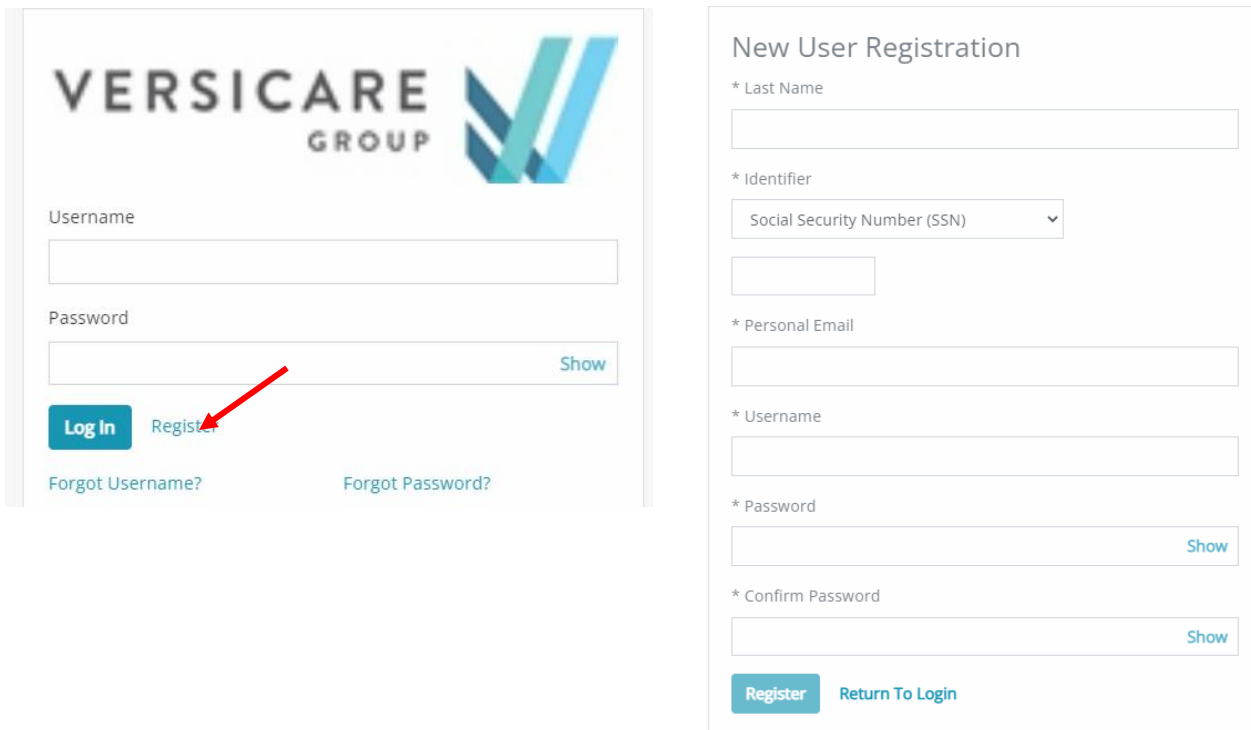


PrismHR Instructions – Employee Portal

The Prism HR Employee Self-Service Portal is your one-stop for everything you need to access your most important employee information. Please note that a valid email address is always required on file.

Your PrismHR employee profile will be complete and ready for access approximately one week after submitting new hire paperwork.

- ✔ **Step 1:** Access the HR Employee Portal on your mobile or desktop browser by going to <https://sereee.prismhr.com/ser>
- ✔ **Step 2:** Register your account. Click on Register and enter all requested information on the page.



The image shows two screenshots of the PrismHR Employee Portal. The left screenshot is the login page for the Versicare Group, featuring a 'Log In' button and a 'Register' link highlighted with a red arrow. The right screenshot is the 'New User Registration' form, which includes fields for Last Name, Identifier (Social Security Number (SSN)), Personal Email, Username, Password, and Confirm Password, along with 'Register' and 'Return To Login' buttons.

- ✔ **Step 3:** Login to the Employee Portal. On the first login attempt, you may be asked to confirm your account with a system generated security code. If a cell phone number is on file, you will have the option to choose for the code to be sent via SMS/text message or email. Click **Send Security Code**. **Please note:** If you choose to receive the code via email, it will come from noreply@prismhr.com; if you do not see it in your inbox, make sure to check your junk/spam folders.

