USING THE HELPSIDE TOOLS WEBSITE

Congratulations on your new position! We look forward to having you join our team.

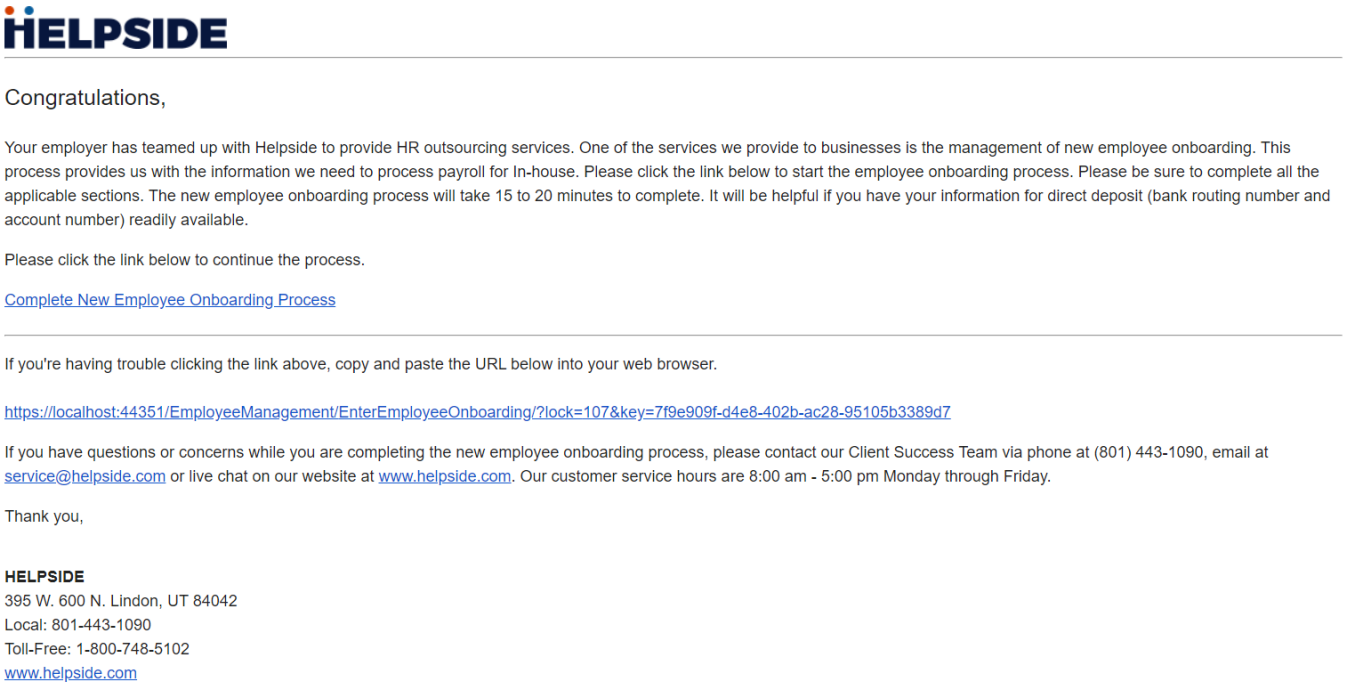
Your employer partners with Helpside for employee benefits, human resources support, and payroll and tax administration.

To begin the onboarding process, you will receive an email from Helpside with instructions for completing online employment documents (tax withholding, I-9 form, direct deposit, etc.).

To complete your onboarding you will need:

- Your full name
- Your mailing address
- Your email address
- Your phone number
- Your bank account number and routing number for direct deposit

Click on **Complete New Employee Onboarding Process** in the email from Helpside to get started



Congratulations,

Your employer has teamed up with Helpside to provide HR outsourcing services. One of the services we provide to businesses is the management of new employee onboarding. This process provides us with the information we need to process payroll for In-house. Please click the link below to start the employee onboarding process. Please be sure to complete all the applicable sections. The new employee onboarding process will take 15 to 20 minutes to complete. It will be helpful if you have your information for direct deposit (bank routing number and account number) readily available.

Please click the link below to continue the process.

Complete New Employee Onboarding Process

If you're having trouble clicking the link above, copy and paste the URL below into your web browser.

https://localhost:44351/EmployeeManagement/EnterEmployeeOnboarding/?lock=107&key=7f9e909f-d4e8-402b-ac28-95105b3389d7

If you have questions or concerns while you are completing the new employee onboarding process, please contact our Client Success Team via phone at (801) 443-1090, email at service@helpside.com or live chat on our website at www.helpside.com. Our customer service hours are 8:00 am - 5:00 pm Monday through Friday.

Thank you,

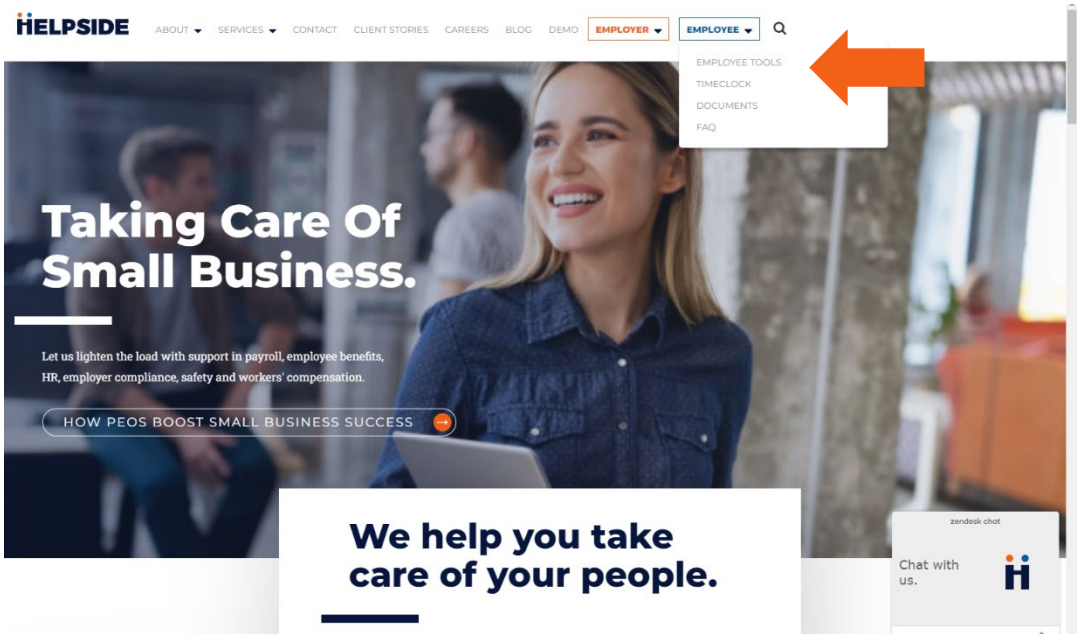
HELPSIDE
395 W. 600 N. Lindon, UT 84042
Local: 801-443-1090
Toll-Free: 1-800-748-5102
www.helpside.com

Logging in to Helpside Tools

The Helpside Tools website will give you easy access to the information that is most important to you such as paycheck stubs, benefits information, and annual pay summaries. It will also allow you to make updates to personal information online, such as your address, phone number, W-4 tax withholding, direct deposit account, and email address.

