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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

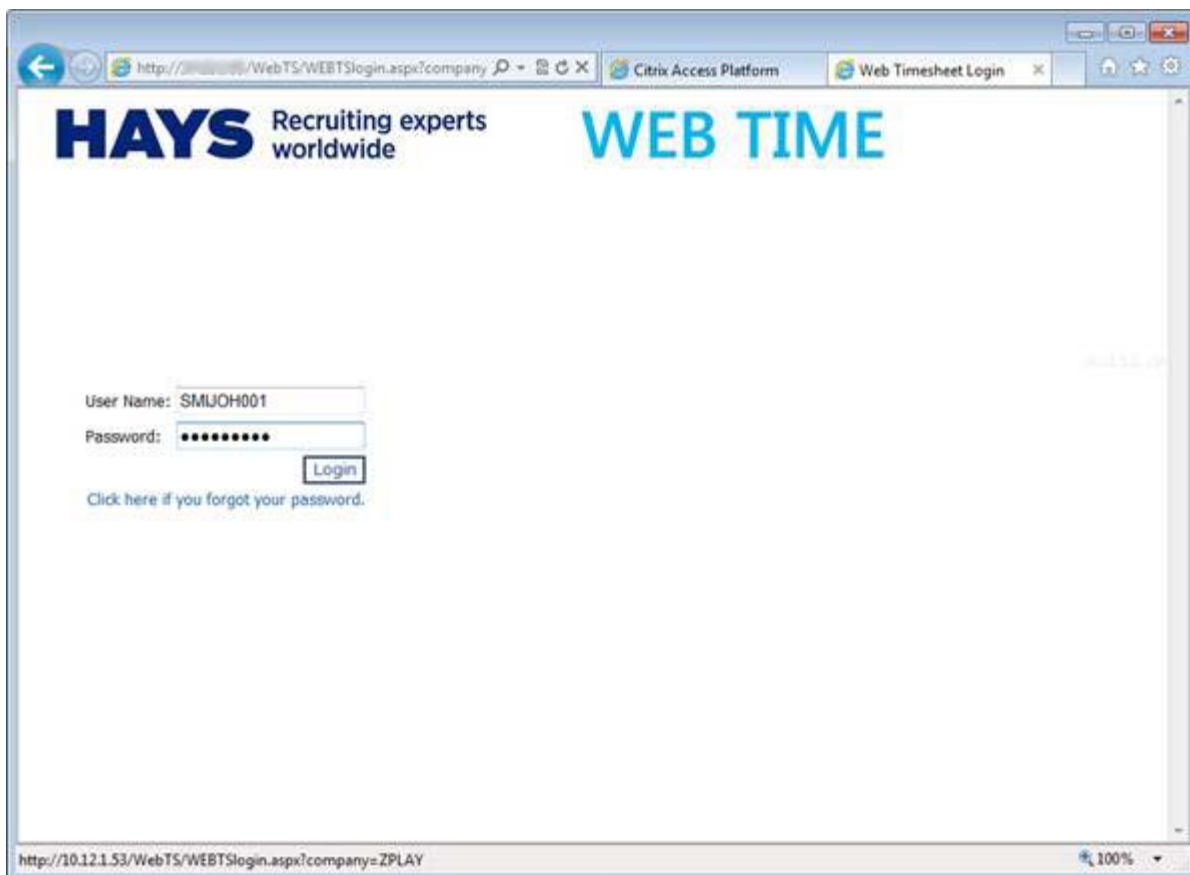
Logging In

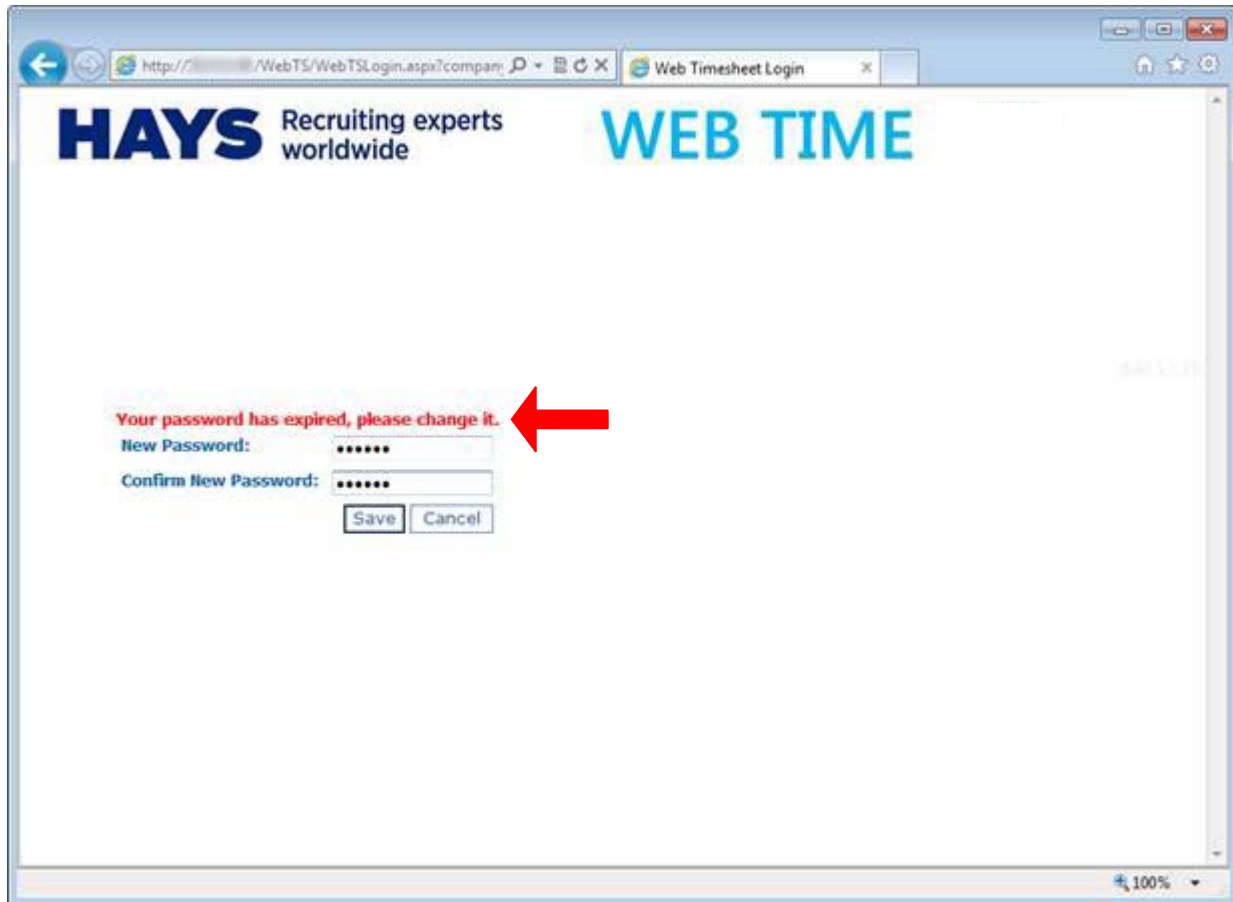
Welcome! You will have received your User Name and temporary password from timesupport@hays.ca. If you have not received