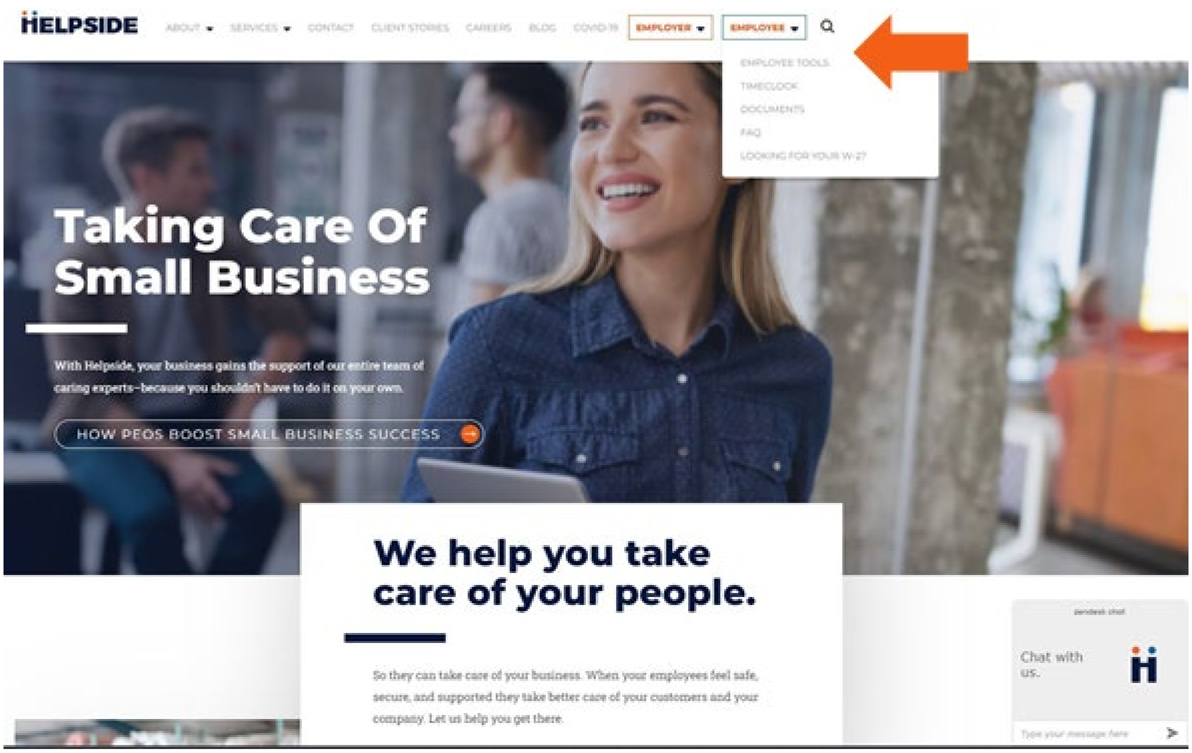
HELPSIDE COMPANY SETTINGS

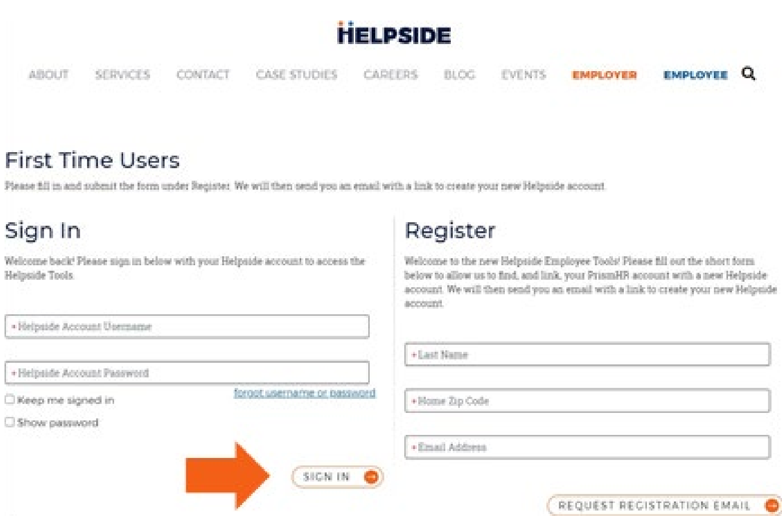
The Helpside Company Tools allows clients to make changes to departments, divisions, projects, positions, pay codes, work shifts, and worksite locations for your company and your employees. You can choose which of your employees have access to the Company Tools.

Go to: helpside.com

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



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



After logging into **Employee Tools**, you will notice a menu option on the left-hand side of the screen that says **Company Tools**. This is where you will find the **Company Settings** tool.

Click on **Company Settings** and then choose which settings you would like to edit.

Bank Account

If you pay for your payroll invoices through ACH, you can update the account used by your company for these payments in the Company Tools section.

Click on **Company Tools**, then **Company Settings**, then **Bank Accounts** to make the change.

Company Contacts and Owners

You can update the list company contacts and the list of company owners in the Company Portal section.

Click on **Company Tools**, then **Company Settings**, then **Contacts/Owners** to make the change.

Paid Time Off

You are able to set up paid time off plans through the **Company Tools**.

If you do not already have a written paid time off plan, our HR team can help you put that together. Then you can enter that information into the Helpside Tools website for paid time off tracking.

Projects

You are able to set up different projects through the Company Tools to use for both customizable job costing reports and for certified payrolls.

Go to **Company Tools**, **Company Settings**, and then **Projects** to get started.

Unions

If you have employees who participate in a union, you are able to upload their union documents to the Company Tools.

Click on **Company Tools**, **Company Settings**, and then **Unions** to get started.

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