

## INTIME - CONTRACTOR GUIDE

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## Your self-service portal

In addition to submitting timesheets and expenses, you have access to the following functions:

- All placement information including related contract documentation, information requests and AWR status
- Your profile information, including the ability to update your personal information.
- Reporting of historical placement data.
- Viewing individual timesheet history.
- Action agency information requests, acceptance of contract and compliance documentation and/or submit queries using the comments feature.
- Viewing and printing payslips, self-bill invoices or advice notes and remittances.
- If you are a Limited Company contractor, the uploading of your supplier invoices against advice notes.

## Accessing InTime

To get started with InTime, use the URL provided by your agency administrator. You will be prompted for your username and password, which will have been generated and sent to you directly from the InTime system or via your agency administrator.

**RSM**

  
  
[Log In](#)  
[Forgotten Password?](#)

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# How To Guide

## Your homepage

Once you have logged in you will be presented with the main InTime homepage.

The screenshot shows the InTime homepage dashboard. At the top is a green navigation bar with icons for Timesheets, Expenses, Pay, Compliance, and Profiles. The main content area features a large banner with a woman's photo and the text "WELCOME BACK TO YOUR SELF SERVICE PORTAL". Below this are several sections: "Personal files wanted", "Global opportunities", "Tweets", and "Help". At the bottom, there are four data sections: "MY DETAILS", "CURRENT PLACEMENTS (3)", "RECENT TIME SHEETS (5)", and "RECENT PAYSLEIP (5)".

The navigation menu is located across the top of the page. Please be aware that the list of items in the menu bar can vary depending on your agency's requirements.

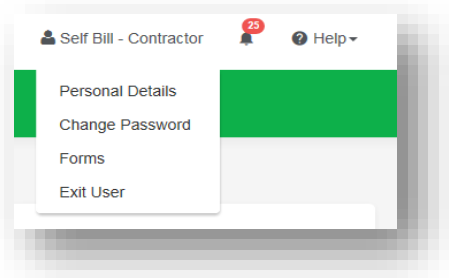
Self Bill - Contractor 23 Help



The menu bar options will include the following as shown above:

- A multi square icon – taking you back to your homepage.
- Timesheets – this provides access to new, draft and previously submitted timesheets, and a timesheet search function.
- Expenses – which allows you to submit new and access historical expense claims.
- Pay – provides ability to access invoices and credit notes.
- Compliance – to facilitate information requests and submit documentation.
- Profiles – this gives details of your placements and associated clients.

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In the top right hand corner of your screen

- Your name – Click on this, options appear for you to:
  - ✓ Update your personal details.
  - ✓ Change password.
  - ✓ Request forms for holidays and address changes
  - ✓ Exit InTime
- Bell Symbol – Advises you of notifications.
- Help – takes you to our online documentation help bank

## Your dashboard

As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current placement information, timesheets, expenses, and contract documentation that you can easily access directly from the dashboard.

**MY DETAILS**

Name: Mr Self Bill  
Ref: SELFB  
Accounts Ref: CSB0123  
Contractor Type: LTD  
Self Bill: Yes  
Address: No 1, high street, Town, County, NR2 2LP.

**CURRENT PLACEMENTS (5)**

Ref	Job Title	Consultant	Client	Manager
SB_DAY_2	Home Care Worker	Team Leader	TMP (UK) Limited	Contract Manager
CONSULTANT_APPROVAL	Network Technician	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-1	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-2	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
Pmt1	Test	Test Consultant	3RD_RATE_CLIENT	Client Manager3

**RECENT TIMESHEETS (5)**

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP)
5403	Submitted	Pmt1	Test	3RD_RATE_CLIENT	25/06/2017	90.00
5522	Submitted	SB_DAY_2	Home Care Worker	TMP (UK) Limited	25/06/2017	95.00
5589	Submitted	TimePattern-1	Job Title	TMP (UK) Limited	25/06/2017	60.00
5593	Submitted	TimePattern-2	Job Title	TMP (UK) Limited	25/06/2017	1600.00
5451	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

**RECENT EXPENSES (2)**

ID	Status	Placement	Claim Date	Claim Currency	Pay (GBP)
29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

**RECENT PURCHASE INVOICES & CREDITS (5)**

Invoice Number	Invoice Date	Currency	Net	VAT	Gross	Paid
000000093	12/05/2017	GBP	500.00	0.00	500.00	
000000091	02/05/2017	GBP	9,605.20	0.00	9,605.20	View Remittance
000000098	10/03/2017	GBP	11,180.00	0.00	11,180.00	View Remittance
000000085	23/01/2017	GBP	4,720.00	0.00	4,720.00	View Remittance
000000083	06/10/2016	GBP	1,200.00	0.00	1,200.00	View Remittance

**RECENT REMITTANCES (5)**

Date	Reference	Total
05/05/2017	525-030517113402	9,605.20
07/04/2017	525-070417120839	11,180.00
17/02/2017	525-150217105955	4,720.00
10/01/2017	525-090117175939	15,863.00
02/01/2017	525-301216111931	5,277.80