this by Thursday of the first week of your assignment, please e-mail timesupport@hays.ca to request it.

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.

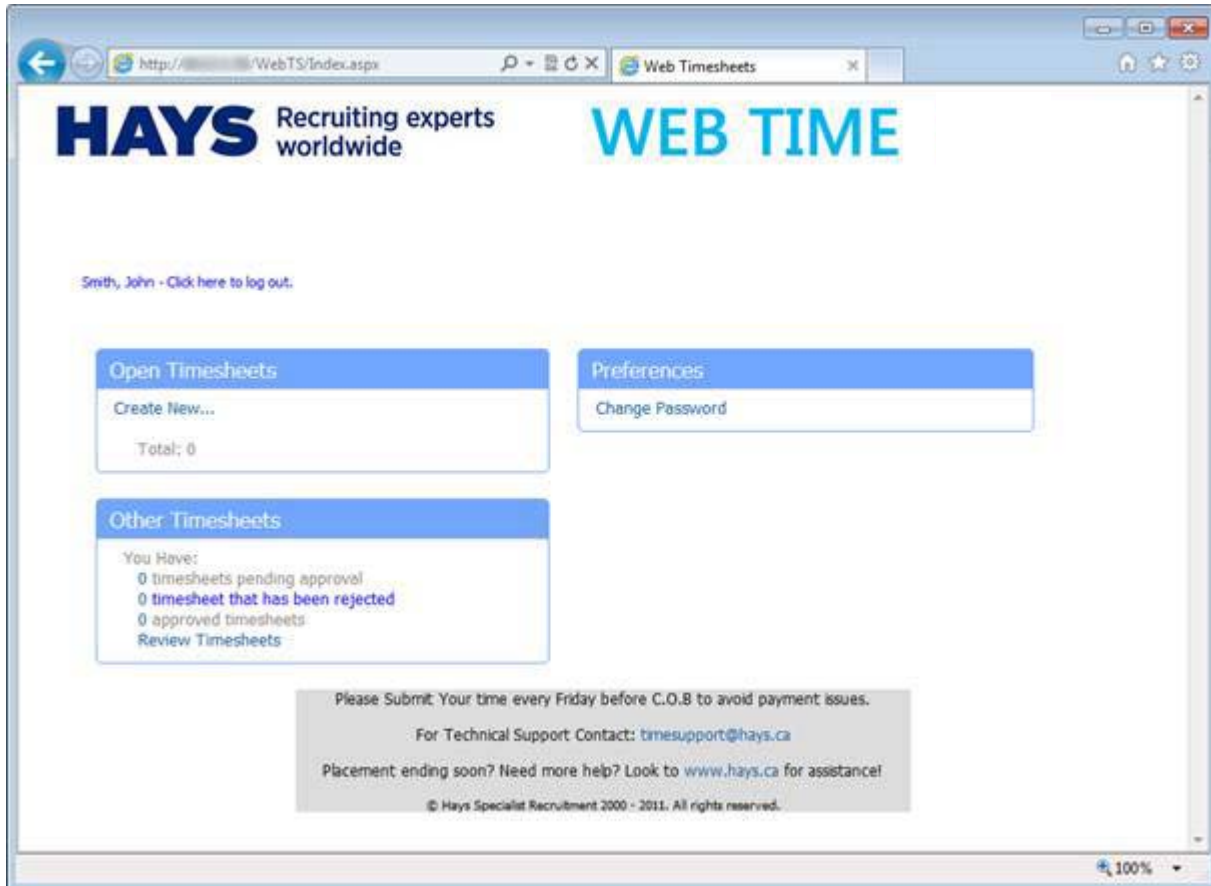




Note: Your new password must be greater than 6 characters, have at least 1 lower case letter and a minimum of 1 number.

