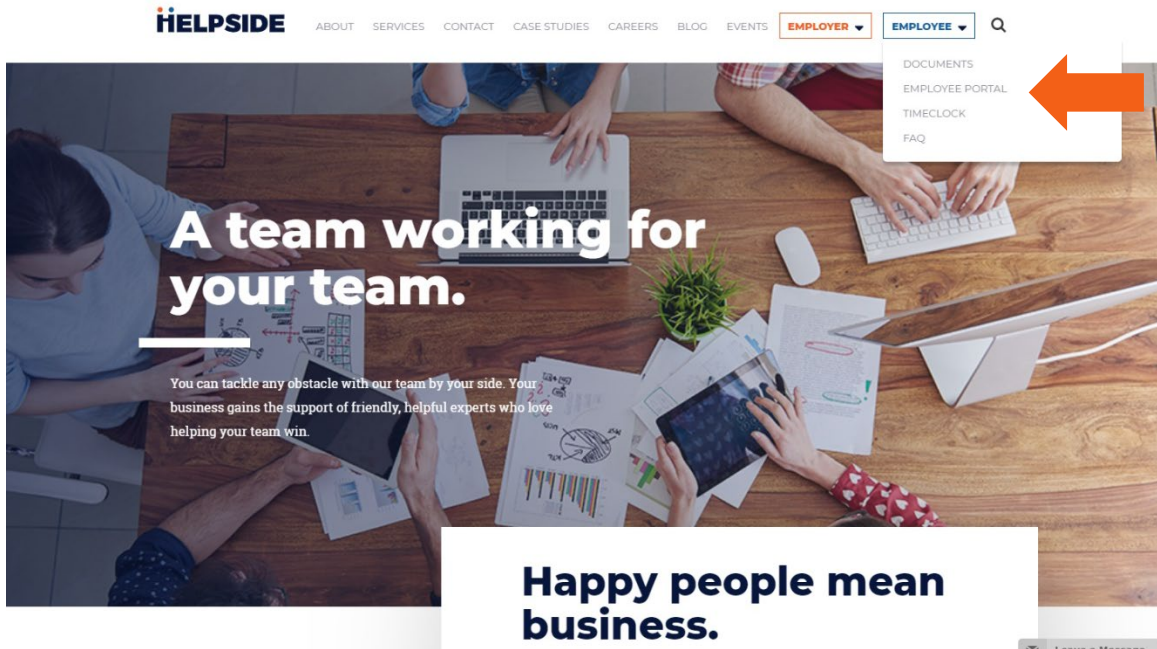


Managers can initiate a Payroll Deduction Authorization online form through the Helpside Employee Portal login, where you go to see your personal payroll information.

Go to: helpside.com

Click on **Employee** and then **Employee Portal**.



Enter your username and your password and click **Sign In**.

HELPSIDE

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Helpside Employee Portal

Sign In
Welcome back! Please sign in below with your Helpside account to access the Helpside Employee Portal.

* Helpside Account Username

* Helpside Account Password

Keep me signed in [forgot_username_or_password](#)

Show password

SIGN IN

Register
Welcome to the new Helpside Employee Portal! Please fill out the short form below to allow us to find, and link, your PrismHR account with a new Helpside account. We will then send you an email with a link to create your new Helpside account.

* Last Name

* Home Zip Code

* Email Address

REQUEST REGISTRATION EMAIL

After logging into the Employee Portal, there is a menu option on the left-hand side of the screen that says Manager Portal. This is where you will find the Deduction Authorization form.

The screenshot shows the Helpside Manager Portal interface. At the top, the user is identified as 'Demo Client' (change), 'Dave', Office Manager, with a 'Sign Out' link and a 'MANAGER' badge. The main heading is 'Payroll Deduction Authorization'. The form contains the following elements:

- A dropdown menu for 'Employee Name' with a red asterisk indicating it is required.
- A dropdown menu for 'Deduction Information' with the text 'Please select the type of deduction...' and a red asterisk.
- A text input field for 'Manager Signature' with a red asterisk.
- A 'SUBMIT' button with a right-pointing arrow.

In the left sidebar, the 'Deduction Authorization' menu item is highlighted in blue, with a large orange arrow pointing to it from the right.

Choose the employee's name from the first dropdown menu. Then choose the type of deduction from the next dropdown menu. Finally fill in the additional details and type your name in the **Manager Signature** box.

When you click submit, an email will be sent to the employee with a link to review and sign the Payroll Deduction Authorization form, which will then be sent to your Helpside Payroll Specialist.

Complete Signature on Payroll Deduction Authorization

service@helpside.com
To

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward



Hello,

Dave has completed a Payroll Deduction Authorization for you. Before it can be added to payroll it requires your signature.

[Payroll Deduction Authorization](#)

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

<https://localhost:44351/Portal/PayrollDeductionAuthorization/?l=12&k=3e32b089-6850-4770-b85b-4d801f5b8edd>

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Lindon, UT 84042
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Toll-Free: 1-800-748-5102
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If you have any questions about the Payroll Deduction Authorization online form, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.