Go to: **helpside.com**

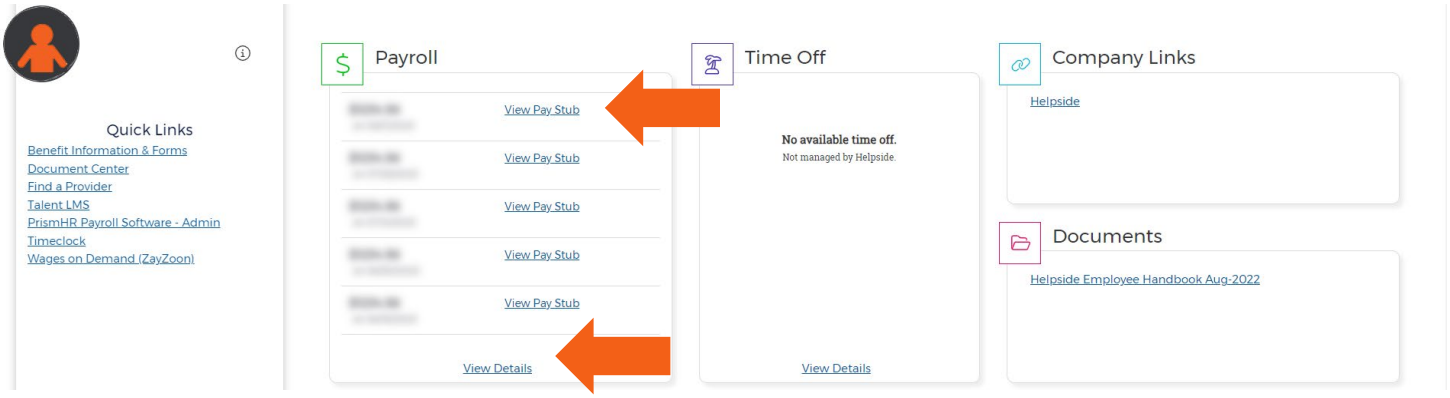
Click on **Employee** and then **Employee Tools**



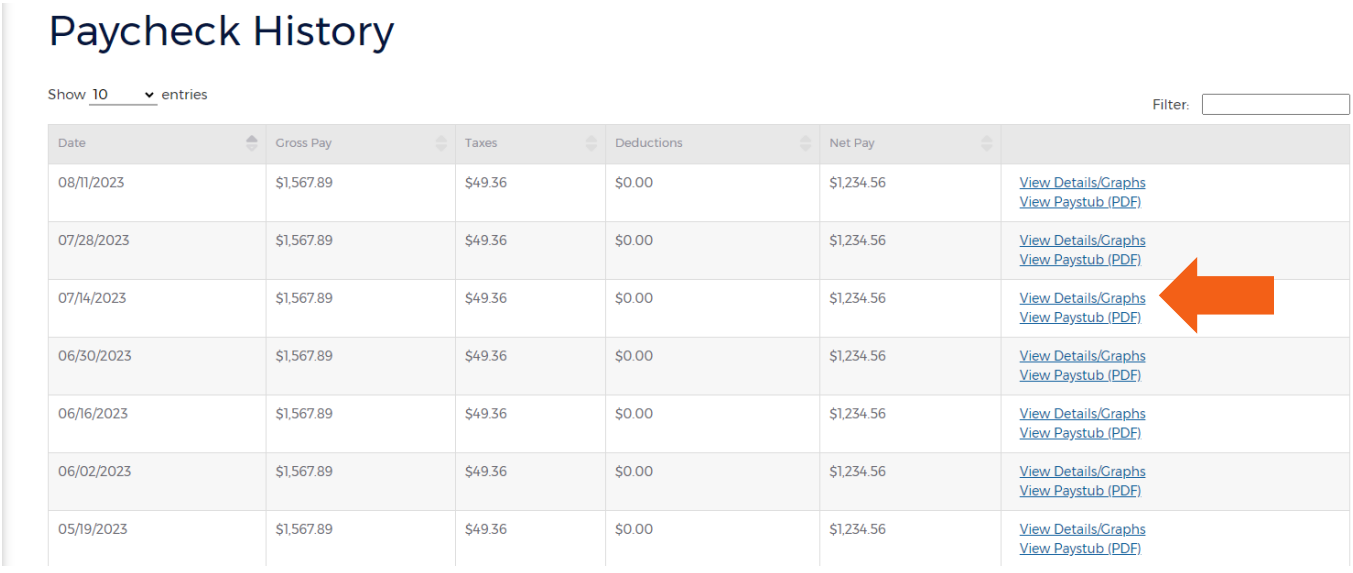
Enter the username and password you created when you completed your onboarding and click **Sign In**.

Viewing or Printing Your Pay Stubs

After logging in you will be taken to the main dashboard seen below. To view a recent paycheck stub, click on **View Pay Stub** next to the date you wish to see. This will download a PDF version of the pay stub. **Payroll History**.

