

3SS Quick Reference Guide for Temporary Workers

Getting Started

You will receive a 3ss notification email with a username and a password so you can log into 3ss (if you haven't received this, please speak to your contact at your agency)

When you first log onto the 3ss site, it will ask you to read and agreed to the terms of use.

Change Password - Your security credentials have expired or we are missing security question/answer

Full Name
Tony Stark

Portal Worker

User Name
tony.stark@avengers.com

Password *

Confirm Password *

Security Question *

Security Answer *

Confirm Answer *

Change

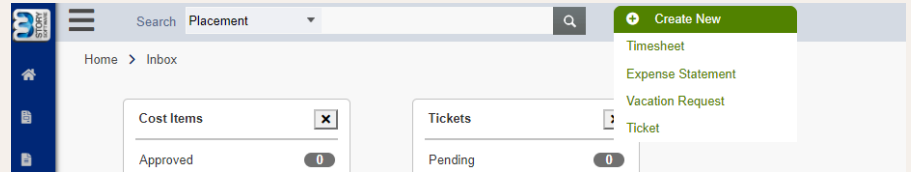
The following password rules are in effect:

- Password must contain at least 7 characters.
- Password requires at least 1 of the following character types: uppercase letters, lowercase letters, numbers, special characters.
- Password cannot contain use your username ("").
- Password cannot contain sequences such as '111'.
- Password cannot contain any of the following words: 'password'.

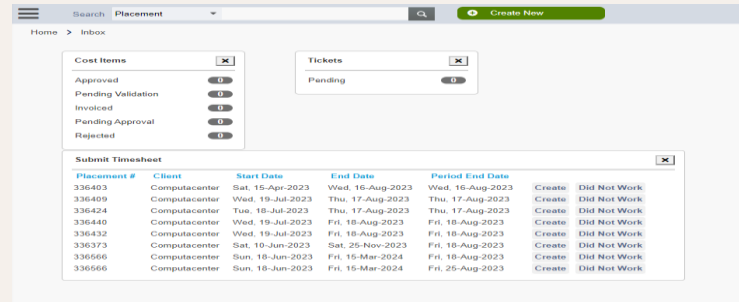
Once you have accepted the 3ss terms, it will ask you to create a password and create a security question and answer. Once this is done correctly, it will then let you in to the main site.

Timesheet Management

To create a timesheet, click on the 'Create New' box at the top of the page, this will then bring down some options. Please select 'Timesheet'.



Then please select the correct placement that you have are wanting to submit a timesheet against. Then press 'Create' against the week you want to create a timesheet for.



Timesheet Management

Then select the correct 'start' and 'end' times, 'break hours' and 'activity type'. Only complete this for the days that you have worked.

The screenshot shows the Hays Timesheet Management interface. At the top, there is a search bar and a 'Create New' button. Below that, there are tabs for 'Details-Orig', 'Bonuses', and 'Documents'. The main area contains a table with the following columns: Start Date, Start Time, End Time, Break Hours, Hours, Pay Type, WBS Code, WBS Task Code, Activity Type, and Prevent Poll. The table lists entries for dates from Sat, 12-Aug-2023 to Thu, 17-Aug-2023. Below the table is a 'Cost Item Overview' section with fields for Cost Item#, Status, Period Ending, Client, and Placements.

Start Date *	Start Time	End Time	Break Hours	Hours	Pay Type *	WBS Code	WBS Task Code	Activity Type	Prevent Poll
Sat, 12-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	
Sun, 13-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	
Mon, 14-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	
Tue, 15-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	
Wed, 16-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	
Thu, 17-Aug-2023	hh:mm AM	hh:mm AM		Worked	testing 1	(Select)	£1.00	Copy	

Cost Item Overview

Cost Item# 6414788	Status Draft
Period Ending Fri, 18-Aug-2023	
Client Computacenter	Worker Test Candidate.Nogacz, Joanna
Placements# 336409	

The below is what it looks like when you are selecting the hours to submit. Please be mindful of the AM and PM tabs on the right hand side.

The screenshot shows the Hays Timesheet Management interface with a time selection modal open. The modal has three tabs: 'Start Date', 'Start Time', and 'End Time'. The 'Start Time' tab is active, showing a time picker for '12:00 AM'. The time picker has fields for 'Hour', 'Minute', and 'AM/PM'. Below the time picker are 'Cancel' and 'Set' buttons. The background shows the 'Cost Item Overview' section with the Cost Item# 6414788.

