

InTime Guide for Managers

Approving timesheets and expenses

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Introduction to InTime

InTime is a self-service portal where you approve timesheets and expenses claims for contractors. Additionally, you have access to the following functions:

- View and print sales invoices or credit notes
- Access to summary information of your contractors

Logging into InTime

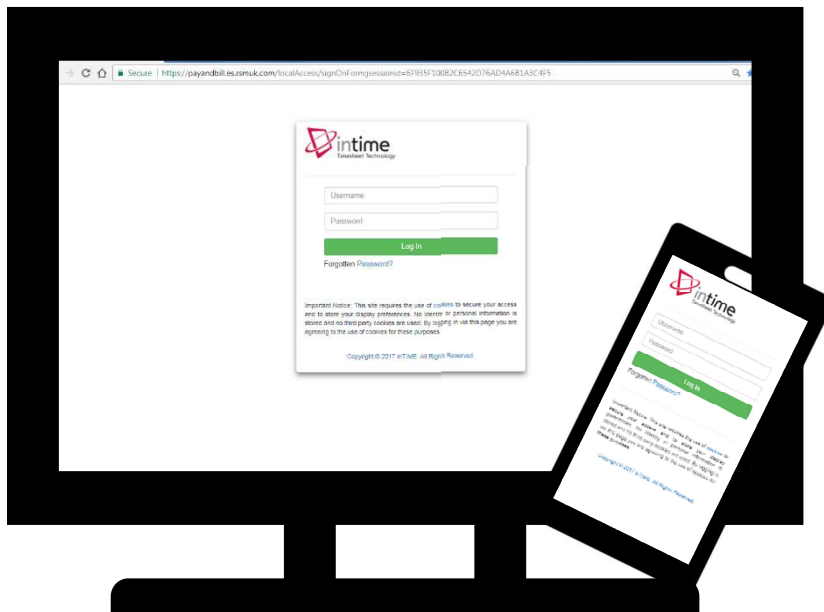
You'll receive an introductory email containing log in details which will allow you to access the InTime system.



Occasionally welcome emails can be treated as spam and filed in your junk mail folder. If you still cannot locate your email, please contact us at intime@hydrogengroup.com

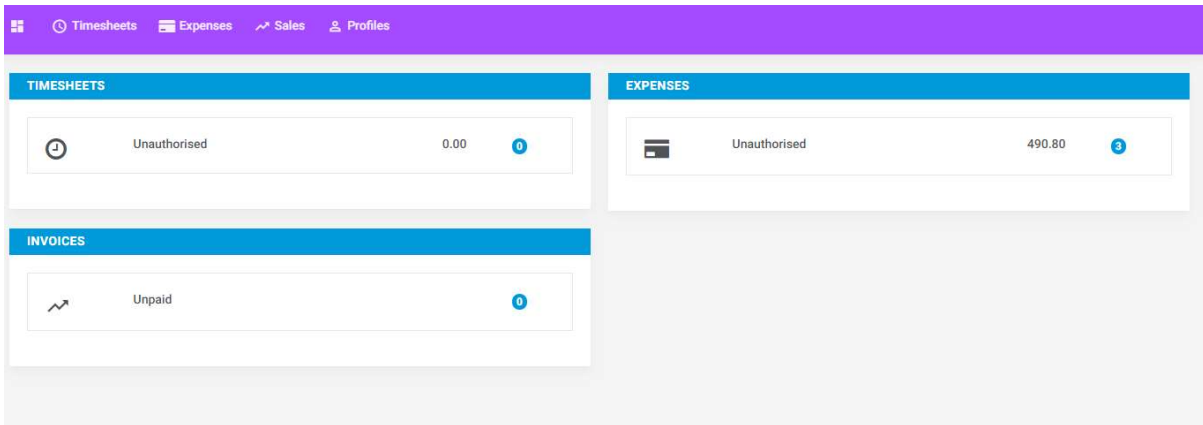
To access InTime enter the following address in to your web browser: payandbill.es.rsmuk.com

Enter the username and password from the welcome email.



