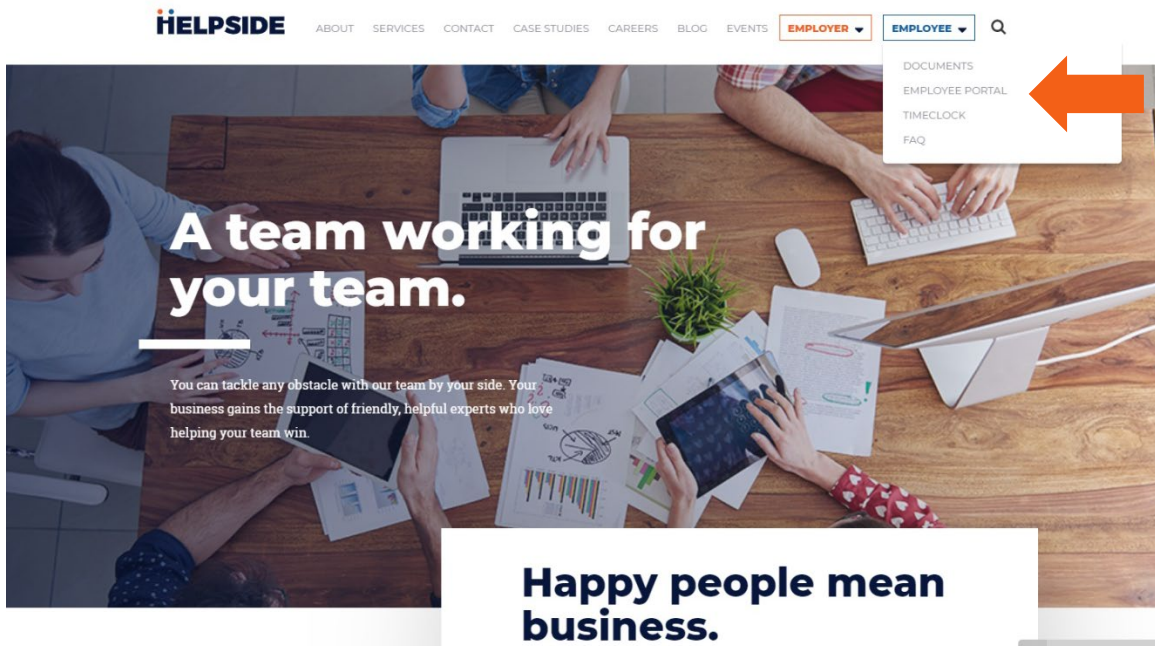


The online employee offboarding tool allows clients to notify their Payroll Specialist about an employee separation and request a final paycheck. The employee offboarding tool is accessed through the Helpside Employee Portal login, where you go to see your personal payroll information.

Go to: helpside.com

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



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

The image shows the Helpside Employee Portal login and registration forms. The page has the Helpside logo and navigation menu at the top. The main heading is "Helpside Employee Portal". There are two sections: "Sign In" and "Register".

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

Fields for Sign In:
* Helpside Account Username
* Helpside Account Password
 Keep me signed in [forgot_username_or_password](#)
 Show password

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.

Fields for Register:
* Last Name
* Home Zip Code
* Email Address

Buttons:
SIGN IN
REQUEST REGISTRATION EMAIL

An orange arrow points to the SIGN IN button.

After logging into the Employee Portal, you will notice a menu option on the left-hand side of the screen that says Manager Portal. This is where you will find the Offboarding Request tool.

Employee Portal ▶

Manager Portal ▼

👤 Employee Management

👤 Onboarding Management

📁 Onboarding Bulk Upload

👤 **Offboarding Request**

📄 Accounting Export



Click on **Offboarding Request** to begin the process. Enter the employee's name or choose from the dropdown list. Then enter all other details and click **Submit**.

801-555-5555 (home)
JohnSmith@Company.test

Employee Portal ▶

Manager Portal ▼

- Employee Management
- Onboarding Management
- Onboarding Bulk Upload
- Offboarding Request**
- Accounting Export

Employee Offboarding Request

* Employee Name

* Last Day Worked * Effective Last Day

* Notice Given

* Select Type of Separation...

* Explain

500 CHARACTERS REMAINING

Performance Data



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