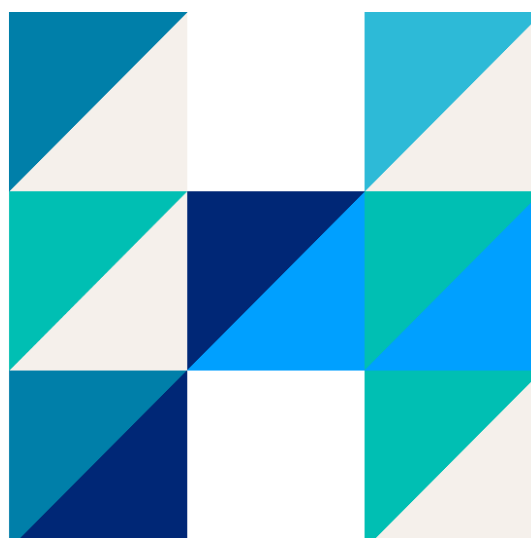


3SS USER GUIDE FOR TEMPORARY WORKERS



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GETTING STARTED – ACCOUNT MANAGEMENT

How to access 3 Story Software (3SS)

1. Go to the URL <https://hays-apac.3storysoftware.com/>
2. Login using your username and password.

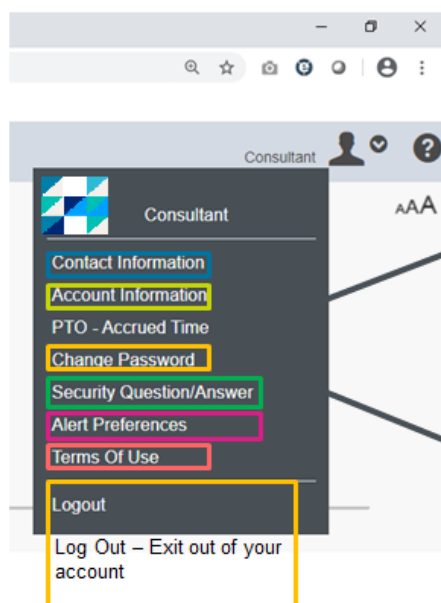


Notes

- Timeout is set to 30 minutes
- If, for some reason, your IP address changes during a session you'll be logged out for security reasons
- Set up your preferences the first time you sign in. This will include your security question and answer which will allow you to use the '**Reset Password**' function
- 3SS minimum requirements for password structure are as follows –
 - Minimum 10 characters
 - Reusing old passwords is prohibited
 - Cannot contain the username
 - Cannot contain the word "password"
 - Characters cannot be repeated 3 times (e.g. aaa, BBB, 111, ###)
 - Characters cannot be 3 sequential values (e.g. 111, 123, 987, abc, zxy, DEF, MNL)
 - Password requires at least 4 of the following character types: uppercase letters, lowercase letters, numbers, and special characters

Setting your user preferences

Click on the person icon in the top right hand corner of the screen.





Contact Information – Allows you to amend your contact details, including the email address that notifications are sent to

Account Information – Allows you to change the email you would like to receive alert notifications, Language, Currency, and Time / Time zones

Change Password – Allows you to update your password details

Security Question/Answer – You can set your own Security Question and Answer

Alert Preferences – Allows you to control the Alerts you receive and how

Terms Of Use – Allows you to view your accepted terms of the 3SS system

Basic Navigation – Home Page

Search Field: Search for specific records you have access to

Create New Button: Create a new timesheet or a new support request

Cost Items Widget: Allows you to monitor the status of the timesheets you submitted

Side Menu: All functions of 3SS can be found in the Side Menu on the left. From here you can access your placement record, view timesheets and raise a support ticket.

