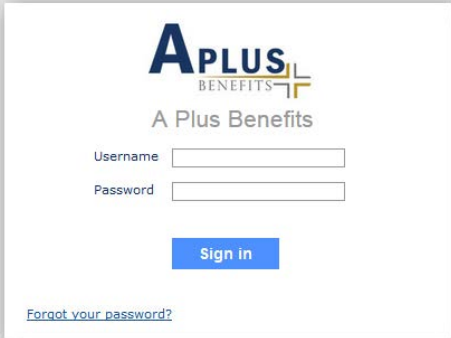


## A Plus Benefits Manager Self-Service Portal- Reports

Our online Manager Self-Service Portal allows managers to view and print a robust library of payroll reports.



Go to: <https://apl.prismhr.com/apl/>

Enter your username and password

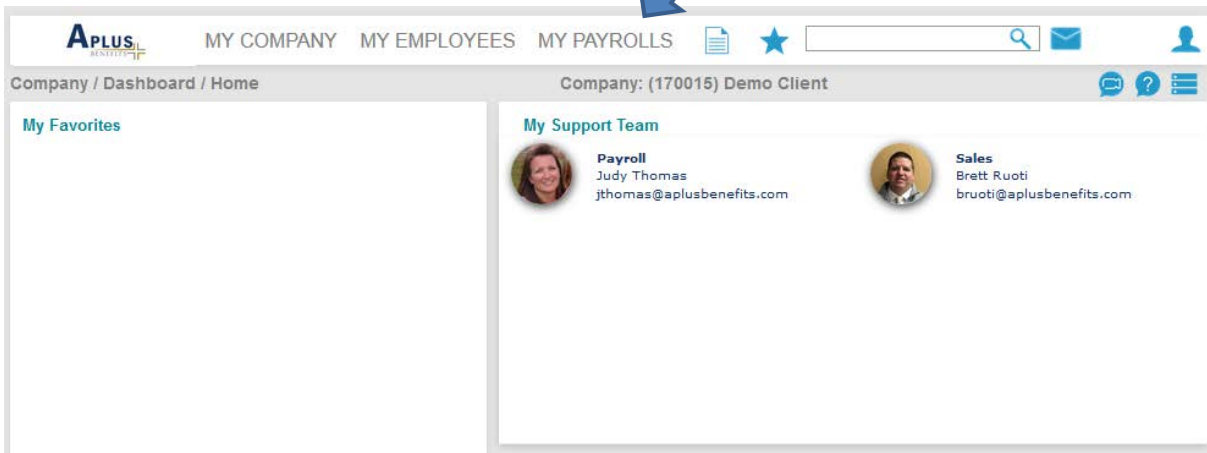
Click on: **Sign in**



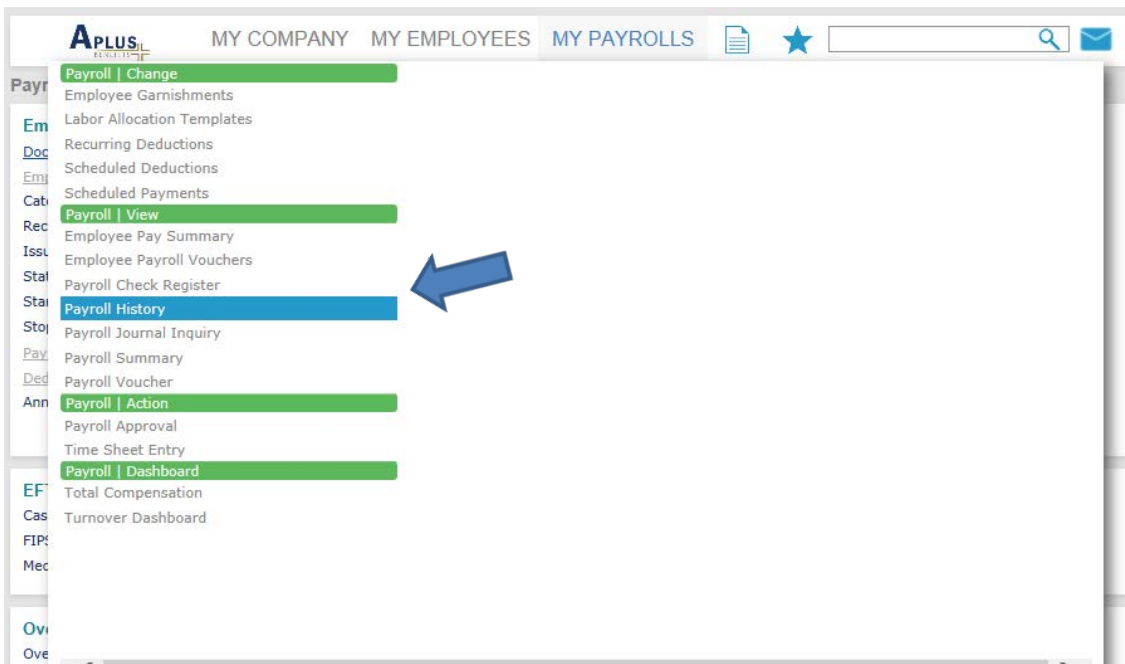
After logging in, you will be taken to the main Dashboard seen below.

