

WEB TIME CLIENT INSTRUCTIONS

ACCOUNTANCY & TAX SERVICES/CONSTRUCTION/CONTACT CENTERS/EDUCATION/TECHNOLOGY/LEGAL SERVICES/SALES & MARKETING/ENERGY/OFFICE SUPPORT/RESPONSE MANAGEMENT/HEALTHCARE/OIL & GAS/ARCHITECTURE/ASSESSMENT/DEVELOPMENT/PUBLIC SERVICES/ACCOUNTANCY & FINANCE/EDUCATION/PHARMA/CONSTRUCTION & PROPERTY/RESOURCE MANAGEMENT/MANUFACTURING & OPERATIONS/RETAIL/INFORMATION TECHNOLOGY/SALES & MARKETING STRATEGY/BANKING/MARKETING/ENERGY/TELECOMS/HUMAN RESOURCES/FINANCIAL SERVICES/PHARMA/MANUFACTURING/HEALTHCARE/ARCHITECTURE/PROPERTY/PROCUREMENT/HUMAN RESOURCES/EDUCATION/PHARMACY/CONTACT CENTERS/OPERATIONS/TECHNOLOGY/HEALTH & SAFETY/ENGINEERING/RESOURCES/LOGISTICS/FACILITIES MANAGEMENT/FINANCIAL SERVICES/SOCIAL CARE/SALES & MARKETING/ENERGY/OFFICE SUPPORT/RESPONSE MANAGEMENT/HEALTHCARE/OIL & GAS/ARCHITECTURE/ASSESSMENT/DEVELOPMENT/PUBLIC SERVICES/ACCOUNTANCY & FINANCE/EDUCATION/PHARMA/CONSTRUCTION & PROPERTY/RESOURCE MANAGEMENT/MANUFACTURING & OPERATIONS/RETAIL/INFORMATION TECHNOLOGY/SALES & MARKETING PUBLIC SERVICES/RESOURCES & MINING/ENGINEERING/HUMAN RESOURCES/CONTACT CENTERS/SOCIAL CARE/ENERGY/HEALTHCARE/OFFICE SUPPORT LEGAL/OIL & GAS

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We're Here to Help!

If at any time you require assistance, please contact:

timesupport@hays.ca

Call: 416-367-4297 x757 or Toll free: 1 866 420 4297 x757

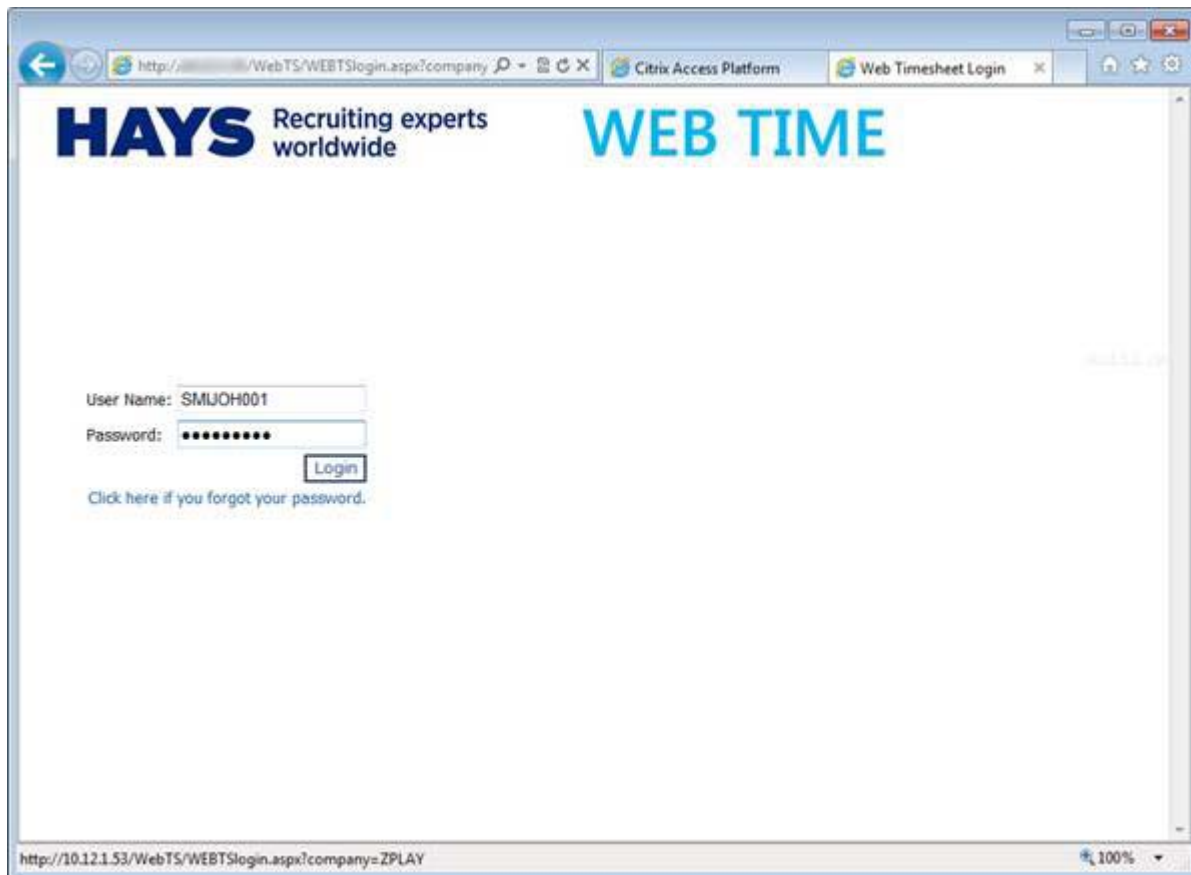
Logging In

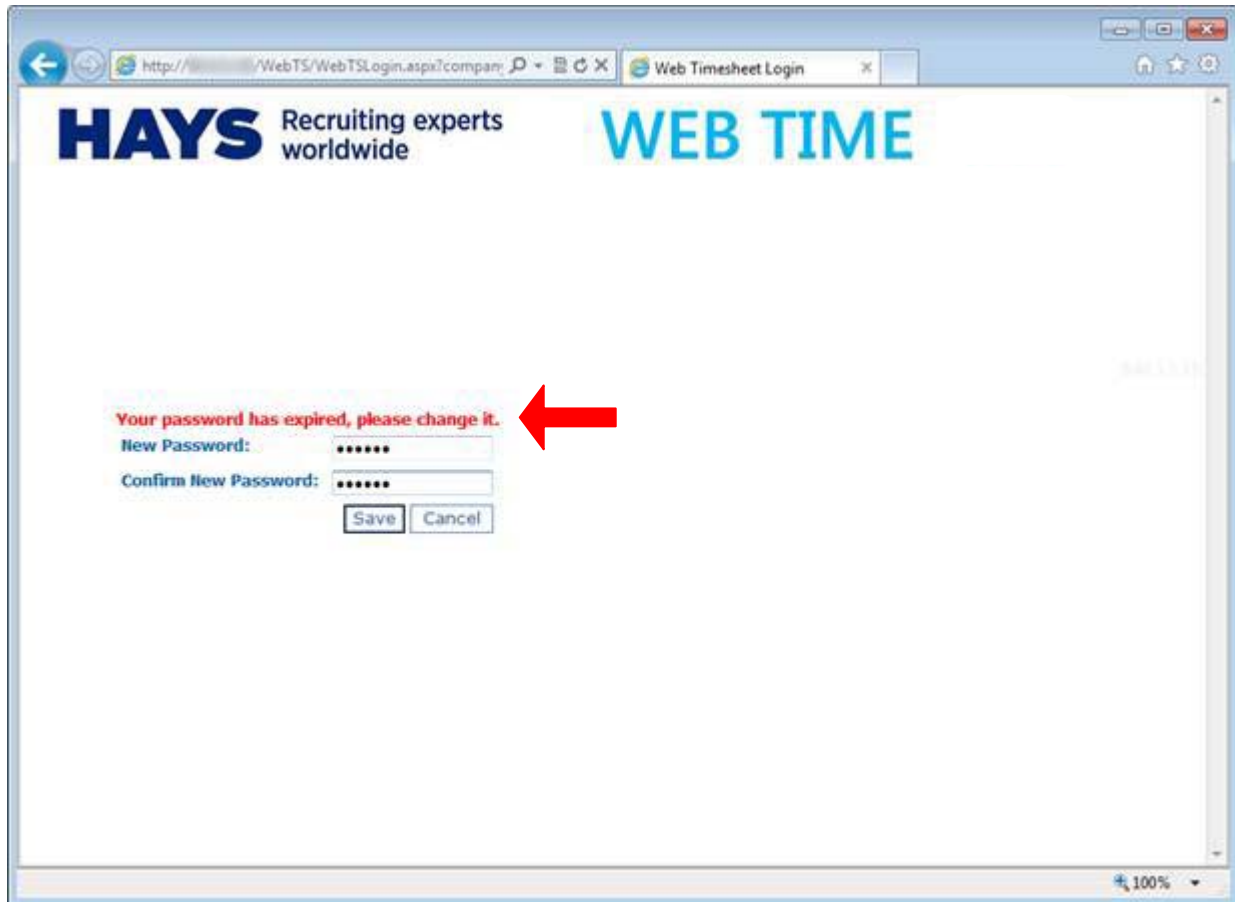
Welcome! You will have received your User Name and temporary password from timesupport@hays.ca. If you have not received this by the Thursday of the first week of your Temporary Worker's placement, please e-mail timesupport@hays.ca to request it.

First Time Login

Please visit <https://time.hays.ca> and select your country.

The first time you login you will receive a message that your password has expired; this is the prompt to change your password.

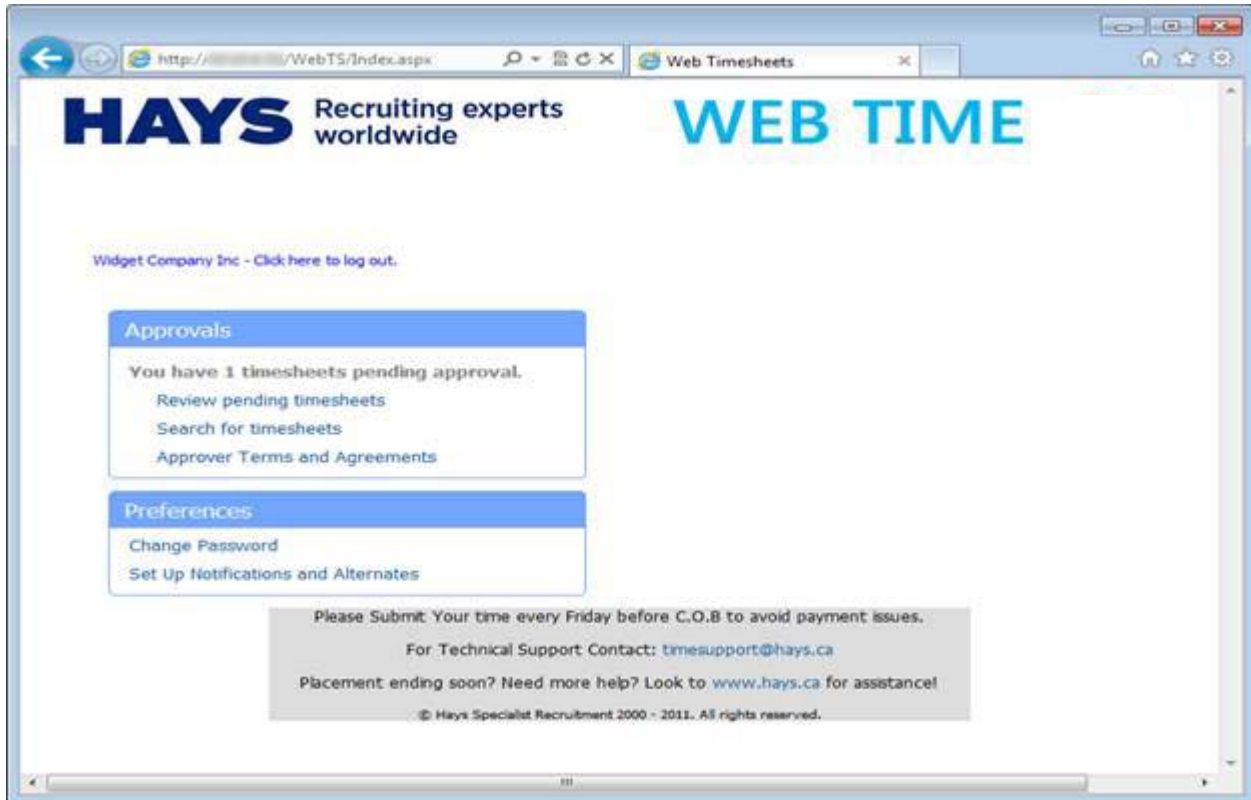




Note: Your new password must be greater than 6 characters, have at least 1 lower case letter and a minimum of 1 number.

Dashboard

The following screen is what you will see when you log in. All major actions are triggered from this page, your Dashboard.

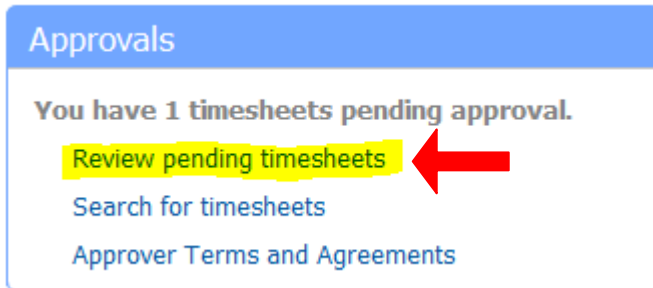


Breakdown of Features:

- **Review Pending Timesheets:** This will display hours which are currently waiting for your approval
- **Search for Timesheets:** This allows you to look up historical hours submitted
- **Approver Terms and Agreements:** This will display the agreement which you accept by using Hays' Services
- **Change Password:** Allows you to change your password at any time
- **Set up Notifications and Alternates:** Allows you to configure automated alerts to notify you when you have Temporary Workers with hours awaiting approval and appoint alternate approvers

