outsource

InTime Managers Guide

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Curating specialist talent

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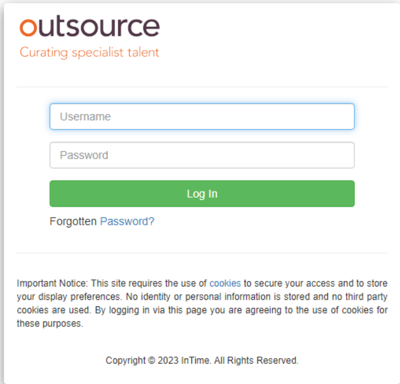
Your self-service portal

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

- View and print sales invoices or credit notes.
- Access to summary information of your contractors.
- Action agency information requests, acceptance of contract and compliance documentation and/or submit queries using the comments feature.

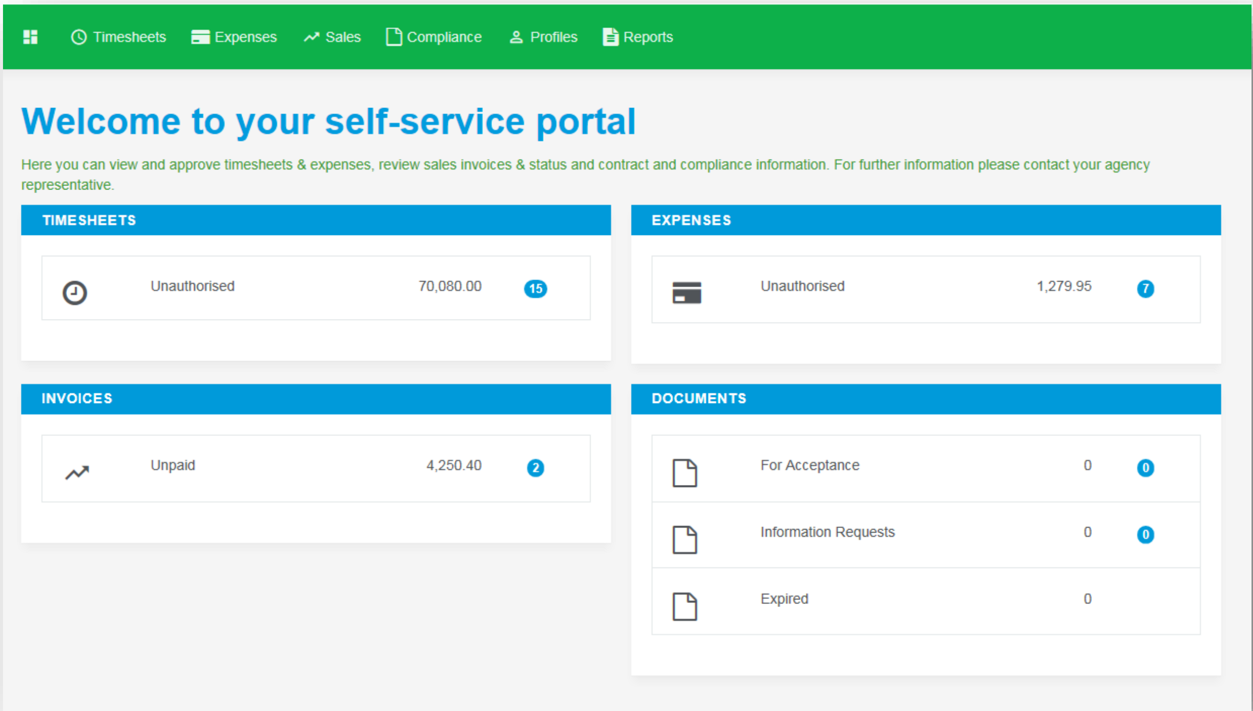
Accessing InTime

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.



Your homepage.

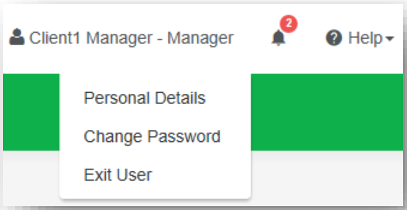
Once you have logged in, you will be presented with the main InTime homepage, with your dashboard.



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 the agency's requirements.

