

How to Approve Payroll

Go to: helpside.com -> Employer -> Manager (MSS) Portal

If you are set up for email notifications, you will receive an email when payroll is ready for approval. The email will look like this:

Payroll Approval needed (Demo Client)

noreply@prismhr.com
To

Wed 7/21/2021 6:48 AM

Payroll 20218, dated 07-02-2021 for Demo Client (000100) is ready for your approval. <https://apl.prismhr.com/apl?a=ap&c=000100&bkey=6BYQui8LQeI9MOI20259>

Demo Client Invoice 20218-INIT
Date 07/02/2021

For the Pay Period Ending 06-15-2021
Control Number 20218-000100

GROSS WAGES	3,600.00
SOCIAL SECURITY	223.20
MEDICARE	52.20
FEDERAL UNEMPLOYMENT	21.60
STATE UNEMPLOYMENT	136.80
CREDIT FOR CLIENT PAYMENTS	-2,938.92
Check Amt Rebate -1647.97 W43221 CRON CHRIS	
Check Amt Rebate -616.47 M50629 BOYS COW	
Check Amt Rebate -674.48 E42869 CRANDALL SK	
Other: 401(k) Client Match Rebate	24.00
Other: 401(k) Client Rebate	-24.00
SUB-TOTAL	1,094.88
TOTAL INVOICE	1,094.88

Open/Past Due Invoice List as of Invoice Date

Invoice	InvDate	Balance	DaysOpen
20218-INIT	07/02/2021	1094.88	0
Total Items		1094.88	

Step 1: Type in **Payroll Approval** in the search bar.

Step 2: Select **Payroll Approval** from the list.

MY PAYROLLS

Payroll Approval 1

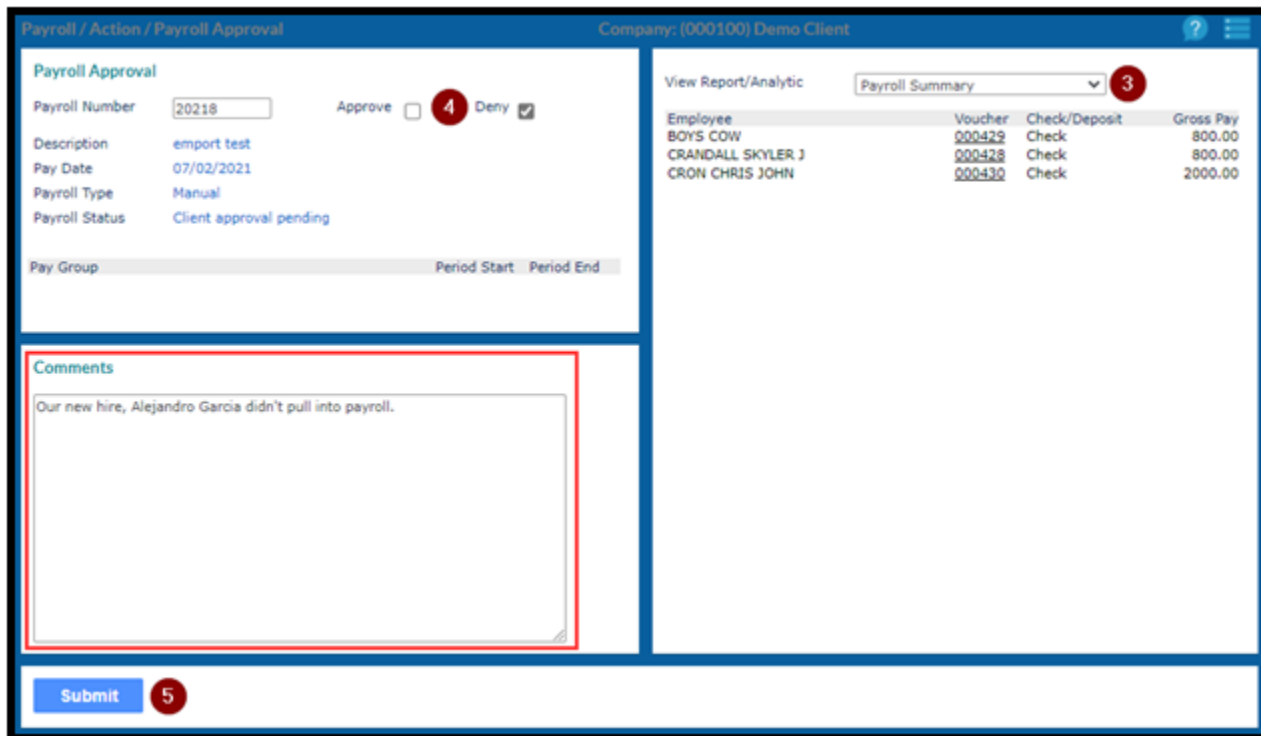
Application Suggestions

Payroll Approval 2
Payroll > Action

Step 3: Select desired **Report(s)** in the **View Report/Analytic** to view an audit the payroll information.

Step 4: Check the **Approve** or **Deny** box. If you select **Deny**, type what changes need to be made in the **Comments** section.

Step 5: Click **Submit**



Employee	Voucher	Check/Deposit	Gross Pay
BOYS COW	000429	Check	800.00
CRANDALL SKYLER J	000428	Check	800.00
CRON CHRIS JOHN	000430	Check	2000.00

Step 6: If you selected **Approve**, a pop-up screen will confirm that you want to approve the payroll. Click **Yes**.



If you denied the payroll, you will receive another email once payroll is once again ready for approval.