

# HAYS TIMESHEETS APP EMPLOYER USER GUIDE

**The Hays Timesheets app is an easy-to-use, accessible tool that makes reviewing and approving timesheets quick and convenient.**

We are delighted to introduce you to a new way of engaging with Hays. This short guide explains what you need to know about the Hays Timesheets app.

**Key benefits:**

- Real-time view and approval of timesheets, saving you time.
- Authorise timesheets at your convenience, no need to be on site.
- Quickly complete and control POs/cost codes.

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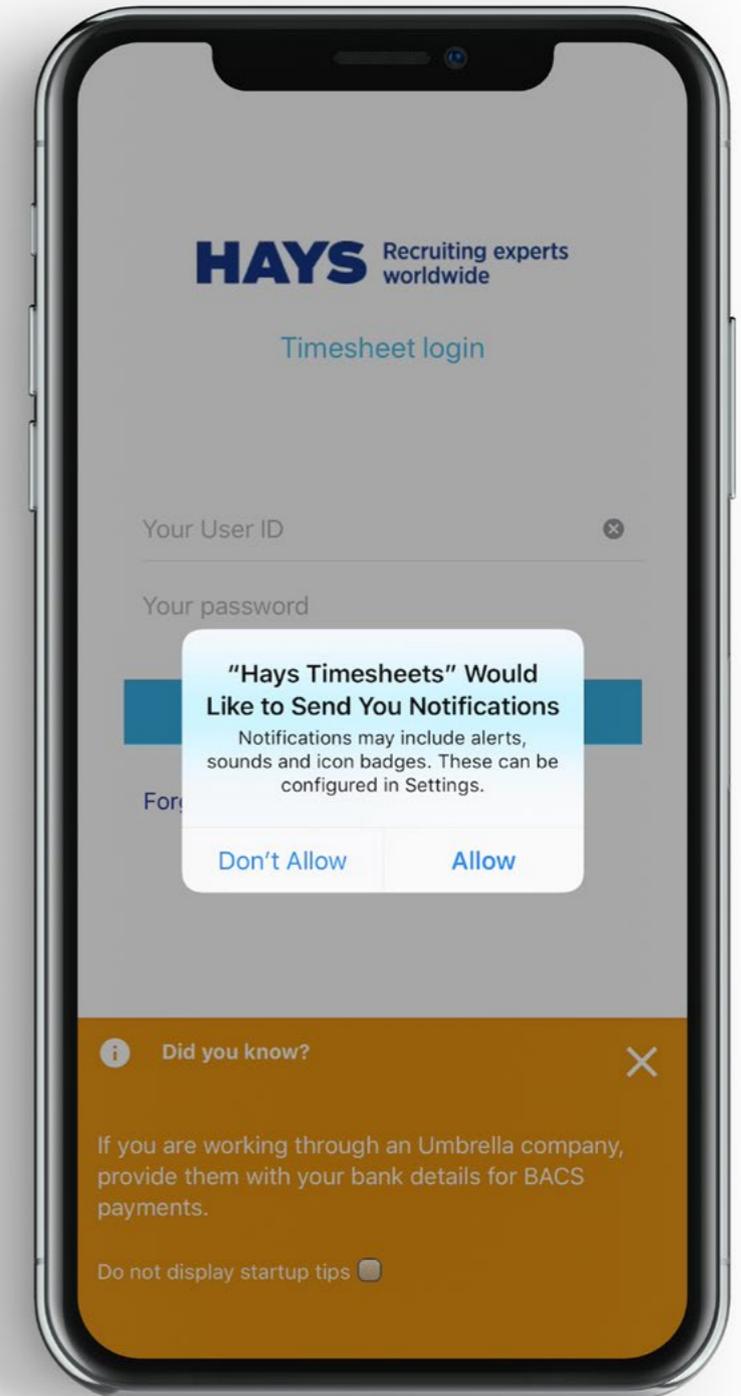
## GETTING STARTED

### **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.

Once you have registered for a Hays Connect account you will receive a confirmation email from **portal@haysconnect.com** with the email subject *Hays Connect Registration Confirmation*. This email includes your unique **User ID**.

You can then download the app specific to your device type by clicking on the link in the registration email or, alternatively, directly from [Google Play](#) or the [App Store](#). It is important to then allow notifications after installation.



