

# WEBSITE 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](http://time.hays.ca)

Enter your User Name and temporary password:

The image shows two screenshots. The top one is the HAYS login page, which features a dark blue header with the HAYS logo and the slogan "YOUR PROFESSION. OUR PASSION." Below the header is a white login form with fields for "User Name:" and "Password:", a "Forgot Password?" link, and a "Login" button. The bottom screenshot is a dialog box titled "Login" that displays a red error message: "Your password has expired, please change it." Below the message are two input fields labeled "New Password:" and "Confirm New Password:", and two buttons labeled "Save" and "Cancel".

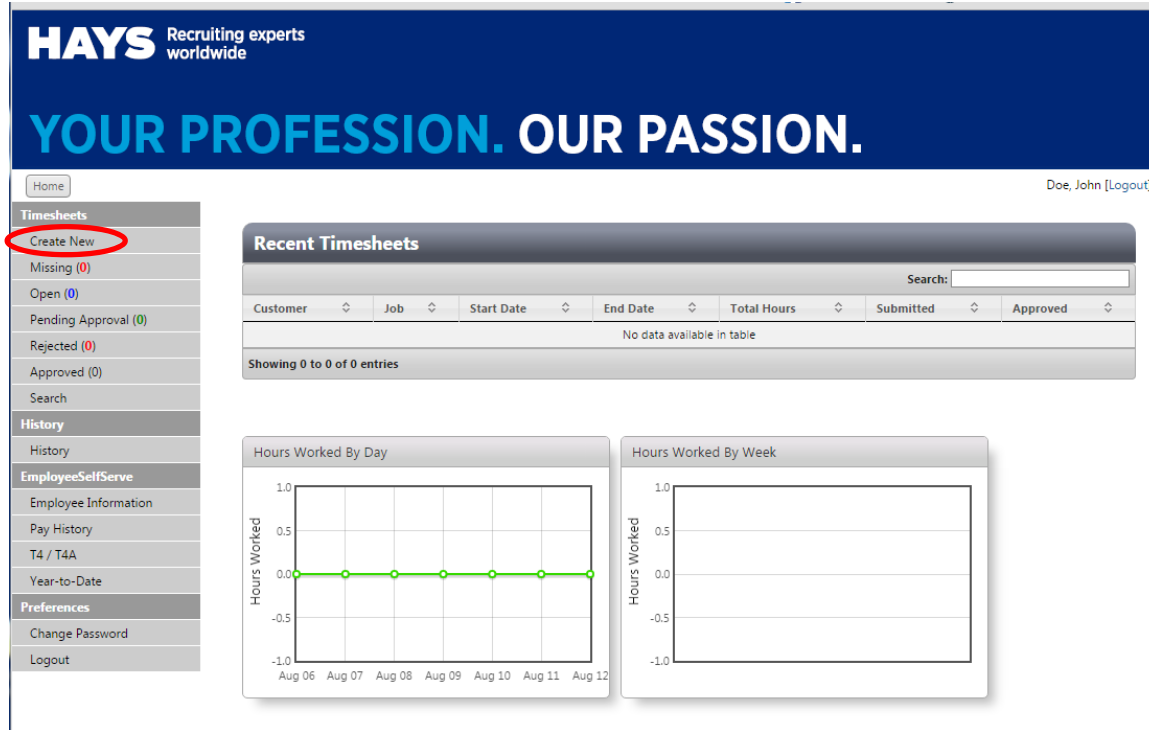
The first time you login you will receive a message that your **password has expired**; this is the prompt to create a password of your own. Your new password must be greater than 8 characters, have at least 1 lower case letter and a minimum of 1 number.

