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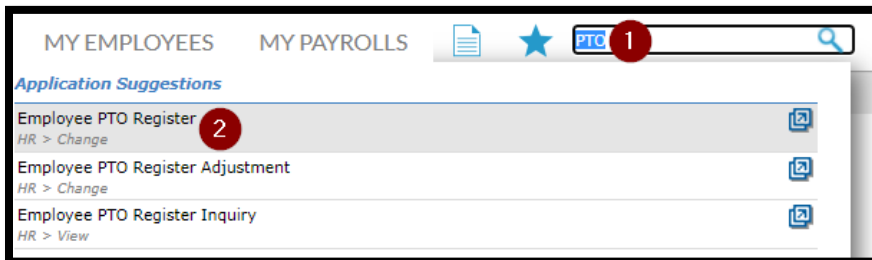
To access the PrismHR Manager Self-Service (MSS) Portal:

Click on **PrismHR Payroll Software** under Quick Links for Single Sign On Access to PrismHR.



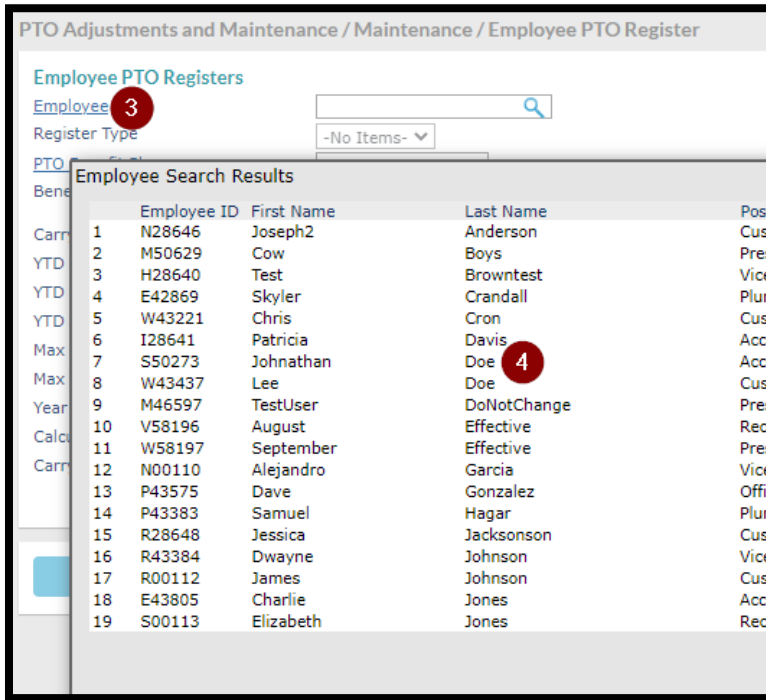
Step 1: Type "PTO" in the search bar.

Step 2: Click on **Employee PTO Register** from the list.



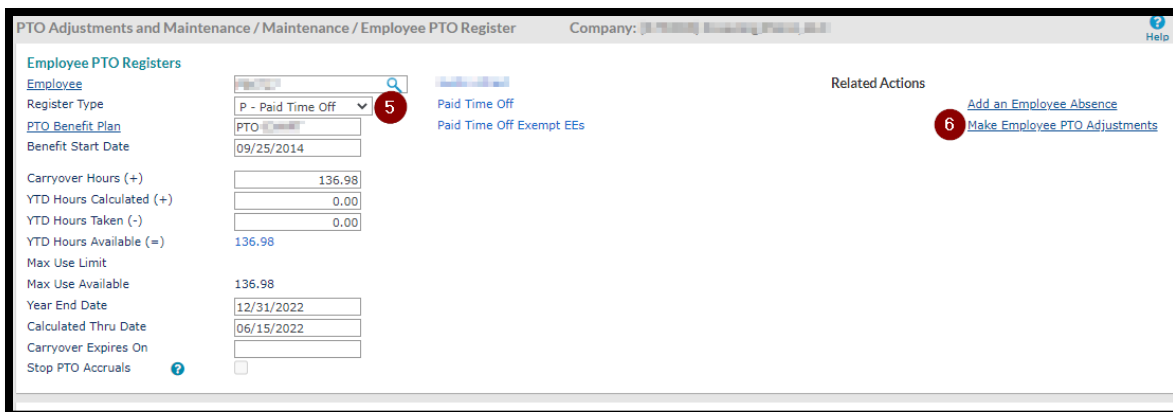
Step 3: Click on **Employee**. The Employee Search Results screen will pop up.

Step 4: Click on the **employee's name**.



Step 5: In **Register Type** select the type of PTO plan.

Step 6: Click **Make Employee PTO Adjustment**.



Step 7: In **Register Type** select the type of PTO plan you are adjusting.

Step 8: In **Effective Date** enter in the date of the employee earned the hours.

Step 9: Enter in the number of hours in Calculated Hours or Carry-Over Hours. (Entering hours into the incorrect field or entering a date into the Calculated Thru Date can cause the employee to not accrue their full amount for the year.)

Calculated Hours – use for new hire pro-rate hours.

Carry-Over Hours – use for additional hours given.

Calculated Thru Date – always leave this blank.

Step 10: Enter a **Comment** that will help the employee understand why the adjustment was made.

Step 11: Click **Save**.

PTO Adjustments and Maintenance / Adjustments / Employee PTO Register

PTO Register Adjustment

Journal ID: New

Employee: [Search] [Save] [Cancel]

Register Type: P - Paid Time Off **7** Paid Time Off

Effective Date: 07/01/2022 **8**

Calculated Hours: 8.00 **9**

Carry-Over Hours: []

Calculated Thru Date: []

Comment: Pro-rate from hire date thru 12-31 **10**

Save **11** Clear

Step 12: Verify the employee's **balance** is now correct.

PTO Adjustments and Maintenance / Maintenance / Employee PTO Register

Employee PTO Registers

Employee: [Search] [Save] [Cancel]

Register Type: P - Paid Time Off Paid Time Off

PTO Benefit Plan: PTO- [Search] Paid Time Off

Benefit Start Date: 09/25/2014

Carryover Hours (+): 136.98

YTD Hours Calculated (+): 0.00

YTD Hours Taken (-): 0.00

YTD Hours Available (=) **136.98** **12**

Max Use Limit

Max Use Available: 136.98

Year End Date: 12/31/2022

Calculated Thru Date: 06/15/2022

Carryover Expires On: []

Stop PTO Accruals: