

# WEBTIME APPROVER INSTRUCTIONS

**This manual outlines the features available on Hays' web-based timekeeping system.**

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PROCUREMENT/H

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## WELCOME!

You will receive your User Name and temporary password from [Webtime@hays.com](mailto:Webtime@hays.com)

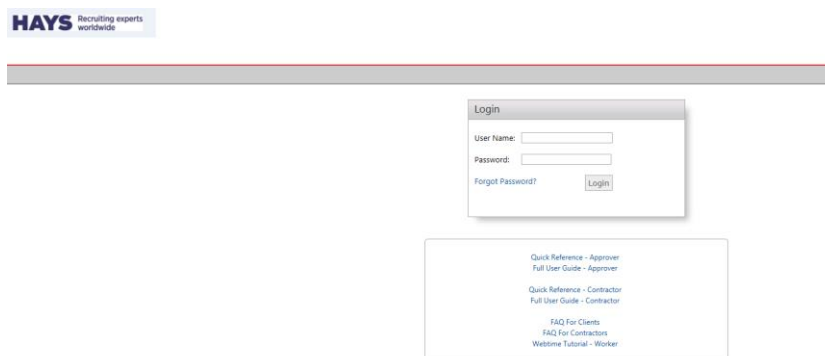
If you do not receive the email during the first week of your temporary worker's assignment, please contact us by email at [Webtime@hays.com](mailto:Webtime@hays.com) for assistance.

It's recommended that you use a current version of IE or Firefox when accessing WebTime, to optimize performance.

## LOGGING IN

Please visit <https://webtimeus.hays.com>

Enter your User Name and temporary password:



HAYS Recruiting experts  
worldwide

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Login

User Name:

Password:

[Forgot Password?](#)

[Quick Reference - Approver](#)  
[Full User Guide - Approver](#)  
[Quick Reference - Contractor](#)  
[Full User Guide - Contractor](#)  
[FAQ For Clients](#)  
[FAQ For Contractors](#)  
[Webtime Tutorial - Worker](#)

The first time you login you will receive a message that you must **log in to change your password**; this is the prompt to create a password of your own. Your new password must be greater than 8 characters, have at least 1 lower case letter and 1 upper case letter and a minimum of 1 number.

## FORGOT PASSWORD OR USER NAME

If at any time you forget your password, enter your User Name, click **Forgot Password**, and then click **Email Password**. If you forget your User Name, please request it from [Webtime@hays.com](mailto:Webtime@hays.com).

## TIMESHEETS – APPROVE/REJECT

To approve a new timesheet:

1. From your Home page, click on **Review Pending Timesheets** from the left menu bar:

Home

**Approvals**

Review pending timesheets (1)

Search for timesheets

Approver Terms and Agreements

**Reports**

Employee Summary Report

**Preferences**

Change Password

Preferences

Set Up Notifications and Alternates

Logout

Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page

Approve Reject Close

Customer: Temp: Search

<input type="checkbox"/> Select All	User ID	Temporary	Hours	Expenses	custom1	custom2	custom3
<input type="checkbox"/>	Wicked Widgets, Inc. Feb 03 - Feb 09 - HWU885486 - Wicked Widgets-Tudor ()						
<input type="checkbox"/>	Dru.Tudor@woosl.com	Tudor, Druscilla	34.75	0.00	0.00	0.00	0.00

Approve Reject Close

2. From the list of timesheets pending approval, you can:
  - a. Select All and click **Approve** if you are in agreement of hours submitted, or
  - b. If you prefer to open the timesheets individually in detail, tick the box for that timesheet and click on the blue User ID to view the timesheet in detail.

Home

**Approvals**

Review pending timesheets (1)

Search for timesheets

Approver Terms and Agreements

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Preferences

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Logout

Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page

Approve Reject Close

Customer: Temp: Search

<input type="checkbox"/> Select All	User ID	Temporary	Hours	Expenses	custom1	custom2	custom3
<input type="checkbox"/>	Wicked Widgets, Inc. Feb 03 - Feb 09 - HWU885486 - Wicked Widgets-Tudor ()						
<input type="checkbox"/>	Dru.Tudor@woosl.com	Tudor, Druscilla	34.75	0.00	0.00	0.00	0.00

Approve Reject Close

3. If you've opted to review/approve the timesheet in detail, the View Timesheet window will open.
  - a. If you are in agreement with all hours, click **Approve**, or
  - b. If you are in disagreement with any hours, click **Reject** and enter the reason when prompted.
  - c. If you choose to close the timesheet without taking any action, click the "x" in the top right corner or the **Close** button in the bottom right corner.

