3SS Quick Reference Guide

Temporary Workers

Click the relevant section for more information

HAYS

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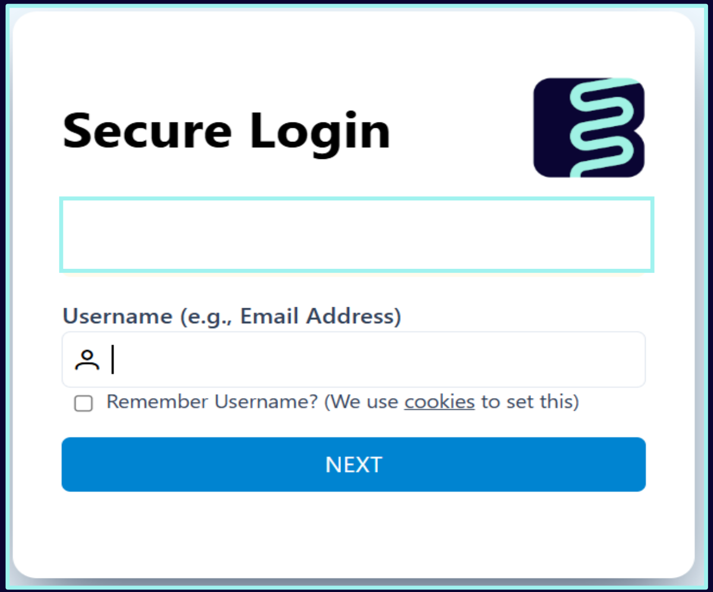
Getting Started

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.

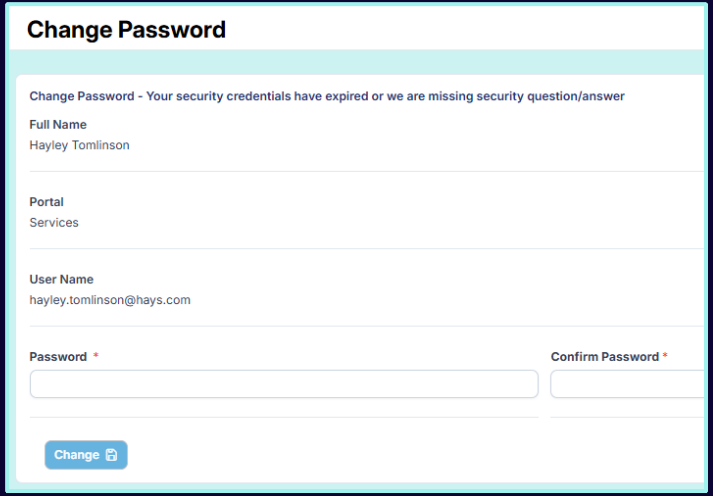
You will be taken to a 'Change Password' page where you can input your chosen password for future login.

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.



Timesheet Submission

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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)			Copy
Tue, 17-Jun-2025			0 hr	:00		Worked	2265 (Youth Commemoration Ground recoupment fund)			Copy
Wed, 18-Jun-2025			0 hr	:00		Worked	2265 (Youth Commemoration Ground recoupment fund)			Copy
Thu, 19-Jun-2025			0 hr	:00		Worked	2265 (Youth Commemoration Ground recoupment fund)			Copy
Fri, 20-Jun-2025			0 hr	:00		Worked	2265 (Youth Commemoration Ground recoupment fund)			Copy

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.

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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.

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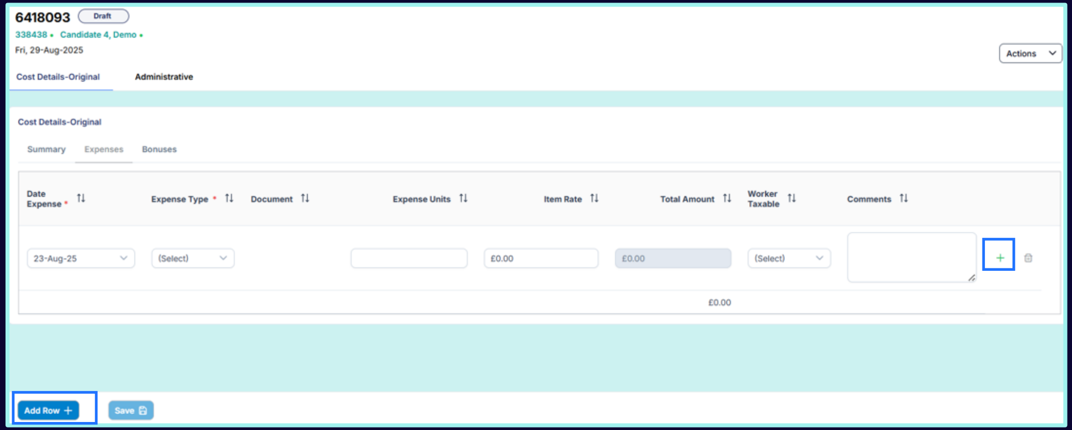
Expenses

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*.

