

WEBTIME APPROVER INSTRUCTIONS

This manual outlines the features available on Hays' web-based timekeeping system.

ACCOUNTANCY & MA/CONSTRUCTI
CONTACT CENTR
ATIONS/EDUCATI
HNOLOGY/LEGAL
SAFETY/POLICY&
OURCES & MINING
ENGINEERING/HU
LOGISTICS/FACILITIES MANAGEMENT/FINANCIAL
CIAL SERVICES/SOCIAL CARE/SALES & MARKETI
ING/ENERGY/OFFICE SUPPORT/RESPONSE MANA
HEALTHCARE/OIL & GAS/ARCHITECTURE/ASSESS
& DEVELOPMENT/PUBLIC SERVICES/ACCOUNTAN
NCY & FINANCE/EDUCATION/PHARMA/CONSTRU
NSTRUCTION & PROPERTY/RESOURCE MANAGEM
MENT/MANUFACTURING & OPERATIONS/RETAIL/I
INFORMATION TECHNOLOGY/SALES & MARKETING
RATEGY/BANKIN
MARKETING/ENE
ING/TELECOMS
HUMAN RESOURC
TRES/FINANCIAL
PHARMA/MANUF
HEALTHCARE/AR
PROCUREMENT/H

UCATION/PHARM
TY/CONTACT CEN
URING & OPERATI
ON TECHNOLOGY
NT/HEALTH & SAF
N KING/RESOURC
INSURANCE/ENG
RESOURCES/LOG

CONTENTS

WELCOME!	3
LOGGING IN	3
FORGOT PASSWORD OR USER NAME	3
TIMESHEETS – APPROVE/REJECT	4
TIMESHEETS – “QUICK” APPROVAL	6
TIMESHEETS – UNAPPROVE	7
NOTIFICATIONS & ALTERNATE APPROVERS	8
INQUIRIES AND SEARCHES	10
TIMESHEETS – APPROVAL DEADLINE	13
CONTACT US	13

WELCOME!

You will receive your User Name and temporary password from CA-customerservice@hays.com. If you do not receive the email during the first week of your temporary worker's assignment, please contact us by email at **CA-customerservice@hays.com**, or call **866-420-4297** (toll free) for assistance. **It's recommend that you use a current version of IE or Firefox when accessing WebTime, to optimize performance.**

LOGGING IN

Please visit hays.ca, click on **Temp Workers**→**Online Timesheets**→**Webtime**. Alternatively, you may navigate through your browser directly to: time.hays.ca

Enter your User Name and temporary password:

The image shows a screenshot of the HAYS login page. At the top, there is a blue banner with the HAYS logo and the tagline "YOUR PROFESSION. OUR PASSION." Below the banner is a login form with fields for "User Name:" and "Password:", a "Forgot Password?" link, and a "Login" button. Below the main screenshot is a separate dialog box titled "Login" that displays a red error message: "Your password has expired, please change it." This dialog box contains fields for "New Password:" and "Confirm New Password:", along with "Save" and "Cancel" buttons.

The first time you login you will receive a message that your **password has expired**; this is the prompt to create a password of your own. Your new password must be greater than 8 characters, have at least 1 lower case letter and a minimum of 1 number.

FORGOT PASSWORD OR USER NAME

If at any time you forget your password, enter your User Name, click **Forgot Password**, and then click **Email Password**. If you forget your User Name, please request it from CA-customerservice@hays.com.

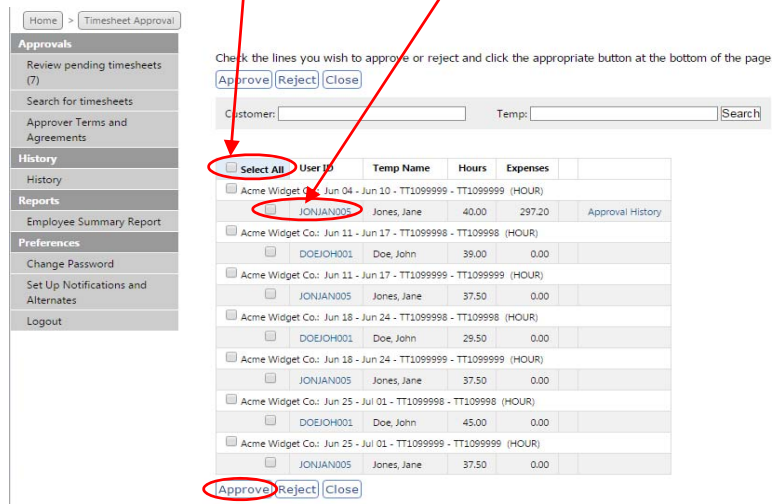
TIMESHEETS – APPROVE/REJECT

To approve a new timesheet:

1. From your Home page, click on **Review Pending Timesheets** from the left menu bar:



2. From the list of timesheets pending approval, you can:
 - a. **Select All** and click **Approve** if you are in agreement of hours submitted, or
 - b. If you prefer to open the timesheets individually in detail, tick the box for that timesheet and click on the blue **User ID** to view the timesheet in detail.



3. If you've opted to review/approve the timesheet in detail, the View Timesheet window will open. In the example below, the worker has submitted both hours and expenses. On the expense lines, pdf's of the receipts have been attached and are viewable by clicking on the file name.
 - a. If you are in agreement with all hours, and expenses (where applicable), click **Approve**, or
 - b. If you are in disagreement with any hours, or expenses (where applicable), click **Reject** and enter the reason when prompted.
 - c. If you choose to close the timesheet without taking any action, click the "x" in the top right corner or the **Close** button in the bottom right corner.

Export produces a pdf of the timesheet (Adobe Reader required).

Timecard History provides a user/time/date audit of all actions performed on the timesheet.

View Timesheet ✕

Job	TT1099999 - TT1099999
Temporary	Jones, Jane (JONJAN005)
Date Range	06/04/2017 - 06/10/2017
Customer	Acme Widget Co. - Anne Smith
Submitted on	Submitted by Jones, Jane (JONJAN005) on 08/15/2017 19:56
	Timecard History

Enter only actual hours worked in QUARTER HOUR increments: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75.
Do not include lunch break in total daily hours.

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Jun 5	HOUR	8.00	0.00		
Mon, Jun 5	EXPENSE	0.00	277.20	Team lunch	Team Lunch Receipt_1.pdf
Tue, Jun 6	HOUR	8.00	0.00		
Wed, Jun 7	HOUR	8.00	0.00		
Thu, Jun 8	HOUR	7.50	0.00		
Thu, Jun 8	EXPENSE	0.00	20.00	Taxi to client meeting. Pre-approved by Jim.	Taxi Expense Receipt_2.pdf
Fri, Jun 9	HOUR	8.50	0.00		

Total Hours 40.00

HOUR: 40.00

EXPENSE: 297.20

Mon, Jun 5: 8.00

Tue, Jun 6: 8.00

Wed, Jun 7: 8.00

Thu, Jun 8: 7.50

Fri, Jun 9: 8.50

You may select the desired action from either the top or bottom of the screen.

TIMESHEETS – “QUICK” APPROVAL

When a timesheet is submitted for your approval, you will receive an immediate email notification from time@hays.com. The notification will include the worker’s name, dates and hours worked.

To Approve without Logging in:

1. From the body of the email notification, review the timesheet and click **Approve Timesheet**. (Alternatively, if you prefer to log in to view further details, click on **Log In to Manage Timesheets**.)

This is an automated notice to inform you that the following timesheet has been submitted for your approval. Please note that In/Out/Lunch times are not applicable, and can be disregarded.

Job:	TT1099998 - TT109998
Temporary:	DOEJOH001 - Doe, John
Date Range:	07/23/2017 - 07/29/2017
Customer:	ACMWID001 - Acme Widget Co.
Status:	Submitted on 08/22/2017

Date	Pay Type	Hours	Expenses	In	Out	Lunch	Comments	File
07/24/2017	HOUR	7.50	0.00			0:00		No
07/25/2017	HOUR	7.50	0.00			0:00		No
07/26/2017	HOUR	7.50	0.00			0:00		No
07/27/2017	HOUR	7.50	0.00			0:00		No
07/28/2017	HOUR	7.50	0.00			0:00		No

[Approve Timesheet](#) [Login to Manage Timesheets](#)

2. The **Pending** approval window will open; click **Approve** to complete the approval process:

HAYS Recruiting experts
worldwide

YOUR PROFESSION. OUR PASSION.

