Helios Employee Portal Time Sheet Entries SOP

Website - https://gethelios.com/victoresd/Login.aspx
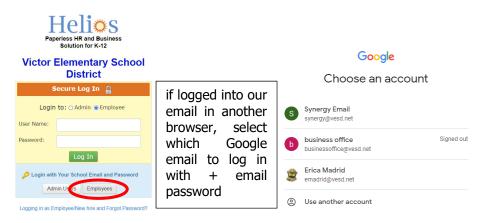
Helios Login Options

DISTRICT CONTRACT EMPLOYEES:
Use **Google Email login** to sign onto Helios
   In the Login with Your School Email and Password section
      Click on EMPLOYEES
         Then select the district Google Email login to use

HOURLY/DAILY or DISTRICT CONTRACT EMPLOYEES:
Use **Helios User Name / Password** to sign onto Helios
   Toggle dot next to LOGIN TO: to select EMPLOYEE
      User Name = full email address (vesd.net or home email)
      Password = your date of birth (01/06/1990 = password 01061990)
         Click LOG IN

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

Time Sheet Entry

Select Time Sheet on the left menu

Date = date worked

Hours & Minutes = additional time worked

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

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

Funding Account = select the job you worked

CLICK SAVE & Click LOGOUT to exit program

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

Employee Time Sheet

Job Class	Location	Begin	End	Current
Secretary Dir Fiscal Serv	Business Office	7/1/2021		☑

Current Pay Period

Save	Date	Work Type	Hours	Minutes	Start Time	End Time	Funding Source	Comments
	Total:		0	0				