

3SS Quick Reference Guide

Temporary Workers

Click the relevant section for more information



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Getting Started

You can access 3SS using the below link –
[Hays 3SS \(UK\) - Vendor Management System - 3 Story Software](#)

If this is your first time logging in to 3SS you will receive an email with your details and a temporary password.

You will be taken to a ‘Change Password’ page where you can input your chosen password for future login.

If you have any issues logging in to 3SS please contact your consultant.

When first logging in to 3SS you will be prompted to complete an equal ops questionnaire.

Please note all information you provide here will be completely anonymous.

Secure Login



Username (e.g., Email Address)

☐ Remember Username? (We use cookies to set this)

NEXT

Change Password

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

Full Name

Hayley Tomlinson

Portal

Services

User Name

hayley.tomlinson@hays.com

Password *

Confirm Password *

Change

Timesheet Submission

To submit your timesheet, select the *Create New* dropdown and *Timesheet*

From here you can select the week for which you need to submit.

Enter the *Start Time*, *End Time* and *Break Hours* for each day of the week (leaving any non-working days blank and select *Worked* from the *Pay Type* drop-down menu. Please ensure you correctly select **AM** or **PM**

Start Date	Start Time	End Time	break Hours	Hours	Pay Type	Cost Code	Comments
Mon, 16-Jun-2025			0 hr :00		Worked	2265 (Youth Commemoration Ground recoupment fund)	<button>Copy</button>
Tue, 17-Jun-2025			0 hr :00		Worked	2265 (Youth Commemoration Ground recoupment fund)	<button>Copy</button>
Wed, 18-Jun-2025			0 hr :00		Worked	2265 (Youth Commemoration Ground recoupment fund)	<button>Copy</button>
Thu, 19-Jun-2025			0 hr :00		Worked	2265 (Youth Commemoration Ground recoupment fund)	<button>Copy</button>
Fri, 20-Jun-2025			0 hr :00		Worked	2265 (Youth Commemoration Ground recoupment fund)	<button>Copy</button>

Add Row + Add Comment + Delete Save Submit

If you have worked overtime, add a new row to your timesheet by clicking *Add Row*. Select the required overtime option from the *Pay Type* drop-down menu and enter the overtime *Start* and *End Times*

Start Date	Start Time	End Time	break Hours	Hours	Pay Type
Mon, 02-Jun-20...			0 hr :00		Worked
Mon, 02-Jun-20...			0 hr :00		Standard ...

The timesheet status will show as *Draft* until you click *Submit*. Click *Submit* again to confirm the submission. The timesheet status will update to *Pending Approval*. All timesheet approvers aligned to you will receive an email alert notifying them that your timesheet is requiring their review.

Once your timesheet is reviewed by your approver, you will receive an email alert notifying you that the timesheet has either been approved or rejected.

Timesheet approvers cannot reject individual items on the timesheet. If one item is incorrect the approver will reject the full timesheet and you will need to resubmit for approval with the corrections applied.

Please Note: Only timesheets submitted and approved by 5 pm each Monday will be guaranteed payment on the same week.

Timesheet Rejections

Your timesheet approver cannot reject individual items from the timesheets. If one item on the timesheet is incorrect the approver will reject the full timesheet and you will have to resubmit for approval with the corrections applied.

You will receive an email alert notification if your timesheet is Rejected.

To locate your *Rejected* timesheet, navigate to your Home Dashboard and select *Rejected* from the *Cost Items* list.

Cost Items		×
Draft	1	
Pending Approval	1	
Approved, Last 30 Days	0	
Rejected	1	

Select your timesheet from the list shown

Item#	Type	Status	Date Effective
6418092	Timesheet	Rejected	13-Jun-25

Click on *Details-Orig.* and amend your hours as required and click Save

Cost Details-Summary	
Summary	Details-Orig.

The timesheet status will show as *Rejected* until you click *Resubmit* via the *Actions* button at the top right of your screen. Click *Resubmit* again to confirm the submission. The timesheet status will update to *Pending Approval* and all timesheet approvers aligned to you will receive an email alert notifying them that your timesheet is requiring their review.

Once your timesheet is reviewed by your approver, you will receive an email alert notifying you that the timesheet has either been approved or rejected.

Timesheet approvers cannot reject individual items from the timesheet. If one item is incorrect the approver will reject the full timesheet and you will need to resubmit for approval with the corrections applied.

Please Note: Only timesheets submitted and approved by 5 pm each Monday will be guaranteed payment on the same week.

Expenses

If you have expenses to claim click on [Create New](#) and select [Expense Statement](#) from the menu.

Select your placement by clicking on the Placement# hyperlink and then complete the expense statement, including the date of the expense, expense type, item rate of the claim and any comments for your manager. Next 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](#).

Date Expense	Expense Type	Document	Expense Units	Item Rate	Total Amount	Worker Taxable	Comments
23-Aug-25	(Select)			£0.00	£0.00	(Select)	

Receipts

Before you are able to submit your expense statement you must upload receipts for your expenses. Please scan and save all receipts as individual files before attaching to your expense statement.

Select the [Add Receipts](#) button in your expense statement on the relevant expense line. This will enable you to upload your receipt. Repeat this process for all expenses and then click [Save](#).

Once you have saved the details you will need to click to [Submit](#) within the [Actions](#) button. The status will update to [Pending Review](#) and all expense approvers aligned to you will receive an email alert notifying them that your expense statement is requiring their review.

Expense Receipt

Summary Expenses Bonuses

Date Expense
23-Aug-25

Expense Type
Accommodation

Amount Total Pay
£75.00

Expense Receipt *
Choose

Cancel Save

Managing your System Alerts

3SS is an alert based system and you can manage which alerts you would like to receive. Below is the alert selection that we recommend.

By clicking on the  icon at the top right and selecting *Alert Preferences* you can select and deselect the *Email Preferences*

Account: Alert Preferences

My Account

Name

Test 1

Email Address

test1@hays.comxx

Company

Hays plc

Role

Worker - Consultant

Alert Type

Alert Type

Email, Website

T1

Test 1

Hays plc

Test 1

Hays plc

Contact Information

Account Information

Change Password

Vacation Requests

Security Question/Answer

Alert Preferences

Terms Of Use

Logout

Alert Preferences

Module	Email Alerts ☐
Calendar Event	☒
Change Order	☒
Cost Item	☒
Document	☒
Evaluation	☒
Interview	☒
Payment Group	☒
Placement	☒
Placement Conversion	☒
Placement Cost Schedule	☒
Placement OnBoarding Requirement	☒
Tenure	☒
Case	☒
Vacation Request	☒

Cancel

Save

Confirmation that your timesheet/expenses have been submitted successfully and notification when they have been approved/rejected

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.

Updates on any technical cases you raise via 3SS.