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# WEBTIME TEMP WORKER INSTRUCTIONS

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

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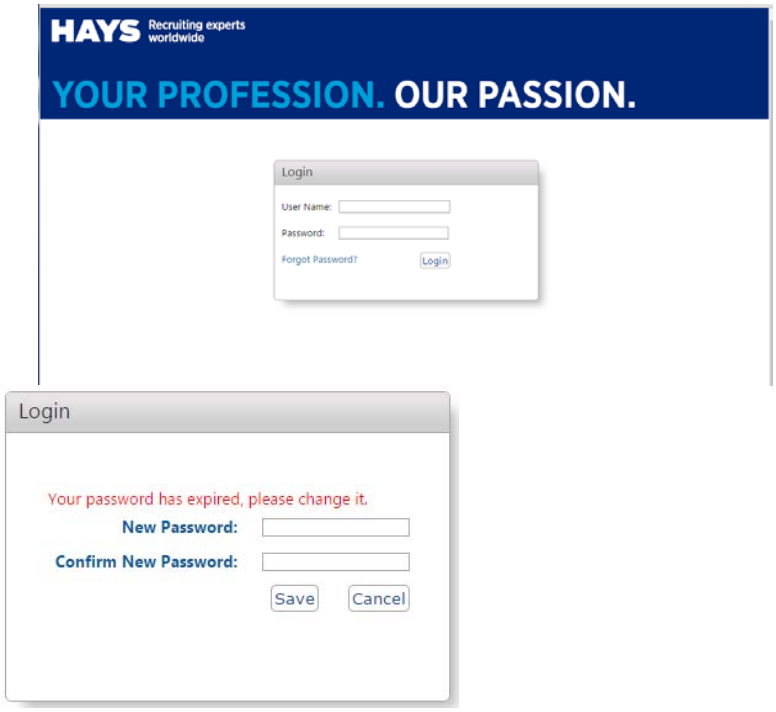
## WELCOME!

You will receive your User Name and temporary password from CA-customerservice@hays.com. If you have not received the email by Wednesday of the first week of your assignment, please e-mail **CA-customerservice@hays.com**, or call **1-866-420-4297** (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:







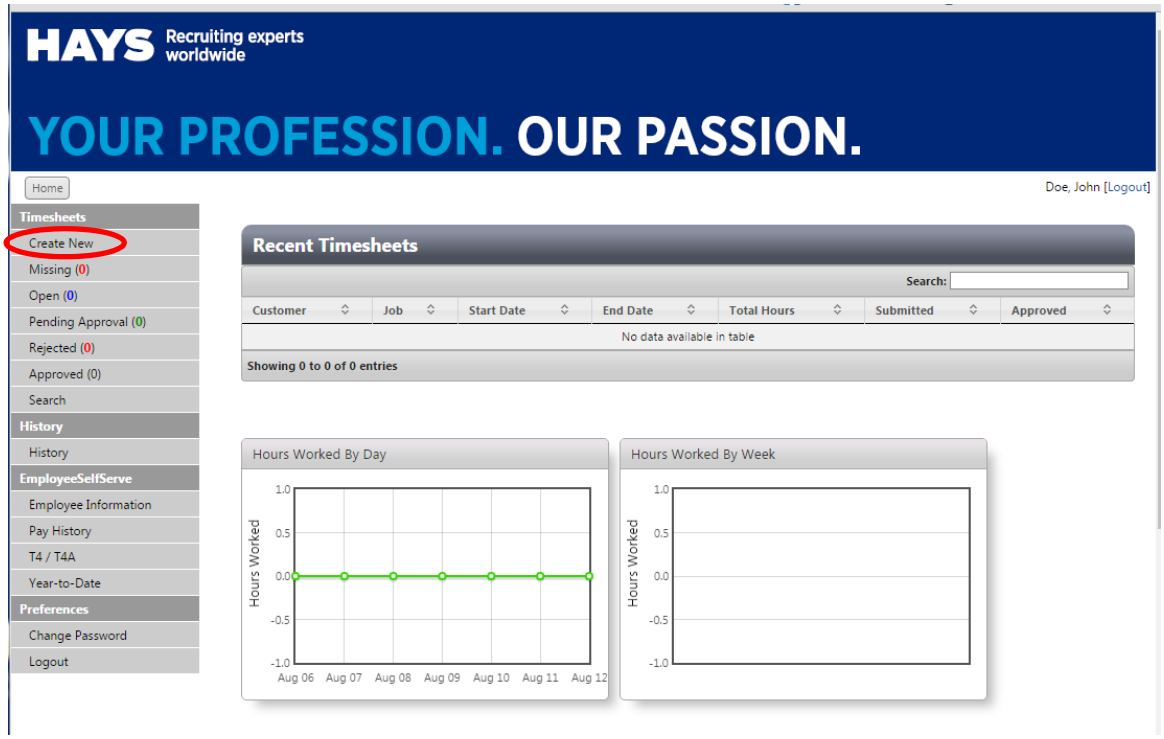
The first time you login you will receive a message that your password has expired; this is the prompt to create a password of your own. Your new password must be greater than 8 characters, have at least 1 lower case letter and a minimum of 1 number.

