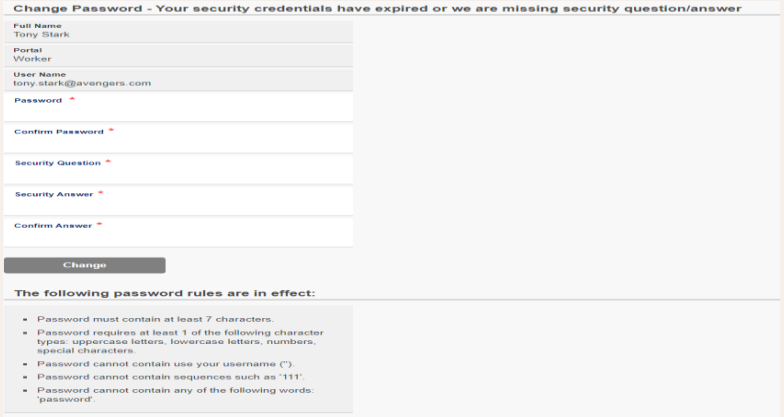
3SS Quick Reference Guide for Temporary Workers

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)

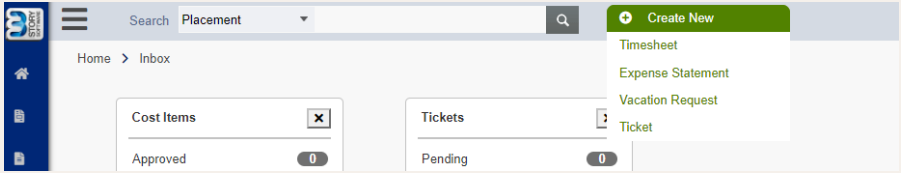
When you first log onto the 3ss site, it will ask you to read and agreed to the terms of use.



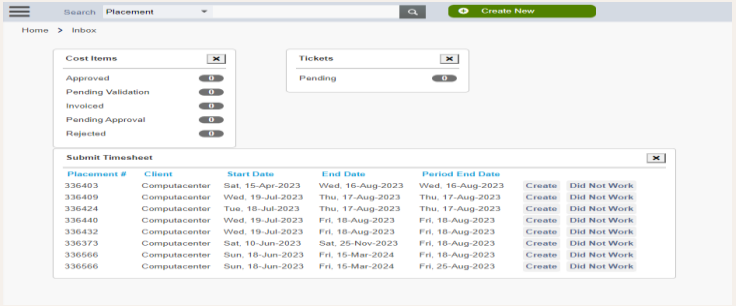
Once you have accepted the 3ss terms, it will ask you to create a password and create a security question and answer. Once this is done correctly, it will then let you in to the main site.

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'.

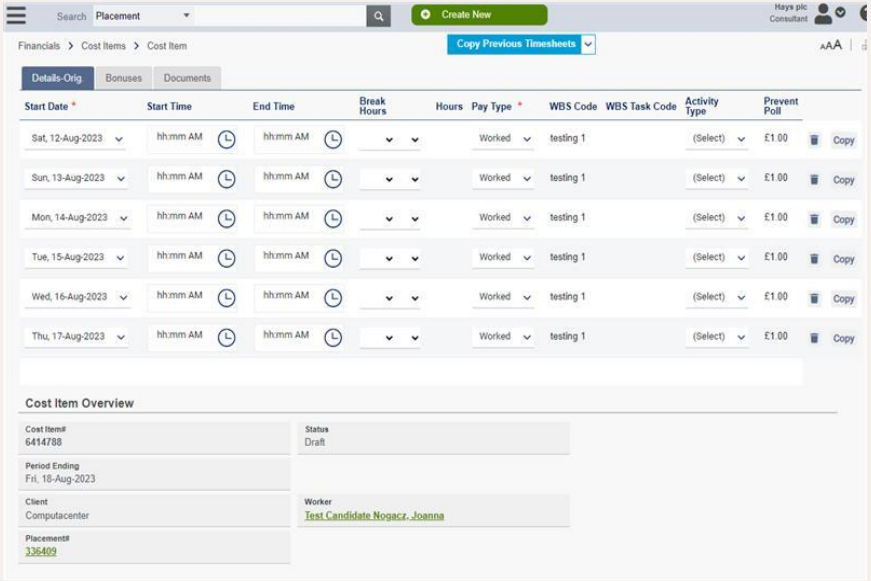


Then please select the correct placement that you have are wanting to submit a timesheet against. Then press 'Create' against the week you want to create a timesheet for.

