



TIMESHEET APPROVAL IN THREE STEPS

1. You will receive an e-mail with a time sheet (from no_reply_mytime@hays.de). **Please do not reply directly to this e-mail.**

MyTime_04000001_2022M11.pdf
345 KB

From: no_reply_mytime <no_reply_mytime@hays.de>
Sent: Wednesday, 01 February 2023 12:00
To: customer <customer@customer.de>
Subject: Hays - approval of recorded work for 04000001 – Max Mustermann for November 2022

Hello,

Please find attached the recorded work performance / expenses of Max Mustermann for November 2022.

Please check and confirm these soon, so that the payment can be made to the supplier and you can be invoiced accordingly.

To open the PDF document you need Adobe Acrobat Reader, which you can install free of charge via the following link: <https://get.adobe.com/de/reader/>

Alternatively, you can forward this e-mail with the unchanged PDF document attached and without any comment to mytime_approvalp01@hays.de for approval or to mytime_rejectionp01@hays.de for rejection.

Many thanks and best regards,

Your Hays team

2. **Double-click** to open the attached time sheet in Adobe Acrobat Reader. Please **do not** add your signature. Then click on "Approve" or "Reject".

This project report was created electronically and is valid without a signature.

Date	Date
Supplying Resource	Customer

Reject

Approve

3. This will automatically generate an e-mail including an attachment – ready to be sent to the recipient. (If the e-mail does not open automatically, you can also submit the time sheet manually: simply send it via e-mail without comment – if approved to mytime_approvalp01@hays.de and if rejected to mytime_rejectionp01@hays.de.)

Senden

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Betreff **Approval Project report: 01.11.2022 30.11.2022 Max Mustermann**

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Dear Ladies and Gentlemen,

I hereby confirm that the attached timesheet is true and correct.

Best regards,
Customer