## FORGOTTEN PASSWORD

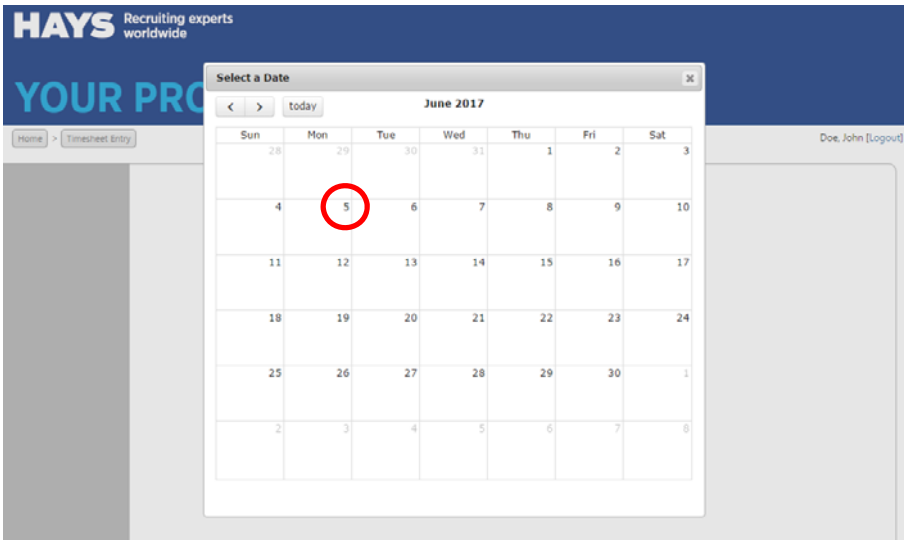
If at any time you forget your password, enter your User Name, click **Forgot Password**, and then click **Email Password.** If you have forgotten your User Name, please contact Customer Service.

