

Go to: helpside.com -> Employee -> Timeclock and login with your username and password.

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

Step 2: Select the pay period you want to approve.

Step 3: Approve individual days by clicking the **gray check box** under "Approval".

Step 4: Approve every punch for that pay period by clicking **Approve All**.

Actions	APPROVAL		Date	Time	Category	Hours	Job	Project
	S	E						
	<input checked="" type="checkbox"/>		Sun, Aug 1					
	<input checked="" type="checkbox"/>		Mon, Aug 2	8:00am In	12:00pm Out	4.00	Job1	Project1
				1:00pm In	5:00pm Out	4.00	Job1	Project1
	<input checked="" type="checkbox"/>		Tue, Aug 3	8:00am In	12:15pm Out	4.25	Job1	Project1
				1:15pm In	5:00pm Out	3.75	Job1	Project1