Dashboard

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

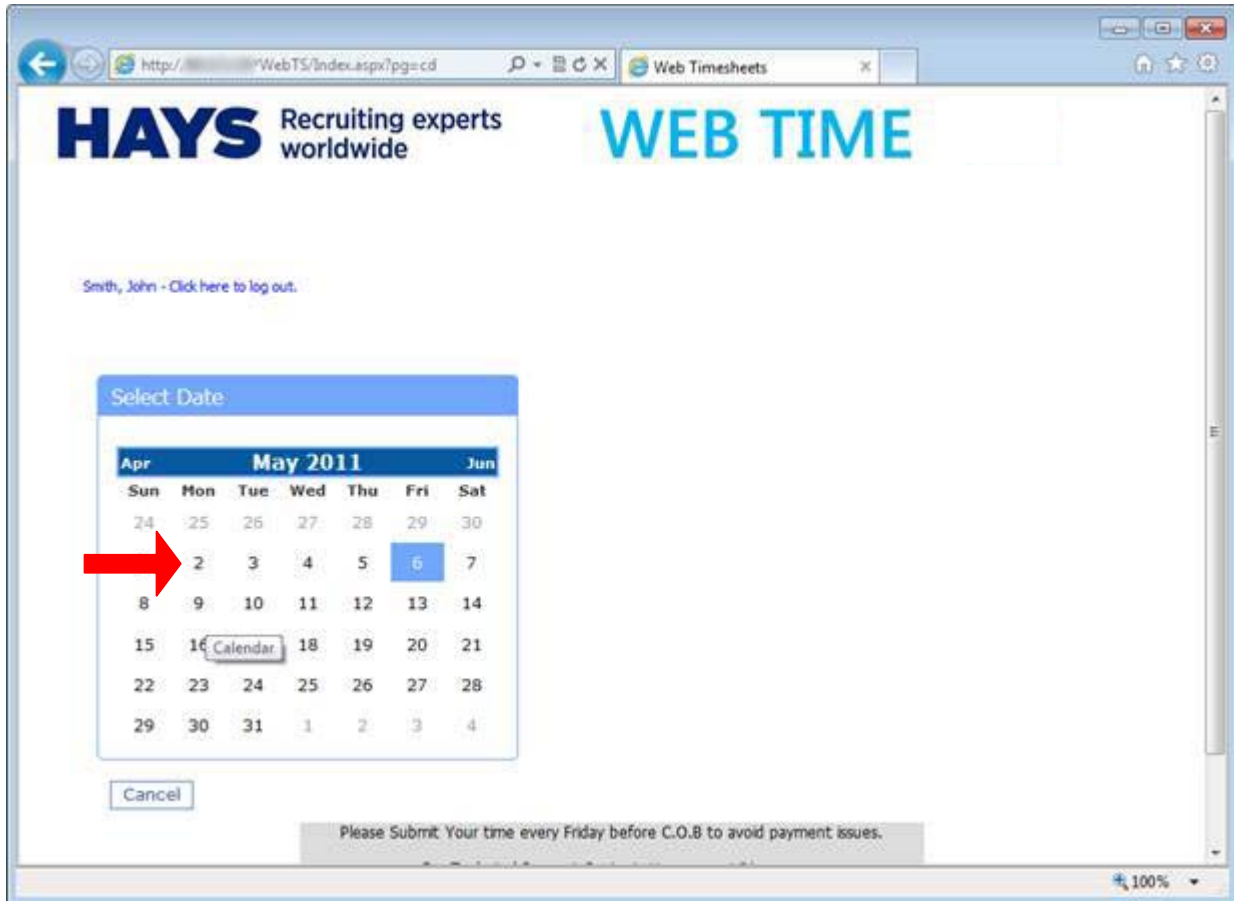


Breakdown of Features:

- **Create New:** Select this to enter the hours you have worked on your current Hays assignment
- **Change Password:** This allows you to change your password
- **Other Timesheets:** Displays the number and status of your submitted hours
- **Review Timesheets:** Allows you to View and Print your Hours for your manager's approval signature (only necessary if your manager is not using Web Time to approve hours)

Entering Time

The time entry screen is found by selecting "Create New" from the previous page. You will be prompted to select the date; select the Monday of the week for which you are entering time.



