

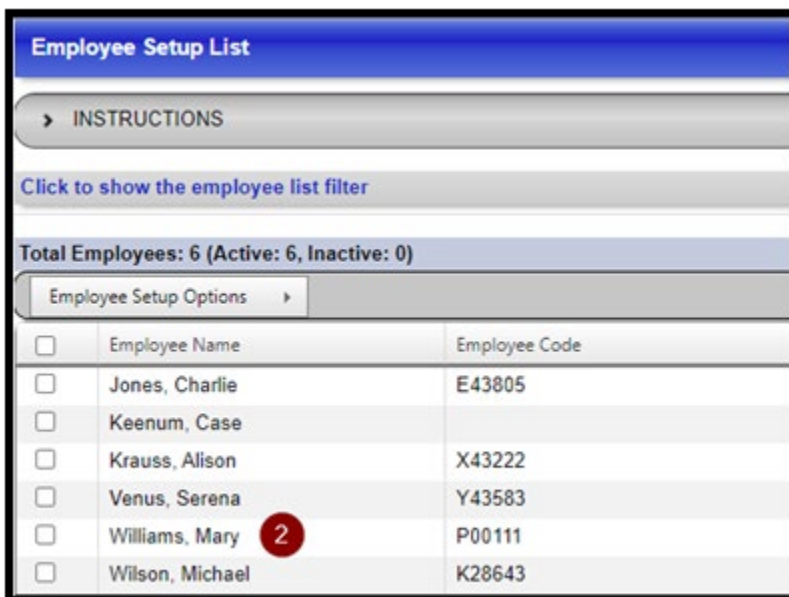
Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Step 1: From the Main Menu select **Employee Setup**.



The screenshot shows the Helpside dashboard for 'A Plus Benefits TWP'. The 'MAIN MENU' on the left includes 'Employee Setup' with a red circle and a notification icon. The main content area features a 'Quick Stats' section with various employee metrics and a 'Quick Links' section with categories like 'Getting Started', 'Daily', 'Each Pay Period', and 'Optional'.

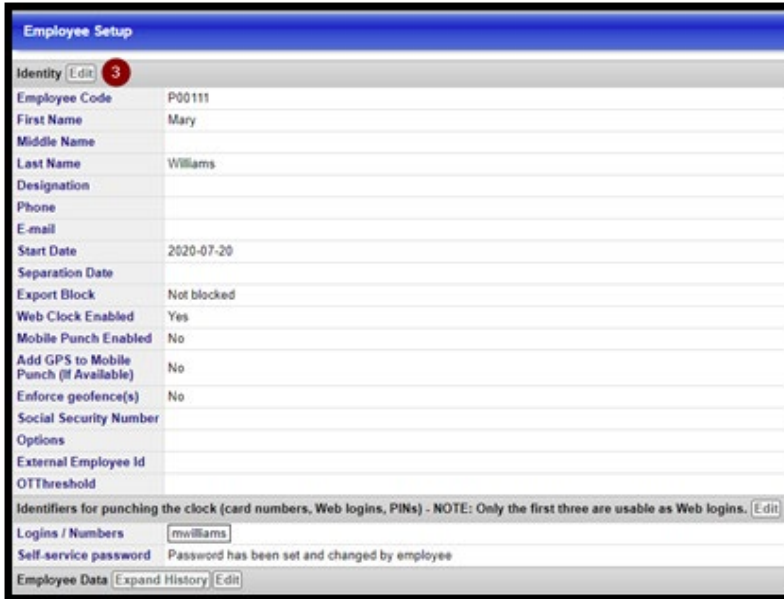
Step 2: Select an employee by clicking on their name.



The screenshot shows the 'Employee Setup List' interface. It includes a table with columns for 'Employee Name' and 'Employee Code'. The row for 'Williams, Mary' is highlighted, and a red circle with the number '2' is placed over her name.

<input type="checkbox"/>	Employee Name	Employee Code
<input type="checkbox"/>	Jones, Charlie	E43805
<input type="checkbox"/>	Keenum, Case	
<input type="checkbox"/>	Krauss, Alison	X43222
<input type="checkbox"/>	Venus, Serena	Y43583
<input type="checkbox"/>	Williams, Mary 2	P00111
<input type="checkbox"/>	Wilson, Michael	K28643

Step 3: Click **Edit**. (Next to Identify).



The screenshot shows the 'Employee Setup' form. The 'Identity' section is highlighted with a red circle and the number '3', indicating the 'Edit' button next to it. The form contains the following fields:

Employee Code	P00111
First Name	Mary
Middle Name	
Last Name	Williams
Designation	
Phone	
E-mail	
Start Date	2020-07-20
Separation Date	
Export Block	Not blocked
Web Clock Enabled	Yes
Mobile Punch Enabled	No
Add GPS to Mobile Punch (If Available)	No
Enforce geofence(s)	No
Social Security Number	
Options	
External Employee Id	
OTThreshold	

Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins. [Edit](#)

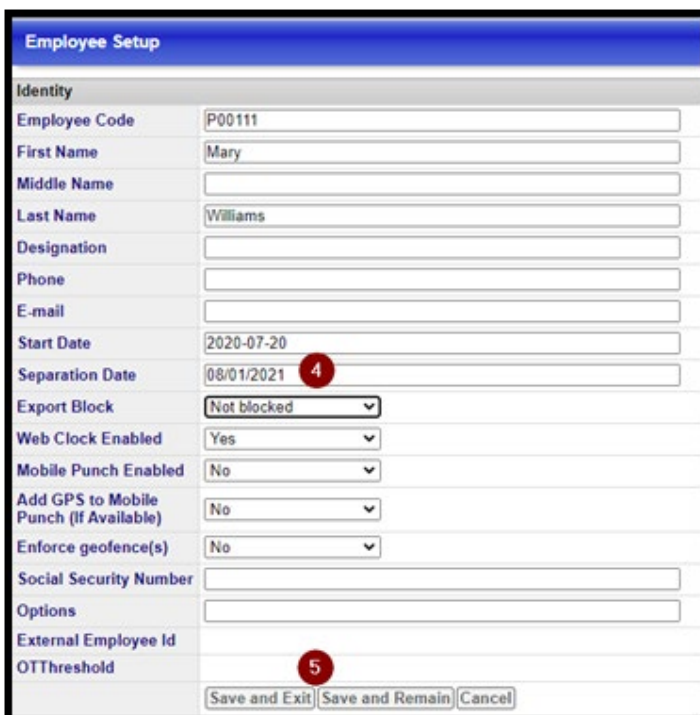
Logins / Numbers

Self-service password Password has been set and changed by employee

Employee Data [Expand History](#) [Edit](#)

Step 4: Enter the separation date.

Step 5: Click **Save and Exit** (This will take you back to "Employee Setup List") or click **Save and Remain** (displays current "Employee Setup").



The screenshot shows the 'Employee Setup' form with the 'Separation Date' field highlighted with a red circle and the number '4'. The 'Save and Exit' button is highlighted with a red circle and the number '5'. The form contains the following fields:

Employee Code	P00111
First Name	Mary
Middle Name	
Last Name	Williams
Designation	
Phone	
E-mail	
Start Date	2020-07-20
Separation Date	08/01/2021
Export Block	Not blocked
Web Clock Enabled	Yes
Mobile Punch Enabled	No
Add GPS to Mobile Punch (If Available)	No
Enforce geofence(s)	No
Social Security Number	
Options	
External Employee Id	
OTThreshold	

[Save and Exit](#) [Save and Remain](#) [Cancel](#)