Submit Timesheet Widget: Clicking Create will take you straight to the new timesheet page

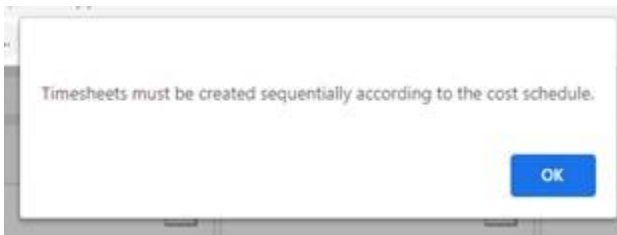
The screenshot shows the 3SS Temp Home Page. At the top, there is a search bar with a dropdown menu set to 'Cost Item' and a 'Create New' button. Below the search bar, there is a 'Cost Items' widget showing the status of submitted timesheets: Approved (1), Pending Validation (0), Invoiced (1), and Rejected (0). To the left of the main content area is a 'Side Menu' with icons for Home, Inbox, Cost Items, Invoiced, Rejected, and a gear icon. Below the 'Cost Items' widget is a 'Submit Timesheet' widget containing a table with columns: Placement #, Client, Start Date, End Date, Period End Date, and buttons for Complete Draft, Create, and Did Not Work.

Placement #	Client	Start Date	End Date	Period End Date	Complete Draft	Create	Did Not Work
199635	Arm	Tue, 01-Feb-2022	Wed, 30-Nov-2022	Wed, 31-Aug-2022			
199635	Arm	Tue, 01-Feb-2022	Wed, 30-Nov-2022	Fri, 30-Sep-2022			
199635	Arm	Tue, 01-Feb-2022	Wed, 30-Nov-2022	Mon, 31-Oct-2022			
199635	Arm	Tue, 01-Feb-2022	Wed, 30-Nov-2022	Wed, 30-Nov-2022			

SUBMIT TIMESHEET WIDGET

The **Submit Timesheet Widget** on the home page contains a list of available timesheets that can be created. You also have access to select **Did Not Work** for a week ending.

1. Upon logging into your 3SS account, click **Create** on the earliest period ending available on the Submit Timesheet Widget. If you try to create a timesheet other than the earliest week ending, 3SS will throw an error message as shown below.



2. After clicking the **Create** button on the earliest week ending available, the page will refresh, and the new timesheet page will be displayed. Complete all the required fields, then click Submit or Save to keep the timesheet on Draft status until you are ready to submit.

Financials > Cost Items > Cost Item

Copy Previous Timesheets

Details-Orig.
Expenses
Bonuses
Documents

Start Date *	Start Time *	End Time *	Break Hours	Hours	Pay Type	Cost Code
Mon, 19-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Tue, 20-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Wed, 21-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Thu, 22-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Fri, 23-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Sat, 24-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy
Sun, 25-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy

Cost Item Overview

Cost Item#
10008064

Status
Draft

Period Ending
Sun, 25-Jul-2021

Worker
Dornan, Jenette

Placement#
10004190

CREATE NEW >> TIMESHEET OPTION

Timesheets can be submitted by clicking '**Create New**' and selecting '**Timesheet**'. Click on the '**Placement #**' to view a list of the timesheets available to be created.

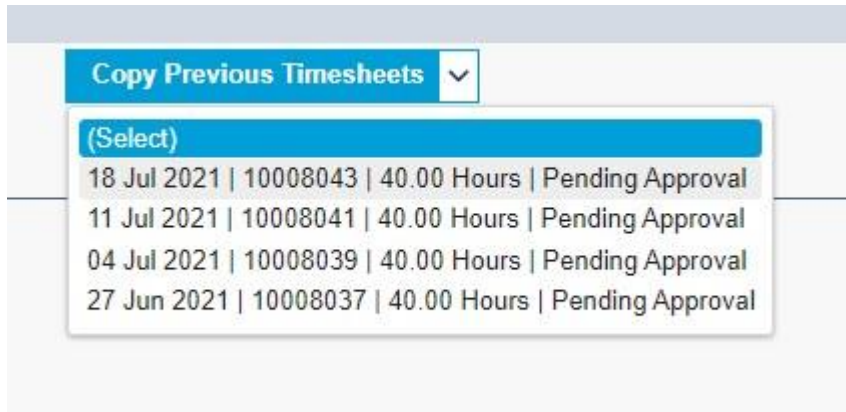
The screenshot illustrates the process of creating a new timesheet in the HAYS system. It is divided into three main sections with yellow annotations:

- Create New Menu:** A green button labeled 'Create New' is shown with a dropdown menu containing 'Timesheet', 'Expense Statement', and 'Case'. The 'Timesheet' option is highlighted with a yellow box.
- Select Placement Table:** Below the menu, a table titled 'Select Placement' is displayed. It has columns for 'Placement #', 'Client', and 'Office Location'. The first row shows '13350' in the 'Placement #' column, which is highlighted with a yellow box. A yellow arrow points from this box to the 'Cost Schedule' table.
- New Timesheet Form:** This section shows the 'New Timesheet' form with the following details:
 - Placement#: 13350
 - Status: Active
 - Client: (blank)
 - Job Type: Consulta
 - Worker: Demo Test
 - Supplier: Hays AP
 - Job Title: Accounts Payable Officer
 - Contract: PAYG
 - Start Date: Tue, 01-Oct-19
 - End Date: Mon, 11-
- Cost Schedule Table:** A table with 5 rows and 2 columns. The first column contains week numbers (1-5) and the second column contains dates (Sun, 06-Oct-19 to Sun, 03-Nov-19). Each row has two buttons: 'Create' and 'Did Not Work'. The 'Create' button for the first row is highlighted with a yellow box. A yellow arrow points from the 'Create' button to a text box that says: "Click 'Create' on the applicable week ending". Another yellow arrow points from the 'Did Not Work' button of the fourth row to a text box that says: "If hours were not worked during the whole week, please click the 'Did not work' button to remove the week ending date from the list".

COPY PREVIOUS TIMESHEETS

The timesheet is now located at the top of the page for easy access. Information details have been moved below. One of the features on the new timesheet page is the dropdown box to **Copy Previous Timesheets**.

This will contain a list of previous timesheets that you can select from to completely copy all the details (except the date) from a previous timesheet.



Once you have selected the previous timesheet to copy, the page will refresh to load the timesheet details. You can still make changes to the data before submitting.

Search (All)

Create New

Financials > Cost Items > Cost Item

Copy Previous Timesheets

Details-Orig

Expenses

Bonuses

Documents

Start Date *	Start Time *	End Time *	Break Hours	Hours	Pay Type	Cost Code	
Mon, 19-Jul-2021	08:00 AM	05:00 PM	1 hr :00	8.00	N	CostCode:12345	Copy
Tue, 20-Jul-2021	08:00 AM	05:00 PM	1 hr :00	8.00	N	CostCode:12345	Copy
Wed, 21-Jul-2021	08:00 AM	05:00 PM	1 hr :00	8.00	N	CostCode:12345	Copy
Thu, 22-Jul-2021	08:00 AM	05:00 PM	1 hr :00	8.00	N	CostCode:12345	Copy
Fri, 23-Jul-2021	08:00 AM	05:00 PM	1 hr :00	8.00	N	CostCode:12345	Copy

COPY INDIVIDUAL DAYS

There is also a **Copy** button to the right of each line on the timesheet. This will insert a copy of that line directly below and increment the date by one day. You can modify the copied line if necessary.

Financials > Cost Items > Cost Item

Copy Previous Timesheets

Details-Orig. Expenses Bonuses Documents

Start Date *	Start Time *	End Time *	Break Hours	Hours	Pay Type	Cost Code
Mon, 19-Jul-2021	08:00 AM	05:00 PM	1 hr	N	CostCode:12345	Copy
Tue, 20-Jul-2021	08:00 AM	05:00 PM	1 hr :00	N	CostCode:12345	Copy
Wed, 21-Jul-2021	hh:mm AM	hh:mm AM		N	CostCode:12345	Copy

Complete the time worked using the dropdown menus provided. Timesheets can be completed and saved throughout the week.