Pending

Temporary	Period Start	Period End	Job	Total Hours	Total Expenses
Jones, Jane	02/07/2017	08/07/2017	TT1099999 - TT1099999	30	0

[Approve](#)

Statistics

Your request has been processed. Below are the results of your request.

Timesheets Approved:	0
Timesheets Ignored:	0

Approved

Temporary	Period Start	Period End	Job	Total Hours	Total Expenses
No timesheets to display					

3. One approved the **Statistics**, and **Approved** boxes will update to confirm the approval:

Statistics

Your request has been processed. Below are the results of your request.

Timesheets Approved:	1
Timesheets Ignored:	0

Approved

Temporary	Period Start	Period End	Job	Total Hours	Total Expenses
Jones, Jane	02/07/2017	08/07/2017	TT1099999 - TT1099999	30	0

4. Simply close the session in your browser to exit – no Logout action is required.

TIMESHEETS – UNAPPROVE

You have the option to Unapprove a previously approved timesheet, on the condition that it has not yet been processed for payment to the worker by Hays:

1. From the Home page, click on **Search for Timesheets**, and enter your search criteria:

Home > Timesheet Inquiry

Approvals

- Review pending timesheets (0)
- Search for timesheets**
- Approver Terms and Agreements

History

- History

Reports

- Employee Summary Report

Preferences

- Change Password
- Set Up Notifications and Alternates
- Logout

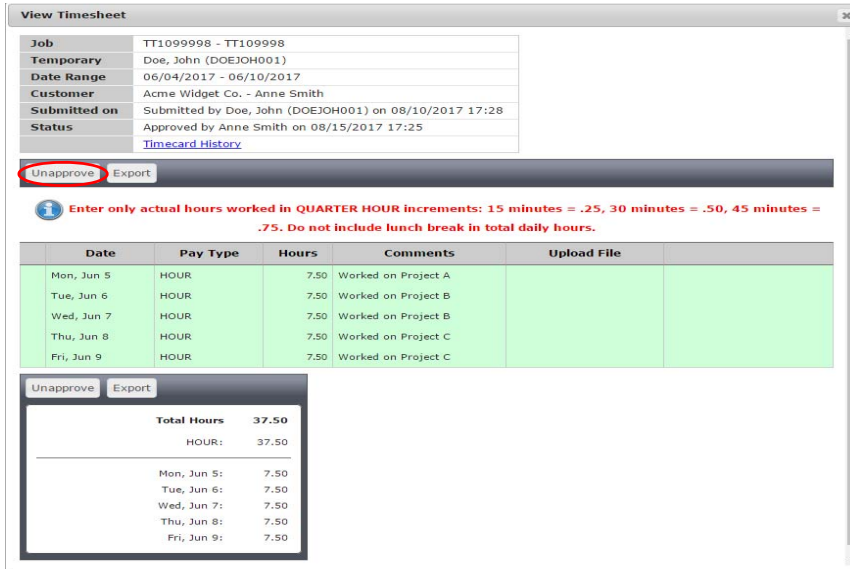
Timesheets to show: Open Submitted Approved Rejected

Date Range: From: 06/05/2017 to: 06/11/2017

Current Timesheets Archived Timesheets

(Search) Done Export

2. From the search results click View on the timesheet you'd like to Unapprove. This opens the View Timesheet window from which you can perform the **Unapprove** action:



- Click OK in the dialogue box and then follow the steps to Reject a timesheet to complete the unapproval process. The worker will then be required to revise and resubmit for approval.

NOTIFICATIONS & ALTERNATE APPROVERS

When a timesheet is submitted for your approval you will immediately receive an automated email informing you that the timesheet has been submitted and is pending your approval. Subsequent to that email, no additional reminders will be emailed to you unless you setup a Notification Schedule.

To setup your customized Notification Schedule:

- From the Home page, click on **Set Up Notifications and Alternates** from the left menu bar:



Notifications:

You are able to enter up to 3 email addresses (i.e. your work email, your personal email) to which notifications will be sent. Emails are generated and sent to those addresses to notify you that there is one or more timesheets awaiting your approval.

