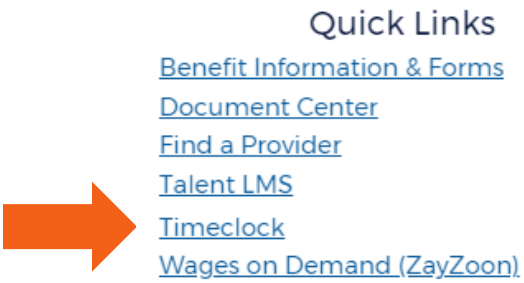
Time off requests cannot be modified once a pay period has been finalized. Please contact your supervisor with any changes needed once a payroll had been finalized.

Login to Helpside Tools at tools.helpside.com

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



Request Time Off

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

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

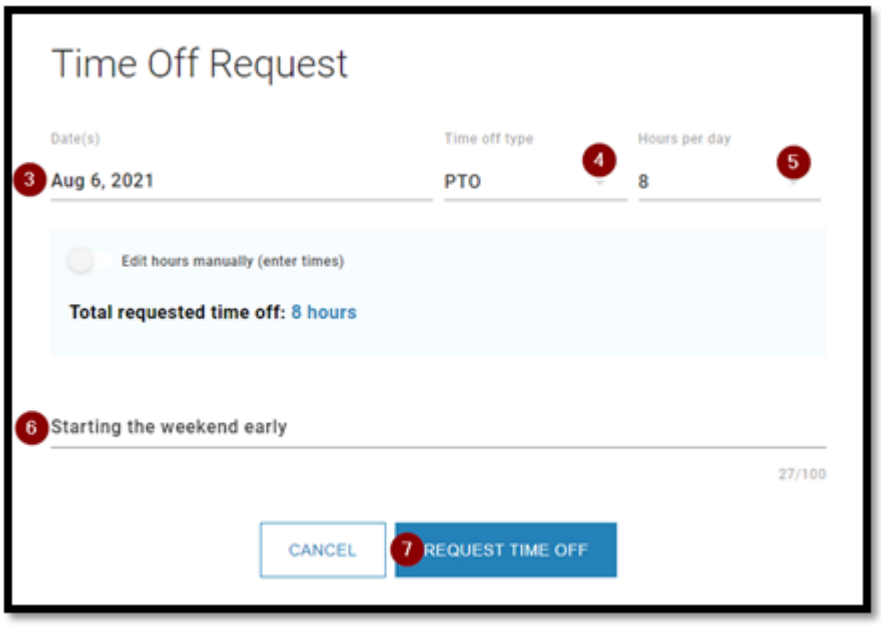
Step 3: Select **Date(s).**

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

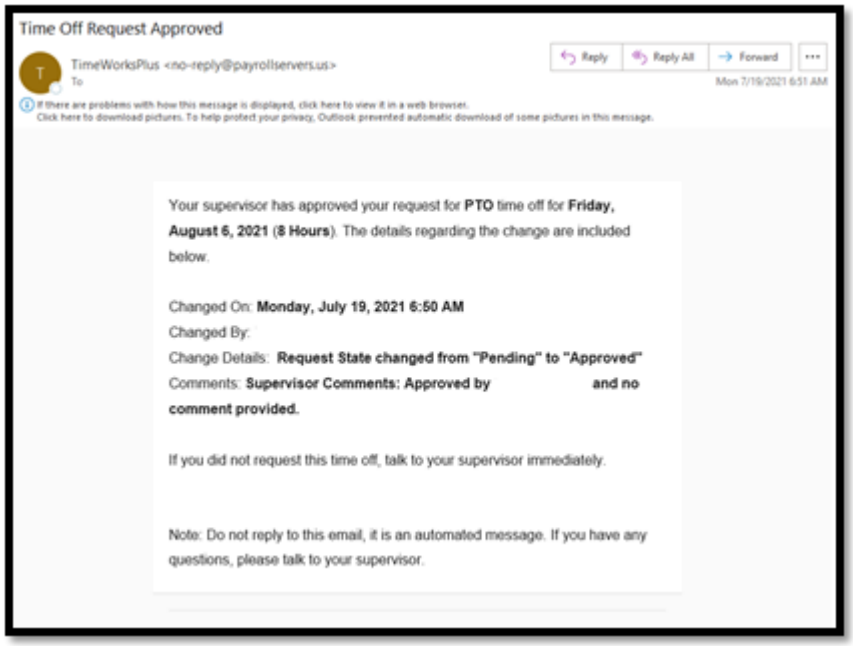
Step 5: Select **Hours Per Day.**

Step 6: Enter a comment.

