

Helios Employee Portal Time Sheet Entries SOP

Website - <https://gethelios.com/victoriesd/Login.aspx>

Helios Login Options

DISTRICT CONTRACT EMPLOYEES:

Use **Google Email login** to sign in

Click **EMPLOYEE PORTAL button** in bottom section

Then select the district Google Email login to use

Victor Elementary School
District

if logged into our email in another browser, select which Google email to log in with + email password

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Google

Choose an account

Synergy Email
synergy@vesd.net

business office
businessoffice@vesd.net

Erica Madrid
emadrid@vesd.net

Use another account

HOURLY/DAILY or DISTRICT CONTRACT EMPLOYEES:

Use **Helios User Name / Password** to sign in

Toggle dot next to LOGIN TO: **EMPLOYEE**

User Name = full email address (vesd.net or personal email)

Password = your date of birth (01/06/1990 = password 01061990)

Click LOG IN

Victor Elementary School
District

Login with Helios Password

Login to: ☐ Admin ☒ Employee

Username: emadrid@vesd.net

Password: 01061990

Log In

Log In with Your Organization Password Single Sign-On

Admin Portal Employee Portal

Time Sheet Entry

on the left menu

Click on **Time and Absences**

Select **Time Sheet**

Employee Portal Home

EMPLOYEE DATA

Employee Data

FORMS AND WORKFLOWS

Forms and Workflows

TIME AND ABSENCES

Time and Absences

Absences

Leave Balances

Time Sheet

Welcome to Employee Portal

Time Sheets

Click here to view Time Sheet report

Click **+ADD** – on new green line below, enter the following information:

Date = date worked

Work Type = Extra Time (total up to 8 hrs); Overtime (over 8 hrs)

Hours & Minutes = additional time worked

Funding Source = select the job you worked

Comment = **site #, position & reason worked** (example – 708 clerical office work extra help) (**IMPORTANT**)

CLICK SAVE ALL

Click Profile Icon in top right + LOGOUT to exit program

Employee Time Sheet

Select Job *

18668 - Secretary Dir Fiscal Serv at Business Office From 07/01/20

Save All + Add Delete Cancel Excel Export CSV Export Print PDF Export

	Date	Work Type	Hours	Minutes	Start Time	End Time	Funding Source	Workflow	Comments
☒									

NOTE: Once time has been saved, you will not be able to edit the entry, contact your site secretary for corrections.