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

- A multi square icon – taking you back to your homepage.
- Timesheets – provides access to unauthorised, historic approved and rejected timesheets and a timesheet search function.
- Expenses – this provides the same visibility as the available on the timesheet function.
- Sales – provides ability to access invoices and credit notes.
- Profiles – this gives details of your placements and associated clients

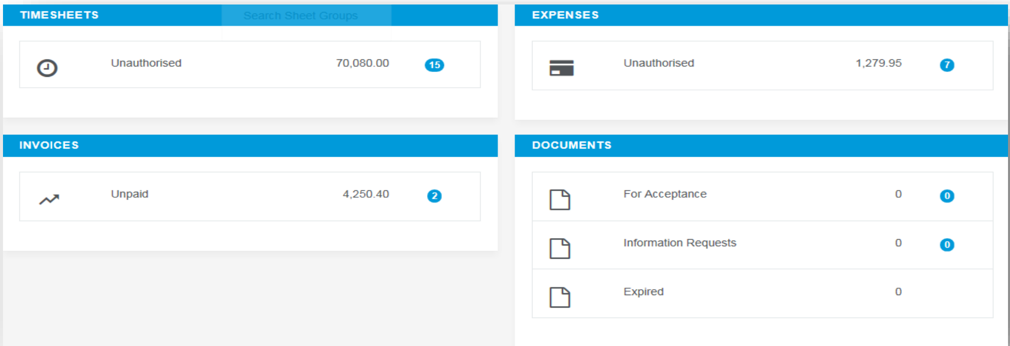


In the top right hand corner of your screen

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

Your dashboard

On your main home screen, your personal dashboard will provide you with a real-time status of your current unauthorised timesheets and expenses. You will also see unpaid invoices and any contract documentation all of which you can easily access directly from the dashboard.



Timesheet and expense basics

Statuses of timesheets and expense claims explained:

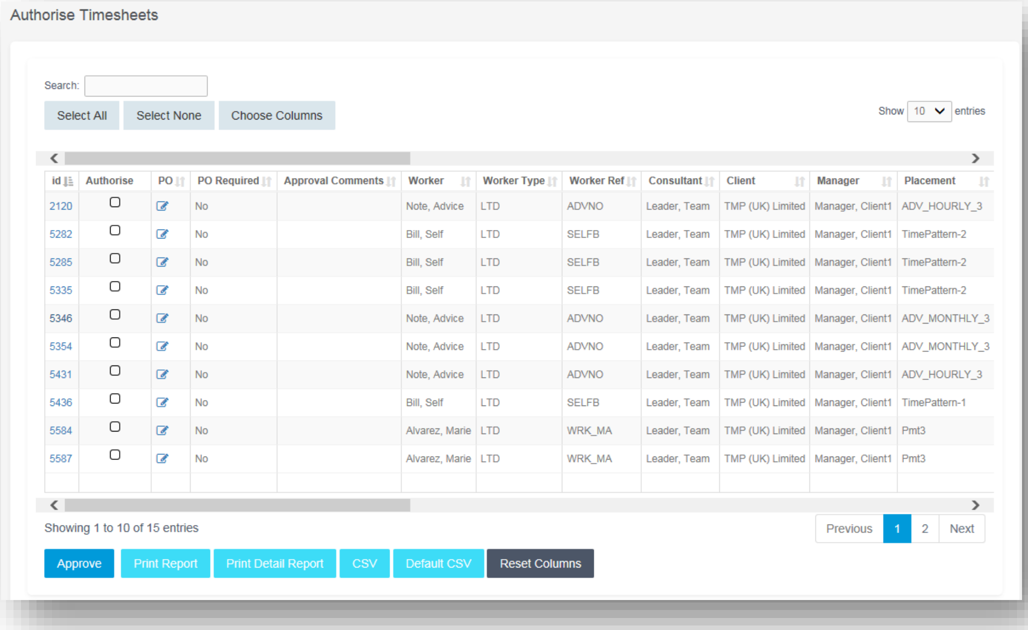
Authorise: Timesheets displayed are awaiting authorisation.

Unauthorised: Timesheets displayed are awaiting authorisation but are viewable only on the dashboard.

Approved: An approved timesheet or expense is one that you have approved for payment.

Rejected: A rejected timesheet or expense that has been rejected by you. You can provide a comment as to why the timesheet or expense was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting by the contractor.

