

HELPSIDE **MANAGER SELF-SERVICE (MSS): TIMESHEET ENTRY**

Our online Manager Self-Service (MSS) Portal allows managers enter payroll hours online.

Go to: helpside.com

Username

Password

Sign in

[Forgot your password?](#)

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 enter and submit payroll:



Click on: **My Payrolls**

MY COMPANY MY EMPLOYEES MY PAYROLLS

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

My Favorites My Support Team

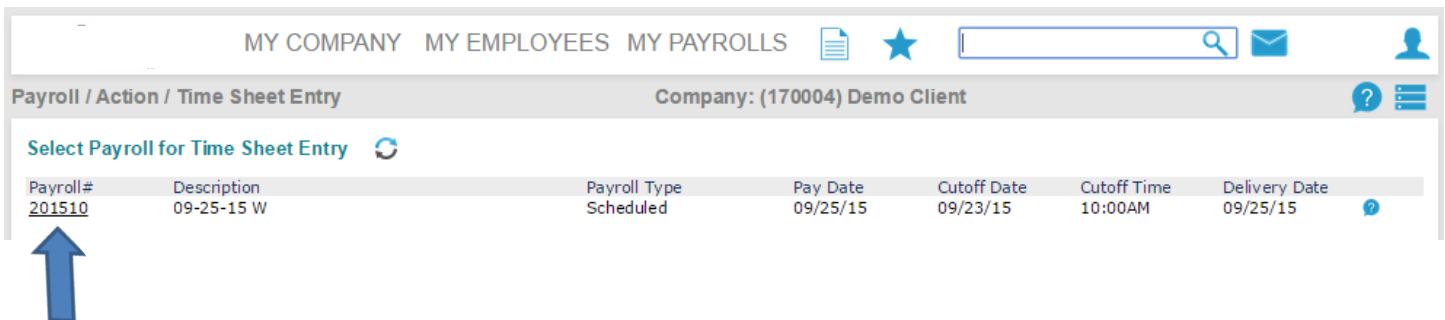
HELPSIDE **MANAGER SELF-SERVICE (MSS): TIMESHEET ENTRY**

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

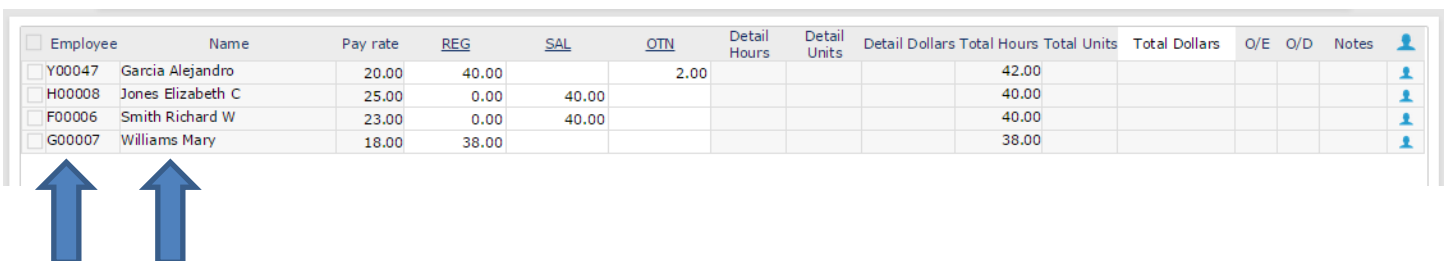
Click on **Time Sheet Entry** under the Payroll Action section.



Your next scheduled payroll will populate. Click on the **Payroll Number** to begin entering hours.



From this screen you can enter total hours for each employee by using the columns for each type of hour worked. To enter additional hours by day, different pay types, or to make changes to departments, divisions, etc. click on the **Employee Name** or **Number**.



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This will open a Detail Time Sheet Entry Screen, which allows you to add multiple lines of pay for each employee. To switch between employee names, click on **Employee** or use the up and down arrows.

To add a new line, select **New Entry** in the Entry drop down box. Enter the needed information for each field listed.

If an entry line has choices to select from, the title of the entry will be underlined (Employee, Pay Code, Position Code, etc.). Click on one of these to generate a list of available options.

If your payroll contains Davis Bacon (Certified) projects hours will need to be entered by date worked. Create a **New Entry** and select the **Charge Date** for each day.

