

<https://esiee.prismhr.com/esi/cmd/login>

To change password: Click on Name in upper right corner, select Change Password

The screenshot displays the PrismHR ESI dashboard interface. At the top, a blue header bar contains a 'My Messages' notification with a '0' badge and a user profile dropdown menu. The dropdown menu, which is open, lists options: 'Español', 'About', 'Privacy', 'Change Password' (highlighted with a red box), and 'Logout'. Below the header, a dark blue navigation bar shows a home icon and the text 'DASHBOARD'. The main content area features four large blue tiles: 'MYSELF' (with a person icon), 'TIME REPORTING' (with a clock icon), 'BENEFITS' (with an umbrella icon), and 'PAYROLL' (with a dollar sign icon). Below these tiles, there is a horizontal separator line. At the bottom, two blue panels are visible: 'My Messages' on the left and 'My Events' on the right. The 'My Events' panel has a table with columns 'Date' and 'Events'.

My Messages 0

welcome, CHERYL TARNOW

Español
About
Privacy
Change Password
Logout

HOME > DASHBOARD

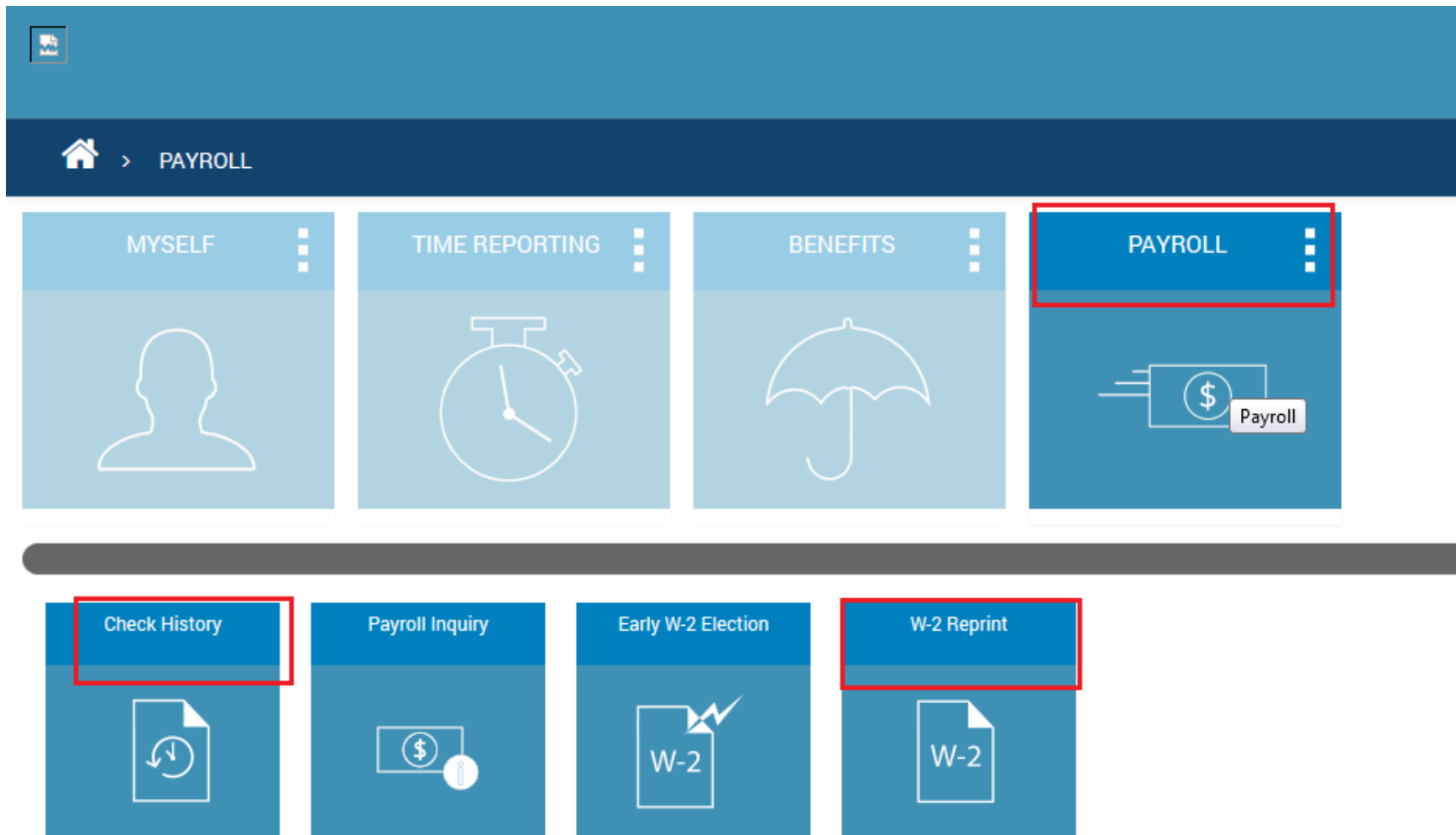
MYSELF
TIME REPORTING
BENEFITS
PAYROLL

My Messages


My Events

Date	Events
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To view pay vouchers or W2's: Click on Payroll Icon > Click on Check History or W-2 Reprint



Select Year from the drop down menu – Current Year will automatically populate > Click on Check Number to view details

 > PAYROLL > CHECK HISTORY

My Check History

Note: Click on a row to display details for that check.