To activate the sending of the email, the “Send Notifications to my email addresses” checkbox must be selected. You can also elect to continue to receive email reminders at designated times until all timesheets have been approved by selecting the option to “Keep sending me repeat notifications until I’ve processed all timesheets” and ticking the days and times when you would like the notifications to be sent:

Approver: SMIANN001 - Anne Smith

Send notifications to my email addresses

Keep sending me repeat notifications until I've processed all timesheets

Enter up to three email address to send notifications to:

Choose the times you wish to be notified:

Select All

	M	T	W	T	F	S	S
12a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12p	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Approvers:

You are also able to select an Alternate Approver. This option is useful when you are absent or otherwise unavailable. A dropdown list of Alternate Approvers is available from which you can assign your alternate.

NOTE: Alternate Approvers are only available in the dropdown if they are already setup in WebTime with an approver account. Please contact us by email at CA-customerservice@hays.com, or call toll free at 1-866-420-4297 to make arrangements if a user account needs to be established for your alternate. Once the account has been assigned, you will be able to assign the user as your Alternate Approver.

Alternate Approver: ▼

Copy all notification emails to alternate approver

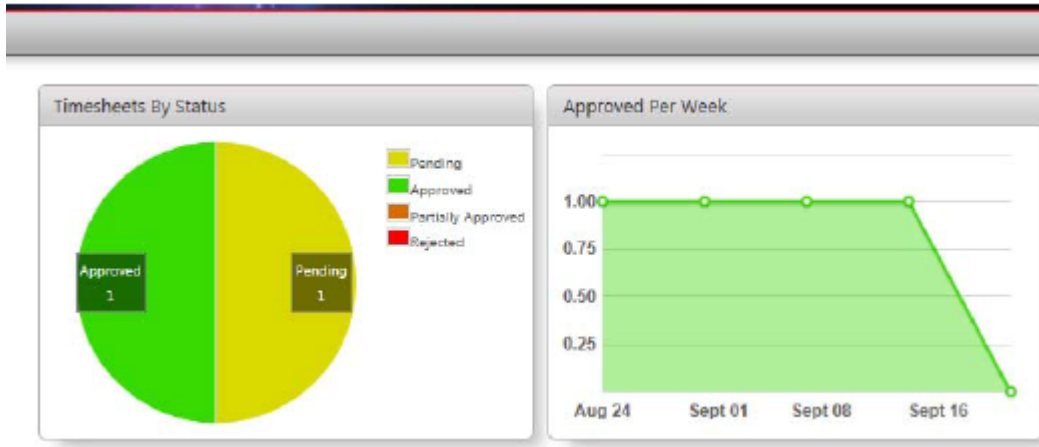
Notify alternate after hours

Do not notify alternate approvers by email

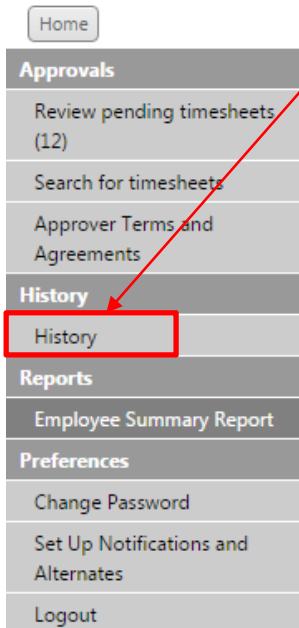
Enter up to two email addresses to send alternate notifications to:

INQUIRIES AND SEARCHES

On the Approver Home page, there are two graphs for informational purposes. The left graph is a pie chart showing all of the recent timesheets for the Temps assigned to you, the Approver. The chart is sorted by timesheet status. The right is a bar graph showing the number of timesheets approved by you for the last 5 periods:



For detailed information, select **History** from your Home page:



Select your company name, and click **Display** to view a list of open Invoices. To see the timesheet details associated with any invoice, click on **Select** under Timecard Details and the data will be displayed:

Invoices

Customer
Acme Widget Co.