**Export** produces a pdf of the timesheet (Adobe Reader required).

**Timecard History** provides a user/time/date audit of all actions performed on the timesheet.

View Timesheet

Job	HJWU885486 - Wicked Widgets-Tudor
Temporary	Tudor, Druscilla (Dru.Tudor@woosl.com)
Date Range	02/03/2020 - 02/09/2020
Customer	Wicked Widgets, Inc - Piper Halliwell
Submitted on	Submitted on 02/05/2020
	<a href="#">Timecard History</a>
P.O. Number	54845

Approve/Reject

Export

Enter actual hours worked in QUARTER HOUR increments: 15 minutes = .25, 30 minutes = .50, 45 min

	Date	Pay Type	Hours	Comments	
<div>Approve</div>	Tue, Feb 4	Hours	8.25		
<div>Approve</div>	Wed, Feb 5	Hours	8.50		
<div>Approve</div>	Thu, Feb 6	Hours	8.00		
<div>Approve</div>	Fri, Feb 7	Hours	8.00		
<div>Approve</div>	Sat, Feb 8	Hours	2.00		

Approve/Reject

Export

Total Hours

34.75

Hours:

34.75

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Tue, Feb 4:	8.25
Wed, Feb 5:	8.50
Thu, Feb 6:	8.00
Fri, Feb 7:	8.00
Sat, Feb 8:	2.00

You may select the desired action from either the top or bottom of the screen.

## TIMESHEETS – “QUICK” APPROVAL

When a timesheet is submitted for your approval, you will receive an immediate email notification from [webtime@hays.com](mailto:webtime@hays.com). The notification will include the worker's name, dates and hours worked.

To Approve without Logging in:

1. From the body of the email notification, review the timesheet and click **Approve Timesheet**. (Alternatively, if you prefer to log in to view further details, click on **Log In to Manage Timesheets**.)

This is an automated notice to inform you that there are timesheets submitted for your approval.

<b>Job:</b>	HJWU885486 - Wicked Widgets-Tudor
<b>Temporary:</b>	600008 - Tudor, Druscilla
<b>Date Range:</b>	2/03/2020 - 2/09/2020
<b>Customer:</b>	10000000 - Wicked Widgets, Inc
<b>Status:</b>	Submitted on 2/05/2020

Date	Pay Type	Hours	Expenses	In	Out
2/04/2020	Hours	8.25	0.00		
2/05/2020	Hours	8.50	0.00		
2/06/2020	Hours	8.00	0.00		
2/07/2020	Hours	8.00	0.00		
2/08/2020	Hours	2.00	0.00		

[Approve All Timesheets](#)
[Login to Manage Timesheets](#)

- The **Pending** approval window will open; click **Approve** to complete the approval process:

Pending

Temporary	Period Start	Period End	Job	Total Hours	Total Expenses
▼ Tudor, Druscilla	2/3/2020	2/9/2020	HJWU885486 - Wicked Widgets-Tudor	34.75	0
<div> <div>Hours</div> <div>34.75</div> </div> <div> <div>Tue, Feb 4</div> <div>8.25</div> </div> <div> <div>Wed, Feb 5</div> <div>8.50</div> </div> <div> <div>Thu, Feb 6</div> <div>8.00</div> </div> <div> <div>Fri, Feb 7</div> <div>8.00</div> </div> <div> <div>Sat, Feb 8</div> <div>2.00</div> </div>					

Approve

- Once approved, the **Statistics** and **Approved** boxes will update to confirm the approval:

Statistics

Your request has been processed. Below are the results of your request.

Timesheets Approved:

1

Timesheets Ignored:

0

Approved

Temporary	Period Start	Period End	Job	Total Hours	Total Expenses
Tudor, Druscilla	2/3/2020	2/9/2020	HJWU885486 - Wicked Widgets-Tudor	34.75	0

- Simply close the session in your browser to exit – no Logout action is required.

## TIMESHEETS – UNAPPROVE

You have the option to Unapprove a previously approved timesheet, on the condition that it has not yet been processed for payment to the worker by Hays:

1. From the Home page, click on **Search for Timesheets**, and enter your search criteria:

The screenshot shows the 'Timesheet Inquiry' page. A red box highlights the 'Search for timesheets' link under the 'Approvals' section. Red arrows point from the text in step 1 to this link, the 'Approved' checkbox under 'Timesheets to show:', and the 'Search' button at the bottom of the 'UDF Search' section.

