

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

I'm not a robot

[Sign In](#)

Sign in using your Helpside Account Username and Password.

Click on: **Sign In.**

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.**

The screenshot shows the Helpside Manager navigation menu. The 'Manager' tab is highlighted in orange. Under the 'Manager Tools' section, 'Employee Management' is highlighted with an orange arrow pointing to it. Other menu items include Employee Assignments, Onboarding Management, Onboarding Bulk Upload, Offboarding Request, Accounting Export, and Deduction Authorization. The 'External Links' section includes PrismHR Payroll Software, Talent LMS, and 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	
Yellow, Stephanie Employee Details View Onboarding Details	Section 1: <input checked="" type="checkbox"/> Section 2: <input checked="" type="checkbox"/> Print/View Form I-9 Form I-9, Section 3	Active	Proxy Sign In Change Employment Information
Violet, Devin Employee Details View Onboarding Details	Section 1: <input checked="" type="checkbox"/> Section 2: <input checked="" type="checkbox"/> Print/View Form I-9 Form I-9, Section 3	Active	Proxy Sign In Change Employment Information View Signed Documents

You can make changes to Work Assignments including Departments, Divisions, Jobs, Worksite Locations, Supervisor, and more.

Work Assignments

Benefit Group	
* Primary	▼
Department	
Information Technology	▼
Division	
Corporate	▼
Job/Position	
Junior Software Developer (Not Exempt from Overtime)	▼
Worksite Location	
* Main	▼
Pay Group	
* Biweekly (Friday)	▼
Supervisor	
Pink, Maggie (HTDemo1_2.1.0)	▼
Work Shift	
Day Shift	▼

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