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

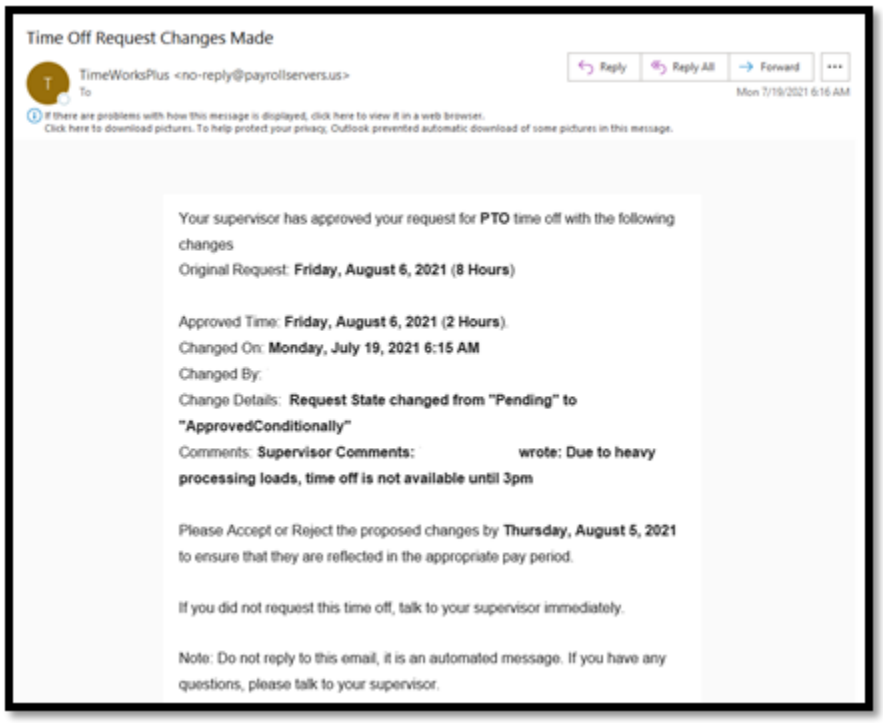


You will receive an email notification like the one below (see Setting Up Email Notifications below) when your time off has been approved, requested, or conditionally approved. You cannot modify time off one approved. If changes need to be made, you will need to withdraw the request (see Remove Time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



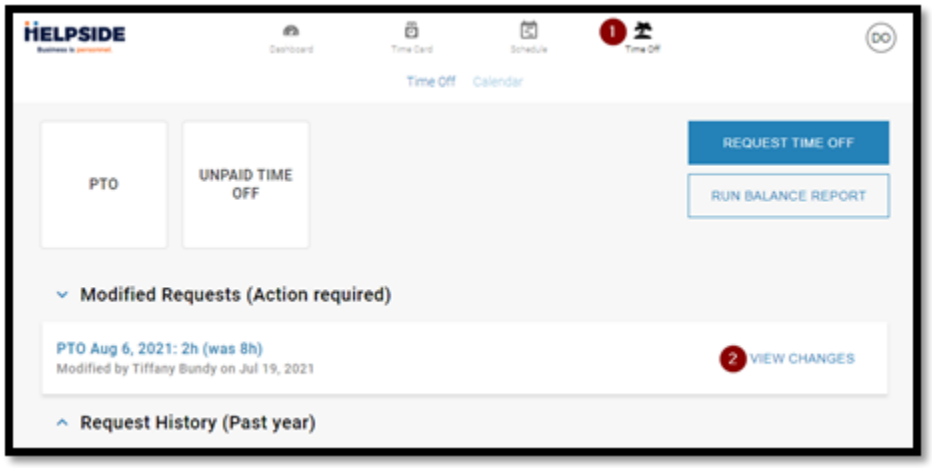
Conditionally Approved

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



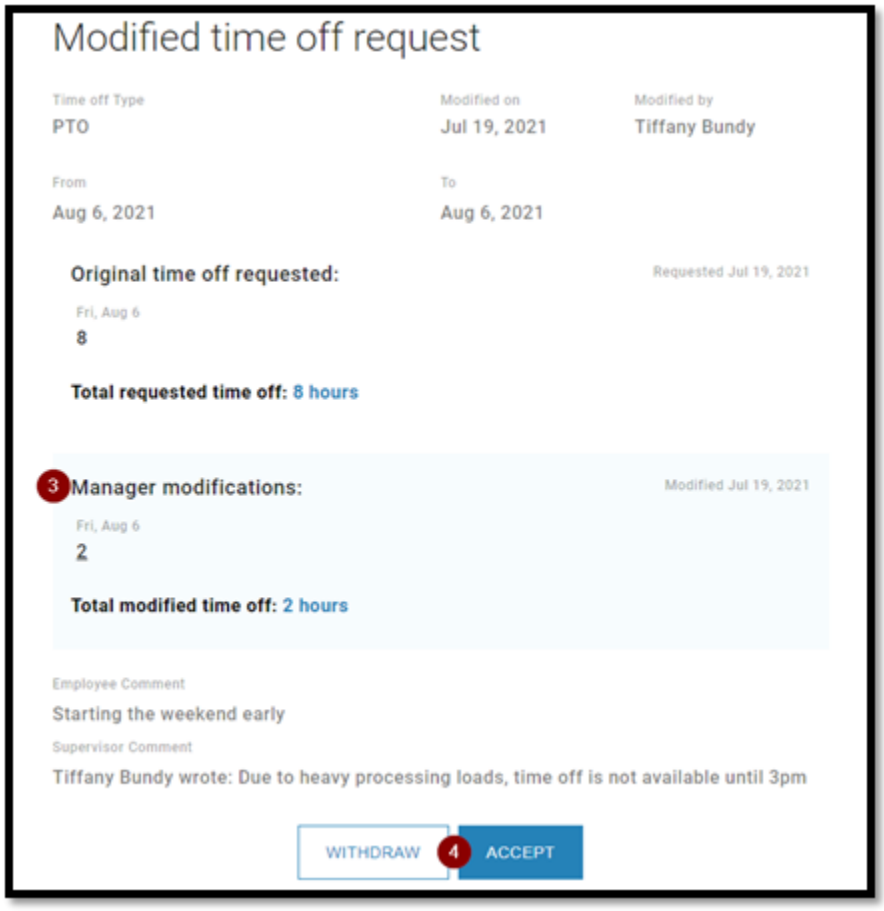
Step 1: Click on **Time Off, Modified Requests (Action Required).**

