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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 [Forgot username or password?](#)
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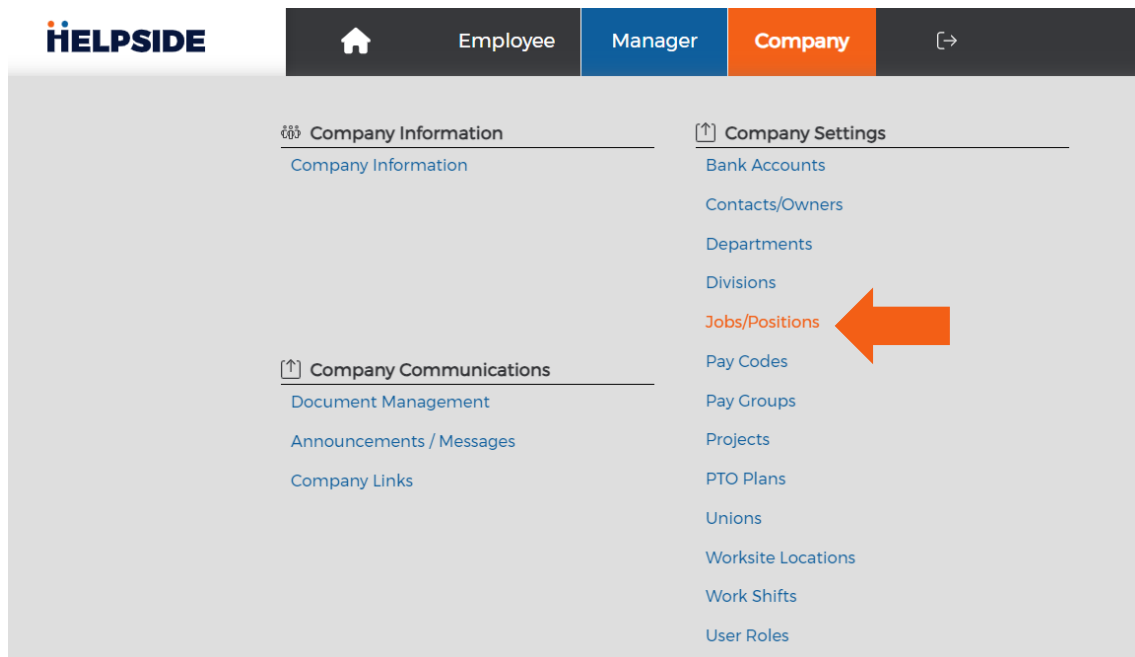
Show Password

I'm not a robot 

Sign in using your Helpside Account Username and Password.

Click on: **Sign In.**

Click on **Company** and then on **Jobs/Positions**.



HELPSIDE

Home Employee **Manager** **Company** [→]

Company Information

- Company Information

Company Settings

- Bank Accounts
- Contacts/Owners
- Departments
- Divisions
- Jobs/Positions**
- Pay Codes
- Pay Groups
- Projects
- PTO Plans
- Unions
- Worksite Locations
- Work Shifts
- User Roles

Company Communications

- Document Management
- Announcements / Messages
- Company Links

Click **Add New Position.**

Jobs / Positions

[Delete all selected positions](#)

Show 10 entries

Filter:

<input type="checkbox"/>	Position Title	Description	
<input type="checkbox"/>	CEO	CEOs are responsible for managing a company's overall operations. This may include delegating and directing agendas, driving profitability, managing company organizational structure, strategy, and communicating with the board.	Edit Delete



Complete the form that appears with the required information.

Add Job/Position

* Position Title * Is Supervisory Position?

* Will this job/position spend time traveling, or time outside the office?

* Will employees in this position be working exclusively from home?

Job/Position Description & Duties

Please provide a detailed description, at least 50 characters, of the job/Position and associated duties. This information is crucial to ensure the correct classifications and categories are assigned. Please be descriptive to avoid follow-up calls to gather the needed information.

Job/Position Description & Duties (50 Characters Minimum)

500 Characters Remaining

* Equal Employment Opportunity (EEO) Job Category * Is Overtime/FLSA Exempt?

- Position Title (required) Type in the full job/position title.
- Is Supervisory Position? (required) Select Yes or No.
- Will this job/position spend time traveling, or time outside the office? (required) Select Yes or No.
- Will employees in this position be working exclusively from home? (required) Select Yes or No.
- Job/Position Description & Duties. (required) Enter a brief description of job/position duties.
- Equal Employment Opportunity (EEO) Job Category. (required) Choose best option from drop-down list

Job/Position Description & Duties

Please provide a detailed description, at least 50 characters, of the job/Position and associated duties. This information is crucial to ensure the correct classifications and categories are assigned. Please be descriptive to avoid

Equal Employment Opportunity (EEO) Job Category

- 1-1 - Executive/Senior Level Officials and Managers
- 1-2 - First/Mid Level Officials and Managers
- 2 - Professionals
- 3 - Technicians
- 4 - Sales Workers
- 5 - Administrative Support Workers
- 6 - Craft Workers
- 7 - Operatives
- 8 - Laborers and Helpers
- 9 - Service Workers

500 Characters Remaining

* Equal Employment Opportunity (EEO) Job Category * Is Overtime/FLSA Exempt?

- Is Overtime/FLSA Exempt? (required) Generally, salary employees would be exempt (Yes) and hourly employees would be non-exempt (No).

* Is Overtime/FLSA Exempt?

Is Overtime/FLSA Exempt?

Yes

No

- **Worksite Location States (required)** Please add each state where an employee will be working with this position assigned. Select the state from the **Select Worksite Location States** drop-down, list then click **add state**. Repeat for each state where work will be performed with this job/position.

Please provide a detailed description, at least 50 characters, of the job/Position and associated duties. This information is crucial to ensure the correct classifications and categories are assigned. Please be descriptive to avoid follow-up calls to gather the needed information.

Select Worksite Location State...

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District Of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Alabama

500 Characters Remaining

Is Overtime/FLSA Exempt?

add state

The workers' compensation code is not required, however we encourage you to select the code from your rate page or policy that best fits this position. Helpside will review all new positions, and may make needed adjustments.

- **Workers' Compensation Code (not required)** The workers' compensation code is not required; however, we encourage you to select the code from your rate page or policy that best fits this position. Helpside will review all new positions and may make needed adjustments. Search by the 4-digit workers' compensation code or by workers' compensation description. Repeat for each state where work will be performed with this job/position.

500 Characters Remaining

Equal Employment Opportunity (EEO) Job Category

Is Overtime/FLSA Exempt?

Worksite Location

* Please add each state

Alabama

The workers' compensation code

0005 : Farm, Nursery Employees & Drivers

0008 : Farm, Gardening MKT/Truck & Drivers

0012 : COVID - Paid, not working

0016 : Farm, Orchard & Drivers

0034 : Farm, Poultry/Egg & Drivers

0035 : Farm, Florist & Drivers

0036 : Farm, Dairy & Drivers

0037 : Farm, Field Crops & Drivers

Select a workers compensation code.

remove

and may make needed adjustments.

Close Submit

Click on **Submit**

Upon completion of Helpside's review, the position will import to the payroll software and be available to select from when onboarding new hires.