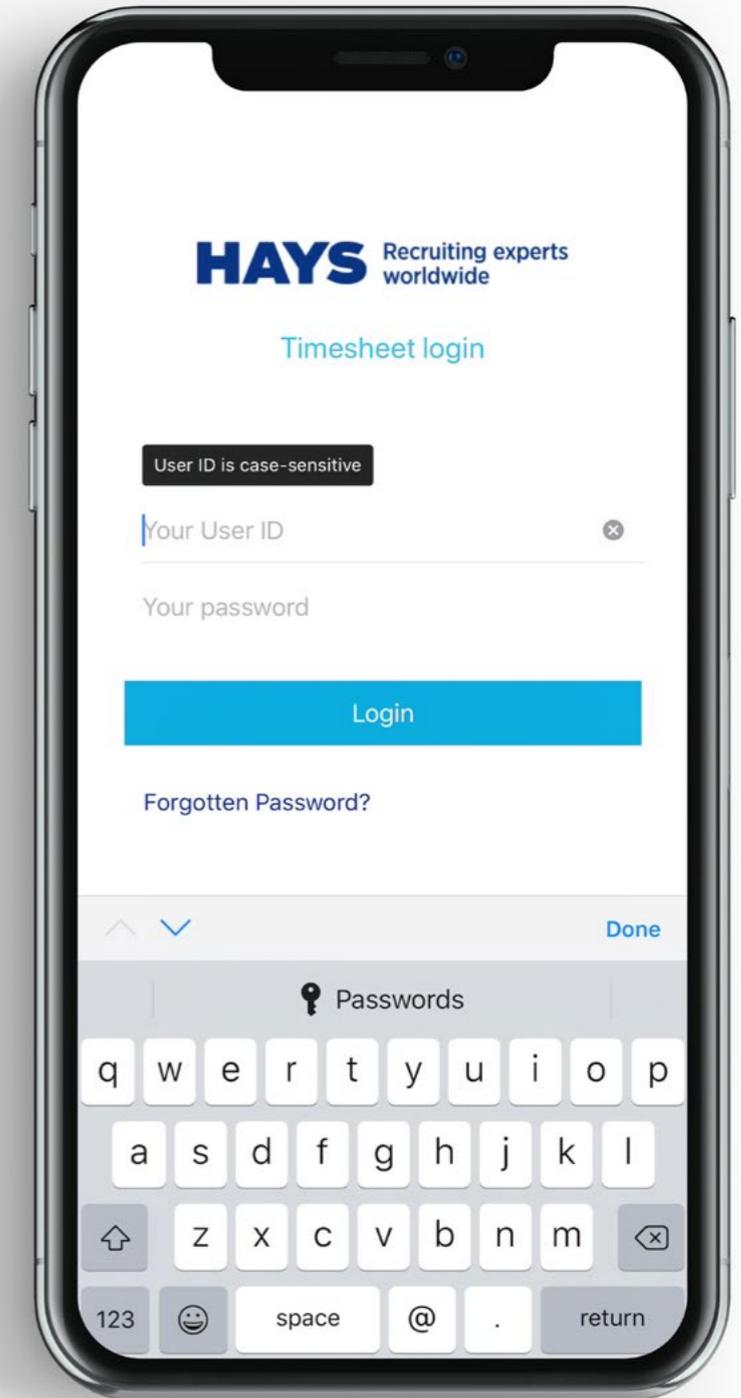
## GETTING STARTED – continued

### Login

1. To log in to the app enter your **User ID** created at registration. You can find this in your registration confirmation email.
2. Enter your password then click the 'Login' button.

### Auto Login

1. The next time you launch the app, your username will be prepopulated in the **Your User ID** field.
2. Select '[Auto Login](#)' to populate your password automatically and log you in straight away.
3. These details will be saved for easy access in the future.
4. To remove the login details stored on your device, log in to the app.
5. Select the [Main menu](#) and click the **Clear Auto Login** function.