## FORGOTTEN PASSWORD

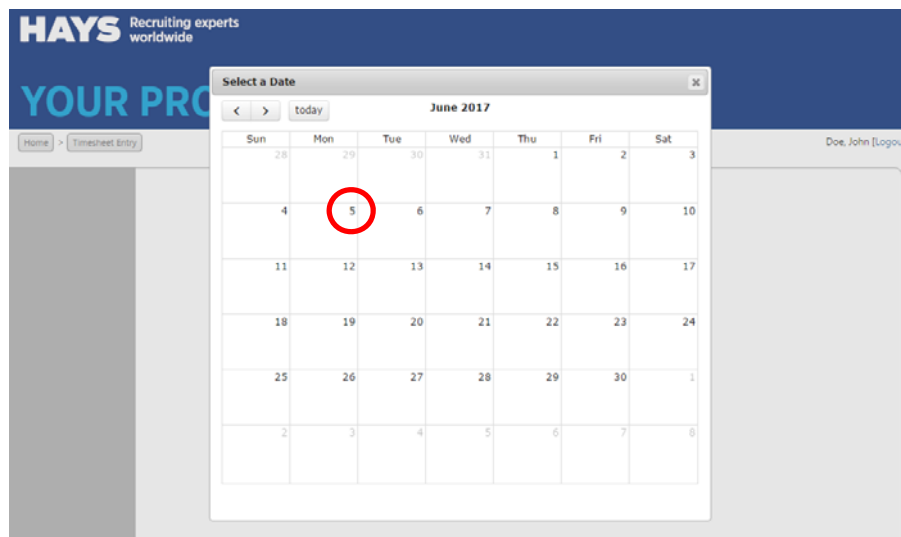
If at any time you forget your password, enter your User Name, click **Forgot Password**, and then click **Email Password**. If you have forgotten your User Name, please contact Customer Service.

## 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:**

Date	Pay Type	Hours	Comments	Upload File
Mon, Jun 5	HOUR	7.50	Worked on Project A	Choose file No file chosen
Tue, Jun 6	HOUR	7.50	Worked on Project B	Choose file No file chosen
Wed, Jun 7	HOUR	7.50	Worked on Project B	Choose file No file chosen
Thu, Jun 8	HOUR	7.50	Worked on Project C	Choose file No file chosen
Fri, Jun 9	HOUR	7.50	Worked on Project C	Choose file No file chosen
	HOUR			Choose file No file chosen
	HOUR			Choose file No file chosen

**Timesheet Actions:**

<b>Total Hours</b>	<b>37.50</b>
<b>HOUR:</b>	<b>37.50</b>
Mon, Jun 5:	7.50
Tue, Jun 6:	7.50
Wed, Jun 7:	7.50
Thu, Jun 8:	7.50
Fri, Jun 9:	7.50

- **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**:

Home > Timesheet Entry Doe, John [Logout]

Acme Widget Co. Jul 16 - Jul 22

TT1099998 - TT109998

<b>Job</b>	TT1099998 - TT109998
<b>Date Range</b>	07/16/2017 - 07/22/2017
<b>Customer</b>	Acme Widget Co. - Anne Smith
<b>Submitted on</b>	Submitted by Doe, John (DOEJOH001) on 08/22/2017 09:15

Export

**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	Comments	Upload File
Mon, Jul 17	HOUR	7.50		
Tue, Jul 18	HOUR	7.50		
Wed, Jul 19	HOUR	7.50		
Thu, Jul 20	HOUR	7.50		
Fri, Jul 21	HOUR	7.50		

Export

<b>Total Hours</b>	<b>37.50</b>
HOUR:	37.50
Mon, Jul 17:	7.50
Tue, Jul 18:	7.50
Wed, Jul 19:	7.50
Thu, Jul 20:	7.50
Fri, Jul 21:	7.50

## 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:

Acme Widget Co.