Approving or Rejecting Time Entered

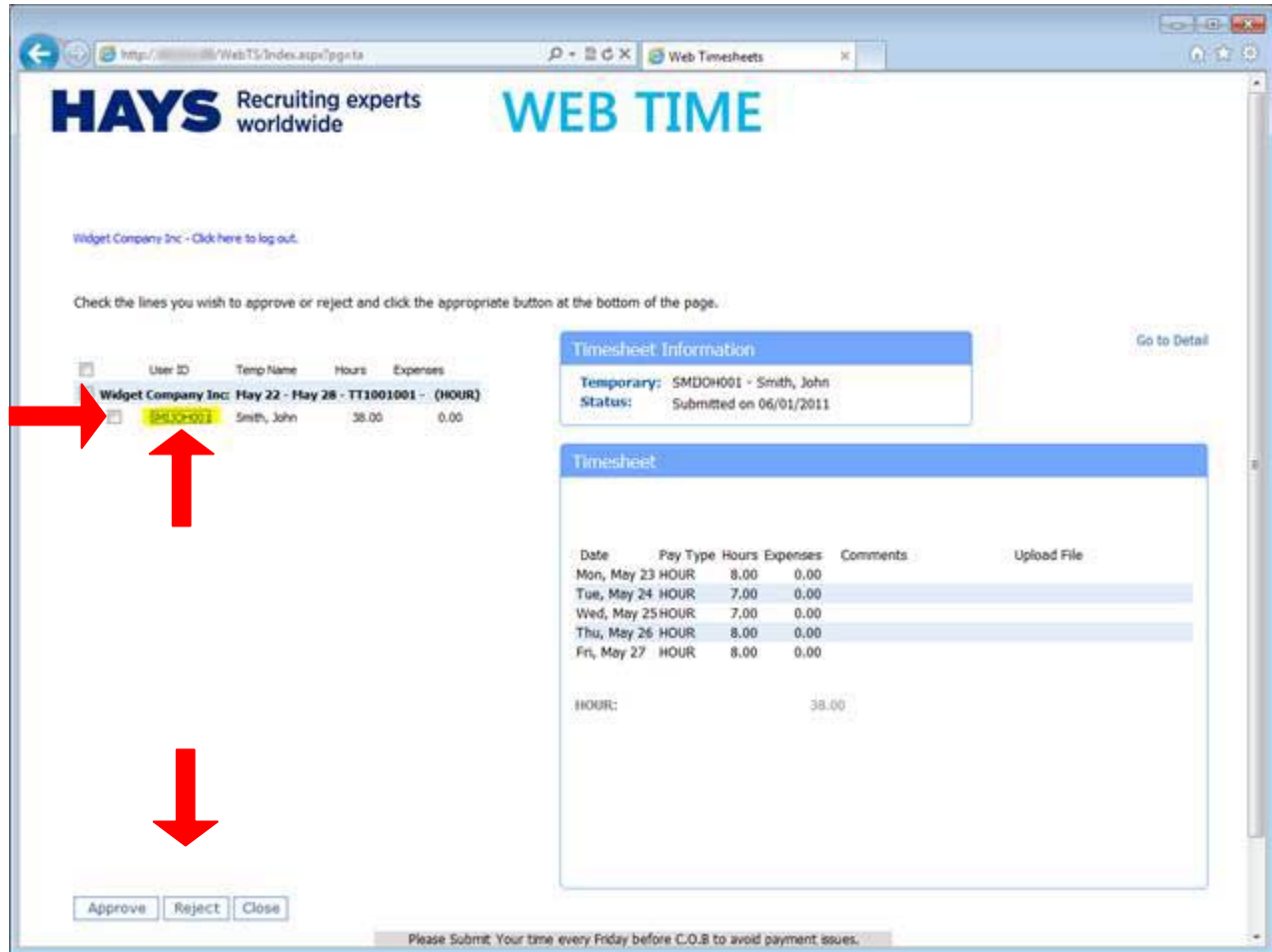
From your Dashboard, click “**Review Pending Timesheets**”



You will be presented with the following screen:



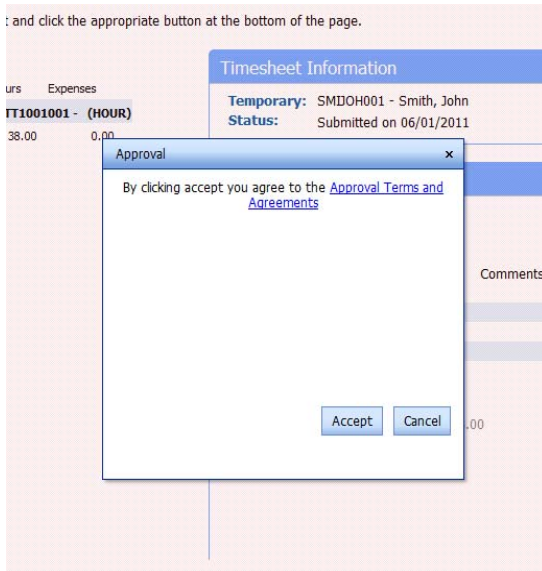
At this point, you will be able to click on the User ID (Blue font) of your Temporary Worker (highlighted below). This will display the submitted hours in detail.



- Check the box beside the Worker's ID
- If you agree with the submitted hours, click "**Approve**" at the bottom left
- If there is an error in the submitted hours, click "**Reject**" and you will be prompted for a reason. The Temporary Worker is notified and is then able to correct and resubmit the hours

In either case, the Temporary Worker will receive an email notification that the hours have been approved or rejected.

When you approve the hours, the following dialog box will appear to confirm that you agree to the Hays Terms and Agreements.



