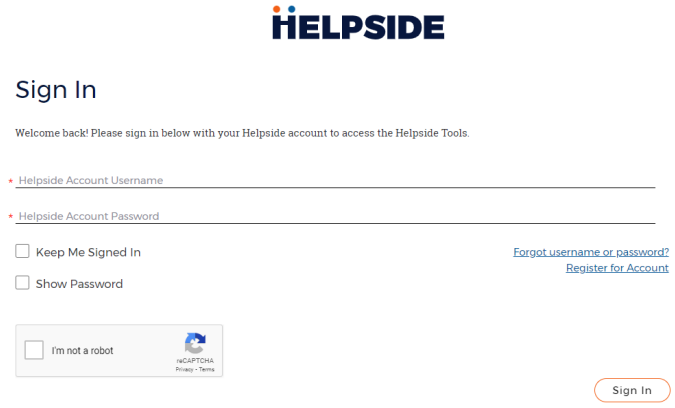
# How to View Employee PTO Balances



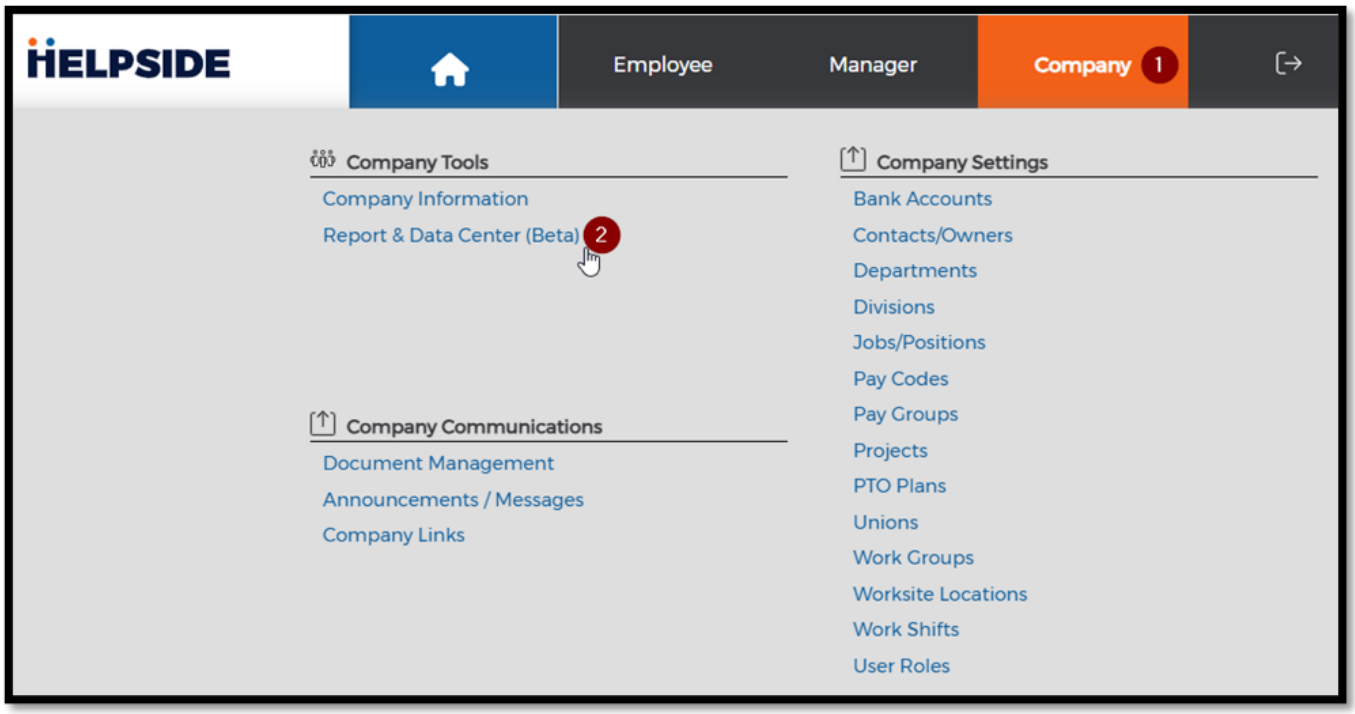

Go to [tools.helpside.com](tools.helpside.com)

Sign in using your Helpside Account Username and Password.

