Prism HR- Employee Payroll Portal Directions

REGISTRATION
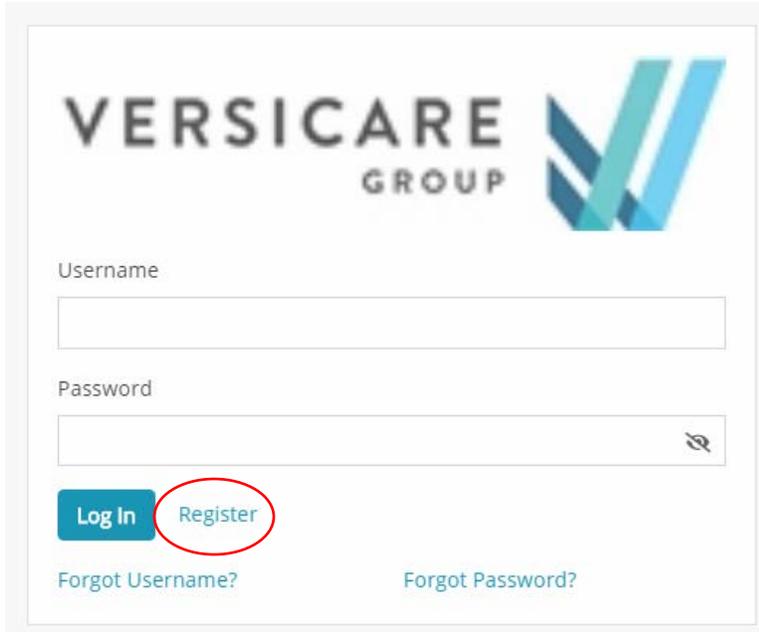
https://seree.prismhr.com/ser (Save as Favorite)

VERSICARE
GROUP

Username

Password

[Log In] Register

Forgot Username?   Forgot Password?

New User Registration

* Last Name Required

* Social Security Number (EIN Also Accepted) Required

* Personal Email

* Username

* Password

* Confirm Password

[Register] Return To Login

Enter all requested information. NOTE: Both the username and password are case-sensitive.
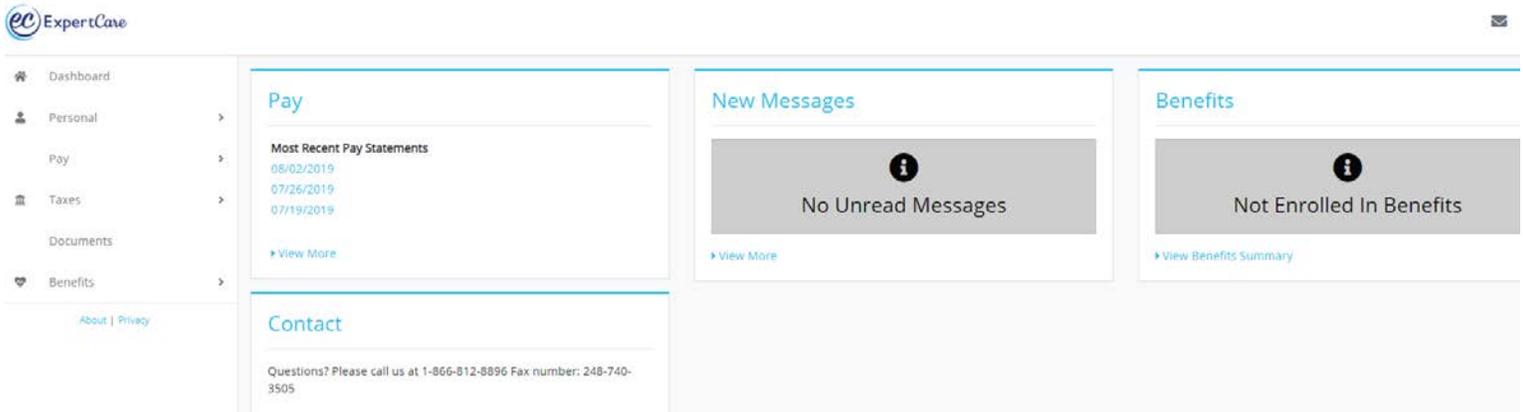
Select **Register**.

Once the registration is complete, it will automatically re-direct you back to the log-in screen.

