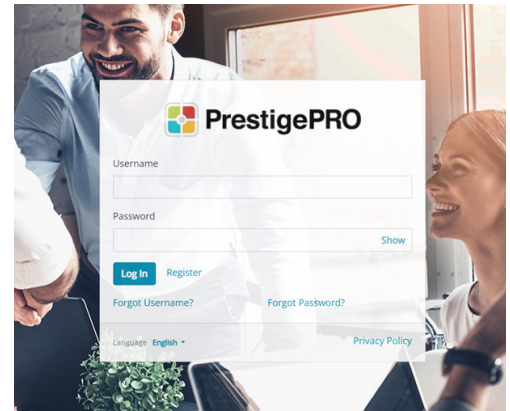


Manager Self-Service (MSS) User Guide

To login to the employee self-service site, go to
<https://pea-ep.prismhr.com>

If you forgot either your username or password, please click on the “Forgot Username?” or “Forgot Password?” links.

The screenshot shows the PrestigePRO Manager dashboard. At the top, there's a navigation bar with the PrestigePRO logo and tabs for 'Employee' and 'Manager'. The main header says 'Good afternoon, Jennifer!'. On the left is a sidebar menu with icons for Home, My Employees, New Hire, My Approvals, PTO Calendar, Time Sheet Entry, Payroll Approval, Payroll History, and Manage Documents. The main content area is titled 'My Approvals' and features a 'View My Approvals' button. Below this is a table of pending approvals:

Initials	Name	Approval Type	Action
T	Testing Taxes	I-9 Section 2	Review
W	Wage Form	I-9 Section 2	Review
D	Dave Matthews	I-9 Section 2	Review
P	Po Box	I-9 Section 2	Review
E	Emily Jones	I-9 Section 2	Review

Your dashboard will display widgets for quick access to information. You can view the My Employees widget, Birthdays & Anniversaries, and My Approvals. Please Note: The My Approvals widget will only display if you have approvals outstanding.

On the left-hand side, you will see menu items in which information can be reviewed and, in some cases, updated. What menu items you see will depend on your company access.

My Employees

From the “My Employees” menu item you will see an overview of your employees. You can filter this information by PTO Approver, Department, Position, Type, and Status.

Home

New Hire

PTO Center

My Approvals

Report Center

Manage Documents

Payroll Approval

My Employees

Mobile App

Prestige PEO Client

Privacy Policy

My Employees

PTO Approver: All Department: All Position: All Type: All Status: All

Columns

Name	Employee ID	PTO Approver	Department	Position	Type	Last Hire Date	Status
Alicia Test	X07918	-	Test	Clerical	Full Time	09/21/2017	ACTIVE
Alyssa Grilling	J00034	Jason Constantine	Test	Administration	Full Time	02/29/2002	ACTIVE
Apollo Student	L41172	-	Test	Clerical	Temporary Part Time	02/09/2021	ACTIVE
Arthur Fisher	S00041	-	Test	Shipping Receiving	Full Time	04/11/2024	TERMINATED
Ashley Teller	J11578	-	Test	Clerical	Full Time	05/01/2018	ACTIVE
Barney Ellington	J12946	-	Test	Administration	Full Time	02/09/2018	ACTIVE
Bethany Stevens	Y03263	-	Supervisors	Sales (Exempt)	Full Time	04/10/2017	ACTIVE
Bill Franklin	A12001	-	Test	Administration	Full Time	01/24/2018	TERMINATED
Billy Smith	V08204	-	Management	Administration	Full Time	11/01/2019	ACTIVE
Call Testing	V89156	-	Travelling Staff	Estimator	Full Time	11/20/2023	ACTIVE

Viewing 1 - 10 of 68

Columns

Restore Defaults

☒ Name

☐ Nickname

☐ Work Phone

☐ Cell Phone

☒ Department

☒ Type

☐ Last Hire Date

☐ Division

☒ Birthdate

☒ Status

☒ Employee ID

☐ Work Email

☐ Ext

☒ PTO Approver

☒ Position

☐ Location

☐ Shift

☐ Home Phone

☐ Personal Email

Apply

Cancel

Clicking on an employee will open the employee details record. You can click on the different menu items to review the information for the employee you're working with.

Employee Details

P

Paisley Plant

Reset Password

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Personal Info

Legal Name

Paisley Plant

Birthdate

12/16/1974

Gender Designation

Female

Ethnicity

White / Caucasian

Marital Status

-

Blind

-

Preferred First Name

-

Gender

Female

Pronoun

she / her / hers

Nickname

-

Tobacco User

-

Disabled

-

Personal Info

Shows an overview of the employees' personal information.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Personal Info

[Edit](#)

Legal Name

Paisley Plant

Preferred First Name

-

Birthdate

12/16/1974

Gender

Female

Gender Designation

Female

Pronoun

she / her / hers

Ethnicity

White / Caucasian

Nickname

-

Marital Status

-

Tobacco User

-

Blind

-

Disabled

-

Employment Summary

Provides an overview of the employee's work information such as position, pay rate, etc...

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Position

Waiter

Pay Rate

\$15.00 per hour

Annual Salary

\$31,200.00 per year

PTO Approver

Jennifer Jackson

Manager

-

Last Hire Date

11/02/2023

Original Hire Date

11/02/2023

Last Review Date

04/01/2024

Next Review Date

-

Location

MAIN

Department

Officers

Division


-

Shift

-

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Manager Self-Service (MSS) User Guide

 **PrestigePEO™**

Contact Info

Displays an overview of the employee's contact information.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Contact Info

Edit

Phone

Home Phone

-

Cell Phone

727-123-1234

Work Phone

-

Email

Please choose your preferred email to use for notifications such as time-off requests, password resets, forgotten usernames, and multi-factor authentication.

Personal Email

Emergency Contacts

The Emergency Contacts tab will display the emergency contact for the employee. Any changes to the emergency contacts will need to be made within PrestigePRO.

Employee Details

P

Paisley Plant

[Reset Password](#)

Employee ID

B88250

Username

paisley1974

Employee Type

Full Time

Employment Status

Family Medical Leave

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Emergency Contacts

B

Bill Smith

Neighbor


Phone

123-123-1234

Viewing 1 - 1 of 1

4

Manager Self-Service (MSS) User Guide

 **PrestigePEO™**

Time Off

Managers can now place PTO requests for employees from the Time Off form on the Employee Details screen. Select the Request Time Off button to place a PTO request for the employee. Once the PTO request is submitted, the employee is notified about the PTO status just like a normal request.

Employee Details

A

Alyssa Griffing

Reset Password

Employee ID: J00034

Username: demomanager

Employee Type: Full Time

Employment Status: Active

HR Actions

Personal Info

Employment Summary

Contact Info

Address

Emergency Contacts

Time Off

Time Off

Estimate PTO

Request Time Off

144

Available

Paid Time Off

Available: 144

Planned: 0

Taken: 16

Total Accrued: 120

Carry Over: 40

59.86

Available

Vacation

Available: 59.86

Planned: 0

Taken: 0

Total Accrued: 19.86

Carry Over: 40

PLANNED

HISTORY

Search

HR Actions


To complete the actions available to you, click on the HR Actions menu item. These items can include Reset Password, Position Change, Pay Rate Change, and Rehire. Please Note: You will only see the Rehire option if the employee you are viewing has a status of Terminated.

Password Reset

To reset a password for an employee choose Reset Password from the menu to the left under HR Actions or at the top of the screen right next to the employee's name. It will ask you to choose how to send the reset password link either email or SMS/Text (only if we have the phone number on file).

Once you click Reset Password the employee will receive an email or SMS/Text prompting them to change their password.

Employee Details



Chris Bravo

[Reset Password](#)

Employee ID

U32683

Username

—

Employee Type

Full Time

Employment Status

Leave Of Absence

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Termination

Reset Password

The recovery link will be sent to:
Email: lahasal396@jetsmails.com

This employee has no email or phone or username indicated, therefore cannot be sent the password reset information. Please contact your Service Provider for assistance.


[Cancel](#)

Position Change – HR Actions

The position change menu item displays the current position information on the Detail tab and a position history on the History tab. To complete a Position Change, select the new position, position start date, reason code, and enter a date if the position change is based on a recent review. Then click **Save**.