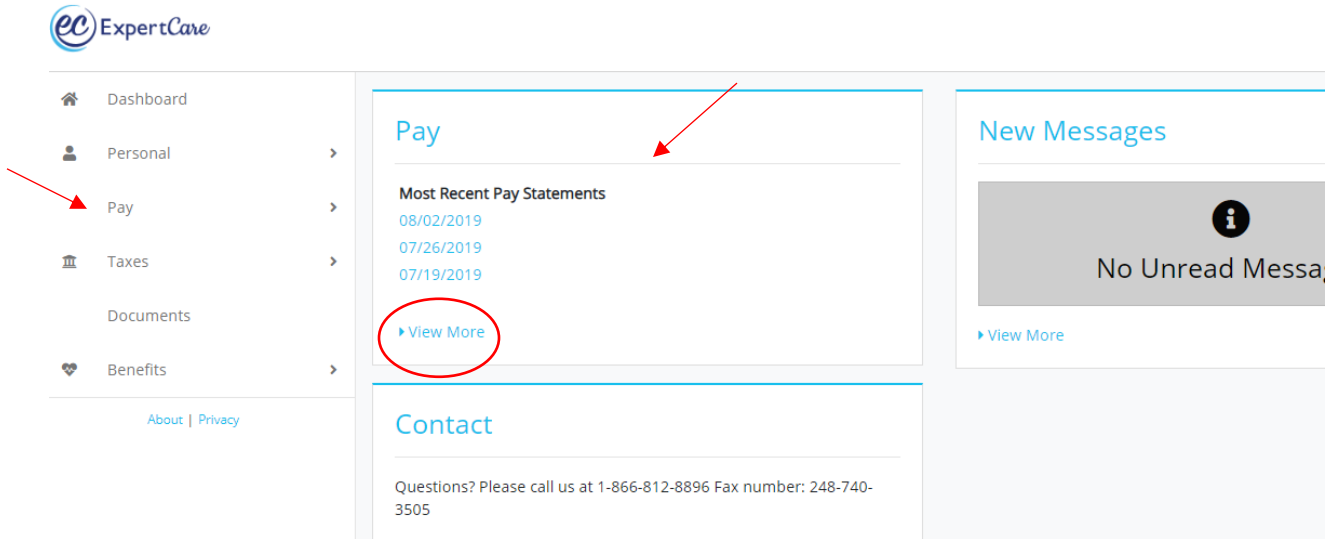
Enter the 5-digit security code you received in the space provided. If for some reason you did not receive the security code, or the code expired, click **Resend Security Code** to generate a new one. Once the code is entered, click **Submit**.

- ✔ **Step 4:** Once logged in, your dashboard will appear.

Navigate to the **Personal** menu to review employee information. If you did not have the SMS/text message option available for the security code, go to Contact Info and add your cell phone number.

PAY HISTORY AND PAY STUB ACCESS

On the main dashboard, the pay widget displays your three (3) most recent pay stubs. To view all pay history, click **View More** or select **Pay** from the left-side menu.



To view/print/save your electronic pay stub, click on **View Paystub**. The pay summary will appear. Select **View Check** to generate the actual pay stub.

The screenshot shows the 'Pay History' page. It features a search bar and a 'Columns' button. Below is a table with the following data:

Pay Date	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Actions
08/02/2019	431010	\$308.25	\$30.97	\$7.90	\$269.38	View Paystub
07/26/2019	430134	\$188.25	\$18.92	\$7.90	\$161.43	View Paystub
07/19/2019	429363	\$376.50	\$37.84	\$7.90	\$330.76	View Paystub

The screenshot shows the 'Pay Detail' page. It features a summary table and an earnings table. A red arrow points to the 'View Check' button in the summary table.

Pay Period: 07/21/2019 - 07/27/2019	#431010
Net Pay	\$269.38
ACH Amount	\$269.38
Check Amount	\$0.00
Paid 08/02/2019	View Check

EARNINGS TAXES WITHHELD DEDUCTIONS

Description	Hours	Rate	Amount	Department
HOURS WORKED	31.00	\$0.00	\$0.00	
HRLY WAGES	1.00	\$308.25	\$308.25	

Viewing 1 - 2 Of 2

[Ok](#)

A PDF file will download to your device. If a dialogue box does not appear, check your download folder and make sure pop-ups are not blocked.

Open the download file. You can then View, Save, or Print your pay stub as needed.

PASSWORD RESET

You will be prompted to reset your password every 90 days. Enter your current password and then select a new password.

If you have forgotten your original password or username, you can click on one of the FORGOT functions and you will be emailed instructions on how to reset.

If you are unable to login after resetting your password:

- Ensure Caps Lock is not on when entering the password
- Username must be entered as all lowercase
- If the original password was saved in your browser, the new password must be manually entered in the password field
- While we do not recommend saving passwords on your device – if you want to save the new password in your browser, make sure you select Update when prompted to save the new password
- If you did not receive the password reset instructions email, check your junk/spam folders

If you have attempted to change your password, checked the troubleshooting tips above and are still not able to login, please contact Human Resources at HR@versicaregroup.com.