

INTIME - GUIDE FOR CONTRACTORS

June 2017

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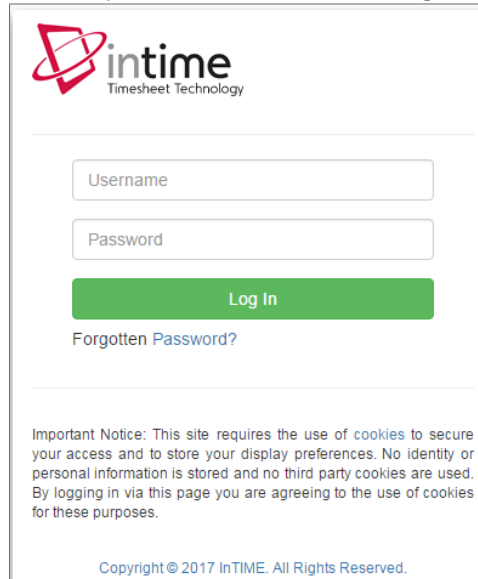
1 LOGGING INTO INTIME

You will shortly receive an introductory email containing log in details to allow you to access the timesheet management system.

Enter the following URL in to your web browser:-

<https://payandbill.es.rsmuk.com>

You will be presented with the following screen:



The screenshot shows the Intime login interface. At the top left is the Intime logo with the tagline 'Timesheet Technology'. Below the logo are two input fields: 'Username' and 'Password'. A green 'Log In' button is positioned below the password field. A link for 'Forgotten Password?' is located below the 'Log In' button. At the bottom of the form, there is an 'Important Notice' regarding cookies and a copyright notice: 'Copyright © 2017 InTIME. All Rights Reserved.'

Enter the username and password from the welcome email.

Successfully logging in will present you with the homepage.

Screenshot of the home page displaying the menu bar

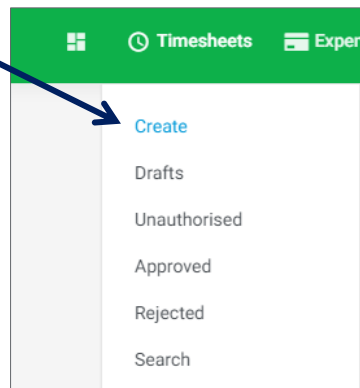


If the welcome emails fail to arrive please check your junk / spam folders in your mailbox. If you still cannot locate the message please email Payroll@tech-res.co.uk or call +44 (0)1483 302211.

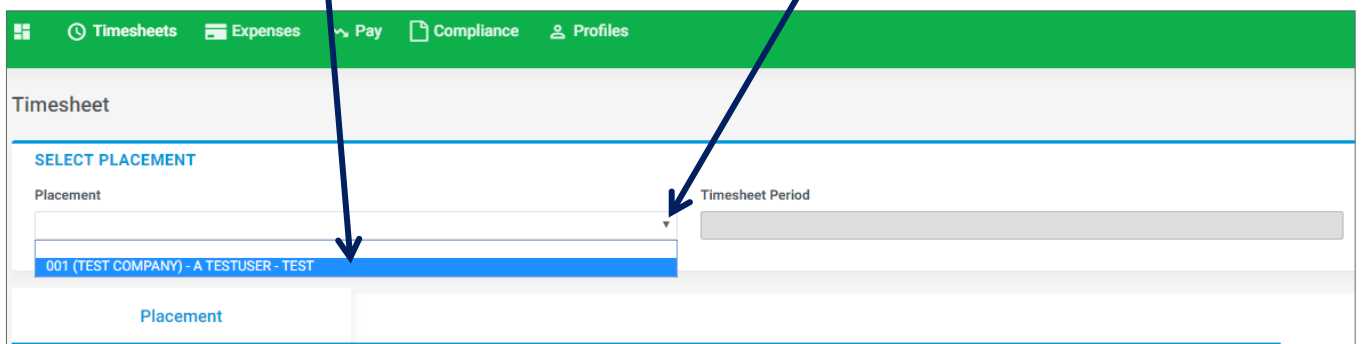
2 ENTERING A TIMESHEET

To enter a timesheet:-

- Hover over Timesheets in the menu bar
- Click on Create



- Click on the drop down arrow in the Placement field
- Select the placement



If you have more than one active placement you will have to select the correct placement from the drop down list.

- Click in the Timesheet Period field.
- Select a date within the period you wish to submit the timesheet for. Generally you should select the Sunday of the week you are submitting a timesheet for.

The system by design will only allow you to submit one timesheet per placement per period. Any previously submitted periods will be disabled from selection.