When you **Accept**, you will be returned to the Dashboard, and a notice will appear at the top of your screen for approx 10 seconds confirming the approval of the hours.

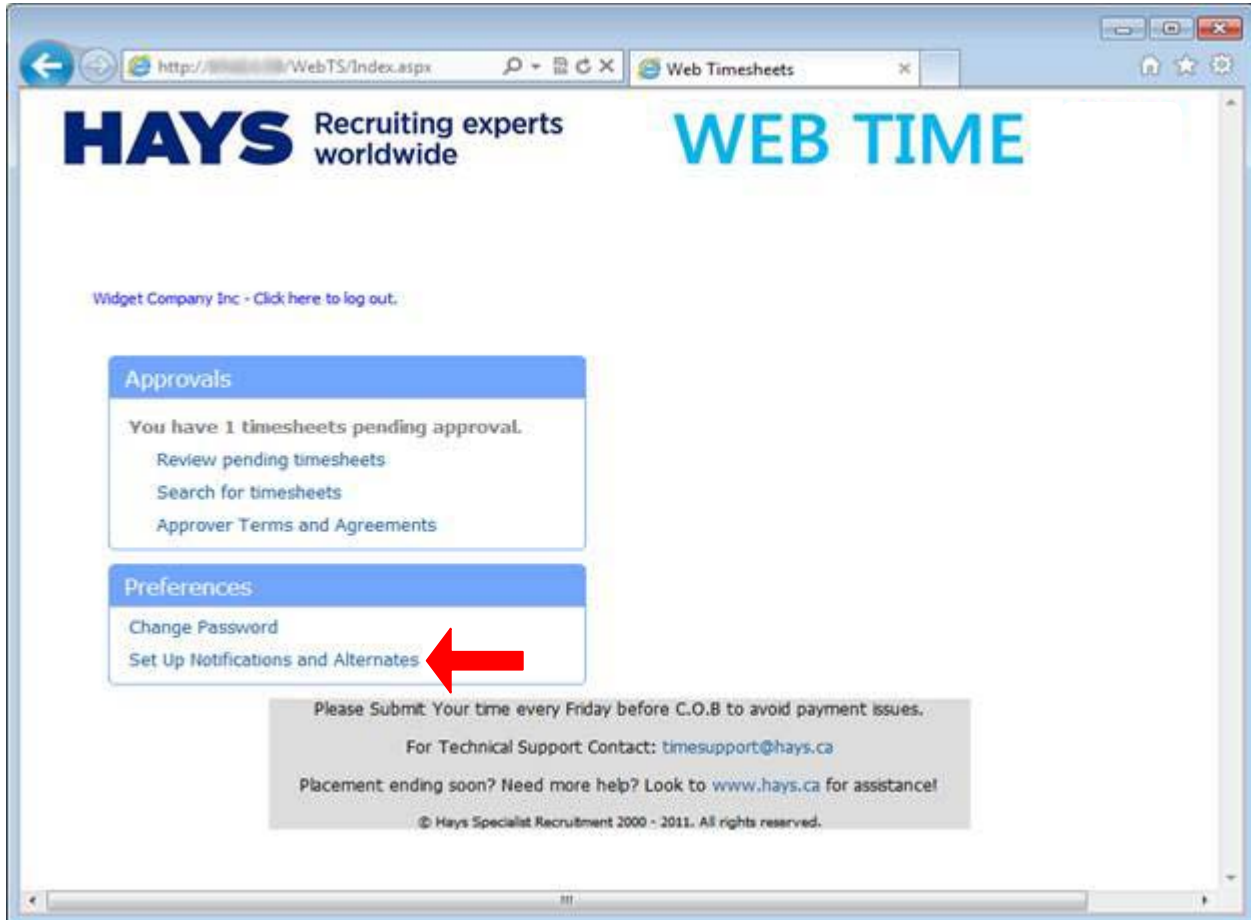


You have now completed approving the weekly hours for your Temporary Worker!

