

# TIME TRACKING QUICKLY EASILY AND DIGITALLY

We save you time! With the new digital time recording system from Hays, you will save time and effort in recording the work you perform. Simply and comfortably.

With the help of the new **HAYS myTime** application you can electronically record your working times and send them straight to the customer for approval. **HAYS myTime** is also the perfect solution for customers, because they can approve the times you enter with just one click.

## YOUR ADVANTAGES AT A GLANCE

### Efficiency

You can and easily quickly record your working times either while on the go or at home on your PC – online or offline – saving you considerable time and effort.



### Transparency

Using **HAYS myTime**, you can view your recorded work at any time in a clear, easy to read format. Your entries can also be flexibly archived as a PDF file in your own filing system, if required.



### Process optimisation

**HAYS myTime** provides you with a simple, digital entry process as well as an uncomplicated, flexible approval procedure for both you and your customers.



**Find out how it works on page 2!**

## GET IN TOUCH WITH US

Do you have any questions or suggestions regarding electronic time recording? Please contact us directly at:

Email: [mytime@hays.de](mailto:mytime@hays.de)

Service Desk No.: +49 (0) 621 1788 1788

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## Here's how it works!

You decide whether you want to record and approve your working times in the **HAYS myTime** application and then inform your Hays contact of your decision.



Your Hays contact will also agree the use of the system with the customer.



Should the customer not wish to use **HAYS myTime**, you can print out your recorded hours and send them to the customer as usual.



If the customer agrees, please go to the **HAYS myTime** portal and follow the instructions for setting up an account. You need only do this once.



Once completed, you can download the app. Detailed instructions & information for correctly using Hays myTime can be obtained via the QR code or by going here: [www.hays.de/meinhayscontracting-servicesabrechnungsanzeige](http://www.hays.de/meinhayscontracting-servicesabrechnungsanzeige)



Once you have entered your work, you can release this for approval by the customer.



The customer will then receive an email with confirmation of the work you have performed as a PDF file for review. Then, with just one click, he can approve or decline your submission.



The customer will then receive an email with confirmation of the work you have performed as a PDF file for review. Then, with just one click, he can approve or decline your submission.



You can then send another PDF document for approval.



The billing process is automatically carried out at Hays and you will receive your self-billing as usual.



### Data Protection

[www.hays.de/datenschutz](http://www.hays.de/datenschutz)

### Important notice

You decide whether you want to use the Hays myTime application or not. And of course, the customer's consent to electronic time recording and approval is also voluntary.