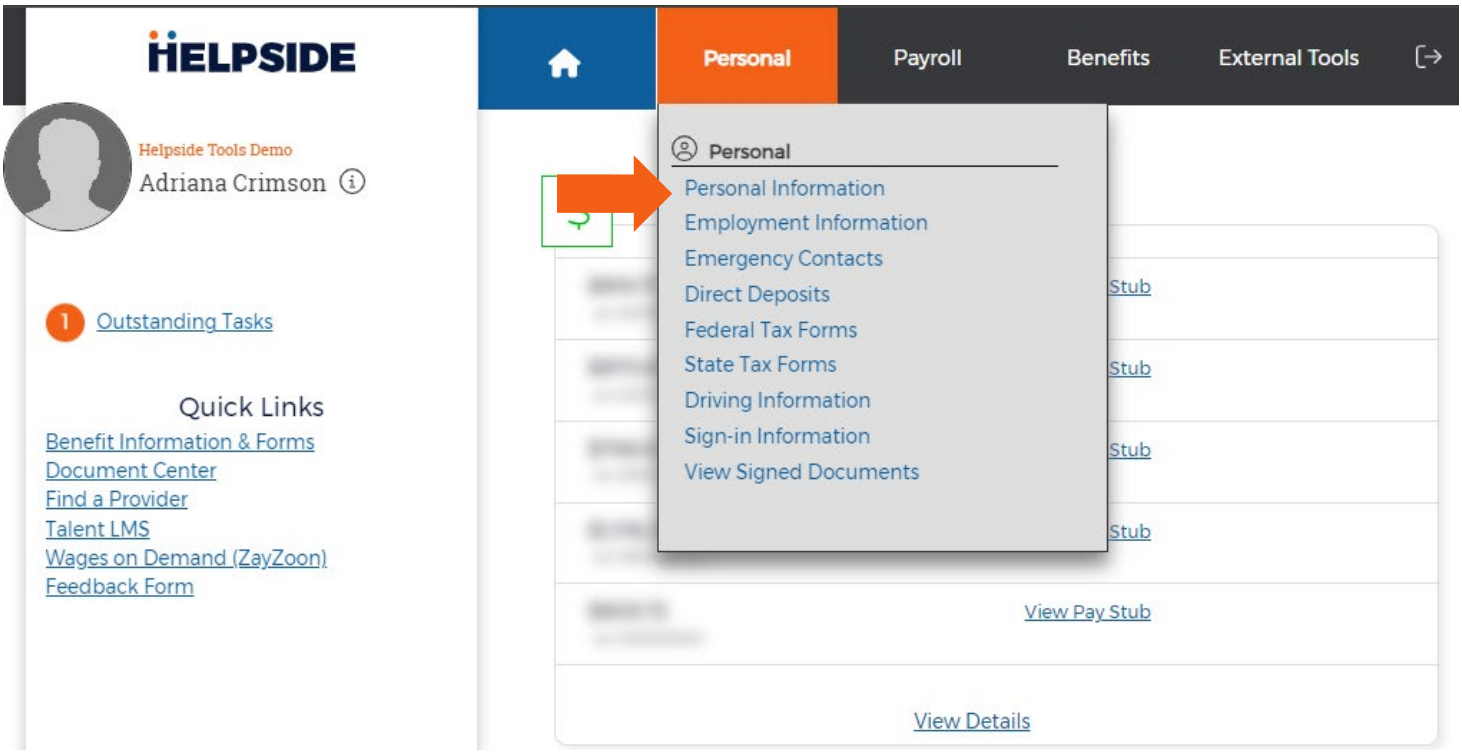


To view another pay stub, click on **View Details** to pull up your full Paycheck History. Click on **View Pay Stub (PDF)** to download.

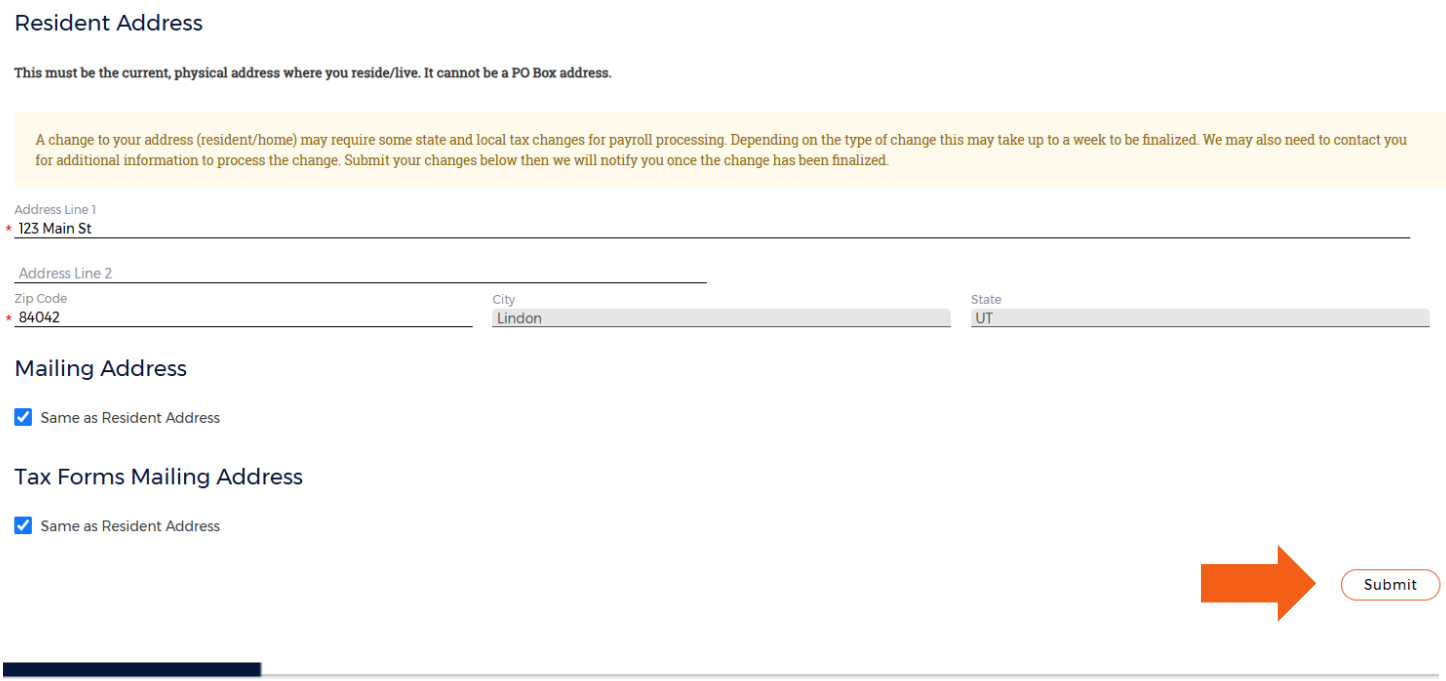


Changing Your Address

To change your address, click on **Personal** and then **Personal Information**.