## TIMESHEETS – CREATE NEW

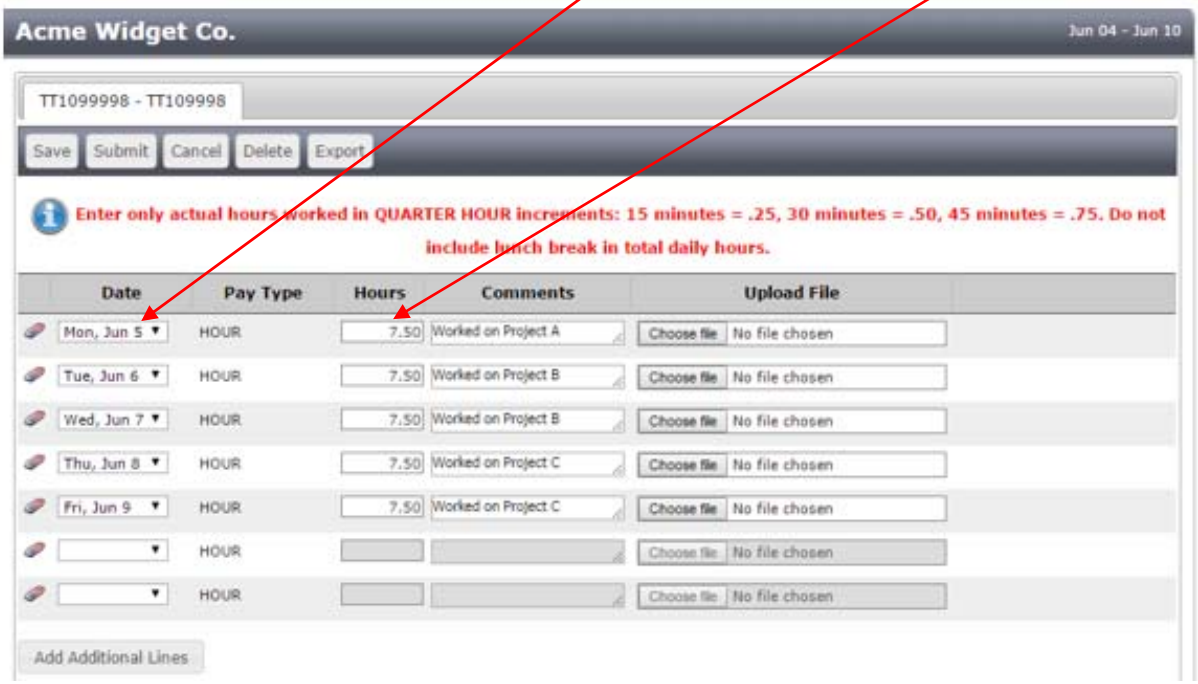
To enter a new timesheet, from the Home page click on **Create New:**




When prompted to **Select a Date**, click on the first day of your work week (Note: The timesheet week runs from Sunday to Saturday):



Selecting the date will open the **Timesheet Entry** window for your active assignment(s) for the week selected; choose the day of the week from the Date drop down and enter total hours for each day worked. Comments can be added if applicable.
**Note that meal breaks should not be included in your daily total hours:**




## Timesheet Actions:

- **Save:** If you prefer to enter your hours each day, you can do so and **SAVE** the timesheet until it's complete.
- **Submit:** When all hours for the week have been completely entered you must **SUBMIT** the timesheet..

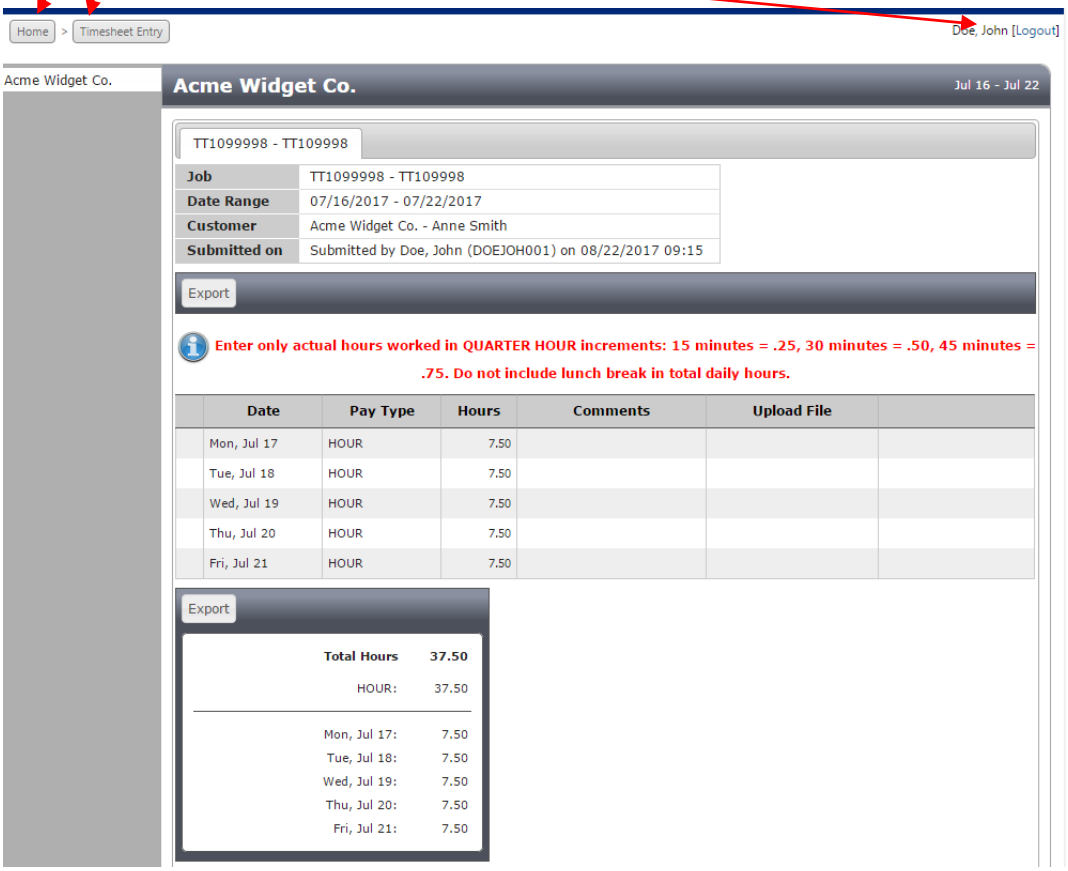
- **Cancel:** You will lose any changes made since the last Save action.
- **Delete:** This will delete the entire timesheet.
- **Export:** This will create a pdf of the timesheet (Adobe Reader required). This may be required if the client has asked to sign a paper copy; the pdf has a signature line and can be printed, then signed by the approver and emailed to CA-customerservice@hays.com

After each action a dialogue box will open to give you the opportunity to accept the action by clicking OK, or to cancel the action and return to the timesheet.

**It's important to note that once a timesheet has been Submitted, you can no longer make changes or perform any other actions, with the exception of Export to obtain a pdf of the timesheet.**

After choosing the appropriate action on your timesheet you can select:

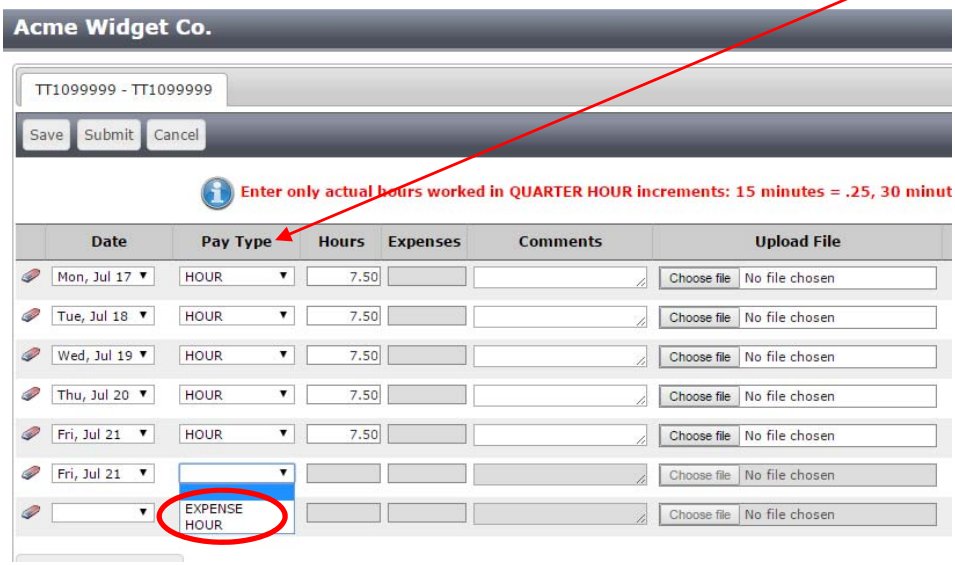
- **Home** to return to the Home page,
- **Timesheet Entry** to enter another timesheet, or revise a timesheet which has not yet been submitted, or **Logout**:



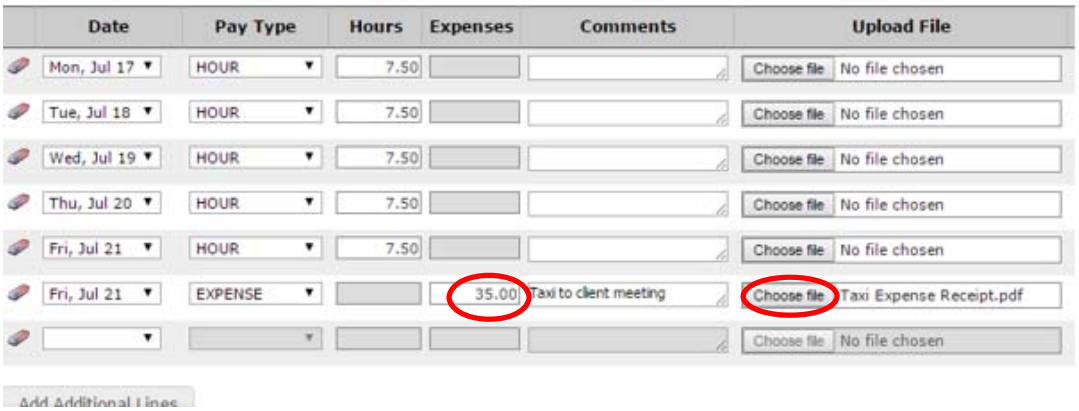
## TIMESHEETS – SUBMITTING EXPENSES (IF APPLICABLE)

If you are eligible to claim expenses, your Hays consultant will discuss this with you prior to the start of your assignment. Only if you're eligible will you see the option to enter expenses on your timesheet.

Enter your hours on the timesheet as instructed above, however under **Pay Type** you will have the option to select Hour or Expense:




After entering the dollar value of the expense, attached all related receipts by uploading the file on the timesheet line. Acceptable file formats are PDF, TIF, JPG or JPEG:




It's recommended that you combine expenses and enter the total amount as one line item, and combine all receipts into one document where feasible.

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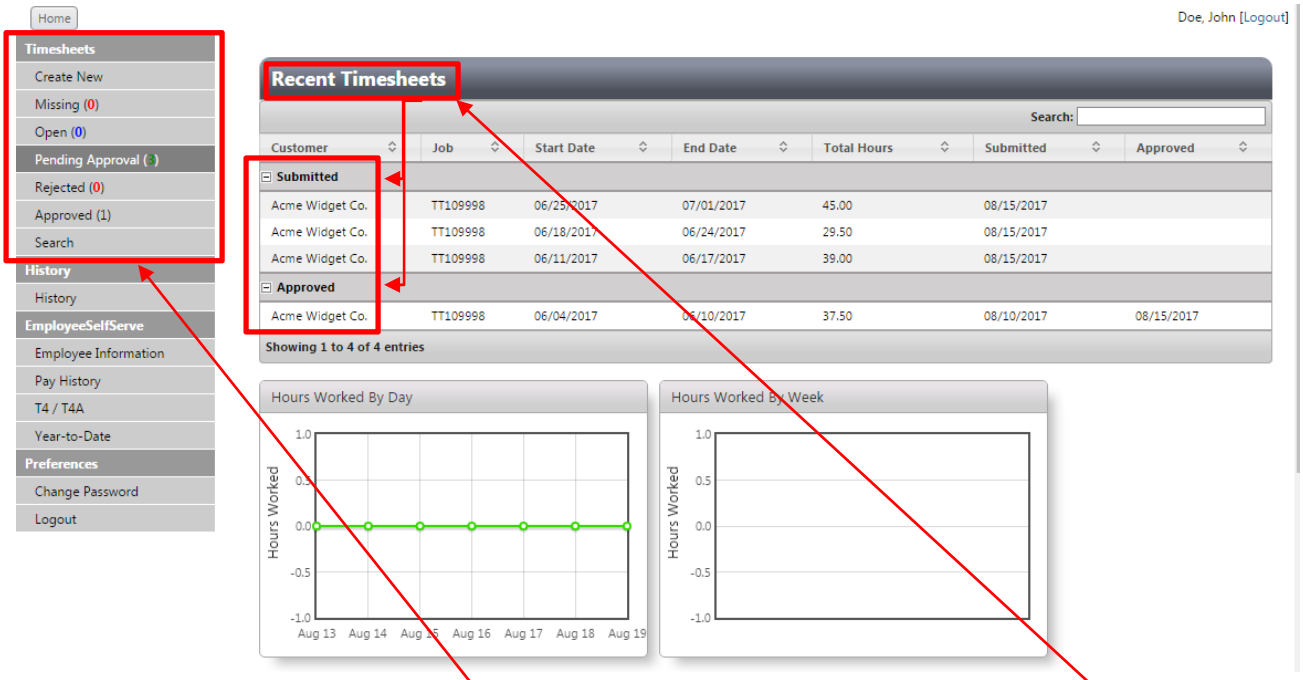
# TIMESHEETS – INQUIRIES AND SEARCHES