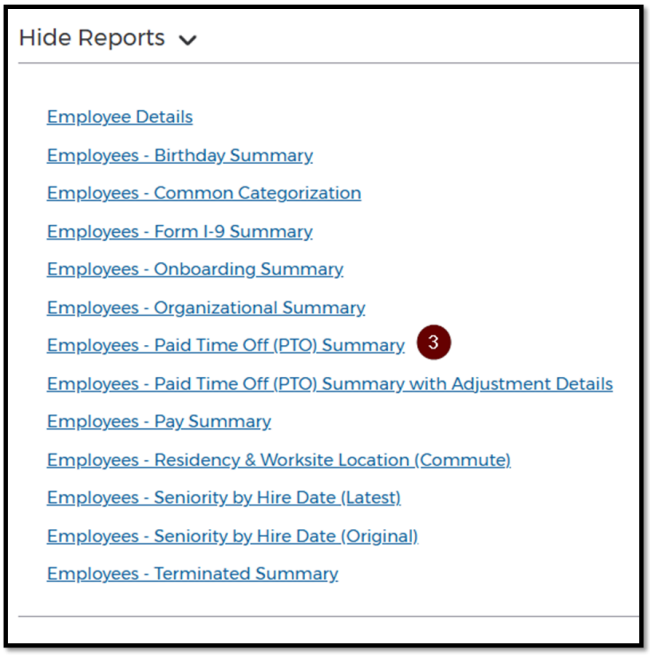
**To View All Employees:**

Step 1: Click on **Company**

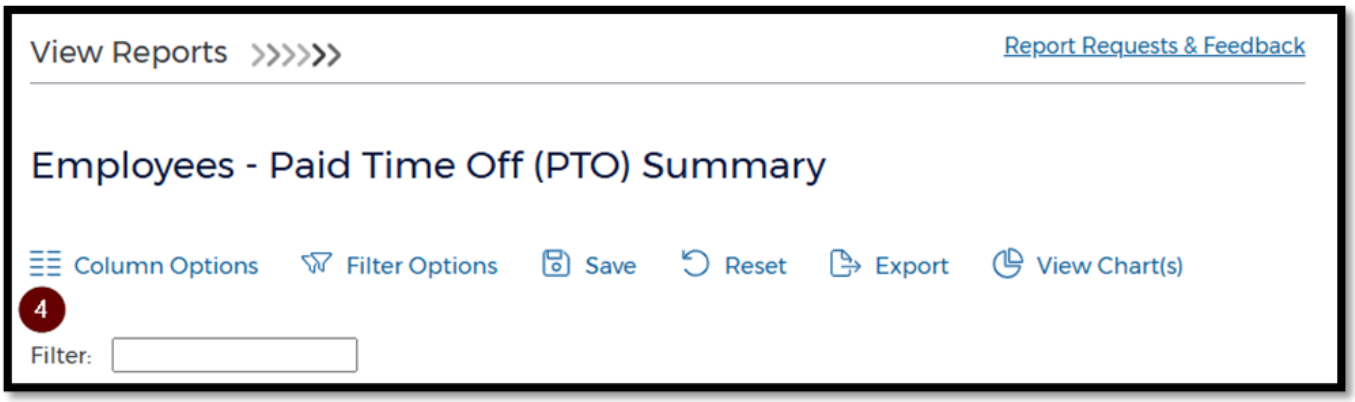
Step 2: Click on **Report & Data Center**



Step 3: Select **Employees - Paid Time Off (PTO) Summary**




Step 4: Use the setting and filter options to select the information you need.



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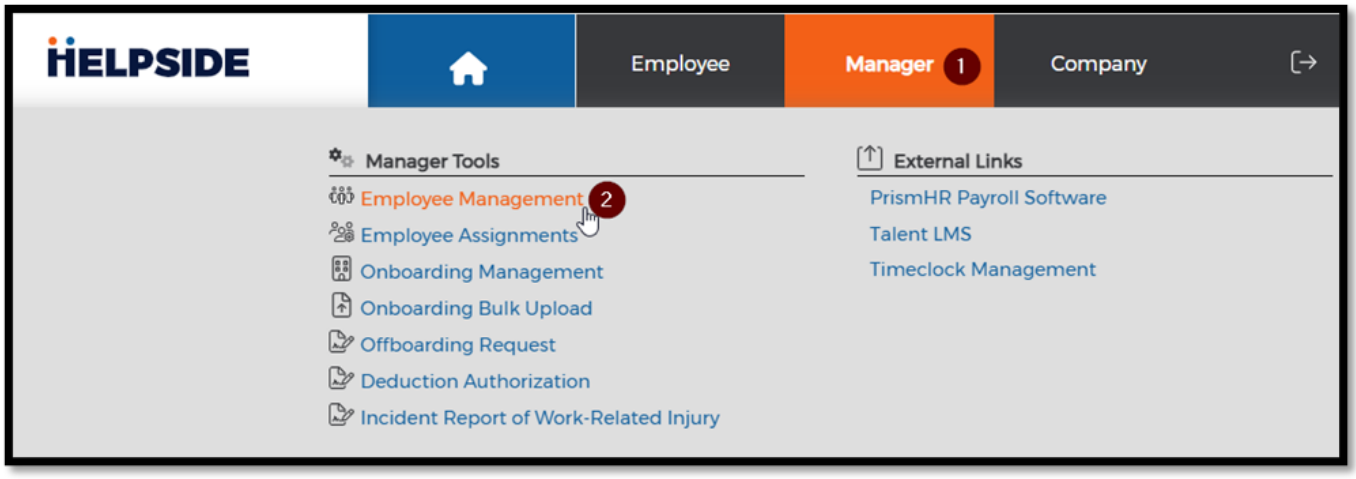
**To View Individual Employees:**