****IMPORTANT NOTE:** Please contact your HRBP to have a new position entered into PrestigePRO. Please note, new locations can take up to 5 business days to be added

Employee Details



Chris Bravo

[Reset Password](#)

Employee ID

U32683

Username

—

Employee Type

Full Time

Employment Status

Leave Of Absence

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Termination

Position Change

DETAILHISTORY

Current Information

Position

Office Staff

Position Start Date

02/20/2020

Proposed Change


* Position

Select One

* Position Start Date

mm/dd/yyyy

Employee Details



Chris Bravo

[Reset Password](#)

Employee ID

U32683

Username

—

Employee Type

Full Time

Employment Status

Leave Of Absence

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Return to Work

Termination

Position Change

DETAILHISTORY

Search

Effective Date

02/20/2020

Position

Office Staff - OFFSTA


Viewing 1 - 1 of 1

Save

Cancel

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Manager Self-Service (MSS) User Guide

 **PrestigePEO™**

Pay Rate Change – HR Actions

Using the Pay Rate Change feature, you can update the employees new pay, standard hours, auto-pay if needed, the effective date, the reason for the change and then click **Save**.

****IMPORTANT NOTE:** Pay Rate changes can take up to 5 business days from the day it was submitted.

The first screenshot shows the 'Employee Details' window for Chris Bravo. The 'Pay Rate Change' option is highlighted in the 'HR Actions' sidebar. The 'Pay Rate Change' form is displayed, showing current information: Pay Rate of \$2,423.08 per week, Effective Date of 01/01/2022, Pay Period of Weekly, and Annualized Pay of \$126,000.00. The 'Proposed Change' section includes fields for 'New Pay Rate' and 'New Standard Hours', each with a 'Per' dropdown and a 'Select Period' dropdown.

The second screenshot shows the 'Employee Details' window for Chris Bravo. The 'Pay Rate Change' option is highlighted in the 'HR Actions' sidebar. The 'New Annualized Pay' form is displayed, showing a checkbox for 'Auto Pay Time Card' and a field for 'New Auto Time Card Hours'. The 'Effective Date' field is set to mm/dd/yyyy.

The third screenshot shows the 'Employee Details' window for Chris Bravo. The 'Pay Rate Change' option is highlighted in the 'HR Actions' sidebar. The 'Pay Rate Change' form is displayed, showing the 'DETAIL' tab. The 'Pay Rate Change' form includes a search bar and a table with the following data:

Effective Date	Pay Rate	Per	Annual Pay	Standard Hours	Change Percent	Change Amount	Change Reason
01/01/2022	\$126,000.00	Yearly	\$126,000.00	40.00	0.80%	\$1,000.00	Other
02/20/2020	\$125,000.00	Yearly	\$125,000.00	40.00	-	-	-

Viewing 1 - 2 of 2

Save Cancel

Status/Type Change – HR Actions

Managers can use the Status/Type Change form to update an employee's status and type. To start a Status/Type change, choose Status/Type Change from the menu on the left.

Enter the New Employment Status, New Employment Type, Status/Type Date, and the Reason.

Employee Details

S

Santa Claus

[Reset Password](#)

Employee ID

G90679

Username

santaclaus

Employee Type

Full Time

Employment Status

Active

< HR Actions

Reset Password

Position Change

Pay Rate Change

Status/Type Change

Leave of Absence

Termination

DETAILHISTORY

Current Information

Employment Status

Active as of

06/20/2025

Employment Type

Full Time as of

06/20/2025

Proposed Change

* New Employment Status

Select One

* New Employment Type

Select One

* Status/Type Date


mm/dd/yyyy

* Reason

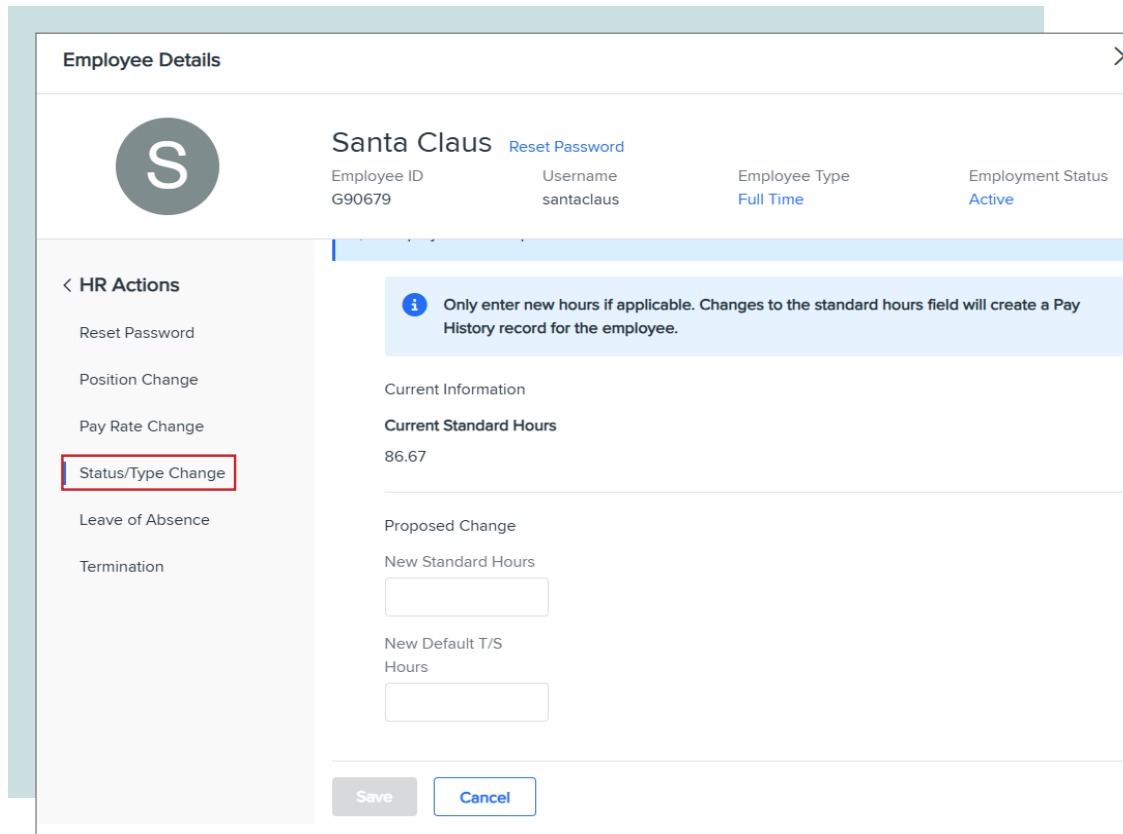
Select One

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Manager Self-Service (MSS) User Guide

 **PrestigePEO™**

Update the new standard hours and the New Default T/S Hours if applicable.



The screenshot shows the 'Employee Details' form for Santa Claus. The left sidebar lists HR Actions: Reset Password, Position Change, Pay Rate Change, Status/Type Change (highlighted with a red box), Leave of Absence, and Termination. The main content area shows current information: Employee ID G90679, Username santaclaus, Employee Type Full Time, and Employment Status Active. A blue information box states: 'Only enter new hours if applicable. Changes to the standard hours field will create a Pay History record for the employee.' Below this, the 'Current Standard Hours' are 86.67. The 'Proposed Change' section has input fields for 'New Standard Hours' and 'New Default T/S Hours'. At the bottom are 'Save' and 'Cancel' buttons.

Employee ID	Username	Employee Type	Employment Status
G90679	santaclaus	Full Time	Active

HR Actions

- Reset Password
- Position Change
- Pay Rate Change
- Status/Type Change**
- Leave of Absence
- Termination

Current Information

Current Standard Hours
86.67

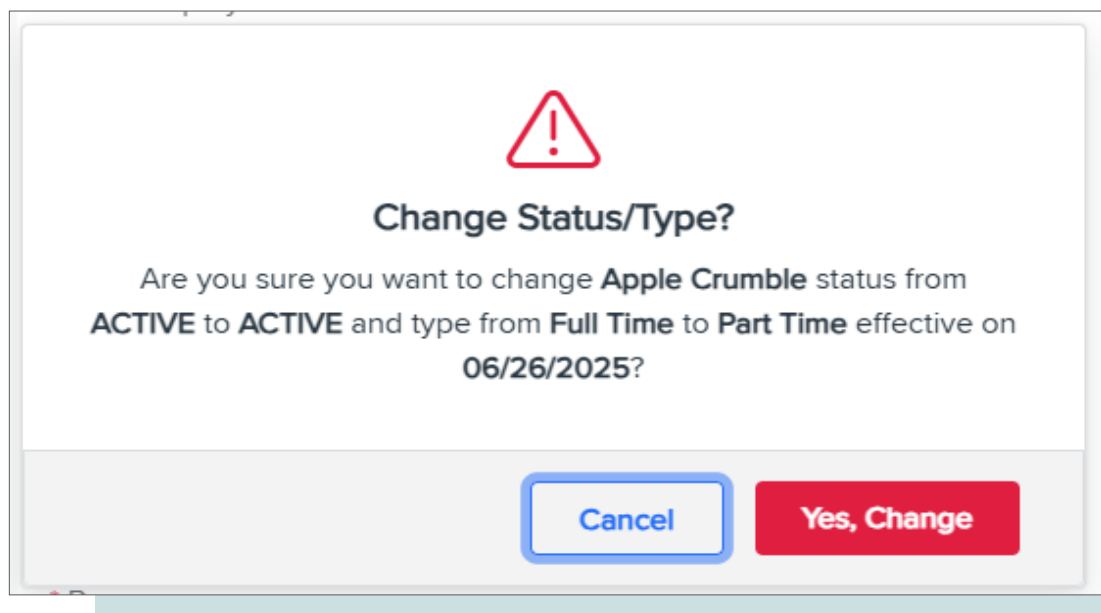
Proposed Change

New Standard Hours

New Default T/S Hours

Buttons: Save, Cancel

Click Save. You will get a pop-up message confirming the change, click "Yes, Change".