Start Date * **Start Time** **End Time**

Sat, 12-Aug-2023 hh:mm AM

Sun, 13-Aug-2023 12:00 AM

Mon, 14-Aug-2023

Tue, 15-Aug-2023

Wed, 16-Aug-2023

Thu, 17-Aug-2023

Hour Minute AM/PM

12: 00 AM

01 15 PM

02 30

03 45

Cancel Set

Cost Item Overview

Cost Item#
6414788

Expense Process

If you have expenses to claim, click on 'Create New' in the top navigation menu and select 'Expense Statement'. Select placement by clicking on the Placement# hyperlink and then complete the expense statement, including date of the expense, expense type, item rate of the claim and any comments for your manager. Then click 'Save'. Please Note: You can only submit one expense statement per week but you can submit multiple expense types per statement by clicking 'Add Row'.

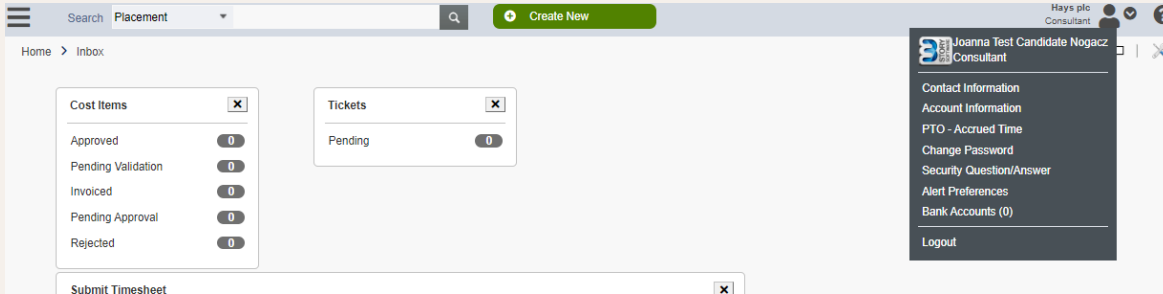
Receipts

Please ensure that you keep all receipts that you are wanting to claim back on expenses, take a photo of these and upload them to the expense claim that you are trying to make. This ensures compliance and is required for tax reasons.

If you have any queries or questions about expenses, then please speak to your agency who will be able to assist with this.

The screenshot displays the HAYS expense management system interface. At the top, there is a breadcrumb trail: "Financials > Cost Items > Cost Item". The main content area is titled "Cost Item Overview" and contains several fields: "Cost Item#" (6414789), "Status" (Draft), "Period Ending" (Fri, 04-Aug-2023), "Client" (Computacenter), "Worker" (Test Candidate Nogacz, Joanna), and "Placement#" (336409). To the right of these fields is a "Workflow Actions" panel with buttons for "Submit", "Delete", and "Add Comment", and a "+ Cost Item Information" link. Below the overview is a "Summary" tab and an "Expenses" tab. The "Expenses" tab is active and shows a table with the following columns: "Date Expense", "Expense Type", "Document", "Expense Units", "Item Rate", "Total Amount", "Cost Code", "Worker Taxable?", and "Comments". The table contains one row with the following data: "Date Expense" (29-Jul-23), "Expense Type" (Mileage (1-75 miles)), "Document" (empty), "Expense Units" (0.4), "Item Rate" (0), "Total Amount" (0), "Cost Code" (UKCFL00010 (Fleet)), "Worker Taxable?" ((Select)), and "Comments" (empty). A dropdown menu is open for the "Expense Type" column, showing a list of options: "(Select)", "Client Entertainment", "Meals", "Mileage (>75 miles)", "Mileage (1-75 miles)", "Office Equipment", "Other", "Parking", "Petrol", and "Post & Couriers". The "Mileage (1-75 miles)" option is currently selected.

Notification Management



3SS is an alerts based system and you have the ability to manage which alerts you would like to receive. Above is the alert selection that we recommend. By clicking on the icon in the top right hand corner and selecting 'Alert Preferences' you are able to select and deselect the 'Email Preferences'. Updates on any technical cases you raise via 3SS Confirmation that your placement has been set up including login details and notification of an upcoming end date as a prompt for you to follow up with your manager Confirmation that your timesheet or expenses have been submitted successfully and notification when they have been approved/rejected.