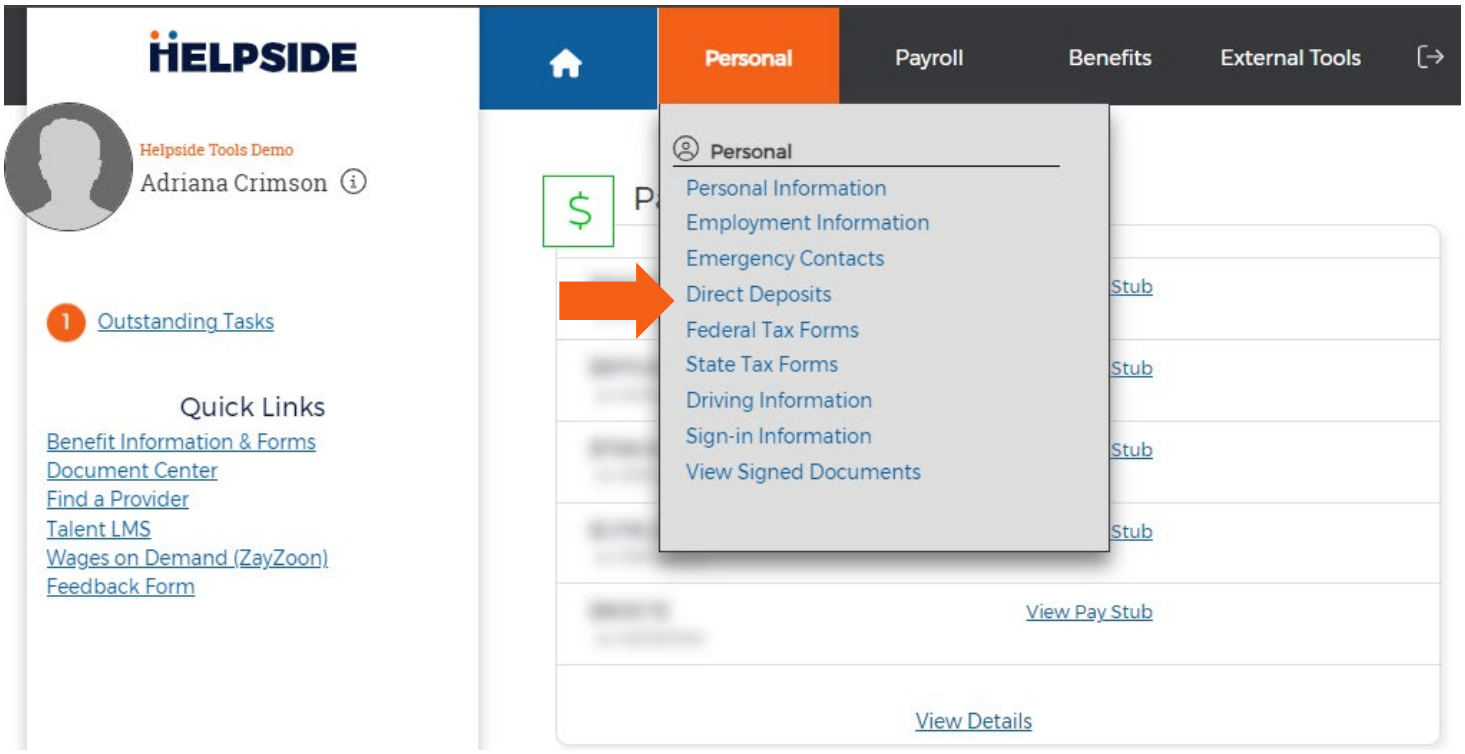


Scroll down to Resident Address and make any changes. Then click Submit

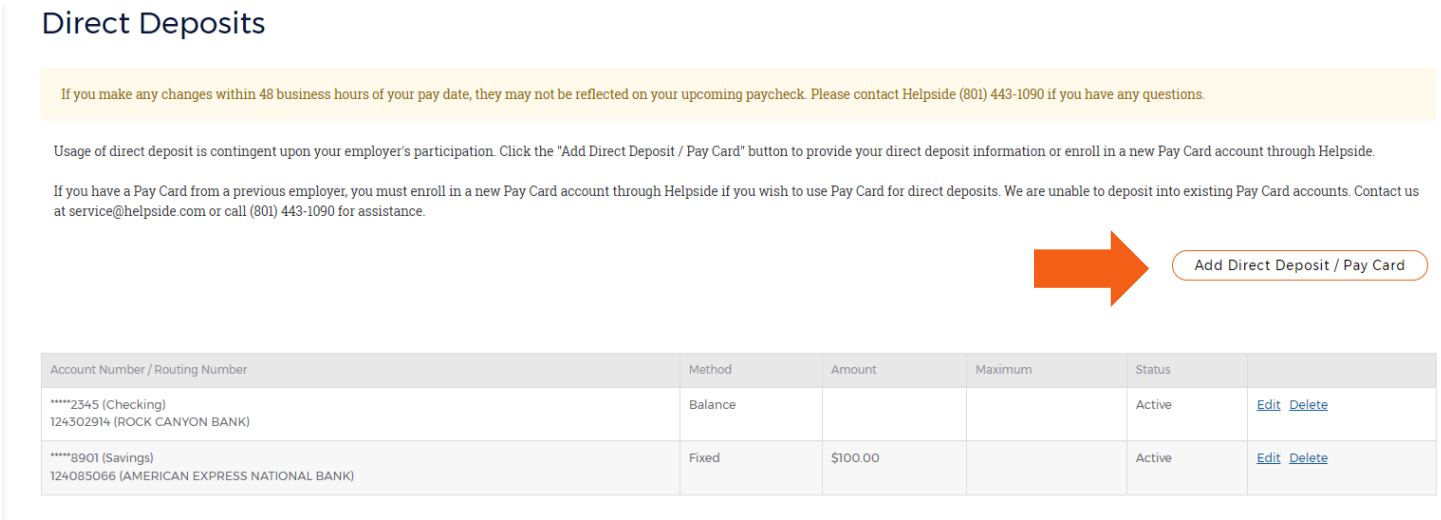


Changing Your Direct Deposit Account

To change your direct deposit account, click on **Personal** and then **Direct Deposits**.

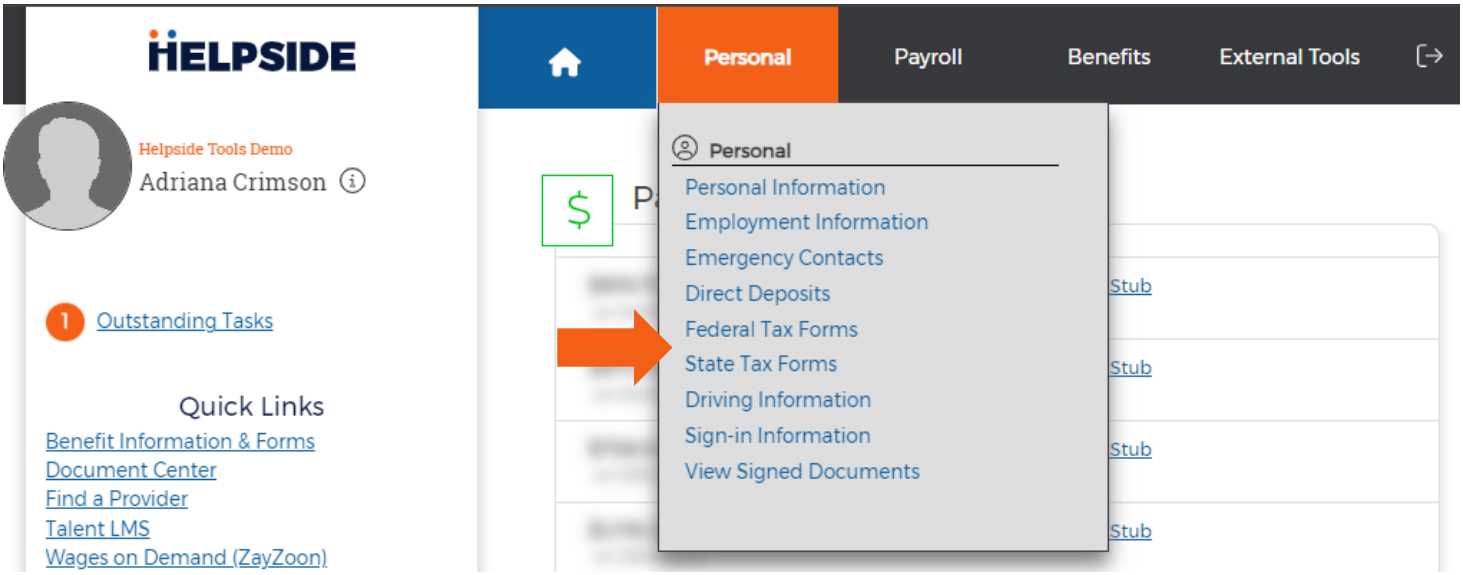


From this screen you can add a new direct deposit account or edit or delete an existing direct deposit account.

