

HAYS TIMESHEETS APP WORKER USER GUIDE

The Hays Timesheets app is an easy-to-use, accessible tool that makes logging your working hours 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:

- All of your timesheet needs in one place at the click of a button.
- Save time by submitting timesheets in seconds.
- See how much you're getting paid and when.

> [Getting started](#)

> [Timesheets](#)

> [Holidays](#)

> [Main menu](#)

> [Support](#)



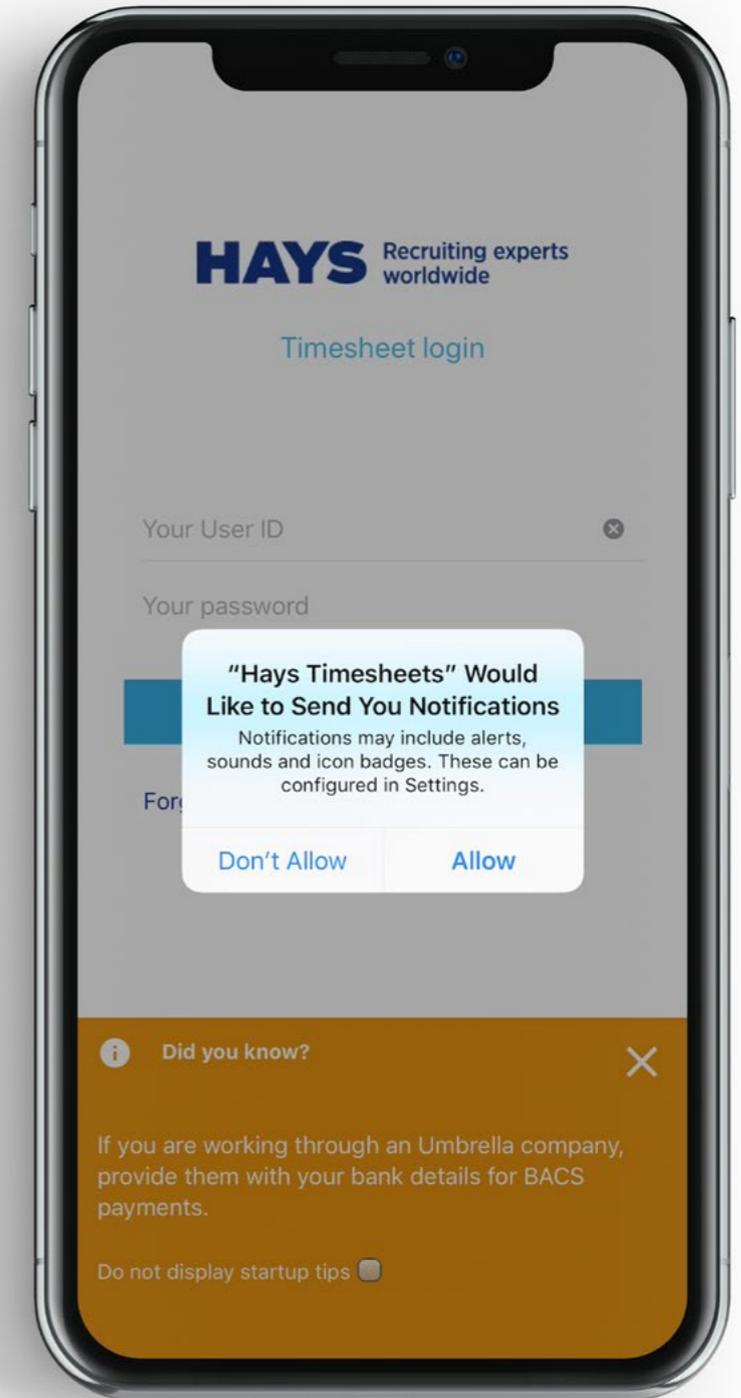
GETTING STARTED

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.



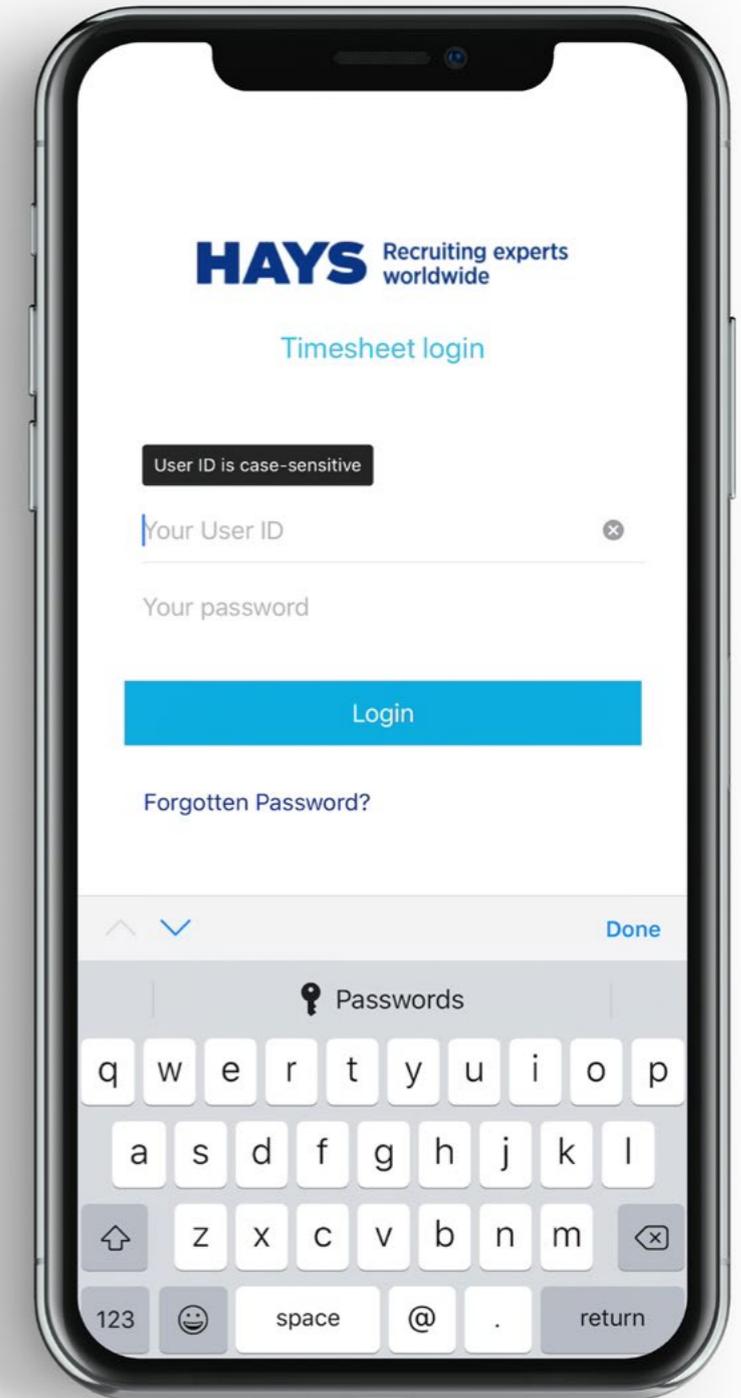
GETTING STARTED – continued

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

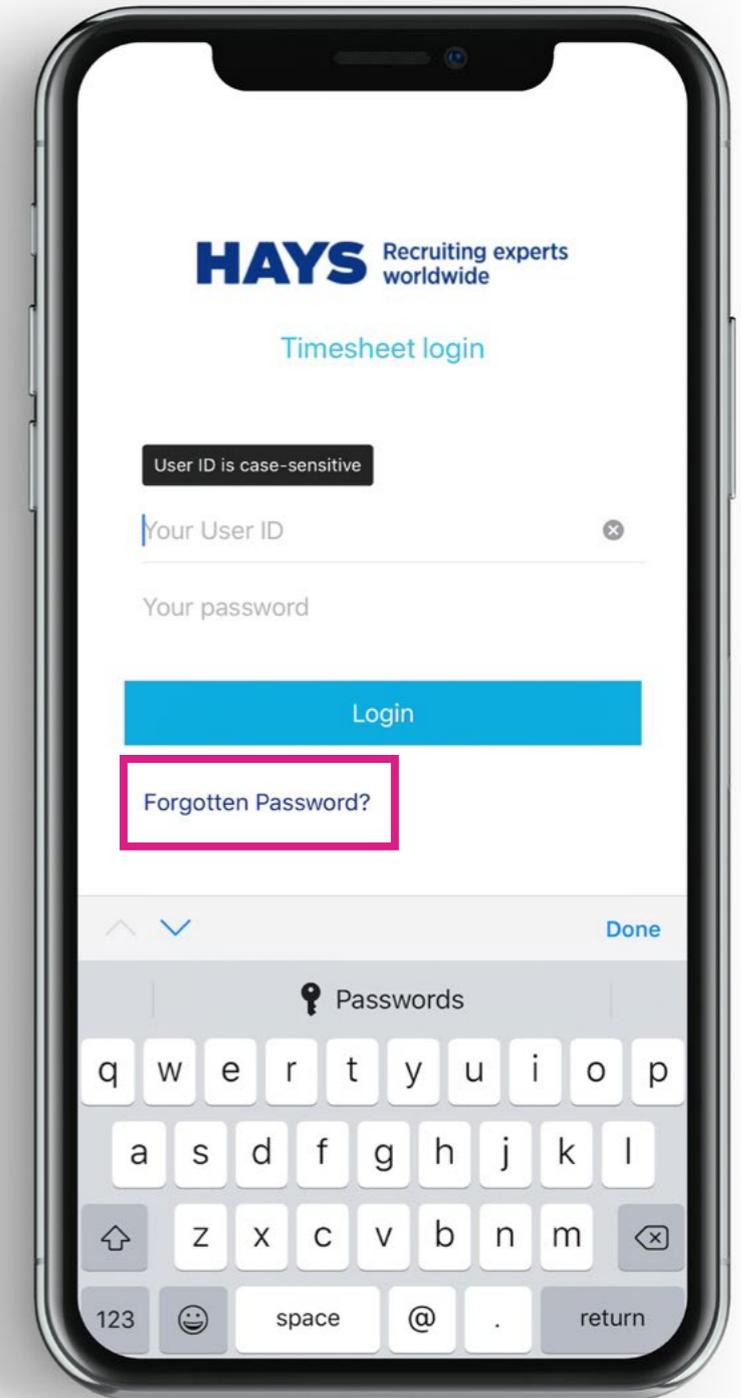
1. The next time you launch the app, your username will be prepopulated in the **Your User ID** field.
2. Select '[Auto Login](#)' to populate your password automatically and log you in straight away.
3. These details will be saved for easy access in the future.
4. To remove the login details stored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



