Questco PrismHR Client Portal

Quick Reference Guide

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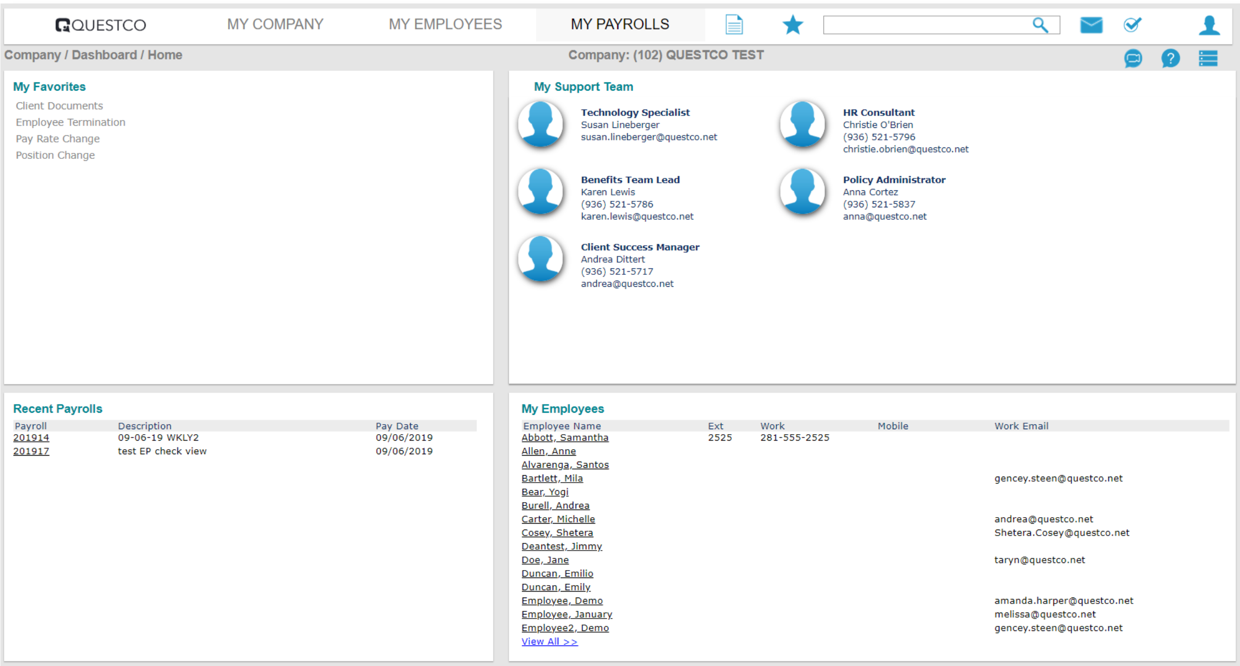
DASHBOARD

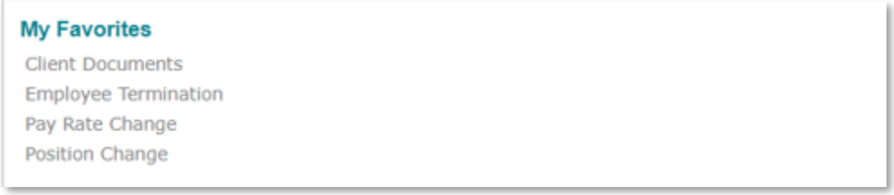


The Dashboard gives quick access to company information and relevant features.

There are four sections to the **Dashboard:**

- My Favorites
- My Support Team
- Recent Payrolls
- My Employees

MY FAVORITES



ADDING REPORTS OR ACTION FIELDS TO *MY FAVORITES* ALLOWS FOR QUICK ACCESS TO THE PLACES DEEMED MOST HELPFUL OR NECESSARY FOR THE BUSINESS. THIS ELIMINATES THE NEED TO REMEMBER EACH PATH.

- This is a list of pages that have been flagged as a favorite. This allows quick access to the items used most frequently.
- Favorites are listed on the Dashboard when first logging in to the system.
- They can also be accessed from the Favorites menu

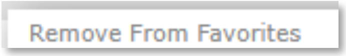
ADDING FAVORITES

To add an item to My Favorites, once on the required form, click the form's Action bar and then select **Add to Favorites**.

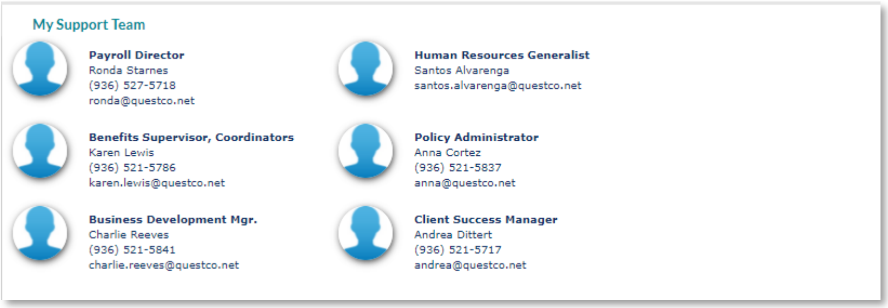
REMOVING FAVORITES

When a form is in My favorites, the Action bar displays **Remove from Favorites**.

Select this option to remove the form from the list of Favorites.

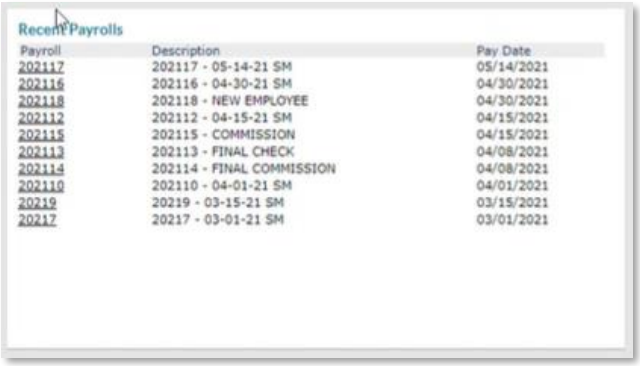


MY SUPPORT TEAM



Shows the people assigned to work with the company and their contact information. These are the team members assigned to support the client and the organization.

RECENT PAYROLLS



Recent Payrolls

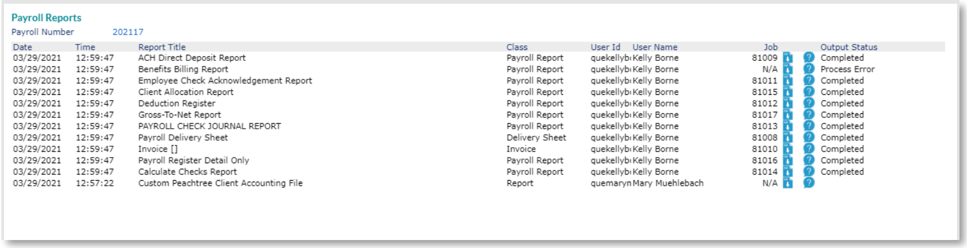
Payroll	Description	Pay Date
202117	202117 - 05-14-21 SM	05/14/2021
202116	202116 - 04-30-21 SM	04/30/2021
202118	202118 - NEW EMPLOYEE	04/30/2021
202112	202112 - 04-15-21 SM	04/15/2021
202115	202115 - COMMISSION	04/15/2021
202113	202113 - FINAL CHECK	04/08/2021
202114	202114 - FINAL COMMISSION	04/08/2021
202110	202110 - 04-01-21 SM	04/01/2021
20219	20219 - 03-15-21 SM	03/15/2021
20217	20217 - 03-01-21 SM	03/01/2021

Shows a quick view of the payrolls that have posted.

VIEWING A REPORT

Select link with the corresponding payroll number. 202117

From the next screen, select the link next to the desired report.

