

3SS Quick Reference Guide

Suppliers



Click the relevant section for more information



Getting Started



Searching



Vacancy Management



Candidate Submission



Interviews, Offers &
On-boarding



Reporting



Managing your
systems alerts

Getting Started

Main Menu

From the Home Dashboard (shown below) you can see all activity relating to you

DS

Demo Supplier
Hays Payrolling

Home

My ItemsCalendar

Vacancies

Draft

41

Open for Bids

99

Pending Approval

6

Pending Review

6

Bids

Pending Interviews

0

Create Placement

75

Shortlisted

5

Submitted, Pending Approval

0

Pending Review

44

Placements

Pending Review

0

Pending Approval

0

Pending PO

0

Pending Onboarding

3

Pending Offboarding

0

Cost Items

Pending Approval

99+

Pending Confirmation

0

Pending Review

12

Pending PO#

99+

Change Orders

Pending Approval

6

Pending Review

4

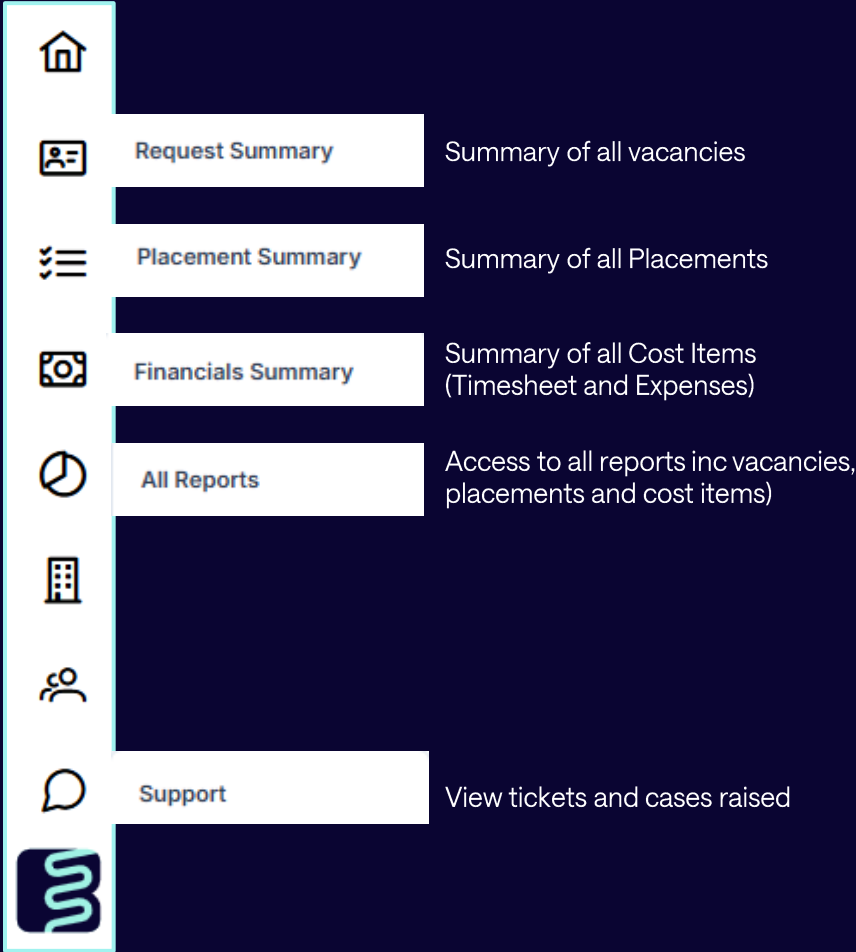
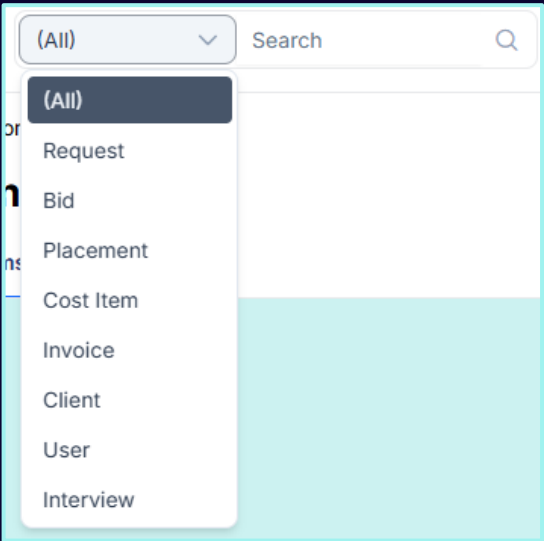
Configure

Searching

On the left of the 3SS screen you will see

By hovering your mouse over each icon you will be able to see the options available to search for your items.

There is a specific function within 3SS where you can search for vacancy / placement / cost item numbers. This is at the top of the 3SS screen



You will receive email alerts letting you know that a vacancy has been released. It will contain the vacancy number within the subject line and a link to the vacancy within 3SS.

To accept or reject a vacancy you can either click on the link in the email or by clicking the **Pending Acceptance** under **Vacancies** on your Home Dashboard.

Access the vacancy by clicking the *Request ID*

Review the vacancy details and select *Accept/Decline* via the *Actions* button.

Add any comments into the free text field and click *Accept/Decline*. The status of the vacancy is now Open for Bids and candidates can now be submitted against it.