The screenshot shows a confirmation pop-up message with a red warning triangle icon. The text asks: 'Change Status/Type? Are you sure you want to change Apple Crumble status from ACTIVE to ACTIVE and type from Full Time to Part Time effective on 06/26/2025?'. At the bottom are 'Cancel' and 'Yes, Change' buttons.

Change Status/Type?

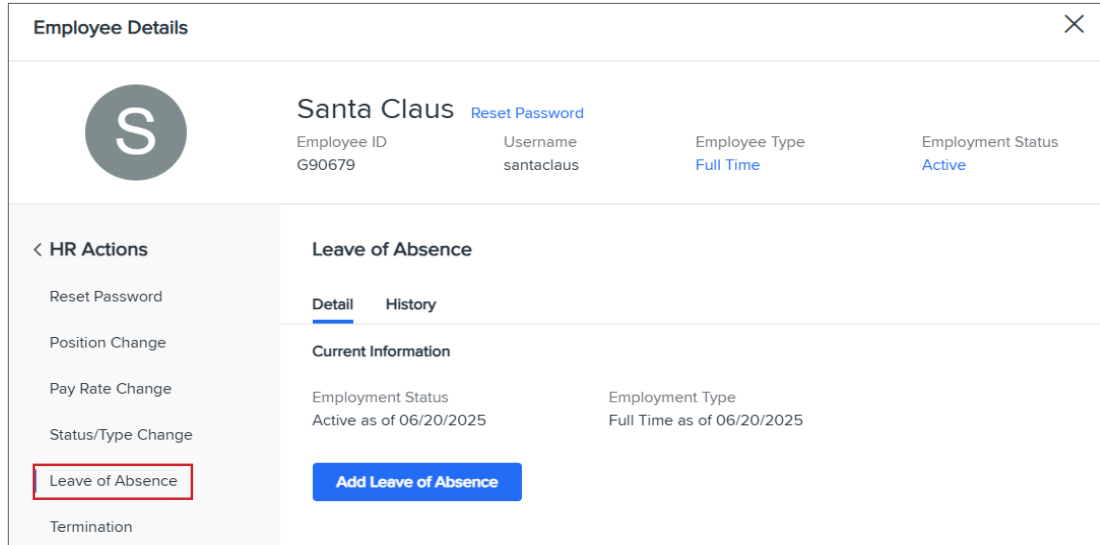
Are you sure you want to change **Apple Crumble** status from **ACTIVE** to **ACTIVE** and type from **Full Time** to **Part Time** effective on **06/26/2025**?

Buttons: Cancel, Yes, Change

Leave of Absence – HR Actions

Use the Leave of Absence form to track an employee's leave of absence while maintaining the employee's status of employment at your company. This is used for absences that are not covered by PTO registers.

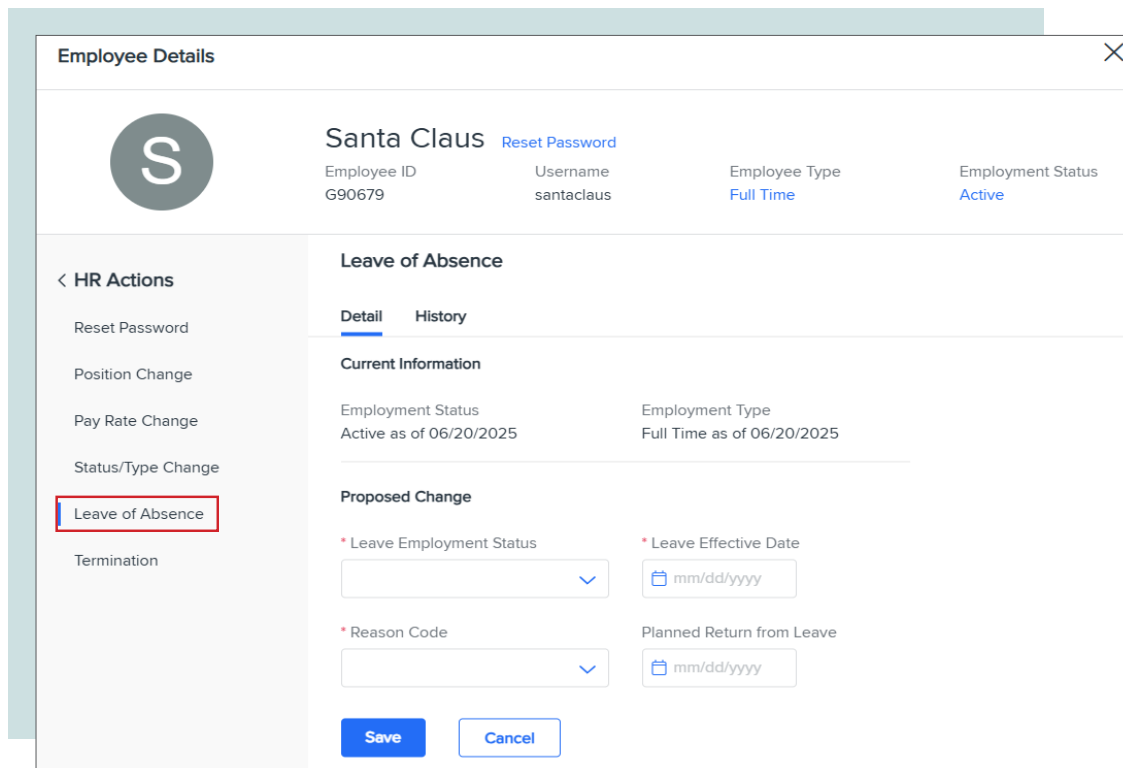
To start an LOA, choose Leave of Absence from the left-hand menu and then click Add Leave of Absence.



The screenshot shows the 'Employee Details' modal for Santa Claus. The left-hand menu under 'HR Actions' includes: Reset Password, Position Change, Pay Rate Change, Status/Type Change, **Leave of Absence** (highlighted with a red box), and Termination. The main content area is titled 'Leave of Absence' and has tabs for 'Detail' and 'History'. Under the 'Detail' tab, there is a section for 'Current Information' showing 'Employment Status: Active as of 06/20/2025' and 'Employment Type: Full Time as of 06/20/2025'. A blue button labeled 'Add Leave of Absence' is located below this information.

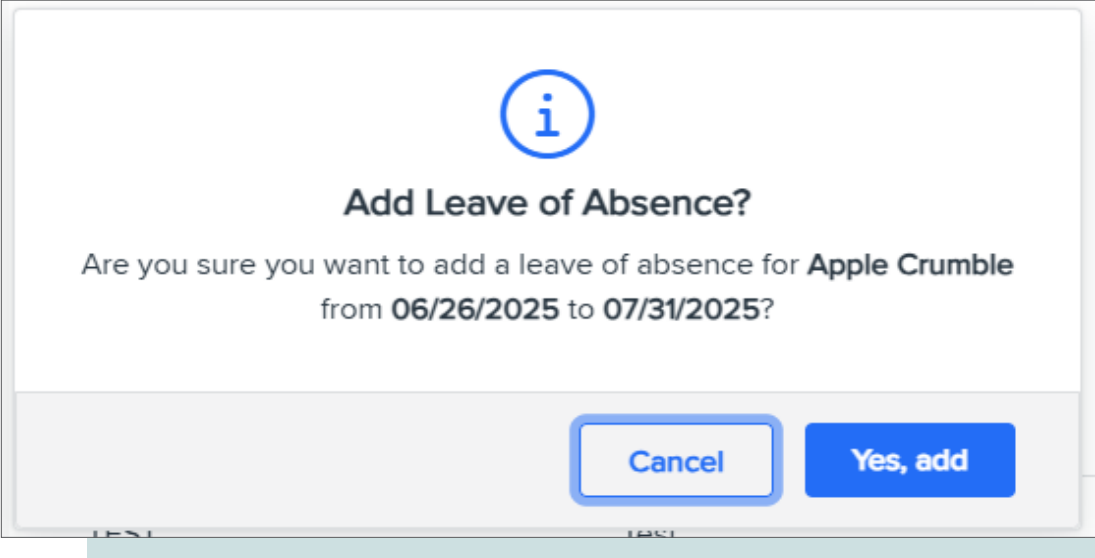
Enter the Leave Employment Status, Leave Effective Date, Reason Code, and Planned Return from Leave Date.