Once the hours for the week have been populated, click on **'Save'** and **'Submit'** to send the timesheet for approval. The Approver will receive notification once the timesheet has been submitted.

Summary Details-Orig. Bonuses

Start Date *	# Units	Start Time *	End Time *	Break Start Time *	Break End Time *	Hours	Pay Type	Worker Name *	Comments
Tue, 01-Oct-19		08:00 AM	05:00 PM	12:00 PM	01:00 PM	N	1, Employee		
Wed, 02-Oct-19		08:00 AM	05:00 PM	12:00 PM	01:00 PM	N	1, Employee		
Thu, 03-Oct-19		07:00 AM	04:00 PM	hh:mm AM	hh:mm AM	N	(Select)		
Fri, 04-Oct-19		hh:mm AM	hh:mm AM	hh:mm AM	hh:mm AM	N	(Select)		

Add Row Save

Workflow Actions

- Submit
- Delete
- Add Comment

FINDING PREVIOUS TIMESHEETS

Financials
Cost Items

Summary Search

Cost Item #

Client

Type
(Select)
(Empty)
Timesheet

Worker

Status
(Select)
(Empty)
Pending Interface

Adjustment
(Select)
(Empty)
No

Reset Search

Summary Search

Cost Item # Client

10109 City

Search Again

Cost Item Overview

Cost Item#
10109

Period Ending
Sun, 06-Oct-19

Office Location

COST ITEMS

- Draft 0
- Pending Approval 0
- Rejected 0
- Approved, Last 30 Days 1

You can view all your submitted timesheets from your inbox on the home screen until they have been approved

All approved timesheets can be found by searching your **'Financials'**. Select **'Approved'** and **'Invoiced'** to narrow your search results. You are able to print a copy of the timesheet or export the page into a PDF document by clicking on one of the icons found in the top right of the screen

EXPENSES

How to create and submit expenses

Expense Statements can be submitted by clicking **'Create New'**, selecting **'Expense Statement'** and clicking on the **Placement#** that the expense statement is being submitted for.

Financials > Cost Items > New Expense Statement

Select Placement

Placemen #	Client	Office Location
13350		

Financials > Cost Items > Cost Item

Placement#	Status
1	Active

Client City

Job Type Consultant

Worker Moore

Supplier Unit Hays APAC

Job Title Accounts

Contract Type PAYG

Start Date Mon, 14-Oct-19

End Date Thu, 14-Oct-19

Select Week Ending

		Create
1	Sun, 20-Oct-19	Create
2	Sun, 27-Oct-19	Create
3	Sun, 03-Nov-19	Create
4	Sun, 10-Nov-19	Create
5	Sun, 17-Nov-19	Create

Complete the expense details using the dropdown menus provided. Click **"Add Row"** to claim additional expenses. Expense Statements can be populated and saved until ready for submission.

Cost Item Overview

Cost Item#	Item Type	Status
10110	Expense Statement	Draft

Period Ending Sun, 20-Oct-19

Client City

Approval Level On

Office Location

Project Mgr Mitchelmore, Paul

Supplier Unit Hays APAC » Victoria

Worker Moore

Placement# 13325

Start Date Mon, 14-Oct-19

End Date Thu, 14-Oct-21

Adjustment No

Orig. Cost Item#

PO#

OT Strategy Local Government.

Total Amount

\$133.000
\$66.000
\$199.000

Summary Expenses

Date Expense *	Expense Type *	Doc	Expense Units	Item Rate	Total Amount	Fee Amount	Fee Amount Tax	Cost Code
14-Oct-19	Domestic Travel		1.0000	\$133.000	\$133.000	\$0.000	\$0.000	101-86200-23031
14-Oct-19	Meal		3	22.000	66.000			101-86200-23031
					\$133.000	\$0.000	\$0.000	

Save **Add Row**

The **'Total Amount'** is calculated once you click **'Save'**.