**CONTRACT DOCUMENTS (5)**

Name	Status	Created	Due
Agency terms	QUERIED	20/06/2017	09/07/2017
Agency Terms	ACCEPTED	01/02/2017	
New Holiday	ACCEPTED	30/12/2016	
Agency terms	ACCEPTED	14/12/2016	
Criminal Waiver Document	QUERIED	15/11/2016	18/11/2016

## Timesheet and expense basics

Statuses of timesheets and expense claims explained:

**Missing:** Timesheets that should be received during a specified date range but have not yet been created.

**Draft:** Saved but not yet submitted. There are no draft expenses.

**Submitted:** Created and submitted for approval. Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.

**Approved:** Approved by your manager for payment.

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**Rejected:** Rejected by your manager. This is usually because of incorrect hours or expense lines. The manager may have provided a comment as to why the timesheet or expenses were rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting. Expenses can be edited via the expenses Rejected menu option.

## Entering your timesheet

To begin, hover over Timesheets from the main menu bar at the top of the screen and select Create. You will then be prompted to select the placement from the drop down box to enter time against, as well as the week ending date. You can use the provided calendar popup to help you select the correct date.

Ref Code:	PAYE_Email_App
Job Title:	Java Developer
Date Placed:	09/05/2013
Start Date:	01/01/2013
End Date:	Unknown

Client:	TMP (UK) Limited
Manager:	Client Manager
Consultant:	Team Leader
Alternative Managers:	

After selecting the period you will be presented with a blank timesheet form similar to the screen shot shown below: Enter Hours/Units/Time as applicable for the period selected. The basic rate is selected by default here, so you can start entering your time for each of the days. The total hours (or hours claimed) are calculated automatically.

If you require additional rates, click on the green plus to add a shift and select the appropriate item from the additional rate drop-down.

Date	Rate	Start	Break	Finish	Hours	Units	PO	Comment
Mon 20/03	Basic					<input type="checkbox"/>		
Tue 21/03	Basic					<input type="checkbox"/>		
Wed 22/03	Basic					<input type="checkbox"/>		
Thu 23/03	Basic					<input type="checkbox"/>		
Fri 24/03	Basic					<input type="checkbox"/>		
Sat 25/03	Basic					<input type="checkbox"/>		
Sun 26/03	Basic					<input type="checkbox"/>		

You can click on Save As Draft to store the timesheet which will allow you to return to this information to edit.

Once you have completed your timesheet click on the Save And Submit button, your timesheet will be sent to your Manager for approval. Please note: *You will not be able to make any further edits once the timesheet has been submitted for approval.*

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## Draft timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu, or from your dashboard. You will then be taken to the timesheet form described in the Entering your timesheet section. Please refer to these instructions to edit and submit your draft timesheet.

If you have multiple draft timesheets you wish to submit for approval, tick the box in the Submit column against the applicable timesheet and click on Submit. If you need to access a specific timesheet, click on the number in the ID column to view, edit, or submit.

**Draft Timesheets**

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/Freque
1675	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						
1676	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						
4504	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						

Showing 1 to 3 of 3 entries Previous 1 Next

Submit Print Report Print Detail Report CSV Default CSV Reset Columns

## Submitted timesheets

If you need to check the status of your submitted timesheets, you can use your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu.

By clicking the timesheet ID you can also see a detailed view of that timesheet. Note that you can only modify rejected timesheets.

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## Entering your expenses

Go to the expenses menu at the top of the screen and hit create, you will then be prompted to select the client and placement you wish to claim against. You will now be presented with a blank expenses claim form.

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload

Total: 0.00 0.00 0.00 0.00 0.00

Buttons: Add Row, Cancel, Save, Copy a previous expense claim

Select the correct type of expense and description from the provided dropdowns. Once you have filled in all the required fields hit save. You will then get a summary of your expenses. If you need to edit your claim please click the Edit button option. Once you have finished your claim, click Submit.

View Expenses

Placement Approvals History

**PLACEMENT INFORMATION**

Ref Code: CONSULTANT\_APPROVAL  
Job Title: Network Technician  
Job Description: add NARRATIVE \*\*\*\*\*  
Date Placed: 2016-06-09  
Start Date: 2015-05-01  
End Date: 4321-11-11

**PARTICIPANTS**

Agency: Demo Agency  
Contractor: Mr Self Bill  
Client: TMP (UK) Limited  
Manager: Mr Client1 Manager  
Consultant: Team Leader

Additional Details

**EXPENSE CLAIM - 955 - DRAFT** PERIOD: 12/6/17 - 18/6/17

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
32821	Hotel	13/06/2017	hotel	1	100.00	100.00	0%	0.00	100.00 <sub>GBP</sub>	100.00 <sub>GBP</sub>
				1	100.00	100.00		0.00	100.00	100.00

\* Any currency conversion is approximate until the invoice(s) are generated or the item is exported

Buttons: Edit, Submit

## Submitted expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised, Approved or Rejected on the Expenses menu.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense. Note that you will only be able to modify rejected expense claims.