

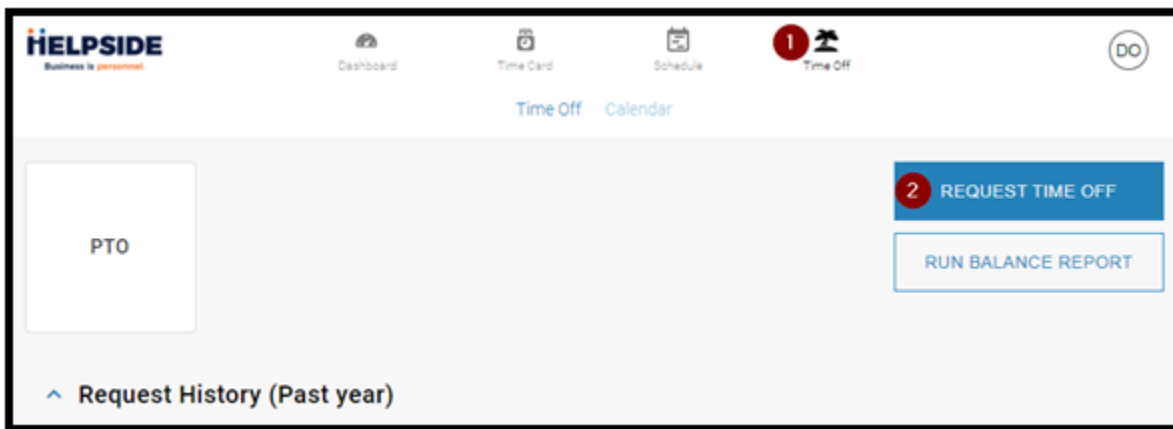
Time off requests cannot be modified once a pay period has been finalized. Please contact your supervisor with any changes needed once a payroll had been finalized.

Go to: helpside.com -> Employee -> Timeclock -> Enter your username and password -> Employee Portal

Request Time Off

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

Step 2: Click **Request Time Off**.



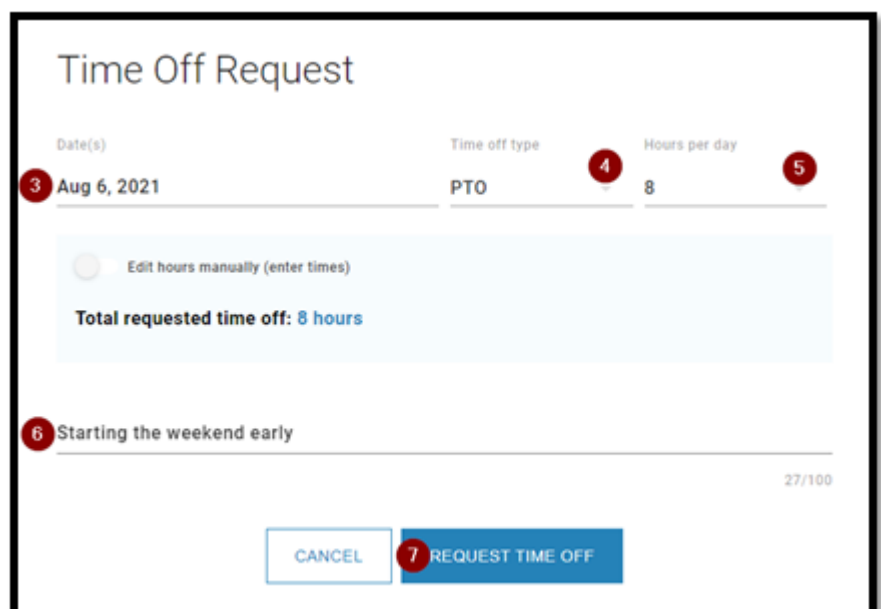
Step 3: Select **Date(s)**.

Step 4: Select **Time Off Type**.

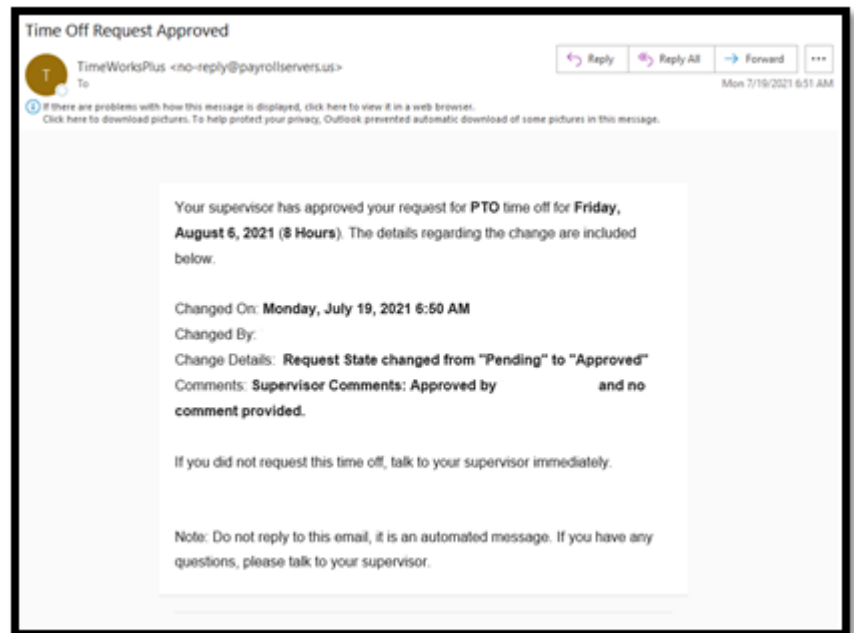
Step 5: Select **Hours Per Day**.