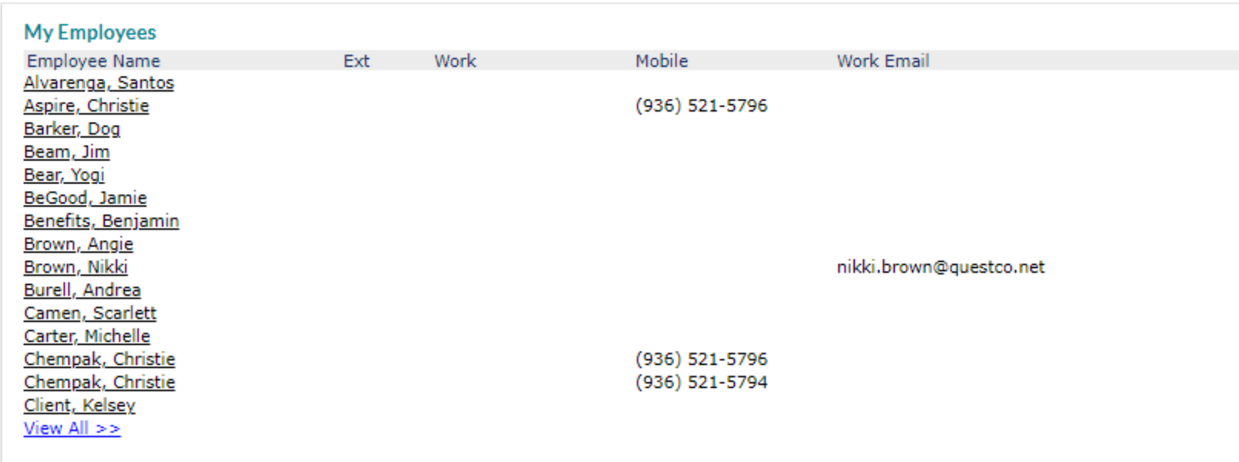


Payroll Reports

Payroll Number 202117

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
03/29/2021	12:59:47	ACH Direct Deposit Report	Payroll Report	quekellyb	Kelly Borne	81009	Completed
03/29/2021	12:59:47	Benefits Billing Report	Payroll Report	quekellyb	Kelly Borne	N/A	Process Error
03/29/2021	12:59:47	Employee Check Acknowledgement Report	Payroll Report	quekellyb	Kelly Borne	81011	Completed
03/29/2021	12:59:47	Client Allocation Report	Payroll Report	quekellyb	Kelly Borne	81015	Completed
03/29/2021	12:59:47	Deduction Register	Payroll Report	quekellyb	Kelly Borne	81012	Completed
03/29/2021	12:59:47	Gross-To-Net Report	Payroll Report	quekellyb	Kelly Borne	81017	Completed
03/29/2021	12:59:47	PAYROLL CHECK JOURNAL REPORT	Payroll Report	quekellyb	Kelly Borne	81013	Completed
03/29/2021	12:59:47	Payroll Delivery Sheet	Delivery Sheet	quekellyb	Kelly Borne	81008	Completed
03/29/2021	12:59:47	Invoice []	Invoice	quekellyb	Kelly Borne	81010	Completed
03/29/2021	12:59:47	Payroll Register Detail Only	Payroll Report	quekellyb	Kelly Borne	81016	Completed
03/29/2021	12:59:47	Calculate Checks Report	Payroll Report	quekellyb	Kelly Borne	81014	Completed
03/29/2021	12:57:22	Custom Peachtree Client Accounting File	Report	quemaryn	Mary Muehlebach	N/A	

MY EMPLOYEES



My Employees

Employee Name	Ext	Work	Mobile	Work Email
Alvarenga, Santos				
Aspire, Christie			(936) 521-5796	
Barker, Dog				
Beam, Jim				
Bear, Yogi				
BeGood, Jamie				
Benefits, Benjamin				
Brown, Angie				
Brown, Nikki				nikki.brown@questco.net
Burell, Andrea				
Camen, Scarlett				
Carter, Michelle				
Chempak, Christie			(936) 521-5796	
Chempak, Christie			(936) 521-5794	
Client, Kelsey				

View All >>

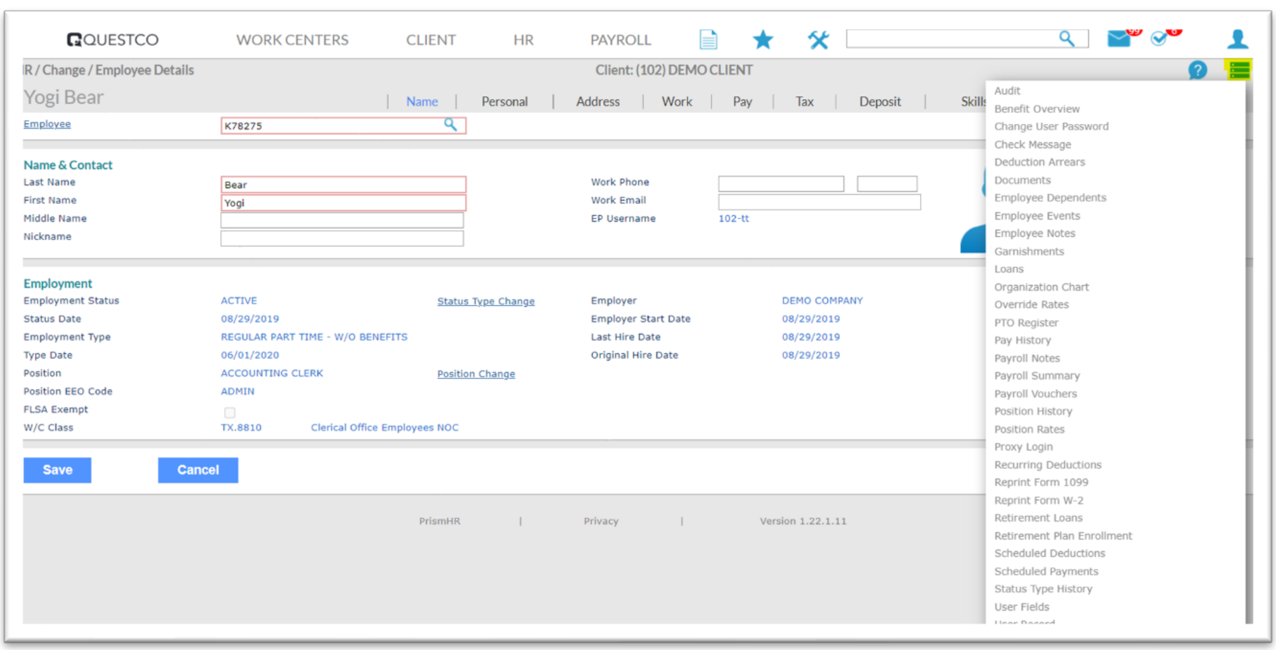
A list of employees at the organization.

ACCESSING THE EMPLOYEE DETAIL SCREEN

Selecting the employee's name will allow access to the **Employee Detail Screen.**

Inside this screen are sub tabs containing pertinent information for the specific employee and the ability to make changes to the employee's record.

| Name | Personal | Address | Work | Pay | Tax | Deposit | Skills & Education | Property | Other |



Some items in these tabs are below:

- Position Change
- Supervisor Change
- Address
- Pay rate change or history
- Direct Deposit change

SYSTEM MODULES

MY COMPANY MY EMPLOYEES MY PAYROLLS

MY COMPANY

This module supports specific items needed for the company. Some examples include:

- Labor Levels
- Invoices

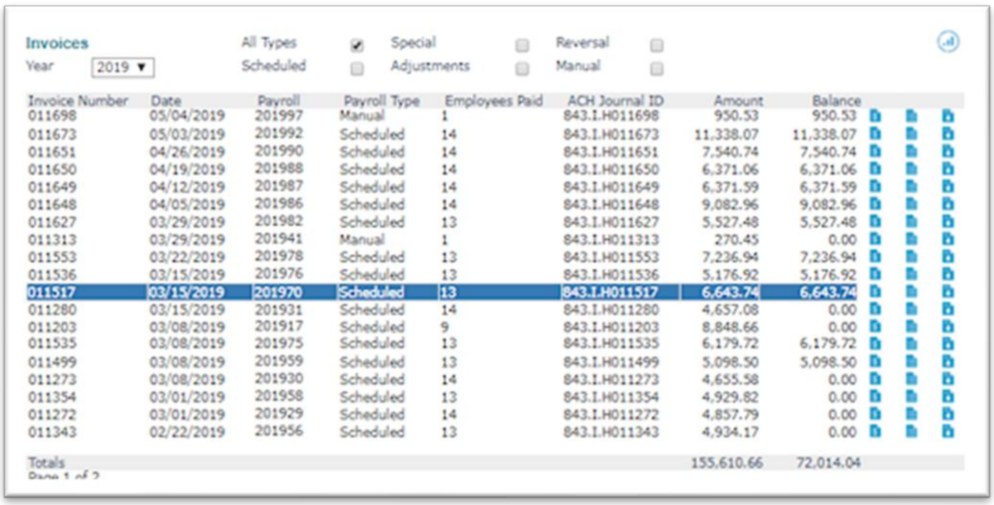
LABOR LEVELS

Divisions, Departments, and Projects can be set up in this module.

INVOICES

Path: **My Company>Company View>Invoices**

The Invoices form displays invoice information for a selected year.