LOGIN

Log in using the username and password you created on the registration screen.
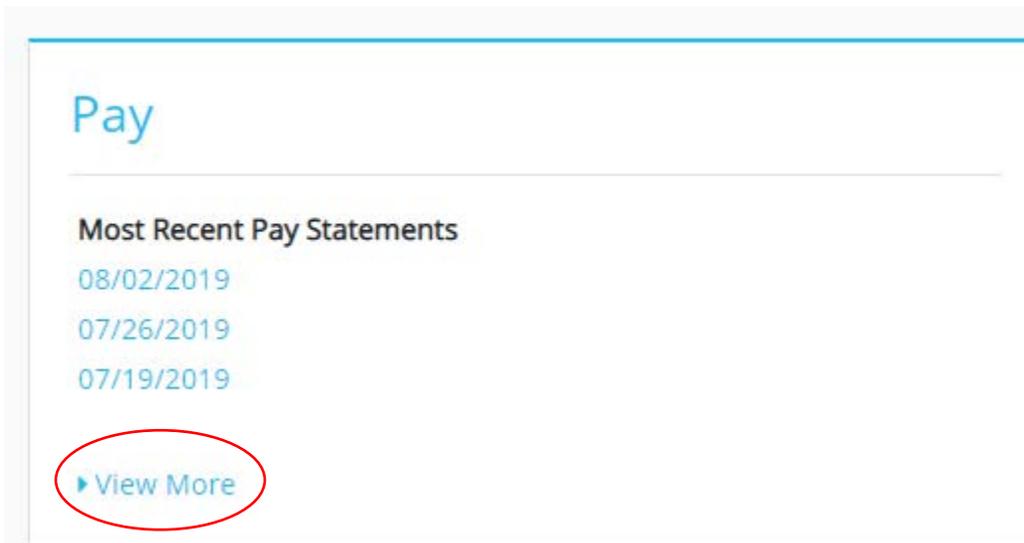
Below is an image of your 'Dashboard'. This is what your screen should look like after logging in.

CHECK HISTORY / PAY STUB ACCESS
 On the Pay widget, your three (3) most recent pay stubs will be listed. To view all pay history, click View More
** You can also get to your pay history by selecting Pay from the left-side menu and then Pay History **

To retrieve your paystub, find the pay date you are looking for and select 'View Paystub'.

Your summary for that pay date will be displayed. Select 'View Check' to generate the actual check stub.


A PDF file will be downloaded to your device. If a dialogue box does not pop-up asking you to 'Open' or 'Save', please check your download folder and make sure your pop-ups are not blocked.

Open the download to view your check stub. You can then View, Save, or Print your check stub.

Please feel free to click on and view the other options on this page. More selections will be added as we are able to provide you with more information that will be valuable to you.

CHANGE PASSWORD

In the top right corner of your screen, click on the circle with your initial in it.

Click Change Password

M

CAREGIVER-8835

Change Password   Log Out

Benefits

Not Enrolled In Benefits
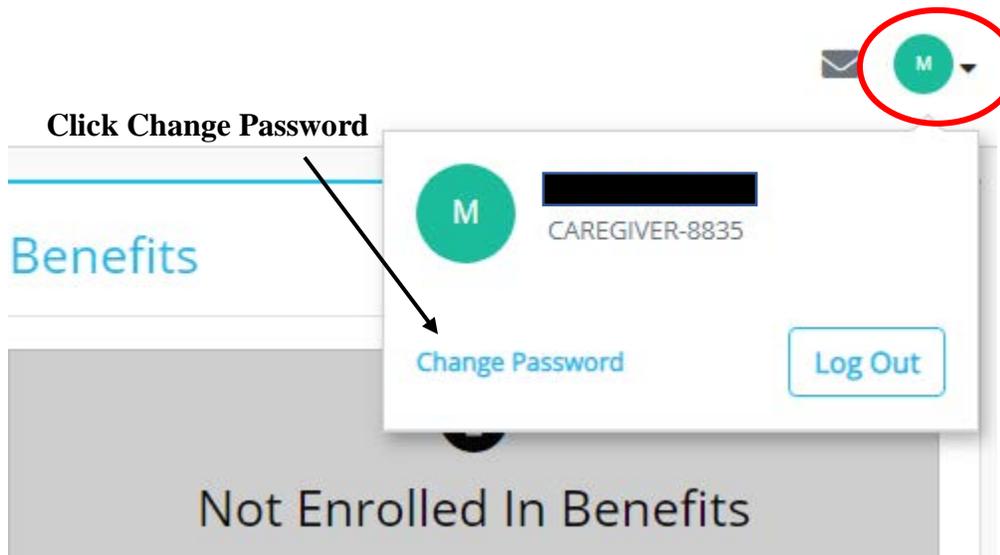
Enter the requested information. **Please review the password requirements on the right-side of the screen. When password criteria is met, a blue check will appear.   Select **Change Password**

Dashboard Change Password

Change Password

Current Password

New Password

Confirm Password

Change Password

Password Must

⊗ be at least 8 characters in length
⊗ contain at least 1 number
⊗ contain at least 1 uppercase letter
⊗ contain at least 1 lowercase letter

A pop-up will appear that says your password has been changed and a link to return to the dasboard.

Dashboard Change Password

⊘ Password changed, return to the Dashboard