Clicking a date on the calendar will display the following screen:

Smith, John - [Click here to log out.](#)

Timesheet Information

Job: TT1001001 -

Date Range: 05/08/2011 - 05/14/2011

Customer: Widget Company Inc - Widget Company Inc

Status: New

Enter Actual Hours Worked in Quarter Hours

Timesheet

Enter Time as HOUR

Date	Pay Type	Hours	Expenses	Comments	Upload File
Sun, May 8	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Mon, May 9	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Tue, May 10	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Wed, May 11	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Thu, May 12	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Fri, May 13	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
Sat, May 14	HOUR	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="Browse..."/>
		Total:	0.00	0.00	

Please Submit Your time every Friday before C.O.B to avoid payment issues.
For Technical Support Contact: timesupport@hays.ca

Proceed to enter the hours you have worked **in quarter hours**. For example: 7 hours and 15 mins = 7.25 hours. 7 hours and 30 mins = 7.50 hours. 7 hours and 45 mins = 7.75 hours.

Smith, John - Click here to log out.

Timesheet Information

Job: TT1001001 -
Date Range: 05/08/2011 - 05/14/2011
Customer: Widget Company Inc - Widget Company Inc
Status: New

Enter Actual Hours Worked in Quarter Hours

Timesheet

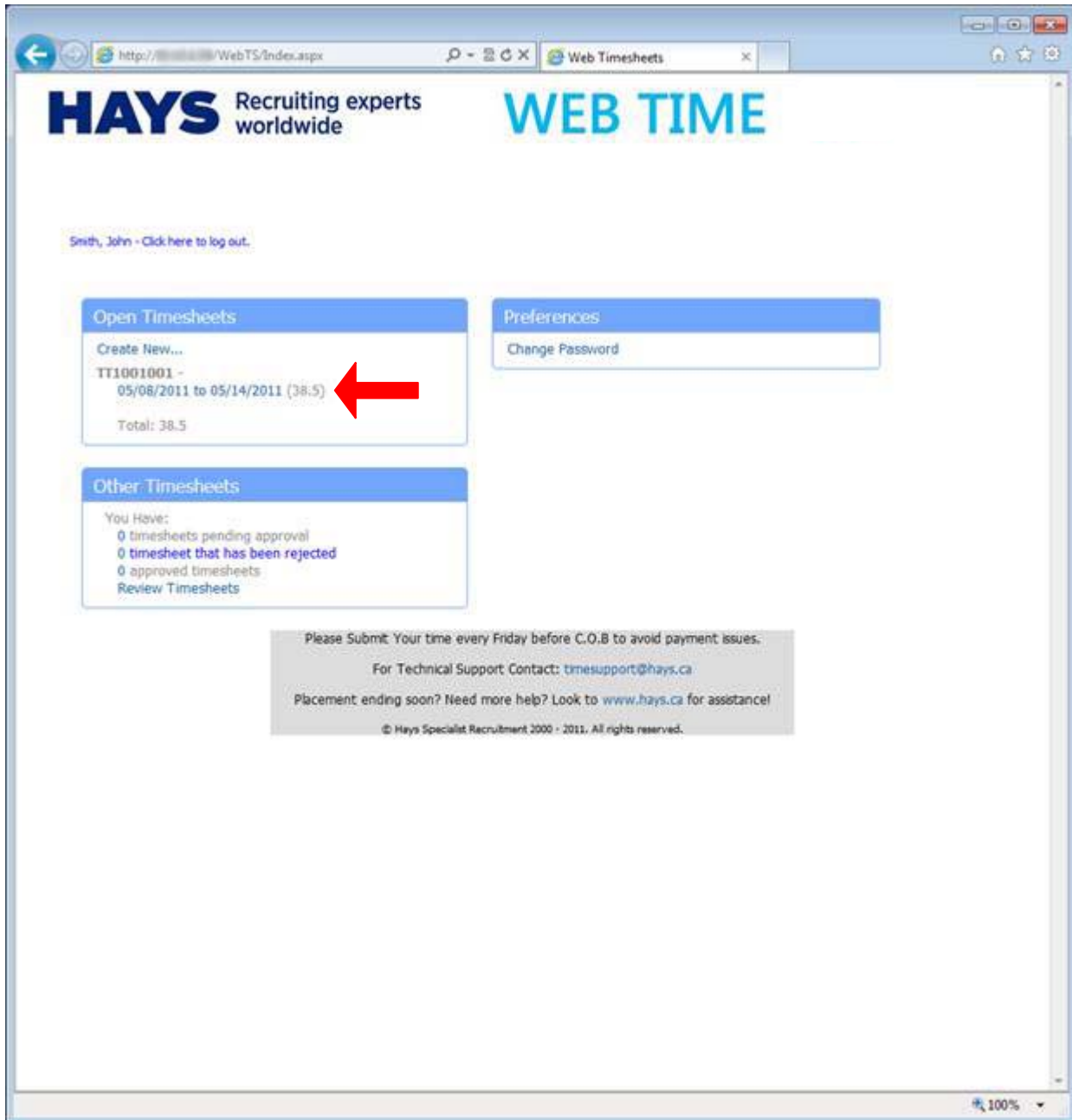
Enter Time as HOUR

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, May 9	HOUR	7.25			Browse...
Tue, May 10	HOUR	7.25			Browse...
Wed, May 11	HOUR	7.25			Browse...
Thu, May 12	HOUR	9.50		Helping with Inventory	Browse...
Fri, May 13	HOUR	7.25			Browse...
	HOUR				Browse...
	HOUR				Browse...
Add Lines		Total:	38.50	0.00	

