

Go to: helpside.com -> Employer -> Timeclock

Step 1: Enter your username.

Step 2: Enter your password.

Step 3: Click on **Employee Portal**. (This will not at a punch to your timecard. It will only let you view your punches)

Employee Login

HELPSIDE
Business is *personnel*.

Username
dortiz **1**

Password
***** **2**

No Site ID

WEBCLOCK

EMPLOYEE PORTAL **3**

Powered by SwipeClock.

Step 4: Click on **Time Card**. Your daily punches for the current pay period will be displayed.

Actions	APPROVAL S E	Date	Time	Category	Hours	Job	Project
	<input checked="" type="checkbox"/>	Sun, Jul 18					
	<input checked="" type="checkbox"/>	Mon, Jul 19					
	<input checked="" type="checkbox"/>	Tue, Jul 20					
	<input checked="" type="checkbox"/>	Wed, Jul 21					
	<input checked="" type="checkbox"/>	Thu, Jul 22					
	<input checked="" type="checkbox"/>	Fri, Jul 23					
	<input checked="" type="checkbox"/>	Sat, Jul 24					
Week Total (Sun, Jul 18 - Sat, Jul 24)					0.00 hrs		
	<input checked="" type="checkbox"/>	Sun, Jul 25					
	<input checked="" type="checkbox"/>	Mon, Jul 26					
	<input checked="" type="checkbox"/>	Tue, Jul 27					
	<input checked="" type="checkbox"/>	Wed, Jul 28					
	<input checked="" type="checkbox"/>	Thu, Jul 29					
	<input checked="" type="checkbox"/>	Fri, Jul 30		Unpaid Time Off	5.00		
	<input checked="" type="checkbox"/>	Sat, Jul 31					
Week Total (Sun, Jul 25 - Sat, Jul 31)					0.00 hrs (plus 5.00 not considered for OT)		
					Pay Period Totals		
					HOURS		
					Unpaid Time Off	5.00	
					Total	5.00	

Step 5: To view daily punches for another pay period, click on the date range and select a date you would like to view.

Time	Category	Hours	Job	Project
Independence Day				
	Holiday	8.00		