InTime Guide for Contractors

Entering timesheets and expenses

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Introduction to InTime

InTime is a self-service portal where you submit timesheets and expenses claims whilst contracting via Hydrogen Group. Additionally, you have access to the following functions:

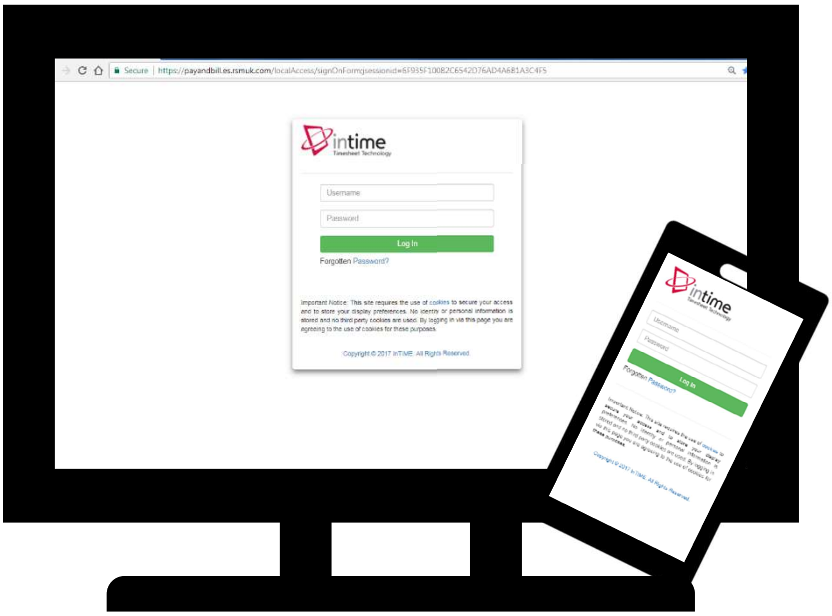
- All placement information
- Your profile information, including the ability to update your personal information.
- Reporting of historical placement data
- Viewing individual timesheet history
- Viewing and printing self-bill invoices and remittances.

Logging into InTime

On the commencement of your contract you will receive an introductory email containing log in details which will allow you to access the InTime system.

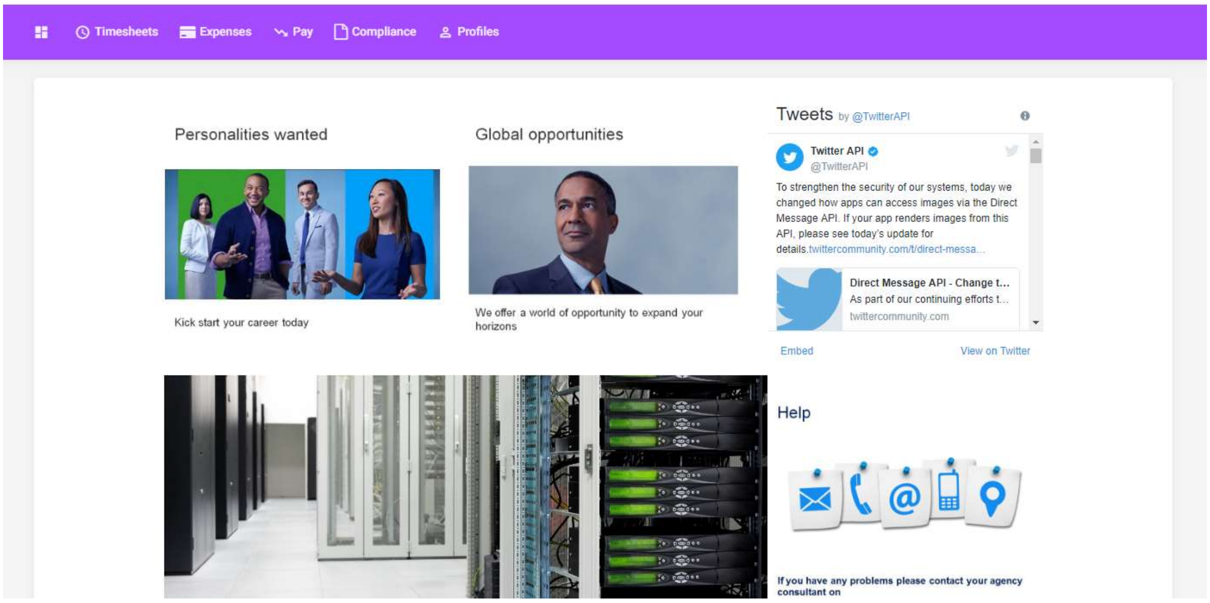
Occasionally welcome emails can be treated as spam and filed in your junk mail folder. If you still cannot locate your email, please contact us at intime@hydrogengroup.com

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.