GETTING STARTED – continued

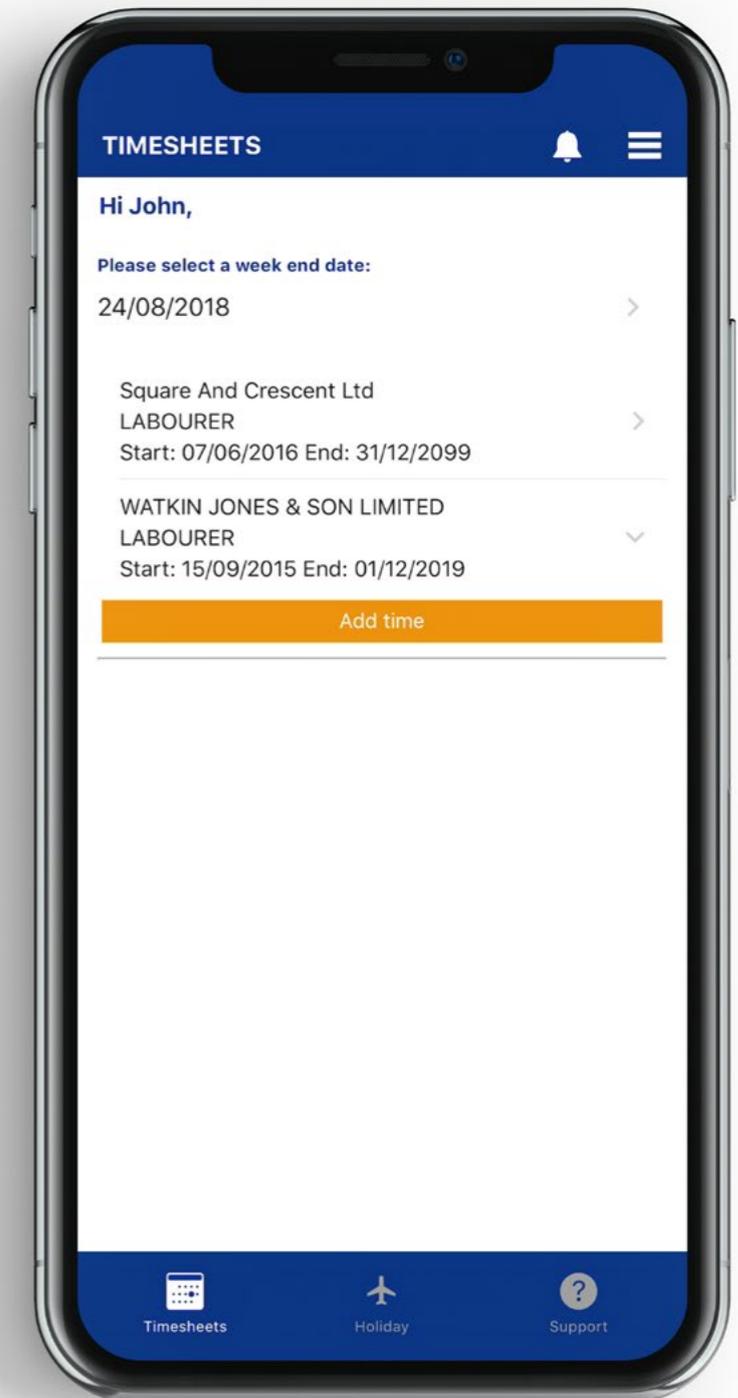
Forgotten passwords

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 sent a password reset email from **portal@haysconnect.com**.
4. Your password reset email expires after 15 minutes. If you do not reset your password within this timeframe you will need to re-request a password reset using the '[Forgotten Password?](#)' link again.
5. In the **reset password email** you are able to choose a new password by selecting the '[CLICK HERE](#)' link.
6. After successfully changing the password you will be able to log in to the app using your new password.



TIMESHEETS

1. Once logged in, you will be directed straight to the **timesheets** tab.
2. To submit a timesheet, select the **week ending** you want to submit time against.
3. Next, select the assignment you want to submit time against.
4. You then need to click on the 'Add time' function.
5. The seven days, Saturday to Friday, will display separately for the different time codes.
6. Click on the box below the dates to enter the hours/days against the time codes you have worked.
7. You can select the 'Save', 'Cancel', or 'Submit' buttons once the hours have been entered.
8. You cannot save a timesheet where a timesheet has already been submitted for that week ending date.