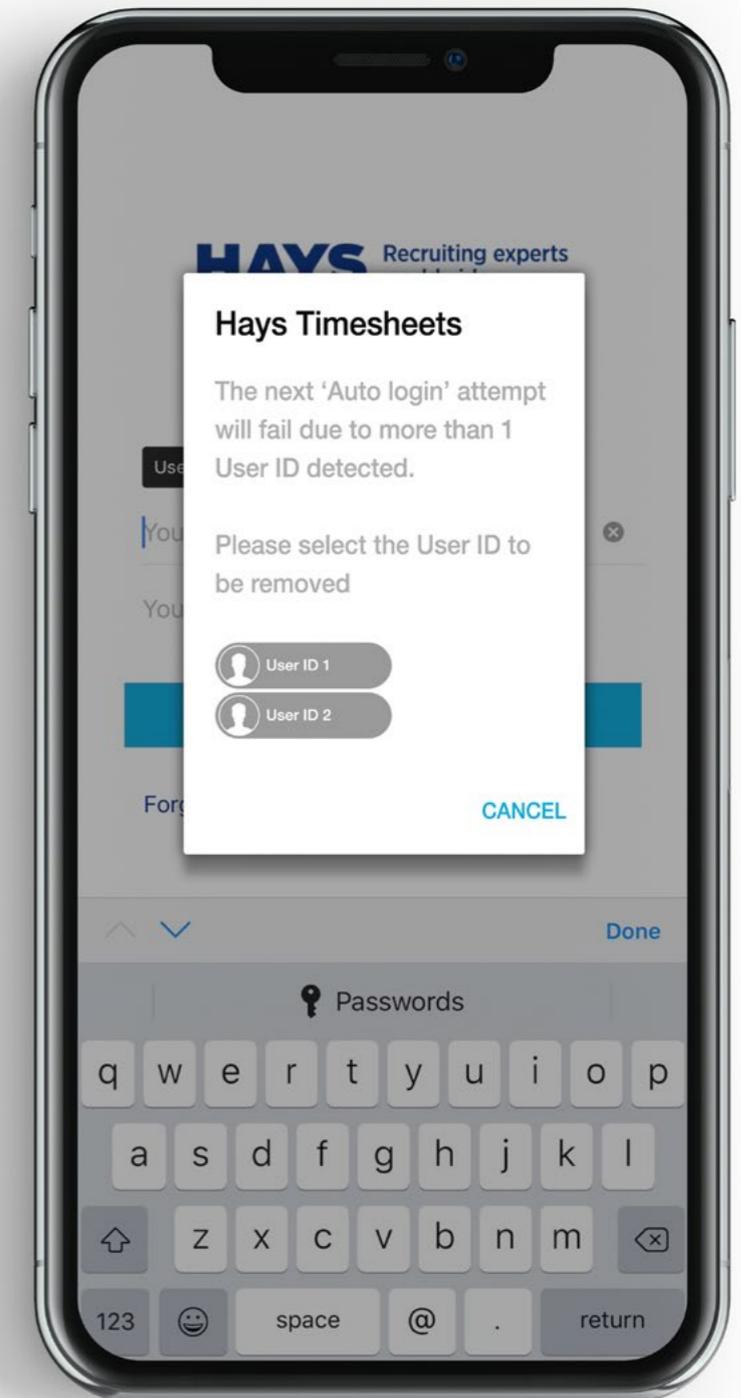
## GETTING STARTED – continued

### Clear previous login credentials

1. Where a device can detect that more than one user has logged on to the Hays Timesheets app, you will be presented with the option to remove the other user at logout or login.
2. To remove the other user, you must select the **User ID** you wish to remove and then click 'OK'.

### Forgotten passwords

1. If you forget your password you will need to select the 'Forgotten Password?' link on the login screen and then enter your **User ID**.
2. On the next screen enter the answer to your security question.
3. Once you have entered your details you will be automatically sent a new password via email.



