HAYS

Recruiting experts worldwide

THE HAYS TIMESHEETS APP EMPLOYER FAQs

What is the Hays Timesheets app?

This user-friendly app allows workers and employers to submit and approve timesheets quickly and easily, at all times and from anywhere, using a mobile device.

What are the benefits of the Hays Timesheets app?

You can:

- Authorise timesheets immediately, wherever and whenever
- Add purchase orders/cost codes at your convenience
- See a real-time view and approval of timesheets, the whole end-to-end process
- View historical timesheets for audit purposes

Where can you download the Hays Timesheets app?

Available for both Android and iOS devices, the Hays Timesheets app can be downloaded from Google Play or the App Store. If you are already registered on Hays Connect, you can use your user ID and password and start using the app immediately.

Search: Hays Timesheets app, or click the links below:

Download on the App Store   GET IT ON Google Play

Do you need a smartphone to use the app?

Yes. The Hays Timesheets app can only be used on an Android or iOS tablet or smartphone.

IMPORTANT
In order to be able to download and use the Hays Timesheets app you must register a Hays Connect account, which will enable you to access all of our online tools and make your experience of working with Hays faster and easier. Your consultant can help you with registration.

How do you register for both online timesheets and the Hays Timesheets app?

After speaking with your Hays consultant regarding your temporary worker requirements, they will send you an email to register on Hays Connect.

The registration email will contain links for you to register, which you can either do on your mobile or desktop. Once registered, you will then receive a second email with your unique user ID.

Are you able to register for Hays Connect directly on the app?

No. Due to security reasons, you must use the emails your consultant has sent to you to register.

Do you have to remember your login and password every time you use the app?

No. After logging into the Hays Timesheets app for the first time, you should log out and then select the '**Auto login**' button. This allows you to register the device as a 'known device', enabling an auto login each time you open the app.

hays.co.uk/timesheets-app

What should you do if the registration link isn't working when you try to set up a new account, or you can't remember your user ID?

You should contact your consultant who will be able to send you another registration email.

What should you do if you forget your password?

You should select the '**Forgotten password?**' link on the login screen and follow the subsequent steps.

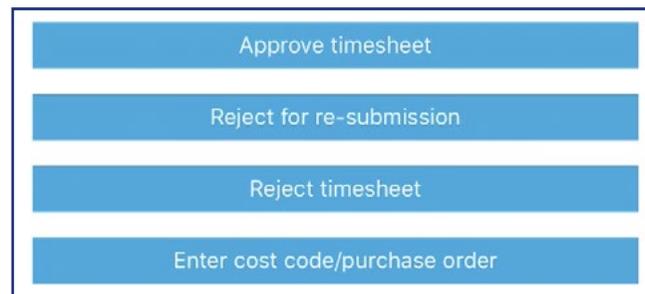| Auto login	Login

Forgotten password?
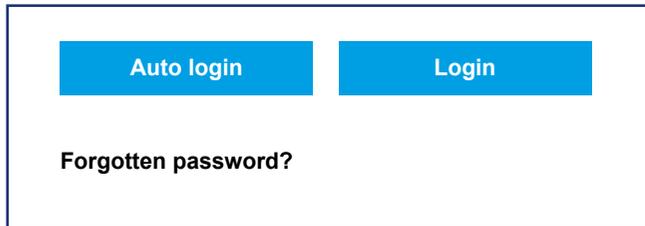
What should you do if you lock your account or forget your security answer?

If you lock your account/forget your security answer, then you should contact the Hays Service Centre on 020 3727 2700.

Approving timesheets

How do you view and approve or reject a timesheet?

You should select the relevant worker's timesheet A you'd like to review on the home screen dashboard. After reviewing the submission, you need to press the '**Timesheet actions**' button B which will give you the option to approve, reject, reject for resubmission or add a cost code or purchase order number. If rejecting or rejecting for resubmission you will need to enter your reasons for rejection.

A

TIMESHEETS

John Smith
Scaffolder
Week ending: 24/08/2018
Premium - Hourly
Bill Rate: £9.65

B

Approve timesheet

Reject for re-submission

Reject timesheet

Enter cost code/purchase order

How do you approve multiple timesheets?

When you log in you will have the option to approve all submitted timesheets. This view displays the total hours submitted for the respective week ending date(s) for each candidate. If you are satisfied with the hours select '**Approve All**'.

How do you add a PO number or cost code to a timesheet?

You need to select the relevant worker's timesheet, then the '**Timesheet actions**' button followed by the '**Enter cost code/ purchase order**' button. Once you have added the cost code or PO number, you should click the '**Approve timesheet**' button to authorise the timesheet.

Is all personal data secure on the app?

All bank and personal data is stored securely on the Hays mobile website and desktop. No personal data is stored on the app.

Download the Hays Timesheets app from Google Play or the App Store and start viewing and approving your workers' timesheets in an instant. For more information contact your Hays consultant.

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