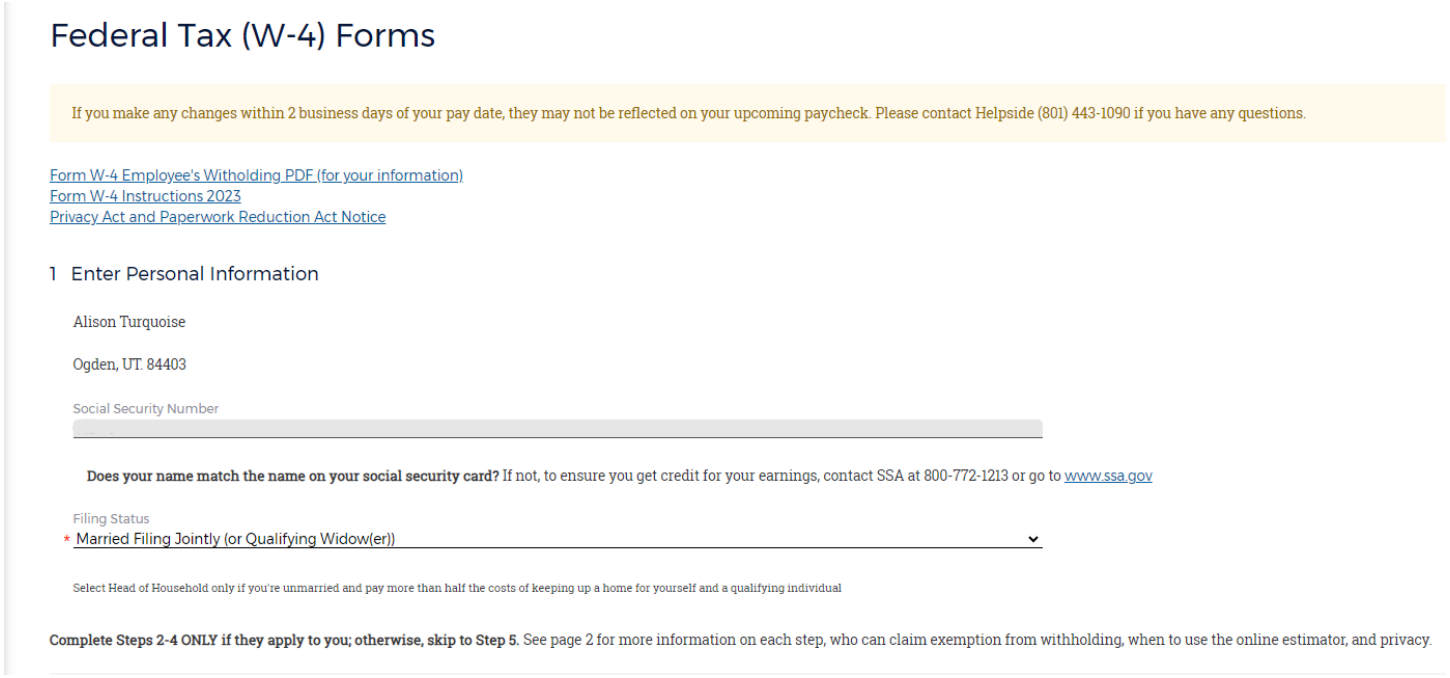


Changing Your W-4 Tax Withholding

To change your W-4 tax withholding, click on **Personal** and then **Federal Tax Forms** or **State Tax Forms** depending on which tax withholding you would like to change.

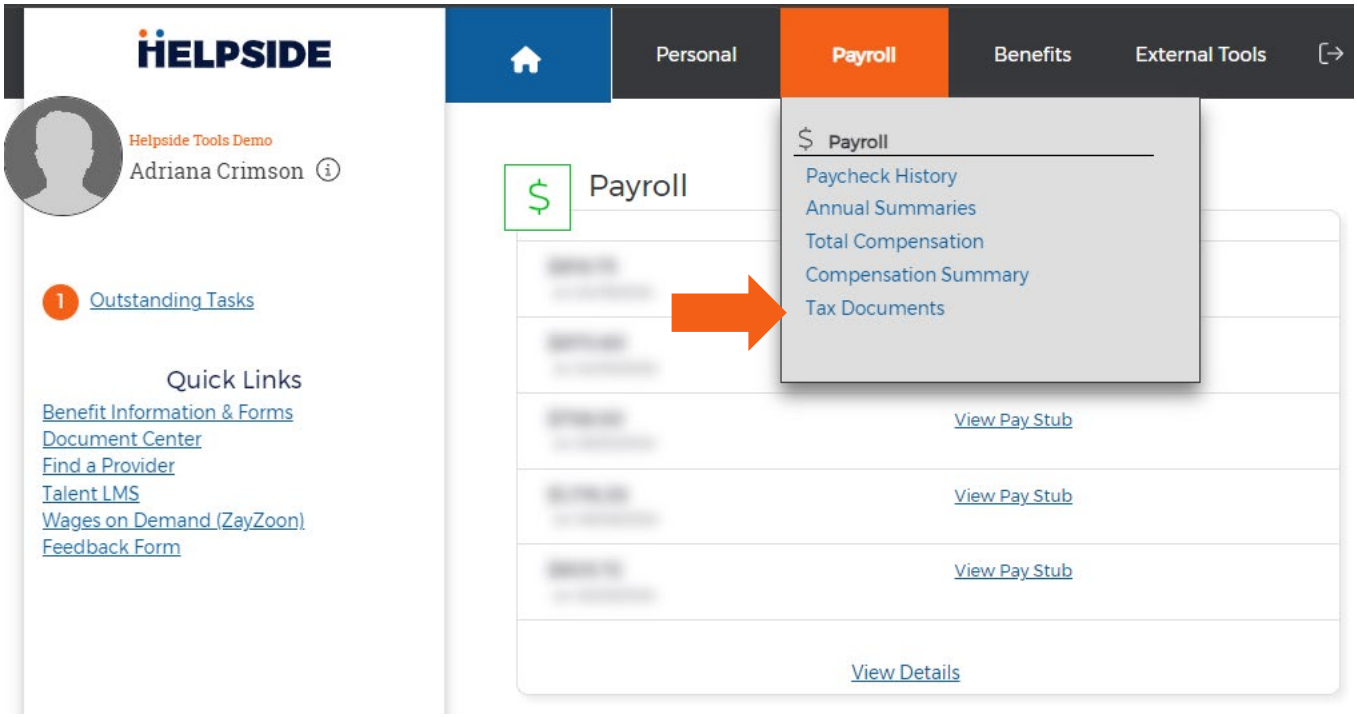


From this screen you can fill out the forms. Make sure to click Submit once you have made your changes.