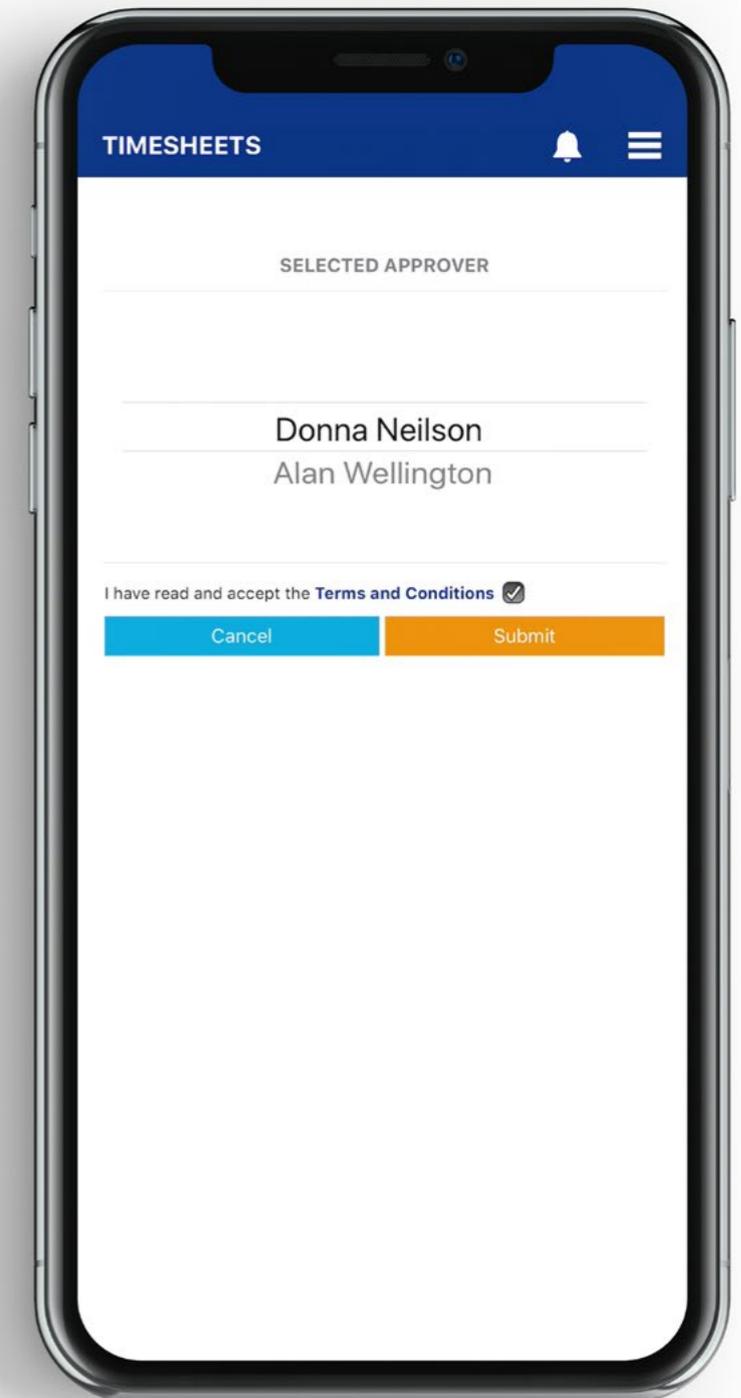
TIMESHEETS – continued

Select timesheet approver

1. Select the approver for the timesheet by scrolling through the options.
2. Ensure the **Terms and Conditions** box is ticked and then click 'Submit'.
3. Your approver will then get a notification to approve your timesheet.

Submit to a new approver

1. Where a timesheet has not been approved and you have been set up with more than one approver you can submit your timesheet to a new approver.
2. Access the timesheet that you want to submit to a new approver.
3. Click 'Submit to new approver' to send to a different approver.
4. Choose the new approver you want to send the timesheet to.
5. Ensure the **Terms and Conditions** box is ticked and then click 'Submit'.



