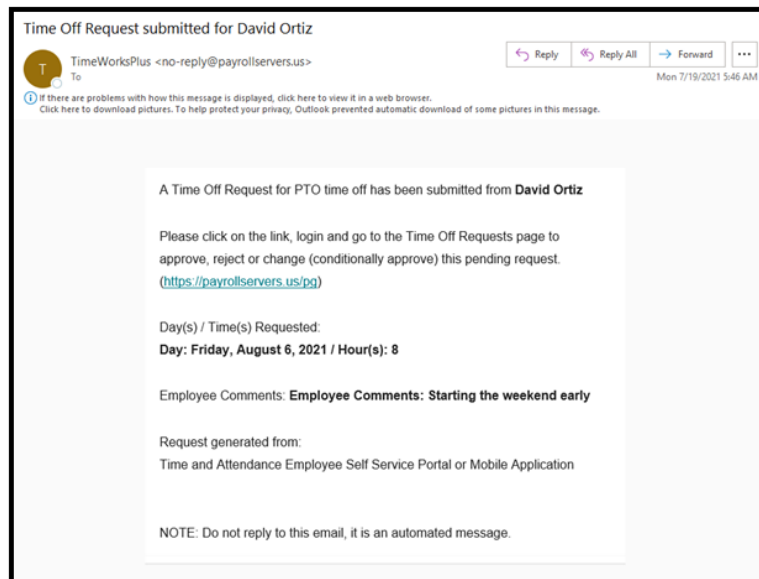


Approve Time Off

Time Off Requests cannot be modified once a pay period has been finalized. Please contact your Payroll Specialist for any needed changes once a payroll has been finalized.

When employees request time off, you will receive an email notification that looks like the image below:



Login to Helpside Tools at tools.helpside.com

Under **Quick Links**, click on **Timeclock**

Quick Links

[Benefit Information & Forms](#)

[Document Center](#)

[Find a Provider](#)

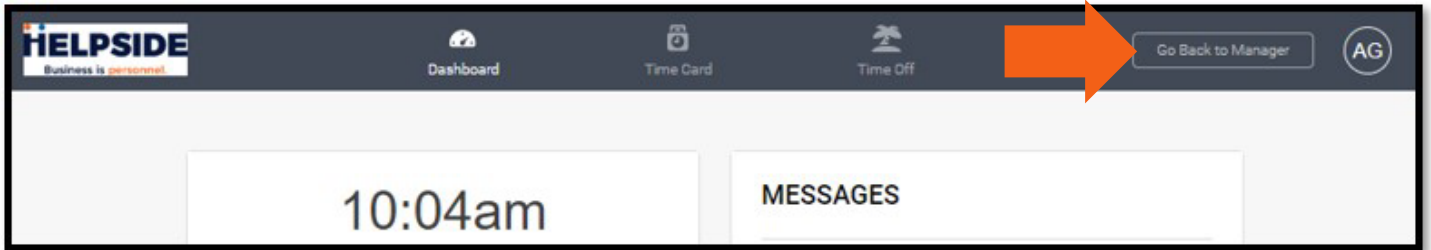
[Talent LMS](#)

[Timeclock](#)

[Wages on Demand \(ZayZoon\)](#)