Invoice Number	Invoice Date	Bill Amount	Amount Remaining	Timecard Details
INV0000140973	21/08/2017	1,906.88	1,906.88	Select
INV0000140974	21/08/2017	3,974.44	3,974.44	Select

Employee ID	Employee Name	End Date	Date	Hours	Pay Type	Bill Rate	Gross	Discount	Sales Tax	Worksite	Job ID	PO
JONJAN005	Jones, Jane	10/06/2017	05/06/2017	8.000000	T REG	80.00	640.00		83.20		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	05/06/2017	1.000000	F EXPB	277.20	277.20		36.04		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	06/06/2017	8.000000	T REG	80.00	640.00		83.20		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	07/06/2017	8.000000	T REG	80.00	640.00		83.20		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	08/06/2017	7.500000	T REG	80.00	600.00		78.00		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	08/06/2017	1.000000	F EXPB	20.00	20.00		2.60		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	09/06/2017	8.000000	T REG	80.00	640.00		83.20		TT1099999	
JONJAN005	Jones, Jane	10/06/2017	09/06/2017	0.500000	T OT	120.00	60.00		7.80		TT1099999	

You can also Search for timesheets based on specific search criteria, namely timesheet status and dates. From your Home page select **Search for Timesheets**:

- Approvals**
- Review pending timesheets (12)
- Search for timesheets**
- Approver Terms and Agreements
- History**
- History
- Reports**
- Employee Summary Report
- Preferences**
- Change Password
- Set Up Notifications and Alternates
- Logout

This opens the search window where you enter your search criteria, click **Search**, then **View** to open the timesheet in detail. The **Export** option will export the timesheet details to an Excel spreadsheet:

Timesheets to show: Open Submitted Approved Rejected

Date Range: From: 07/01/2017 to: 07/30/2017

Current Timesheets Archived Timesheets

[Search](#) [Done](#) [Export](#)

Drag a column header here to group by that column														
	Job ID	Job Desc	Customer ID	Customer	ApproverID	Approver	Customer Approver ID	Customer Approver	User ID	Temporary	Start Date	End Date	Status	Approved Hours
View	TT1099998	TT109998	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	DOEJOH001	Doe, John	07/16/2017	07/22/2017	Approved	37.50
View	TT1099999	TT1099999	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	JONJAN005	Jones, Jane	07/16/2017	07/22/2017	Approved	37.50
View	TT1099998	TT109998	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	DOEJOH001	Doe, John	07/09/2017	07/15/2017	Approved	46.00
View	TT1099999	TT1099999	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	JONJAN005	Jones, Jane	07/09/2017	07/15/2017	Approved	37.50
View	TT1099998	TT109998	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	DOEJOH001	Doe, John	07/02/2017	07/08/2017	Approved	32.00
View	TT1099999	TT1099999	ACMWID001	Acme Widget Co.	ALAHOM001	ALAHOM001	SMIANN001	Anne Smith	JONJAN005	Jones, Jane	07/02/2017	07/08/2017	Approved	30.00
View	TT1099997	TT1099997	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	BANJOE003	Banks, Joe	06/25/2017	07/01/2017	Approved	42.00
View	TT1099998	TT109998	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	DOEJOH001	Doe, John	06/25/2017	07/01/2017	Approved	45.00
View	TT1099999	TT1099999	ACMWID001	Acme Widget Co.	SMIANN001	Anne Smith	SMIANN001	Anne Smith	JONJAN005	Jones, Jane	06/25/2017	07/01/2017	Approved	37.50

- **Open:** Any/all timesheets which have been Saved and not yet Submitted.
- **Submitted:** Any/all timesheets which have been Submitted but not yet approved. This indicates that the timesheet is now available for your approval..
- **Approved:** Any/all timesheets which have been Approved.
- **Rejected:** Any/all timesheets which you have been Rejected by you and not yet revised and resubmitted. Note that a Rejected timesheet must be amended as needed and resubmitted and approved before it can be processed for payment to the worker.



TIMESHEETS – APPROVAL DEADLINE

WEEKLY APPROVAL DEADLINE: MONDAY @ 11:59pm (your local time)

We ask that you kindly take note of this deadline to ensure that we are able to pay your Hays worker(s) and/or contractor(s) on time.

CONTACT US

We're here to help! If you have any questions or require assistance of any kind, please contact us:

Email: CA-customerservice@hays.com, **or call:** 1-866-420-4297 toll free