

You can access your Timeclock Supervisor Tools through the Helpside Tools website.

Go to: tools.helpside.com



Sign In

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

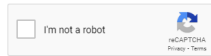
• Helpside Account Username

• Helpside Account Password

Keep Me Signed In

[Forgot username or password?](#)
[Register for Account](#)

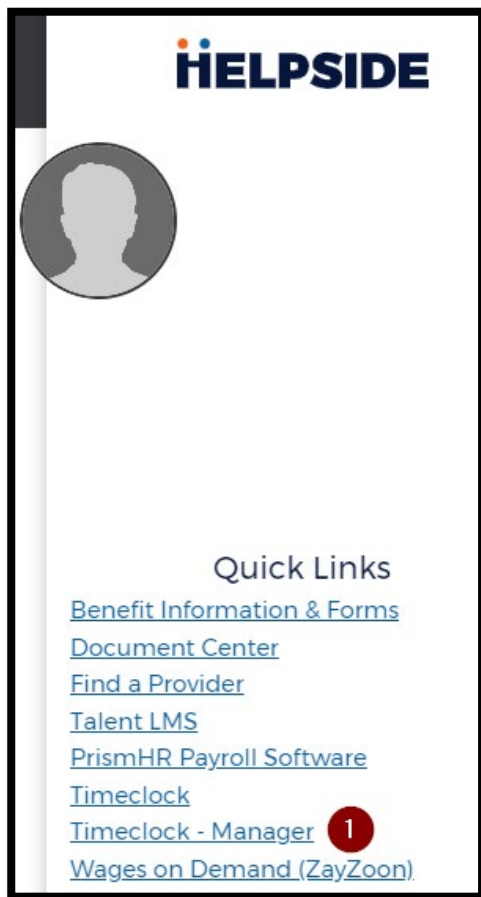
Show Password



Sign In

Sign in using your Helpside Account Username and Password.

Click on: **Sign In.**



Step 1: Click on **TimeClock - Manager**



Step 2: From Main Menu click **Reports Menu**.

Step 3: Click **Time Off Request Report**.

Find Bioreach Laboratories (Site: 113954)

Time Off Request Report

Employees to include

- All active employees
- Specific employees
- All active employees in group
- Select by criteria

Show time off requests between

Start Date 4

End Date 5

6

Step 4: Enter the **Start Date** in mm/dd/yyyy format.

Step 5: Enter the **End Date** in mm/dd/yyyy format.

Step 6: Click **Run Report**.