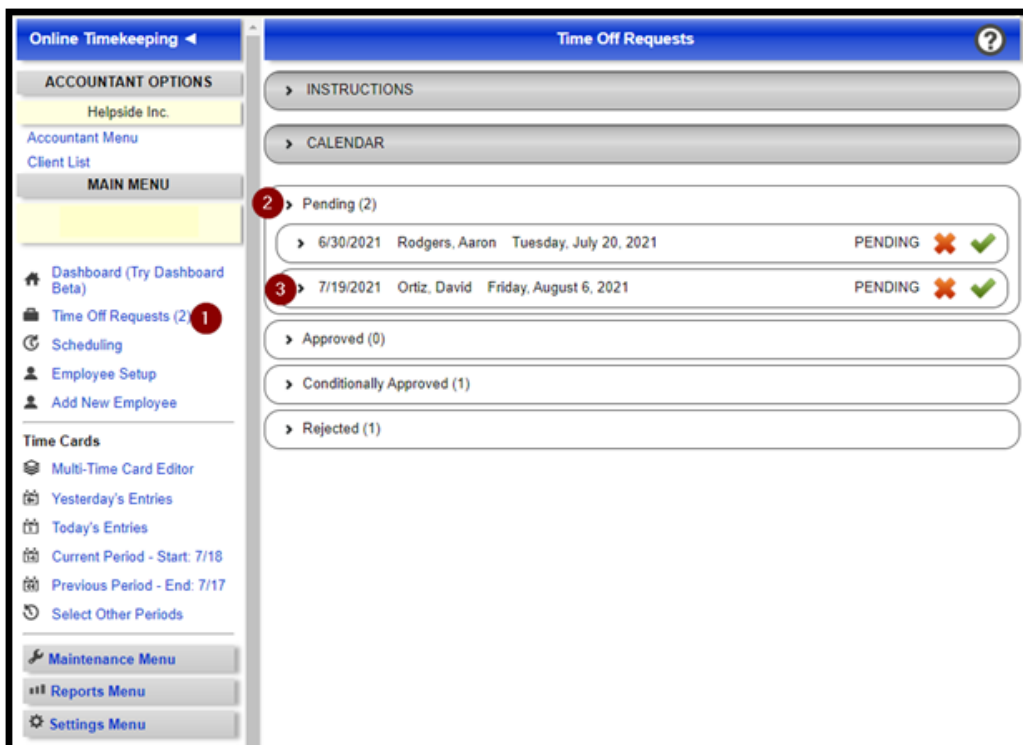
Click on **Go Back to Manager**



Step 1: Click on **Time Off Requests**.

Step 2: Click on **Pending**.

Step 3: Click on the request you want to review.



Step 4: Enter any comments, then choose one of the following:

- To Accept the time off with no changes, click the **green checkmark**.

> Pending (2)

> 6/30/2021 Rodgers, Aaron Tuesday, July 20, 2021 PENDING ✖ ✔

> 7/19/2021 Ortiz, David Friday, August 6, 2021 PENDING ✖ ✔

On 7/19/2021 David Ortiz requested the following days off using PTO time: Friday, August 6, 2021

This equates to:
Friday 8
Total 8

Employee Comments: Starting the weekend early

4 Supervisor Comments: Enjoy your weekend ✖ ✔ 5

- To Reject the time off without any changes, click the **red "X"**.

> Pending (2)

> 6/30/2021 Rodgers, Aaron Tuesday, July 20, 2021 PENDING ✖ ✔

> 7/19/2021 Ortiz, David Friday, August 6, 2021 PENDING ✖ ✔

On 7/19/2021 David Ortiz requested the following days off using PTO time: Friday, August 6, 2021

This equates to:
Friday 8
Total 8

Employee Comments: Starting the weekend early

4 Supervisor Comments: Unfortunately, too many have requested this day off 5 ✖ ✔

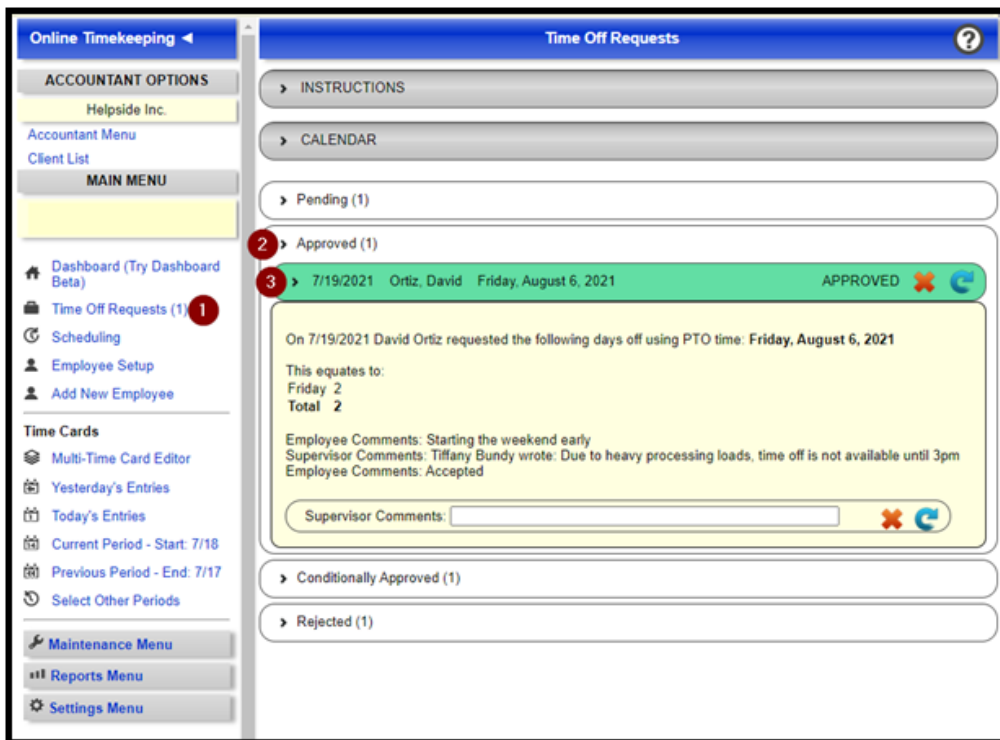
- To Conditionally Approve the time off request with changes, make any changes to the type and/or hours, then click the **green check mark**. (The employee will need to accept the changes in their Timeclock. They can login by going to tools.helpside.com > External Tools > Timeclock.)