Save Submit Cancel
Delete

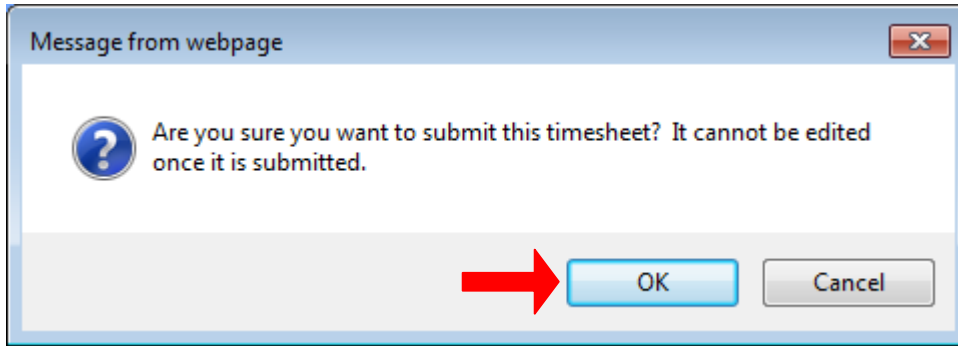
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If you enter your hours daily and will have additional hours to enter for the week, press **Save**. If you are finished entering the complete hours for the week, press **Submit**. If you have hours to add to an entry which you have previously saved, the entry will be visible in your Dashboard under **Open Timesheets**. Click on the date to open your entry.

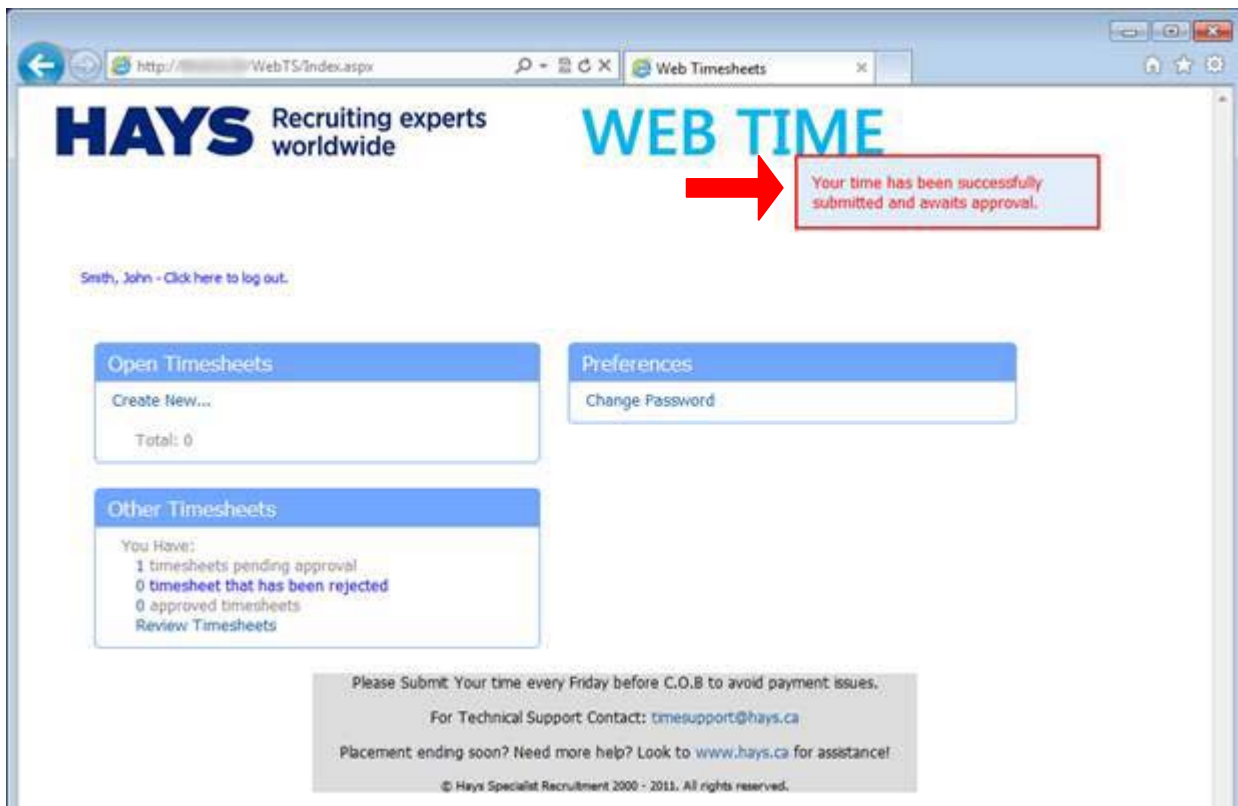


When you are done entering all hours for the week, press **Submit** at the bottom of the Time Entry Screen.

When submitting your time, you will be prompted to ensure that you have checked your hours for accuracy. Select **“OK”** if you are ready to submit or **“CANCEL”** if you need to make changes.



A small window will appear to indicate that your time has been successfully submitted and is awaiting approval.



