

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

Enter your username and your password 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 [Forgot username or password?](#)

Show Password [Register for Account](#)

I'm not a robot 



After you login to Helpside Tools, you will notice a menu option at the top of the screen that says **Manager**. This is where you will find the Employee Management tool.

Click on **Employee Management Tool**.

**HELPSIDE** Home Employee **Manager** Company [->]

- Manager Tools**
  - Employee Management** ←
  - Employee Assignments
  - Onboarding Management
  - Onboarding Bulk Upload
  - Offboarding Request
  - Accounting Export
  - Deduction Authorization
- External Links**
  - PrismHR Payroll Software
  - Talent LMS
  - Timeclock Management

Find the employee and click the **Change Employee Information** button next to their information.

### Employee Management

Include Terminated Employees?

Show 10 entries

Filter:

Employee	Form I-9 Status	Employment Status	
<b>Yellow, Stephanie</b> <a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Employment Information</a> <a href="#">View Signed Documents</a>
<b>Violet, Devin</b> <a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Employment Information</a> <a href="#">View Signed Documents</a>
<b>Turquoise, Nova</b> <a href="#">Employee Details</a> <a href="#">View Onboarding Details</a>	Section 1: Section 2: <a href="#">Print/View Form I-9</a> <a href="#">Form I-9, Section 3</a>	Active	<a href="#">Proxy Sign In</a> <a href="#">Change Employment Information</a> <a href="#">View Signed Documents</a>



You can make changes to Employee Type using the dropdown menu..

#### Employee Type

\* Full Time

Select Employee Type...

**Full Time**

Leave of Absence

On Call

Part Time

Seasonal Full Time

Seasonal Part Time

\* Temp Full Time

Temp Part Time

Once you have made the change, click **Submit**.

When an employee changes from part-time status (regularly working less than 30 hours per week) to full-time status (regularly working 30 hours or more per week), it is important to notify Helpside **immediately** so we can begin to communicate with the employee about their benefits eligibility.

Employees who change to a benefits eligible employment type, for example from regular part-time to regular full-time, will be eligible to begin participating in benefits on the first day of the month following the benefits waiting period (typically 60 days).