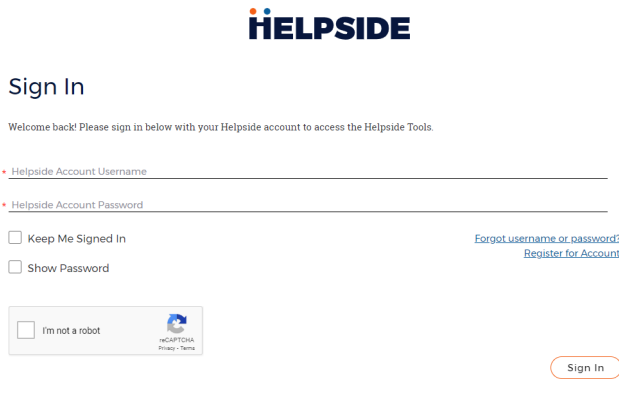


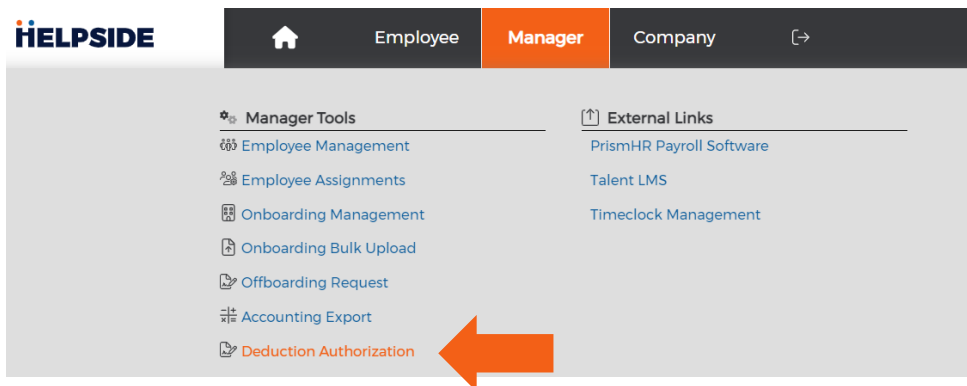
Managers can initiate a Payroll Deduction Authorization online form through the Helpside Tools login.

Login to Helpside Tools at [tools.helpside.com](https://tools.helpside.com)

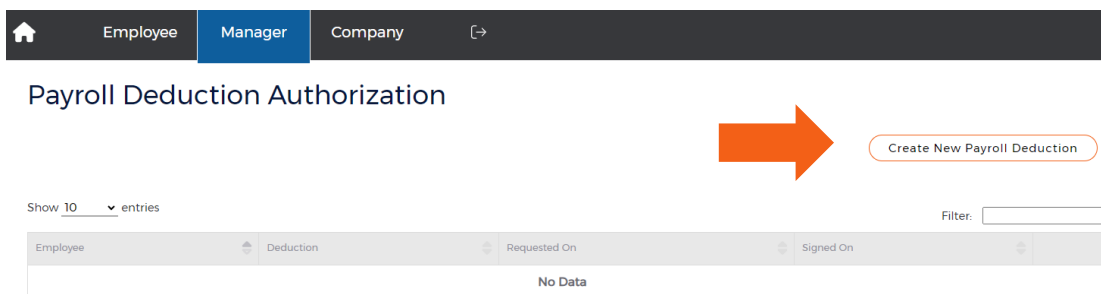
Enter your username and your password and click **Sign In**.



After you login to Helpside Tools, you will notice a menu option at the top of the screen that says **Manager**. This is where you will find the **Onboarding Management** tool.



Click on **Create New Payroll Deduction**.



Choose the employee's name from the first dropdown menu. Then choose the type of deduction from the next dropdown menu. Finally fill in the additional details and type your name in the **Manager Signature** box and click **Submit**.

×

### Payroll Deduction

Employee Name  
Aquamarine, Camryn

Aquamarine, Camryn

\* Automobile

### Deduction Information

\* Deduction Status...

\* Deduction Amount

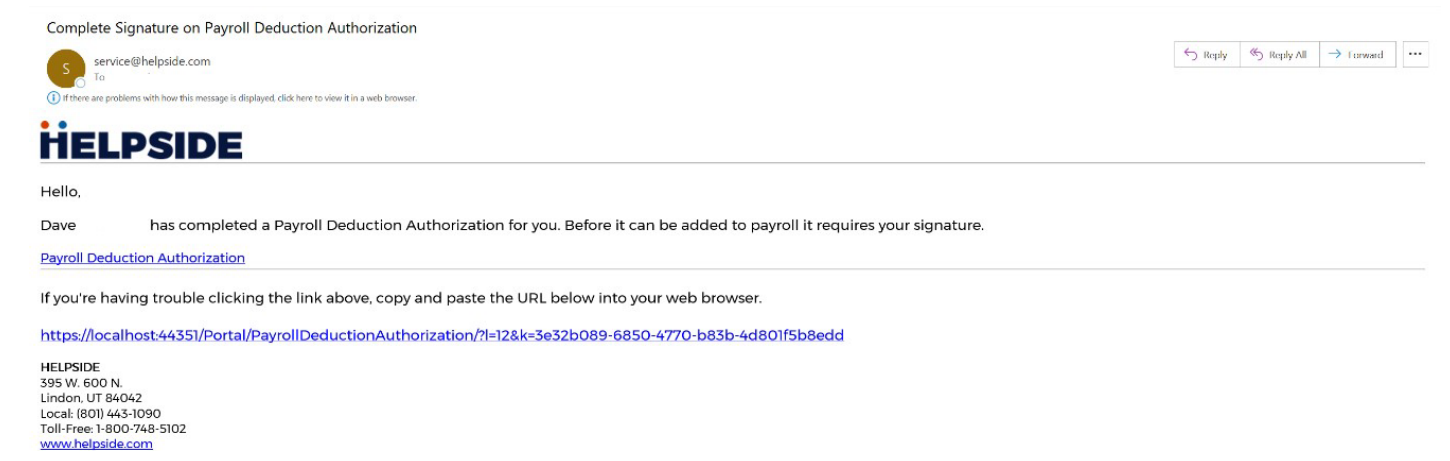
Deduction Start Date

\* mm/dd/yyyy

\* Signature of Manager (type: Charlie Elodie Goldenrod)

Close Submit

When you click submit, an email will be sent to the employee with a link to review and sign the Payroll Deduction Authorization form, which will then be sent to your Helpside Payroll Specialist.



If you have any questions about the Payroll Deduction Authorization online form, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or [service@helpside.com](mailto:service@helpside.com).