HOLIDAYS

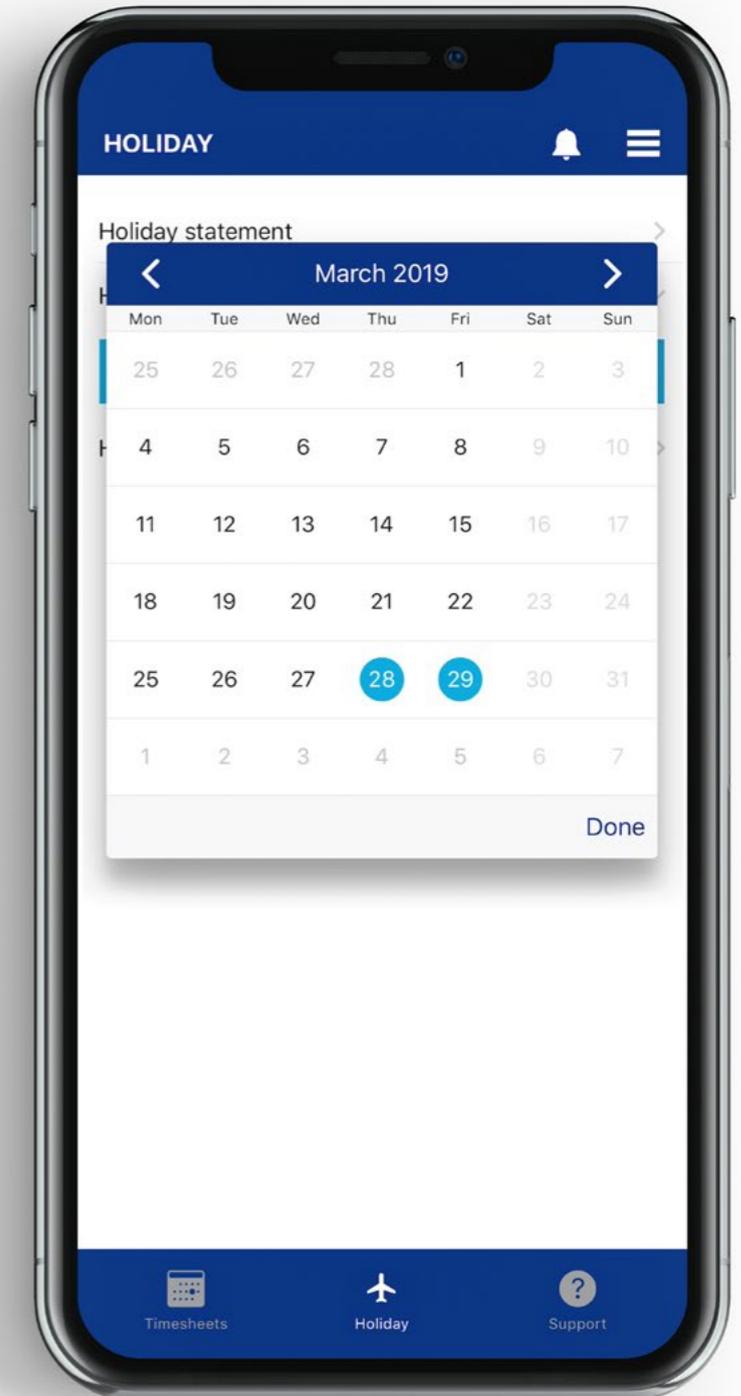
You can book and cancel your future holidays in the **Holiday** tab which is displayed as an airplane icon at the bottom of your screen. You are able to view your holiday accrued, hours paid, balance available and hours booked on the **Holiday statement** screen.

Holiday statement

1. To view your holiday statement click the 'Holiday' icon.
2. Select the 'Holiday statement' option.
3. You'll be able to see the hours you've accrued, hours paid, balance available and hours booked on this screen.