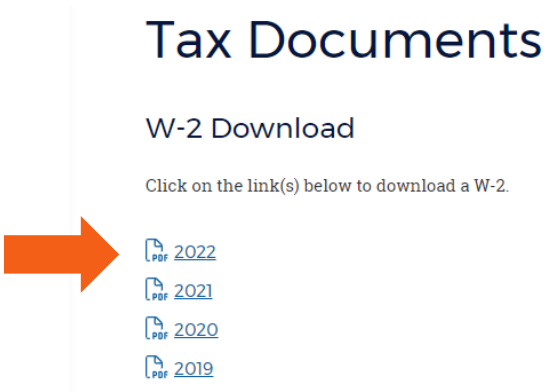


Viewing or Printing a Copy of Your W-2

To download a copy of your W-2, click on **Payroll** and then **Tax Documents**..

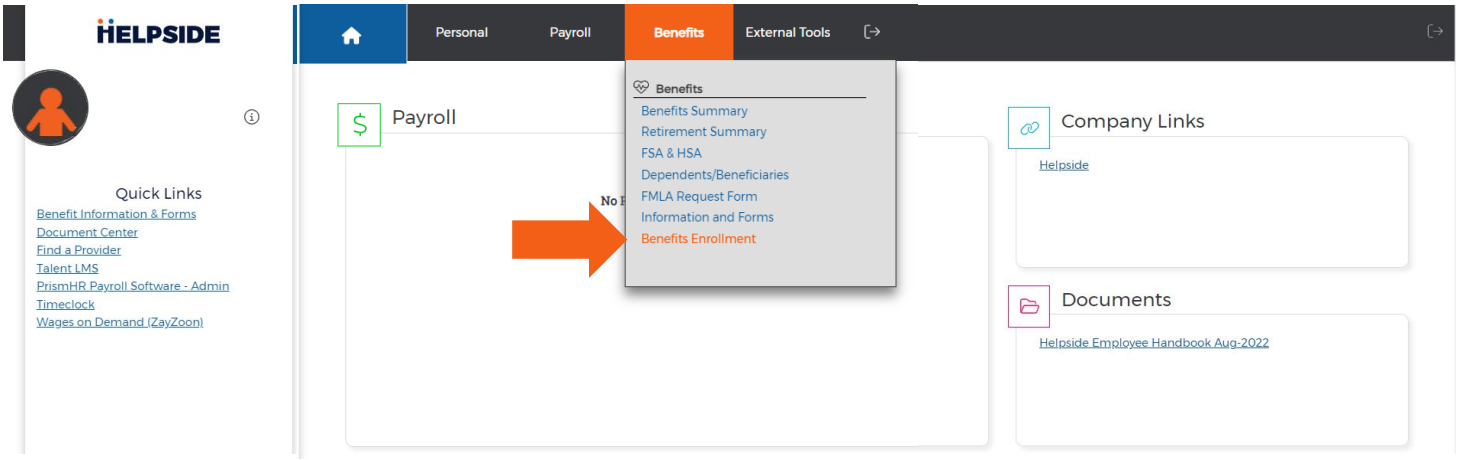


From this screen you can choose a year list and click to download a W-2 for the selected year.

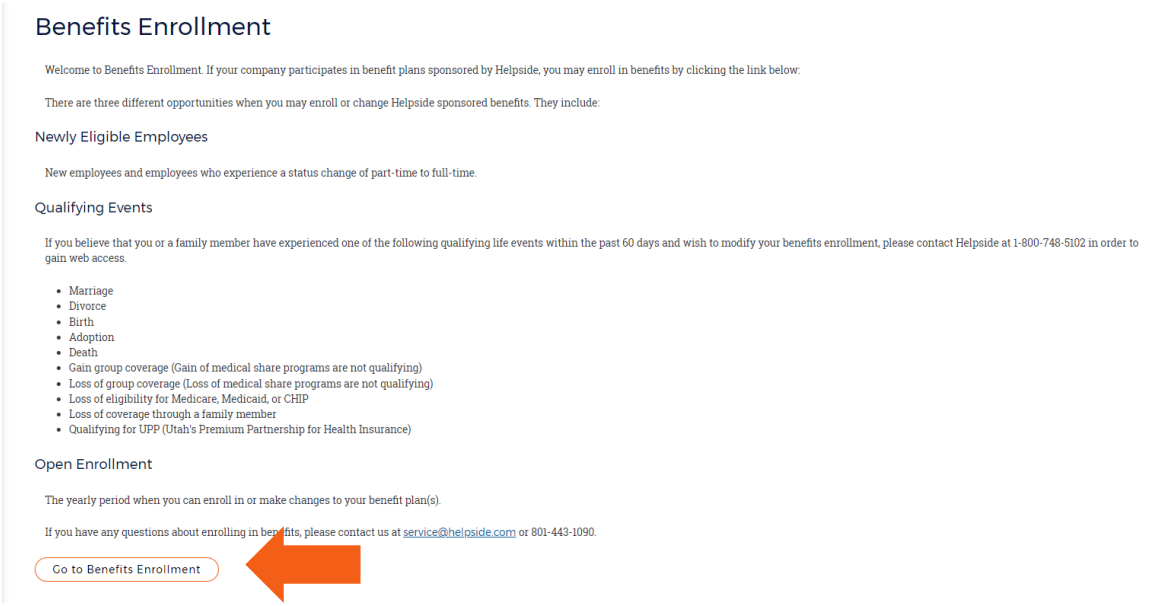


Enrolling in Benefits

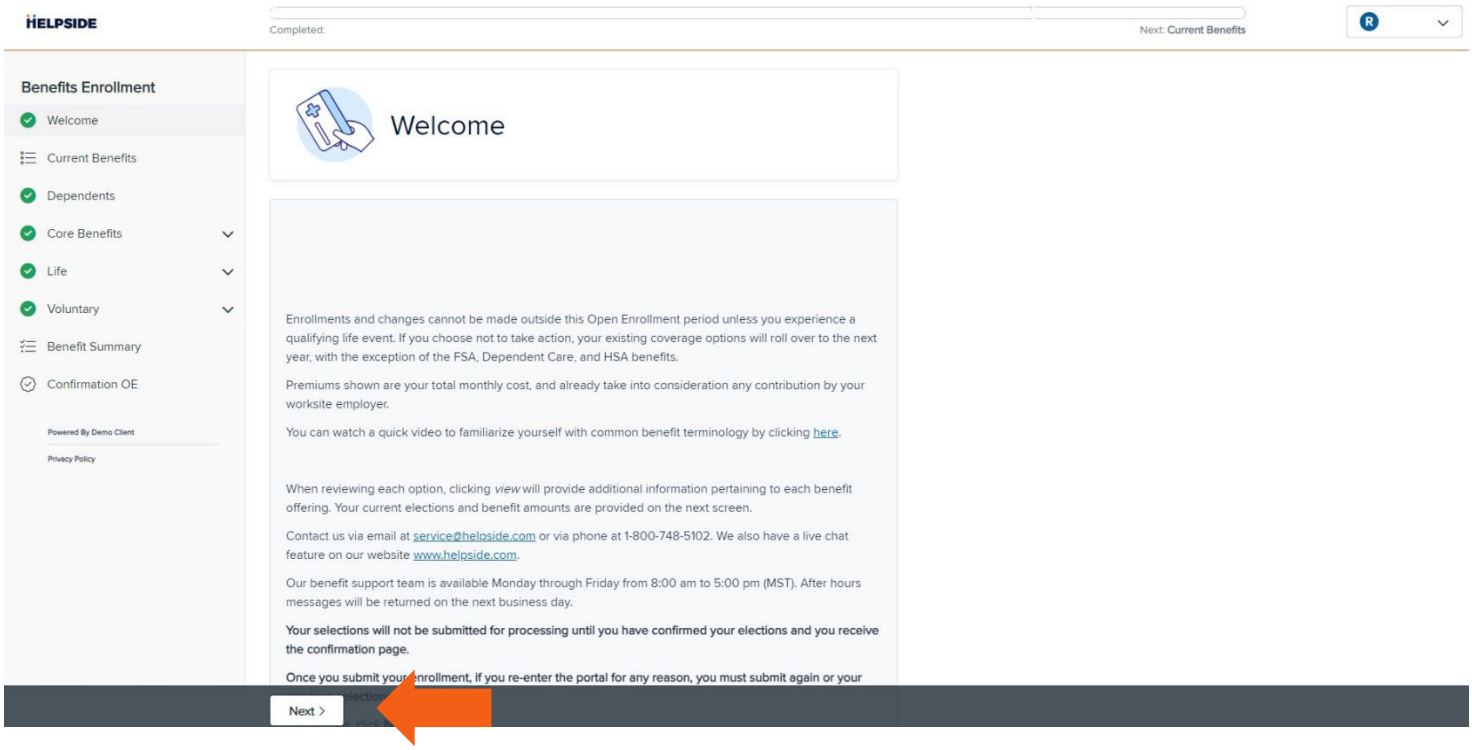
To access the Benefits Enrollment tool, click on **Employee** and then **Benefits Enrollment**.