Vacancies

Pending Acceptance

1

Request #	Job Type	Request Name	Supplier Status
398769	Consultant	Migration - Administrator	Pending Acceptance

Actions

Accept

Decline

Candidate Submission

You can submit a candidate's CV against a vacancy by clicking on *Vacancies – Accepted, Pending Bids* within *Vacancies* on your Home Dashboard. This will display a list of all accepted vacancies. Select the desired vacancy by clicking on the Vacancy ID.

Click on *Action* and *Create Bid* on the end of the vacancy row on the list. From here you can either select an existing candidate or create a new candidate. You will then be able to upload the candidate's CV and complete all required fields such as notice period, contract type (i.e. PAYE) etc.

You can add comments to the CV submission. However, please be aware that if the candidate's email details are on file these comments may be seen by them. Click *Submit* to submit the candidate to the vacancy. The status of this candidate is now *Submitted, Pending Review*. You can *Withdraw* candidates by using the *Actions* button on the right hand side of the screen.

Please Note: Withdrawn candidates cannot be re-submitted against the same vacancy.

Vacancies	
<u>Pending Acceptance</u>	1
<u>Vacancies - Accepted, Pending...</u>	3

Timelines and Comments

All Vacancies, Placements, Candidates and Cost Items have a Timeline function. This is accessed via the Administrative page on all file types. Here you can select Timeline where you can see an audit trail of all time and date stamped actions.

Interviews, Offers & Onboarding

Confirming Interviews

All requested Interviews can be confirmed by clicking *Interviews Requested* within *Bids* on your Home Dashboard.

Interviews Requested are displayed to the right:

To *Confirm/Decline* the interview click on the candidate's name and choose the appropriate option from the *Actions* button. Enter any comments and click *Save*.

Please Note: Hiring Managers may prefer not to use the interview functionality available in 3SS. In these instances the Resourcing Team will contact you directly to arrange interviews.

Confirming Offers

You will be notified of offers directly by the Resourcing Team. Once the offer has been accepted by the candidate you can *Confirm/Decline* the offer by Selecting *Pending Confirmation* under *Placements* on your Home Dashboard.

Onboarding and Compliance

All pre-employment checks need to be met before the placement is activated. You will need to confirm these in 3SS by selecting *Pending Onboarding* under the *Placement* option on your Home Dashboard

Bids	×
Not Approved	0
Submitted, Pending Approval	0
Shortlisted	1
Interviews Requested	0

Request #401844: All - A6
PAYE Test Candidate Hays plc » Hays Direct Delivery Team Supplier, Demo

Interview Workflow
Confirm Interview / Meeting
Decline Interview / Meeting

Placements	×
Ending Soon	0
Pending Confirmation	0

Placements	×
Pending Confirmation	0
Pending Onboarding	2

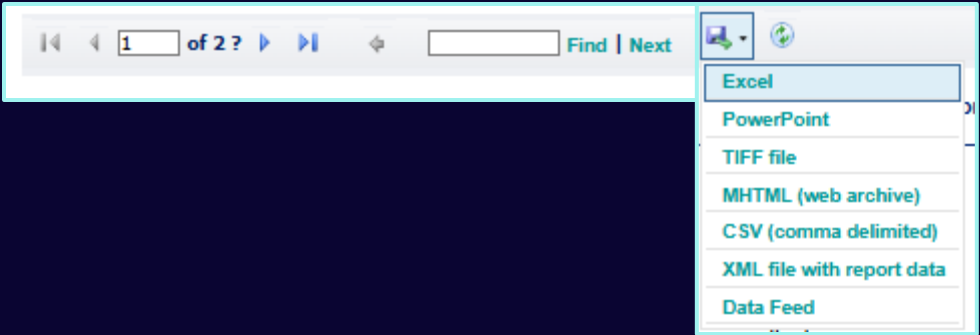
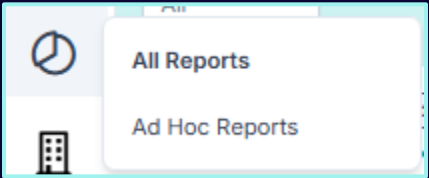
Reporting

Main Menu

You can access reports related to your temporary workers via the left hand menu.

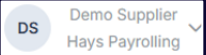
Dashboards and graphs can be viewed, as well as detailed reports that can be downloaded to Excel.

The self-service online training links provided in your communications detail how to produce ad-hoc 3SS reports and how to download reports for your payroll processes.



Managing your System Alerts

3SS is an alert based system and you can manage which alerts you would like to receive. Below shows 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*.

Home > Account: Alert Preferences

Account: Alert Preferences

My Account

Name

Demo Supplier

Email Address

demosupplier@hays.comxx

Company

Hays Payrolling

Role

Supplier - Recruiter/Consultant

Alert Type

Alert Type

Email, Website

DS Demo Supplier Hays Payrolling

Contact Information

Account Information

My Clients

Report Favorites

Change Password

Security Question/Answer

Alert Preferences

Terms Of Use

Logout

Alert Preferences

Module

Email Alerts

Agency Workers Regulations

Bid

Calendar Event

Change Order

Cost Item

Document

Evaluation

Interview

Invoice

Org Supplier

Payment Group

Placement

Placement Conversion

Placement Cost Schedule

Placement Fee

Placement OnBoarding Requirement

Project

Tenure

Case

Vacation Request

Cancel

Save

Notification of your candidates being reviewed and details on progress/ rejection.

Alerts updating you on amendments to your placements (extensions/rate changes).

Notification that a timesheet/expense has been approved/rejected.

Details of interview requests.

Updates on candidate placement authorisation and set up confirmation.

Job details will be emailed to you and any updates to existing roles that you are working on.

Updates on any technical cases you raise via 3SS.

Main Menu