



Portal de acceso para Empleados

Registración de Usuario nuevo

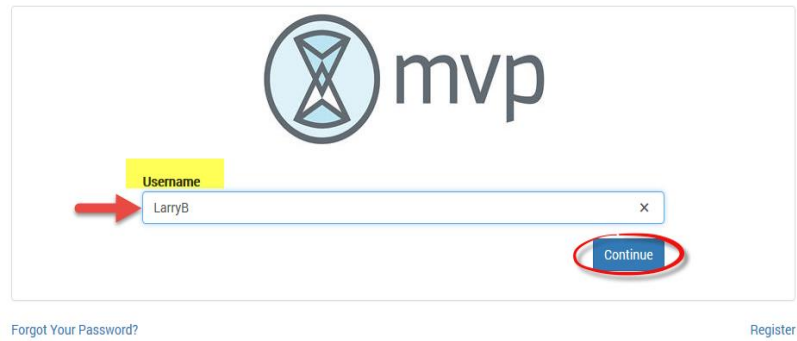
1. Abra una página de internet. Navega al siguiente sitio <https://psgee.prismhr.com/psg>
2. La siguiente pantalla aparecerá.
Seleccione la opción **Register** (registrar) para abrir la página de registro.

3. La página de registro para usuario nuevo aparecerá en la pantalla.
Ingrese su **Apellido**, **Número de Seguro Social**, elija un **Nombre de Usuario** y **Contraseña** (Datos requeridos para inicio de sesión).
Requisitos de Contraseña:
 - Contener un mínimo de 8 caracteres.
 - Debe ser diferente del Nombre de Usuario.
 - Incluir al menos 1 letra en mayúscula, 1 letra en minúscula y 1 número.
4. Haga clic en **Register** (Registrar).

5. Una vez finalizado el proceso de Registro, el Sistema lo llevara a la página inicial de acceso.

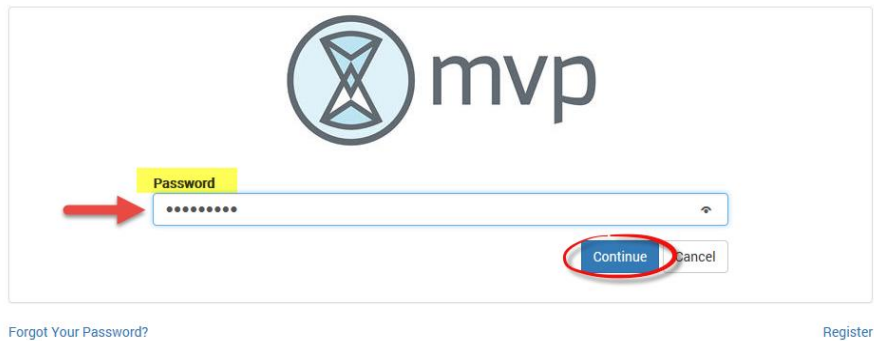
Inicio de Sesión

1. Habre una página de internet. Navega al siguiente sitio <https://psgee.prismhr.com/psg> Introduzca su **Nombre de Usuario** y haga clic en **Continue** (continuar).



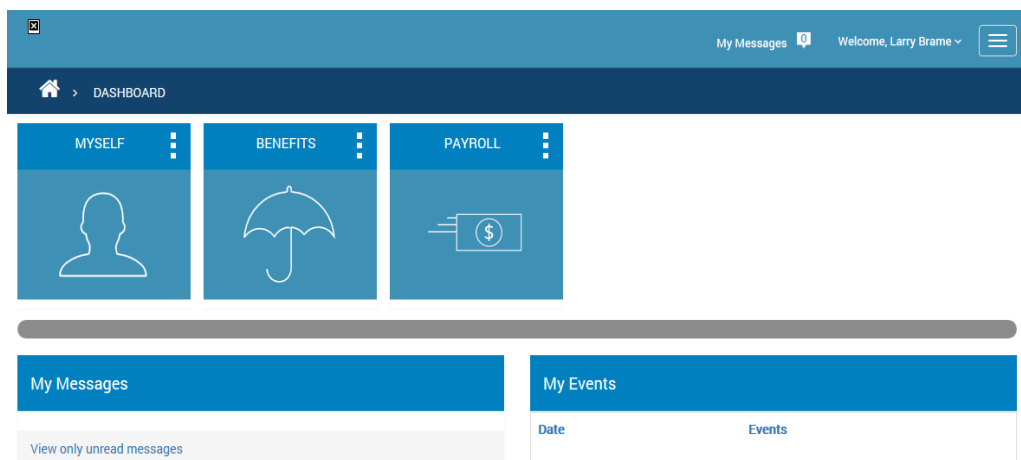
The screenshot shows the MVP login page. At the top center is the MVP logo, which consists of a blue circle containing a white hourglass icon, followed by the lowercase letters 'mvp' in a grey sans-serif font. Below the logo is a white input field with a yellow label 'Username' above it. The text 'LarryB' is entered into the field. A red arrow points to the input field. To the right of the input field is a blue button with the word 'Continue' in white text, which is circled in red. At the bottom left of the page is a link 'Forgot Your Password?' and at the bottom right is a link 'Register'.

