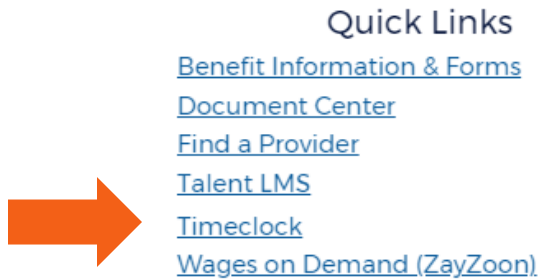
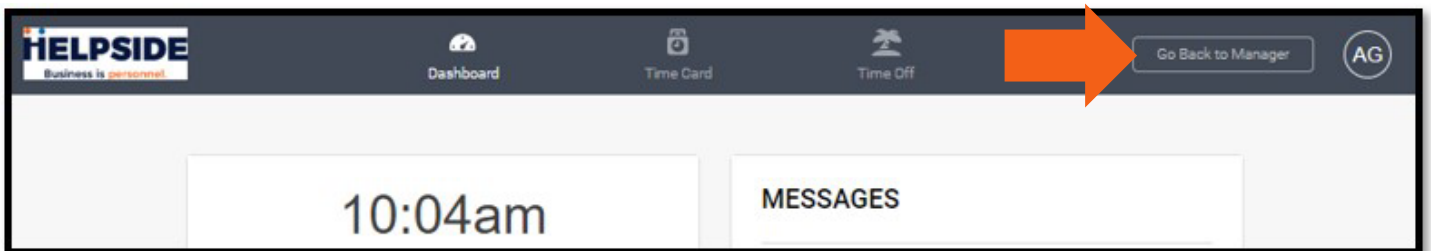


Login to Helpside Tools at tools.helpside.com

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



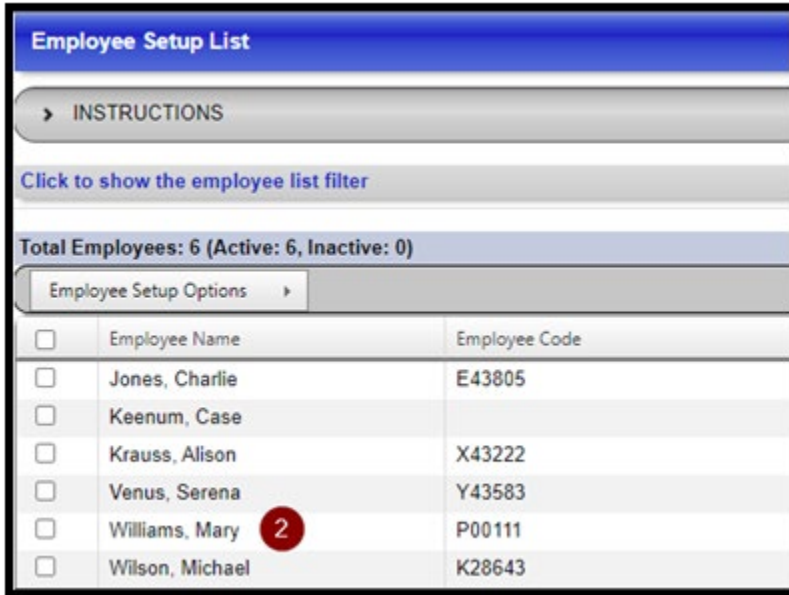
Click on **Go Back to Manager**



Step 1: From the Main Menu select **Employee Setup**.



Step 2: Select an employee by clicking on their name.



Employee Setup List

> INSTRUCTIONS

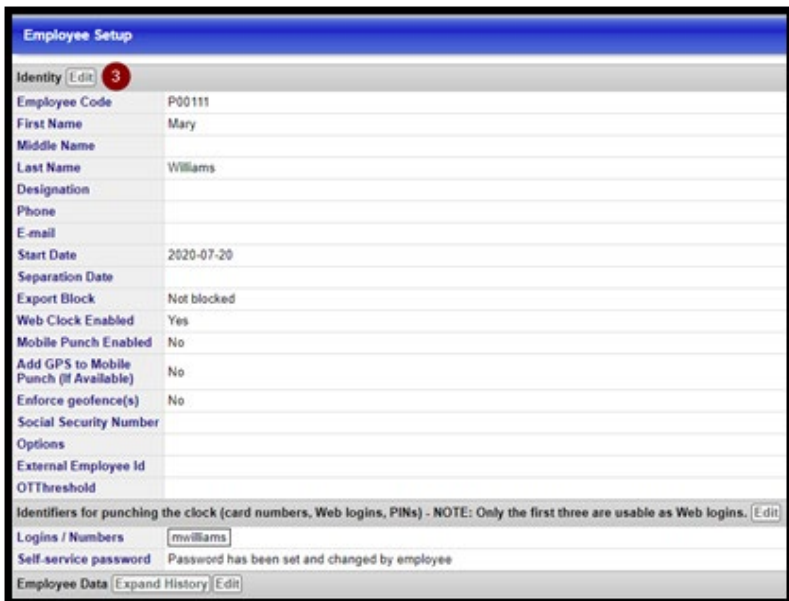
[Click to show the employee list filter](#)

Total Employees: 6 (Active: 6, Inactive: 0)

Employee Setup Options >

<input type="checkbox"/>	Employee Name	Employee Code
<input type="checkbox"/>	Jones, Charlie	E43805
<input type="checkbox"/>	Keenum, Case	
<input type="checkbox"/>	Krauss, Alison	X43222
<input type="checkbox"/>	Venus, Serena	Y43583
<input type="checkbox"/>	Williams, Mary 2	P00111
<input type="checkbox"/>	Wilson, Michael	K28643

Step 3: Click **Edit**. (Next to Identify).



Employee Setup

Identify **Edit** **3**

Employee Code P00111

First Name Mary

Middle Name

Last Name Williams

Designation

Phone

E-mail

Start Date 2020-07-20

Separation Date

Export Block Not blocked

Web Clock Enabled Yes

Mobile Punch Enabled No

Add GPS to Mobile Punch (If Available) No

Enforce geofence(s) No

Social Security Number

Options

External Employee Id

OTThreshold

Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins. **Edit**

Logins / Numbers

Self-service password Password has been set and changed by employee

Employee Data **Expand History** **Edit**

Step 4: Enter the separation date.

Step 5: Click **Save and Exit** (This will take you back to "Employee Setup List") or click **Save and Remain** (displays current "Employee Setup").

The screenshot shows the 'Employee Setup' form with the following fields and values:

Employee Setup	
Identity	
Employee Code	P00111
First Name	Mary
Middle Name	
Last Name	Williams
Designation	
Phone	
E-mail	
Start Date	2020-07-20
Separation Date	08/01/2021 4
Export Block	Not blocked
Web Clock Enabled	Yes
Mobile Punch Enabled	No
Add GPS to Mobile Punch (If Available)	No
Enforce geofence(s)	No
Social Security Number	
Options	
External Employee Id	
OTThreshold	
Save and Exit 5 Save and Remain Cancel	