

### To View Your PTO Balance:

Go to: [helpside.com](https://helpside.com) -> Employee -> Employee Portal

Step 1: If Helpside tracks PTO for your company, your current PTO balance will display on the **Dashboard** under **Time Off**.

Step 2: Select **View Details** under **Time Off**.

The screenshot shows the Helpside Employee Portal Dashboard. On the left is a navigation menu with 'Dashboard' highlighted and a red '1' next to it. The main content area has an 'Outstanding Tasks' table with three rows: 'Test File 4', 'Equipment Deduction Form', and 'Benefits Enrollment Information', each with a 'view\_and\_sign' link. Below this are three widgets: 'Time Off' showing '149.99 Paid Time Off' and 'HOURS AVAILABLE' with a 'view details' link and a red '2' next to it; 'Payroll' with a table of 'Date' and 'Net Pay' and a 'view details' link; and 'Company Links' with links for 'EMI Health' and 'Documents' (including 'Test File 1', 'Test File 2', 'Demo Client - Employee Handbook.pdf', 'Benefits Enrollment Information', and 'Helpside Basic Employee Policy Guide').

Step 3: A summary by year will be shown. Click **details** to view the dates when PTO hours were accrued or taken.

The screenshot shows the 'Time Off' page. At the top, it displays '149.99 Paid Time Off' and 'HOURS AVAILABLE' with an information icon. Below is a 'Time Off Summary' table:

Type	Carryover	Accrued	Accrued Thru	Used	Available	
Paid Time Off	28.77	129.22	3/21/2020	8.00	149.99	<a href="#">3 details</a> <a href="#">prior years</a>

At the bottom, there is a note: 'Not all companies manage their time off requests through the Helpside Employee Portal. If your company uses TimeClock, you may be able to request time off [here](#). Otherwise, please contact your supervisor for guidance on your company's time off request procedures.'