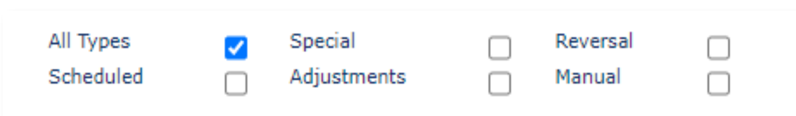
Invoices

Year 2019

All Types · Special · Reversal · Scheduled · Adjustments · Manual

Invoice Number	Date	Payroll	Payroll Type	Employees Paid	ACH Journal ID	Amount	Balance
011698	05/04/2019	201997	Manual	1	843.I.H011698	950.53	950.53
011673	05/03/2019	201992	Scheduled	14	843.I.H011673	11,338.07	11,338.07
011651	04/26/2019	201990	Scheduled	14	843.I.H011651	7,540.74	7,540.74
011650	04/19/2019	201988	Scheduled	14	843.I.H011650	6,371.06	6,371.06
011649	04/12/2019	201987	Scheduled	14	843.I.H011649	6,371.59	6,371.59
011648	04/05/2019	201986	Scheduled	14	843.I.H011648	9,082.96	9,082.96
011627	03/29/2019	201982	Scheduled	13	843.I.H011627	5,527.48	5,527.48
011313	03/29/2019	201941	Manual	1	843.I.H011313	270.45	0.00
011553	03/22/2019	201978	Scheduled	13	843.I.H011553	7,236.94	7,236.94
011536	03/15/2019	201976	Scheduled	13	843.I.H011536	5,176.92	5,176.92
011517	03/15/2019	201970	Scheduled	13	843.I.H011517	6,643.74	6,643.74
011280	03/15/2019	201931	Scheduled	14	843.I.H011280	4,657.08	0.00
011203	03/08/2019	201917	Scheduled	9	843.I.H011203	8,848.66	0.00
011535	03/08/2019	201975	Scheduled	13	843.I.H011535	6,179.72	6,179.72
011499	03/08/2019	201959	Scheduled	13	843.I.H011499	5,098.50	5,098.50
011273	03/08/2019	201930	Scheduled	14	843.I.H011273	4,655.58	0.00
011354	03/01/2019	201958	Scheduled	13	843.I.H011354	4,929.82	0.00
011272	03/01/2019	201929	Scheduled	14	843.I.H011272	4,857.79	0.00
011343	02/22/2019	201956	Scheduled	13	843.I.H011343	4,934.17	0.00
Totals						155,610.66	72,014.04

Select the desired calendar **Year.** The **default** is the **current year**.

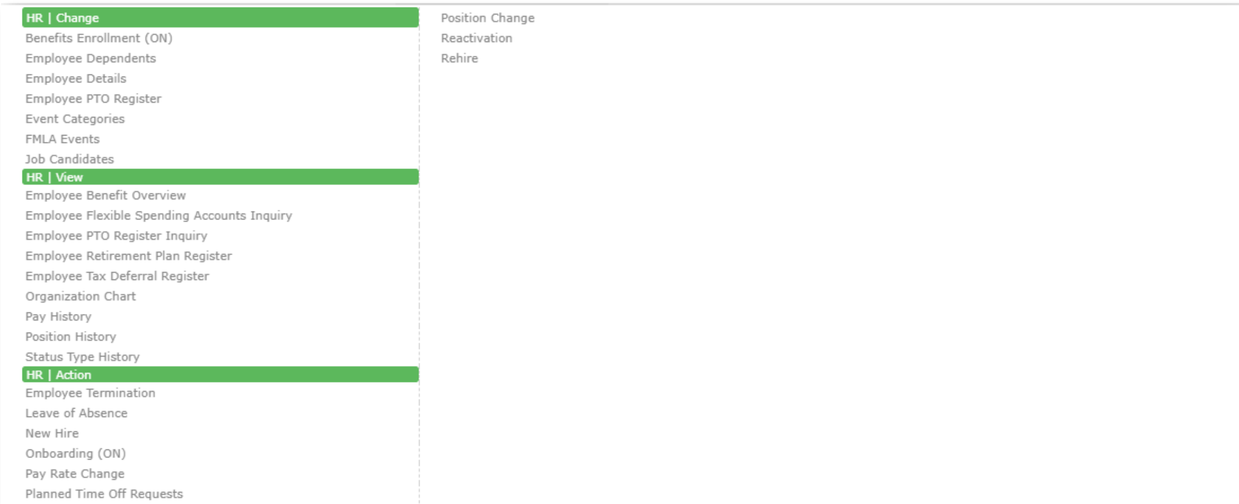


Invoice Types:

- **Special –** Out of Cycle Payroll
- **Reversal –** Voiced Payroll or specific Payroll Vouchers
- **Manual –** Miscellaneous Charges
- **Scheduled –** Scheduled Payroll

- to open the summary of the billing for the payroll.
- to open the invoice.
- to download the PDF of the Invoice.

MY EMPLOYEES

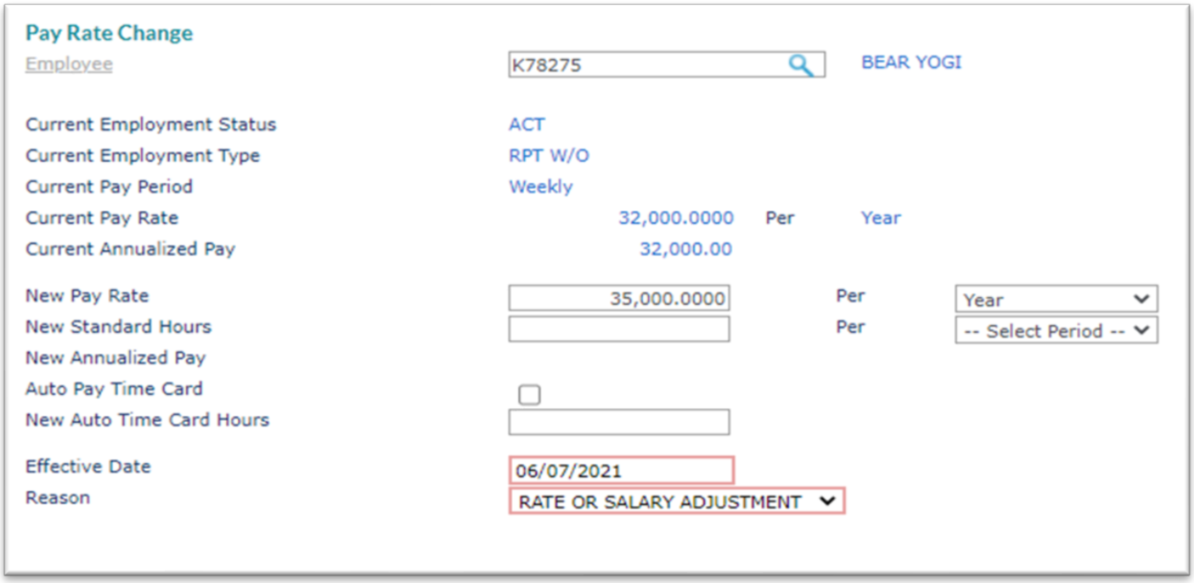


This Module will display certain items for the employees in the organization.
Some examples include:

- Pay Rate Change
- Employee PTO Register Inquiry
- Employee Termination

PAY RATE CHANGE

Path: **HR>Action>Pay Rate Change**



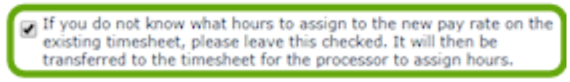
Click on **Employee** and select the applicable employee.

Enter the **New Pay Rate** and select the period.
Enter the **New Standard Hours** and select the period.
The system calculates and displays the **New Annualized Pay**.

Select **Auto Pay Timecard** to populate the employee's time sheet with hours (optional)
Enter the default number of hours per pay period in the **New Auto Timecard Hours** Field (optional).

Enter the **Effective Date.**

In cases where the date of the pay rate change falls during a payroll where hours have already been entered for the employee, the system allows the client to enter the number of hours to pay the employee at the new rate. If client enters any hours, including 0, the option **If the client does not know what hours to assign to the new pay rate** is deselected, the payroll processor does not see a notification of the pay rate change in the time sheet.



If the client does not know the number of hours to assign, leave the Hours Paid field blank. The payroll processor will be prompted to assign the hours for the employee the next time they edit the payroll.

Select the **Reason** that best describes the pay rate change.

Click **Save**.