Holiday booking

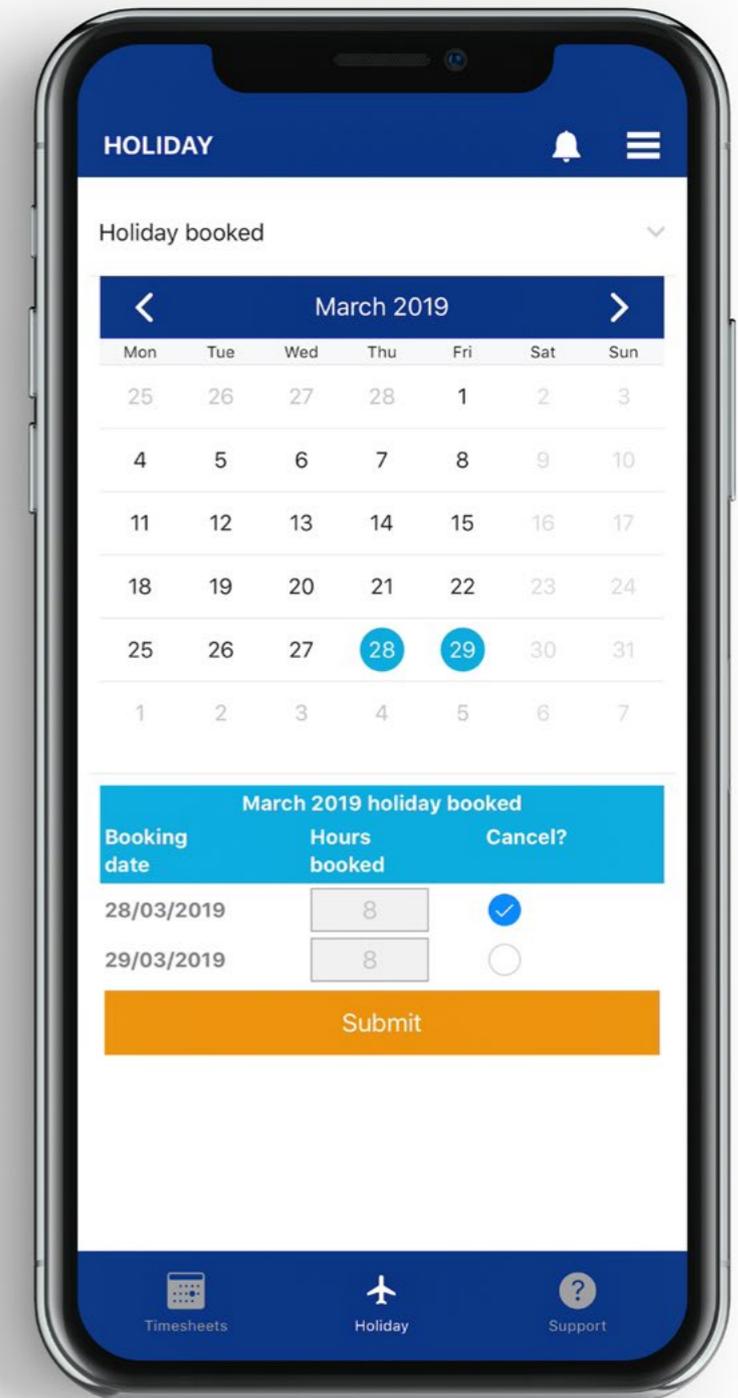
1. To book holiday select the 'Holiday' icon.
2. Then select the 'Holiday booking' button and click 'Select holiday booking dates'.
3. Choose the dates you wish to book holiday for by selecting the dates on the calendar.
4. Once you've chosen the dates select 'Done'.
5. Input the hours you want to book off against the dates that you have selected and 'Submit'.



HOLIDAYS – continued

Canceling booked holiday

1. You can see an overview of holiday booked and also cancel holiday on the **Holiday booked** screen.
2. Choose the 'Holiday' icon.
3. Select the dates that you want to cancel - holiday dates that have been booked will be highlighted blue.
4. To cancel, tick the boxes in the 'Cancel?' column and 'Submit'.