Submitting Expense Claims (If Applicable)

If you are eligible to claim expenses on your assignment you can do so by using Web Time. You will see “**EXPENSE**” as an option under the “**Pay Type**” column:

Timesheet Information

Job: TT1001001 -
Date Range: 06/05/2011 - 06/11/2011
Customer: Widget Company Inc - Widget Company Inc
Status: New

Enter Actual Hours Worked in Quarter Hours

Timesheet

Enter Time as HOUR

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, Jun 6	HOUR	7.50			<input type="text"/> <input type="button" value="Browse..."/>
Tue, Jun 7	HOUR	7.50			<input type="text"/> <input type="button" value="Browse..."/>
Wed, Jun 8	HOUR	7.50			<input type="text"/> <input type="button" value="Browse..."/>
Thu, Jun 9	HOUR	7.50			<input type="text"/> <input type="button" value="Browse..."/>
Fri, Jun 10	HOUR	7.50			<input type="text"/> <input type="button" value="Browse..."/>
Fri, Jun 10	EXPENSE		450.00	Expenses from conference in Chicago	<input type="text"/> <input type="button" value="Browse..."/>
	EXPENSE				
	HOUR				<input type="text"/> <input type="button" value="Browse..."/>

Total: 37.50 450.00

Total EXPENSE: 450.00

When entering your time you will need to select “**HOUR**” from the drop down menu. Once you’ve entered your hours for the week, you then enter an additional line for your expenses by selecting “**EXPENSE**” and keying in the total expense dollar value in the “**Expenses**” column. A pdf of all applicable receipts is required and can be attached using the “**Upload File**” option. You also have the option of adding any comments in the “**Comments**” field. Once completed select “**Submit**” to complete the process.

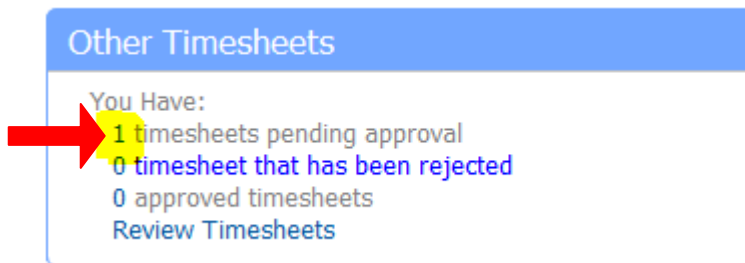
Receiving Approval for Your Hours

If your manager is using Web Time to approve your time, once you submit your hours the process is complete. You should then watch for confirmation of approval in your dashboard and follow-up with your manager if you have not received the approval confirmation by noon on Monday.

If your hours are rejected, you will see this indicated in your Dashboard. You will also receive an email notification indicating the reason for the rejection. You will then need to correct your hours by clicking on “**rejected timesheet**” in your Dashboard, making the changes and submitting the hours again.

NOTE: If your manager is not using Web Time for approving your hours, you will be required to print a paper copy of your timesheet and present it to your manager for their signature.

In order to print a paper copy you will still be required to **Submit** your weekly hours. In the main Dashboard you will then see that you have 1 (or more) timesheets “pending approval”. Click the number beside “pending approval” (highlighted below) to open your entered hours in the time entry screen.



Now, check the **“Submitted”** box and then **“Search”**. Click **“View”** beside the hours which you need to print.

Smith, John - Click here to log out.

Timesheets to show: Open Submitted Approved Rejected

Date Range: From: [] To: []