Detail Time Sheet Entry Pivot By: Employee

Employee: Y00047 Garcia Alejandro

Entry: New Entry

Charge Date: 09/16/2015

Pay Code:

Hours Paid:

Position Code: Welder Welder

Hours Worked:

Division:

Department:

Location: Main

Shift:

Project Phase:

Pay Rate:

	1	2	3
	09/14/15	09/15/15	09/16/15
REG	REG	REG	REG
8.00	8.00	8.00	8.00
Welder	Welder	Welder	Welder
8.00	8.00	8.00	8.00
Main	Main	Main	Main
20.00	20.00	20.00	20.00
160.00	160.00	160.00	
Hours Paid	24.00	24.00	24.00
Hours \$	480.00	480.00	480.00
Flat \$	0.00	0.00	0.00
Units	0.00	0.00	0.00
Units \$	0.00	0.00	0.00
Total \$	480.00	480.00	480.00

Buttons: Save, Return

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To remove a line, click on the column number then click on the white in blue "x". Once you have entered all detailed information for each employee click save then click on the blue in white "x" to close the **Detail Time Sheet Entry** screen.

To view and print a report of all the information entered click on the **Report** icon from the Time Sheet Entry screen.

Employee	Name	Pay rate	REG	SAL	OTN	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	Notes	
<input type="checkbox"/>	Y00047 Garcia Alejandro	20.00	24.00						24.00						
<input type="checkbox"/>	H00008 Jones Elizabeth C	25.00	0.00	40.00					40.00						
<input type="checkbox"/>	F00006 Smith Richard W	23.00	0.00	40.00					40.00						
<input type="checkbox"/>	G00007 Williams Mary	18.00	38.00						38.00						

A screen will pop up giving you sorting options. Make any applicable selections and click **Run Report**.

Payroll / Report / Time Sheet Report
Company: (170004) Demo Client

Time Sheet Report Entry

Payroll Number 201511

First Report Sort-By -- Select -- ▼

Second Report Sort-By -- Select -- ▼

Generate a report with codes instead of descriptions, for export to Excel

Show Only Employees with Zero Pay

Run Report

Close

You can use this page to verify the information entered is accurate and to print a copy for your records.

Employee Name	Charge Date	Location	Pay Code	Pay Description	Shift	Hours-Units Paid	Hours Worked	Hourly Rate	Pay Amount
GARCIA ALEJANDRO	09/14/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
GARCIA ALEJANDRO	09/15/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
GARCIA ALEJANDRO	09/16/2015	MAIN	REG	Regular Pay		8.00	8.00	20.0000	160.00
JONES ELIZABETH C	09/19/2015	MAIN	REG	Regular Pay		0.00	0.00	25.0000	0.00
JONES ELIZABETH C	09/19/2015	MAIN	SAL	Salary		40.00	40.00	25.0000	1,000.00
SMITH RICHARD W	09/19/2015	MAIN	REG	Regular Pay		0.00	0.00	23.0000	0.00
SMITH RICHARD W	09/19/2015	MAIN	SAL	Salary		40.00	40.00	23.0000	920.00
WILLIAMS MARY	09/19/2015	MAIN	REG	Regular Pay		38.00	38.00	18.0000	684.00
Totals for						142.00	142.00		3,084.00
Totals for						142.00	142.00		3,084.00
Grand Totals						142.00	142.00		3,084.00

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Once you have verified all information entered is accurate and you are ready to send the information to your Payroll Specialist click on **Finalize** from the Time Sheet Entry screen.

Employee	Name	Pay rate	REG	SAL	OTN	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	O/E	O/D	Notes	
<input type="checkbox"/> Y00047	Garcia Alejandro	20.00	24.00						24.00						
<input type="checkbox"/> H00008	Jones Elizabeth C	25.00	0.00	40.00					40.00						
<input type="checkbox"/> F00006	Smith Richard W	23.00	0.00	40.00					40.00						
<input type="checkbox"/> G00007	Williams Mary	18.00	38.00						38.00						
Totals for selected employees			62.00	80.00	0.00	0.00	0.00	0.00	142.00	0.00	0.00				

← →

Return
Finalize
Finalize Page

[Audit Listing](#)

Payroll Statistics

Legend: To Do < (blue), Finalized (red), Total (green)

Y-axis: 0 to 5

X-axis: Employees

The payroll will immediately be sent to your Payroll Specialist for processing and the screen below will show until the payroll has been completed.

MY COMPANY MY EMPLOYEES MY PAYROLLS
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Payroll / Action / Time Sheet Entry
Company: (170004) Demo Client
🔍 📄

[Select Payroll for Time Sheet Entry](#) 🔄

There are currently no payrolls ready for time sheet entry.

If you have any questions about submitted payroll through the MSS portal, please contact your Payroll Specialist at Helpside at 1-800-748-5102.