

To: Client Manager user(s) as a group
CC: HCC Dedicated service team
Send immediately after PrismHR credentials are established and sent

As a manager user in HCC's PrismHR platform, you will most likely be responsible for approving I-9 Section II for your existing employees and future new hires, entering new hires, and/or entering/approving payroll. In this communication you will find how to's on Section II I-9 approval, entering new hires, reprinting employee check stubs, and a video on Payroll entry and approval. **If after taking a look at the information provided below you would like to schedule some time to go over the software or ask any questions to your dedicated HCC service team, please let me know and we can set up a GoTo meeting at your earliest convenience.**

You will use <https://epw.prismhr.com/epw.hcc> to access your manager portal for HCC's HR Platform, PrismHR. You will use the same login credentials you created for your Employee Self Service (ESS) account, or the credentials that were emailed to you by HCC. Once logged in, you will see a section on your dashboard that is titled "My Support Team". This section gives you contact information on all of your dedicated service team members at HCC, including your company's Payroll Coordinator and Benefit Coordinator should you have any questions about customizations regarding your account with us.

The screenshot shows the PrismHR dashboard for a client. The top navigation bar includes 'CLIENT', 'HR', and 'PAYROLL' tabs. The sidebar on the left lists 'My Favorites' (SuperBatch, New Client, Client Details, Contacts, Approvals Pending, PrismHR Clients, Users, User Roles, Employee Portal Configuration, Employee Details) and 'Recent Payrolls' (a table with columns: Payroll, Description, Pay Date). The main content area is titled 'My Support Team' and is highlighted with a red box. It lists five team members: Payroll Coordinator (Toni Wampler), Human Resource Consultant (Chris DeGoff), Benefits Coordinator (Kathy Smith), Systems Manager (Jessica Minner), and Business Development (Chandra Coffee). Below this, there is a 'My Employees' section with a table listing employee names and their work email addresses.

Payroll	Description	Pay Date
201817	201817 - 05-15-18 SM	05/15/2018
201818	201818 - 05-11-18 BIWEEKLY	05/11/2018
201815	201815 - 04-30-18 SM	04/30/2018
201816	201816 - 04-27-18 BIWEEKLY	04/27/2018
201814	201814 - 04-13-18 SM BIWEEKLY	04/13/2018

Employee Name	Ext.	Work	Mobile	Work Email
DEMO_ ALYSSA				
DEMO_ CARL				
DEMO_ CHARLIE				
DEMO_ CHERYL				
DEMO_ CHRISTINE				

Payroll Entry/Submission/Approval

The tutorial video below demonstrates how to enter time into the timesheet (whether you are keying in manually or importing a file), submit payroll and approve payroll. The video lasts approximately ten minutes.

HCC's PrismHR - Payroll Training: <https://youtu.be/FdfX7IXt1Q4>

You will want to have payroll entered and submitted by Noon on <<Insert Intial Payroll Submission Date>>. Additional payrolls will need to be submitted by the <<Tuesday OR three business days before>>the pay date by noon. If you think you will have issues complying with this deadline, please contact your Payroll Coordinator to discuss. All employees must have their New Hire Onboarding paperwork completed prior to payroll submission date or they risk not being paid. The system will not allow us to manually enter individuals into the time sheet that do not have completed paperwork. This applies to new hires in future pay dates, as well.

I-9 Section II Approval

If you are the designated I-9 Section II approver for your organization, location or department/division, you will receive emails notifying you that an employee has completed their portion of the I-9 and that you need to do your part to approve and close out the onboarding process. **You must have this step completed before the end of the third day of employment for your new hire or onboarded existing employee or you will not be in compliance with Federal employment law.** Below, you will find detailed instructions on how to access the I-9 verification workflow through our onboarding system, OnHRP in HCC's PrismHR. If you have additional questions about I-9 compliance, please feel free to discuss with your HR Manager.

1. Log in to your manager portal (<https://epw.prismhr.com/epw.hcc>.) and type 'onboarding' in the search bar at the top right of the screen. ***
- 2.
3. Click Onboarding (ON) in the results window. A new window will open.
4. Click on Programs to Run (#) in the second menu bar. A list of employees will be shown in the Inbox.
5. Click on the 'You need to run 'Form I-9 Section 2 v4' for EMPLOYEE NAME'.
6. A new window will pop up - click the Run button.
7. Follow the instructions to complete the I-9 form. Use the HCC hire date as the first day of work.
8. When completed click the Submit My Elections button on the last page

***Onboarding and I-9 Section II Approval are ran in a program called OnHRP withing PrismHR. This program will NOT work in the Safari browser or on a tablet or smart phone. You must use Google Chrome, Microsoft Edge, Internet Explorer or Firefox. Pop-ups must be enabled, as well.

Also, attached are documents that will help you enter new hires and reprint check stubs for employees if they make a request. As always, you can contact any HCC team member with questions - we are always here to help! Our goal is to make this onboarding transition as seamless as possible for you and your organization. We look forward to working with you and your staff and employees! Thank you for choosing HCC!

Attachments:

How to Reprint and Employee Checkstub in PrismHR
Entering a New Hire in PrismHR