Portal – Mileage Submission

Mileage Submission

Step	Action
1.	From the Hays Connect Homepage, on the top left hand side of the screen, click on "Submit Timesheets" and then "Submit/Amend Timesheet"

Step	Action
2.	Enter the amount of miles to submit against each day and then click on the car next to the mileage drop down box to enter the journey details

Step	Action
3.	Enter the journey details in the 'From Location' and 'To Location' box and click on OK

Step	Action
4.	The car will turn Red once journey details have been entered

Time Entry for Week Ending 05/02/2016   *Elliot Phillips*

Primary Approver	Alternate Approver							Customer:	Shared Service Centre (HSR)
☑ Helene Aitken	☐	▼						Job:	Call Centre Agent
☐ Helene Aitken	☐	▼						Start Date:	30/06/2015

Select a different week ending date: [▼]

Select	*Time Reporting Code	Rate Notes	Sat 30/1	Sun 31/1	Mon 1/2	Tue 2/2	Wed 3/2	Thu 4/2	Fri 5/2	Total Submitted	Pay Rate
☐	Premium - Hourly ▼									☐	12.07
☐	Weekdays Overtime ▼									☐	15.08
☐	Mileage ▼	🚗		5.00	5.00					☐	0.45

Terms and Conditions

☐ I have read and accept the Terms and Conditions

| Insert Row | Delete Rows | | Save | Submit |

Please read and accept the Terms and Conditions before submitting your timesheet