2. From the search results click View on the timesheet you'd like to Unapprove. This opens the View Timesheet window from which you can perform the **Unapprove** action:

The screenshot shows the 'View Timesheet' window. It includes a summary of job details (Job: HJWU885486 - Wicked Widgets-Tudor, Date Range: 02/10/2020 - 02/16/2020, Status: Approved by Piper Halliwell on 02/05/2020 4:28 PM). Below this is a table of timesheet entries with columns for Date, Pay Type, Hours, and Comments. The 'Unapprove' button is circled in red. A red information icon and a note are also visible: 'Enter actual hours worked in QUARTER HOUR increments: 15 minutes = .25, 30 minutes = .50, 45 minutes = .75. Do not include lunch break in total daily hours.'

Date	Pay Type	Hours	Comments
Mon, Feb 10	Hours	8.00	
Tue, Feb 11	Hours	8.00	
Wed, Feb 12	Hours	8.00	
Thu, Feb 13	Hours	8.00	

3. Click OK in the dialogue box and then follow the steps to Reject a timesheet to complete the unapproval process. The worker will then be required to revise and resubmit for approval.

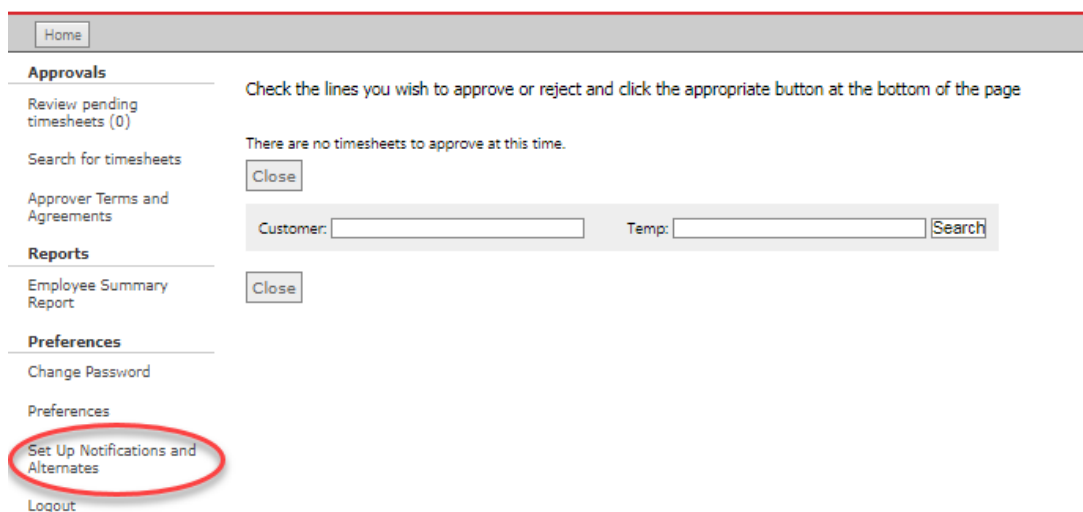


## NOTIFICATIONS & ALTERNATE APPROVERS

When a timesheet is submitted for your approval you will immediately receive an automated email informing you that the timesheet has been submitted and is pending your approval. Subsequent to that email, no additional reminders will be emailed to you unless you setup a Notification Schedule.

To setup your customized Notification Schedule:

From the Home page, click on **Set Up Notifications and Alternates** from the left menu bar:



The screenshot shows the HAYS system Home page. The left navigation menu is visible, with the following sections and items:

- Home** (button)
- Approvals**
  - Review pending timesheets (0)
  - Search for timesheets
  - Approver Terms and Agreements
- Reports**
  - Employee Summary Report
- Preferences**
  - Change Password
  - Preferences
  - Set Up Notifications and Alternates** (highlighted with a red circle)
  - Logout

The main content area displays the following information:

- Check the lines you wish to approve or reject and click the appropriate button at the bottom of the page
- There are no timesheets to approve at this time.
- Close (button)
- Customer: [text input] Temp: [text input] Search (button)
- Close (button)

### Notifications:

You are able to enter up to 3 email addresses (i.e. your work email, your personal email) to which notifications will be sent. Emails are generated and sent to those addresses to notify you that there is one or more timesheets awaiting your approval.