Step 6: Enter a comment.

Step 7: Click **Request Time Off**.

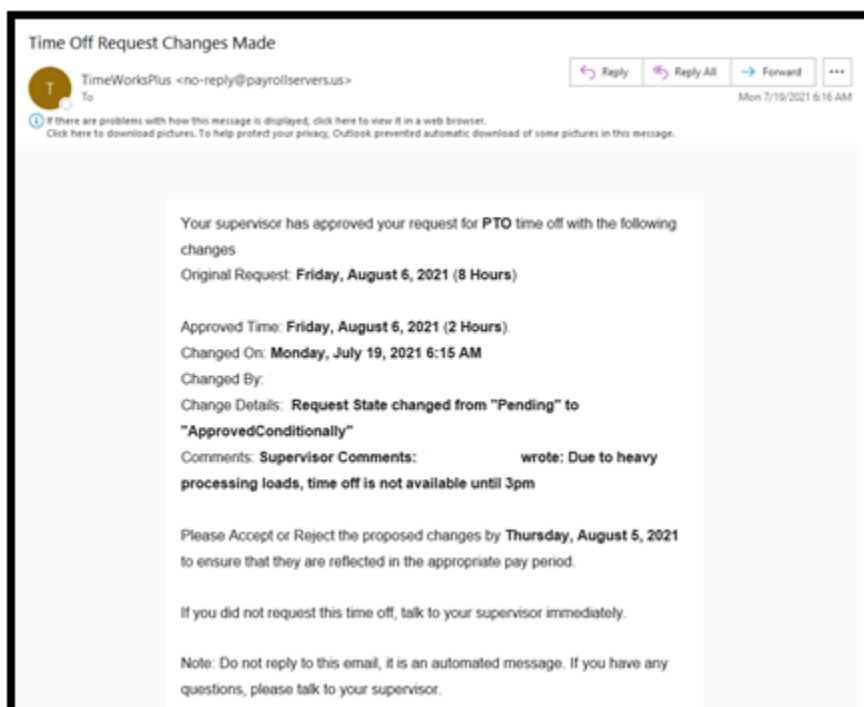
A screenshot of the 'Time Off Request' form. The form has three input fields: 'Date(s)' with 'Aug 6, 2021' (highlighted with a red circle '3'), 'Time off type' with 'PTO' (highlighted with a red circle '4'), and 'Hours per day' with '8' (highlighted with a red circle '5'). Below these fields is a section with a radio button for 'Edit hours manually (enter times)'. Underneath, it says 'Total requested time off: 8 hours'. At the bottom, there is a text area for a comment with 'Starting the weekend early' (highlighted with a red circle '6'). At the very bottom, there are two buttons: 'CANCEL' and 'REQUEST TIME OFF' (highlighted with a red circle '7'). The page number '27/100' is visible in the bottom right corner.

You will receive an email notification like the one below (see Setting Up Email Notifications below) when your time off has been approved, requested, or conditionally approved. You cannot modify time off one approved. If changes need to be made, you will need to withdraw the request (see Remove Time Off below) and submit a new request.



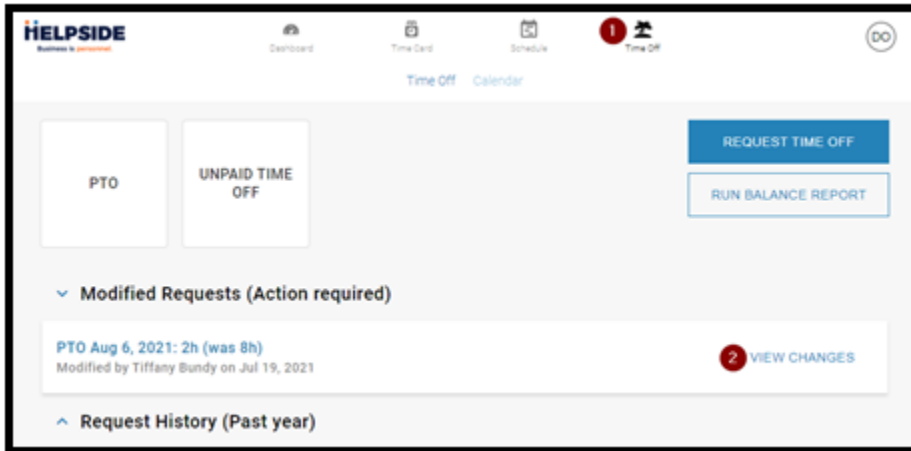
Conditionally Approved

The below shows an example of a supervisor conditionally approving time off:



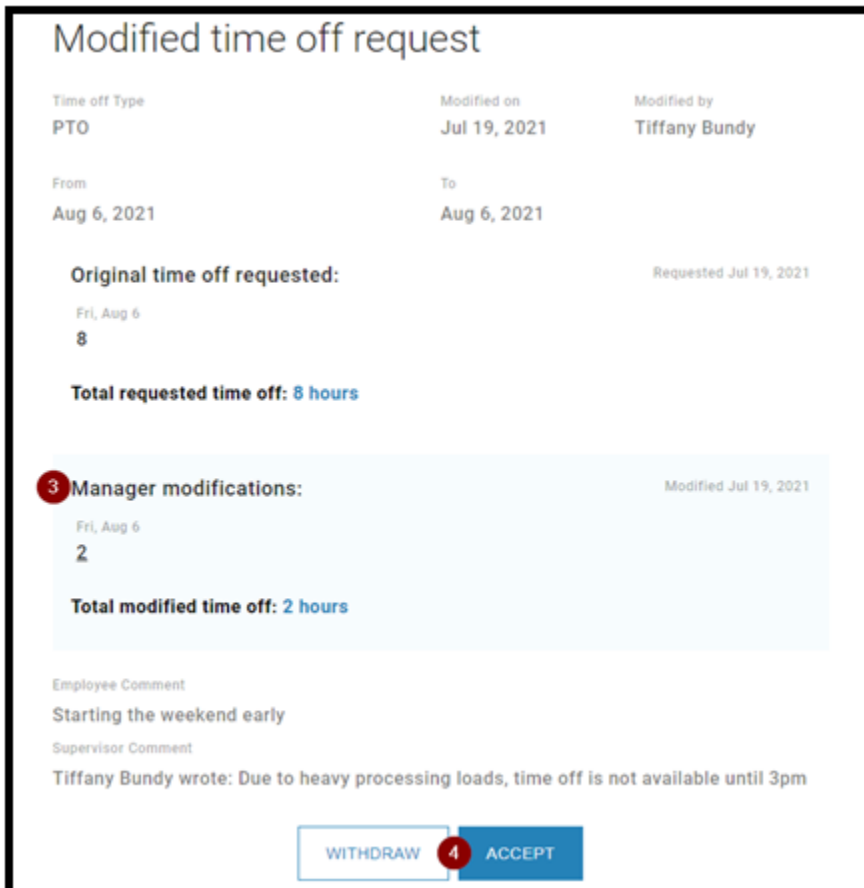
Step 1: Click on **Time Off, Modified Requests (Action Required)**.

Step 2: Click on **View Changes**.



Step 3: Review the manager modifications.

Step 4: Click **Withdraw** or **Accept**.

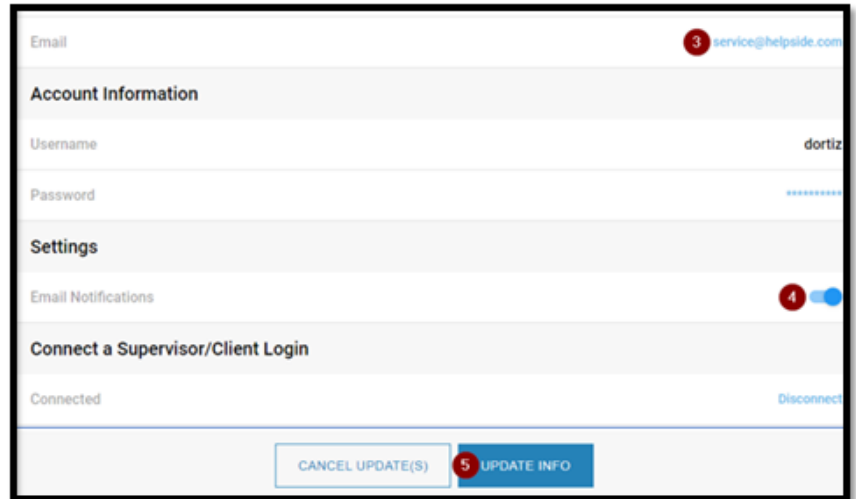


Removing Time Off

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

Step 2: Click the **Approved Time Off** drop-down.

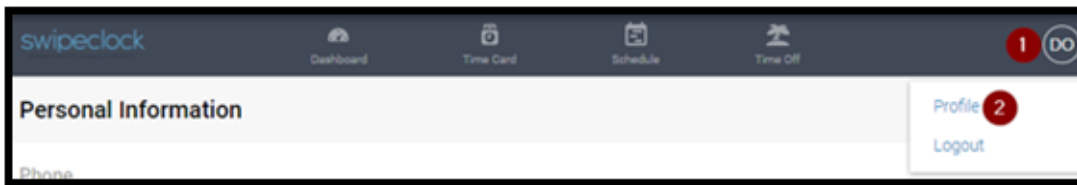
Step 3: Click **Withdraw**.



Setting Up Email Notifications

Step 1: Click on the **Initials** icon.

Step 2: Select **Profile**.



Step 3: Enter your email address then re-enter for verification.

Step 4: Toggle **Email Notifications** to **On**.

Step 5: Click **Update Info**.

