

Employees can access the Timeclock through a single sign on option in Helpside Tools. This means you will not need a separate username and password for Timeclock.

Step 1: Login to Helpside Tools at tools.helpside.com

Step 2: Under **Quick Links**, click on **Timeclock**

Quick Links

[Benefit Information & Forms](#)

[Document Center](#)

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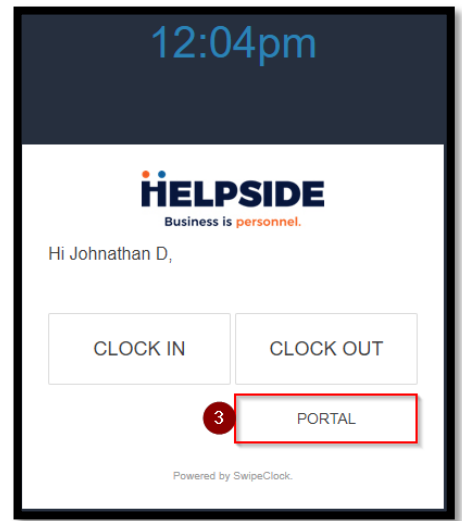
[Talent LMS](#)

[Timeclock](#)

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



Step 3: Click on **Portal**. (Accessing the Portal does not add a punch to your timecard. This is where you can view your punches.)



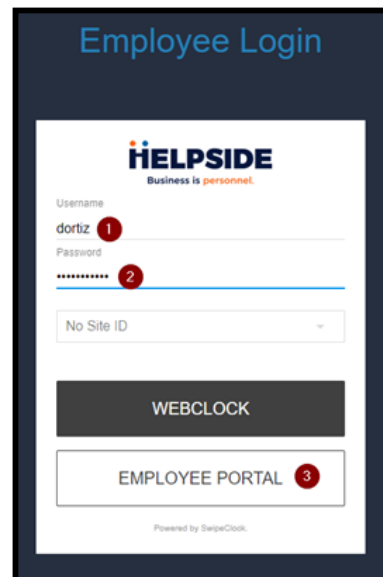
If you would rather access Timeclock directly, and need to change your password, follow the instructions below:

Go to: helpside.com/employee-timeclock

Step 1: Enter your username.

Step 2: Enter your password.

Step 3: Click on **Employee Portal**.



Step 4: Click on your initials in the upper right-hand corner.

Step 5: Click on **Profile**.

Step 6: Click on your password.

This screenshot shows the user profile page for David Ortiz. The page is divided into several sections: Personal Information, Employment Information, Account Information, Settings, and Connect a Supervisor/Client Login. A red circle with the number 6 highlights the password field in the Account Information section, which is currently masked with asterisks. Other fields include Phone, Email, Start Date (Jan 1, 2017), Position, Department (13), Location (1b), Supervisor, and Supervisor Information (Supervisor, Phone, Email). The top navigation bar includes Dashboard, Time Card, Schedule, and Time Off. The user's name and initials (DO) are in the top right corner, with a red circle with the number 4 highlighting the initials.

Step 7: Type your current password.

Step 8: Type a new password.

Step 9: Re-type your new password.

Step 10: Click **Update Info**.

This screenshot shows the password change form. It includes fields for Current password (step 7), New password (step 8), and Re-enter password (step 9). The form also includes sections for Personal Information, Employment Information, Account Information, Settings, and Connect a Supervisor/Client Login. A red circle with the number 10 highlights the UPDATE INFO button at the bottom right. The form is otherwise identical to the previous screenshot, showing fields for Phone, Email, Start Date (Jan 1, 2017), Position, Department (13), Location (1b), Supervisor, and Supervisor Information (Supervisor, Phone, Email). The top navigation bar and user name are also visible.