

Time off requests cannot be modified once a pay period has been finalized. Please contact your supervisor with any changes needed once a payroll had been finalized.

Login to Helpside Tools at tools.helpside.com

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

Quick Links

[Benefit Information & Forms](#)

[Document Center](#)

[Find a Provider](#)

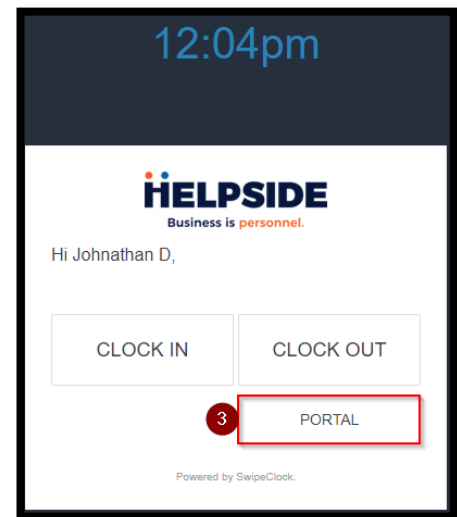
[Talent LMS](#)

[Timeclock](#)

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



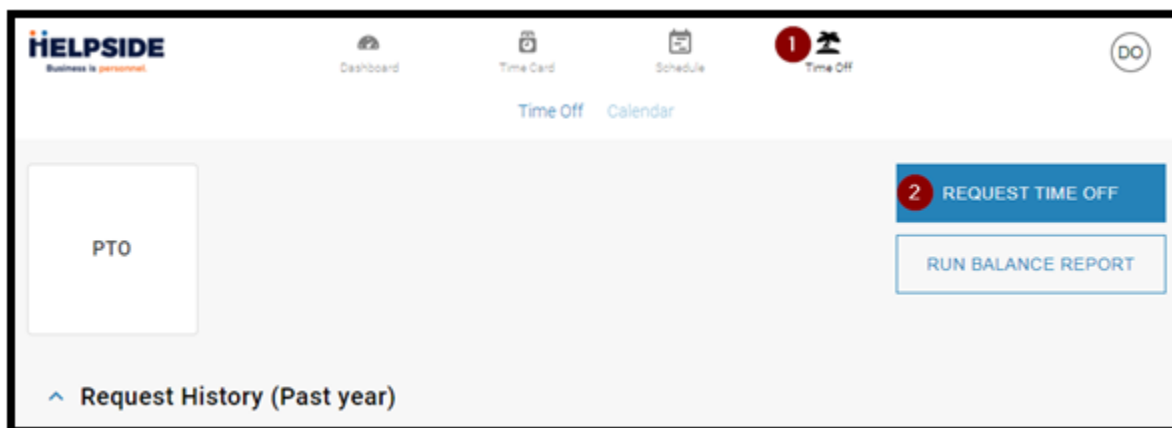
Click on **Portal**. (Accessing the Portal does not add a punch to your timecard. This is where you can view your punches.)



Request Time Off

Step 1: Click on **Time Off**.

Step 2: Click **Request Time Off**.



Step 3: Select **Date(s)**.

Step 4: Select **Time Off Type**.

Step 5: Select **Hours Per Day**.

Step 6: Enter a comment.

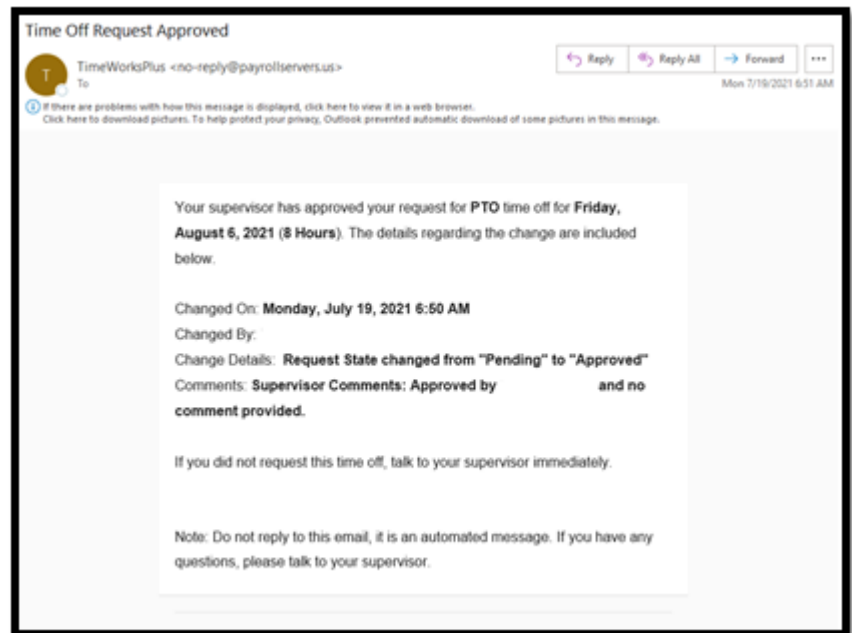
Step 7: Click **Request Time Off**.