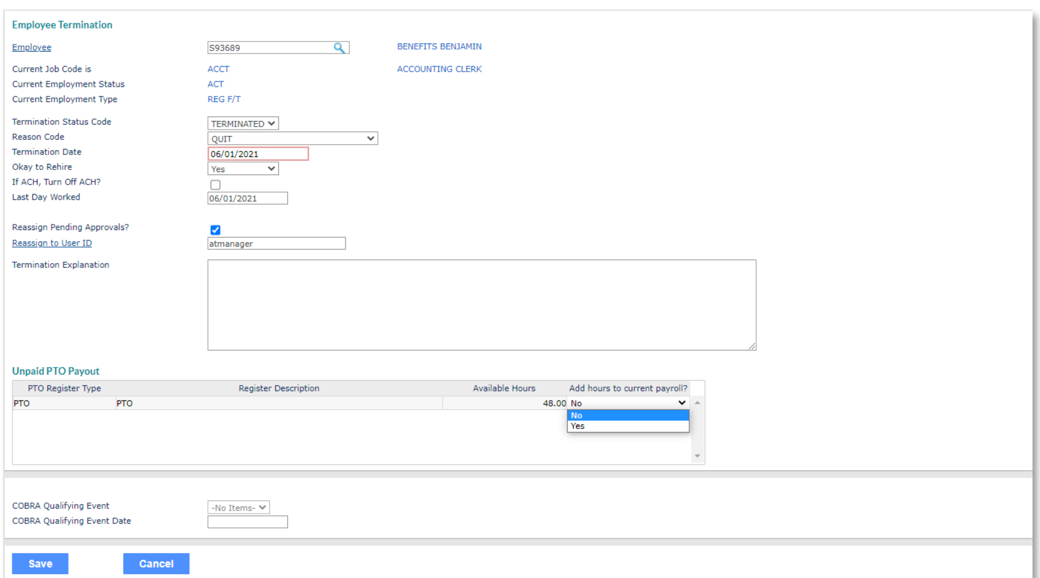
EMPLOYEE PTO REGISTER INQUIRY

Path: **HR>View>Employee PTO Register Inquiry**

The Employee PTO Registers form allows a view of an employee's accrued paid time off and a list of time taken.

EMPLOYEE TERMINATION

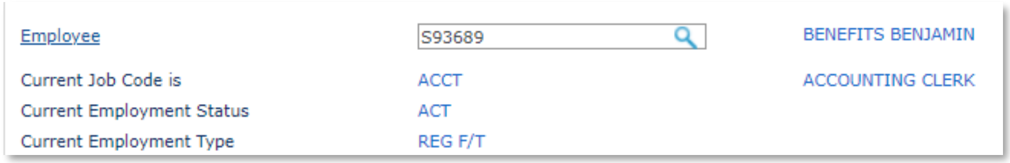
Path: **My Employees>HR>Employee Termination**



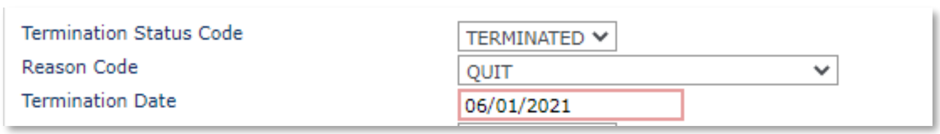
When an employee is terminated, the system performs the following:

- Terminates the employee’s benefits.
- Displays a warning flag if the employee has an outstanding loan balance.

Click on **Employee** and select the applicable employee.



Select the **Termination Status Code.**
Select the **Reason Code** for termination.
Enter the **Termination Date**.



Select the Employee's Eligibility for Rehire.
Select **If ACH**, **Turn Off ACH** if the employee should not receive further ACH transactions.
Enter the date for the Employee's **Last Day Worked.**

Check the **Reassign Pending Approvals?** Box if this employee has pending approvals that need to be assigned to someone else.

Enter a detailed **Termination Explanation.**

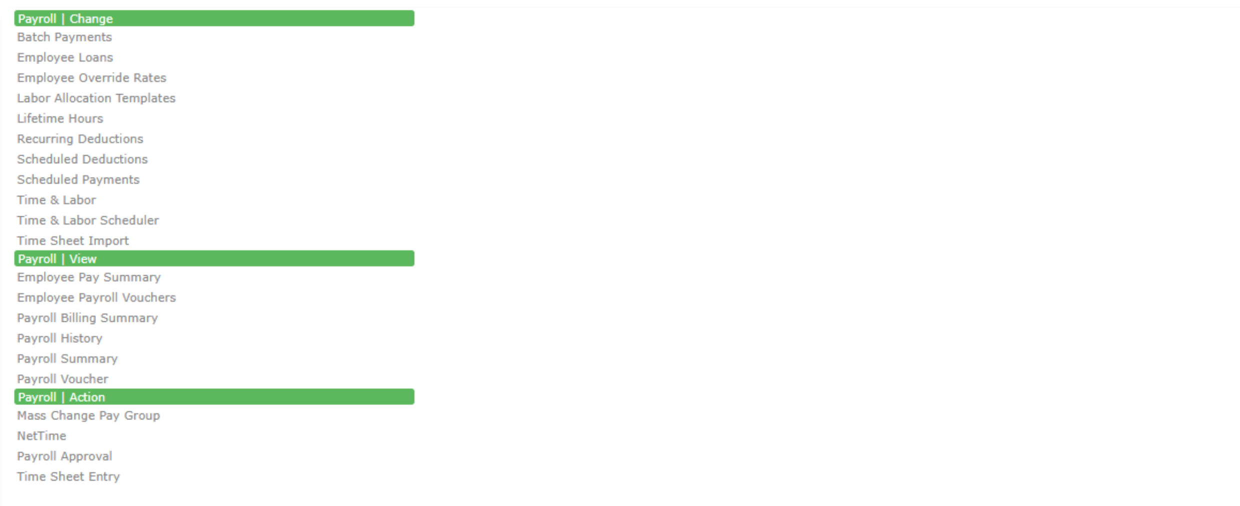
If the employee has an available balance in their PTO Register, that information displays in the **Unpaid PTO Payout** panel.
To apply the available hours to the employee's payout, click **Yes** in the **Add hours to current payroll?** field. The system adds the available hours to the current timesheet.


Unpaid PTO Payout

PTO Register Type	Register Description	Available Hours	Add hours to current payroll?
PTO	PTO	48.00	No

Select **Save** 

MY PAYROLLS



This module supports data-specific items that pertain to payroll.
Some examples include:

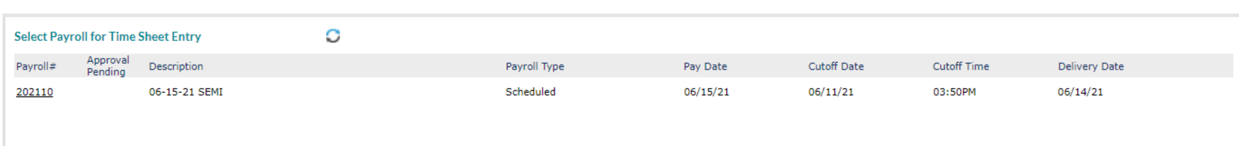
- Time Sheet Entry
- Payroll History

TIME SHEET ENTRY

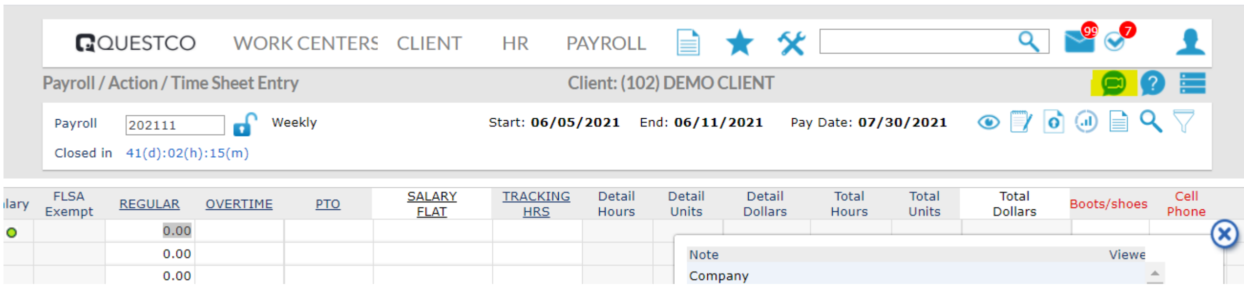
Path: **My Payrolls>Payroll/Action>Time Sheet Entry**

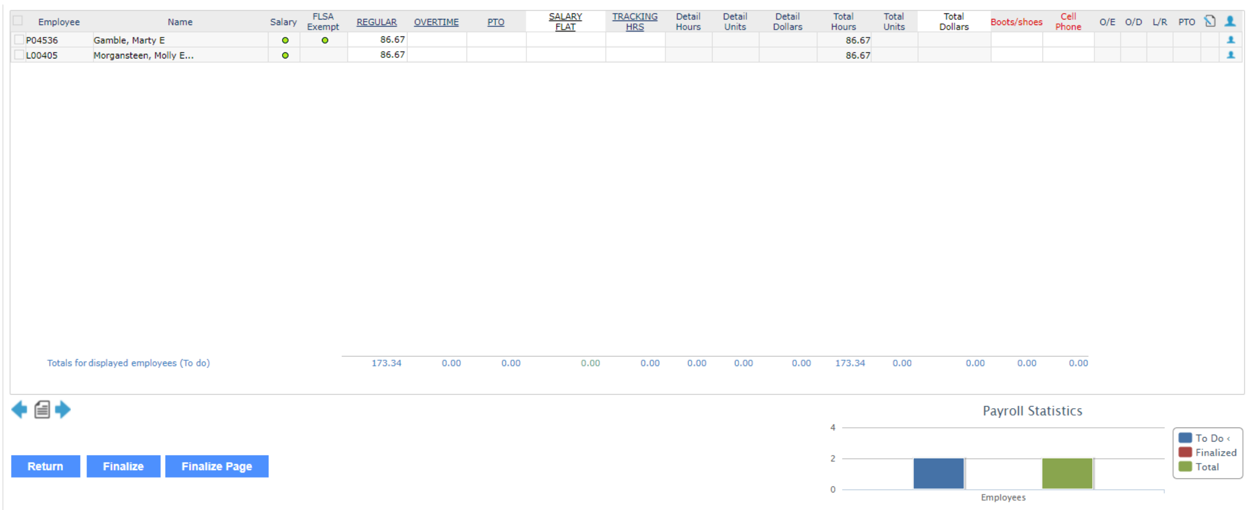
Use the Time Sheet Entry form to enter, edit and accept employee time sheet information in the payroll batch.