To activate the sending of the email, the “Send Notifications to my email addresses” checkbox must be selected. You can also elect to continue to receive email reminders at designated times until all timesheets have been approved by selecting the option to “Keep sending me repeat notifications until I’ve processed all timesheets” and ticking the days and times when you would like the notifications to be sent:

[Home](#) > [Notification and Alternate Editor](#)

**Approvals**

- Review pending timesheets (0)
- Search for timesheets
- Approver Terms and Agreements

**Reports**

- Employee Summary Report

**Preferences**

- Change Password
- Preferences
- Set Up Notifications and Alternates
- Logout

**Approver:** 10000000-01 - Piper Halliwell

☒ Send notifications to my email addresses

☒ Keep sending me repeat notifications until I've processed all timesheets

Enter up to three email address to send notifications to:

BOTWebtimeApprover@h [ ] [ ]

Choose the times you wish to be notified:

Select All ☐

	M	T	W	T	F	S	S
12a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Alternate Approvers:

You are also able to select an Alternate Approver. This option is useful when you are absent or otherwise unavailable. The alternate may also receive notifications based on your selections. A dropdown list of Alternate Approvers is available from which you can assign your alternate.

**NOTE:** Alternate Approvers are only available in the dropdown if they are already setup in WebTime with an approver account. Please contact us at [webtime@hays.com](mailto:webtime@hays.com) to make arrangements if a user account needs to be established for your alternate. Once the account has been assigned, you will be able to assign the user as your Alternate Approver.

**Alternate Approver:** 10000000-06 - Mark Markson ▼

☒ Copy all notification emails to alternate approver

☐ Notify alternate after [0] hours

☐ Do not notify alternate approvers by email

Enter up to two email addresses to send alternate notifications to:

[ ] [ ]

## REPORTING

You can Search for timesheets based on specific search criteria, namely timesheet status and dates.

From your Home page select **Search for Timesheets:**

Home > Timesheet Inquiry

## Approvals

Review pending  
timesheets (0)

Search for timesheets

Approver Terms and  
Agreements

## Reports

Employee Summary  
Report

## Preferences

Change Password

Preferences

Set Up Notifications and  
Alternates

Logout

This opens the search window where you enter your search criteria, click **Search**, then **View** to open the timesheet in detail. **Export** option will export the timesheet details to an Excel spreadsheet:

Timesheets to show: ☐ Open ☐ Submitted ☐ Partially Approved ☒ Approved ☐ Rejected

Date Range: From: 02/02/2020 to: 02/28/2020

☒ Current Timesheets ☐ Archived Timesheets

(UDF) Search UDF1 for

Search Done Export

Drag a column header here to group by that column													
	Job ID	Job Desc	Customer ID	Customer	ApproverID	Approver	Customer Approver ID	Customer Approver	User ID	Temporary	Start Date	End Date	Status
<a href="#">View</a>	HJWU885486	Wicked Widgets-Tudor	10000000	Wicked Widgets, Inc	10000000-01	Piper Halliwell	10000000-01	Piper Halliwell	Dru.Tudor@woosl.com	Tudor, Drucilla	02/10/2020	02/16/2020	Approved
<a href="#">View</a>	HJWU885486	Wicked Widgets-Tudor	10000000	Wicked Widgets, Inc	10000000-01	Piper Halliwell	10000000-01	Piper Halliwell	Dru.Tudor@woosl.com	Tudor, Drucilla	02/03/2020	02/09/2020	Approved

- **Open:** Any/all timesheets which have been Saved and not yet Submitted.
- **Submitted:** Any/all timesheets which have been Submitted but not yet approved. This indicates that the timesheet is now available for your approval..
- **Approved:** Any/all timesheets which have been Approved.

- **Rejected:** Any/all timesheets which you have been Rejected by you and not yet revised and resubmitted. Note that a Rejected timesheet must be amended as needed and resubmitted and approved before it can be processed for payment to the worker.

## **TIMESHEETS – APPROVAL DEADLINE**

**WEEKLY APPROVAL DEADLINE: MONDAY @ 11:59am ET**

We ask that you kindly take note of this deadline to ensure that we are able to pay your Hays worker(s) and/or contractor(s) on time.

## **CONTACT US**

**We're here to help! If you have any questions or require assistance of any kind, please**

**contact us: Email: [Webtime@hays.com](mailto:Webtime@hays.com)**