Quick Start Guide to completing your timesheet

1. **Go to www.hayspayonline.ie** and enter your user name and password.

The first time you log in both of these will be your unique identifying number, this can be found on your payslip or obtained from your consultant

2. **Click on "create new" timesheet** and select the week for which you wish to enter time

3. **Enter time for each day** in the following format:
   Start 09:00a Finish 05:30p

4. **Enter lunch** in a decimalised format
   15 minutes = .25
   30 minutes = .5
   45 minutes = .75

5. **Click "submit"** to present your timesheet for approval

See below for detailed guidelines on completing your timesheet…

Hays Web Based Time Management System

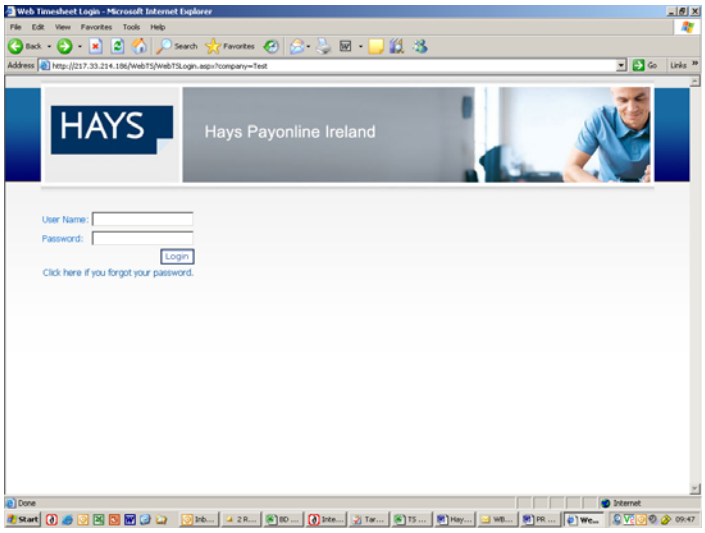
A User Guide for Customers

Contractors and Temporary Workers

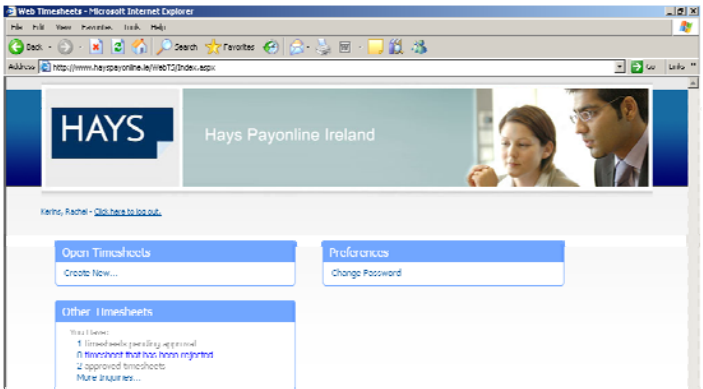
Log-in

Go to www.hayspayonline.ie to log in.

- Your User Name is your unique identifying number, found on your payslip or obtained from your consultant
- Your initial password is the same number
- You will be prompted to change your password the first time you log in.



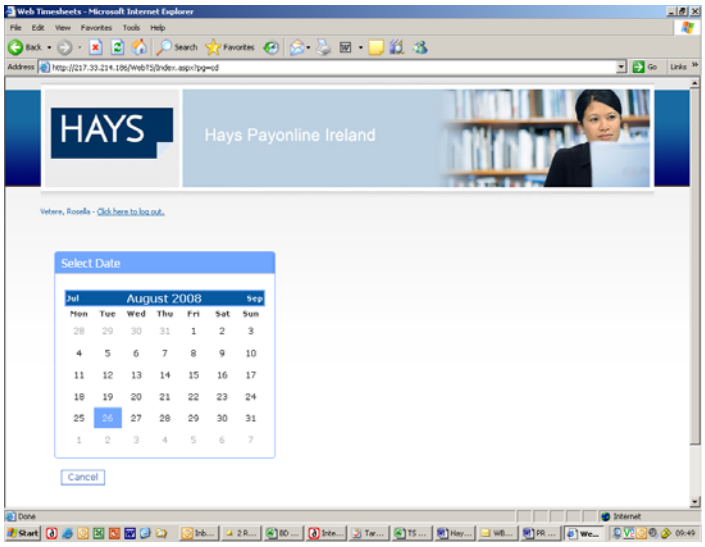
Submitting Hours



On the homepage (above), you can create new timesheets and browse previous timesheets.