Click on the **Payroll# link** to access the timesheet.


Select Payroll for Time Sheet Entry

Payroll#	Approval Pending	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
202110		06-15-21 SEMI	Scheduled	06/15/21	06/11/21	03:50PM	06/14/21





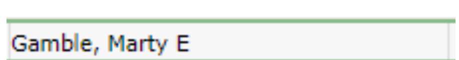
The columns in the **Summary Time Sheet** form display the employees and pay codes for the payroll. These can be customized to fit the needs of the organization.

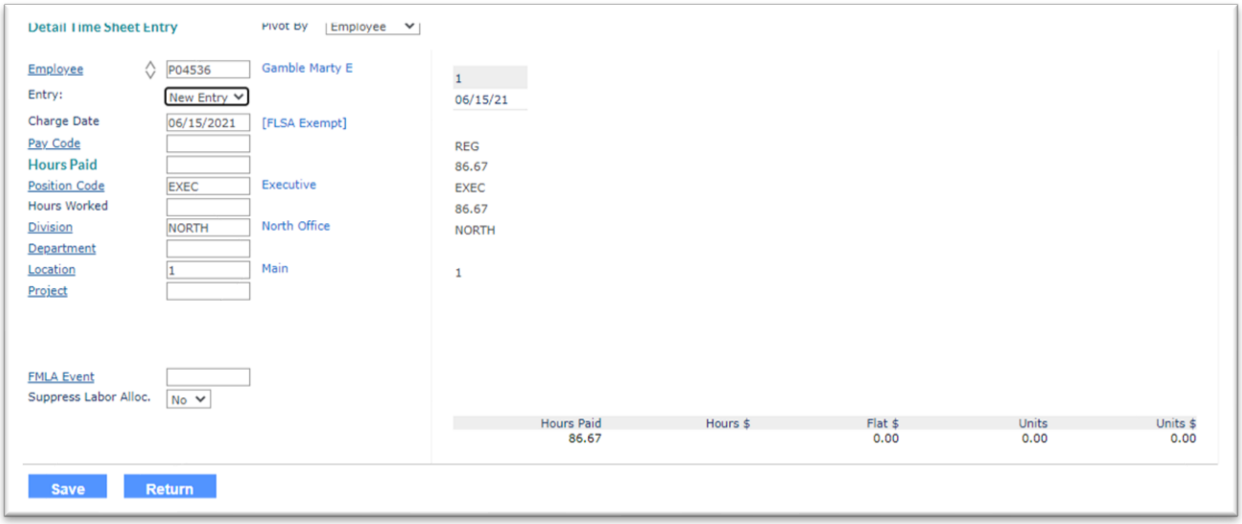
- **Gray Columns** are standard.
- **White** Follow the instructions below when working in summary time sheets.

In the appropriate pay code columns, enter Time Sheet Information for each employee.

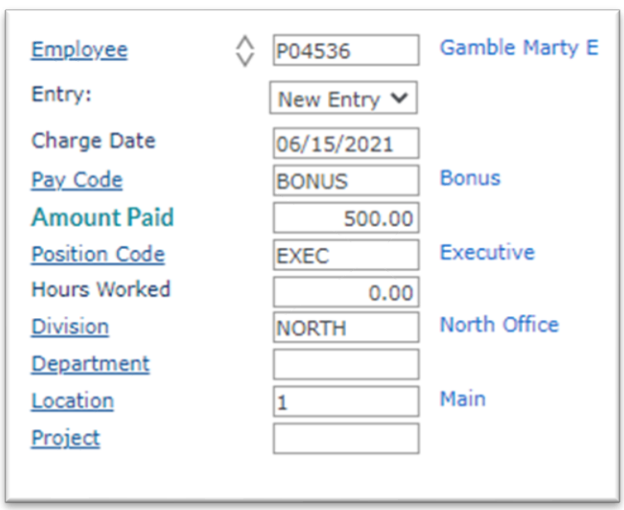
Note: If entering paid time off hours for an employee with default time sheet hours whose position is FLSA exempt, the system displays a warning and prompts to determine how to proceed. Click **Yes** to subtract the PTO hours from the regular pay hours. Click **No** to add the PTO hours to the employee. (This does not apply to FLSA exempt employees without any default time sheet hours.)

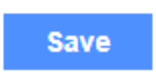
If Detail Information is required for an employee, click on the applicable employee's name.





Make the appropriate entry for the employee.



Click on **Save** 

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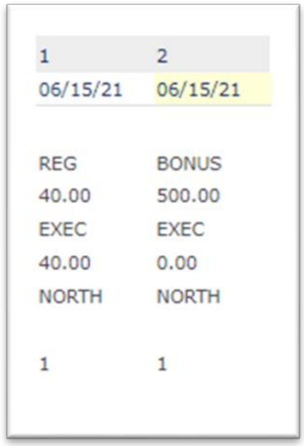
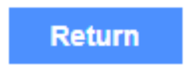
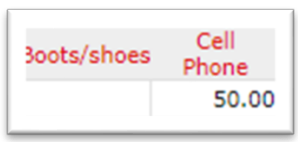
The entry will move to the right of this box, for view and verification.

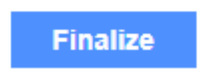


When all entries have been completed, click on **Return** 

and entries can then continue on the **Summary Timesheet** entry form.

In any deduction code columns, enter deduction data for each applicable employee.



When all timesheet entries have been completed, click on **Finalize** 

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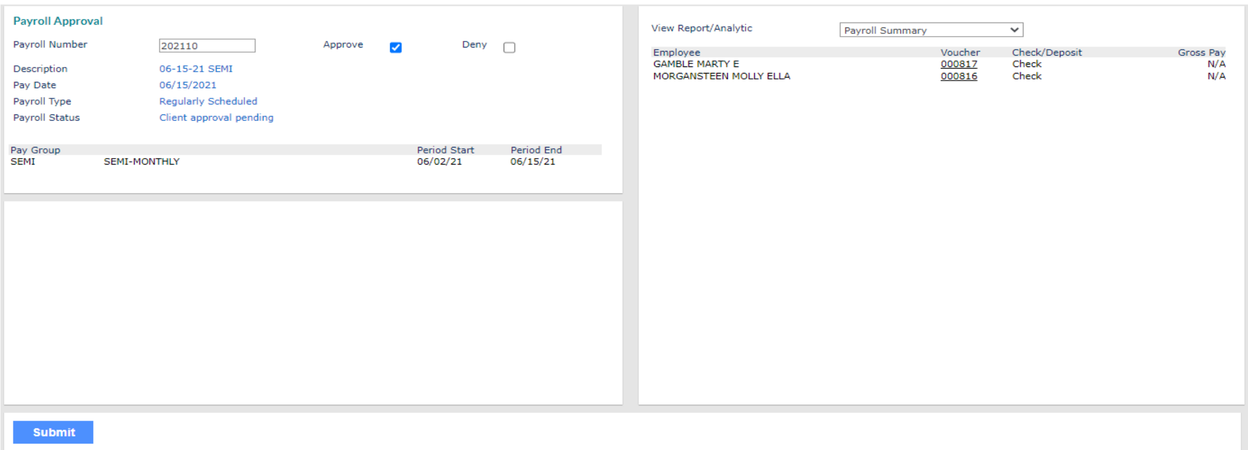
PAYROLL APPROVAL

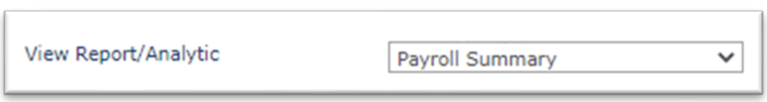
Path: **My Payroll>Action>Payroll Approval**

Once the payroll processor calculates the payroll, the system sends a message that the payroll is ready for review and approval.