From your Home page you can view current timesheet status and search/view historical timesheets:

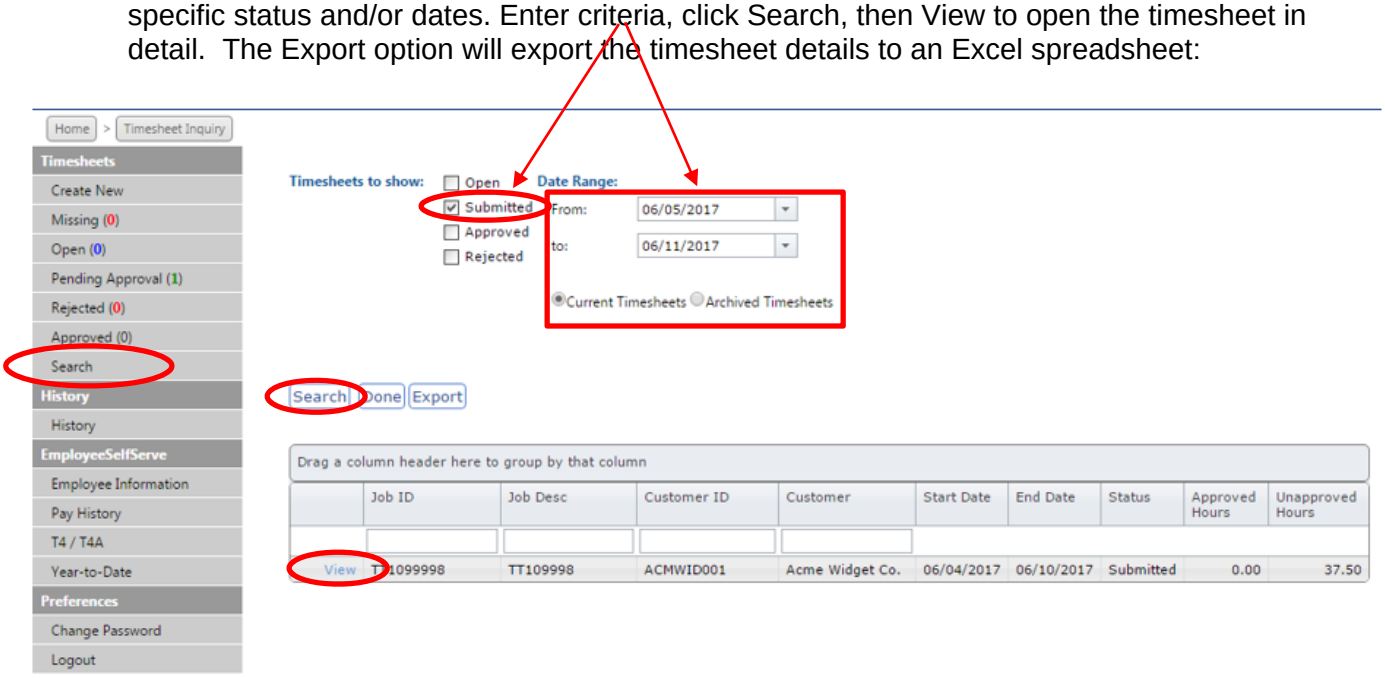



Click on the status link on the left menu bar, or from the Recent Timesheets grid, click on "+" to expand each section, then click on any timesheet to open it in detail.

