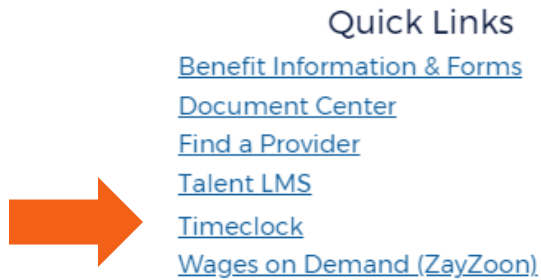
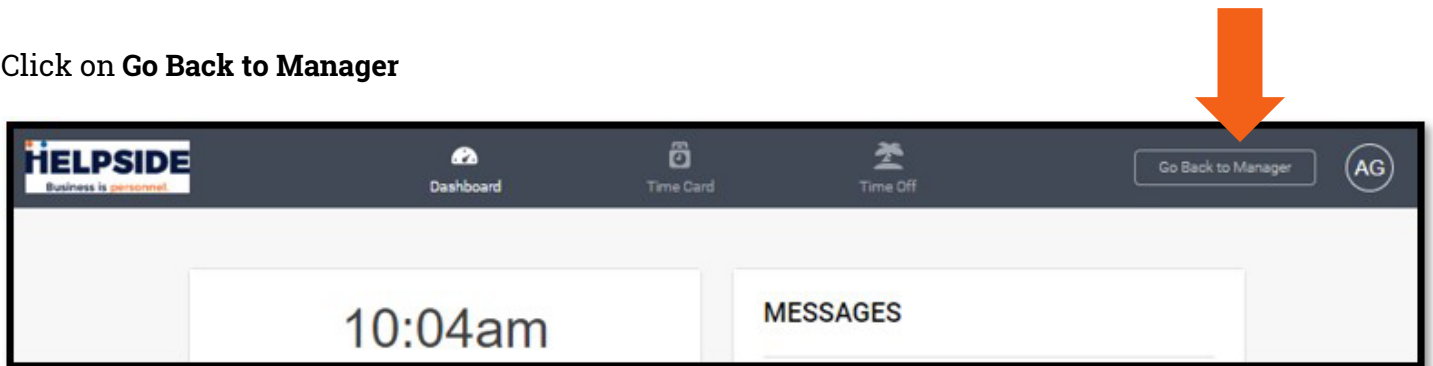


Login to Helpside Tools at [tools.helpside.com](https://tools.helpside.com)

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



Click on **Go Back to Manager**



Time cards that need approval will display a yellow icon next to the employee name. Example below:

Online Timekeeping

Clock Activity

7/18/2021 - 7/31/2021

Pay Period Finder:

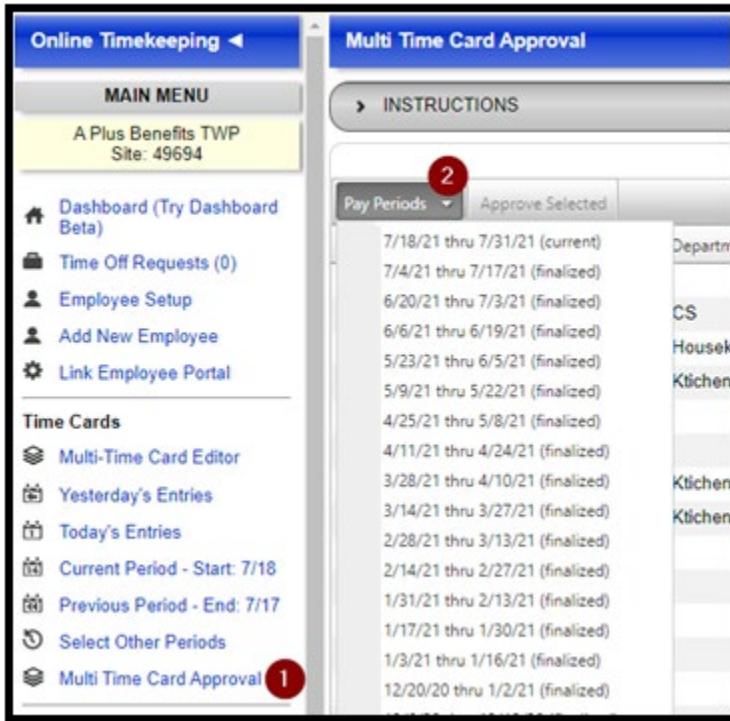
Show Missing Only (Back to Main Menu)

Search:  Search Employees

Employee	M	E	A
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	0	1	
Moore, David	0	0	

Step 1: Under "Time Cards" select **Multi Time Card Approval**.

Step 2: Choose **Pay Periods**.



Step 3: Select all time cards or select time cards for specific employees.

- To select all time cards, check the box next to **Employee Name**.



- To select time cards for specific employees, check the box next to those employee's names.

Multi Time Card Approval

> INSTRUCTIONS

Time Card Summary

Pay Periods ▾ Approve Selected

<input type="checkbox"/>	Employee Name	Department	Employee Approved
<input type="checkbox"/>	Krauss, Alison		
<input type="checkbox"/>	Lonnquist, Myles		
<input type="checkbox"/>	Maran, Josie		
<input checked="" type="checkbox"/>	McBride, James		
<input checked="" type="checkbox"/>	Miller, Jennifer		
<input type="checkbox"/>	Moore, David		

Step 4: Click **Approve Selected**.

Multi Time Card Approval

> INSTRUCTIONS

Time Card Summary for 7/18/2021 - 7/31/2021 Pay Period

Pay Periods ▾ Approve Selected **4**

<input checked="" type="checkbox"/>	Employee Name	Department	Employee Approved
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Employees with an approved time card will then display a green icon (for the portion of the approval) for that pay period. See an example below:

Online Timekeeping ◀

Clock Activity

7/18/2021 - 7/31/2021

Pay Period Finder:

Show Missing Only  
(Back to Main Menu)

Search:  Search Employees

Employee	M	E	A
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	0	1	
Moore, David	0	0	