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Sign In

Welcome back! Please sign in below with your Helpside account to access the Helpside Tools.

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Sign in using your Helpside Account Username and Password.

Click on: **Sign In.**

Click on **Manager** and then on **Employee Assignments**

HELPSIDE

Home Employee **Manager** Company

Manager Tools

- Employee Management
- Employee Assignments**
- Onboarding Management
- Onboarding Bulk Upload
- Offboarding Request
- Accounting Export
- Deduction Authorization

External Links

- PrismHR Payroll Software
- Talent LMS
- Timeclock Management

Under Step 2, select the employee you would like to change positions for.

Step 2

Select which employees you would like to make changes to.

[Select all employees in table](#)

Show 10 entries Filter:

<input type="checkbox"/>	Employee Name	Employment Status	Employment Type	Supervisor
<input type="checkbox"/>	Aquamarine, Adriel	Active	Full Time	Josue Maroon (HTDemo1_3.0.0)
<input type="checkbox"/>	Aquamarine, Camryn	Active	Full Time	Landen Yellow (HTDemo1_0-COO)
<input checked="" type="checkbox"/>	Blue, Sophia	Active	Full Time	Novalee Aquamarine (HTDemo1_7.0.0)
<input type="checkbox"/>	Crimson, Catalina	Active	Full Time	Santos Pink (HTDemo1_2.2.0)
<input type="checkbox"/>	Crimson, Elaine	Active	Full Time	Novalee Aquamarine (HTDemo1_7.0.0)

Under Step 3, select **Job/Position** from the dropdown list. Additional fields will populate.

Then select the position you would like to change the employee to from the next dropdown list, enter the effective date, and click **Submit**.

Step 3

Choose which type of assignment you want to change and it's option.

Assignment Type to Change

* Job/Position



* Select an option...



Effective Date

* mm/dd/yyyy



Submit

You will see a confirmation pop-up on the screen as seen below.

