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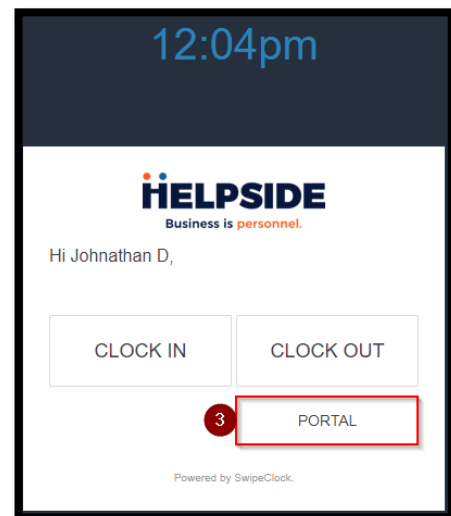
Under **Quick Links**, click on **Timeclock**



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.)



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

Step 2: Select the pay period you want to approve.

Step 3: Approve individual days by clicking the **gray check box** under "Approval".

Step 4: Approve every punch for that pay period by clicking **Approve All**.

Actions	APPROVAL	Date	Time	Category	Hours	Job	Project
	<input checked="" type="checkbox"/>	Sun, Aug 1					
	<input checked="" type="checkbox"/>	Mon, Aug 2	8:00am In	Regular	4.00	Job1	Project1
			1:00pm In	Regular	4.00	Job1	Project1
	<input checked="" type="checkbox"/>	Tue, Aug 3	8:00am In	Regular	4.25	Job1	Project1
			1:15pm In	Regular	3.75	Job1	Project1