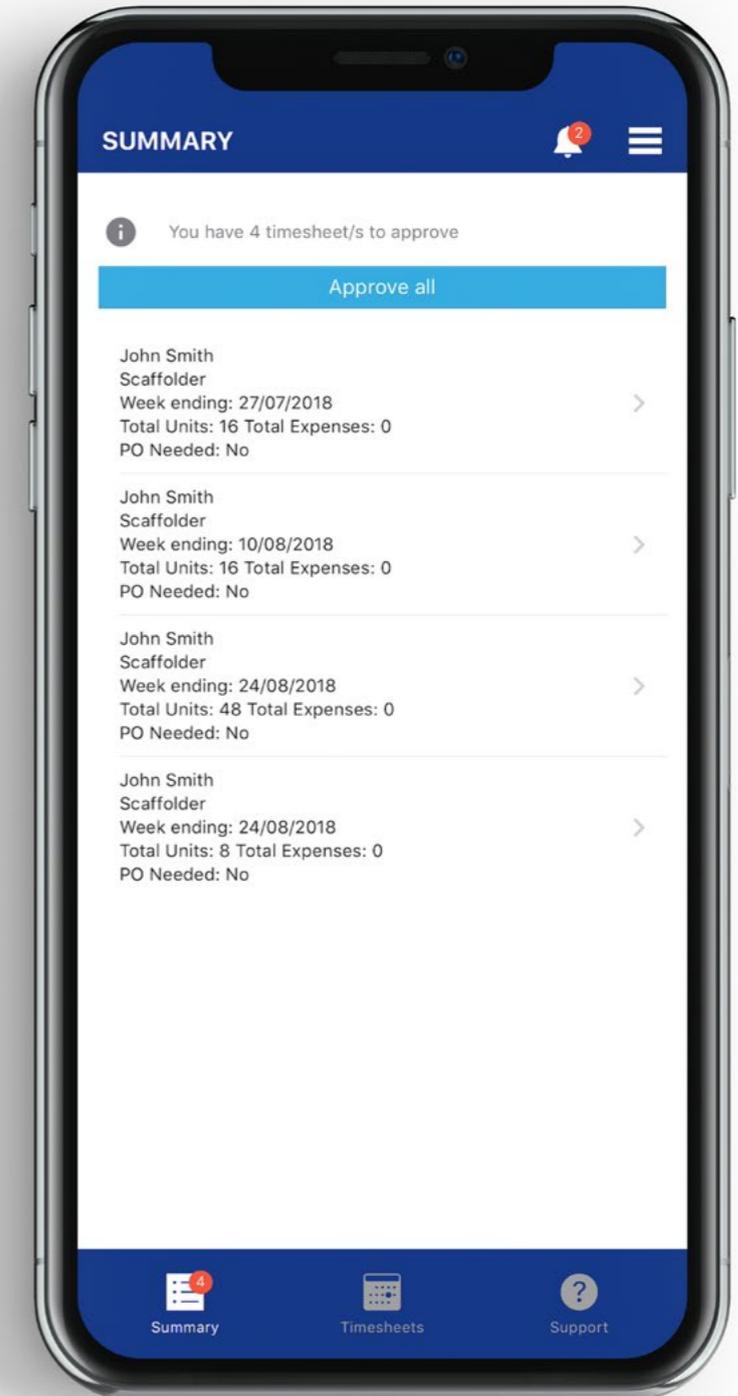
# TIMESHEETS APPROVAL

## Approve all timesheets

1. When you log on you will be able to view all the timesheets awaiting approval on the summary page.
2. You can view the timesheets individually by clicking on them.
3. To approve all the timesheets in the summary page click the [‘Approve all’](#) button.
4. Ensure the **Terms and Conditions** box is ticked and then click [‘Submit’](#) to approve all timesheets.
5. Your workers will receive notifications once their timesheets are approved.
6. On payroll days workers will receive a separate notification detailing when they will be paid and how much.

## Approve an individual timesheet, add a cost code or purchase order number

1. To approve individual timesheets, click on the timesheet you want to approve on the summary screen.
2. Next select the [‘Timesheet actions’](#) button and click [‘Approve timesheet’](#).
3. You’ll be given the option to add a cost code or purchase order number.
4. If you want to add a cost code or purchase order number, click [‘enter cost code/purchase order’](#), then select [‘add CC/PO’](#) which is below the dates submitted on the timesheet, enter the number and press [‘confirm’](#).
5. Click [‘OK’](#) to save the cost code or purchase order number.
6. Select [‘Timesheets actions’](#) and approve the timesheet.
7. Ensure the **Terms and Conditions** box is ticked and then click [‘OK’](#).



