

The Helpside Tools website allows clients to make changes to departments, divisions, projects, positions, unions, and worksite locations for your company and your employees. You can also add PTO plans and update ACH information, company contacts, and ownership information. You can choose which of your employees have access to the Company Tools. Some change will be reviewed by Helpside for accuracy prior to implementation.

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

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



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

The screenshot shows the Helpside website login and registration forms. The 'Sign In' form has fields for Username and Password, and a 'SIGN IN' button. The 'Register' form has fields for Last Name, Home Zip Code, and Email Address, and a 'REQUEST REGISTRATION EMAIL' button. An orange arrow points to the 'SIGN IN' button.

After you login to Helpside 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.

### Dashboard

Employee Tools ▶

Manager Tools ▶

Company Tools ▼

Company Information

Company Settings

Company Communications



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

### Departments

Department Name  ADD NEW DEPARTMENT

Search

Department Name	
Accounting	<a href="#">edit</a> <a href="#">delete</a>
Admin	<a href="#">edit</a> <a href="#">delete</a>
Benefits	<a href="#">edit</a> <a href="#">delete</a>

### Divisions

Division Name  ADD NEW DIVISION

Division Name
No Divisions

### Unions

UPLOAD UNION CONTRACT

Union Name	Union Code
No Unions	

### Positions/Jobs

ADD NEW POSITION

Search

Position Title	Position Description	
Assistant Manager		<a href="#">edit</a> <a href="#">delete</a>
Benefits Specialist		<a href="#">edit</a> <a href="#">delete</a>
Business Analyst		<a href="#">edit</a> <a href="#">delete</a>
Client Implementation Spec		<a href="#">edit</a> <a href="#">delete</a>
Communications Coordinator		<a href="#">edit</a> <a href="#">delete</a>
Courier		<a href="#">edit</a> <a href="#">delete</a>
Director		<a href="#">edit</a>

### Projects

ADD NEW PROJECT

Project Name	Certified Payroll	Helpside Reviewed
No Projects		

### Certified Payroll

Add Certified Payroll

Select Certified Payroll Report Format

Wage Decisions Number  Wage Decisions Date

### Certified Payroll Project Address

Project Location Description

Project State  Select Website Location State

### Certified Pay Rates (please add at least one position)

Select Position for Certified Payroll add position

Position Code	Position Title	Base Rate	Fringe Rate	Prevailing Wage Rate
No Positions				

### Paid Time Off Plan

Do you have a written PTO policy to upload for the paid time off plan you would like set up?

Yes

Plan Description  Select Type of Plan

Which employees are eligible for this plan?

Full Time  Leave of Absence  On Call  
 Part Time  Seasonal Full Time  Seasonal Part Time  
 Temp Full Time  Temp Part Time

When will employees unused hours be lost or carried over?

Are unused PTO hours paid out upon separation with the company?

How often are employees given an accrual amount?

Is there a waiting period before employees start accruing time?  No  Yes

Is there a waiting period before employees can use accrued time?  No  Yes

### Accrual Levels

[add additional level](#)

[accrual levels](#)

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](mailto:service@helpside.com).