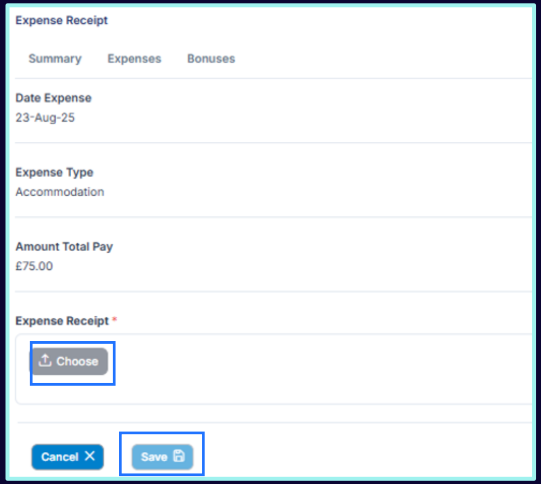


Receipts

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.



Managing your System Alerts

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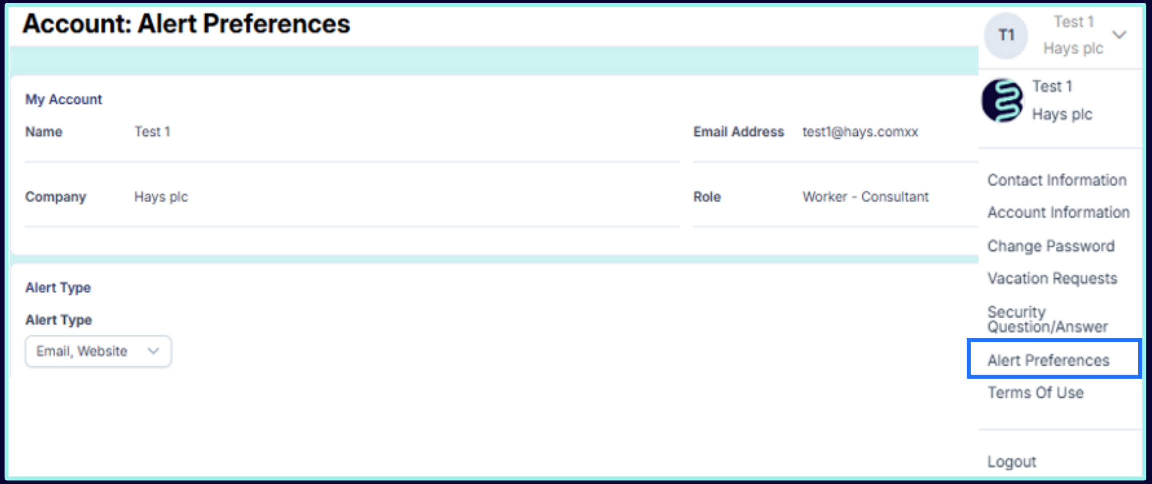
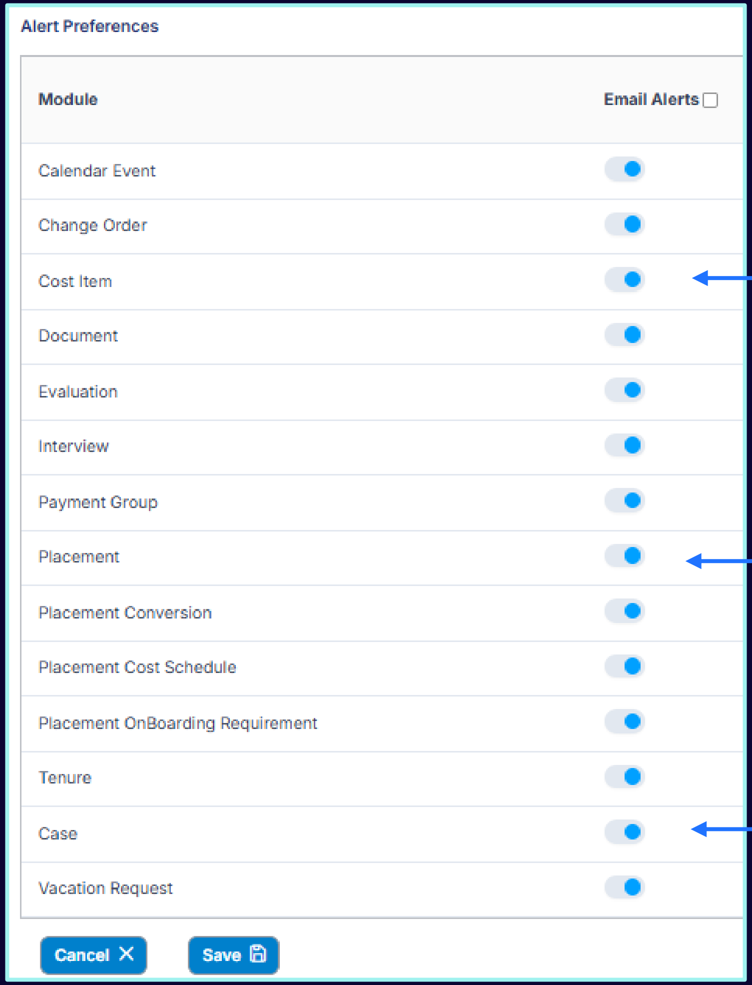
3SS is an alert based system and you can manage which alerts you would like to receive. Below is the alert selection that we recommend.

By clicking on the 

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





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.

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