

You can use the Data Retriever to pull employee information into a customizable report that can be exported to an Excel spreadsheet.



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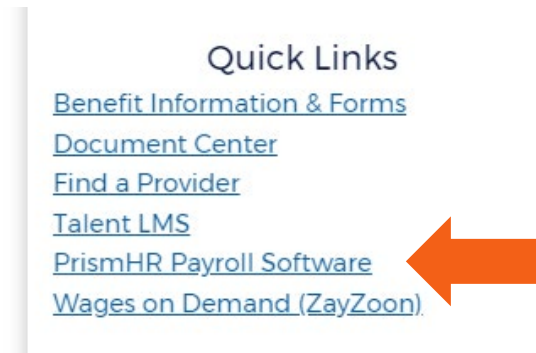
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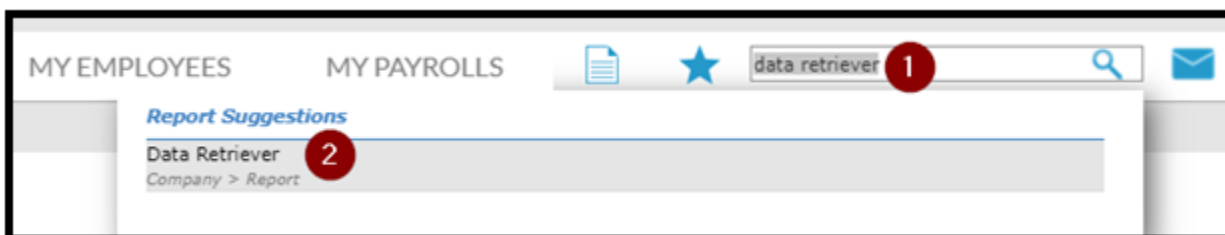
To access the PrismHR Manager Self-Service (MSS) Portal:

Click on **PrismHR Payroll Software** under Quick Links for Single Sign On Access to PrismHR.



Step 1: Type **Data Retriever** in the search bar.

Step 2: Select **Data Retriever** from the list.

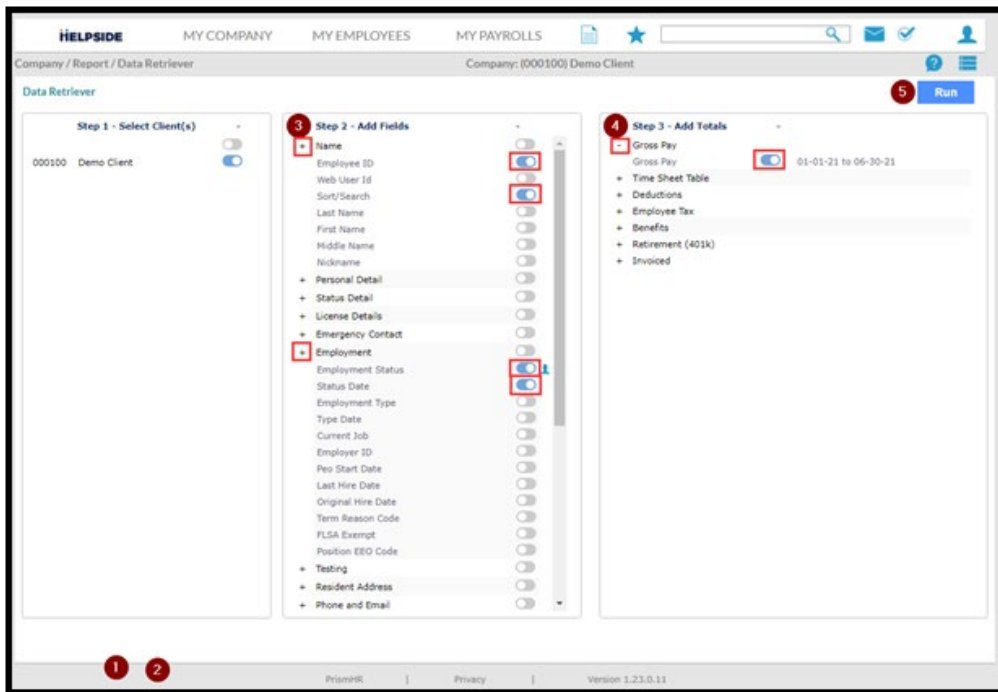


Step 3: Use the + symbol to expand sections and use the toggle buttons to select the desired fields under **Step 2 – Add Fields**.

