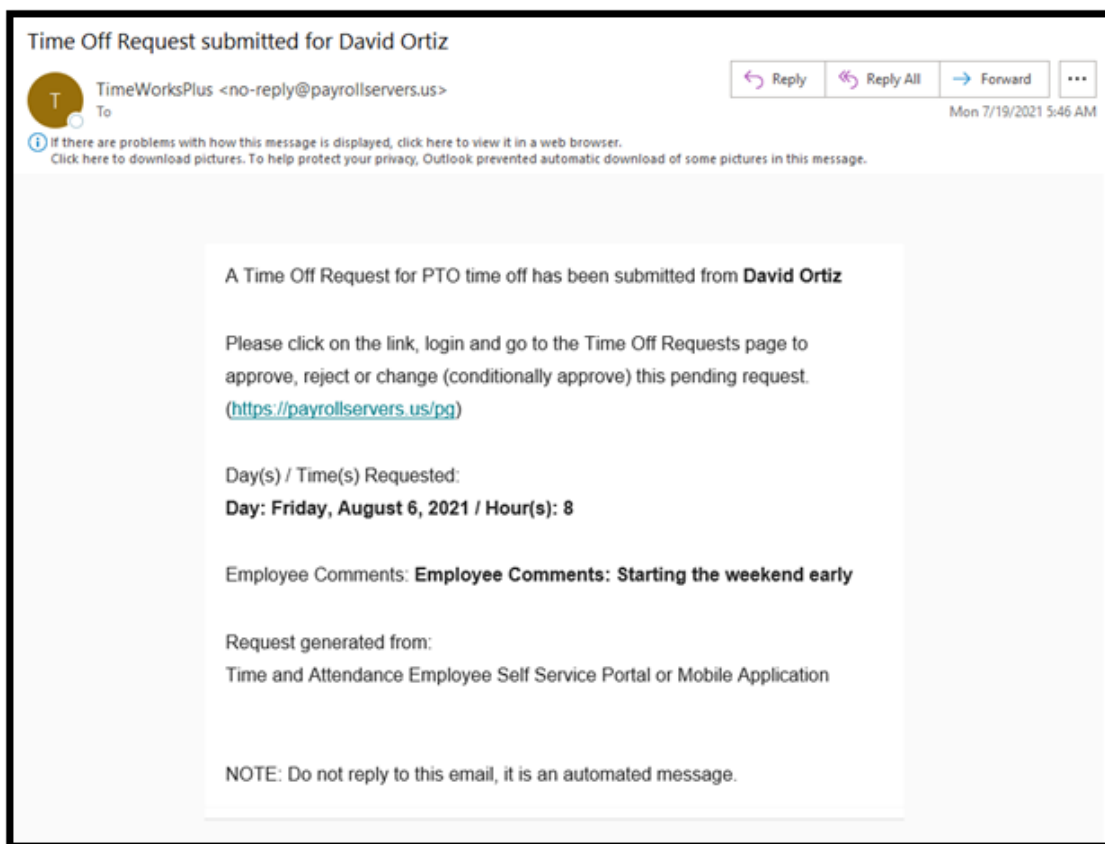


Time Off Requests cannot be modified once a pay period has been finalized. Please contact your Payroll Specialist for any needed changes once a payroll has been finalized.