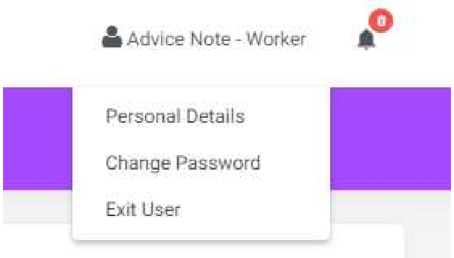


The navigation menu is located across the top of the page, and will include the following as shown above:

- A multi square icon – taking you back to your homepage
- Timesheets – this provides access to 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

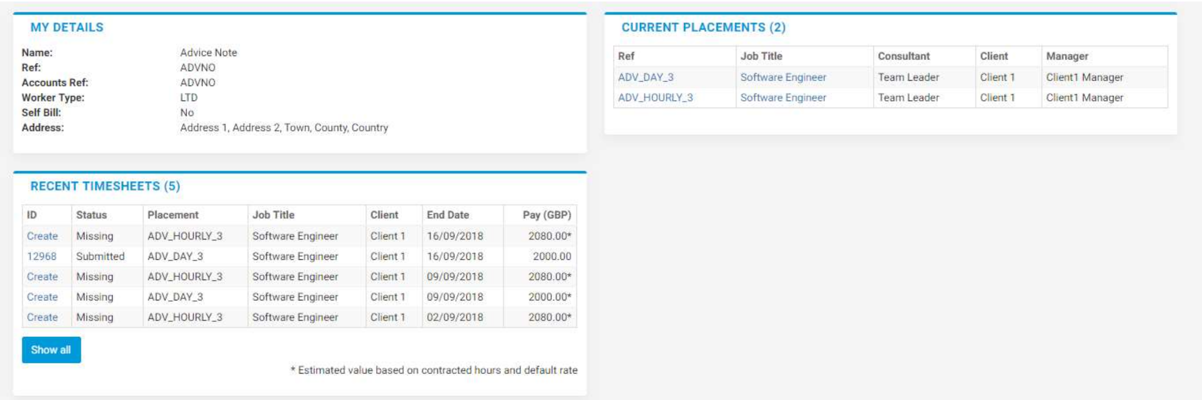
In the top right-hand corner of your screen you will see:

- 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



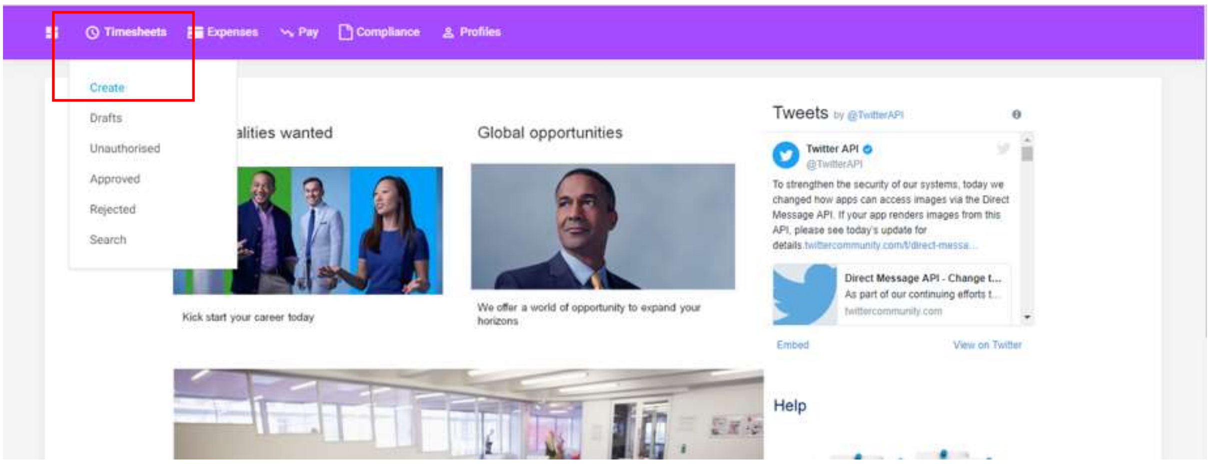
Your dashboard

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

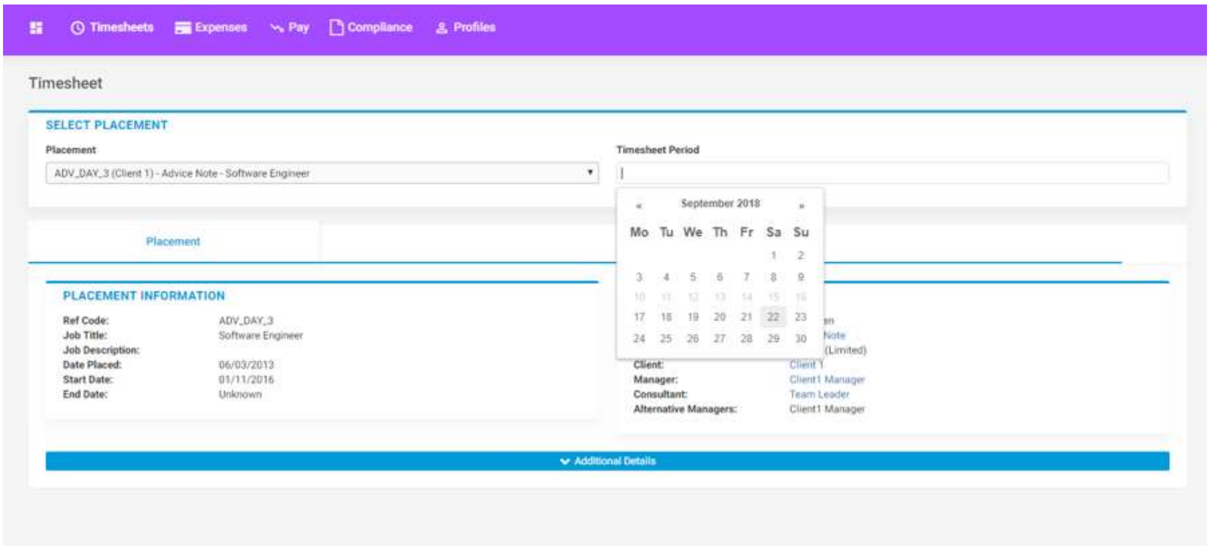


Entering a timesheet

To enter a timesheet, you select **Timesheets > Create** through the navigation menu bar when on the homepage.



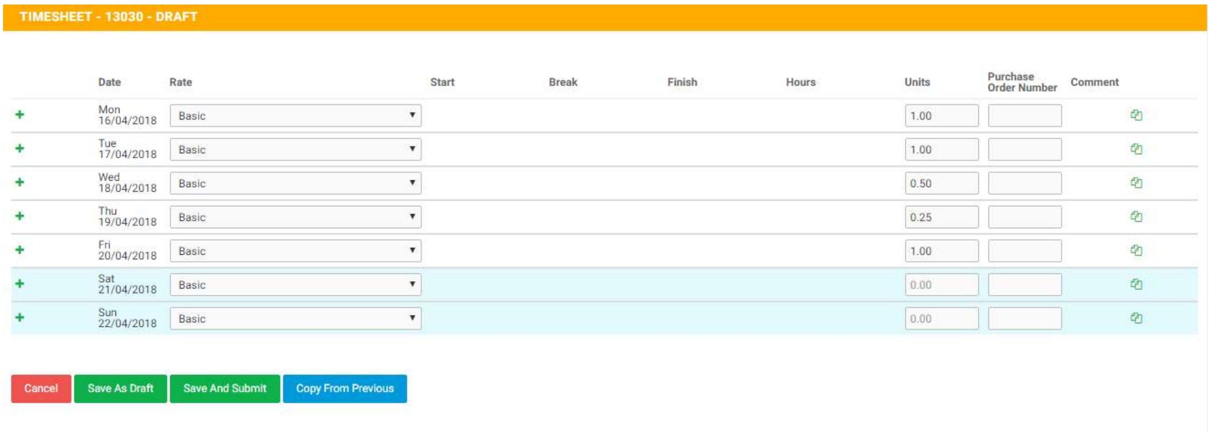
You will be prompted to select your placement from the drop down box in order to enter your timesheet as well as the period you are looking to enter time for. You can use the provide the calendar popup to help you select the correct date, in the event that no timesheet is available for that week ending please contact intime@hydrogengroup.com for assistance.



After selecting the week ending, you will be presented with a blank timesheet similar to the below. If you are on a hourly rate, please enter the start/break/finish time and the total number of hours will calculate automatically. If you are on a day rate, please enter the unit value for that day 1 = full day, 0.5 = half day, 0.25 = quarter day.

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.

Scrolling down below the draft timesheet will also allow you to see the rate information for the timesheet being submitted.


TIMESHEET - 13030 - DRAFT

	Date	Rate	Start	Break	Finish	Hours	Units	Purchase Order Number	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					0.25		
+	Fri 20/04/2018	Basic					1.00		
+	Sat 21/04/2018	Basic					0.00		
+	Sun 22/04/2018	Basic					0.00		

Cancel | Save As Draft | Save And Submit | Copy From Previous

If you do not want to submit the timesheet at that time you can **'Save as Draft'** which will allow you to return and edit the timesheet. Once you have completed your timesheet, click on the **'Save and Submit**' button and your timesheet will be sent to your Manager for approval. Your placement may be set to allow you to select a Manager to approve the timesheet from a pre-configured list, please select the relevant Manager if prompted.

