

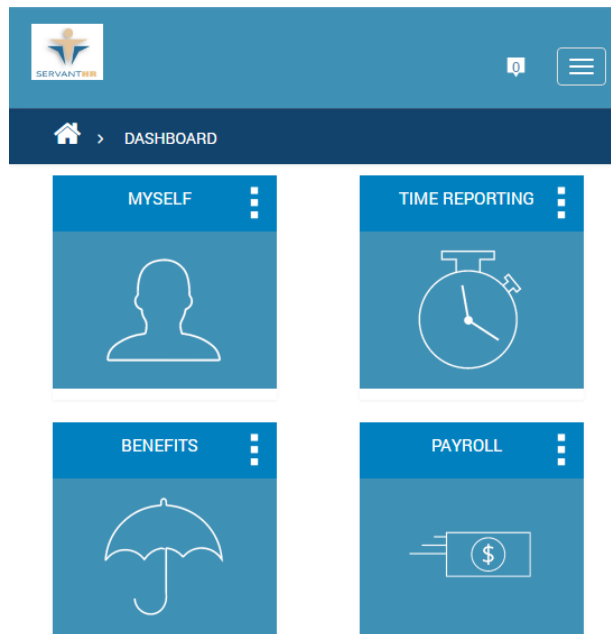
ACCESSING PAY STUBS

via the new web portal

- 1) Go to servanthr.com and click on **PRISMHR LOG-IN** in the upper right corner (or type <https://svree.prismhr.com/svr/cmd/login> into a web browser).
- 2) The following screen will appear. (You can bookmark this page if desired.) Enter your existing EMPLOYEE username and password. If you have not changed your login from the default settings, your username is your **SSN with the dashes** and your password is the **last four digits of your SSN**.



- 3) Your personal dashboard will appear, divided into four quadrants:
 - **“Myself”** contains a summary of your personal information
 - **“Time Reporting”** contains details of any paid time off balances
 - **“Benefits”** contains a summary of your benefits coverages
 - **“Payroll”** contains links to your payroll details



- 4) Click the **“Payroll”** tile, and then select **“Check History”** to see a list of recent paychecks. The most recent will be at the top of the list.
- 5) Click any line to see further details about that particular check. There are several tabs that can be reviewed on this screen.

Check Detail	
Check Number: 190084 Net Pay: 14.90	
Check Info	
Earnings	
Taxes Withheld	
Deductions	
Period Start Date	08/07/2016
Period End Date	08/20/2016
Pay Date	08/26/2016
Ach Amount	14.90
Check Amount	0.00
Reprint Check Stub	
Close	

- 6) In order to print an official pay stub in PDF format, click the **“Reprint Check Stub”** button at the bottom. It may take a minute or so for the pay stub to generate.
- 7) You can return to the main dashboard at any time by clicking the Servant HR logo in the top left corner.



Further questions?

Contact info@servanthr.com or call **317-585-1688** for assistance.