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PrismONE Mobile App Employee Guide
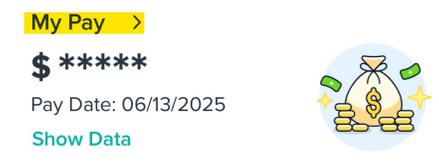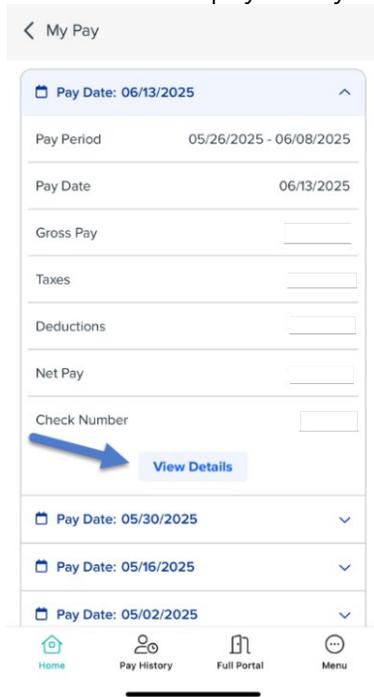
Home Page

My Pay

Your pay data is automatically censored when you log into the mobile app. Click "**Show Data**" to view the net pay from your last pay date.

My Pay ›
$ *****
Pay Date: 06/13/2025
Show Data

To view more information about your pay and view pay history, click on "**My Pay**."

My Pay ›
$ *****
Pay Date: 06/13/2025
Show Data

If you need to view your check stubs, after you have clicked on "**My Pay**" on the Home page, click "**View Details**" on the pay date you want to view check stubs for:

‹ My Pay

Pay Date: 06/13/2025 ^

Pay Period	05/26/2025 - 06/08/2025
Pay Date	06/13/2025
Gross Pay	
Taxes	
Deductions	
Net Pay	
Check Number	

View Details

Pay Date: 05/30/2025 ⌄
Pay Date: 05/16/2025 ⌄
Pay Date: 05/02/2025 ⌄

Home | Pay History | Full Portal | Menu

Then click "**View Check**"

You can take a screenshot of your check stubs, but if you need to download them, you will need to log into the employee portal through a desktop computer.

My Time Off

Your home page displays the total number of available hours that can be requested. To view more about the different time off types available to you and to request time off, click "**My Time Off**."
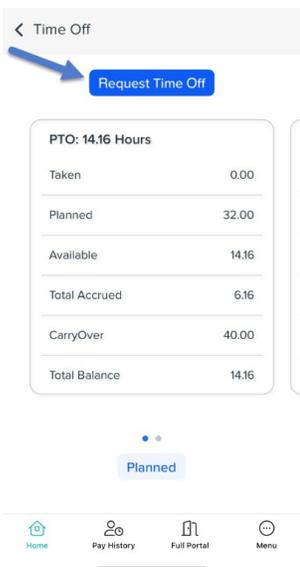

After you click on "**My Time Off**," you will be able to see detailed information about the different time off types available to you—including hours you have taken, planned, available, accrued, carried over, and your total balance.

You can request time off on this page by clicking the "**Request Time Off**" button.

Here, you can Request Time Off. If you scroll down on this page, you can view time off requests that haven't been approved yet and either resend the request to the PTO Approver or Cancel the leave request.

Please note that this Time Off section is only if your company is using timekeeping through Prism, and not through a separate timekeeping platform like Timeco.

My Benefits

Your home page displays the number of active plans you are enrolled in when you log into the PrismONE Mobile app. To view more information about these benefit plans, click "***My Benefits***."

Once you click on "***My Benefits***," you will be able to see all the plans you are enrolled in with other information such as the plan type, status, your contribution by cost basis, effective date, and much more.

Messages

The Messages section of the Home page will show you any messages relevant to you. If your leave request was approved, if you need to enroll in benefits, a message will appear here.

Pay History

The Pay History tab of the PrismONE Mobile app will take you to the same place as the "***My Pay***" button on the Home screen. Here, you will be able to view detailed information about your pay and you will be able to view your check stubs.

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Full Portal

By clicking on the Full Portal, you'll access the mobile version of your full employee portal, including tax documents (W-2, 1095-C), timekeeping tools, Questco services (FinFit, ExpensePath, etc.), and additional personal info (address, emergency contacts, etc.).
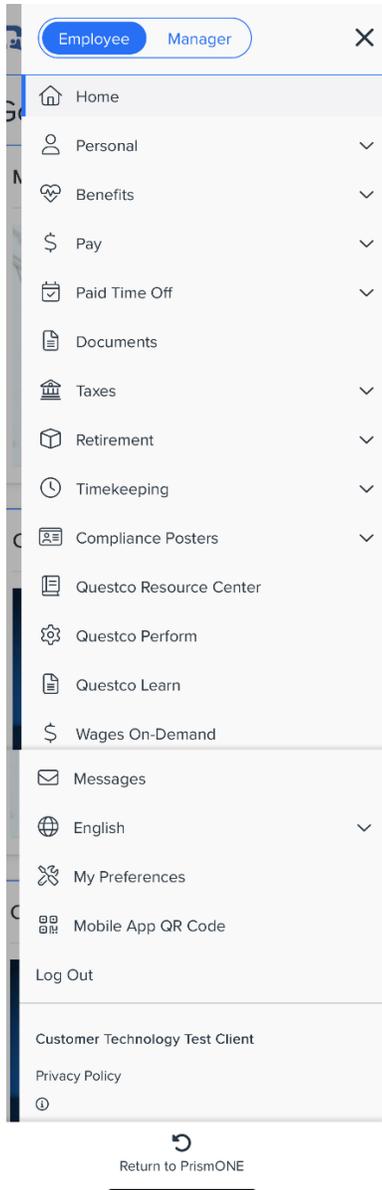
If you click on the Action bar on the upper right-hand side of the Full Portal screen, you will be able to access all the menu options for the employee portal that you would on the desktop.

Clicking the Action bar will show you the following list of menu options:

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Personal Tab
- View your employment summary and update personal details like your phone number, emergency contacts, veteran status, driver's license information, and more.

Benefits Tab
- Review your benefits summary. If your company offers additional programs, you'll find details and links for those here as well.

Pay Tab
- Access your pay history and manage your direct deposit information.

Paid Time Off Tab
- Check your current PTO balances and submit time-off requests.

Documents Tab
- Find important company-specific documents, such as the employee handbook.

Taxes Tab
- Review your current tax withholdings and update your W-4 or applicable state tax forms. You can also view your 1095-C here.

Retirement Tab
- See your retirement plan summary. If your company participates in the Questco Slavic 401(k) program, you can access the Slavic 401(k) portal directly from this tab.

Timekeeping Tab
- Access the timekeeping system your company uses via the provided link.

Compliance Posters
- View labor law posters and other compliance-related information based on your state.

Questco Resource Center
- Explore helpful videos and documents to guide you through using the portal effectively.

Questco Learn/Perform
- If your company uses Questco Learn or Questco Perform, you'll find links to those platforms here.

My Preferences Tab
- Update your employee portal password for desktop access. (The mobile app uses your secure PIN.) You can also set your preferences for receiving payday notifications here.

Menu

The Menu tab of the PrismONE Mobile app will show the same menu items as the Home page of the mobile app. Some additional things shown here are the "**_Personal Info_**" option where you can update your Preferred First Name, Nickname, and Marital Status. You can also view your Birthday, current age, gender, legal name, and ethnicity that was entered when you onboarded.