Approve or reject timesheets/expenses
To approve timesheets or expenses, go to Timesheet or Expenses on the menu bar and click Authorise . You will then be presented with a list of all timesheets or expenses submitted by contractors that require approval. Alternatively you can use the dashboard on your homepage and select the appropriate item.



id	Authorise	PO	PO Required	Approval Comments	Worker	Worker Type	Worker Ref	Consultant	Client	Manager	Placement
2120			No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_HOURLY_3
5282			No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5285			No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5335			No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5346			No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_MONTHLY_3
5354			No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_MONTHLY_3
5431			No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_HOURLY_3
5436			No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-1
5584			No		Alvarez, Marie	LTD	WRK_MA	Leader, Team	TMP (UK) Limited	Manager, Client1	Pmt3
5587			No		Alvarez, Marie	LTD	WRK_MA	Leader, Team	TMP (UK) Limited	Manager, Client1	Pmt3

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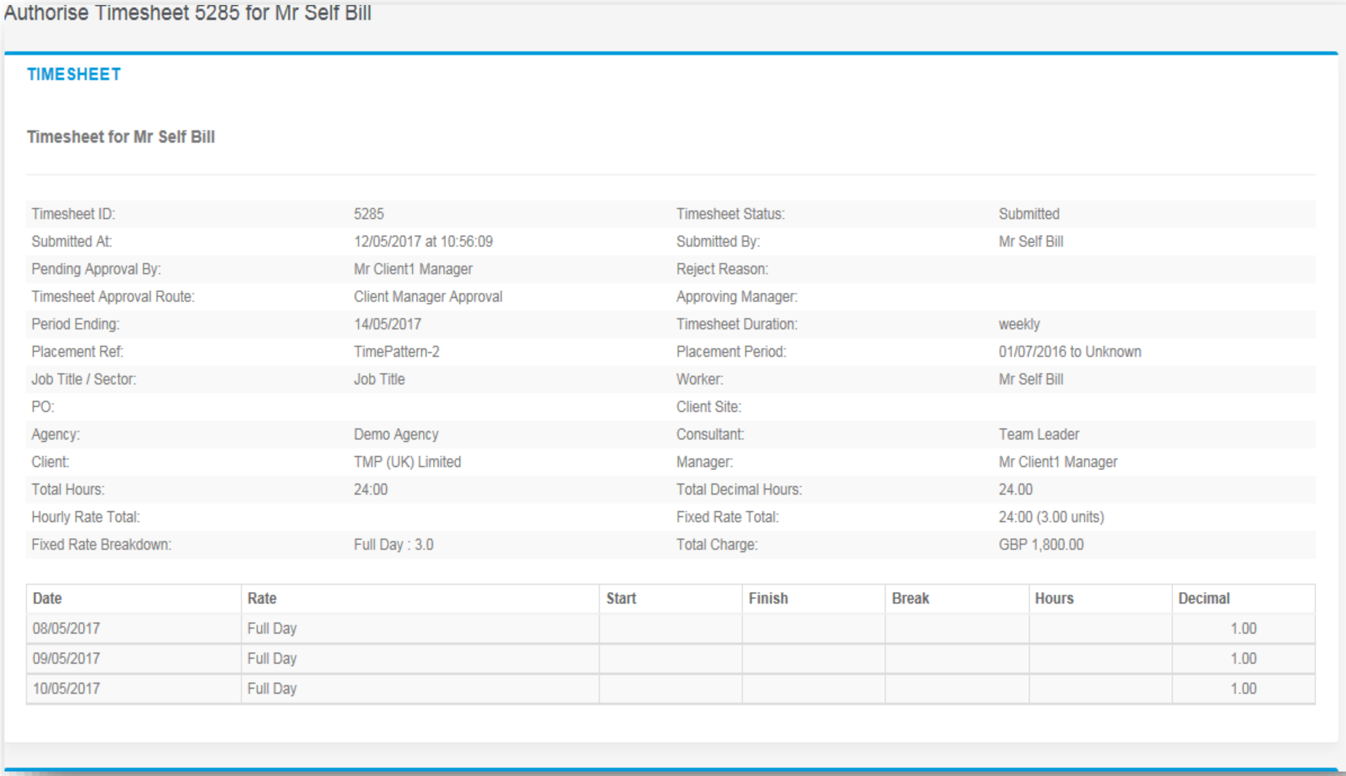
You can approve in one of two ways: Bulk approve: tick each item listed in the Authorise column that you want to approve, enter your password and then click Approve. Approve each timesheet individually by clicking on the timesheet ID. You will see a summary of the placement and the timesheet details.