Click Save.

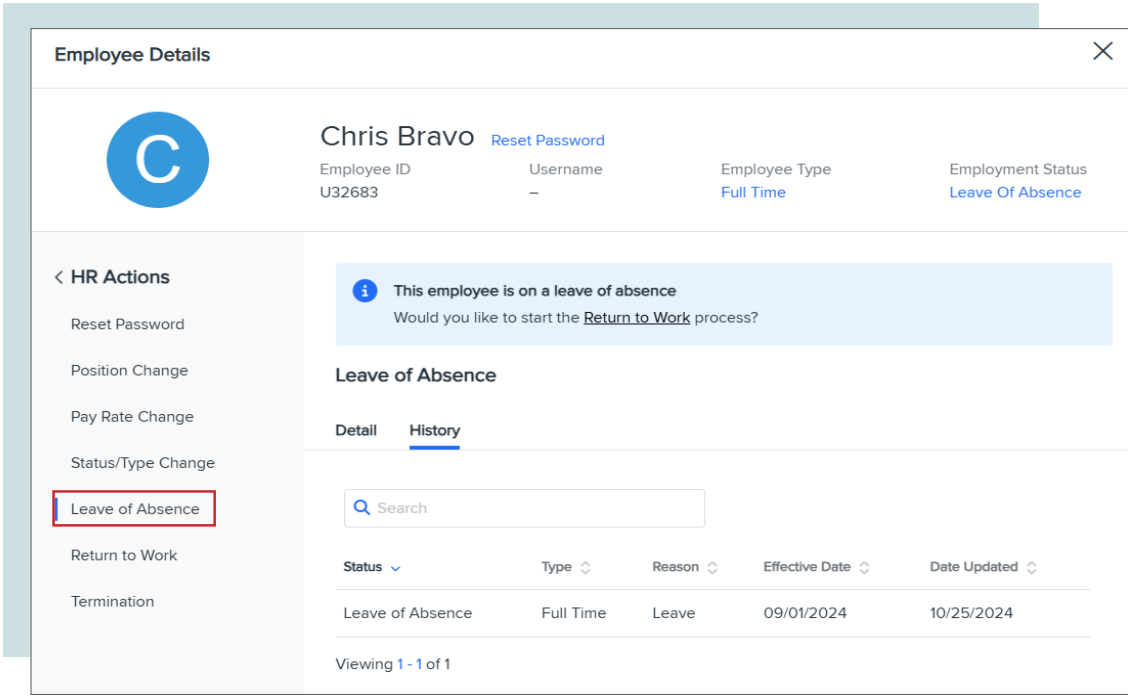


The screenshot shows the 'Employee Details' modal for Santa Claus, with the 'Leave of Absence' form open. The left-hand menu is the same as in the previous screenshot. The main content area is titled 'Leave of Absence' and has tabs for 'Detail' and 'History'. Under the 'Detail' tab, there is a section for 'Current Information' showing 'Employment Status: Active as of 06/20/2025' and 'Employment Type: Full Time as of 06/20/2025'. Below this is a section for 'Proposed Change' with four input fields: 'Leave Employment Status' (a dropdown menu), 'Leave Effective Date' (a date picker), 'Reason Code' (a dropdown menu), and 'Planned Return from Leave' (a date picker). At the bottom of the form are two buttons: 'Save' and 'Cancel'.

After clicking save, you will get a pop-up warning message confirming the change. Click “Yes, add” to continue.

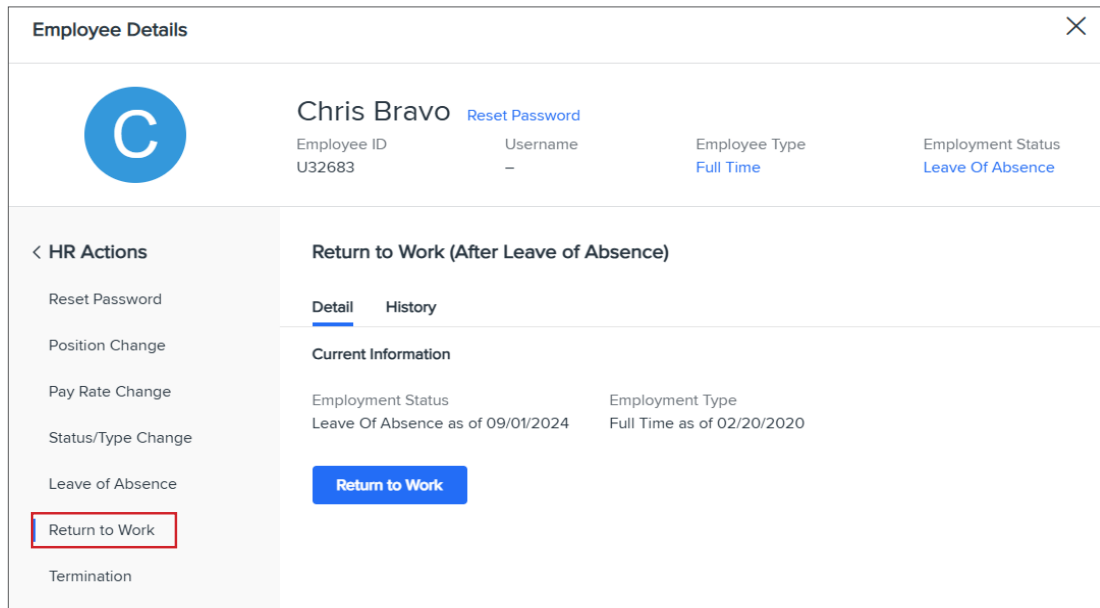


Click on the History Tab to see the history of the Leave of Absence.



Return to Work – HR Actions

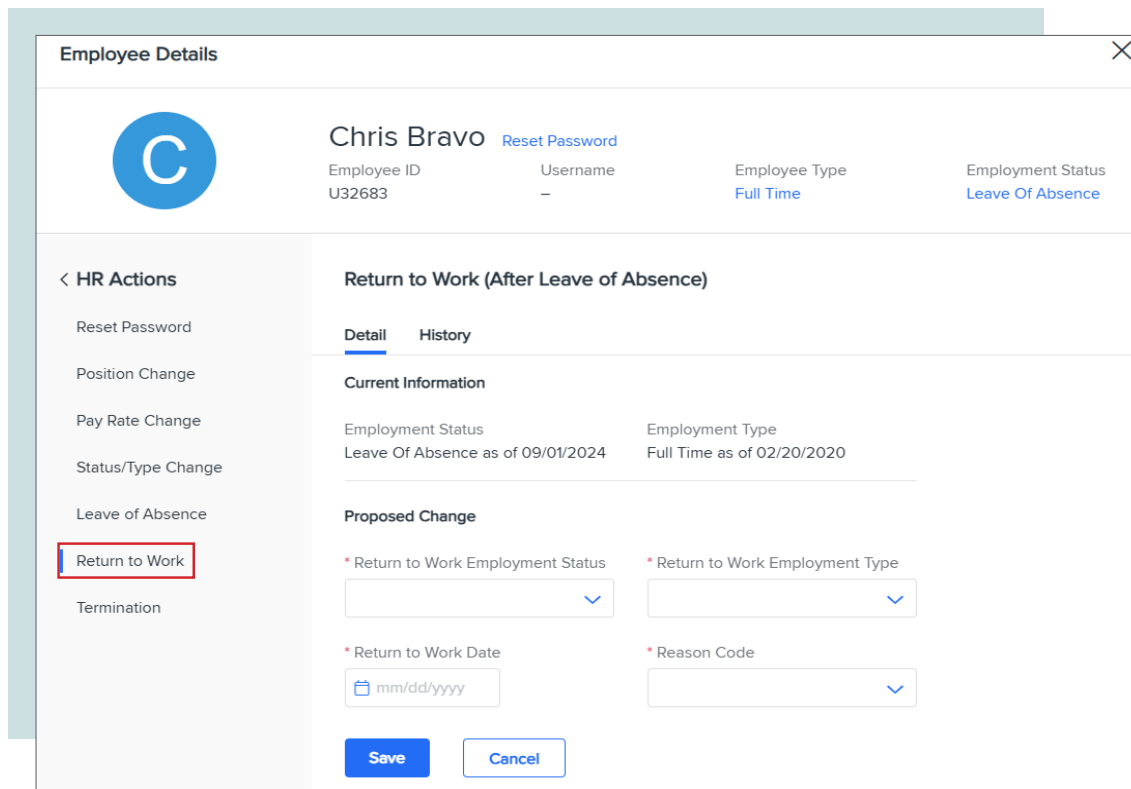
You can reactivate an employee who was on leave of absence using the Return to Work form.