Timesheets Expenses Pay Compliance Profiles

Timesheet

SELECT PLACEMENT

Placement: 001 (TEST COMPANY) - A TESTUSER - TEST

Timesheet Period:

Placement:

PLACEMENT INFORMATION

Ref Code: 001
 Job Title: TEST
 Job Description:
 Date Placed: 24/03/2017
 Start Date: 01/03/2017
 End Date: Unknown

« March 2017 »

Mo	Tu	We	Th	Fr	Sa	Su
		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		

recruitment USER (Limited) COMPANY

Manager: Test Manager
 Consultant: A Consultant
 Alternative Managers:

Additional Details

After selecting the period you will be presented with a blank timesheet form similar to the screen shot shown below (the layout of your timesheet will depend on the timesheet type selected on your Placement).

TIMESHEET - NOT STARTED

PO Number:

	Date	Rate	Start	Break	Finish	Hours	Units	Comment
+	Mon 06/03	Standard				hh:mm		
+	Tue 07/03	Standard				hh:mm		
+	Wed 08/03	Standard				hh:mm		
+	Thu 09/03	Standard				hh:mm		
+	Fri 10/03	Standard				hh:mm		
+	Sat 11/03	Standard				hh:mm		
+	Sun 12/03	Standard				hh:mm		

Cancel Save As Draft Save And Submit

You can use the **Save As Draft** button to store the timesheet which will allow you to return to this timesheet at any time to edit it or make additions.

Once you have **completed** your timesheet click on the **Save And Submit** button. Your timesheet will be sent to your Client Manager for approval.

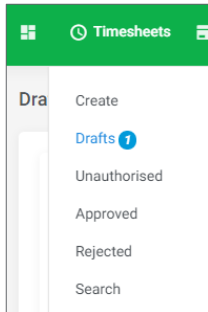
Please ensure the correct approving manager has been set on your placement, this can be reviewed under the placement information marked as manager. If this requires updating please contact your Agency administrator.

You will not be able to make any further edits once the timesheet has been submitted for approval.

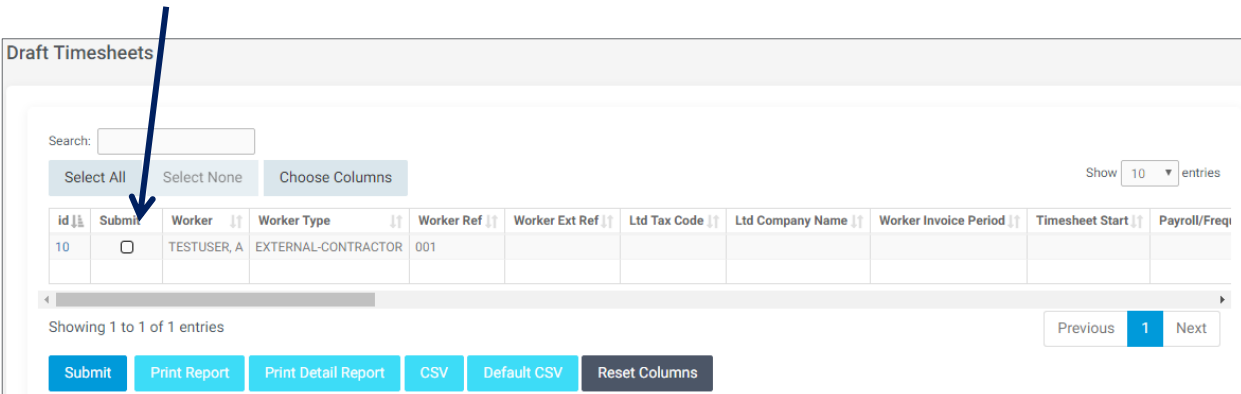
If the timesheet is rejected by your manager you will receive notification of this and the timesheet will be set back to a status of 'Draft' so you can make the amendments and save and submit for approval again.

To find a saved timesheet that has not been submitted yet or rejected:

- Hover over Timesheets
- Click on Drafts



If this timesheet has not been rejected and you wish to submit for approval without accessing the timesheet tick the box in the Submit column and click on the **Submit** button



Search:

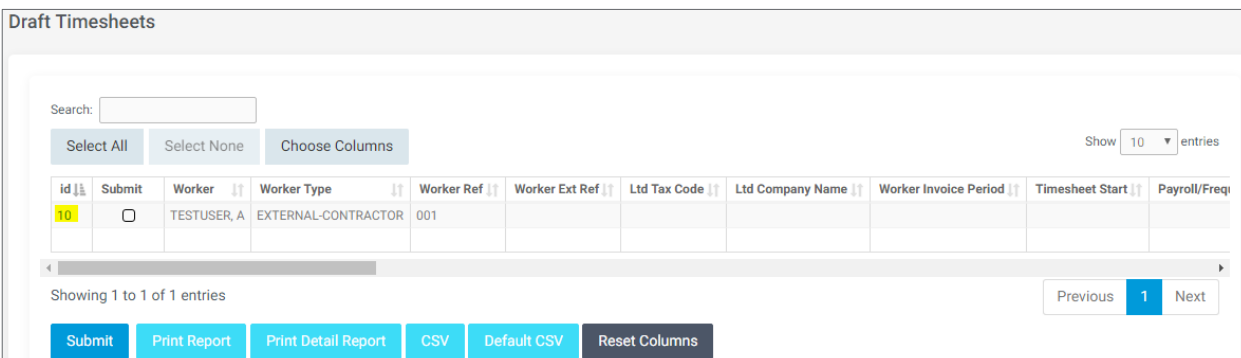
Select All Select None Choose Columns Show 10 entries