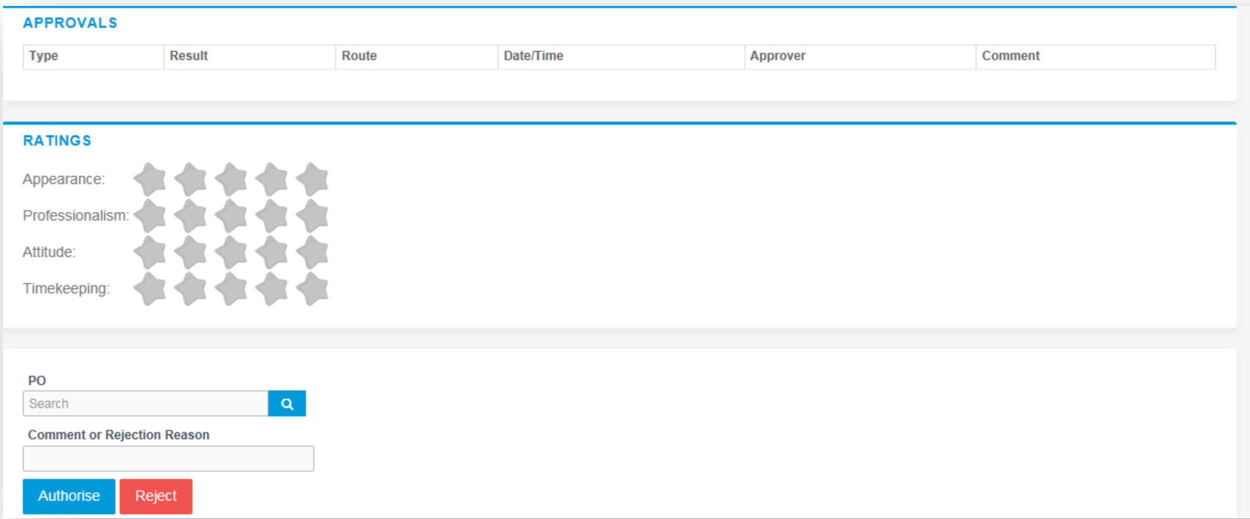
Authorise Timesheet 5285 for Mr Self Bill

TIMESHEET

Timesheet for Mr Self Bill

Timesheet ID:	5285	Timesheet Status:	Submitted
Submitted At:	12/05/2017 at 10:56:09	Submitted By:	Mr Self Bill
Pending Approval By:	Mr Client1 Manager	Reject Reason:	
Timesheet Approval Route:	Client Manager Approval	Approving Manager:	
Period Ending:	14/05/2017	Timesheet Duration:	weekly
Placement Ref:	TimePattern-2	Placement Period:	01/07/2016 to Unknown
Job Title / Sector:	Job Title	Worker:	Mr Self Bill
PO:		Client Site:	
Agency:	Demo Agency	Consultant:	Team Leader
Client:	TMP (UK) Limited	Manager:	Mr Client1 Manager
Total Hours:	24:00	Total Decimal Hours:	24.00
Hourly Rate Total:		Fixed Rate Total:	24:00 (3.00 units)
Fixed Rate Breakdown:	Full Day : 3.0	Total Charge:	GBP 1,800.00

Date	Rate	Start	Finish	Break	Hours	Decimal
08/05/2017	Full Day					1.00
09/05/2017	Full Day					1.00
10/05/2017	Full Day					1.00



You must enter your password at the bottom of the screen and click either Approve or Reject. If you select Reject, you will be presented with a new page asking for a reason for the rejection. This reason will be sent back to the contractor so they can act accordingly.