Setting up E-mail Notifications

You have the option to configure E-mail Notifications to remind you to approve hours which are pending approval. This is strongly recommended.

From your Dashboard, Click **“Set up Notifications and Alternates”** in the Preferences area.



The following screen will appear:

The screenshot shows a web browser window titled "Web Timesheets" with the URL "http://.../WebTS/Index.aspx?pg=". The page header includes the HAYS logo and "Recruiting experts worldwide" on the left, and "WEB TIME" in large blue letters on the right. Below the header, there is a link for "Widget Company Inc - Click here to log out." The main content area is titled "Approver: WIDCOM001 - Widget Company Inc" and contains several notification options: a checked checkbox for "Send notifications to my e-mail addresses", an unchecked checkbox for "Keep sending me repeat notifications until I've processed all timesheets", and a text input field for "Enter up to three e-mail address to send notifications to:". Below this is a section for "Choose the times you wish to be notified:" with a "Select All" button. A grid of checkboxes follows, with columns labeled M, T, W, T, F, S, S and rows labeled 12a, 4a, 8a, 12p, 3p, 4p, 5p, and 8p. At the bottom, there is an "Alternate Approver:" dropdown menu set to "<None Available>", radio buttons for "Copy all notification e-mails to alternate approver", "Notify alternate after 0 hours", and "Do not notify alternate approvers by e-mail", and another text input field for "Enter up to two e-mail address to send alternate notifications to:". "Save" and "Cancel" buttons are at the bottom.

You will see the option to receive notifications to your e-mail address; you can specify 3 additional addresses to receive notifications.

Select the day(s) and time(s) you would like to receive e-mail notifications for hours awaiting your approval by checking the appropriate boxes.

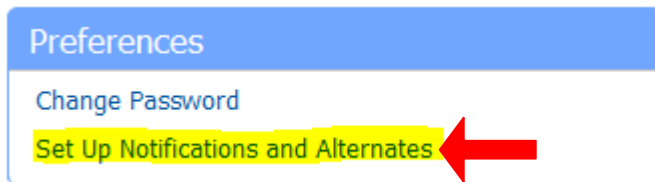
	M	T	W	T	F	S	S
12a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input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

Note: Times indicated are Eastern Time. It is recommended that you set up notifications as soon as possible, otherwise you will only be aware of hours pending approval by logging into Web Time and viewing your Dashboard.


Setting up Alternate Approvers

If you require a backup user to approve hours, the Hays Web Time support team must set it up in advance. You can expedite this process by sending an e-mail to timesupport@hays.ca with the first and last name of the approver(s), their e-mail addresses, and your company name.

Please note that you are not required to have an alternate.



At the bottom of the next window, you will see the Alternate Approver area.

Alternate Approver: <None Available> ▼ 

Copy all notification e-mails to alternate approver

Notify alternate after hours

Do not notify alternate approvers by e-mail

Enter up to two e-mail address to send alternate notifications to:

Alternate Approver:

Select the ID of the person who you would like to be able to approve your Temporary Workers' hours. Please note that until the Alternate Approver has been setup by Hays Web Time support, there will be no options available in the drop down menu

Copy All Notification e-mails to Alternate Approver:

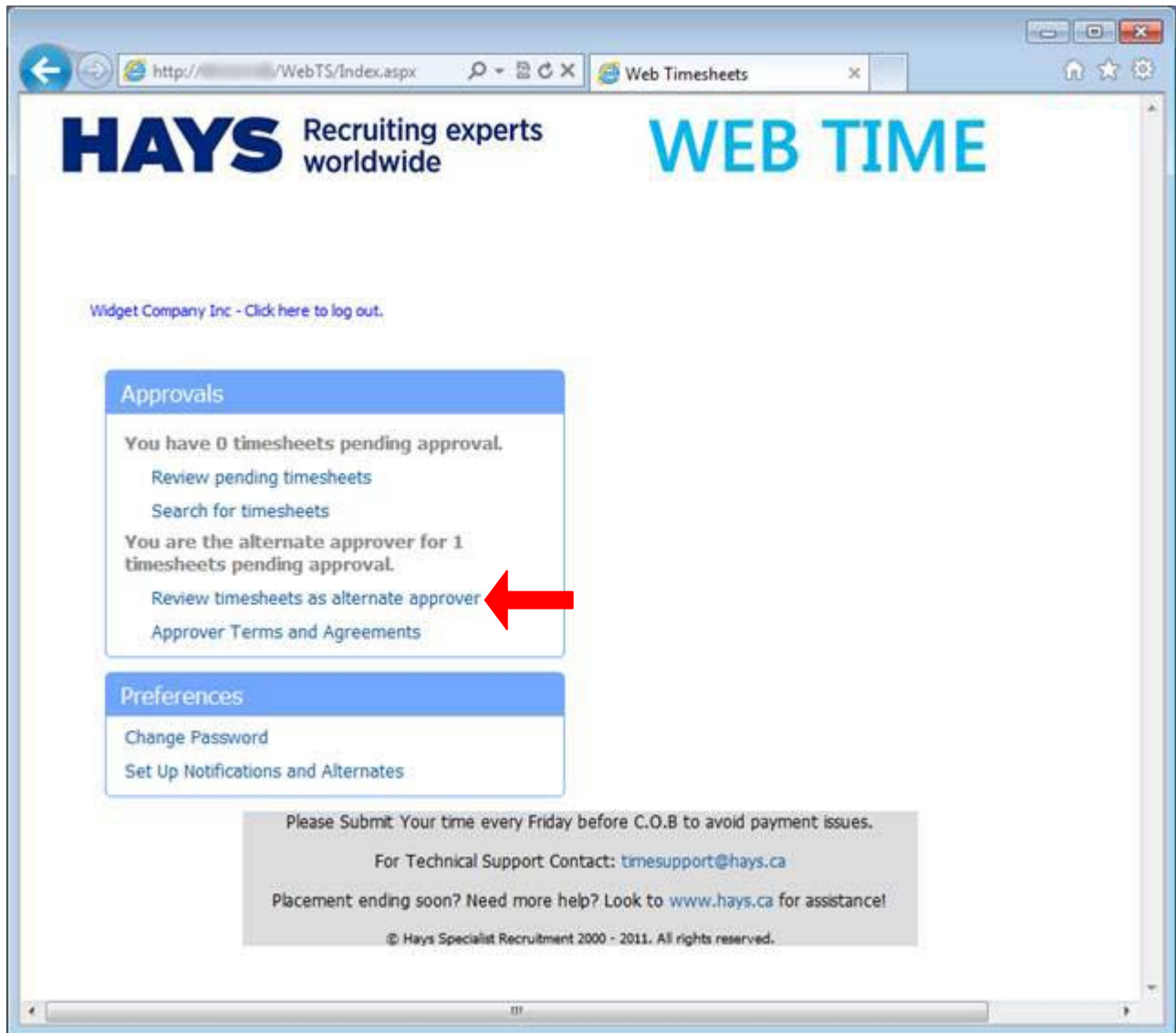
Alternate receives the same e-mail notifications as you.

Notify alternate after XX hours:

Delay Notifications to Alternate Approvers by XX hours.

Approving Hours as an Alternate Approver

As an Alternate Approver, you can follow the instructions on page 5. The difference is minor; if you have been appointed as an Alternate Approver you will see the “**Review timesheets as alternate approver**” option.



From this point the process is the same as for the Primary Approver (please refer to pages 5 through 7).

Blanket Approver

You can request that Hays create a “Blanket” Approver for your company. A Blanket Approver has the ability to approve Temporary Workers’ hours with the same rights as a Primary Approver. A typical reason for setting up a Blanket Approver would be to enable your Human Resources Manager to approve hours in the event that a Primary Approver is unavailable.

To request a Blanket Approver, please contact the Hays Web Time support team at: timesupport@hays.ca and a representative will contact you to make the arrangements.

Note: Blanket Approvers can approve hours for all of your Temporary Workers, so it is important to note for security reasons that an Alternate Approver may be more appropriate than a Blanket Approver in most situations.