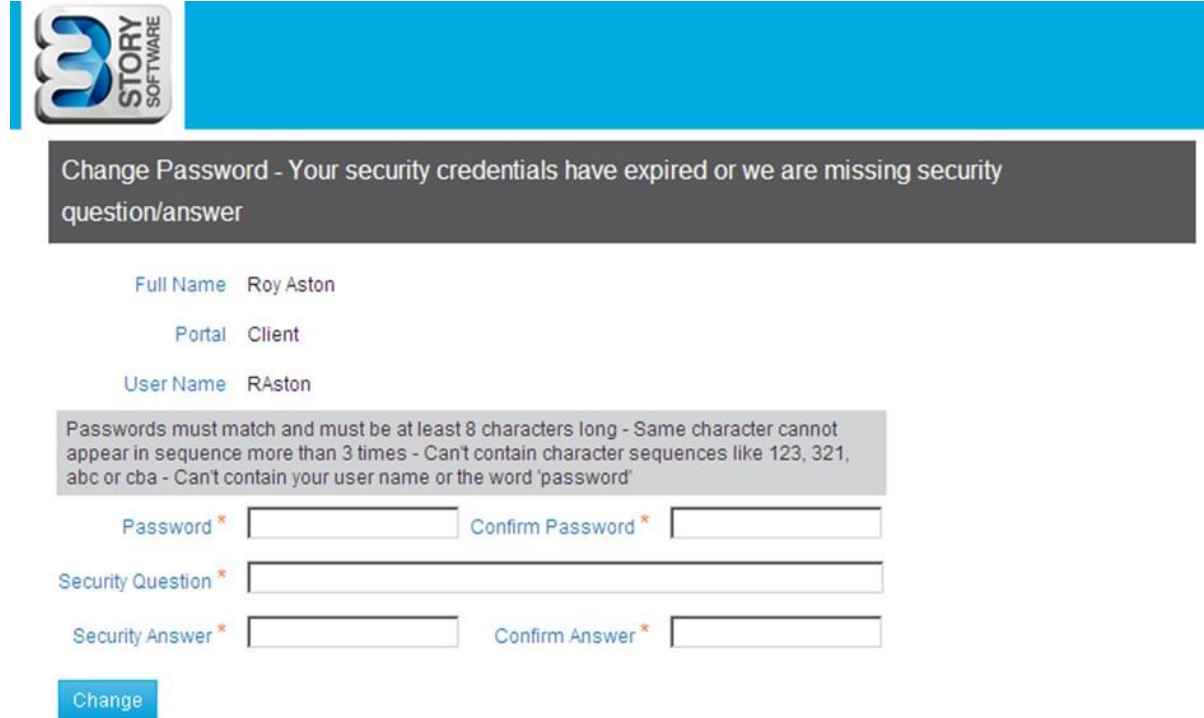


# 3SS QUICK REFERENCE GUIDE FOR VIRGIN MEDIA HIRING MANAGERS

## GETTING STARTED

You will receive a 3SS email alert with a username and password so you can login into 3SS.

When you first login to the system, 3SS will ask you to change your password and add a security question and answer which will be used if you reset your password.



**3SS STORY SOFTWARE**

Change Password - Your security credentials have expired or we are missing security question/answer

Full Name Roy Aston

Portal Client

User Name RAston

Passwords must match and must be at least 8 characters long - Same character cannot appear in sequence more than 3 times - Can't contain character sequences like 123, 321, abc or cba - Can't contain your user name or the word 'password'

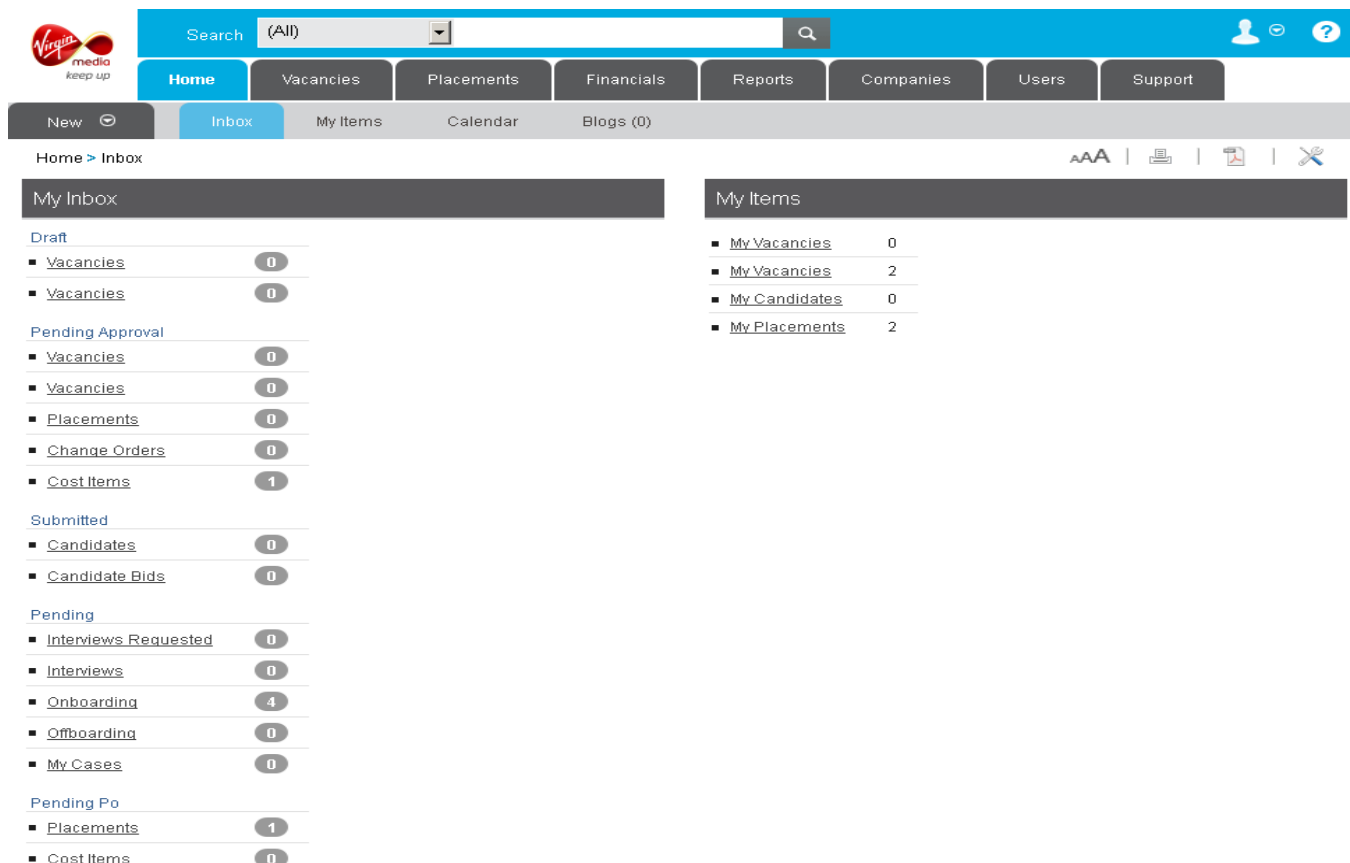
Password \*  Confirm Password \*

Security Question \*

Security Answer \*  Confirm Answer \*

Change

Once logged into 3SS you will be presented with the screen below, where you will be able to view vacancies, placements, change orders (e.g. contract extensions) and approve timesheets / expense statements.



Virgin media keep up

Search (All) [Search Icon]

Home Vacancies Placements Financials Reports Companies Users Support

New Inbox My Items Calendar Blogs (0)

Home > Inbox

**My Inbox**

Draft

- Vacancies 0
- Vacancies 0

Pending Approval

- Vacancies 0
- Vacancies 0
- Placements 0
- Change Orders 0
- Cost Items 1

Submitted

- Candidates 0
- Candidate Bids 0

Pending

- Interviews Requested 0
- Interviews 0
- Onboarding 4
- Offboarding 0
- My Cases 0

Pending Po

- Placements 1
- Cost Items 0

**My Items**

- My Vacancies 0
- My Vacancies 2
- My Candidates 0
- My Placements 2

## 3SS QUICK REFERENCE GUIDE FOR VIRGIN MEDIA HIRING MANAGERS

### TIMESHEET / EXPENSE APPROVALS (Cost items / Expense Statements)

Email alerts will be sent to all timesheet approvers aligned against a worker notifying them that there is a timesheet or expense claim requiring approval.