The screenshot shows the 'Employee Details' modal for Chris Bravo. The left sidebar lists HR Actions: Reset Password, Position Change, Pay Rate Change, Status/Type Change, Leave of Absence, Return to Work (highlighted with a red box), and Termination. The main content area is titled 'Return to Work (After Leave of Absence)' and has tabs for 'Detail' and 'History'. Under 'Current Information', it shows Employment Status as 'Leave Of Absence as of 09/01/2024' and Employment Type as 'Full Time as of 02/20/2020'. A blue 'Return to Work' button is visible.

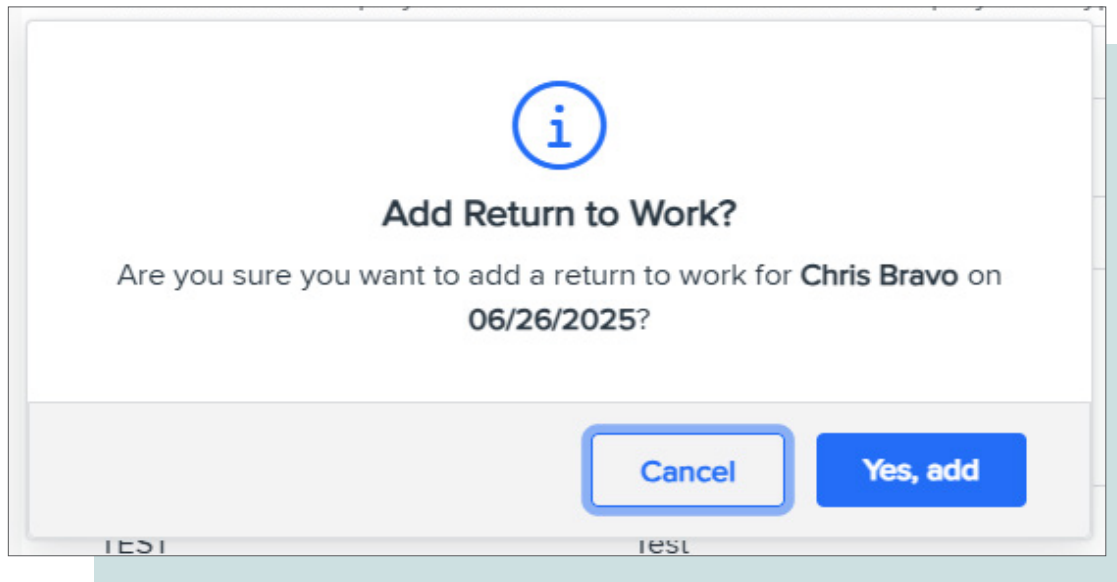
To initiate reactivation, click 'Return to Work'. You will need to enter the Return to Work Employment Status, Return to Work Employment Type, Return to Work Date, and finally, Reason Code.

Once you have completed the required fields, click "Save".



This screenshot shows the 'Return to Work' form within the 'Employee Details' modal. The 'Return to Work' option in the sidebar is highlighted. The form has tabs for 'Detail' and 'History'. Under 'Current Information', it shows Employment Status as 'Leave Of Absence as of 09/01/2024' and Employment Type as 'Full Time as of 02/20/2020'. The 'Proposed Change' section contains four required fields: 'Return to Work Employment Status' (dropdown), 'Return to Work Employment Type' (dropdown), 'Return to Work Date' (calendar icon and text input), and 'Reason Code' (dropdown). At the bottom are 'Save' and 'Cancel' buttons.

When you click Save you will get a pop-up message confirming the change. If all looks good and there are no issues select "Yes, add".



Rehire - HR Actions

Managers can now use the Rehire form to rehire a previously terminated employee and return the employee to a normal work status. To access this form, select an employee on the My Employees form who has the Terminated Status. On the Employee Details form that displays, select **HR Actions > Rehire**.

The screenshot shows the 'Employee Details' form for 'Flexible Testing' (Employee ID: S92177). The 'HR Actions' menu on the left has 'Rehire' highlighted with a red box. The 'Rehire' section on the right shows 'Current Information' with 'Employment Status' as 'Terminated' and 'Employment Type' as 'Part Time'. A 'Start Rehire Process' button is visible.

The Details panel on this form shows the status and the employment type. The History panel displays the history of the employee's statuses, including the status type, reasons for changes, and effective dates. To rehire an employee, click the **Start Rehire Process** button. The Proposed Change section displays, where you can enter information for an employee's rehiring.

The form is divided into sections, much like hiring an employee.

- **Proposed Change:** You fill in the employee's new status, employment type, rehire date, and reason, as well as selecting whether to use previous information for deductions, direct deposits, and benefits.
- **Employment Details:** You fill in the employee's new location, position, benefit groups, and organizational information such as department, division, or shift.
- **Pay Details:** You fill in the employee's new pay group, method, rate, and standard hours.
- **Personal Information:** You fill in a personal email address, work email address, and mobile phone number for the employee, as well as confirming whether to use previous information for E-Verification, Onboarding, and Benefits Enrollment.

If the New Hire process includes custom questions, these questions also appear on the Rehire form.

Once these fields are completed, click **Save** to return the employee to a work status and start the onboarding process.

The screenshot shows the 'Employee Details' form for 'Flexible Testing' (Employee ID: S92177). The 'Rehire' section on the right shows the 'History' tab selected. A search bar is present above a table of rehire history.

Status	Type	Reason	Effective Date	Date Updated
TERMINATED	Part Time	BUSINESS SOLD	05/12/2025	05/12/2025
ACTIVE	Part Time	Other	04/29/2024	04/29/2024
ACTIVE	Full Time	—	01/09/2024	01/09/2024

Termination - HR Actions

To start the termination process, select your employee, navigate to HR Actions, and then Termination. From here, you will see an overview of the employee. Click “Terminate Employee” to start.

The screenshot shows the 'Employee Details' modal for Dave Matthews. On the left, under 'HR Actions', the 'Termination' option is highlighted with a red box. The main area displays 'Current Information' including Employment Status (ACTIVE), Employment Type (Full Time), Position (Clerical), and a 'Terminate Employee' button.

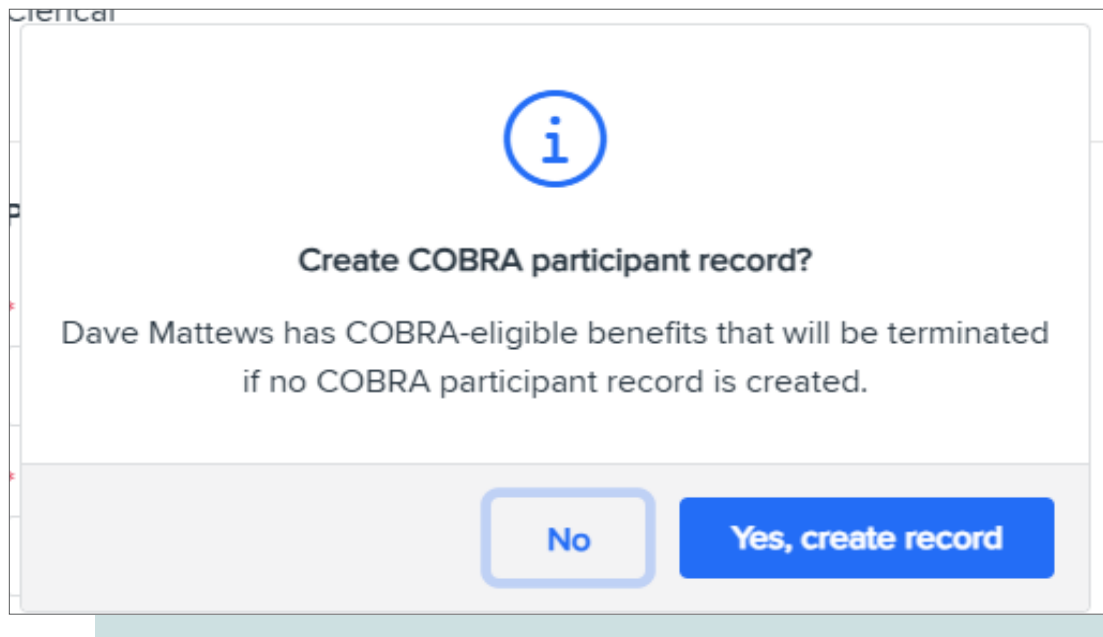
Employee Details			
	Dave Matthews Reset Password	Employee ID: F80670	Username: -
		Employee Type: Full Time	Employment Status: Active
< HR Actions			
Reset Password			
Position Change			
Pay Rate Change			
Status/Type Change			
Leave of Absence			
Termination			
Termination			
Current Information			
Employment Status: ACTIVE		Employment Type: Full Time	
Position: Clerical			
Terminate Employee			

After clicking on Terminate Employee, the screen will open up to show the following.