TT1099999 - TT1099999

Save Submit Cancel

**Enter only actual hours worked in QUARTER HOUR increments: 15 minutes = .25, 30 minut**

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Jul 17	HOUR	7.50			Choose file No file chosen
Tue, Jul 18	HOUR	7.50			Choose file No file chosen
Wed, Jul 19	HOUR	7.50			Choose file No file chosen
Thu, Jul 20	HOUR	7.50			Choose file No file chosen
Fri, Jul 21	HOUR	7.50			Choose file No file chosen
Fri, Jul 21	EXPENSE				Choose file No file chosen
	HOUR				Choose file No file chosen

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:

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Jul 17	HOUR	7.50			Choose file No file chosen
Tue, Jul 18	HOUR	7.50			Choose file No file chosen
Wed, Jul 19	HOUR	7.50			Choose file No file chosen
Thu, Jul 20	HOUR	7.50			Choose file No file chosen
Fri, Jul 21	HOUR	7.50			Choose file No file chosen
Fri, Jul 21	EXPENSE		35.00	Taxi to client meeting	Choose file Taxi Expense Receipt.pdf
					Choose file No file chosen

Add Additional Lines

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.

## TIMESHEETS – INQUIRIES AND SEARCHES

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

The screenshot displays the HAYS Timesheets interface. On the left is a navigation menu with sections: Timesheets (containing Create New, Missing (0), Open (0), Pending Approval (3), Rejected (0), Approved (1), and Search), History, EmployeeSelfServe, and Preferences. The main content area features a 'Recent Timesheets' table with columns for Customer, Job, Start Date, End Date, Total Hours, Submitted, and Approved. Below the table are two charts: 'Hours Worked By Day' and 'Hours Worked By Week'. Red arrows point from the 'Submitted' and 'Approved' status links in the table to the corresponding status options in the left-hand menu.

Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved
Acme Widget Co.	TT109998	06/25/2017	07/01/2017	45.00	08/15/2017	
Acme Widget Co.	TT109998	06/18/2017	06/24/2017	29.50	08/15/2017	
Acme Widget Co.	TT109998	06/11/2017	06/17/2017	39.00	08/15/2017	
Acme Widget Co.	TT109998	06/04/2017	06/10/2017	37.50	08/10/2017	08/15/2017

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:

Home > Timesheet Inquiry

**Timesheets**

- Create New
- Missing (0)
- Open (0)
- Pending Approval (1)
- Rejected (0)
- Approved (0)
- Search**

**History**

- History

**EmployeeSelfServe**

- Employee Information
- Pay History
- T4 / T4A
- Year-to-Date

**Preferences**

- Change Password
- 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

Drag a column header here to group by that column

	Job ID	Job Desc	Customer ID	Customer	Start Date	End Date	Status	Approved Hours	Unapproved Hours
<b>View</b>	TT1099998	TT109998	ACMWID001	Acme Widget Co.	06/04/2017	06/10/2017	Submitted	0.00	37.50

## 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:

Home Jones, Jane [Logout]

**Recent Timesheets**

Search:

Customer	Job	Start Date	End Date	Total Hours	Submitted	Approved
<b>Submitted</b>						
Acme Widget Co.	TT1099999	07/09/2017	07/15/2017	37.50	08/18/2017	
<b>Approved</b>						
Acme Widget Co.	TT1099999	07/02/2017	07/08/2017	30.00	08/16/2017	08/16/2017
Acme Widget Co.	TT1099999	06/25/2017	07/01/2017	37.50	08/15/2017	08/15/2017
Acme Widget Co.	TT1099999	06/18/2017	06/24/2017	37.50	08/15/2017	08/15/2017
Acme Widget Co.	TT1099999	06/11/2017	06/17/2017	37.50	08/15/2017	08/15/2017
Acme Widget Co.	TT1099999	06/04/2017	06/10/2017	40.00	08/15/2017	08/15/2017

Showing 1 to 6 of 6 entries

## REJECTED TIMESHEETS

If your timesheet has been Rejected, you will receive an automated email notice from [time@hays.com](mailto: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](mailto: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](mailto:CA-customerservice@hays.com), **or call:** 1-866-420-4297 **toll free**