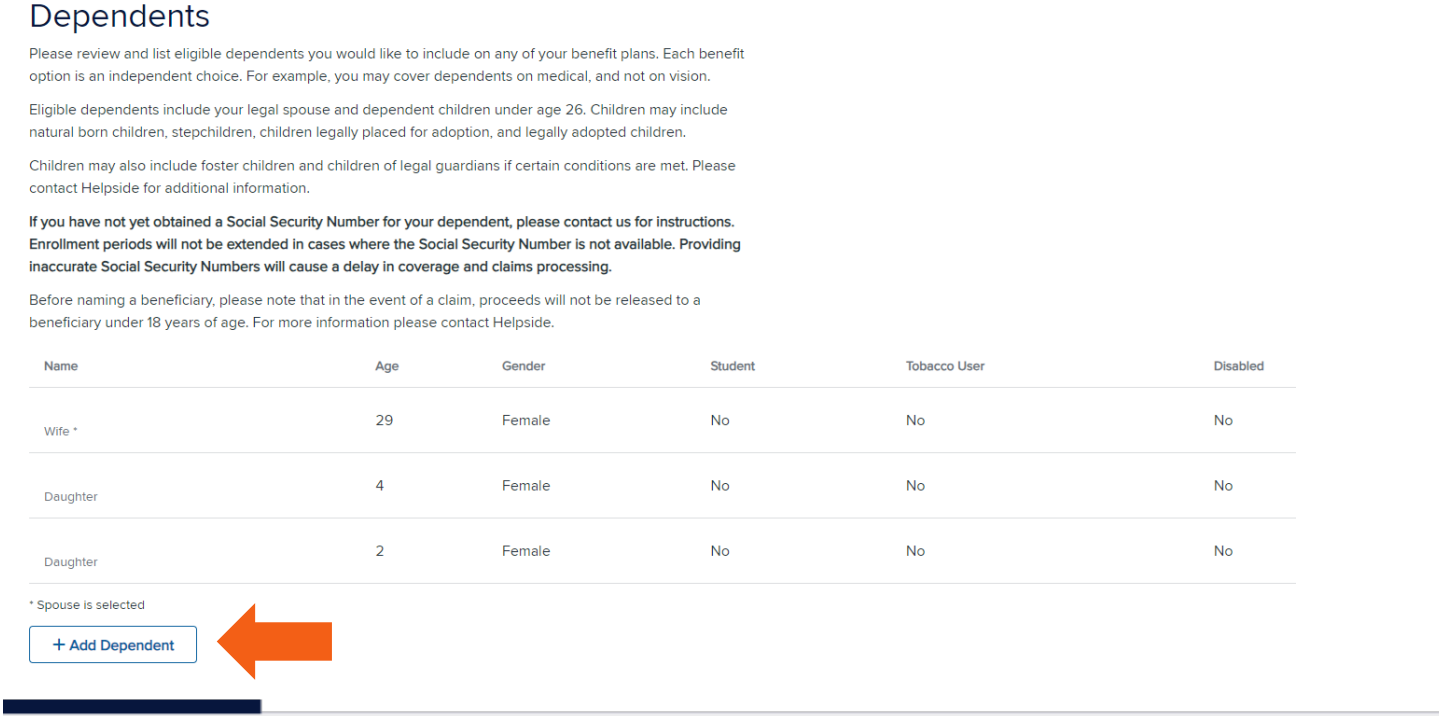
Click on **Go to Benefits Enrollment**



From here you will be taken to the Online Benefits Enrollment Tool. This has all the information for available benefits including plan descriptions, pricing, and some helpful videos. After reading the introduction, click on **Next.**



On the Dependents screen, click on the **Add Dependents** button to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate. Once you have added all possible dependents, click on **Next.**