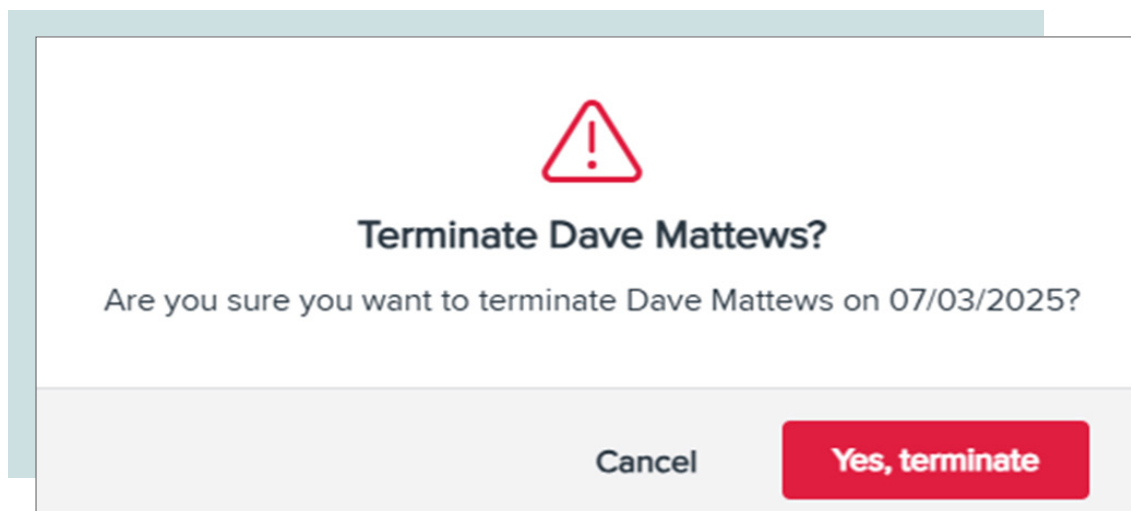
The screenshot shows the 'Employee Details' modal for Dave Matthews with the 'Termination' option selected. The 'Proposed Change' section contains fields for Termination Status, Termination Date, Termination Reason, Last Day Worked, Okay to Rehire?, Turn Off Direct Deposit (if Active), and Reassign Pending Approvals. A 'Termination Explanation' dialog box is open, showing a text area for the explanation, a character count (0/200 Characters), and a table for Unpaid PTO. The table has columns for PTO Register Type, Description, and Available Hours. The 'Save' button is highlighted.

Employee Details									
	Dave Matthews Reset Password	Employee ID: F80670	Username: -						
		Employee Type: Full Time	Employment Status: Active						
< HR Actions									
Reset Password									
Position Change									
Pay Rate Change									
Status/Type Change									
Leave of Absence									
Termination									
Proposed Change									
* Termination Status		* Termination Date							
<input type="text"/>		<input type="text"/>							
* Termination Reason		Last Day Worked							
<input type="text"/>		<input type="text"/>							
Okay to Rehire?									
<input type="text"/>									
* Turn Off Direct Deposit (if Active)									
<input type="radio"/> Yes									
<input type="radio"/> No									
Reassign Pending Approvals									
<input type="text"/>									
Termination Explanation									
<input type="text"/>									
0/200 Characters									
Unpaid PTO									
⚠ To pay out unpaid PTO, add the time to the employee's pay details in the next payroll.									
<table border="1"><thead><tr><th>PTO Register Type</th><th>Description</th><th>Available Hours</th></tr></thead><tbody><tr><td>TEST</td><td>Test</td><td>56</td></tr></tbody></table>				PTO Register Type	Description	Available Hours	TEST	Test	56
PTO Register Type	Description	Available Hours							
TEST	Test	56							
Save Cancel									

When entering the required fields marked with an asterisk on the termination date, you will get the following message. Choose “No”.



After all fields have been completed, click Save. You will receive the following message. If all is correct select “Yes, terminate”.



New Hire

After clicking on the New Hire menu, you will see a dashboard view of your employees currently going through Onboarding. From the dashboard you can see the Hire Status, Hire Date, Start Date, and Hired By for each employee.


The screenshot shows the 'New Hire' dashboard. At the top, there are tabs for 'ACTIVE' and 'COMPLETED'. Below these is a search bar and a 'Columns' button. The main table lists employees with columns for Employee Name, Hire Status, Hire Date, Start Date, and Hired By. The 'Actions' column contains icons for various actions. Four red callout boxes with numbers 1, 2, 3, and 4 point to the first four icons in the Actions column: a mail icon (1), a document icon (2), a pencil icon (3), and a trash icon (4). A 'Hire Employee' button is located in the top right corner.

Employee Name	Hire Status	Hire Date	Start Date	Hired By	Actions
Bill Murray	In Progress	10/26/2023	10/26/2023	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Jabra Testing	In Progress	04/12/2024	04/12/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
John Taffer	Delayed	03/29/2024	03/29/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Just Testing	In Progress	04/11/2024	04/11/2024	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]
Racer Testing	In Progress	10/27/2023	10/27/2023	JENNIFER JACKSON	[Icons: Mail, Document, Pencil, Trash]

Viewing 1 - 5 of 5

The following items can be completed from Actions on the New Hire Dashboard.

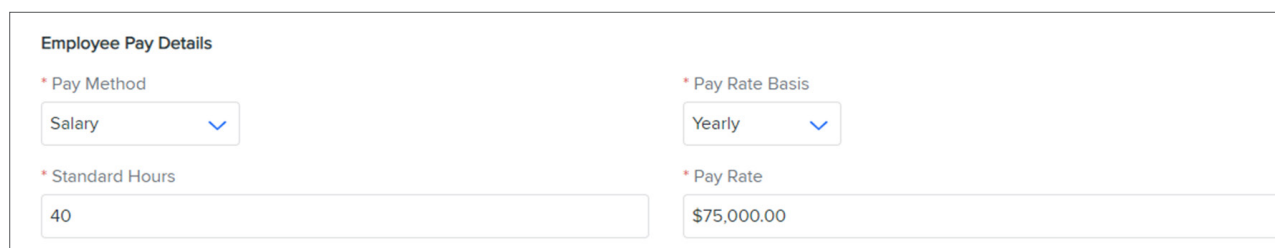
1. Resend Welcome email
2. View Kiosk Code – (TBD)
3. Edit New Hire
 - a. **Employee Personal Information**
 - i. First Name, Last Name, Personal Email, Mobile Phone, Middle Name, Preferred Language, and Nickname.
 - b. **Employment Details**
 - i. Work Location, Benefit Group Employment Status, Position, Start Date, Employee Type, Employee Number, and Department Code, PTO Approver, Manager, Work Shift, Work Group, Project, and Seniority Date.
 - c. **Employee Pay Details**
 - i. Pay Method, Pay Rate Basis, Standard Hours, and Pay Rate
4. Delete New Hire

To start the New Hire process, click the Hire Employee  button located in the upper right corner of the dashboard. All the mandatory fields are marked with an asterisk. Depending on whether your company has departments, divisions, etc. will determine which additional fields are mandatory.

Under **Employee Personal Info** and **Employment Details** is a button which will expand displaying additional fields to be entered.

- **Employment Status:** You **MUST** always choose Active for a new employee, or the onboarding email will not be sent to the employee.
- **Employment Type:** This will depend on the type of employee you are hiring. (Full Time, Part Time, Temporary Full Time, etc.)
- **Benefit Group:** You are able to place employees in the appropriate benefit group according to the group set-up in the system for your company and their benefit eligibility.
- **Department** (if applicable): You can place the employee in the appropriate department within your company.
- **Pay Group:** Please select the pay group. There should only be one option unless your company has multiple pay groups set-up, in which case you will select the one that applies to that employee.

****IMPORTANT NOTE:** Please contact your HRBP to have a new worksite location entered into PrestigePRO. Please note, new locations can take up to 5 business days to be added.



