

Our online Manager Self-Service (MSS) Portal allows managers to view and print a robust library of payroll reports.

Username

Password

Sign in

[Forgot your password?](#)

Go to: helpside.com

Click on **Employer** and then **MSS**



Enter your username and password

Click on: **Sign in**

After logging in, you will be taken to the main Dashboard seen below.

To view and print employee pay stubs:



Click on: **My Payrolls**

MY COMPANY MY EMPLOYEES MY PAYROLLS

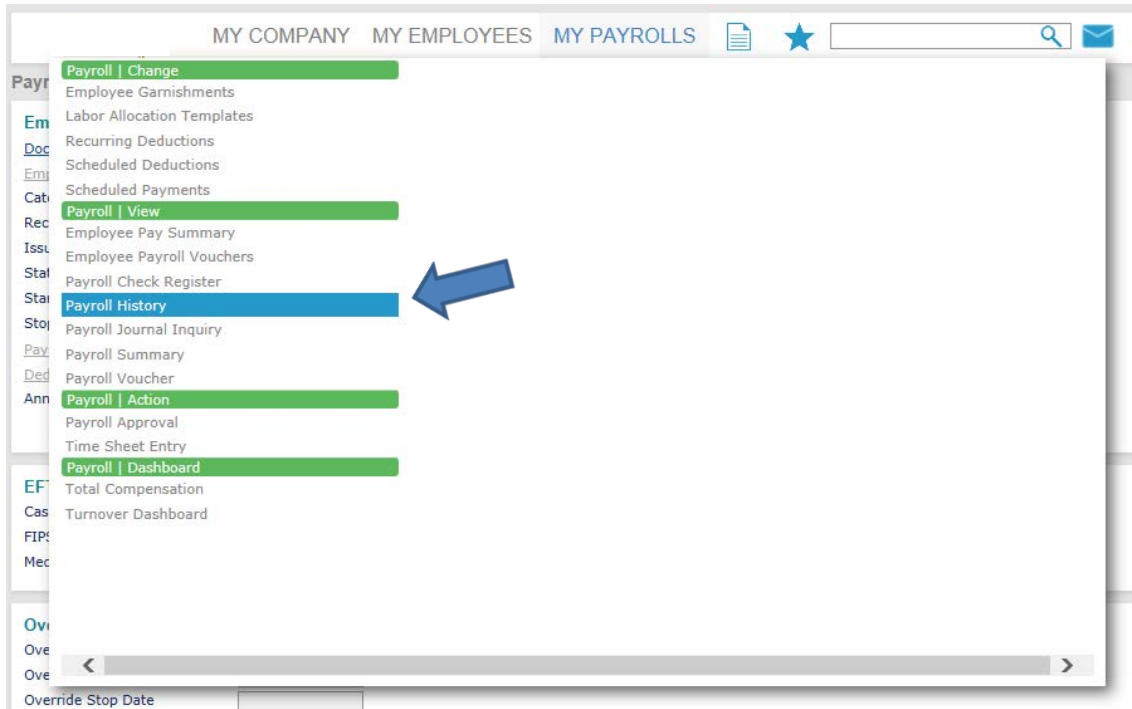
Company / Dashboard / Home Company: (170015) Demo Client

My Favorites

My Support Team

This will pull up a drop-down list of available options.

Click on **Payroll History** under the Payroll View section.



A list of the payrolls will populate. Click on the **Payroll Number** to view details for that pay period.

A screenshot of the MSS Portal payroll history table. The table is titled 'Payroll / View / Payroll History' and shows a list of payrolls for the year 2015. The table has columns for Payroll Number, Description, Type, Pay Date, Employees Paid, Check Count, Deposit Count, and Gross Earnings. The 'Payroll' column is highlighted in blue, and a blue arrow points to the '20158' entry. The table is filtered by Year: 2015 and Payroll Type: Scheduled. The client is identified as '(170004) Demo Client'.

Payroll	Description	Type	Pay Date	Employees Paid	Check Count	Deposit Count	Gross Earnings
20158	2015 - 09-11-15 W	Scheduled	09/11/2015	4	2	2	1,800.00
20157	2015 - 09-04-15 W	Scheduled	09/04/2015	4	1	3	2,992.00
20156	20156 - 08-28-15 W	Scheduled	08/28/2015	4	2	2	1,152.00
20155	20155 - 08-21-15 W	Scheduled	08/21/2015	4	2	2	2,560.00
20154	20154 - 08-14-15 W	Scheduled	08/14/2015	4	2	2	2,720.00
20151	20151 - 07-31-15 W	Scheduled	07/31/2015	4	1	3	2,752.00

From this screen you can view the employee's individual voucher details for that check date. To view the employee check stubs (vouchers), click on the **Voucher #**.

