

HAYS HUB FAQs

Gain visibility and control of your temporary staff usage with a trusted, secure and easy-to-use online portal. Whether you require information on candidate trends, types of roles being filled or spend management this portal will give you a holistic view.

With one click you can:

- Manage all of your temporary staff
- Schedule your assignments
- Shortlist your favourite candidates
- Track your workforce



hays.co.uk/hays-hub-portal



Home



Can I use any browser for the Hays Hub?

The Hays Hub must be opened in Google Chrome to avoid issues. You can download Google Chrome by visiting google.co.uk/chrome.

What if I want to continue to call my consultant with new vacancies?

You can continue to phone in your jobs for the consultant to create if you wish, all jobs they create on your behalf would still be visible in your portal and all assignments and candidate information present.

Can I edit or cancel my jobs once they have been sent to my consultant?

This is not currently possible, please contact your consultant to close the original job and then create the new one.

Do I get notified once my consultant starts working on my job?

You will not receive a notification, however, the status of the job will change to 'ACCEPTED' once your consultant has seen the job and 'ASSIGNED' once a candidate has been placed in to the role.

Office: Wolverhampton - Waterloo Road Health & Safety Discussed?: Yes - No Issues Reason for Job: Paternity cover Length of Assignment: Up to 4 weeks	Cover Teacher	30a The Broadway Centre, London, W6 9YD	2019-04-19 08:08:10	1	ACCEPTED	1	2019-04-16 12:15:30
Office: Wolverhampton - Waterloo Road Health & Safety Discussed?: Yes - No Issues Reason for Job: Paternity cover Length of Assignment: Up to 4 weeks	Cover Teacher	30a The Broadway Centre, London, W6 9YD	2019-04-19 08:08:10	1	ASSIGNED	1	2019-04-16 12:15:30

Create New Job Petition

Job's Information

Job's Title

Location

Office

Health & Safety Discussed?

Reason for Job

Length of Assignment

Additional Comments

Schedule No. Positions

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Can I make suggestions or provide feedback regarding the Hays Hub?

This is an exciting time for Hays and all feedback is welcome to ensure we continue to enhance this system for you. Please send any suggestions or feedback via your consultant

Can I access Hays Hub out of the office?

Yes you can log on while out of the office or at home by entering the hayshub.hays.com into any Google Chrome browser on a PC or tablet.

Can I select which professionals I would or wouldn't have back?

Just enter any preferences in the comments box when you create a job and our consultants will take your feedback on board when finding temporary staff.

Does this impact the timesheet process?

At this time timesheets will be processed in the same manner, please continue to authorise timesheets using our 'Hays Connect' system.

The screenshot displays the 'Day Book' interface for 15th Mar 2018 at 17:22 GMT. The interface includes a navigation bar with 'Daily' and 'Weekly' tabs, and a 'This Week' button. Below the navigation, there are filters for 'Show 10 jobs per page', 'Prev. Week', 'This Week', 'Next Week', and a 'Day Book Filter...' input field. The main table has columns for Status, Worker, Shift, In, Out, Job, Hours, and Client. The table contains three rows of data:

Status	Worker	Shift	In	Out	Job	Hours	Client
	Jack J J	Fri 16th 10:00 - 12:00	--:--	--:--	TB-259	-	Watsons
LATE	Keerthi CM	Thu 15th 14:00 - 18:00	Force check	--:--	job to check other agency alerts	-	Watsons
LATE	27-01-2017 cand 2 import 2	Thu 15th 14:00 - 18:00	Force check	--:--	job to check other agency alerts	-	Watsons

At the bottom, it states 'Now Showing 1 to 3 out of 3 jobs in the Database' and includes navigation buttons for 'Previous', '1', and 'Next'.