Select Year

2018

2018

2017

2016

2015

2014

2013

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date
190787					D	01/12/2018

« Prev

1

Next »

Click on Reprint Check Stub – This will create a PDF file which can be viewed/printed/saved or emailed. It may take a few minutes to generate the file. You can also Click on the Earnings Tab/Taxes Withheld Tab/Deductions Tab to view information but this will not include YTD.

×

Check Detail

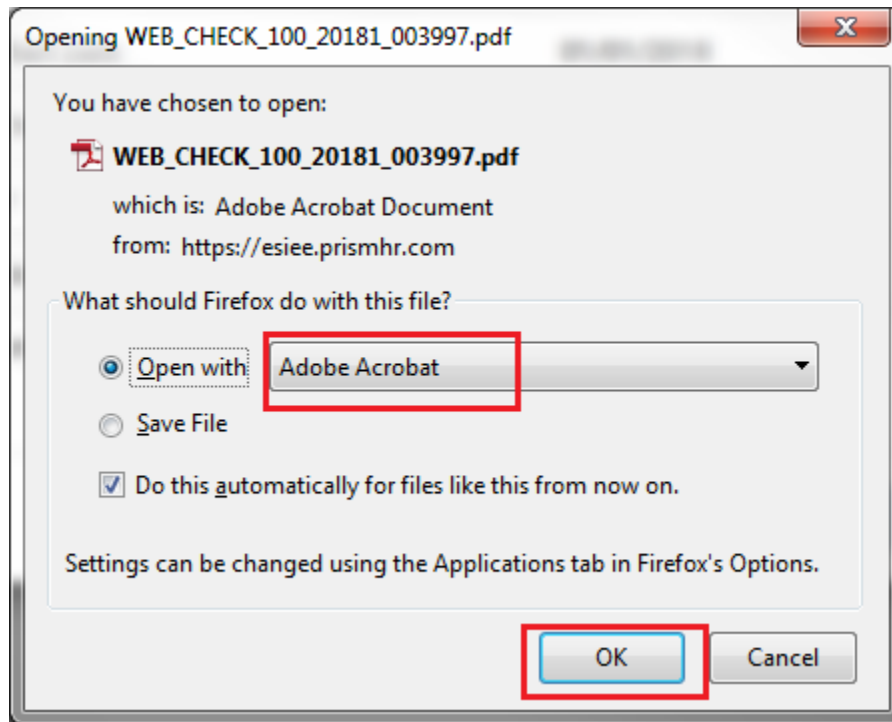
Check Number: **190787** | Net Pay:

Check Info	Earnings	Taxes Withheld	Deductions
Period Start Date		01/01/2018	
Period End Date		01/15/2018	
Pay Date		01/12/2018	
Ach Amount			
Check Amount		0.00	

Reprint Check Stub

Close

Be sure to always open with Adobe Acrobat > Click OK



PDF file will look like this:

Employ Source Inc - MAIN (100)				Voucher #: 003997 Sort Order: 10 **MailHome**		
Employee ID	Check Date	Soc-Sec-Num	Period Start	Period End	Check No	
	01-12-2018		01-01-2018	01-15-2018	190787	
Federal Tax-Status S Allowances NONE				State Tax - Status NONE Allowances NONE		
CURRENT EARNINGS DETAIL				DEDUCTIONS / TAXES		
Date	Description	Rate Hours	Amount	Description	Amount	Y-T-D
01-15-2018	REGULAR PAY	86.67		FLEX MED	87.50	87.50
				STD	27.80	27.80
				DENTAL 125	20.41	20.41
				MEDICARE	31.06	31.06
				SOC SECURITY	132.81	132.81
Total(s):				86.67	2,250.00	
Type	DIRECT DEPOSIT		Amount	Net Pay		
CHECKING						
				Net Pay YTD		
Total:						
				Total(s):	299.58	299.58
Y-T-D EARNINGS			PAID TIME OFF		EMPLOYER CONTRIBUTIONS	
Description	Amount	Description	Balance	Description	Amount	Y-T-D
REGULAR PAY				DENTAL PPO LOW		
				ESI INTERNAL ME		
				EMPLOY SOURCE V		