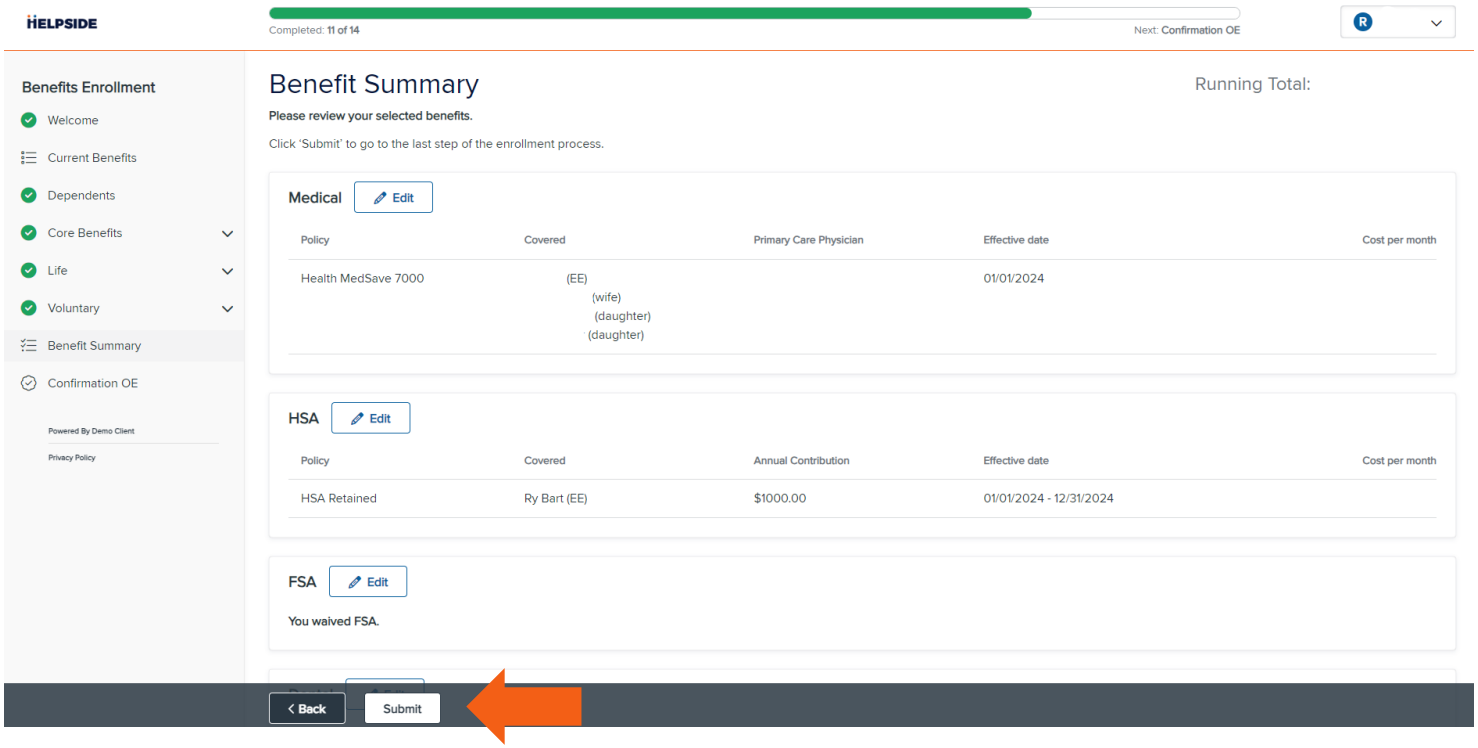
Now you will navigate through each of the screens for the available benefits options. A running total of the monthly premiums for your elections will be shown at the top of the screen.

If you do not want to participate in a particular option (for example, you do not want dental coverage) click on the waiver box before clicking **Next** to advance to the next screen.

You will not be able to navigate past the Life Insurance screen until you either enter a beneficiary or waive coverage. If coverage is waived, this can be changed later.

You must either make an election or choose the waiver box for each benefits option in order to complete your enrollment.

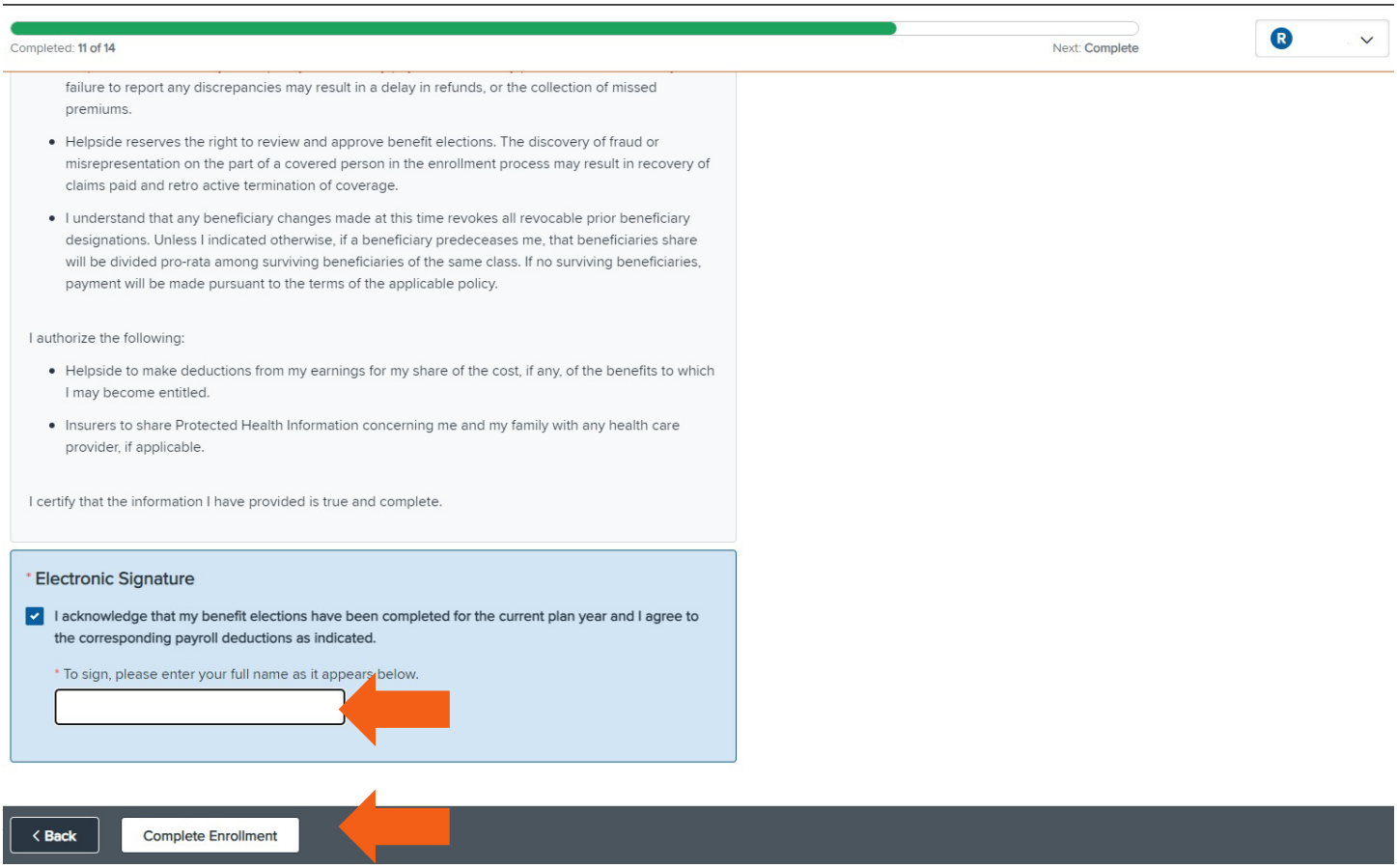
Once you have completed all the available benefits options, you will be taken to your Benefits Summary. Here you can see your monthly premium total as well as your selection for each benefit.



Along the left side of the screen, you will see a navigation menu. A green check mark means that a benefit has been elected or waived. If you missed an option, you will not be able to click on **Submit** to finalize your enrollment until you either mark and election or check the waiver box. Click on the benefit to revisit that page and make your election or waiver.

Once you submit all your elections, you will be taken to a final confirmation scree

On this screen, you will need to read the terms and conditions, scroll down and check the box for the enrollment confirmation that says I have read and understand the above statements. Then type in your full name (as shown in the upper right-hand corner of the screen) and then click on **Complete Enrollment** to submit your elections to Helpside for processing.



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.