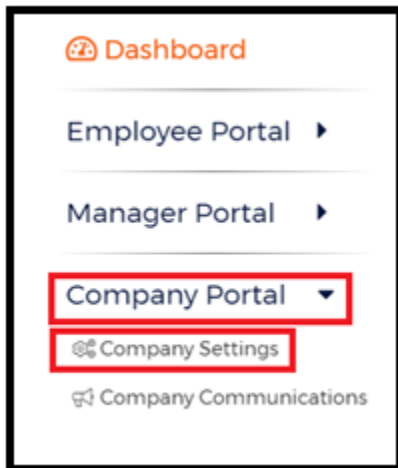


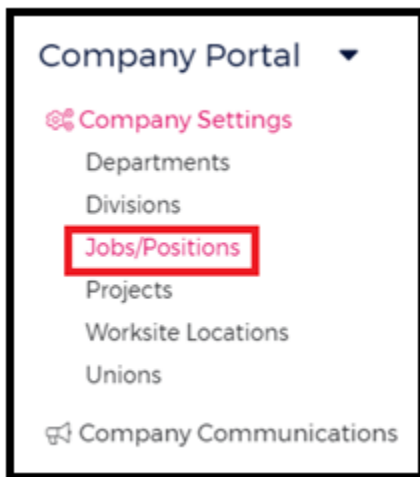
### Request New Jobs or Positions

Go to: [helpside.com](https://helpside.com) -> Employee -> Employee Portal and login with your username and password.

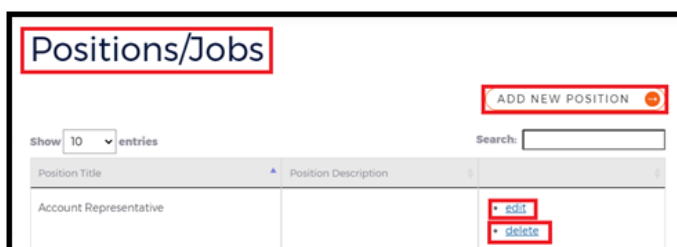
Step 1: Select the **Company Portal** dropdown in the left menu, then click **Company Settings**.



Step 2: Additional options will appear under **Company Settings**. Select **Jobs/Positions**.



Step 3: From this screen, you can edit or delete the current job/position list or add a new job/position by clicking the **Add New Position** button in the top right corner.



Step 4: Complete the form that appears:

- Position title
  - Required
  - Full job/position title
- Is Supervisory Position?
  - Required
  - Yes or no
- Will this job/position spend time traveling, or time outside the office?
  - Required
  - Yes or no
- Will employees in this position be working exclusively from home?
  - Required
  - Yes or no
- Job/Position Description and Duties
  - Required
  - Enter job/position description and duties (50 characters minimum).

### Add New Position

\* Position Title  \* Is Supervisory Position?

\* Will this job/position spend time traveling, or time outside the office?

\* Will employees in this position be working exclusively from home?

#### Job/Position Description & Duties

Please provide a detailed description, at least 50 characters, of the job/Position and associated duties. This information is crucial to ensure the correct classifications and categories are assigned. Please be descriptive to avoid follow-up calls to gather the needed information.

\* Job/Position Description & Duties (50 Characters Minimum)

The chief operating officer (COO) is a senior executive tasked with overseeing the day-to-day administrative and operational functions of a business. The COO typically reports directly to the chief executive officer (CEO) and is considered to be second in the chain of command.

Step 6: In the next section you select the Equal Employment Opportunity (EEO) Job Category. Choose the option that best relates to the new job/position from the drop-down.



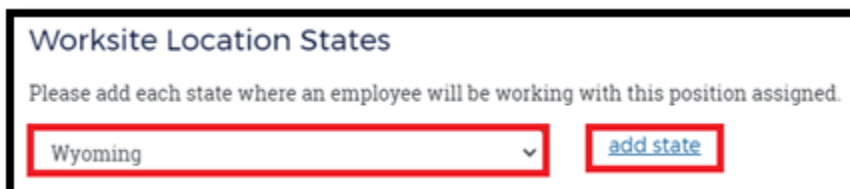
A screenshot of a dropdown menu titled "Equal Employment Opportunity (EEO) Job Category ...". The menu lists nine categories: 1-1 - Executive/Senior Level Officials and Managers, 1-2 - First/Mid Level Officials and Managers, 2 - Professionals, 3 - Technicians, 4 - Sales Workers, 5 - Administrative Support Workers, 6 - Craft Workers, 7 - Operatives, 8 - Laborers and Helpers, and 9 - Service Workers. The dropdown is currently set to "Equal Employment Opportunity (EEO) Job Category ...".

Step 7: Next to the (EEO) Job Category is the **Is Overtime/FLSA Exempt** drop-down. This is also required. Remember that generally salaried employees are exempt (select **Yes**) and hourly employees are non-exempt (select **No**).



A screenshot showing two dropdown menus side-by-side. The first dropdown is titled "Equal Employment Opportunity (EEO) Job Category" and is set to "1-1 - Executive/Senior Level Officials and Managers". The second dropdown is titled "Is Overtime/FLSA Exempt?" and is set to "yes".

Step 8: Select each state where an employee will be working in the assigned position by selecting the state from the **Select Worksite Location States** drop-down and clicking **Add State** for each state the employee will work in. This step is not required.



A screenshot of a section titled "Worksite Location States". Below the title is the instruction: "Please add each state where an employee will be working with this position assigned." There is a dropdown menu showing "Wyoming" and a button labeled "add state".

Step 9: The workers' compensation code is not required, but we encourage you to select the code from your rate page or policy that best fits this position. Helpside will review all new positions and may make needed adjustments. Search by the 4-digit work's compensation code or by workers' compensation description. Repeat this process for each state where work will be performed with the job/position.

State Name	Workers' Compensation Code	
Utah	8810 : Clerical Office Empl	<a href="#">remove</a>
Wyoming	0000 : Exempt	<a href="#">remove</a>

Step 10: Select **Submit**

Upon completion of Helpside's review, the position will import to prism and be available to select when onboarding new hires.