Current timesheets Archived timesheets

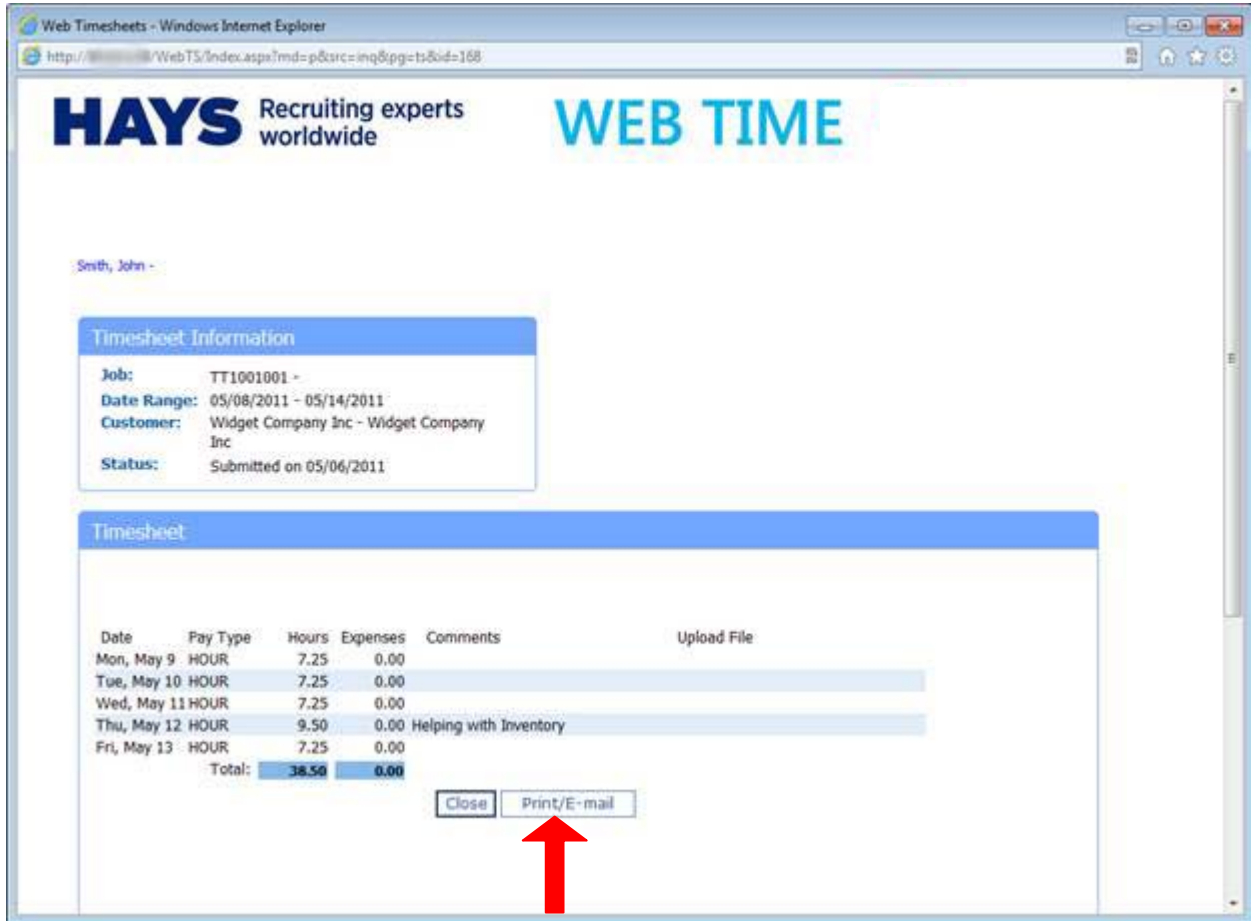
Search Done Export

Drag a column header here to group by that column							
	Job ID	Job	Customer ID	Customer	Start Date	End Date	Status
View	TT1001001		WIDCOM001	Widget Company Inc.	05/08/2011	05/14/2011	Submitted

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100%

Pressing “**View**” will display the following page:



Select **Print/E-mail**, and print the PDF which will appear. Present this to your manager for an approval signature.

If you need to change your hours after hitting submit, please contact timesupport@hays.ca for assistance.

Once you receive your manager’s approval signature on your hours, please either scan and email your hours to:


customerservice@hays.ca

Or, Fax to:

416-367-4298 or Toll Free 1-866-420-4298

Making Changes to Your Hours

If you notice an error before you submit your hours, simply change them before submitting, and proceed as normal. If you or your manager notices an issue with your submitted hours, the solution depends on how your manager approves your hours.



Other Timesheets

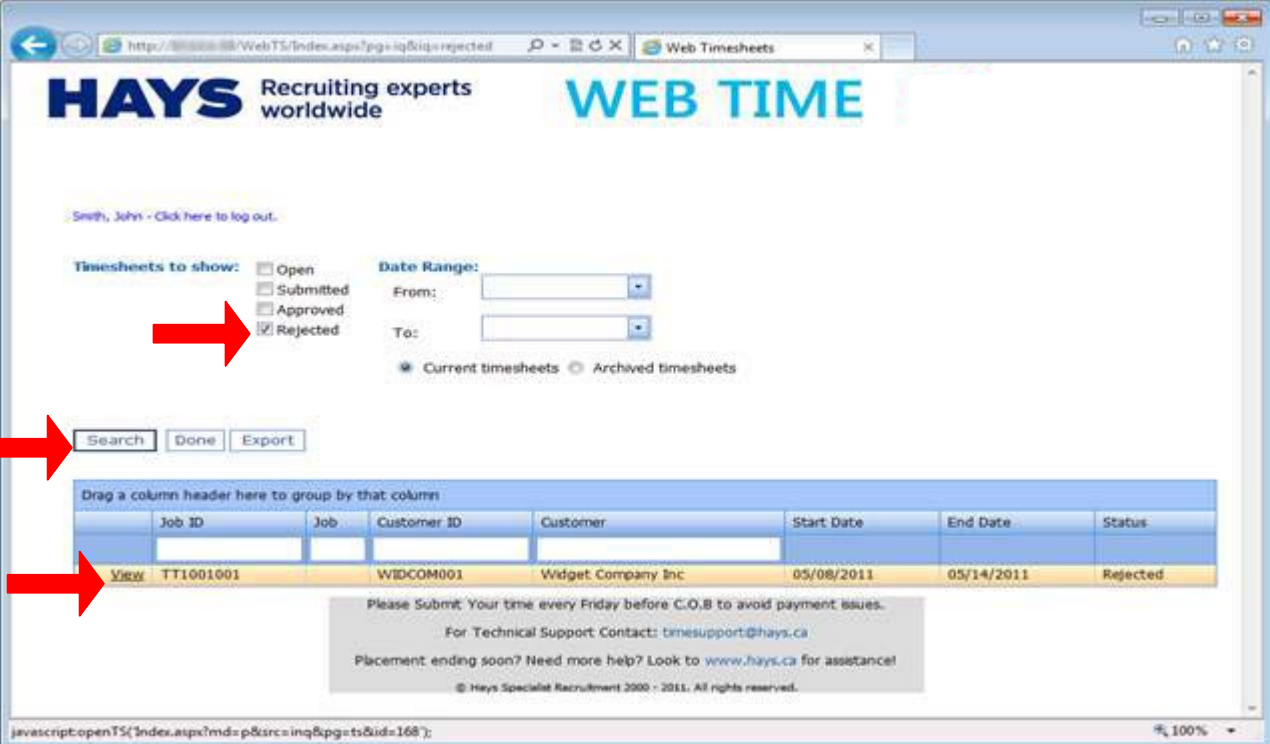
You Have:

- 0 timesheets pending approval
- 1 timesheet that has been rejected
- 0 approved timesheets

[Review Timesheets](#)

A red arrow points to the '1 timesheet that has been rejected' line.

Above is an example of rejected hours when your manager uses Web Time for approval. Be sure to monitor your Dashboard to view the status of any hours submitted and take action ASAP when you receive a rejected timesheet notice. Check the “**Rejected**” box then “**Search**” and “**View**” to open.



HAYS Recruiting experts worldwide

WEB TIME

Smith, John - [Click here to log out.](#)

Timesheets to show: Open Submitted Approved Rejected

Date Range: From: [] To: []

Current timesheets Archived timesheets

Drag a column header here to group by that column							
	Job ID	Job	Customer ID	Customer	Start Date	End Date	Status
View	TT1001001		WIDCOM001	Widget Company Inc	05/08/2011	05/14/2011	Rejected

Please Submit Your time every Friday before C.O.B to avoid payment issues.
For Technical Support Contact: timesupport@hays.ca
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javascript:openTS('Index.aspx?md=p&src=inq&pg=ts&id=168'); 100%

Three red arrows point to the 'Rejected' checkbox, the 'Search' button, and the 'View' link in the table.

Correcting Hours When Your Manager Approves Through Web Time

When your manager is using Web Time to approve your hours follow the steps below.

If your manager finds an error with your submitted time, your hours will be rejected.

View the rejected hours, correct the error, and submit the hours again.

The screenshot shows the HAYS Web Time interface in a browser window. At the top, the HAYS logo and 'Recruiting experts worldwide' are on the left, and 'WEB TIME' is on the right. Below the logo, the user's name 'Smith, John' is displayed. A 'Timesheet Information' box contains the following details:

- Job: TT1001001 -
- Date Range: 05/08/2011 - 05/14/2011
- Customer: Widget Company Inc - Widget Company Inc
- Status: Rejected - Overtime Not approved

A red arrow points to the 'Status' field. Below this is a section titled 'Enter Actual Hours Worked in Quarter Hours' with a 'Timesheet' header. Underneath, there is a table with the following columns: Date, Pay Type, Hours, Expenses, Comments, and Upload File. The table contains the following data:

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, May 9	HOUR	7.25	0.00		Browse...
Tue, May 10	HOUR	7.25	0.00		Browse...
Wed, May 11	HOUR	7.25	0.00		Browse...
Thu, May 12	HOUR	9.50	0.00	Helping with Inventory	Browse...
Fri, May 13	HOUR	7.25	0.00		Browse...
	HOUR				Browse...

At the bottom of the table, there is an 'Add Lines' button and a 'Total' row showing 38.50 hours and 0.00 expenses. Below the table are buttons for 'Save', 'Submit', 'Cancel', and 'Delete'. A red arrow points to the 'Submit' button.

Correcting Hours When Your Manager Does Not Use Web Time

If you print your hours for your manager's approval signature, follow the steps below.

After you've given your hours to your manager he/she may reject it for a variety of reasons (too many or too few hours, typographical error, etc). If this occurs, contact: timesupport@hays.ca and request that your hours be rejected so that corrections can be made. Then proceed with correcting and submitting your time (highlighted below):

The screenshot shows the HAYS Web Time interface in a Windows Internet Explorer browser window. The page title is "WEB TIME". The user is identified as "Smith, John".

Timesheet Information:

- Job: TT1001001 -
- Date Range: 05/08/2011 - 05/14/2011
- Customer: Widget Company Inc - Widget Company Inc
- Status: Rejected - Overtime Not approved

Enter Actual Hours Worked in Quarter Hours

Timesheet:

Enter Time as HOUR

Date	Pay Type	Hours	Expenses	Comments	Upload File
Mon, May 9	HOUR	7.25	0.00		Browse...
Tue, May 10	HOUR	7.25	0.00		Browse...
Wed, May 11	HOUR	7.25	0.00		Browse...
Thu, May 12	HOUR	9.50	0.00	Helping with Inventory	Browse...
Fri, May 13	HOUR	7.25	0.00		Browse...
	HOUR				Browse...
	HOUR				Browse...

Total: 38.50 0.00

Buttons: Add Lines, Save, Submit, Cancel, Delete

Red arrows point to the "Status" field, the "Hours" column, and the "Submit" button.

After you have submitted your time, you will need to print out your hours again and get your manager to sign it.

Once you receive your manager's approval signature on your hours, please either scan and email the timesheet to:

customerservice@hays.ca

or Fax to:

416-367-4298 or Toll Free 1-866-420-4298