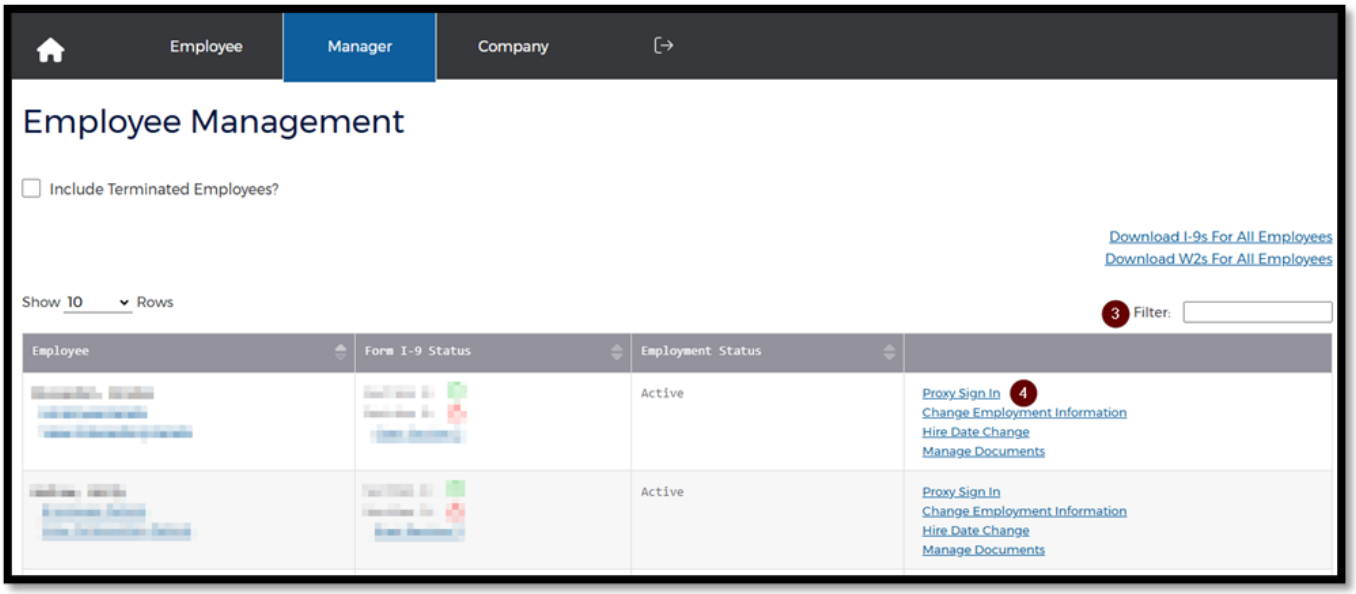
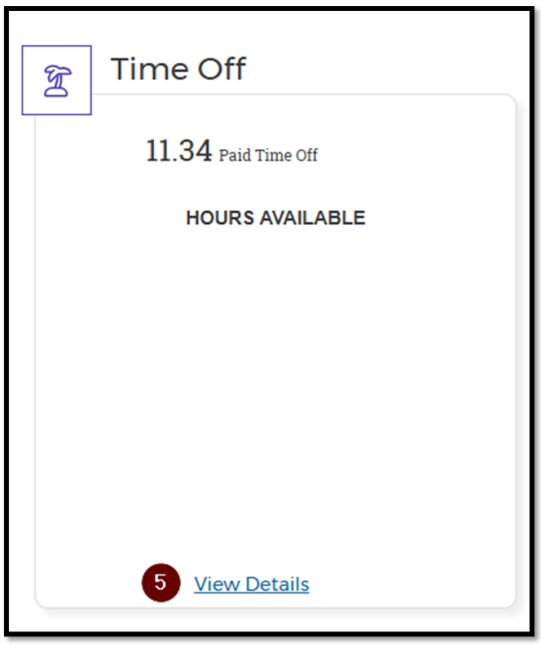
Step 1: Click on **Manager**

Step 2: Click on **Employee Management**




Step 3: Use the filter to locate the employee.

Step 4: Click on **Proxy Sign In**



Step 5: The employee's time off balance will be visible on their Dashboard. Click on **View Details** to see additional information