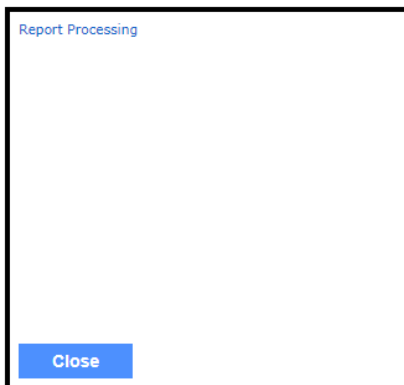
- The information automatically pulls all employees, both active and terminated. To sort between active and terminated employees, toggle **Employment Status** and **Status Date** to **On** under **Employment** in **Step 2 – Add Fields**.

Step 4: Use the + symbol to expand sections and use the toggle buttons to select the desired fields under **Step 3 – Add Totals**.

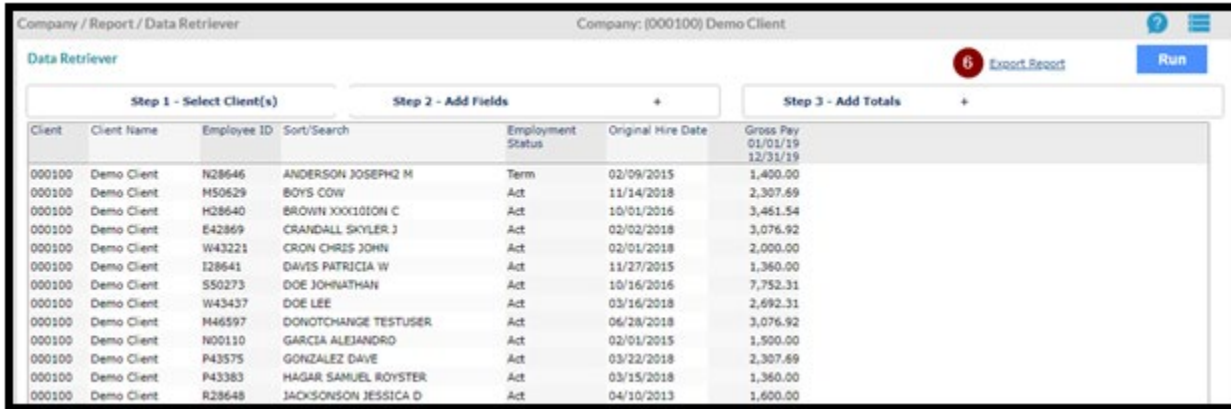
Step 5: Click **Run**.



A pop-up screen will notify you that the **Report is Processing**. It will disappear once the report is ready.



Step 6: Once the report is finished processing, click on **Export Report** to place it in Excel format.



The screenshot shows the 'Data Retriever' interface for 'Company: (000100) Demo Client'. It features three configuration steps: 'Step 1 - Select Client(s)', 'Step 2 - Add Fields', and 'Step 3 - Add Totals'. A table displays employee data with columns for Client, Client Name, Employee ID, Sort/Search, Employment Status, Original Hire Date, and Gross Pay. An 'Export Report' button is highlighted with a red circle, and a 'Run' button is also visible.

Client	Client Name	Employee ID	Sort/Search	Employment Status	Original Hire Date	Gross Pay 01/01/19 12/31/19
000100	Demo Client	N28646	ANDERSON JOSEPH M	Term	02/09/2015	1,400.00
000100	Demo Client	M50629	BOYS COW	Act	11/14/2018	2,307.69
000100	Demo Client	H28640	BROWN XXXXION C	Act	10/01/2016	3,461.54
000100	Demo Client	E42869	CRANDALL SKYLER J	Act	02/02/2018	3,076.92
000100	Demo Client	W43221	CRON CHRIS JOHN	Act	02/01/2018	2,000.00
000100	Demo Client	I28641	DAVIS PATRICIA W	Act	11/27/2015	1,360.00
000100	Demo Client	S50273	DOE JOHNATHAN	Act	10/16/2016	7,752.31
000100	Demo Client	W43437	DOE LEE	Act	03/16/2018	2,692.31
000100	Demo Client	M46597	DONOTCHANGE TESTUSER	Act	06/28/2018	3,076.92
000100	Demo Client	N00110	GARCIA ALEJANDRO	Act	02/01/2015	1,500.00
000100	Demo Client	F43575	GONZALEZ DAVE	Act	03/22/2018	2,307.69
000100	Demo Client	F43383	HAGAR SAMUEL ROYSTER	Act	03/15/2018	1,360.00
000100	Demo Client	R28648	JACKSONSON JESSICA D	Act	04/10/2013	1,600.00