Email approval

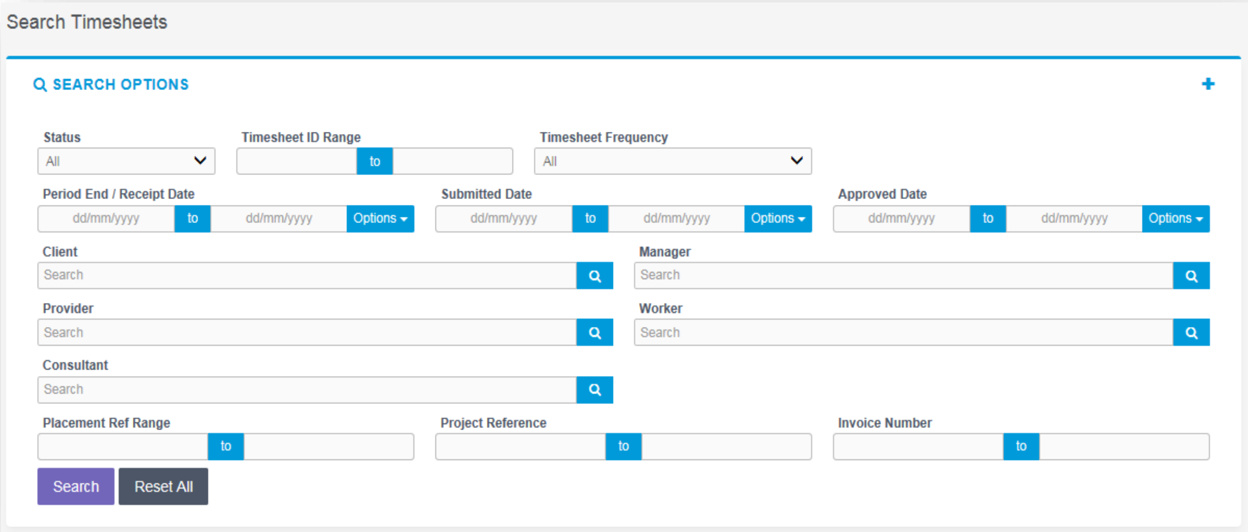
If you have been set up for email approval, you will receive an email with the timesheet/expense attached, containing links to approve or reject the timesheet. There is one approval link and a reject link for each configured rejection reason.

Approved timesheets/expenses

Once you have approved these, they can be accessed by clicking Approved on the Timesheet or Expenses menu. Clicking on the id of the item will open it fully providing more detail.

Search

If you need to find a timesheet or expense item, you can select the Search feature from the Timesheet or Expense menu. Within this search form you can specify various dates, placements or timesheet criteria to find specific timesheet or expense items.



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Contract documents

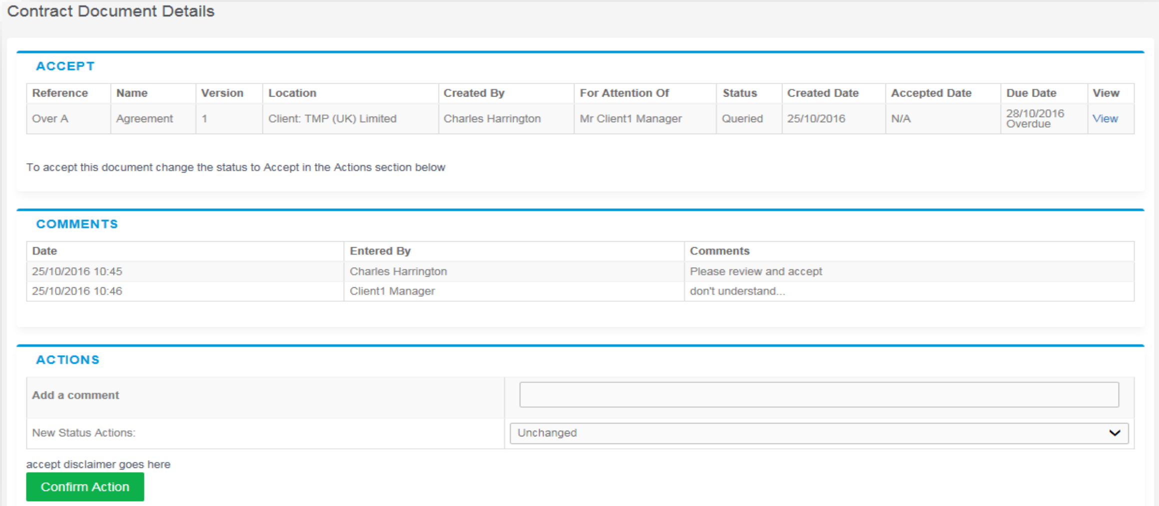
If dashboards are enabled within the agency client portal, contract documents and information requests can be viewed by clicking the relevant item within the **contract documents** activity dashboard. Alternatively you can use the Compliance option on the menu bar. To view your assigned documents, click **view** in the last column of the document list.