Remove/Modify Time Off

Step 1: Click on **Time Off Requests**.

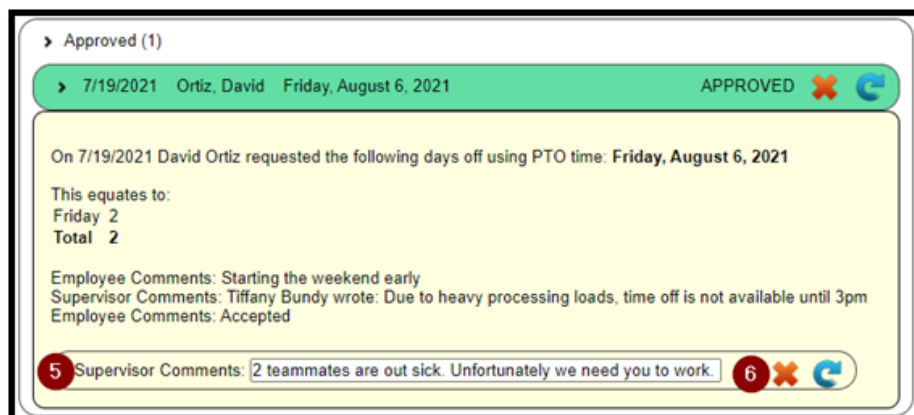
Step 2: Click **Approved**.

Step 3: Click on the request you want to remove/modify.

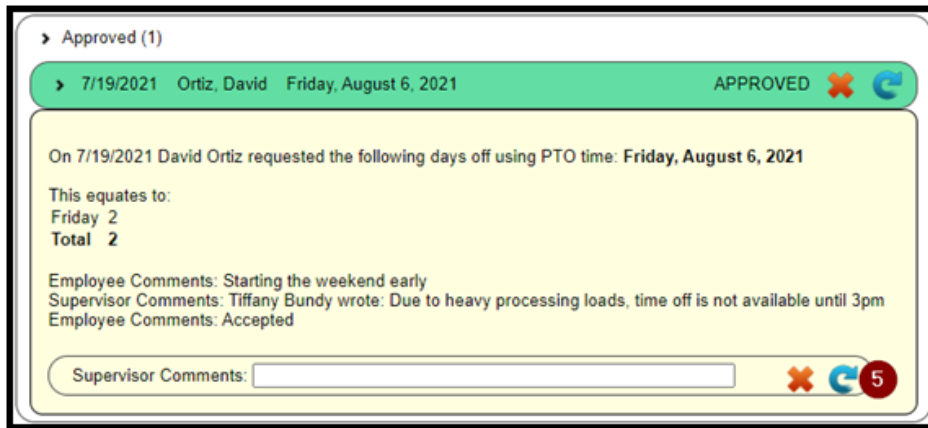


Step 4: Complete one of the following:

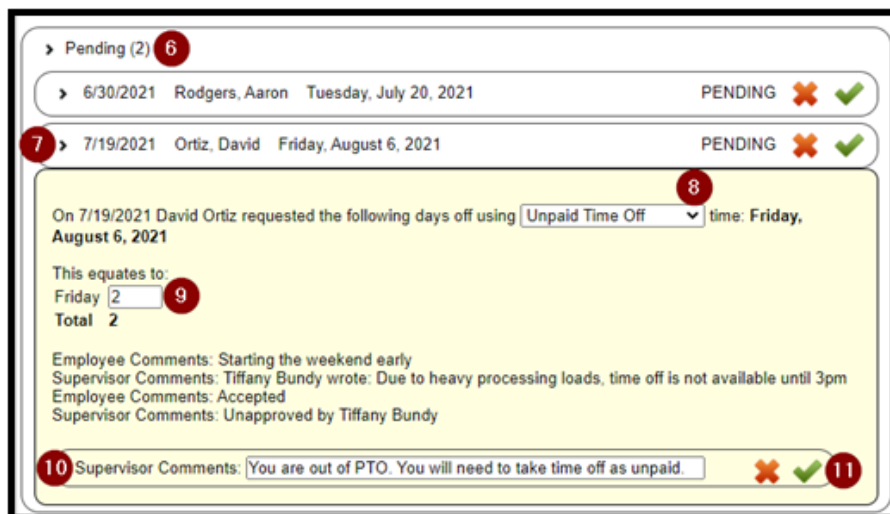
- To Remove without changes, enter a comment and click **the red "X"**.



- To Conditionally Approve with changes, click on the **unapproved arrow**. The request will move back to **Pending**.



- Click on **Pending**.
- Make any changes to the type.
- Make any changes to the hours.
- Add a comment.
- Click **the green check mark**.



The employee will need to accept the changes in their Timeclock. They can login by going to tools.helpside.com > Quick Links > Timeclock.