id	Submit	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Freq
10	<input type="checkbox"/>	TESTUSER, A	EXTERNAL-CONTRACTOR	001						

Showing 1 to 1 of 1 entries Previous 1 Next

Submit Print Report Print Detail Report CSV Default CSV Reset Columns

If you need to access the timesheet, click on the number in the ID column to access the timesheet and make any edits.



Search:

Select All Select None Choose Columns Show 10 entries

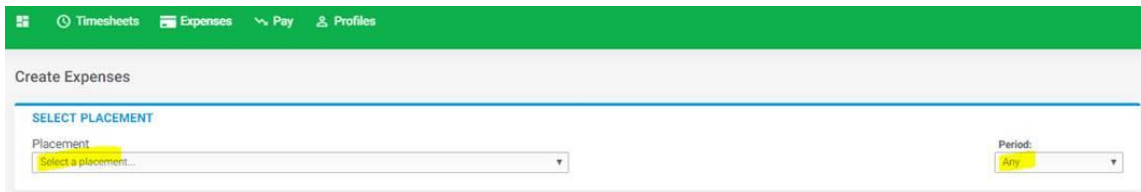
id	Submit	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Freq
10	<input type="checkbox"/>	TESTUSER, A	EXTERNAL-CONTRACTOR	001						

Showing 1 to 1 of 1 entries Previous 1 Next

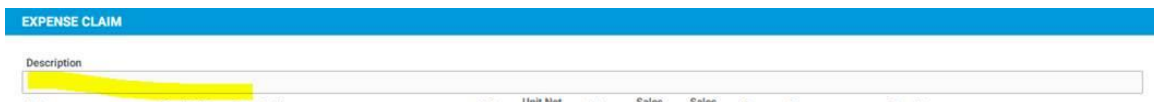
Submit Print Report Print Detail Report CSV Default CSV Reset Columns

3 ENTERING EXPENSES

1. Select **Expenses > Create** from the menu bar.
2. Select your placement assignment and the period your expenses cover.



3. You can add an optional description in the description box.



4. Complete and upload your receipt where required (see screenshot below).



Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
Default	30/05/2017	Hotel Fee	1	80	80.00	0%	0.00	80.00	GBP	Upload

5. When you have entered all your expenses click 'Save' located at the bottom of the expenses.

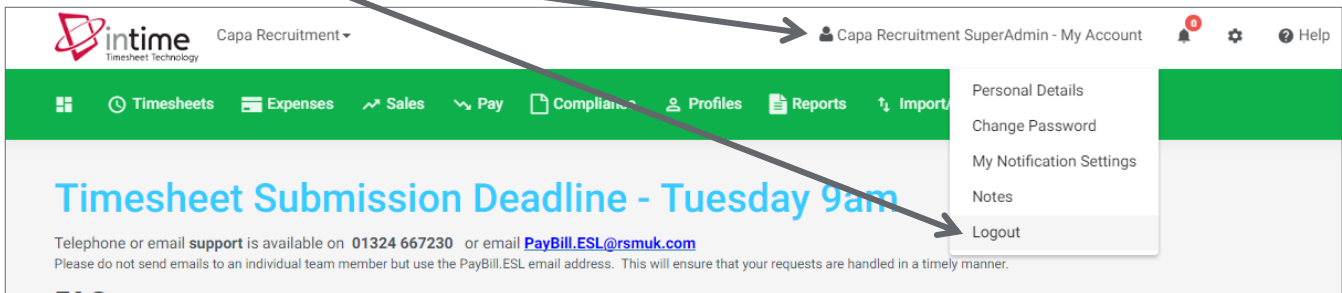


6. You will be taken to an expense summary screen where you can make any adjustments prior to submitting to your approving manager. After review click 'Submit' to submit your expense for sign off.

4 LOGGING OFF

To log out of InTime click on your username at the top right of the screen

Click on Logout



5 FOR FURTHER INFORMATION

Please email Payroll@tech-res.co.uk or call our Head Office on +44 (0)1483 302211.