Your homepage

Once logged into InTime you will be presented with the main homepage with your dashboard.

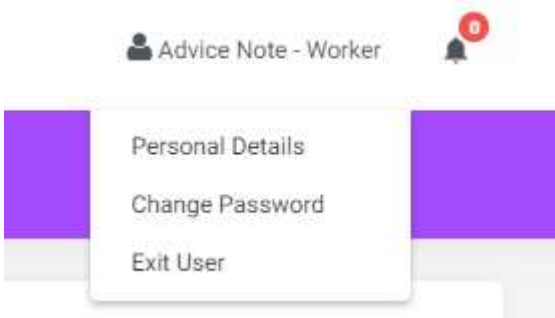


The navigation menu is located across the top of the page, and will include the following as shown above:

- A multi square icon – taking you back to your homepage
- Timesheets – this provides access to unauthorised, authorised and rejected timesheets, and a timesheet search function
- Expenses – which allows you to access to unauthorised, authorised and rejected expense claims, and a expense search function

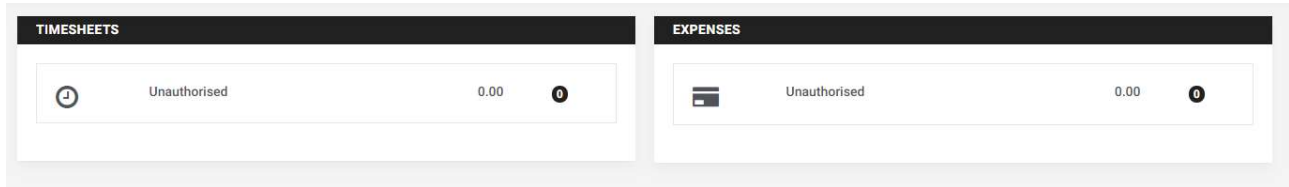
In the top right-hand corner of your screen you will see:

- Your name – click on this and options appear for you to:
- Update your personal details
- Change your password
- Exit InTime
- Bell symbol – advises you of notifications



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.



Approve or reject timesheets/expenses

To approve timesheets or expenses, go to **Timesheets** or **Expenses** on the navigation menu bar and click **Authorise**. You will 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.

You can approve in one of three ways:

1. Bulk approve

- Tick each item listed in the Authorise column that you want to approve and click **Approve**
- If you are rejecting, please enter a reason so the Contractor is made aware and can act accordingly

Search: Choose Columns Show 10 entries

Id	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Frequency	Provider	Consultant	Description	Client	Mana
13030	Note, Advice	LTD	ADVNO							Leader, Team		Client 1	Mana

Showing 1 to 1 of 1 entries Previous 1 Next

[Print Report](#)
[Print Detail Report](#)
[CSV](#)
[Default CSV](#)
[Reset Columns](#)

PLEASE NOTE: This list excludes Timesheets that are on exported invoices. The timesheet search functionality should be used to display all approved status timesheets including timesheets that are linked to exported invoices.

2. Approve each timesheet individually

- Click on the timesheet ID, you will then see a summary of the placement and timesheet details
- You then select **Approve** or **Reject** at the bottom of the screen. If you are rejecting, please enter a reason so the Contractor is made aware and can act accordingly

TIMESHEET - 13030 - APPROVED								
Date	Rate	Start	Break	Finish	Hours	Units	Comment	
Mon 16/04/2018	Basic					1.00		
Tue 17/04/2018	Basic					1.00		
Wed 18/04/2018	Basic					0.50		
Thu 19/04/2018	Basic					1.00		
Fri 20/04/2018	Basic					1.00		
Sat 21/04/2018	Basic							
Sun 22/04/2018	Basic							

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3. Email approval

- When you receive the email notification informing you of the submitted timesheet/expense claim, there is an approval link and a reject link. You can approve from within the email
- It is important that the subject is not edited as this is read by the InTime system
- Send the generated response email

Once you have approved the timesheet/expense claims you can view them by clicking Approve on the Navigation Menu Bar.

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.

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 contactors who are assigned to you.
- Select Placements from the Profiles menu - this will provide you with 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.