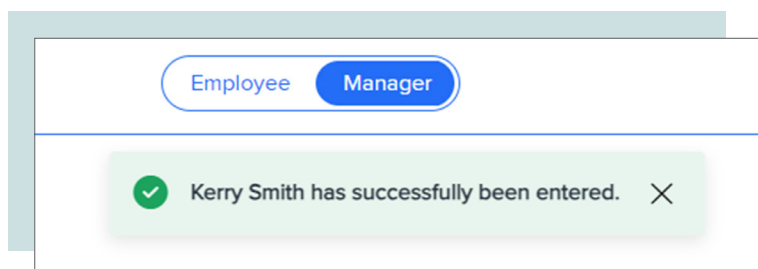
The form is titled "Employee Pay Details". It contains four fields with asterisks indicating they are mandatory:

- * Pay Method:** A dropdown menu with "Salary" selected.
- * Pay Rate Basis:** A dropdown menu with "Yearly" selected.
- * Standard Hours:** A text input field containing "40".
- * Pay Rate:** A text input field containing "\$75,000.00".

After these selections are made, you will add in the Pay Method (Hourly, Salary or Commission), and Pay Rate, which would be just the hourly rate for an hourly employee.

For a salaried employee you can input the full annual amount, but you **MUST** select Yearly in the Pay Rate Basis drop down for the salary to calculate correctly.

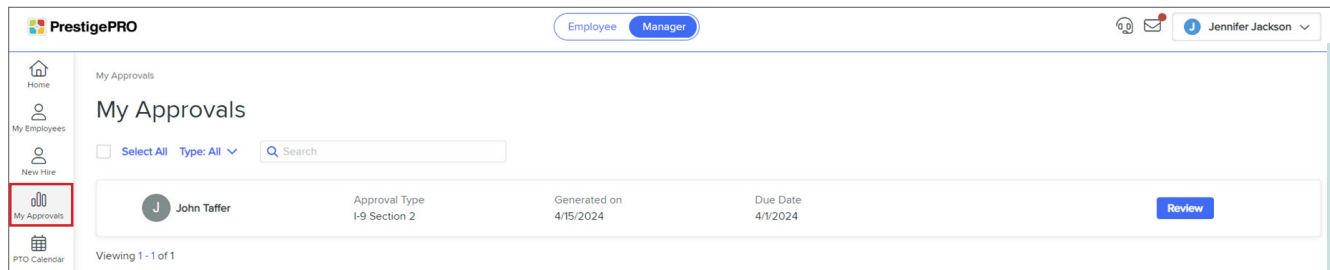
Once all of the information is entered, click **'Save'** at the bottom and the system will show a message confirming the email address to send the Welcome email to. Check the box to mark the email address and click "Send Message". You will receive a pop-up message confirming that the employee has been successfully entered.



This section shows the "Employee" and "Manager" buttons, with "Manager" selected. Below this is a green success message box that reads: "Kerry Smith has successfully been entered." with a checkmark icon and a close button (X).

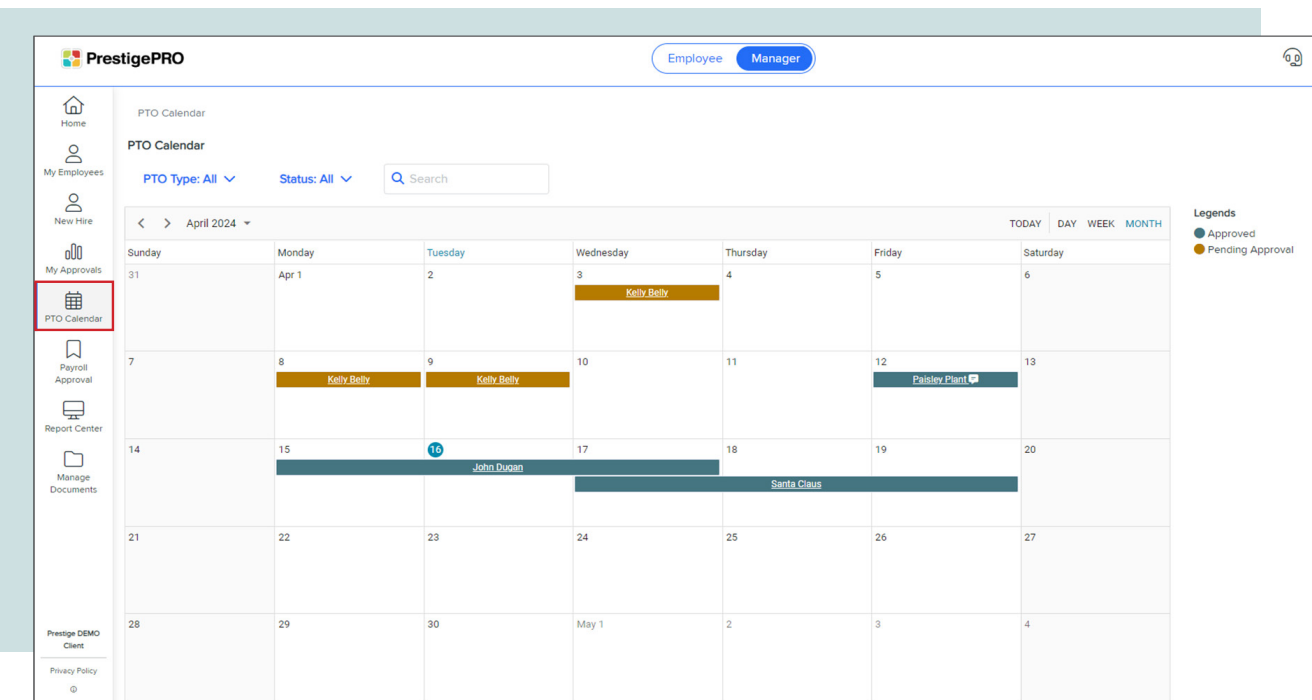
My Approvals

From the My Approvals menu item you can process the following approvals: Section II of the I-9, Leave Request (PTO), Position Change, Pay Rate Change, and Status/Type changes.



PTO Calendar

The PTO Calendar displays Approved and Pending Approval PTO requests. Which employees you see will depend on the Data Security within PrestigePRO.



Payroll Approval

The Payroll Approval form displays a list of payrolls in Pending Client Approval status that are ready for review and approval. This form displays summary information for each payroll, including the number, description, pay date and type, and invoice amount. Using this form, you can view details on the payroll, approve it, or deny it.

The screenshot shows the 'Payroll Approval' page in the PrestigePRO system. The page has a sidebar on the left with navigation links: Home, New Hire, PTO Calendar, My Approvals, Report Center, Manage Documents, and Payroll Approval (highlighted with a red box). The main content area displays a table with one payroll entry. The table has columns for Payroll Number, Description, Pay Date, Pay Group, Payroll Type, and Total Invoice. The entry for Payroll #202411 shows a description of ESS, a pay date of 04/19/2024, a pay group of N/A, a manual payroll type, and a total invoice of \$266.64. To the right of the table are three buttons: 'Review Payroll' (highlighted in blue), 'Approve', and 'Deny'. Below the table, it says 'Viewing 1-1 of 1'.

Payroll Number	Description	Pay Date	Pay Group	Payroll Type	Total Invoice
202411	ESS	04/19/2024	N/A	Manual	\$ 266.64

Select Review Payroll to display the Payroll Summary form, where you can review more specific details for the payroll. The Payroll Summary section on this form shows additional information, such as the pay period and deduction period.

The Payroll Detail tab on the Payroll Summary form displays payment records for individual employees on the payroll.

The screenshot shows the 'Payroll Summary' page in the PrestigePRO system. The page has a sidebar on the left with navigation links: Home, New Hire, PTO Calendar, My Approvals, Report Center, Manage Documents, and Payroll Approval (highlighted with a red box). The main content area displays the 'Payroll Summary' for Payroll #202411. The summary includes fields for Description (ESS), Pay Date (04/19/2024), Payroll Type (Manual), Payroll Status (Client Approval Pending), and Total Invoice (\$266.64). Below the summary, there are tabs for 'Payroll Detail', 'Unpaid Employee Detail', and 'Invoice'. The 'Payroll Detail' tab is selected, showing a table of payment records for individual employees. The table has columns for Name, Voucher, Hours, Gross Pay, Gross Earnings, Taxes, Deductions, Net Pay, Check Amount, Deposit Amount, and Pay Stub Type. The entry for Pollock, Jackson shows a voucher of 025136, 12.00 hours, a gross pay of \$204.00, a net pay of \$185.16, and a check amount of \$185.16. To the right of the table is a 'Download' button. Below the table, it says 'Viewing 1-1 of 1'. At the bottom of the page are 'Approve' and 'Deny' buttons.

Description	Pay Date	Payroll Type	Payroll Status	Total Invoice
ESS	04/19/2024	Manual	Client Approval Pending	\$ 266.64

Name	Voucher	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
Pollock, Jackson	025136	12.00	\$204.00	\$204.00	\$18.84	\$0.00	\$185.16	\$185.16	\$0.00	Paper

The Unpaid Employee Detail tab shows information about any employees who are marked as unpaid on the payroll.

The Invoice tab shows a complete breakdown of payment amounts, taxes, and fees on the invoice. Information from each of these tabs can be downloaded as a CSV file by clicking the **Download** button.