The screenshot shows a 'Time Off Request' form with the following fields and values:

Date(s)	Time off type	Hours per day
3 Aug 6, 2021	4 PTO	5 8

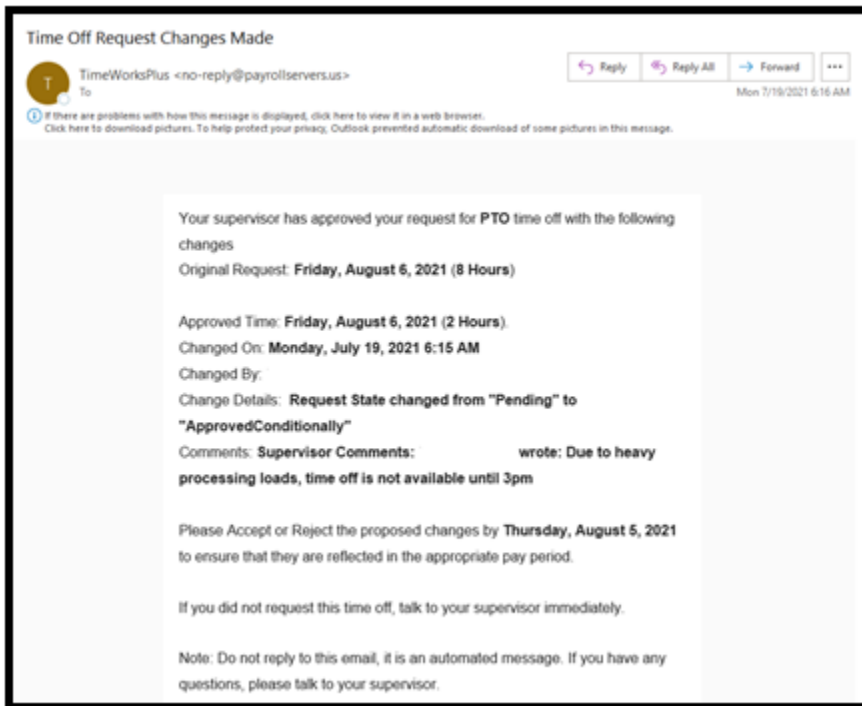
Below the form, there is a section for 'Total requested time off: 8 hours' and a comment field containing '6 Starting the weekend early'. At the bottom, there are two buttons: 'CANCEL' and '7 REQUEST TIME OFF'.

You will receive an email notification like the one below (see Setting Up Email Notifications below) when your time off has been approved, requested, or conditionally approved. You cannot modify time off one approved. If changes need to be made, you will need to withdraw the request (see Remove Time Off below) and submit a new request.



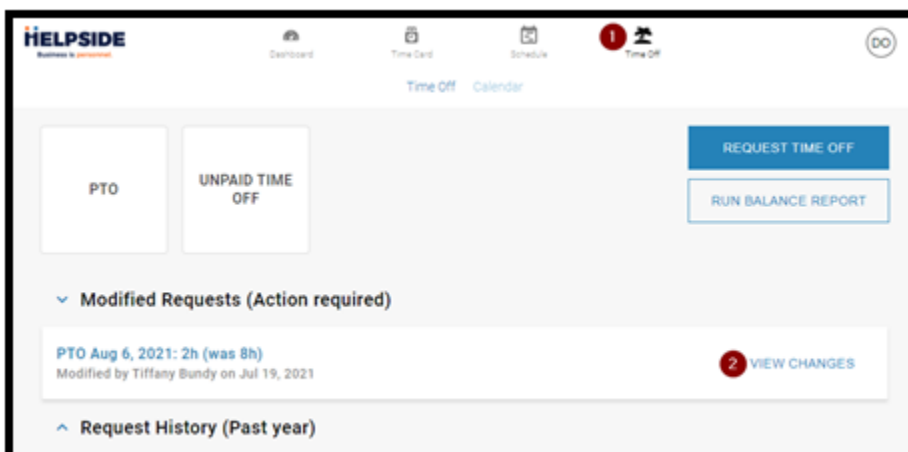
Conditionally Approved

The below shows an example of a supervisor conditionally approving time off:



Step 1: Click on **Time Off, Modified Requests (Action Required)**.

Step 2: Click on **View Changes**.



Step 3: Review the manager modifications.

Step 4: Click **Withdraw** or **Accept**.

Modified time off request

Time off Type PTO	Modified on Jul 19, 2021	Modified by Tiffany Bundy
From Aug 6, 2021	To Aug 6, 2021	

Original time off requested: Requested Jul 19, 2021
Fri, Aug 6
8

Total requested time off: 8 hours

3 Manager modifications: Modified Jul 19, 2021
Fri, Aug 6
2

Total modified time off: 2 hours

Employee Comment
Starting the weekend early

Supervisor Comment
Tiffany Bundy wrote: Due to heavy processing loads, time off is not available until 3pm

WITHDRAW **4 ACCEPT**

Removing Time Off

Step 1: Click on **Time Off**.

Step 2: Click the **Approved Time Off** drop-down.

Step 3: Click **Withdraw**.

swipeclock

Dashboard Time Card **Time Off** 1

Time Off Calendar

PTO

REQUEST TIME OFF

RUN BALANCE REPORT

Approved Time Off 2

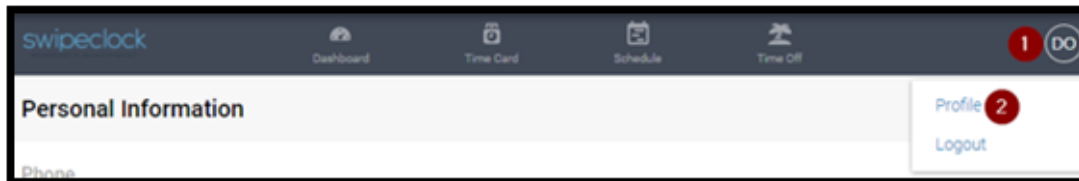
PTO Jul 2, 2021: 8h
Requested on Jun 23, 2021, APPROVED on Jun 23, 2021

3 WITHDRAW

Setting Up Email Notifications

Step 1: Click on the **Initials** icon.

Step 2: Select **Profile**.



Step 3: Enter your email address then re-enter for verification.

Step 4: Toggle **Email Notifications** to **On**.

Step 5: Click **Update Info**.

