

If your employer has granted you rights to edit your own time card, you can add, edit, and delete entries on any unfinalized pay periods.

Login to Helpside Tools at tools.helpside.com

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



Quick Links

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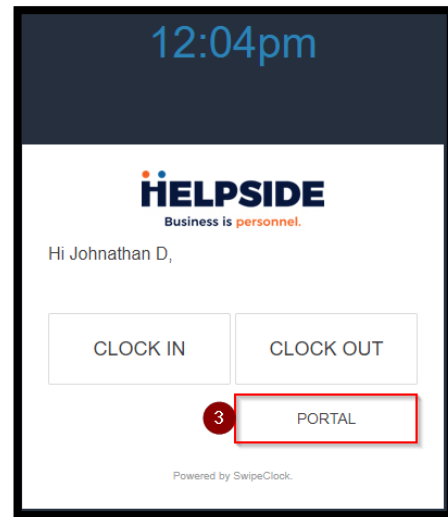
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Click on **Portal**. (Accessing the Portal does not add a punch to your timecard. This is where you can view your punches.)



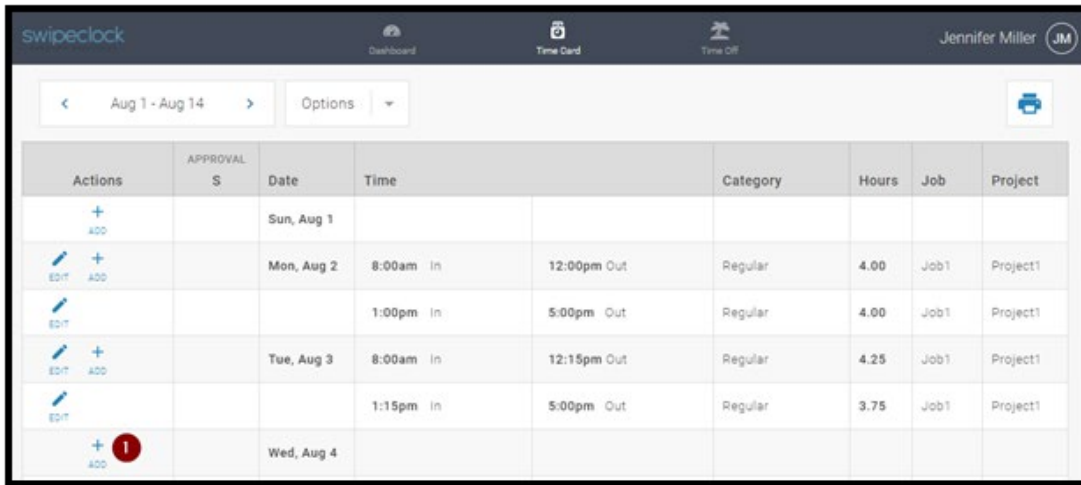
To Tell if You Can Edit Your Timecard

Step 1: Click on **Time Card**. The “Add” buttons on the left side indicate the ability to edit your own timecard.

Actions	APPROVAL	Date	Time	Category	Hours	Job	Project
+ ADD	S	Sun, Aug 1					
EDIT + ADD		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD			1:00pm In 5:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD		Tue, Aug 3	8:00am In 12:15pm Out	Regular	4.25	Job1	Project1
EDIT + ADD			1:15pm In 5:00pm Out	Regular	3.75	Job1	Project1

Add Punches

Step 1: Click **Add** on the day where you want to add a new entry.



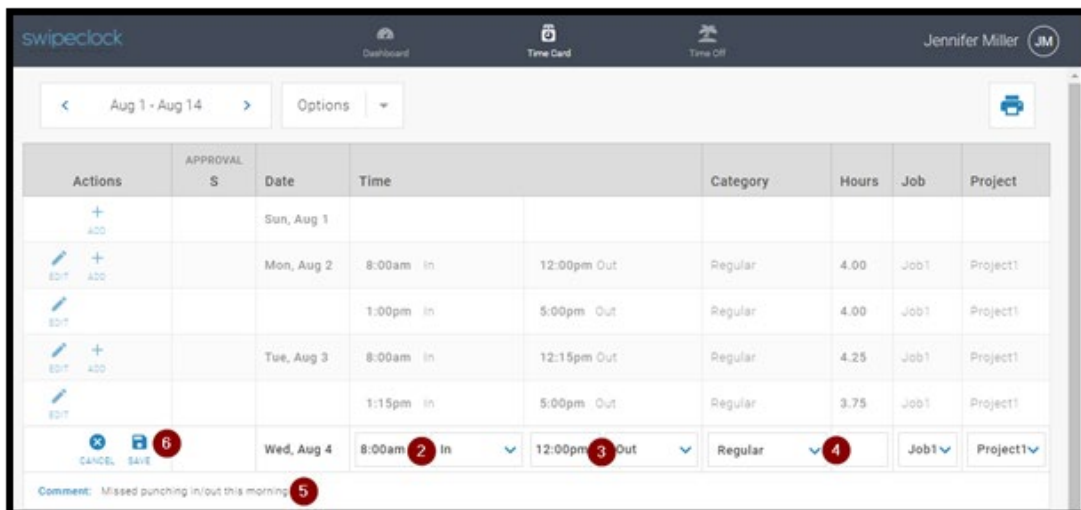
Step 2: Enter your start time in the first fields. This is the time where you start “on the clock”. Entering AM or PM is recommended.