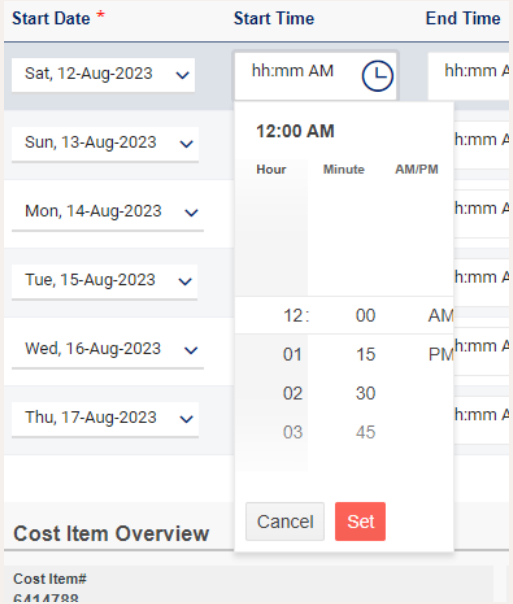


Timesheet Management

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

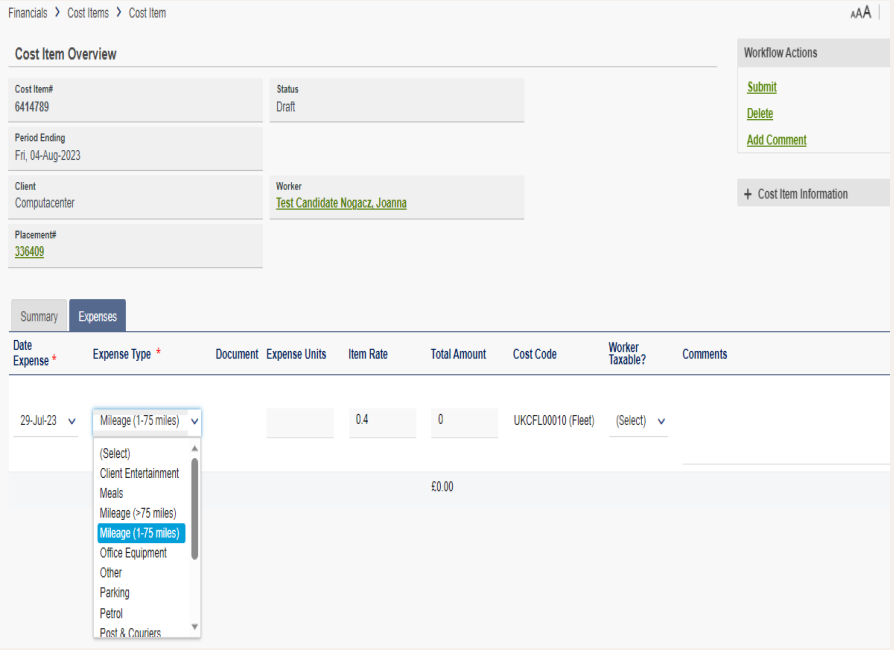


The below is what it looks like when you are selecting the hours to submit. Please be mindful of the AM and PM tabs on the right hand side.



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’.

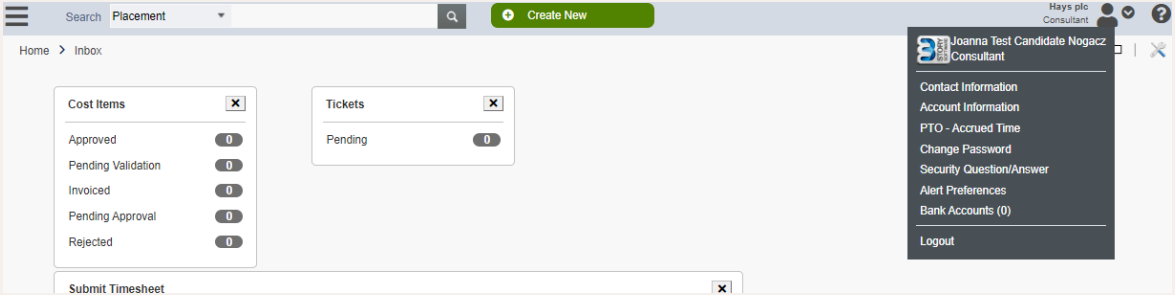


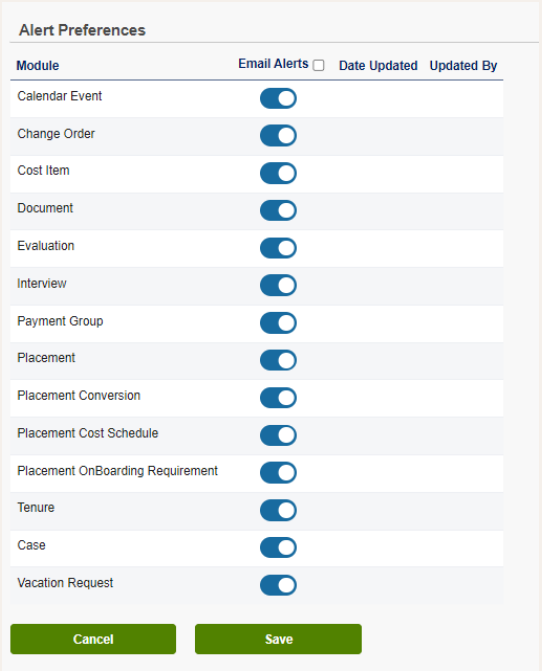
Receipts

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 able to assist with this.

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.