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



Step 3: Review the manager modifications.

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

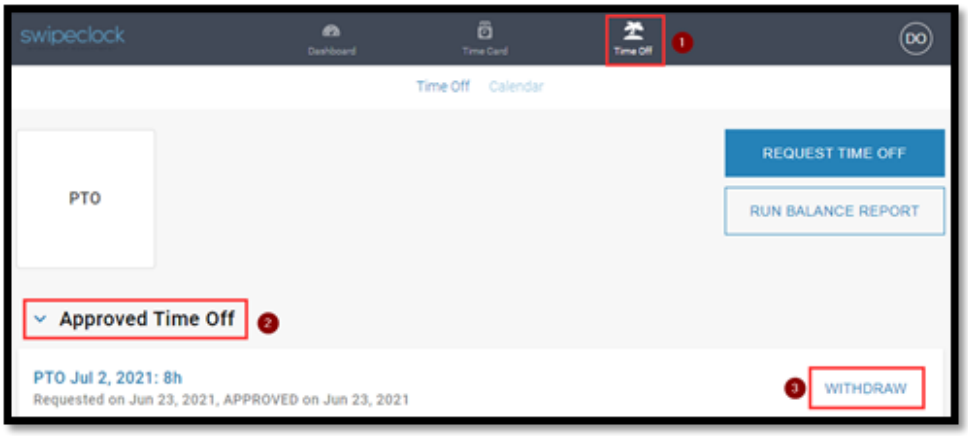


Removing Time Off

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

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

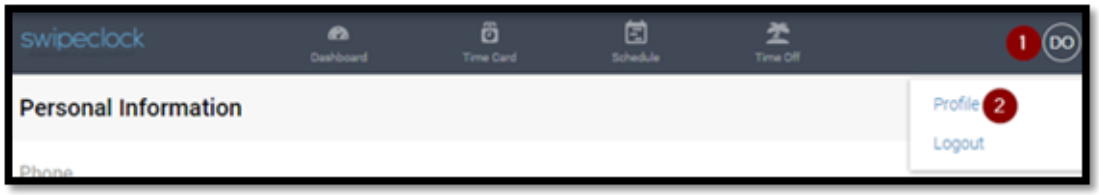
Step 3: Click **Withdraw.**



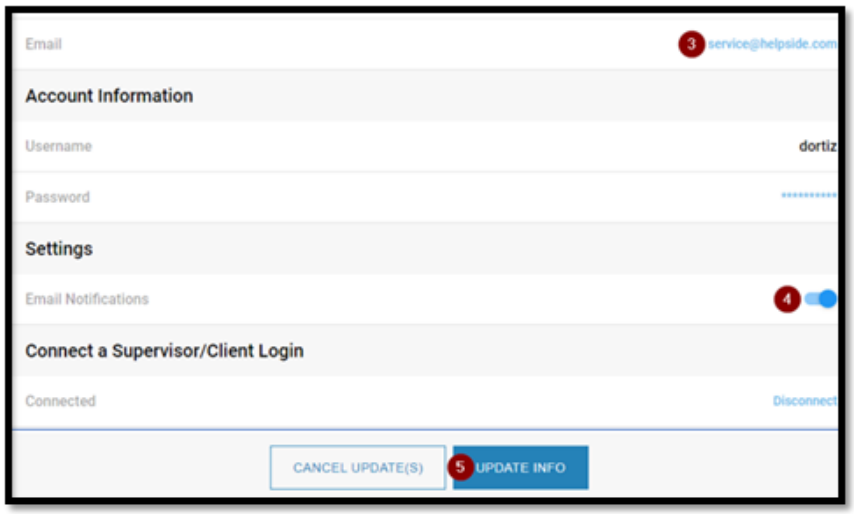
Setting Up Email Notifications

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.**