entry for 2024-11-21 with a rate of 20.0000, per hour, and an annual pay of 41600.00. A 'Save Employee' button is at the bottom right. Red circles with numbers 1-8 highlight key elements: 1 (top right), 2 (New Pay Rate), 3 (Per), 4 (New Standard Hours), 5 (Pay Method), 6 (Effective Date), 7 (Reason), and 8 (Save Employee button).

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

A confirmation dialog box titled 'Confirmation' with a close button (X). It contains a warning icon and the text: 'Are you sure the information above is accurate and you want to proceed?'. At the bottom, there are two buttons: 'No' and 'Yes'.

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

A success message box with a green border. It contains two lines of text: 'Employee pay rate saved successfully.' and 'Employee pay method saved successfully.'. A 'Save Employee' button is located in the top right corner of the box.

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.

00101 - Prestige DEMO Client		Ca Wage - E15302	 	Jennifer Jackson
Selected Employee:				Ca Wage
Employment Status	Employment Type	Effective Date		
ACTIVE - A	Part Time	2025-03-31		
Annual Pay Rate	Pay Method	Effective Date		
41600.00	Hourly	2025-03-31		
Benefit Group			Effective Date	
TEST			2025-03-31	
Position			Effective Date	
Safety Alarm Technician (7605E1-2) Exempt			2025-03-31	

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.

The screenshot shows the 'Employee Termination' form for Jennifer Jackson. The form is divided into several sections:

- Selected Employee:** 00101 - Prestige DEMO Client, Ca Wage - E15302, Jennifer Jackson.
- Employee Termination:**
 - Current Position: Safety Alarm Technician - ALARMTECH
 - Current Employment Status: ACTIVE - A
 - Current Employment Type: Part Time
 - Termination Status Code: **2** (Select Term Status Code)
 - Reason: **3** (Select Reason)
 - Termination Date: **4** (03/31/2025)
- Ok to Rehire:** **5** (Not Specified)
- If ACH, Turn Off ACH?:** **6** (No)
- Last Day Worked:** **7** (03/31/2025)
- Provider Notified On:** **7** (03/31/2025)
- Termination Explanation:** **8** (Text area)

Below the form is the **Unpaid PTO Payout** section:

PTO Register Type	Register Description	Available Hours	Add hours to current payroll?
TEST	Test	0.00	9 (No)

At the bottom, there is an **Employment History** table and a **10 Terminate Employee** button.

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

The confirmation pop-up message is titled 'Confirmation' and contains the following text:

⚠ Are you sure the information above is accurate and you want to proceed?

Buttons: No, Yes

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

The screenshot shows the 'Employee Termination' form after successful termination. The form is now read-only and displays the following information:

- Selected Employee:** Ca Wage
- Employee Termination:**
 - Current Position: Safety Alarm Technician - ALARMTECH
 - Current Employment Status: TERMINATED - T
 - Current Employment Type: Full Time
- Message:** Please select an active employee.
- Footer:** Employee terminated successfully.

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.

The screenshot shows the Employee LOA form for Melissa Tester. At the top, there are dropdown menus for '00101 - Prestige DEMO Client' and 'Melissa Tester - D95692', and a user profile for 'Jennifer Jackson'. The form is divided into two main sections. The left section shows 'Selected Employee: Melissa Tester' and 'Leave of Absence' details: 'Current Employment Status' is 'ACTIVE - A' and 'Current Employment Type' is 'Leave of Absence'. The right section is for 'Leave Employment Status' and includes: 'Effective Date' (03/31/2025), 'Reason' (a dropdown menu), and 'Planned Return From Leave' (a date field). A green 'Save Employee' button is at the bottom. Red callout boxes with numbers 1 through 6 point to the client/employee dropdowns, the status dropdown, the effective date field, the reason dropdown, the return date field, and the save button respectively.

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

A confirmation pop-up window titled 'Confirmation' with a close button (X). It contains a warning icon and the text: 'Are you sure the information above is accurate and you want to proceed?'. At the bottom right, there are two buttons: 'No' and 'Yes'.

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

The screenshot shows the updated Employee LOA form. The 'Current Employment Status' is now 'Leave of Absence - L' and the 'Current Employment Type' is 'Leave of Absence'. A green banner at the bottom of the form displays the message: 'Employee updated successfully.'

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.

The screenshot shows the 'Employee Return From LOA' form. At the top, there are dropdown menus for '00101 - Prestige DEMO Client' and 'Frank Jones - L02412', and a user profile for 'Jennifer Jackson'. The form is titled 'Selected Employee: Frank Jones'. On the left, there are labels for 'Leave of Absence', 'Current Employment Status', and 'Current Employment Type', with 'Full Time' displayed next to the status. On the right, there are dropdown menus for 'Reactivated Employment Status' (set to 'ACTIVE - A'), 'Reactivated Employment Type' (set to 'Full Time'), 'Reactivation Date' (set to '04/01/2025'), and 'Reason' (set to 'RETURNED FROM LEAVE'). A green 'Save Employee' button is at the bottom. Red numbered callouts (1-6) point to the client/employee dropdown, the status dropdown, the type dropdown, the date field, the reason dropdown, and the save button respectively.

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

A confirmation dialog box titled 'Confirmation' with a close button (X). It contains a warning icon and the text: 'Are you sure the information above is accurate and you want to proceed?'. At the bottom, there are two buttons: 'No' and 'Yes'.

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

The screenshot shows the 'Employee Return From LOA' form after successful reactivation. The 'Reactivated Employment Status' is now 'ACTIVE - A' and 'Current Employment Type' is 'Full Time'. A message on the right says 'Please select an employee who is currently on leave.' A green banner at the bottom of the form reads 'Employee reactivated successfully.'

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.



Would you like to organize your positions by department?

No
Yes
No

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



Sales (Exempt) (FLSA Exempt: Y - Class: 8810E4)
Shipping Receiving (FLSA Exempt: Y - Class: 8810E5)
Sales (Non-Exempt) (FLSA Exempt: N - Class: 8810N4)
Test (FLSA Exempt: Y - Class: 8810E5)
Walter (FLSA Exempt: N - Class: 9071N9)

Management
Officers
Management
Test
Travelling Staff
Supervisors
Expo

Save

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



Save
Clear Config

Job mappings saved successfully.

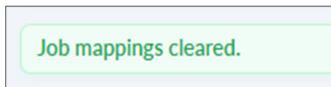
6. To remove the mappings, click Clear Config.



Save
Clear Config

Job mappings saved successfully.

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



Job mappings cleared.