

The Helpside Tools website gives you easy access to the information that is most important to you. This includes paycheck stubs, benefits information, and annual pay summaries. It will also allow you to request FMLA Leave.

*Please note: Having access to this form does not necessarily mean that your worksite employer offers FMLA or that you are eligible to receive FMLA protection. Please reach out to your worksite employer or Helpside if you have any questions on whether your company offers FMLA.*

To fill out a FMLA Leave Request Form

Go to: [tools.helpside.com](https://tools.helpside.com)



### 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

Show Password

I'm not a robot

[Forgot username or password?](#)  
[Register for Account](#)

Enter your Helpside Account Username and Password.

Click on **Sign In**.

Sign In

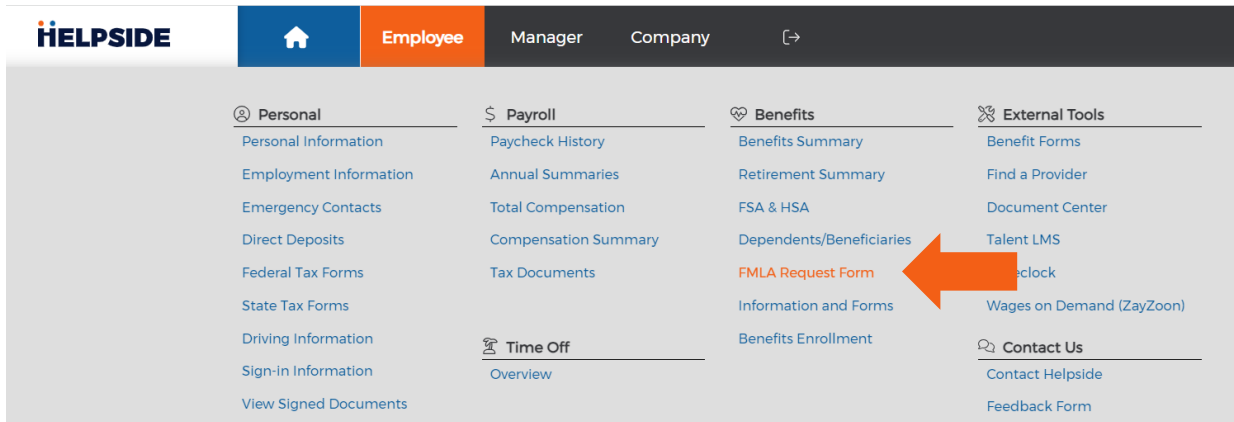


After logging in, you will be taken to the main dashboard seen below.

The dashboard features a top navigation bar with a home icon, and tabs for Employee, Manager, and Company. A user profile for Elodie Goldenrod is shown on the left. The main content area includes a 'Payroll' section with a list of pay stubs and a 'Time Off' section indicating no available time off.

Payroll	Time Off
<a href="#">View Pay Stub</a>	<b>No available time off.</b> Not managed by Helpside.
<a href="#">View Pay Stub</a>	
<a href="#">View Pay Stub</a>	
<a href="#">View Pay Stub</a>	
<a href="#">View Pay Stub</a>	
<a href="#">View Details</a>	<a href="#">View Details</a>

Click on the **Employee** menu at the top of the screen. Under **Benefits** click on **FMLA Request Form**.



## FMLA Request Form

The FMLA Request Form is a general form used to request time off under the Family Medical Leave Act (FMLA). FMLA is unpaid leave for up to 12 weeks which allows an employee to retain their job and benefits for qualified family and medical reasons. Having access to this form does not necessarily mean that your worksite employer offers FMLA or that you are eligible to receive FMLA protection. Please reach out to your worksite employer or Helpside if you have any questions on whether your company offers FMLA.

To be eligible for FMLA, employees are required to have worked for the company at least 12 months and worked a minimum of 1,250 hours during the preceding year.

Please review your personal information below. We will use this information to contact you regarding your Leave Request. If you need to update your information you can do so under the Personal section of the Employee Tools.

**Name:** Charlie Elodie Goldenrod  
**Email:** 0-ceo@helpside.com  
**Phone:** +1 693-430-3096

FMLA Requested Start Date  FMLA Requested End Date

\* Type Of Leave?  \* Reason for Leave?

Select all of the following that apply to you:

- Do you have company medical insurance?
- Do you have company dental insurance?
- Do you have company vision insurance?
- Are you currently on another leave?

Once you complete the form, type in your name where it says Signature and click **Submit**.

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