Step 3: Enter your end time in the second field. This is the time where you were “off the clock”. Entering AM or PM is recommended.

Step 4: Select a punch type from the drop-down list.

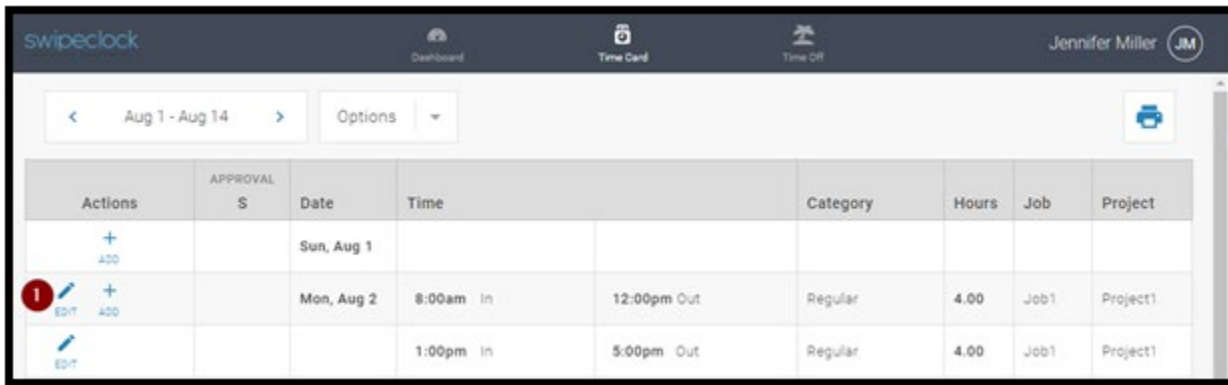
Step 5: Enter a comment (optional).

Step 6: Click **Save**.



Edit an Entry

Step 1: Click on **Edit**.



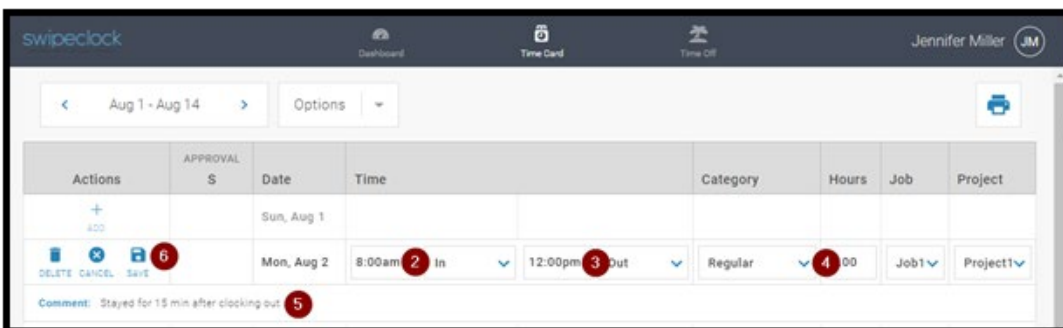
Step 2: Modify your start time in the first field, if needed.

Step 3: Modify your end time in the second field, if needed.

Step 4: Modify the punch type from the drop-down list, if needed.

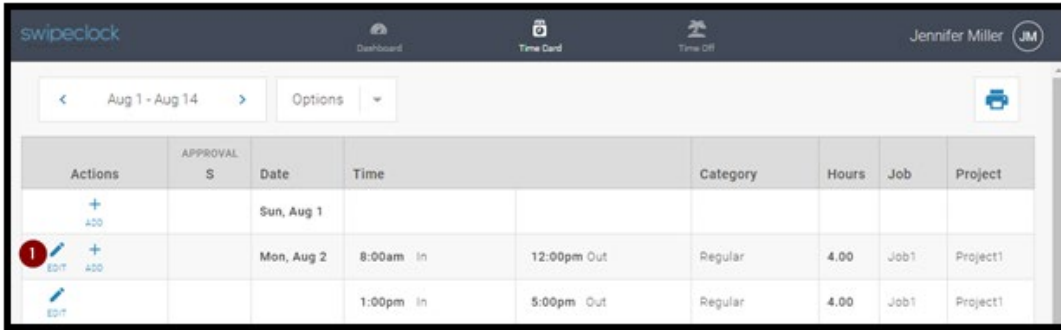
Step 5: Enter a comment (optional).

Step 6: Click **Save**.



Delete an Entry

Step 1: Click the **Edit** button.



Step 2: Enter a comment (optional).

Step 3: Click the **Delete** trash can icon.

