

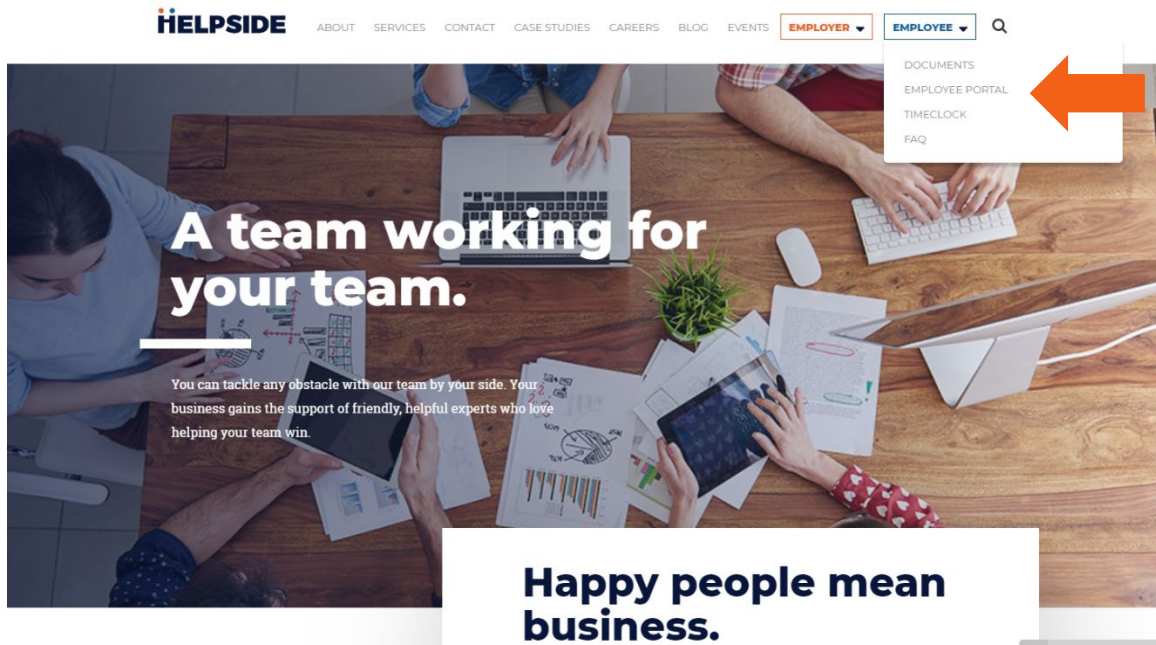
The employee portal will give you easy access to the information that is most important to you. This includes paycheck stubs, benefits information, and annual pay summaries. It will also allow you to request FMLA Leave.

***Please note:** Having access to this form does not necessarily mean that your worksite employer offers FMLA or that you are eligible to receive FMLA protection. Please reach out to your worksite employer or Helpside if you have any questions on whether your company offers FMLA.*

To Fill out a FMLA Leave Request Form...

Go to: [helpside.com](https://helpside.com)

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



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

**HELPSIDE** ABOUT SERVICES CONTACT CASE STUDIES CAREERS BLOG EVENTS EMPLOYER EMPLOYEE Q

### 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**

If you haven't previously registered for the employee portal, complete the form on the right and click on: **Request Registration Email**

**HELPSIDE**

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### Helpside Employee Portal

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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.



After logging in, you will be taken to the main dashboard seen below.

**HELPSIDE**

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**John Example**

Admin

[Sign Out](#)

### Dashboard

**J** (801) 123-4567  
j.example@email.com

- Dashboard
- Personal
- Payroll
- Time Off
- Benefits
- External Tools
- Contact Us

#### Payroll

Date	Net Pay
03/01/2019	\$853.23
02/15/2019	\$796.12
02/01/2019	\$851.20
01/18/2019	\$813.93
01/04/2019	\$853.23

[view details](#)

#### Time Off

**26.50** Paid Time Off

**HOURS AVAILABLE**

[view details](#)

#### External Tools

[Benefit Information and Forms](#)  
[Find a Provider](#)  
[Document Center](#)

zendesk chat

Chat with us.

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To submit an FMLA Leave Request, click on **Benefits** and then **FMLA Request Form**.

**FMLA Request Form**

The FMLA Request Form is a general form used to request time off under the Family Medical Leave Act (FMLA). FMLA is unpaid leave for up to 12 weeks which allows an employee to retain their job and benefits for qualified family and medical reasons. Having access to this form does not necessarily mean that your worksite employer offers FMLA or that you are eligible to receive FMLA protection. Please reach out to your worksite employer or Helpside if you have any questions on whether your company offers FMLA.

To be eligible for FMLA, employees are required to have worked for the company at least 12 months and worked a minimum of 1,250 hours during the preceding year.

Please review your personal information below. We will use this information to contact you regarding your Leave Request. If you need to update your information you can do so under the Personal section of the Employee Portal.

**Name:**

**Email:**

**Phone:**

\* FMLA Requested Start Date

\* FMLA Requested End Date

\* Select Type of Leave...

\* Select Reason for Leave...

Once you complete the form, type in your name where it says Signature and click **Submit**.

Please sign here to acknowledge the above information. If you have questions, please reach out to us at [hrfmla@helpside.com](mailto:hrfmla@helpside.com) or 801-443-1090.

\* Signature



If you have any questions about the employee portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or [service@helpside.com](mailto:service@helpside.com).