To access these, use either the link in the email, or log in to 3SS at [www.3ss.hays.com](http://www.3ss.hays.com).

Cost items pending approval (Timesheet/ Expenses) can be accessed via the 'Pending Approval' section in My inbox (see picture adjacent) OR via the 'Financials' tab under "Cost items".

You must check that the hours and rates are correct as these details will be invoiced to VIRGIN MEDIA. The 'Details Calc' tab will confirm total costs, the Details-Orig will detail days/hours worked.

Financials > Cost Items > Cost Item

Cost Item

Cost Item# 13547  
 Period Ending Sat, 07-Mar-15  
 Office Location Birkenhead - Kiosk Pyramids Shopping Centre M2271  
 Employee Jason, David  
 End Date Tue, 30-Jun-15  
 PO#

Item Type Client Timesheet Status Pending Approval  
 Client Virgin Media LTD  
 Hiring Manager test.manager.test.hiring  
 Placement# 5699  
 Adjustment No  
 Supplier Hays plc - Hays Direct Delivery Team  
 Start Date Mon, 02-Mar-15  
 Orig. Cost Item#

Summary Details-Calc. Details-Orig. Adj. Bonuses

| Cost Type  | #Units | Reg Hours | OT Hours | DT Hours | Client Amount | Client Fee | Client Tax | Client Fee Tax | Client Total |
|------------|--------|-----------|----------|----------|---------------|------------|------------|----------------|--------------|
| Labor Time | 4.50   | 31.00     | 0.00     | 0.00     | £2,146.50     | £0.00      | £429.30    | £0.00          | £2,575.80    |
| Total      | 4.50   | 31.00     | 0.00     | 0.00     | £2,146.50     | £0.00      | £429.30    | £0.00          | £2,575.80    |

Approvers

Approval Level 1

| Seq# | User                     | Delegate of | Status           | Date/Time         |
|------|--------------------------|-------------|------------------|-------------------|
| 1    | test.manager.test.hiring |             | Pending Approval | 23-Mar-15 7:56 AM |

My Inbox

Draft

- Vacancies 0
- Vacancies 0

Pending Approval

- Vacancies 0
- Vacancies 0
- Placements 0
- Change Orders 0
- Cost Items 0

If you need to verify the 'Pay type' the contractor has claimed, you can view all 'Pay Types' by clicking the 'Placement#'. Placement# 5699

Rates

Date Effective Mon, 02-Mar-15

| Rate Type | Pay Type     | Charge Rate |
|-----------|--------------|-------------|
| Daily     | On Call 1    | £63.58      |
| Daily     | On Call 2    | £95.40      |
| Daily     | On Call, M-F | £119.25     |
| Daily     | Worked       | £477.00     |

### ADDING A BONUS TO A TIMESHEET

Bonuses, need to be added to the timesheet prior to it being approved. Please speak to the onsite team to discuss adding a bonus to the timesheet for any workers

### APPROVE/REJECT A TIMESHEET

Select the relevant action from the list on the right hand side of the screen and click

**NB: comments should be added for rejections.**

The status of the cost item will change from **Pending Approval** to **Approved** or **Rejected**. An email alert detailing the action taken will be sent to the worker.

Approve

Reject

Duplicate

Add Comment

## 3SS QUICK REFERENCE GUIDE FOR VIRGIN MEDIA HIRING MANAGERS

### IF YOU ARE ON HOLIDAY OR ABSENT

If you are taking leave, you can delegate your approvals in 3SS. Your delegate will receive your cost item notifications in your absence and can approve/reject timesheets/expenses in your place.

Please contact the temporary recruitment team via this email address [temporaryrecruitment@virginmedia.co.uk](mailto:temporaryrecruitment@virginmedia.co.uk) with the following information:

- Name of 3SS delegate (must exist as a 3SS user)
- Start and End you delegate will require access to your account

The delegate access will automatically cease upon the end date you provide.

### REPORTING **Reports**

You can access reports relating to your vacancies and temporary workers via the tab.

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

You can select favourites from reporting by clicking the button. The icon will turn blue, indicating a favourite has been selected.

### SUPPORT

In the event of a 3SS query, please contact the Hays Team

Email: [temporaryrecruitment@virginmedia.co.uk](mailto:temporaryrecruitment@virginmedia.co.uk)