The screenshot shows the 'Invoice' tab selected in the Payroll Summary form. At the top right is a 'Download' button. The form is divided into two main sections. The first section contains client and payroll information: Client (Prestige DEMO Client), Address (538 Broadhollow Rd Melville, NY 11719), Date (04/19/2024), Pay Period Ending (N/A), Control Number (00101-202411), and Total Invoice (\$ 266.64). The second section is a table titled 'Invoice Name' and 'Amount'.

Invoice Name	Amount
GROSS WAGES	\$204.00
SERVICE FEE (Incs.Taxes/WComp/Admin)	\$45.45
Other: Local Taxes	\$0.69
Other: Shipping	\$16.50
TOTAL INVOICE	\$266.64

At the bottom of the form are 'Approve' and 'Deny' buttons.

You can approve a payroll by clicking the Approve button for the payroll on the Payroll Approval form, or by displaying the Payroll Summary form for a payroll and clicking the Approve button on the bottom of the screen. You can also deny the payroll using the same processes. If you deny a payroll, the Deny Payroll # form displays, where you must enter a reason to deny the payroll.

Payroll History

You can now use the Payroll History form to view and download reports on completed payrolls in the Employee Portal. To access this form, select Payroll History from the menu while in Manager mode.

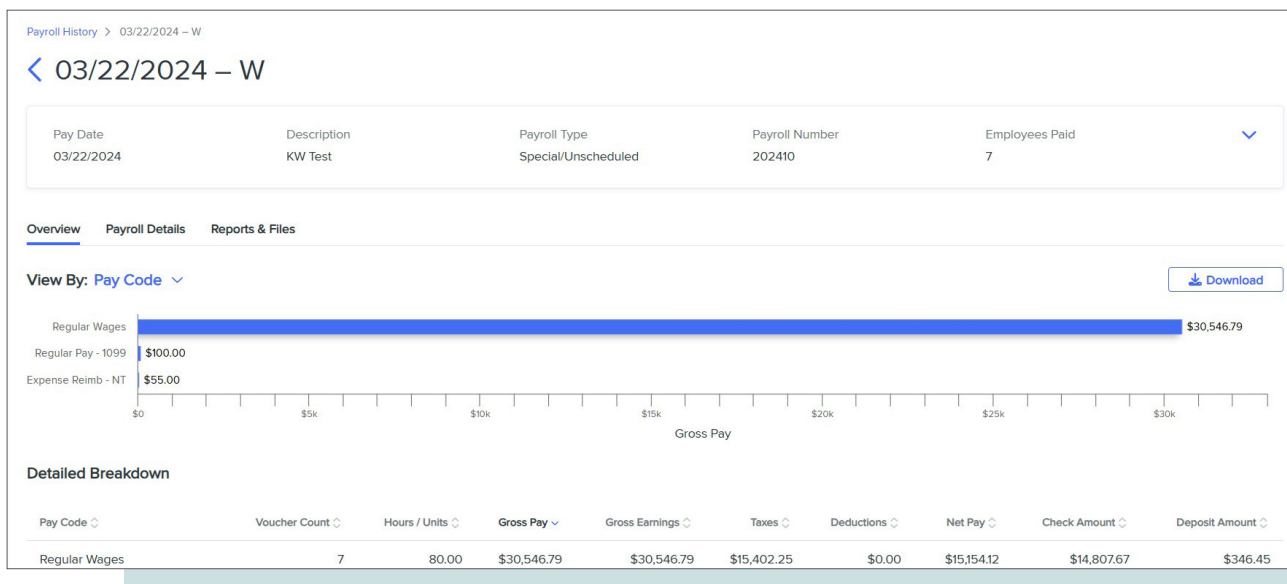
The Payroll History form displays a list of payrolls by year. To filter the results, select a Year and a Payroll Type in the selection fields. Managers can review summary information for payrolls on this form. Select a pay date to display additional details for the payroll from that date.

The screenshot shows the 'Payroll History' form. At the top left is the 'Demo Logo'. To the right are 'Employee' and 'Manager' tabs, with 'Manager' selected. In the top right corner, there is a user profile for 'Jennifer Jackson, Prestige DEMO Client'. A left-hand navigation menu includes icons for Home, My Employees, New Hire, My Approvals, PTO Calendar, Time Sheet Entry, Payroll Approval, and Payroll History (which is highlighted with a red box). The main content area is titled 'Payroll History' and includes filters for 'Year: 2024' and 'Type: All'. Below the filters is a table with the following columns: Pay Date, Description, Type, Payroll Number, Employees Paid, Check Count, Deposit Count, Pay On-Demand Count, and Gross Pay.

Pay Date	Description	Type	Payroll Number	Employees Paid	Check Count	Deposit Count	Pay On-Demand Count	Gross Pay
03/22/2024	KW Test	Special	202410	7	5	3	0	\$30,701.79

At the bottom of the table, it says 'Viewing 1 - 1 of 1' with navigation arrows.

Managers can review an overview of the payroll, details for specific employees on the payroll, and a list of associated reports and files by selecting a pay date on the Payroll Summary form.



The Overview tab displays a chart of how pay was allocated for this payroll and a details breakdown of the payroll statistics. Select options in the View By field to view the pay distribution by different variables, including departments, pay codes, and positions. This information can be downloaded by selecting the Download button.

Payroll History > 03/22/2024 – W

< 03/22/2024 – W

Pay Date	Description	Payroll Type	Payroll Number	Employees Paid
03/22/2024	KW Test	Special/Unscheduled	202410	7

Overview Payroll Details Reports & Files

[Download](#)

Name	Voucher	Hours / Units	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Manual Check
Anderson, Kellie	025188	7.00	\$424.23	\$369.23	\$26.24	\$0.00	\$397.99	\$0.00	\$397.99	Electronic	
Belly, Kelly	025182	5.00	\$600.96	\$600.96	\$105.23	\$0.00	\$495.73	\$495.73	\$0.00	Paper	
Blair, Grealy	025184	5.00	\$384.62	\$384.62	\$47.10	\$0.00	\$337.52	\$337.52	\$0.00	Paper	
Doe, Jane	025187	50.00	\$28,846.15	\$28,846.15	\$15,078.99	\$0.00	\$13,767.16	\$13,767.16	\$0.00	Paper	
Dommer, Roger	025185	5.00	\$75.00	\$75.00	\$56.02	\$0.00	\$18.98	\$17.08	\$1.90	Paper	
Dugan, John	025186	5.00	\$100.00	\$100.00	\$8.02	\$0.00	\$91.98	\$0.00	\$91.98	Electronic	

The Reports & Files tab displays reports or files associated with the payroll, including the title, classification, file type, and status. Finalized files can be viewed or downloaded by selecting the corresponding buttons in the Action column.

Payroll History > 03/22/2024 – W

< 03/22/2024 – W

Pay Date 03/22/2024	Description KW Test	Payroll Type Special/Unscheduled	Payroll Number 202410	Employees Paid 7	▼
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Overview Payroll Details **Reports & Files**

Title ^	Classification ^	File Type ^	Status ^	Action
Benefits Billing Report	Payroll Report	—	⌚ No Applicable Data	
Client Allocation Report	Payroll Report	PDF	🕒 01/10/2025 02:09 PM EST	Download View
Consolidated PDF Reports 📄	Consolidate	PDF	🕒 04/22/2024 02:09 PM EDT	Download View
Deduction Register	Payroll Report	—	⌚ No Applicable Data	
Invoice	Invoice	PDF	🕒 12/06/2024 01:06 PM EST	Download View
Invoice [STACK]	Invoice	PDF	🕒 04/22/2024 02:09 PM EDT	Download View
Pay Period PTO Report	Payroll Report	PDF	🕒 04/22/2024 02:09 PM EDT	Download View
Payroll Check Journal	Payroll Report	PDF	🕒 01/10/2025 02:09 PM EST	Download View

Report Center

Report Center functions the same as it does within PrestigePRO. When you click on the menu item, it will open Report Center in a new window.

Report Center

Workbooks

🔍 Search workbooks

All Workbooks Recently Used Favorites

Benefit Billing Detail Dashboard ☆

Bookmarks ▼

Client & Employee Activity Report ☆

Bookmarks ▼

Department - Division Report ☆

Bookmarks ▼

Manage Documents

To manage employee documents in Employee Portal (EP), use the Manage Documents form. The documents shown depend on the document categories assigned to your user role.

EmployeeManager

Home

My Employees

New Hire

My Approvals

PTO Calendar

Payroll Approval

Report Center

Manage Documents

Manage Documents

Documents

Advanced SearchFilter...GoPrevNext

Name	Version	Category	Description
Company Documents			
Employee Documents			
Global Documents			