To claim for kilometres reimbursement, select the expense type **'Mileage'**. Enter the number of kilometres into the **Expense Units** field.

Summary Expenses				
Date Expense *	Expense Type *	Doc	Expense Units	Item Rate
14-Oct-19	Mileage		45.0000	\$0.630

You should populate the **Item Rate** field based on the Australian Tax Office (ATO) specified "Cents Per Kilometre" for that financial year.

Adding receipts to expenses

Receipts must be added for all expenses. These are uploaded by clicking on the **'+'** button, then **'Expense Receipts'** to browse their document library. Once document has been selected click on **'Save'**. Expense lines can be removed by clicking the 'Bin' symbol on the far-right hand side.

The screenshot illustrates the workflow for adding a receipt to an expense. In the background, an expense table shows a 'Domestic Travel' entry for 1.0000 units at a rate of \$133.000. A '+' button is highlighted in the table. In the foreground, the 'Expense Receipt' dialog box is open, showing fields for 'Date Expense' (14-Oct-19), 'Expense Type' (Domestic Travel), and 'Amount Total Pay' (\$133.000). A 'Save' button is visible at the bottom of the dialog. A file explorer window is also open, showing the 'Downloads' folder with several Excel files. An arrow points from the '+' button in the expense table to the 'Expense Receipt' dialog.

Once the expense statement is complete, click on **'Submit'** to send the expense statement for approval. The Approver will receive notification once submitted.

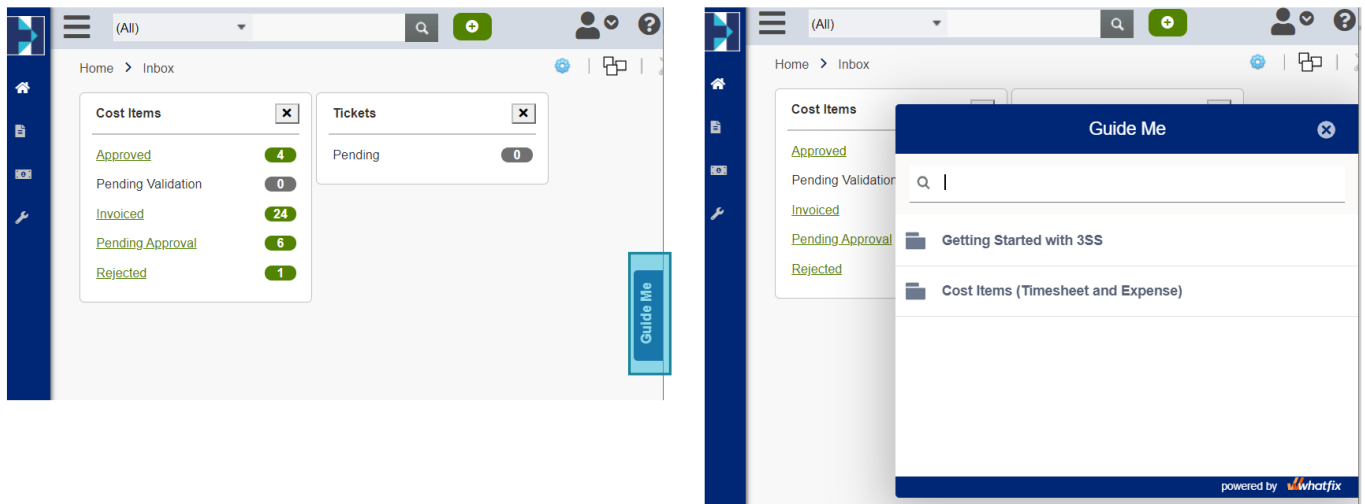
The screenshot shows the 'Submit' button in the 'Workflow Actions' panel. The expense table shows two entries: 'Domestic Travel' for 1.0000 units and 'Meal' for 3.0000 units. The 'Submit' button is highlighted in the 'Workflow Actions' panel.

