

The online employee offboarding tool allows clients to notify their Payroll Specialist about an employee separation and request a final paycheck. The employee offboarding tool is accessed through the Helpside Tools login.

Go to: tools.helpside.com

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



Sign In

Welcome back! Please sign in below with your Helpside account to access the Helpside Tools.

* Helpside Account Username

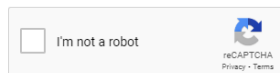
* Helpside Account Password

Keep Me Signed In

[Forgot username or password?](#)

Show Password

[Register for Account](#)



Sign In



After logging in you will notice a menu option at the top of the screen that says Manager. This is where you will find the Offboarding Request tool. Click on **Offboarding Request** to begin the process.

The screenshot shows the Helpside user interface. At the top, there is a navigation bar with the Helpside logo and menu items: Home, Employee, Manager (highlighted in orange), and Company. Below the navigation bar, there is a dropdown menu for the Manager section. The menu items are: Manager Tools, Employee Management, Employee Assignments, Onboarding Management, Onboarding Bulk Upload, Offboarding Request (highlighted in orange with a red arrow pointing to it), Accounting Export, and Deduction Authorization. To the right of the Manager Tools section, there is an 'External Links' section with links to PrismHR Payroll Software, Talent LMS, and Timeclock Management.

Click on **Create Offboarding Request**.



Offboarding Request

Create Offboarding Request



Show 10 entries

Filter:

Employee
No Data

Showing 0 to 0 of 0 entries

Choose an employee from the drop-down menu and complete the form. Click Submit when complete.

Employee Termination Form



Select an Employee...

- Aquamarine, Adriel
- Aquamarine, Camryn
- Blue, Sophia
- Crimson, Catalina
- Crimson, Elaine
- Crimson, Ella
- Crimson, Leah
- Crimson, Maren



Worked should accurately reflect the employees last physical

Explain

500 Characters Remaining

Performance Data

Eligible for rehire? ...

If you have any questions about the offboarding tool, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.