2. Una segunda página se mostrará en la pantalla. Ingrese la información de su **Contraseña** y haga clic en **Continue** (continuar).



The screenshot shows the MVP login page. At the top center is the MVP logo, which consists of a blue circle containing a white hourglass icon, followed by the lowercase letters 'mvp' in a grey sans-serif font. Below the logo is a white input field with a yellow label 'Password' above it. The field is filled with ten black dots. A red arrow points to the input field. To the right of the input field are two buttons: a blue button with the word 'Continue' in white text, which is circled in red, and a white button with the word 'Cancel' in grey text. At the bottom left of the page is a link 'Forgot Your Password?' and at the bottom right is a link 'Register'.

3. El Dashboard (Panel de Instrumentos) del Empleado se mostrará en la pantalla.

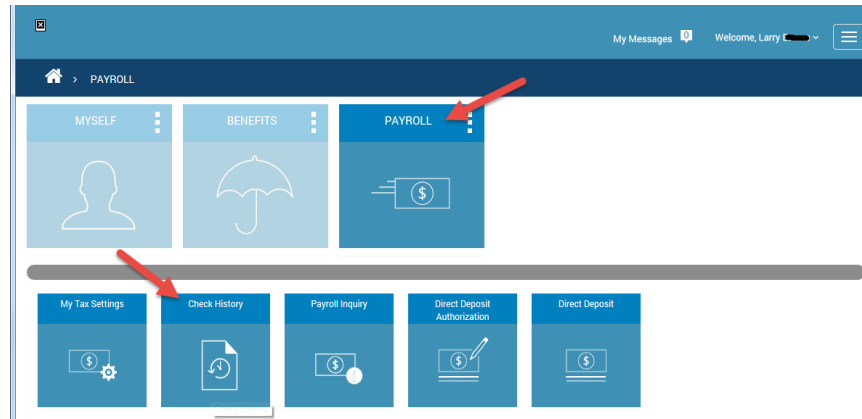


The screenshot shows the MVP Employee Dashboard. At the top is a dark blue header bar with a close button (X) on the left, 'My Messages' with a notification icon (1) in the center, and 'Welcome, Larry Brame' with a dropdown arrow and a menu icon (three horizontal lines) on the right. Below the header is a dark blue navigation bar with a home icon and the text 'DASHBOARD'. The main content area features three blue tiles: 'MYSELF' with a person icon, 'BENEFITS' with an umbrella icon, and 'PAYROLL' with a dollar sign icon. Below these tiles is a horizontal separator line. At the bottom, there are two white panels. The left panel is titled 'My Messages' and contains the text 'View only unread messages'. The right panel is titled 'My Events' and contains a table with two columns: 'Date' and 'Events'.

Talón de Cheque

Siga los pasos que se indican a continuación para ver una copia de su Talón de Cheque:

1. De las tres opciones de menú que se visualizarán en pantalla, haga clic en el icono de **Payroll** (Cálculo de nómina).
2. En las opciones del Sub-menú, haga clic en el icono **Check History** (Historial de talon de cheques).



3. La pantalla mostrará una lista con el Historial de Pago disponible.

The screenshot shows the 'My Check History' page. At the top, there is a navigation bar with 'PAYROLL' and 'CHECK HISTORY'. Below this, there is a blue header with 'My Check History'. A note says: 'Note: Click on a row to display details for that check.' Below the note, there is a 'Select Year' dropdown menu set to '2017'. The main content is a table with the following data:

Check Number	Gross Pay	Taxes	Deductions	Net Pay	Payment Type	Pay Date	Voucher Number
962	756.50	140.15	0.00	616.35	C	02/03/2017	000258
948	1,360.00	276.84	0.00	1,083.16	C	01/27/2017	000227
843	1,266.50	255.65	0.00	1,010.85	C	01/13/2017	000207

At the bottom of the table, there is a pagination control with '« Prev', '1', and 'Next »'.