## Timesheet Status:

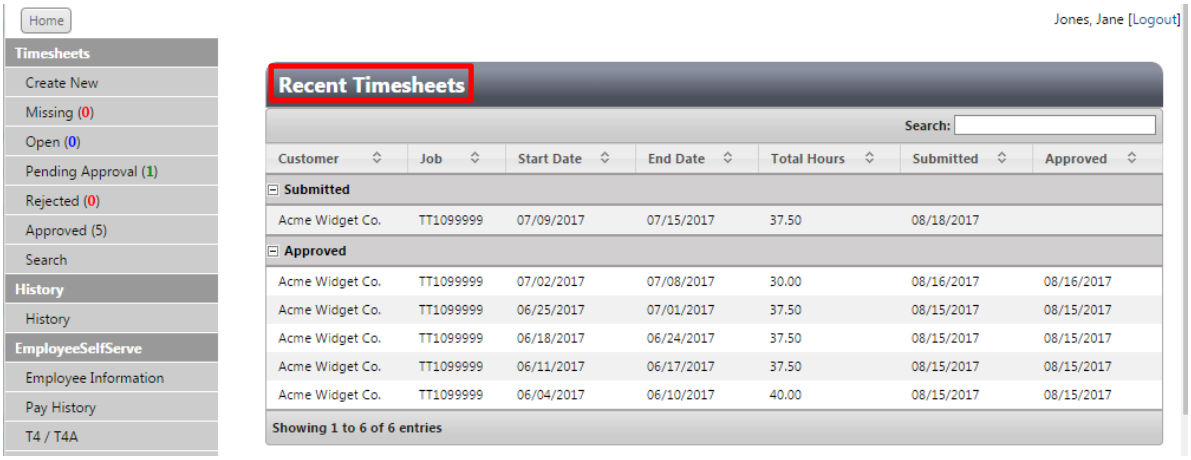
- **Missing:** This feature is not actively in use – please disregard.
- **Open:** Any/all timesheets which have been Saved and not yet Submitted.
- **Pending Approval (Submitted):** Any/all timesheets which have been Submitted but not yet approved. This indicates that the timesheet is now visible to the approver(s) for review/approval.
- **Rejected:** Any/all timesheets which have been Rejected by the approver 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.
- **Approved:** Any/all timesheets which have been Approved.

- **Search:** This opens a search window which allows you to search for timesheets based on specific status and/or dates. Enter criteria, click Search, then View to open the timesheet in detail. The Export option will export the timesheet details to an Excel spreadsheet:




## Recent Timesheets Grid:

This grid provides a snapshot of your recent timesheet activity and status. Please pay particular attention to any timesheet in Open, Submitted or Rejected Status as action will be necessary to complete and submit the timesheet before it can be approved. Click on any timesheet to open it in detail:



## REJECTED TIMESHEETS

If your timesheet has been Rejected, you will receive an automated email notice from time@hays.com to advise of the rejection, and the reason(s) why it was rejected.

You must then open the timesheet, make necessary changes, and then SUBMIT the timesheet again. If you do not take this action, the revised timesheet will not be visible to the approver to perform the approval, and the timesheet cannot be processed for payment.

## EMAIL NOTIFICATIONS

You will receive an automated email when your timesheet is Approved (or Rejected as noted above). Please note that it is your responsibility to track the status of your timesheet and contact the assigned approver if you do not receive timely notification of the approval prior to the deadline noted below.

If alternate arrangements need to be made for approvals, please contact your Hays consultant, or your Hays support team at: **CA-customerservice@hays.com, or 1-866-420-4297 (toll free)**.

## TIMESHEETS – DEADLINES

**COMPLETE AND SUBMIT YOUR TIMESHEET AT THE END OF EACH WORK WEEK**

**APPROVAL DEADLINE: MONDAY @ 11:59pm**

## 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**