### To view your Payroll Reports:

Click on **My Payrolls** from the main dashboard.



This will pull up a drop-down list of available options. Click on **Payroll History** under the Payroll View section.



A list of the payrolls will populate. Click on the **Payroll Number** to view details for that pay period.

Payroll	Description	Type	Pay Date	Employees Paid	Check Count	Deposit Count	Gross Earnings
<a href="#">20158</a>	20158 - 09-11-15 W	Scheduled	09/11/2015	4	2	2	1,800.00
<a href="#">20157</a>	20157 - 09-04-15 W	Scheduled	09/04/2015	4	1	3	2,992.00
<a href="#">20156</a>	20156 - 08-28-15 W	Scheduled	08/28/2015	4	2	2	1,152.00
<a href="#">20155</a>	20155 - 08-21-15 W	Scheduled	08/21/2015	4	2	2	2,560.00
<a href="#">20154</a>	20154 - 08-14-15 W	Scheduled	08/14/2015	4	2	2	2,720.00
<a href="#">20151</a>	20151 - 07-31-15 W	Scheduled	07/31/2015	4	1	3	2,752.00

From this screen you can view the employee's individual voucher details for that check date. To view the employee check stubs (vouchers) , click on the **Voucher #**.

Employee Name	Voucher#	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
GARCIA ALEJANDRO	<a href="#">000069</a>	800.00	800.00	163.39	0.00	636.61	636.61	0.00	Paper
JONES ELIZABETH C	<a href="#">000068</a>	1,037.50	1,037.50	218.21	0.00	819.29	0.00	819.29	Paper
SMITH RICHARD W	<a href="#">000066</a>	920.00	920.00	215.31	75.92	628.77	0.00	628.77	Paper
WILLIAMS MARY	<a href="#">000067</a>	855.00	855.00	165.38	0.00	689.62	0.00	689.62	Paper

Use the tabs on the top to view their pay, deductions, etc.

To view the reports click on the **Reports** icon.

Payroll / View / Payroll Summary Client: (170004) Demo Client

**Payroll Summary**

Payroll Number: 20150

Description: 09-18-15 W  
 Pay Date: 09/18/2015  
 Payroll Type: Regularly Scheduled

Pay Group	Period Start	Period End	Weeks Worked	Deduction Period	Period Number
W Weekly	09/06/15	09/12/15	1.00	3	38

Employee Name	Voucher#	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
GARCIA ALEJANDRO	000069	800.00	800.00	163.39	0.00	636.61	636.61	0.00	Paper
JONES ELIZABETH C	000068	1,037.50	1,037.50	218.21	0.00	819.29	0.00	819.29	Paper
SMITH RICHARD W	000066	920.00	920.00	215.31	75.92	628.77	0.00	628.77	Paper
WILLIAMS MARY	000062	855.00	855.00	165.38	0.00	689.62	0.00	689.62	Paper

A screen will pop up showing some of the available reports for that pay period. Click on the **PDF** icon to save and view the file. For some reports you can save the file as a.csv to open the report in Excel.

**Payroll Reports**

Payroll Number: 20153

Date	Time	Report Title	Class	User Id	User Name	Job
09/09/2015	18:18:32	Allocation Report	Report	jthomas	Judy Thomas	21259
09/09/2015	18:18:32	Standard Client Invoice Print	Invoice	jthomas	Judy Thomas	21258
09/09/2015	18:18:32	Gross-To-Net Report	Payroll Report	jthomas	Judy Thomas	21261
09/09/2015	18:18:32	Payroll Register	Payroll Report	jthomas	Judy Thomas	21262

Additional reports can be run by clicking on the **Reports** icon from the main dashboard.

**APLUS** MY COMPANY MY EMPLOYEES MY PAYROLLS

HR | Report

- Benefits Billing Detail Report
- Employee Department Report
- Employee Anniversary Report
- Employee Birthday Report
- Employee Census Report
- Employee Contact Information Report
- Employee Elections Report
- Emergency Contact Report
- Employee Event Codes Report
- Employee Master Report
- Employee Supervisor Report
- Employee Name Report
- Employee ID Report
- Employee Change Report
- Employee Address Report
- Employee New Hire Report
- Employee PTO Detail Report
- Employee Property Report
- Employee Ranked Service Report
- Employee Retirement Loans Report
- Employee Skills Report

- PYTD Retirement Contribution Summary
- Salary Grades Report
- Ranked Salary Report
- Retirement Matching Percent Report
- Review Due By Month Report
- Salary As Of Report
- Statistics by Position Report
- Payroll | Report
- Client Check Register Report
- Deduction Code Detail Report
- Deduction Code Summary Reports
- Employee Dependents Report
- Labor Distribution Report
- Overtime Report
- Paid To Date Pay Register Report
- Pay Code Detail Report
- Pay Code Summary Report
- Pay Period PTO Report
- Payroll Check Journal Report
- Payroll Cost Report
- Payroll Register Report
- Retirement Contributions Register Report

- Location Codes Report
- Mileage Codes Report
- Absence Codes Report
- Course Codes Report
- Material Codes Report