The Payroll Approval Form displays the information for review.

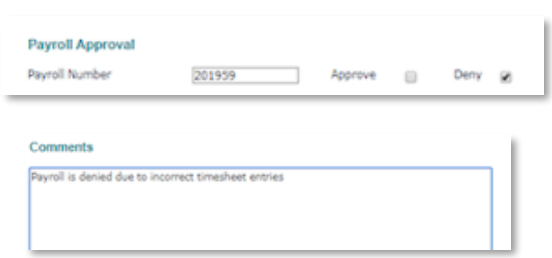
Review the reports for the payroll by selecting them from the **View Report/Analytic** drop-down:

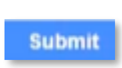


After reviewing the payroll, select the appropriate option:

Approve: System defaults here and if no change is made, the payroll is sent to Questco for completion.

Deny: the payroll will be returned to Questco for correction. Comments must be entered explaining the reason for the denial.



Select **Submit** 

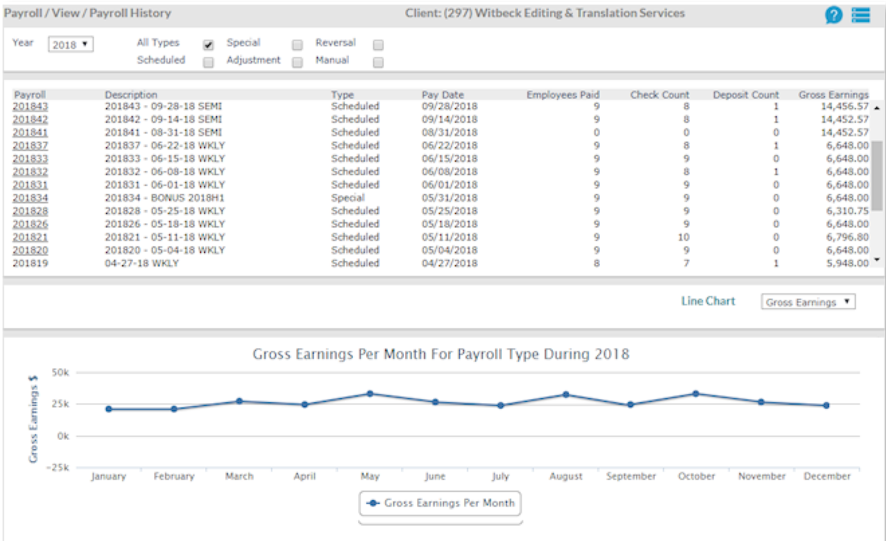
REPORT TYPES

- **Employees in Payroll**: Lists the employees in the payroll batch. Click the employee ID to view the Employee Details.
- **Payroll Summary:** Summarizes the vouchers in the payroll batch. Click the voucher number to view the voucher details.
- **Payroll Detail:** Displays the Payroll Summary Form
- **Invoice:** Displays the billing invoice for the payroll batch
- **Gross-to-Net Report:** This report displays information for each employee on the report, as well as current, month-to date, quarter-to date, and year-to date values for pay, deductions, taxes, and paid time off.
- **Payroll Register Report:** This report displays information for each employee on the report, as well as the current month-to date, quarter-to date, and year-to date values for pay, deductions, taxes, and paid time off.
- **Check Journal:** This report provides employee payroll check details.
- **Batch Register Report:** This report displays detailed information per employee for payroll.
- **Deduction Code Summary Report:** This report displays a list of deductions for a company along with the deduction taken for a single payroll or date range.
- **Cost Allocation Report**: This report displays payroll costs that are distributed across multiple cost centers such as departments, divisions, or locations.
- **Unpaid Employees Report**: This report displays payroll information for employees who received **no earnings** in a specific payroll or during a payroll period.

Payroll History

Path: **My Payrolls>Payroll/View>Payroll History**

The Payroll History form summarizes the history of payrolls for one calendar year.



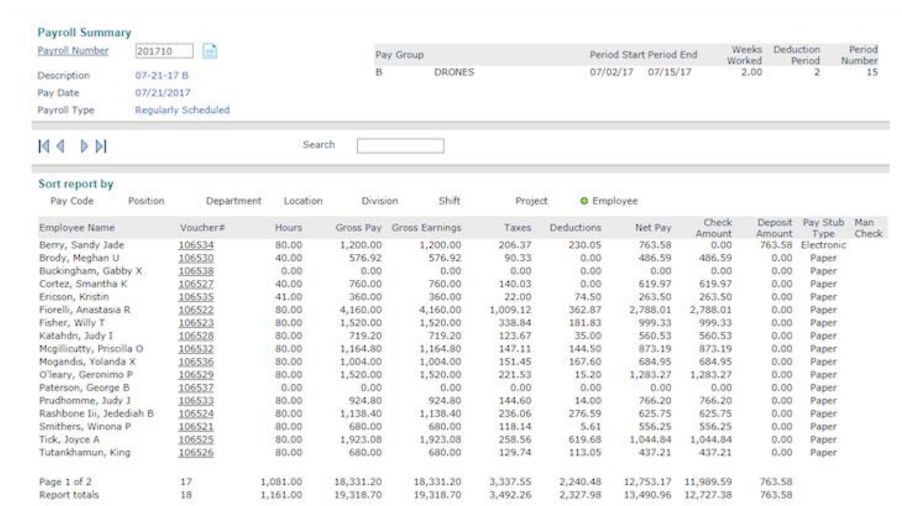
Payroll	Description	Type	Pay Date	Employees Paid	Check Count	Deposit Count	Gross Earnings
201843	201843 - 09-28-18 SEMI	Scheduled	09/28/2018	9	8	1	14,456.57
201842	201842 - 09-14-18 SEMI	Scheduled	09/14/2018	9	8	1	14,452.57
201841	201841 - 08-31-18 SEMI	Scheduled	08/31/2018	0	0	0	14,452.57
201837	201837 - 06-22-18 WKLY	Scheduled	06/22/2018	9	8	1	6,648.00
201833	201833 - 06-15-18 WKLY	Scheduled	06/15/2018	9	9	0	6,648.00
201832	201832 - 06-08-18 WKLY	Scheduled	06/08/2018	9	8	1	6,648.00
201831	201831 - 06-01-18 WKLY	Scheduled	06/01/2018	9	9	0	6,648.00
201834	201834 - BONUS 2018H1	Special	05/31/2018	9	9	0	6,648.00
201828	201828 - 05-25-18 WKLY	Scheduled	05/25/2018	9	9	0	6,310.75
201826	201826 - 05-18-18 WKLY	Scheduled	05/18/2018	9	9	0	6,648.00
201821	201821 - 05-11-18 WKLY	Scheduled	05/11/2018	9	10	0	6,796.80
201820	201820 - 05-04-18 WKLY	Scheduled	05/04/2018	9	9	0	6,648.00
201819	04-27-18 WKLY	Scheduled	04/27/2018	8	7	1	5,948.00

Select the **Year.**

Select one or more batch types to view; the default is to show **All Types.**

Select the information wanting to view in the Line Chart. **The information displays.**

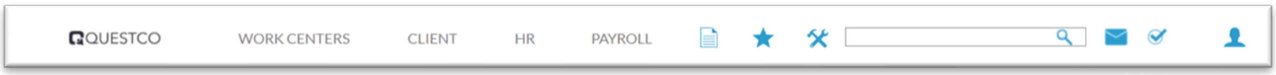
Click **Payroll** Number to view the Payroll Summary**.**



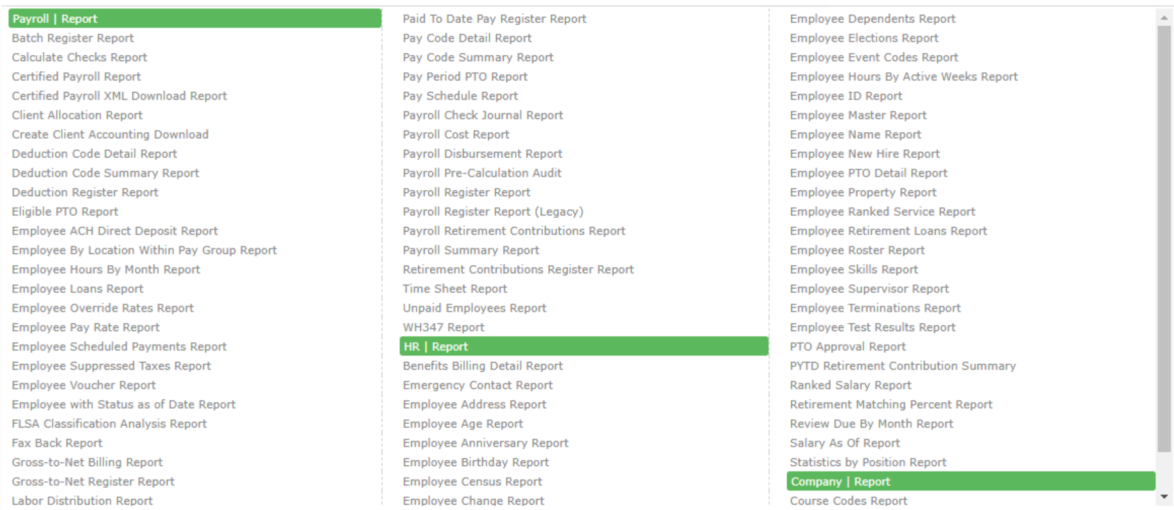
Pay Group		Period Start	Period End	Weeks Worked	Deduction Period	Period Number
B	DRONES	07/02/17	07/15/17	2.00	2	15

Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Berry, Sandy Jade	106534	80.00	1,200.00	1,200.00	206.37	230.05	763.58	0.00	763.58	Electronic	
Brody, Meghan U	106530	40.00	576.92	576.92	90.33	0.00	486.59	486.59	0.00	Paper	
Buckingham, Gabby X	106538	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Cortez, Smantha K	106527	40.00	760.00	760.00	140.03	0.00	619.97	619.97	0.00	Paper	
Ericson, Kristin	106535	41.00	360.00	360.00	22.00	74.50	263.50	263.50	0.00	Paper	
Fiorelli, Anastasia R	106522	80.00	4,160.00	4,160.00	1,009.12	362.87	2,788.01	2,788.01	0.00	Paper	
Fisher, Willy T	106523	80.00	1,520.00	1,520.00	338.84	181.83	999.33	999.33	0.00	Paper	
Katahdn, Judy I	106528	80.00	719.20	719.20	123.67	35.00	560.53	560.53	0.00	Paper	
Mcgillicutty, Priscilla O	106532	80.00	1,164.80	1,164.80	147.11	144.50	873.19	873.19	0.00	Paper	
Mogandis, Yolanda X	106536	80.00	1,004.00	1,004.00	151.45	167.60	684.95	684.95	0.00	Paper	
O'leary, Geronimo P	106529	80.00	1,520.00	1,520.00	221.53	15.20	1,283.27	1,283.27	0.00	Paper	
Paterson, George B	106537	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Paper	
Prudhomme, Judy J	106533	80.00	924.80	924.80	144.60	14.00	766.20	766.20	0.00	Paper	
Rashbone Iii, Jedediah B	106524	80.00	1,138.40	1,138.40	236.06	276.59	625.75	625.75	0.00	Paper	
Smithers, Winona P	106521	80.00	680.00	680.00	118.14	5.61	556.25	556.25	0.00	Paper	
Tick, Joyce A	106525	80.00	1,923.08	1,923.08	258.56	619.68	1,044.84	1,044.84	0.00	Paper	
Tutankhamun, King	106526	80.00	680.00	680.00	129.74	113.05	437.21	437.21	0.00	Paper	
Page 1 of 2	17	1,081.00	18,331.20	18,331.20	3,337.55	2,240.48	12,753.17	11,989.59	763.58		
Report totals	18	1,161.00	19,318.70	19,318.70	3,492.26	2,327.98	13,490.96	12,727.38	763.58		

Reports



Select from the Navigation Bar. This will list **ALL** the reports available to use.



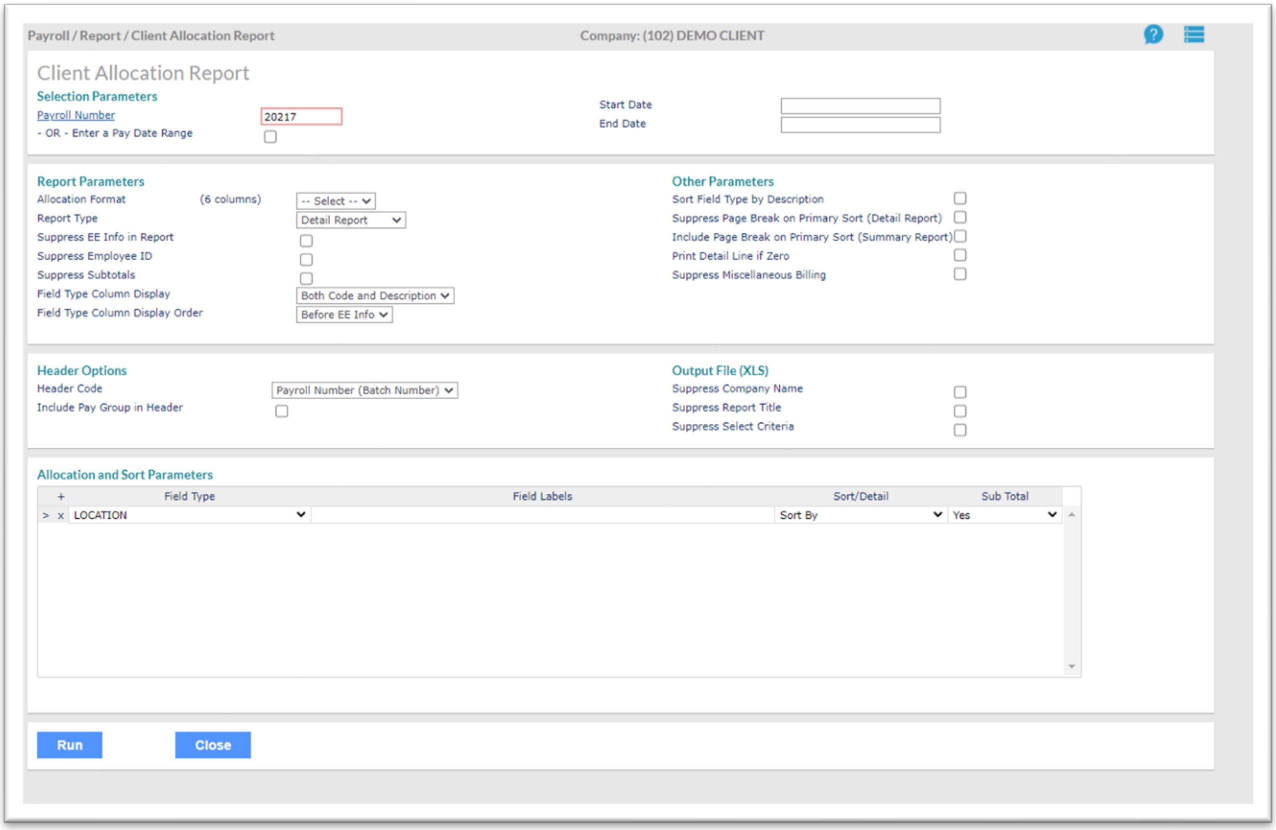
Most reports can be run in both PDF and Excel.

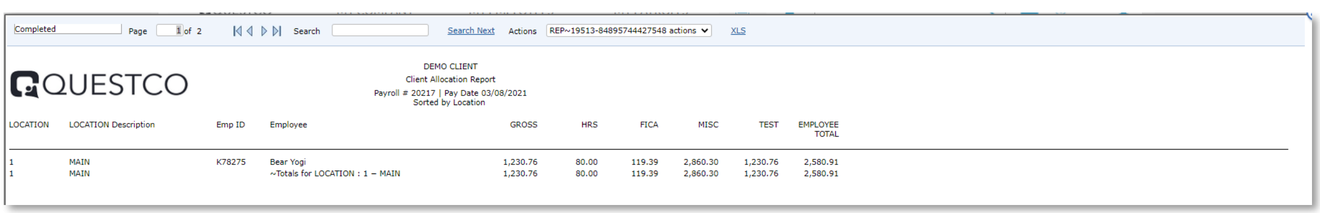
Listed below are some commonly used reports. Remember, once a report is found that will be used regularly, be sure to add it to *My Favorites*!

Client Allocation Report

Path: **My Reports>Payroll/Report>Client Allocation Report**

This report provides a listing of allocations based on the labor levels selected.



