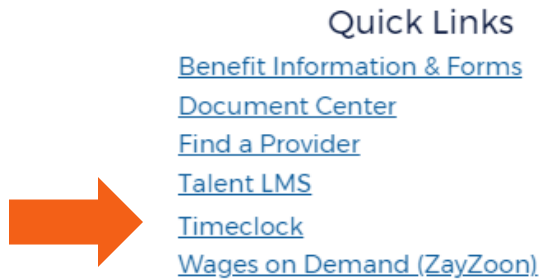
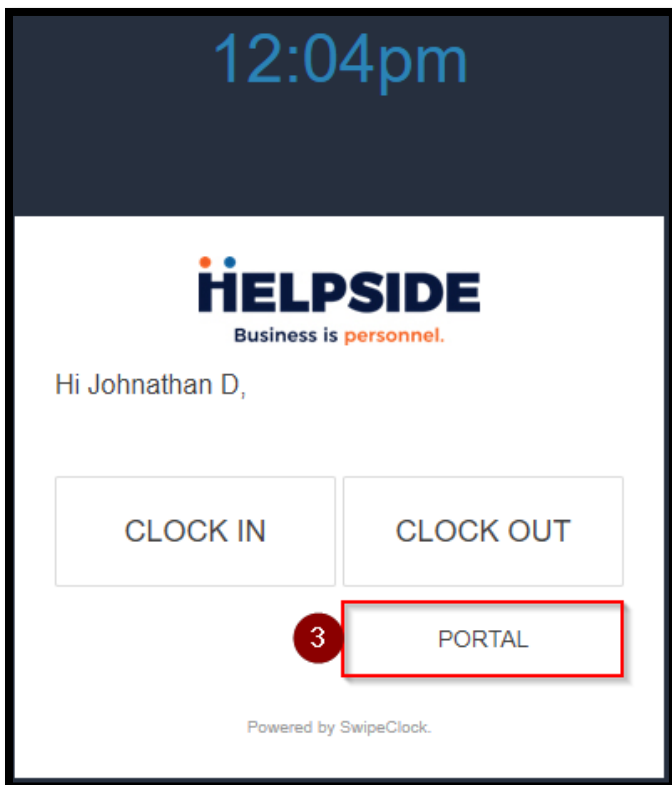


Login to Helpside Tools at [tools.helpside.com](https://tools.helpside.com)

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



Step: 3 Click on **Portal**. (Accessing the Portal does not add a punch to your timecard. This is where you can view your punches.)



Step 4: Click on **Time Card**. Your daily punches for the current pay period will be displayed.

Actions	APPROVAL S E	Date	Time	Category	Hours	Job	Project
	<input checked="" type="checkbox"/>	Sun, Jul 18					
	<input checked="" type="checkbox"/>	Mon, Jul 19					
	<input checked="" type="checkbox"/>	Tue, Jul 20					
	<input checked="" type="checkbox"/>	Wed, Jul 21					
	<input checked="" type="checkbox"/>	Thu, Jul 22					
	<input checked="" type="checkbox"/>	Fri, Jul 23					
	<input checked="" type="checkbox"/>	Sat, Jul 24					
Week Total (Sun, Jul 18 - Sat, Jul 24)					0.00 hrs		
	<input checked="" type="checkbox"/>	Sun, Jul 25					
	<input checked="" type="checkbox"/>	Mon, Jul 26					
	<input checked="" type="checkbox"/>	Tue, Jul 27					
	<input checked="" type="checkbox"/>	Wed, Jul 28					
	<input checked="" type="checkbox"/>	Thu, Jul 29					
	<input checked="" type="checkbox"/>	Fri, Jul 30		Unpaid Time Off	5.00		
	<input checked="" type="checkbox"/>	Sat, Jul 31					
Week Total (Sun, Jul 25 - Sat, Jul 31)					0.00 hrs (plus 5.00 not considered for OT)		
							Pay Period Totals
							HOURS
							Unpaid Time Off 5.00
							Total 5.00

Step 5: To view daily punches for another pay period, click on the date range and select a date you would like to view.

Time	Category	Hours	Job	Project
Independence Day				
	Holiday	8.00		