3SS GUIDE ME: SELF – HELP TOOL

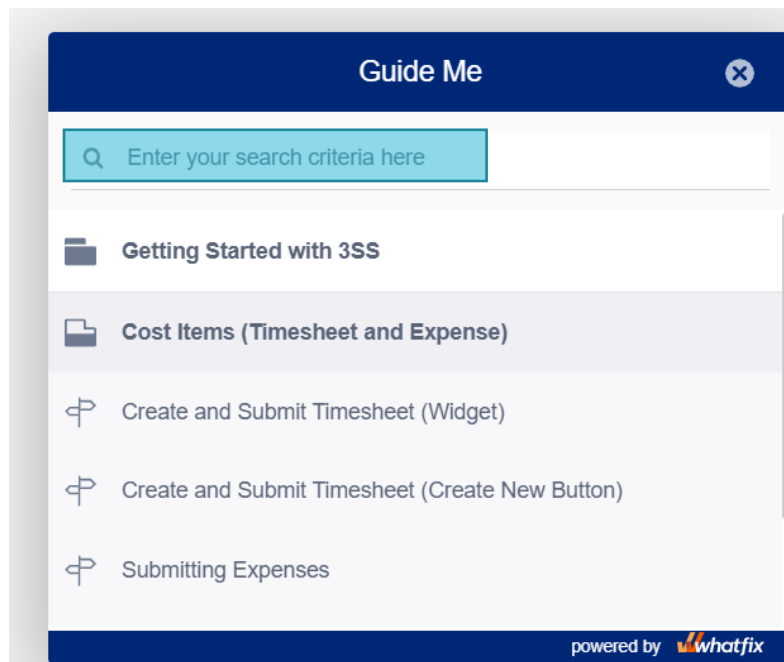
Self – Help Menu

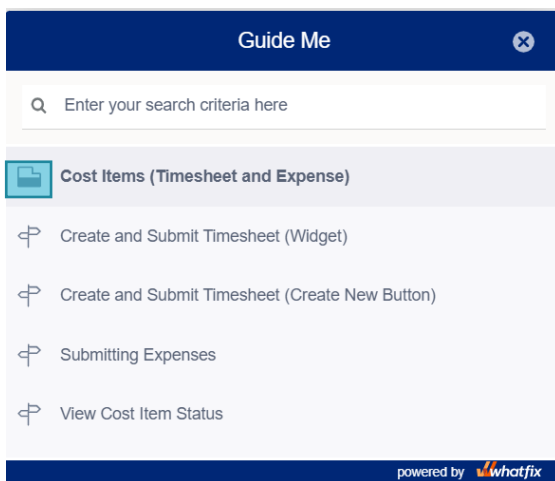
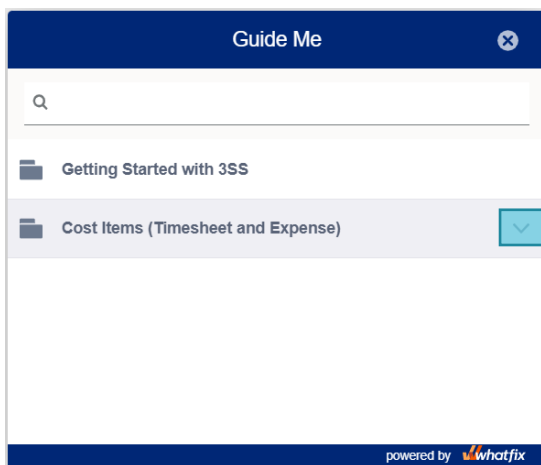
The **Self Help Menu** (on the right hand side of the screen) contains a library of customised and interactive guides and tutorials that explain how you can best utilise 3SS.

