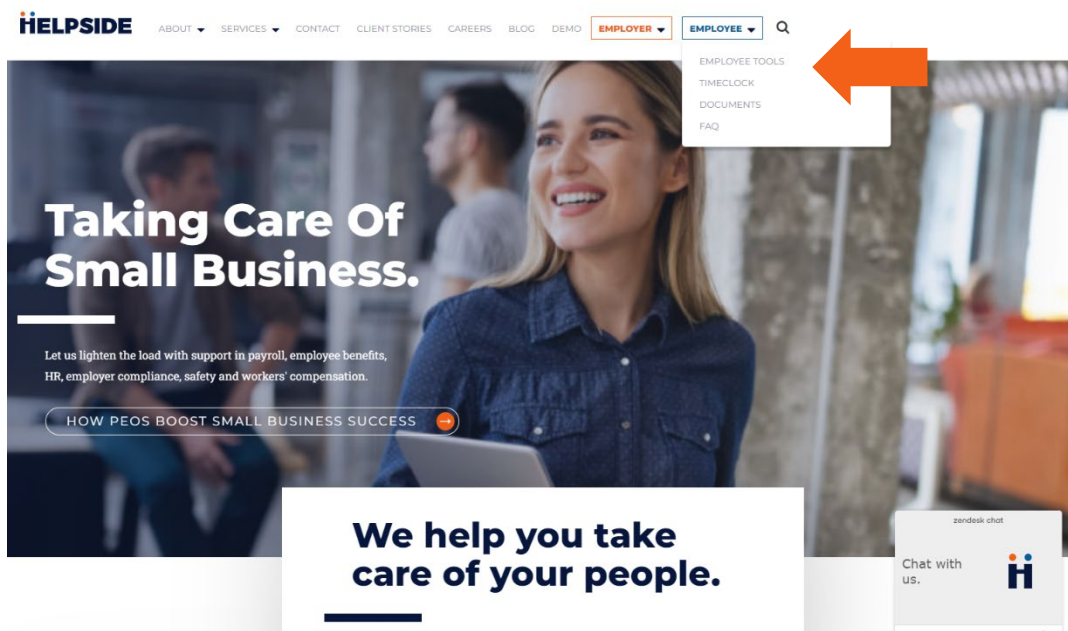


Go to: helpside.com

Click on **Employee** and then **Employee Tools**



Enter the username and password you created when you completed your onboarding and click **Sign In**.



Sign In

Welcome back! Please sign in below with your Helpside account to access the Helpside Tools.

* Helpside Account Username

* Helpside Account Password

Keep Me Signed In

Show Password

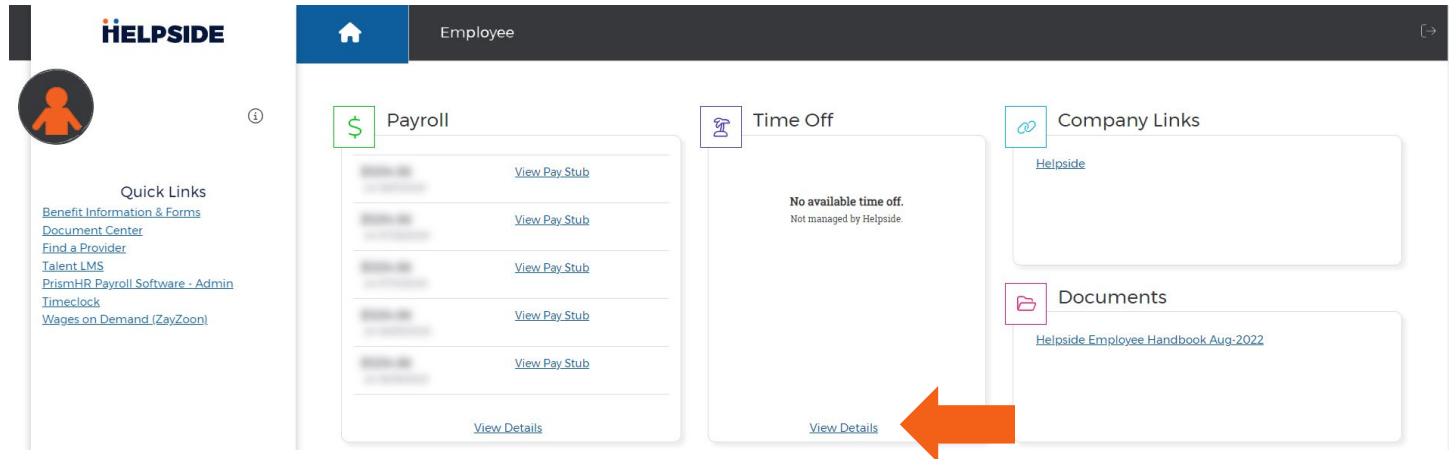
[Forgot username or password?](#)

[Register for Account](#)

I'm not a robot



After logging in you will be taken to the main dashboard seen below. If you Time Off is tracked within Helpside Tools, you will see time off data on the dashboard.



Select **View Details** under **Time Off** to see a breakdown of PTO use. A summary by year will be shown. Click **details** to view the dates when PTO hours were accrued or taken.

The screenshot shows the 'Time Off Overview' section with a card displaying '13.86 Paid Time Off HOURS AVAILABLE' next to an icon of a beach chair and umbrella. Below this is a paragraph of text: 'Not all companies manage their time off requests through the Helpside Employee Tools. If your company uses TimeClock, you may be able to request time off [here](#). Otherwise, please contact your supervisor for guidance on your company's time off request procedures.' Below that is the 'Time Off Summary' section with a table:

Type	Carryover	Accrued	Accrued Thru	Used	Available	
Paid Time Off	0.00	13.86	08/19/2023	0.00	13.86	Details Prior Years

A red arrow points to the 'Details' and 'Prior Years' links in the table.

If you have any questions, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.