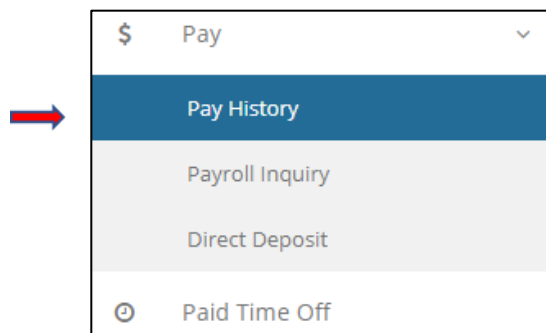


ACCESSING PAY STUBS

via the Prism HR employee web portal

- 1) Go to **servanthr.com** and click on **PRISMHR LOGIN: EMPLOYEE LOG-IN** in the upper right corner (or type <https://svr-ep.prismhr.com/#/auth/login> into a web browser).
- 2) Enter your EMPLOYEE username and password. If you cannot remember your password, please contact Servant HR for a password reset. If you do not have a username and password, you will need to first register to obtain your login credentials.
- 3) When you are logged in, your dashboard will appear. On the left-hand navigation menu click **“Pay”**, then **“Pay History”**.



- 4) After you click **“Pay History”** you will see a list of recent paychecks. The most recent will be at the top of the list.
- 5) Click **“View Paystub”** to see further details about that particular check. There are several tabs that can be reviewed on this screen: Earnings, Taxes Withheld, and Deductions.

| Pay History | | | | | | | Select Year | 2019 | |
|-------------|--------------|-----------|-------|------------|---------|--------------|-------------|------|--|
| Search | | | | | | | Columns | | |
| Pay Date | Check Number | Gross Pay | Taxes | Deductions | Net Pay | Actions | | | |
| 05/17/2019 | 266027 | | | | | View Paystub | | | |
| 05/03/2019 | 265426 | | | | | View Paystub | | | |
| 04/19/2019 | 263742 | | | | | View Paystub | | | |
| 04/05/2019 | 262603 | | | | | View Paystub | | | |

Dashboard > Pay History > Pay Detail

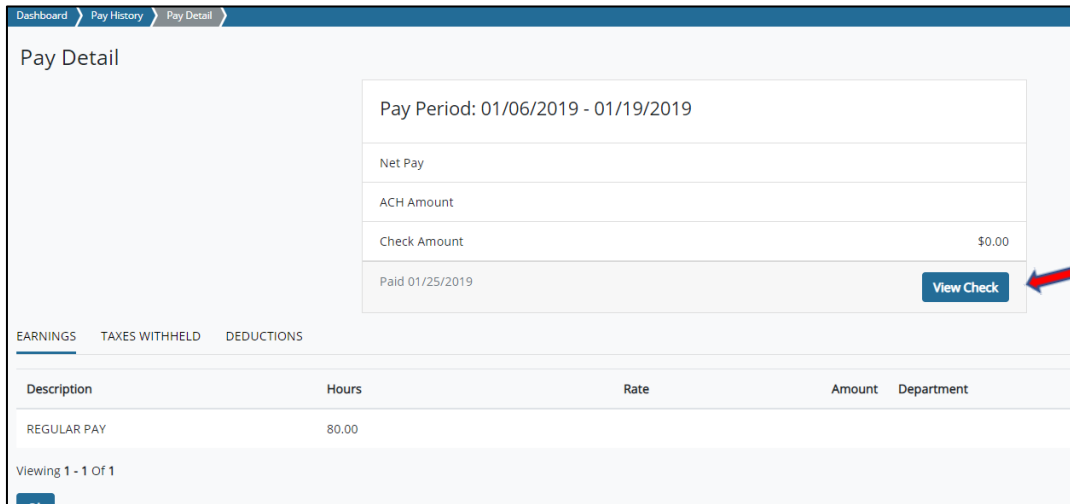
Pay Detail

| |
|--|
| Pay Period: 01/06/2019 - 01/19/2019 |
| Net Pay |
| ACH Amount |
| Check Amount \$0.00 |
| Paid 01/25/2019 View Check |

EARNINGS TAXES WITHHELD DEDUCTIONS

| Description | Hours | Rate | Amount | Department |
|-------------|-------|------|--------|------------|
| REGULAR PAY | 80.00 | | | |

Viewing 1 - 1 Of 1



- 6) In order to print an official pay stub in PDF format, click the **“View Check”** button. It may take a minute or so for the pay stub to generate.

Further questions?

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