To submit a new timesheet

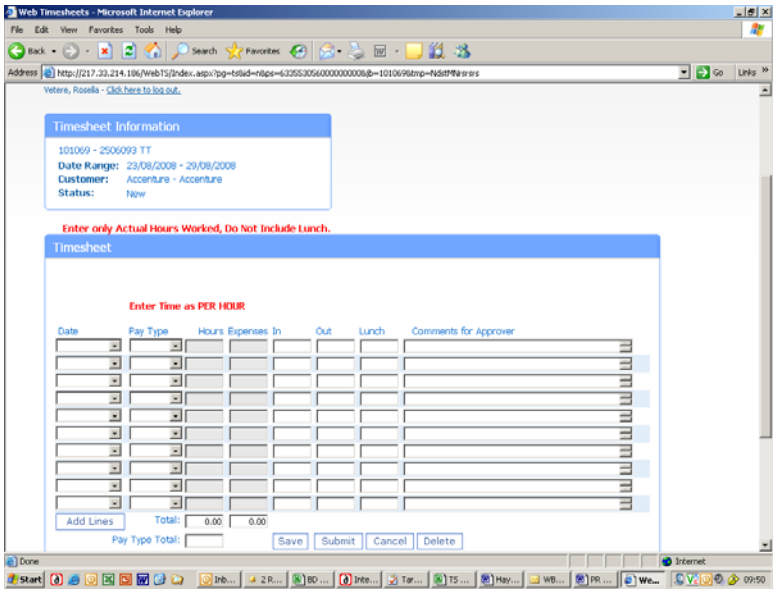
- Create new timesheet
- Select any date during the week for which you wish to enter time



- Enter time one day at a time by selecting date
- Select the correct pay type*
- Enter start and finish time – you must enter time in the following format - start **09:00a** finish **05:30p**. Please note if you try and use a full stop instead of the colon it will decimalise the time and will not appear correctly.
- Enter amount of lunch time taken - This must be entered as a decimalised format. E.g. 15 minutes equals .25, 30 minutes equals .5, 45 minutes equals .75.
- This will then calculate the time for each day worked.
- When complete, click “save” to keep the timesheet open for further time entries or “submit” to present your timesheet for approval

* If you are contracted for any other payment other than basic pay, you must select that pay type and enter the time or amount against it. For the day that you work overtime you will have to make 2 entries. The first for the hours to be paid at your basic rate e.g. start 09:00a finish 05:30p. You will then need to select your overtime rate and enter the additional time against this e.g. start 05:30p finish 07:00p

Do not claim pay types for which you are not contracted/entitled – your timesheet will be rejected and this may delay your pay.



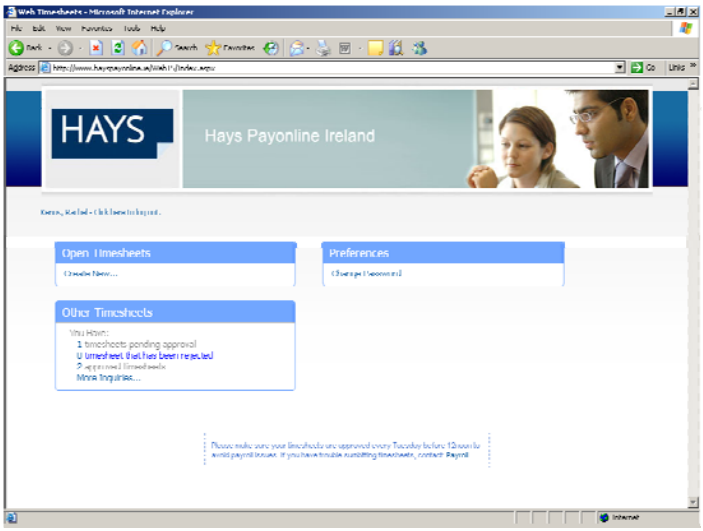
Approval/Rejection

Once you have submitted your timesheet, it will be approved or rejected by your approver. You can login to view the status of you current and previous timesheets. Hays Pay-On-Line is updated every 30 minutes.

Approval:
Timesheet sent to Hays payroll department for payment
Deadline – Tuesday 12pm
Late timesheets are paid the following week.

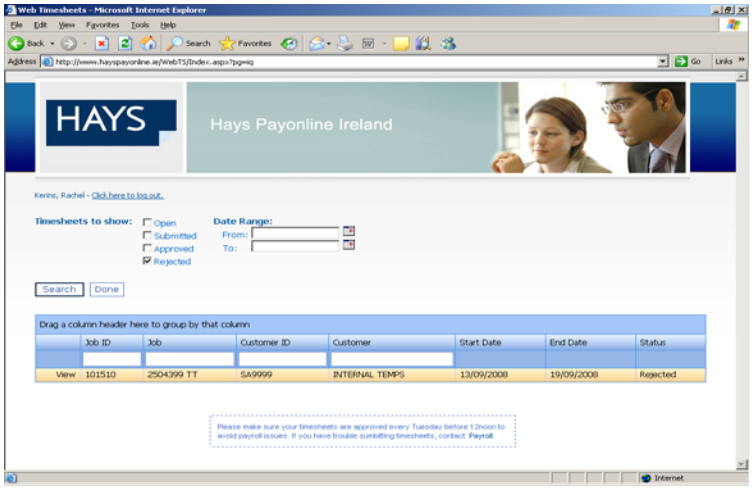
Rejection

On the homepage (below):



Select “more enquiries”
Select “rejected” and “search”

Select “view”



You can now view and amend the original time entry and submit again.

Further Information

Any questions regarding any element of Hays Payonline should be addressed to your consultant.

Hays offices and contact details:

Dublin City Centre	01 6704737
Dun Laoghaire	01 2302448
Swords	01 8908230
Tallaght	01 4610605
Cork	021 4251020
Galway	091 533417
Limerick	061 435 750
Waterford Offices	051 309170