

Portal - Timesheet Submission

Timesheet 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 shows the Hays Connect homepage with the following sections:

- WELCOME SIAN**: Navigation menu including Submit Timesheets, My Details, My Payments, Forms and Documents, Change Password, Text Notifications, Contact Us, and User Guide.
- January, 2015**: A calendar grid for January 2015, with the 3rd highlighted.
- SEND MOBILE URL**: A form to enter a 11 digit UK mobile number to receive an SMS, with a Send button.
- USEFUL LINKS**: Links for Benefits of HaysConnect, Worker FAQs, Holidays FAQs, Search for your next contract, and Set up a job alert.
- LATEST NEWS**: Article titled "Routine Maintenance" regarding system downtime from Dec 31st to Jan 6th.
- WELCOME TO HAYS CONNECT!**: Instructions on submitting timesheets by 3pm on Tuesday and logging holidays.
- LAST UPDATED TIMESHEETS**: A table showing unapproved timesheets for the week ending 26-12-2014.
- SUBMIT TIMESHEETS**: Links to Submit TimeSheet, Amend a Submitted TimeSheet, and View Historical TimeSheets.
- MY PROFILE**: User profile for SIAN LAMBERTH (EMP ID: 90519201, PAY TYPE: CONTRACTOR (LTD CO)).
- HAYS ON LINKEDIN®**: Social media links for LinkedIn, Facebook, and Twitter.
- HAYS ON SOCIAL MEDIA**: Sign in for personalized LinkedIn content and follow HaysUKJobs.
- Search For Jobs**: A search bar with a Submit button.
- Jobs You May Be Interested In**: Job listings for Residential Scheduler and Residential Site Supervisor - NOR.

Step	Action
2.	In "Select a different week ending date" drop down field, select the W/E date that you require



Time Entry for Week Ending 26/12/2014

Sian Lamberth

Primary Approver	Alternate Approver
<input checked="" type="checkbox"/> Toby Everett	<input type="checkbox"/> [Dropdown]
<input type="checkbox"/> Meg Hinves	<input type="checkbox"/> [Dropdown]

Customer:	Shared Service Centre (HSR)
Job:	Systems Testing
Start Date:	22/10/2013

Select a different week ending date: [Dropdown]

Select *Time Reporting Code	Rate Notes	Sat 20/12	Sun 21/12	Mon 22/12	Tue 23/12	Wed 24/12	Thu 25/12	Fri 26/12	Total Submitted	Pay Rate
<input type="checkbox"/> Premium - Daily				1.00					1.00	120.00
<input type="checkbox"/> Premium - Daily					1.00				1.00	120.00

[Terms and Conditions](#)

I have read and accept the Terms and Conditions

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

Step	Action
3.	In the grid first row TRC Premium add the units that you require in the grid for the days of the week that you require. If the worker is on an hourly rate, the worker will need to complete how many hours they have worked on each day. If the worker is on a daily rate, they will need to write either 1 (full day), 0.5 (half day) in each day.

Step	Action
4.	Check the tick box - I have read and accept the Terms and Conditions

Hays Connect Terms & Conditions

HAYS CONNECT

(Hays Web Based Timesheet System)

You are required to read through the information below carefully because EACH TIME you use this website you are deemed to have ACCEPTED these terms and conditions.

Definitions

- "Agreement" means this Agreement entered into by Hays and the user of this website.
- "Assignment" means the role undertaken by the Temporary Worker/Contractor for the Client.
- "Client" means the organisation with which Hays has placed the Temporary Worker/Contractor for the purpose of providing services, in consideration of which Hays requires payment.
- "Client Representative" means a client representative selected by the Temporary Worker/Contractor from a selection of names presented to him by the Client who is authorised by Hays to access HAYS CONNECT for the Purpose. The role of the Client representative is to verify and authorise the Temporary Worker/Contractors timesheets on behalf of the Client.
- "HAYS CONNECT" means the Hays Web Based Timesheet System, which is developed, owned and operated by HAYS. HAYS CONNECT is accessible on this website and facilitates the payment of wages/fees to the Temporary Worker/Contractor following verification and authorisation by the Client Representative, on behalf of the Client, for the hours recorded.
- "Hays" means Hays Specialist Recruitment Ltd and/or its trading division(s)
- "Terms and Conditions" means the information displayed on this website, including these defined terms and their meanings.
- "Purpose" means the electronic completion, submission, verification and authorisation of timesheets via HAYS CONNECT so that the delivery of the services on Assignment by a Temporary Worker/Contractor for the Client is recorded accurately with the intention that Hays pays the Temporary Worker/Contractor and charges the Client. In order to achieve the Purpose the Temporary Worker/Contractor submits the timesheet and the Client Representative either authorises or rejects it.
- "Temporary Worker/Contractor" means an individual who provides his/her services under a contract for services or as a limited company contractor and who is authorised to access HAYS CONNECT for the Purpose.
- "Terms of Assignment" means the contractual document governing the Temporary Worker/Contractors Assignment through Hays with the Client.
- "Terms of Business" means the contractual document with the Client governing the supply of the Temporary Worker/Contractor by Hays.

Declaration by the Temporary Worker/Contractor

I have read the Terms of Assignment.

I confirm my acceptance of the Terms of Assignment and agree to be bound by them.



Step	Action
5.	Under "Primary Approver" check that the approver that you want to send the timesheet to is checked

Step	Action
8.	Click Submit

Step	Action
9.	Click ok

Time Entry for Week Ending 26/12/2014 Sian Lamberth

Primary Approver
 Toby Everett
 Meg Hines

Alternate Approver
 ▼
 ▼

Customer: Shared Service Centre (HSR)
 Job: Systems Testing
 Start Date: 22/10/2013

Select a different week ending date: ▼

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<input type="checkbox"/> Premium - Daily					1.00				1.00	120.00
<input type="checkbox"/> Premium - Daily		1.00	1.00							120.00

Do you want to submit your timesheet? (20099,1)
 All unprocessed rows will be submitted.

OK Cancel

jetScreenshot