Payroll / View / Payroll Summary Client: (170004) Demo Client

Payroll Summary

Payroll Number:

Description	Pay Group	Period Start	Period End	Weeks Worked	Deduction Period	Period Number
09-18-15 W	W Weekly	09/06/15	09/12/15	1.00	3	38

Pay Date: 09/18/2015
Payroll Type: Regularly Scheduled

Employee Name	Voucher #	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
GARCIA ALEJANDRO	000069	800.00	800.00	163.39	0.00	636.61	636.61	0.00	Paper
JONES ELIZABETH C	000068	1,037.50	1,037.50	218.21	0.00	819.29	0.00	819.29	Paper
SMITH RICHARD W	000066	920.00	920.00	215.31	75.92	628.77	0.00	628.77	Paper
WILLIAMS MARY	000067	855.00	855.00	165.38	0.00	689.62	0.00	689.62	Paper

Use the tabs on the top to view the employee's pay, deductions, etc.

Payroll / View / Payroll Voucher Client: (170004) Demo Client

Employee Voucher | Voucher | Pay | Deductions | Benefits | Tax | Accounting | Banking | PTO | Workers Comp

Voucher Number:

Voucher Status	PRNT	Employee	Y00047
Voucher Type	R	Last Name	Garcia
Payroll Number	20159	First Name	Alejandro
Pay Date	09/18/2015	Name on Check	Alejandro Garcia
Pay Group	W	Department	
Pay Period	Weekly	Processor ID	tbundy
Deduct Period	3		
Employer ID	13 A Plus Benefits of Idaho, Inc.		
School District			
Period Start Date	09/06/2015	Date Sent	
Period End Date	09/12/2015	Ship Method	
Quarter End Date	09/30/2015	Date Processed	09/18/2015
Year End Date	12/31/2015	Ship Doc #	
		Delivered To	CLIENT


Total Cash Payments (+)	800.00
Total Taxes Withheld (-)	163.39
Total Deductions (-)	0.00
Net Voucher Amount (=)	636.61

To view and print payroll reports:

Click on the **Reports** icon.

Payroll / View / Payroll Summary Client: (170004) Demo Client

Payroll Summary

Payroll Number: 20150  

Description: 09-18-15 W
Pay Date: 09/18/2015
Payroll Type: Regularly Scheduled

Pay Group	Period Start	Period End	Weeks Worked	Deduction Period	Period Number
W Weekly	09/06/15	09/12/15	1.00	3	38

Employee Name	Voucher#	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type
GARCIA ALEJANDRO	000069	800.00	800.00	163.39	0.00	636.61	636.61	0.00	Paper
JONES ELIZABETH C	000068	1,037.50	1,037.50	218.21	0.00	819.29	0.00	819.29	Paper
SMITH RICHARD W	000066	920.00	920.00	215.31	75.92	628.77	0.00	628.77	Paper
WILLIAMS MARY	000062	855.00	855.00	165.38	0.00	689.62	0.00	689.62	Paper

A screen will pop up showing some of the available reports for that pay period. Click on the **PDF** icon to save and view the file. For some reports, you can save the file as a.csv to open the report in Excel.

Payroll Reports

Payroll Number: 20153

Date	Time	Report Title	Class	User Id	User Name	Job		
09/09/2015	18:18:32	Allocation Report	Report	jthomas	Judy Thomas	21259		
09/09/2015	18:18:32	Standard Client Invoice Print	Invoice	jthomas	Judy Thomas	21258		
09/09/2015	18:18:32	Gross-To-Net Report	Payroll Report	jthomas	Judy Thomas	21261		
09/09/2015	18:18:32	Payroll Register	Payroll Report	jthomas	Judy Thomas	21262		



Additional reports can be run by clicking on the **Reports** icon from the main dashboard.

APLUS MY COMPANY MY EMPLOYEES MY PAYROLLS  

Com	HR Report		
	Benefits Billing Detail Report	PYT Retirement Contribution Summary	Location Codes Report
	Employee Department Report	Salary Grades Report	Mileage Codes Report
	Employee Anniversary Report	Ranked Salary Report	Absence Codes Report
	Employee Birthday Report	Retirement Matching Percent Report	Course Codes Report
	Employee Census Report	Review Due By Month Report	Material Codes Report
	Employee Contact Information Report	Salary As Of Report	
	Employee Elections Report	Statistics by Position Report	
	Emergency Contact Report	Payroll Report	
	Employee Event Codes Report	Client Check Register Report	
	Employee Master Report	Deduction Code Detail Report	
	Employee Supervisor Report	Deduction Code Summary Reports	
	Employee Name Report	Employee Dependents Report	
	Employee ID Report	Labor Distribution Report	
		Overtime Report	

If you have any questions about the MSS portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102.