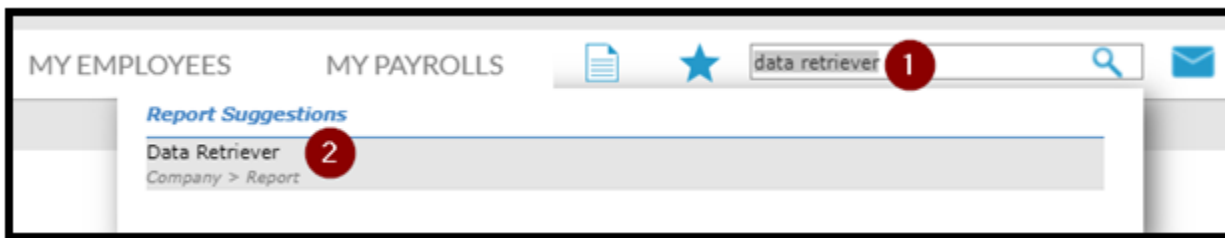You can use the Data Retriever to pull employee information into a customizable report that can be exported to an Excel.

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

Step 1: Type **Data Retriever** in the search bar.

Step 2: Select **Data Retriever** from the list.

Step 3: Use the + symbol to expand sections and use the toggle buttons to select the desired fields under **Step 2 – Add Fields.**

- The information automatically pulls <u>all</u> employees, both active and terminated. To sort between active and terminated employees, toggle **Employment Status** and **Status Date** to **On** under **Employment** in **Step 2 – Add Fields.**

Step 4: Use the + symbol to expand sections and use the toggle buttons to select the desired fields under **Step 3 – Add Totals.**
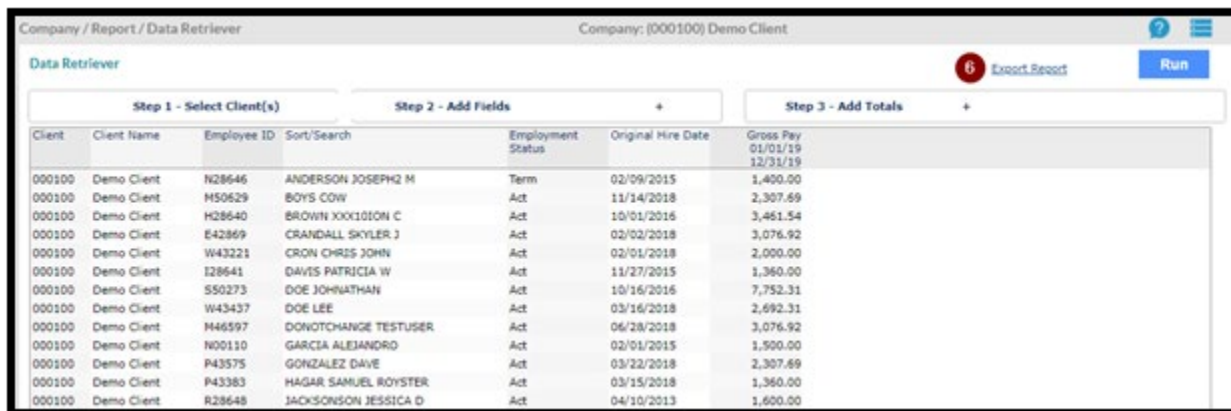
Step 5: Click **Run.**
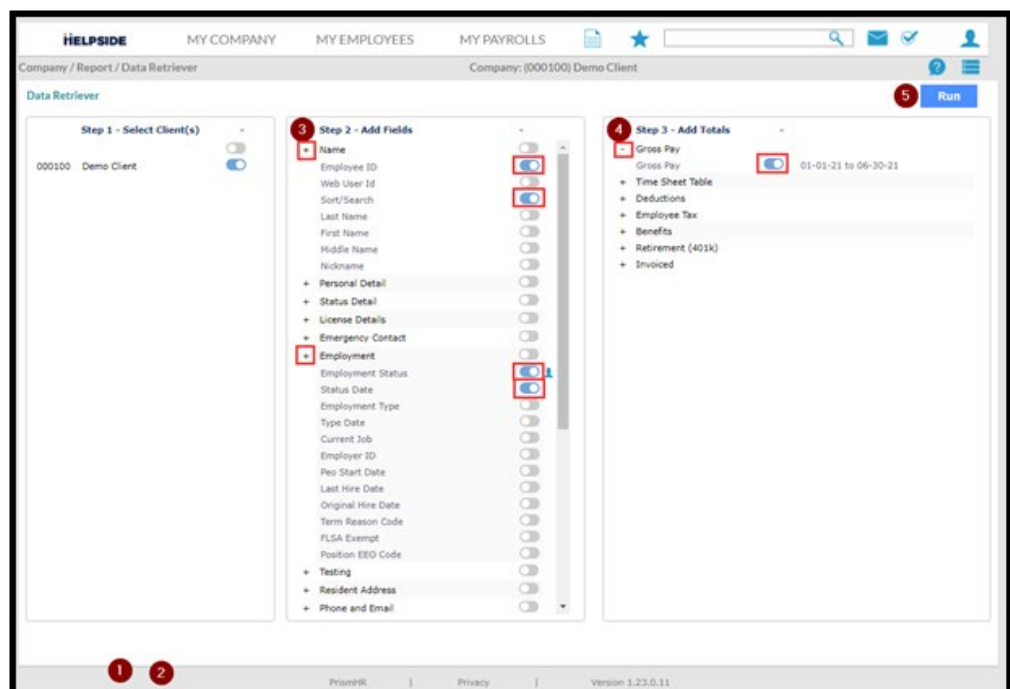
A pop-up screen will notify you that the **Report is** Processing. It will disappear once the report is ready.
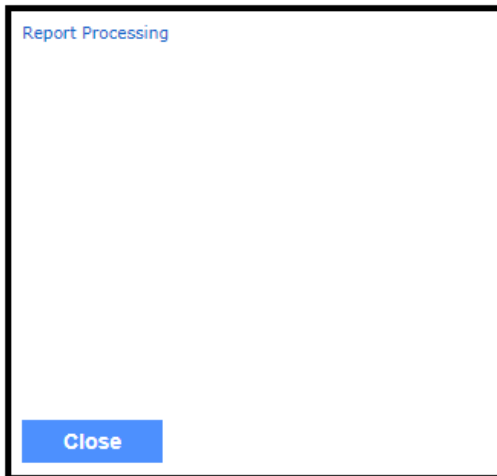
Step 6: Once the report is finished processing, click on **Export Report** to place it in Excel format.