ccept	Reference	Name	Version	Location	Created By	For Attention Of	Pre-Acceptance Required	Status	Created Date	Accepted Date	Accepted By	Due Date	Expiry Date	View
	ACT2	Agency Terms of Business	2	Placement: ADV_HOURLY_3	Stuart House	Client1 Manager		Accepted	02/06/2016	02/06/2016	Client1 Manager			View
	ACT2	Agency Terms of Business	2	Placement: ADV_MONTHLY_3	Stuart House	Client1 Manager		Accepted	02/06/2016	02/06/2016	Client1 Manager			View
	ACT2	Agency Terms of Business	2	Placement: 777777778	Stuart House	Client1 Manager		Accepted	02/06/2016	02/06/2016	Client1 Manager			View
	Over A	Agreement	1	Client: TMP (UK) Limited	Charles Harrington	Client1 Manager		Queried	25/10/2016			28/10/2016		View

Showing 1 to 4 of 4 entries

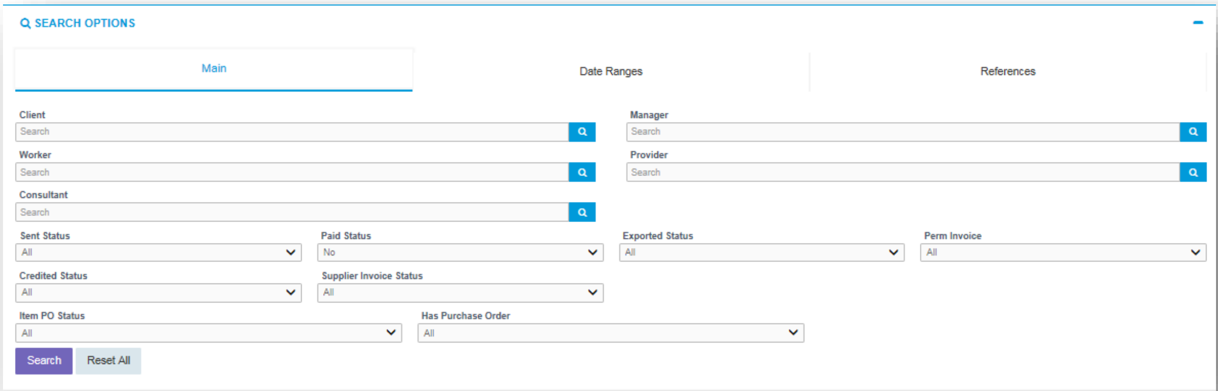
Previous 1 Next

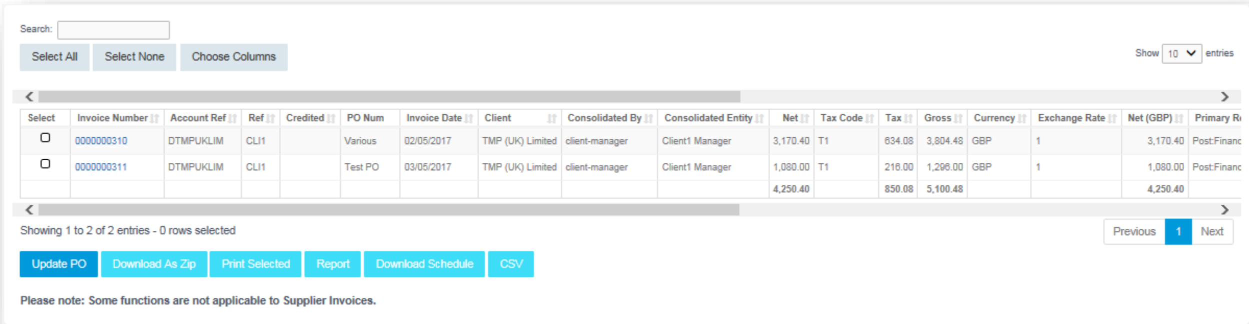
To accept the document, click on the reference which will direct you to an **actions** area where you can change the status to **accept.** Click **Confirm Action** to accept the document



Sales invoicing

Your portal allows you to view and download sales invoices. You can view unpaid invoices by selecting the Unpaid option from your dashboard. Alternatively you can use the Sales option on the menu bar, and use the search facility.





Viewing profile information

There are two types of profile information available as a manager. They are:

- Select Contractors from the Profiles menu, this provides details relating to all contractors who are assigned to you.

- Select Placements from the Profiles menu, this will provide you a list of all active placements that you are responsible for. You can obtain more information relating to the placement by clicking on the reference/name.

This will show all details such as the agency, worker, manager and consultant associated with the placement as well as any reference codes, start and finish dates, job descriptions and contract documents.