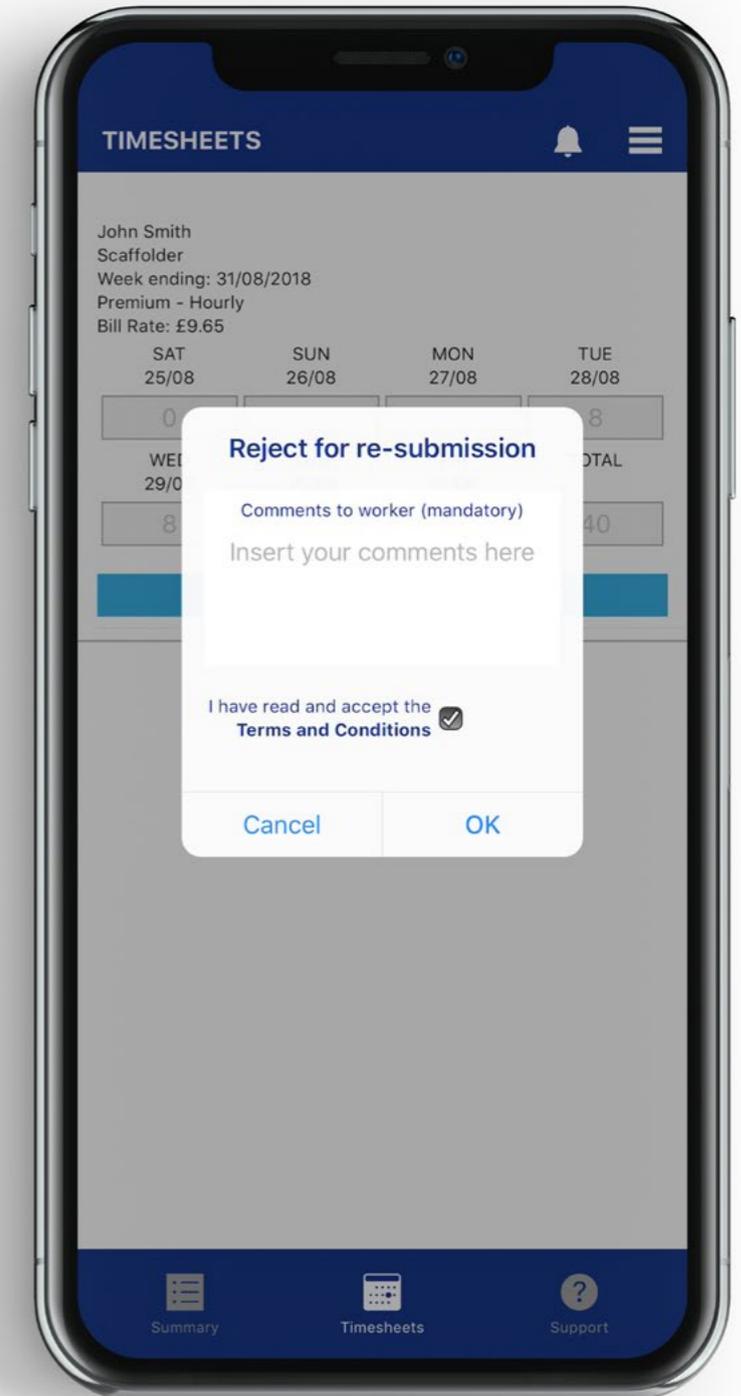
# REJECTING TIMESHEETS

## Reject an individual timesheet for re-submission

1. When you need your worker to change the hours submitted on their timesheet before approving it you should use the **reject for re-submission** function.
2. Select the timesheet on the summary screen and click the 'Timesheet actions' button.
3. Next select 'Reject for re-submission' and enter the comments for your worker to let them know why you are rejecting their timesheet.
4. Ensure the **Terms and Conditions** box is ticked and then click 'OK'.

## Reject individual timesheet

1. If you want to reject a timesheet you should use the **Reject timesheet** function – you can use this if you believe the worker did not work or has submitted a timesheet in error.
2. Workers can still submit a timesheet to the client using the **Add time** function on the rejected timesheet.
3. Workers cannot submit a timesheet using the **Add time** function where the total submitted and rejected hours are more than 24 hours per day, or one day per day.