Go to: helpside.com -> Employer -> Timeclock

Approve Time Off

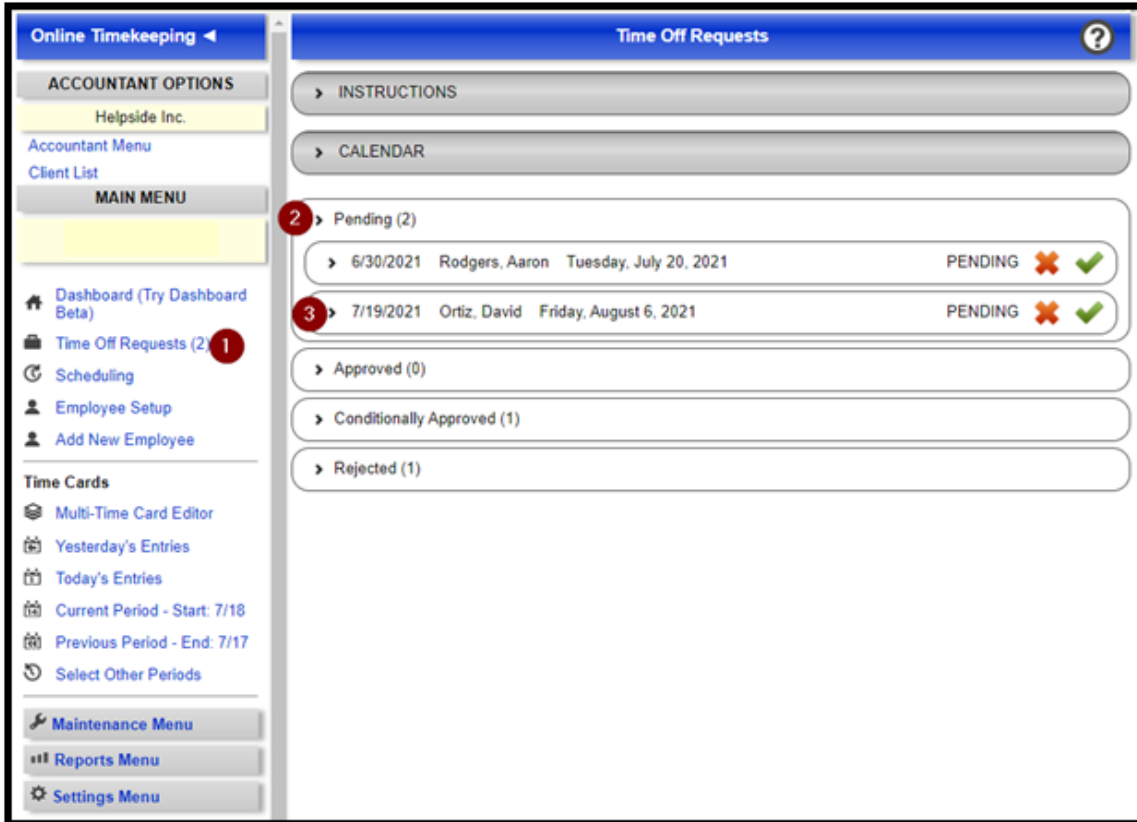
When employees request time off, you will receive an email notification that looks like the image below:



Step 1: Click on **Time Off Requests**.

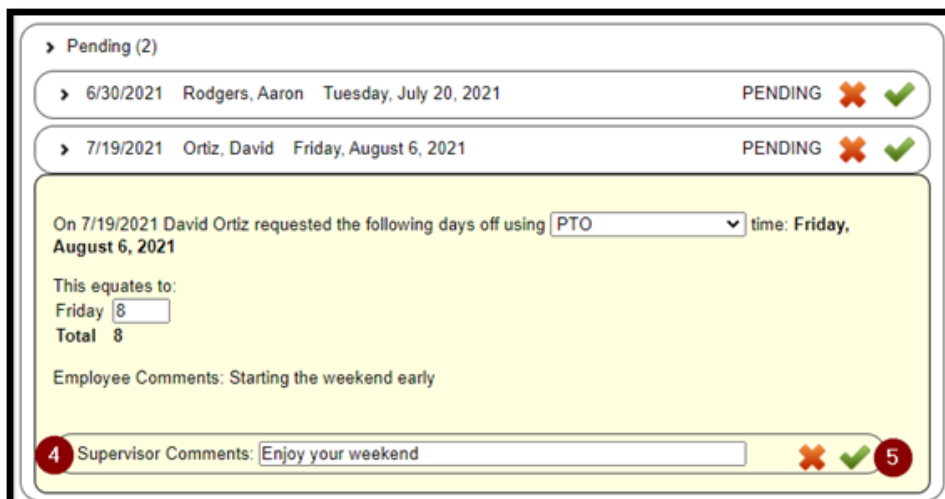
Step 2: Click on **Pending**.

Step 3: Click on the request you want to review.



Step 4: Enter any comments, then choose one of the following:

- To Accept the time off with no changes, click the **green checkmark**.



- To Reject the time off without any changes, click the red "X".

> Pending (2)

> 6/30/2021 Rodgers, Aaron Tuesday, July 20, 2021 PENDING ✖ ✔

> 7/19/2021 Ortiz, David Friday, August 6, 2021 PENDING ✖ ✔

On 7/19/2021 David Ortiz requested the following days off using time: Friday, August 6, 2021

This equates to:
Friday
Total 8

Employee Comments: Starting the weekend early

4 Supervisor Comments: 5 ✖ ✔

- To Conditionally Approve the time off request with changes, make any changes to the type and/or hours, then click the **green check mark**. (The employee will need to accept the changes at [helpside.com/Employee/Timeclock/Employee Portal](https://helpside.com/Employee/Timeclock/EmployeePortal)).