To access the menu, click Guide Me from the home page.



To access an interactive user guide, use the search box highlighted below or click the folders and select the user guide you would like to view.

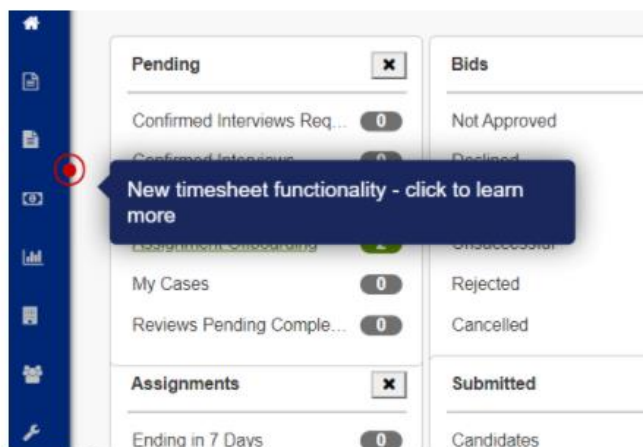




The user guides will provide you detailed, step-by-step instructions that will help you complete a task on your own.

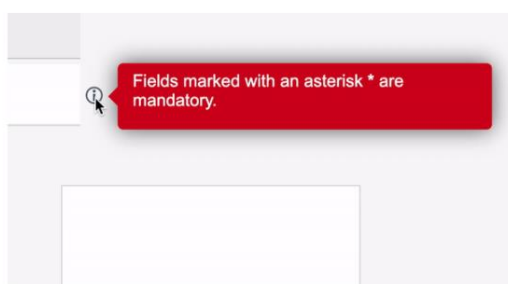
Beacons

Beacons will alert you when new features have been made available in 3SS. If you click on the beacon, it will provide you with more information on the change and how it could benefit you.



Smart Tips

Smart Tips provide you with real time hints and tips and useful information when you are using 3SS.



FAQ

Here are a few quick tips to get you started:

- Timesheets will be available in 3SS from **10am Monday** mornings for the week you are about to commence working
- Hays processes payment weekly, one week in arrears. Payment is processed Wednesdays and funds appear in your account Wednesday evening/Thursday morning depending on your financial institution
- We make super contributions monthly in arrears based on the date your wages are paid. You should expect to see contributions in your account on the 28th of the month following your first payment of wages, subject to any delays in allocation of these funds by your own fund. Please ensure you have completed a Super Choice form, available on the HaysOnline portal, to nominate your chosen fund
- Please do not submit your timesheet in advance i.e. before having worked the hours
- Timesheets must be submitted in sequential order. As a result, if hours are not worked during the whole week, please click the 'Did Not Work' button to remove the week ending date from the list
- Once you submit a timesheet, 3SS automatically notifies your manager of the timesheet in pending approval status.
- Overtime is automatically calculated when you submit the timesheet, in accordance with the OT Strategy (Award) in the system
- Timesheets must be approved by your timesheet approver by **9:00am (EST)** Wednesday for the previous week's hours
- You can claim work expenses by submitting an expense statement detailed on page 10 - 11
- If your Manager is going to be on leave, please ensure that they have requested a delegate to be approving your timesheets and expenses in their absence
- It is your responsibility to submit your timesheet and ensure it gets approved
- Until the timesheet is authorised, you have an option to un-submit and make amendments
- If you would like to change the way you are engaged with Hays e.g from PAYG to a LTD company, please contact the Contractor Care Team

Please note LTD/PTY contractors do not need to Invoice Hays.

For the convenience of our PTY LTD Contractors, Hays operates using Recipient Created Tax Invoice (RCTI). An RCTI is a contractor invoice created by Hays based upon the information provided on the timesheet. This replaces the submission of normal tax invoices by a Contractor. Your RCTI will appear on your weekly pay slip.