

# 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"

The screenshot displays the Hays Connect user interface. On the left, a navigation menu is visible with the following items: **Submit Timesheets**, My Details, My Payments, Manage Holidays, Forms and Documents, Change Password, Contact Us, and User Guide. A sub-menu for 'Submit Timesheets' is open, showing: **Submit/Amend Timesheet**, Historical Timesheets, and Archived Timesheets. Below the menu is a calendar for February 2016, with the 4th highlighted. A 'SEND MOBILE URL' section contains a text input field and a 'Send' button. The main content area features a 'WELCOME TO HAYS CONNECT!' message with instructions: 'In order to be paid on Friday, please submit your timesheets promptly and ensure they are approved by 3pm on Tuesday' and 'Please do not submit Holiday on a timesheet. Holidays should be logged in the 'Holiday Booking' screen, this will automatically generate your payment.' Below this is a 'LAST UPDATED TIMESHEETS' table with columns: Week End Date, Status, Pay Amount, and Pay Date. On the right, there are sections for 'MY PROFILE' (showing user name ELLIOT PHILLIPS, EMP ID: 77512401, and PAY TYPE: NON CONTRACTOR (PAYE)), 'HAYS ON LINKEDIN®', and 'HAYS ON SOCIAL MEDIA' with social media icons and statistics.

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

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

**Primary Approver:**  Helene Aitken  
 Helene Aitken

**Alternate Approver:**

Customer: Shared Service Centre (HSR)  
 Job: Call Centre Agent  
 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
<input type="checkbox"/> Premium - Hourly										12.07
<input type="checkbox"/> Weekdays Overtime										15.08
<input type="checkbox"/> Mileage 			5.00	5						0.45

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

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

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

**Primary Approver:**  Helene Aitken  
 Helene Aitken

**Alternate Approver:**

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<input type="checkbox"/> Premium - Hourly										12.07
<input type="checkbox"/> Weekdays										
<input type="checkbox"/> Mileage 										

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

Description	Sat 30/1	Sun 31/1	Mon 1/2	Tue 2/2	Wed 3/2	Thu 4/2	Fri 5/2
Quantity	0	5	5	0	0	0	0
From Location	<input type="text"/>	<input type="text"/>	<input type="text"/>				
To Location	<input type="text"/>	<input type="text"/>	<input type="text"/>				

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



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

Elliot Phillips

<b>Primary Approver</b>	<b>Alternate Approver</b>
<input checked="" type="checkbox"/> Helene Aitken	<input type="checkbox"/> <input type="text"/>
<input type="checkbox"/> Helene Aitken	<input type="checkbox"/> <input type="text"/>

Customer:	Shared Service Centre (HSR)
Job:	Call Centre Agent
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
<input type="checkbox"/> Premium - Hourly										12.07
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<input type="checkbox"/> Mileage			5.00	5.00						0.45

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<b>Insert Row</b>	<b>Delete Rows</b>	<b>Save</b>	<b>Submit</b>
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