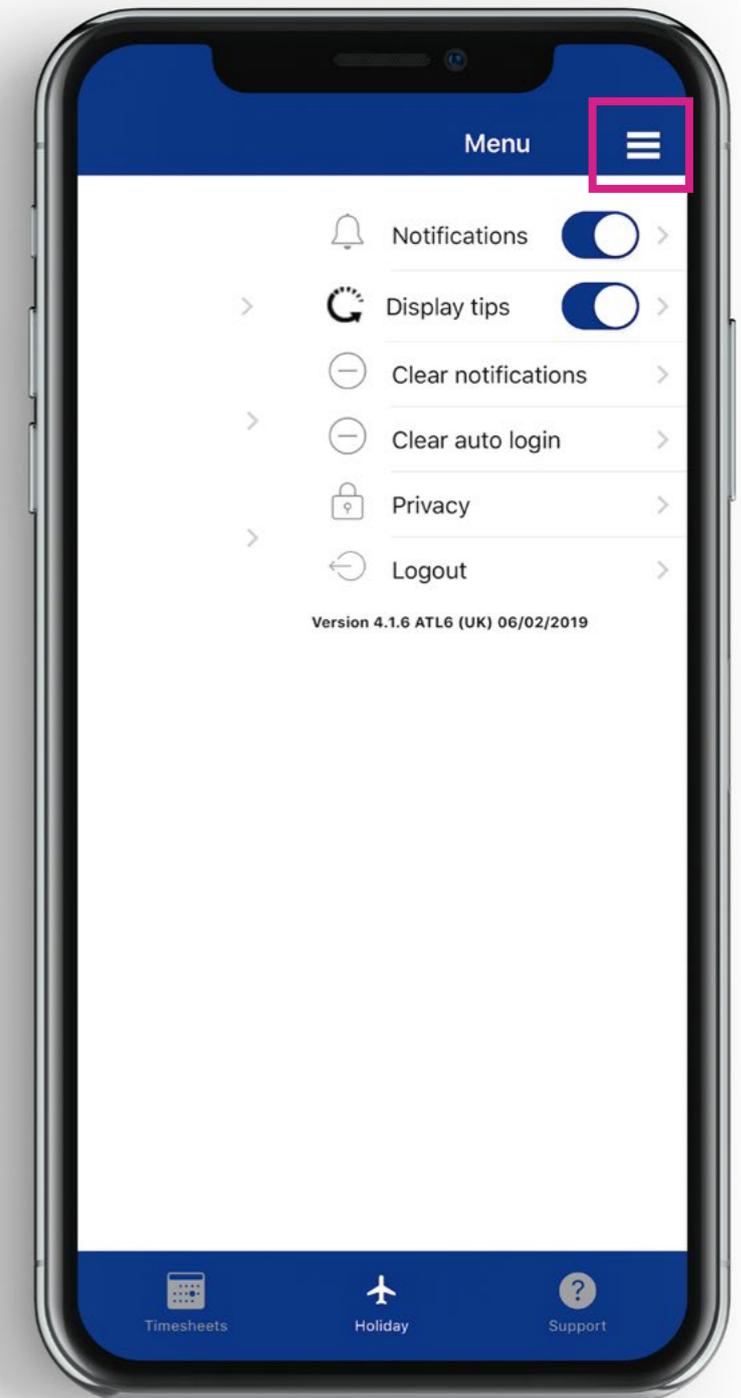
## MAIN MENU

To access the **Main menu** click the three horizontal lines in the top right hand corner of the screen – this will expand the menu. You can use it to turn off [Notifications](#) and [Display tips](#), [Clear notifications](#), [Clear auto login](#), and access the [Privacy](#) link and the [Logout](#) function.

1. To view all messages and notifications select the **Bell** icon.
2. You can turn off notifications and display tips by tapping the **Notifications** and **Display tips** toggles to 'off'.
3. Select the **Clear notifications** option to delete your notifications history.
4. Select **Clear auto login** to delete your auto login credentials.
5. Click '[Privacy](#)' to access the Hays Privacy Policy.
6. Log out of the app by selecting '[Logout](#)'.

### Notifications

You'll receive notifications when your workers submit timesheets and they are awaiting approval.



# SUPPORT

If you need any additional support you can get in touch with your Hays consultant directly using the contact details on the **Support** tab of the app.

