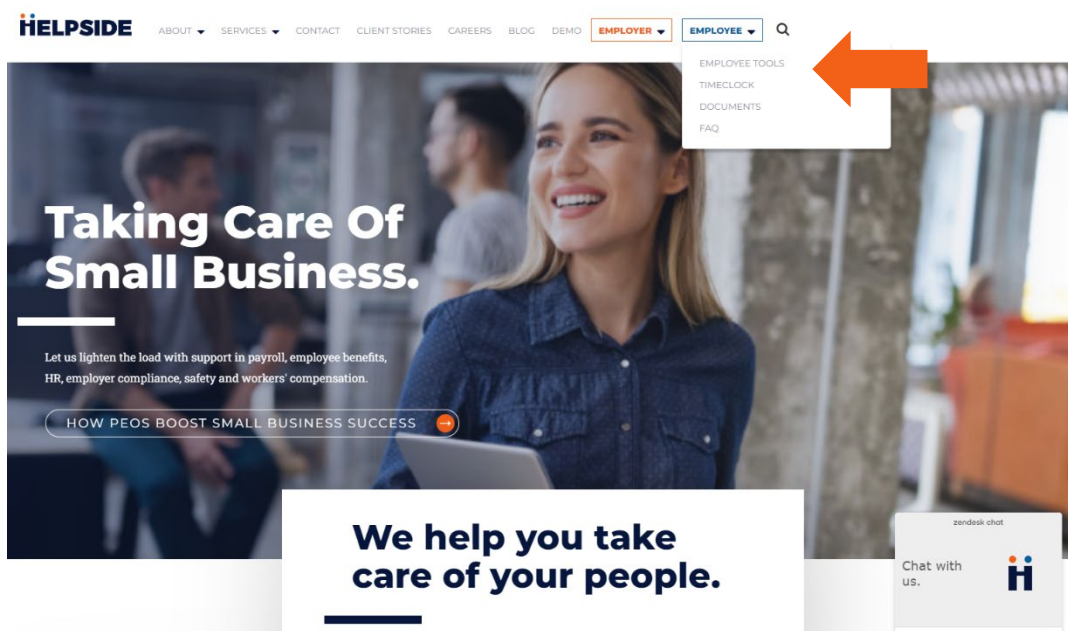


Go to: helpside.com

Click on **Employee** and then **Employee Tools**



Enter the username and password you created when you completed your onboarding and click **Sign In**.



Sign In

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

* Helpside Account Username

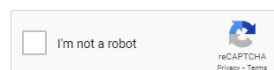
* Helpside Account Password

☐ Keep Me Signed In

[Forgot username or password?](#)

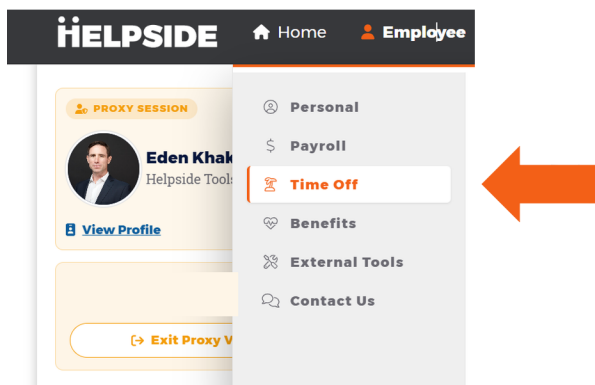
☐ Show Password

[Register for Account](#)



Sign In

After logging in you will be taken to the main dashboard seen below. If your Time Off is tracked within Helpside Tools, you will see time off data on the dashboard.



Select **View Details** under **Time Off** to see a breakdown of PTO use. A summary by year will be shown. Click **details** to view the dates when PTO hours were accrued or taken.

Time Off Overview



Not all companies manage their time off requests through the Helpside Employee Tools. If your company uses TimeClock, you may be able to request time off [here](#). Otherwise, please contact your supervisor for guidance on your company's time off request procedures.

Time Off Summary

Type	Carryover	Accrued	Accrued Thru	Used	Available	
Paid Time Off	0.00	13.86	08/19/2023	0.00	13.86	Details Prior Years

If you have any questions, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.