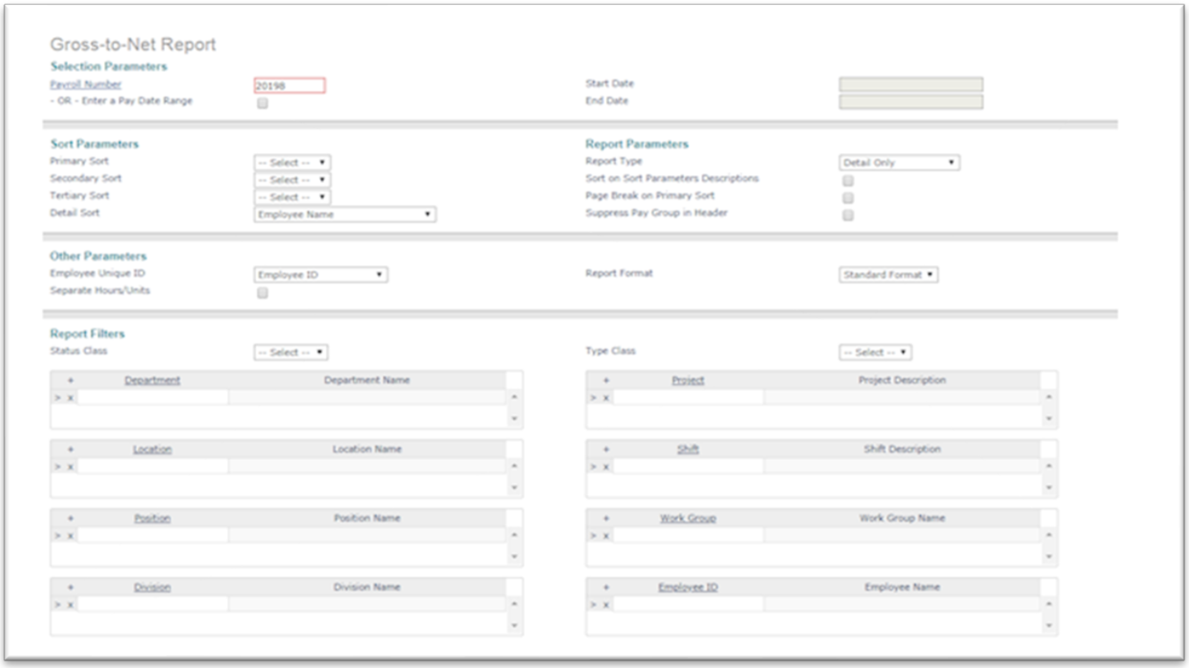


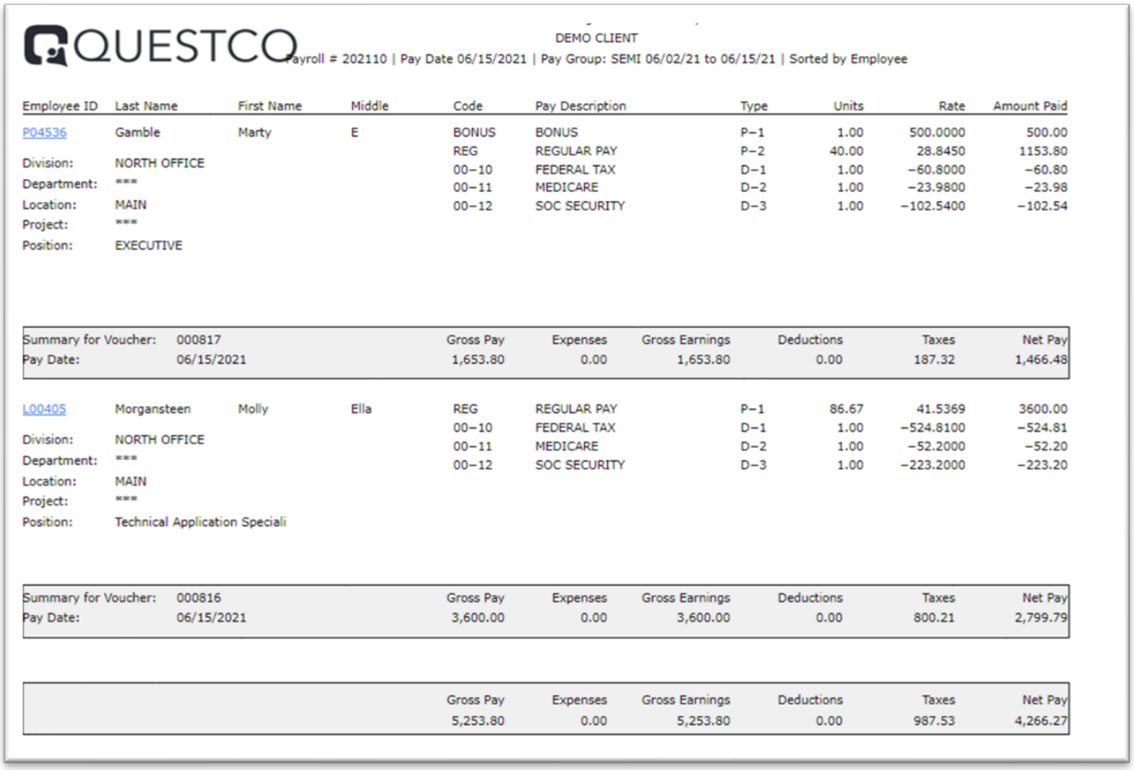
If converting the report to a printable PDF, the report must not include more than 14 columns of data; If **Suppress EE Info in Reports** parameter was selected, this maximum is 10. Reports that include more columns of data can be converted to Excel.

GROSS-TO-NET REGISTER REPORT

Path: **My Reports>Payroll/Report>Gross-to-Net Register Report**

This report provides a summary of the employee voucher, including all earnings, deductions and taxes withheld.





QUESTCO

DEMO CLIENT

Payroll # 202110 | Pay Date 06/15/2021 | Pay Group: SEMI 06/02/21 to 06/15/21 | Sorted by Employee

Employee ID	Last Name	First Name	Middle	Code	Pay Description	Type	Units	Rate	Amount Paid
P04536	Gamble	Marty	E	BONUS	BONUS	P-1	1.00	500.0000	500.00
				REG	REGULAR PAY	P-2	40.00	28.8450	1153.80
Division:	NORTH OFFICE			00-10	FEDERAL TAX	D-1	1.00	-60.8000	-60.80
Department:	***			00-11	MEDICARE	D-2	1.00	-23.9800	-23.98
Location:	MAIN			00-12	SOC SECURITY	D-3	1.00	-102.5400	-102.54
Project:	***								
Position:	EXECUTIVE								

Summary for Voucher:	000817	Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
Pay Date:	06/15/2021	1,653.80	0.00	1,653.80	0.00	187.32	1,466.48

Employee ID	Last Name	First Name	Middle	Code	Pay Description	Type	Units	Rate	Amount Paid
L00405	Morgansteen	Molly	Ella	REG	REGULAR PAY	P-1	86.67	41.5369	3600.00
Division:	NORTH OFFICE			00-10	FEDERAL TAX	D-1	1.00	-524.8100	-524.81
Department:	***			00-11	MEDICARE	D-2	1.00	-52.2000	-52.20
Location:	MAIN			00-12	SOC SECURITY	D-3	1.00	-223.2000	-223.20
Project:	***								
Position:	Technical Application Speciali								

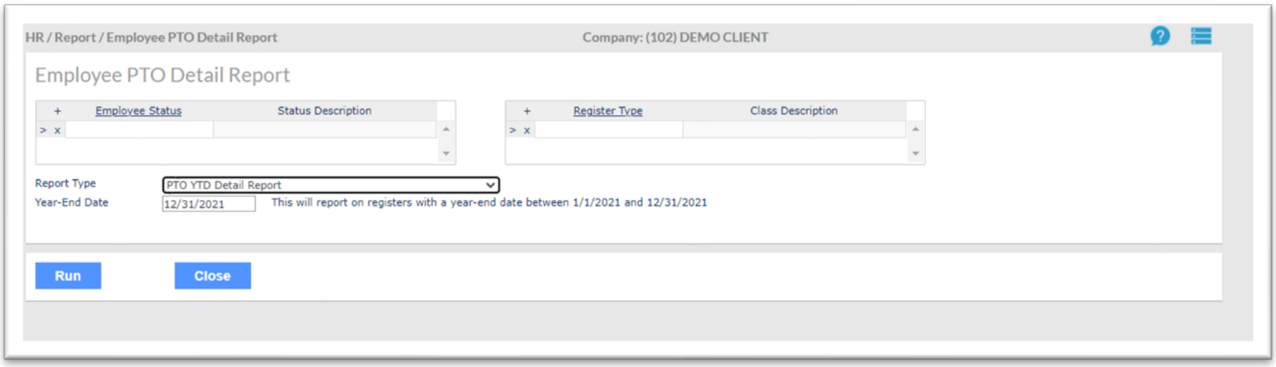
Summary for Voucher:	000816	Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
Pay Date:	06/15/2021	3,600.00	0.00	3,600.00	0.00	800.21	2,799.79

Gross Pay	Expenses	Gross Earnings	Deductions	Taxes	Net Pay
5,253.80	0.00	5,253.80	0.00	987.53	4,266.27

EMPLOYEE PTO DETAIL REPORT

Path: **My Reports>HR/Report>Employee PTO Detail Report**

This report provides information about employees' paid time off.



DEMO CLIENT

Employee PTO YTD Detail Report

Active Employees

Employee: BARKER DOG

Register Type: PTO

Accrued Thru	Plan	Carryover	Accrued	Used	Available
04/09/2021	PTO	40.00	32.67	8.00	64.67

Date Taken	Day Taken	Reason	Hours Used