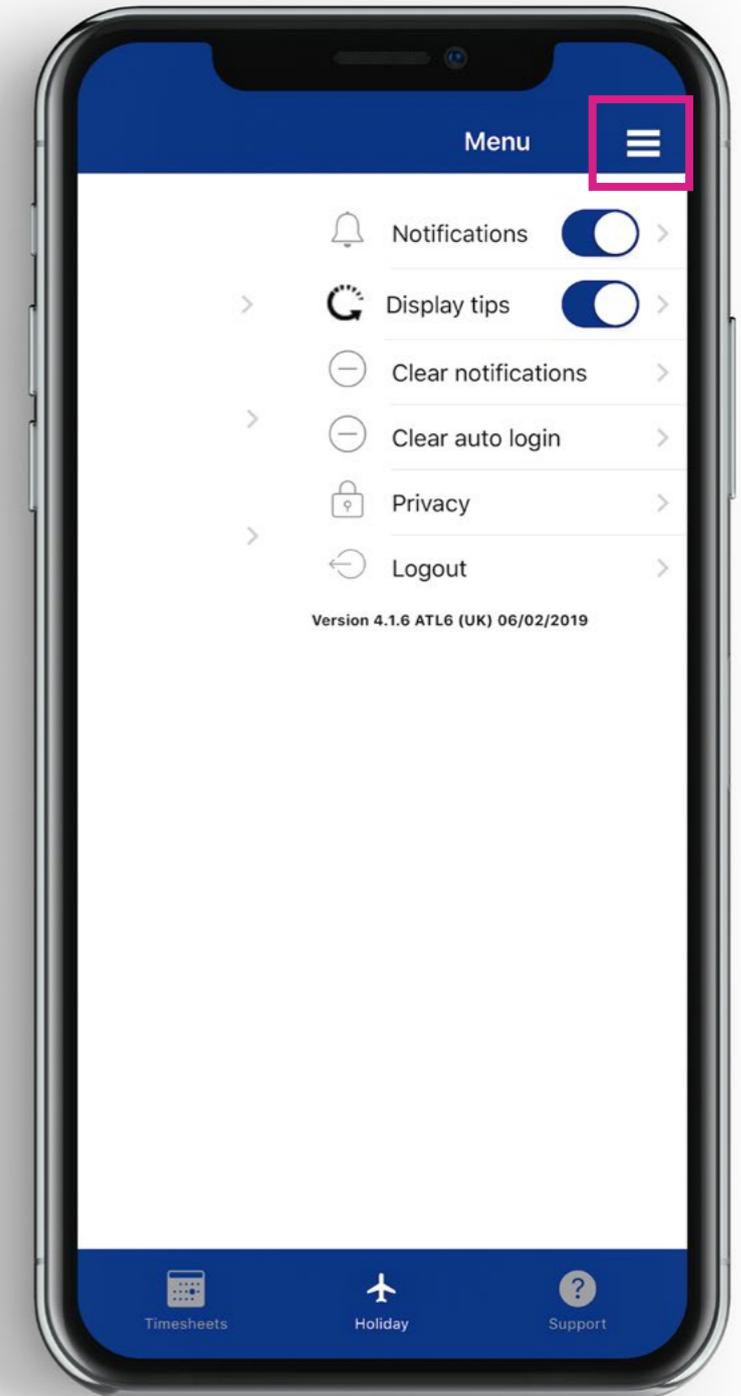
MAIN MENU

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

1. You receive notifications when your timesheet has been approved, rejected or rejected for re-submission.
2. You also receive notifications on your payments regarding when and how the payment will be made.



SUPPORT

If you need any additional support with the app you can contact Hays Service Centre Helpdesk on **020 3727 2977** or alternatively email:

Expenses1@hays.com

P45@hays.com

P46@hays.com

vat@hays.com