> Pending (2)

> 6/30/2021 Rodgers, Aaron Tuesday, July 20, 2021 PENDING ✖ ✔

> 7/19/2021 Ortiz, David Friday, August 6, 2021 PENDING ✖ ✔

On 7/19/2021 David Ortiz requested the following days off using time: Friday, August 6, 2021

This equates to:
Friday 5
Total 3

Employee Comments: Starting the weekend early

6 Supervisor Comments: ✖ ✔ 7

Once the hours are approved, they are added to the employees' timecard.

Date	Edit	In	In Type	Out	Out Type	Deducted Time	Category	Hours	Amount
Sun 8/1	Add	-	-	-	-	-	-	-	-
Mon 8/2	Add	-	-	-	-	-	-	-	-
Tue 8/3	Add	-	-	-	-	-	-	-	-
Wed 8/4	Add	-	-	-	-	-	-	-	-
Thu 8/5	Add	-	-	-	-	-	-	-	-
Fri 8/6	Modify Add	-	-	-	-	-	PTO	8.00	-
Sat 8/7	Add	-	-	-	-	-	-	-	-

Remove/Modify Time Off

Step 1: Click on **Time Off Requests**.

Step 2: Click **Approved**.

Step 3: Click on the request you want to remove/modify.

The screenshot shows the 'Time Off Requests' page. The left sidebar contains navigation menus: 'ACCOUNTANT OPTIONS' (Helpside Inc., Accountant Menu, Client List), 'MAIN MENU', and 'Time Cards' (Multi-Time Card Editor, Yesterday's Entries, Today's Entries, Current Period - Start: 7/18, Previous Period - End: 7/17, Select Other Periods, Maintenance Menu, Reports Menu, Settings Menu). The main content area is titled 'Time Off Requests' and has a search icon. It lists request categories: 'INSTRUCTIONS', 'CALENDAR', 'Pending (1)', 'Approved (1)', '7/19/2021 Ortiz, David Friday, August 6, 2021' (highlighted in green with 'APPROVED' status and red 'X' and refresh icons), 'Conditionally Approved (1)', and 'Rejected (1)'. The selected request details include: 'On 7/19/2021 David Ortiz requested the following days off using PTO time: Friday, August 6, 2021', 'This equates to: Friday 2, Total 2', 'Employee Comments: Starting the weekend early', 'Supervisor Comments: Tiffany Bundy wrote: Due to heavy processing loads, time off is not available until 3pm', and 'Employee Comments: Accepted'. A 'Supervisor Comments' input field is at the bottom of the card.



Step 4: Complete one of the following:

- To Remove without changes, enter a comment and click the red "X".

This close-up shows the 'Supervisor Comments' input field for the selected request. The input field contains the text: '2 teammates are out sick. Unfortunately we need you to work.' A red circle '5' points to the input field, and a red circle '6' points to the red 'X' icon next to it.

- To Conditionally Approve with changes, click on the **unapproved arrow**. The request will move back to **Pending**.



> Approved (1)

> 7/19/2021 Ortiz, David Friday, August 6, 2021 APPROVED  

On 7/19/2021 David Ortiz requested the following days off using PTO time: Friday, August 6, 2021



This equates to:
Friday 2
Total 2



Employee Comments: Starting the weekend early
Supervisor Comments: Tiffany Bundy wrote: Due to heavy processing loads, time off is not available until 3pm
Employee Comments: Accepted


Supervisor Comments:   5

- Click on **Pending**.
- Make any changes to the type.
- Make any changes to the hours.
- Add a comment.
- Click **the green check mark**.

> Pending (2) 6



> 6/30/2021 Rodgers, Aaron Tuesday, July 20, 2021 PENDING  

7 > 7/19/2021 Ortiz, David Friday, August 6, 2021 PENDING  

8 On 7/19/2021 David Ortiz requested the following days off using Unpaid Time Off  time: Friday, August 6, 2021

This equates to:
Friday 2 9
Total 2

Employee Comments: Starting the weekend early
Supervisor Comments: Tiffany Bundy wrote: Due to heavy processing loads, time off is not available until 3pm
Employee Comments: Accepted
Supervisor Comments: Unapproved by Tiffany Bundy

10 Supervisor Comments: You are out of PTO. You will need to take time off as unpaid.   11

The employee will need to accept the changes at helpside.com / Employee / Timeclock / Employee Portal.