Please note, once your timesheet has been submitted you will not be able to make any further amendments. You'll need to contact intime@hydrogengroup.com for assistance.

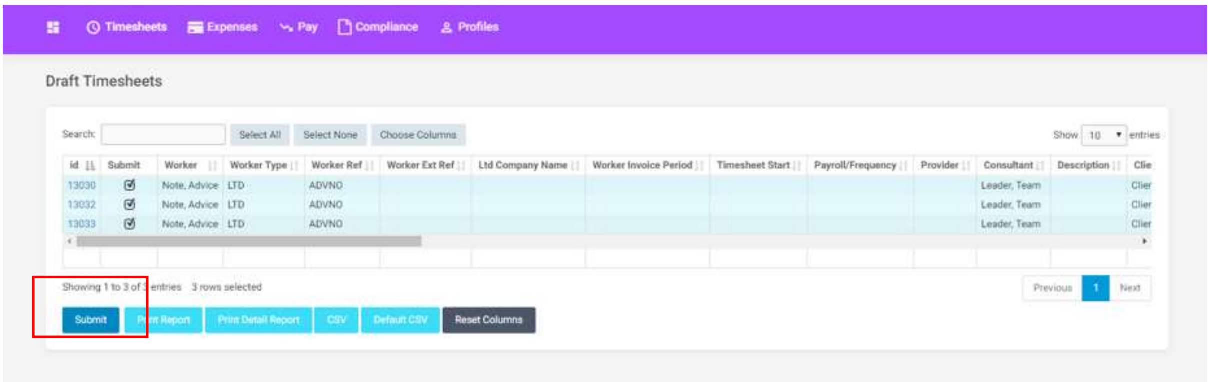
If your timesheet is rejected by your manager you will receive notification of this and the timesheet will be set back to a status of 'Draft' so you can make the necessary amdendments and 'Save and Submit' for approval again. Draft timesheets are explained in the next section.

Draft timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting **Timesheets > Drafts** through the navigation menu bar when on the homepage.

If you want to review or edit the draft timesheet click the **Timesheet ID number** on the far left.

If you have multiple saved timesheets you can also submit them in bulk, tick the submit box against the relevant week endings and press submit!



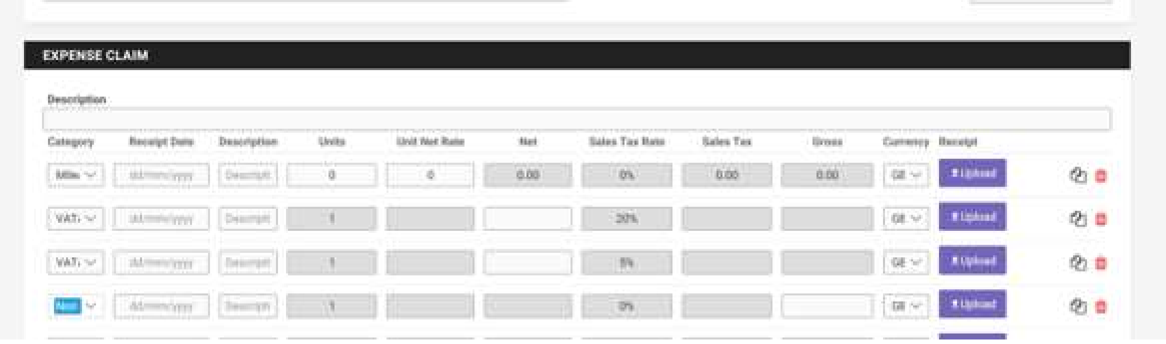
To check the status of your submitted timesheets, you can use the dashboard or use the Unauthorised, Approved or Rejected options under **Timesheets** on the navigation menu bar when on the homepage.

Entering an expense claim

To enter an expense claim you select **Expenses > Create** through the navigation menu bar when on the homepage. If your placement has been enabled to claim expenses, you will be prompted to select a placement and in turn a blank expense claim form. If no placement is available for selection, it means that the ability to claim expenses it not enabled, please contact us at intime@hydrogengroup.com.

The blank expense form will be generated initially with 10 lines; more can be added or removed as necessary.

You'll need to select the correct category of expense from the provided dropdowns. Once you have filled in all the required fields and uploaded receipts as necessary, just hit **Save**.



VAT Registered Contractors should pick the expense 'Category' for each receipt on a separate line, entering either the Net value (excluding VAT) for VATable expenses or the Gross (Total) value for non VATable expenses (where no VAT has been incurred), according to the receipt.

Non VAT Registered contractors should always enter the Gross (Total) value of the receipt.

Please note, your profile will have been configured for you to enter values in the relevant boxes, if you have any difficulties submitting expenses please contact us at intime@hydrogengroup.com.

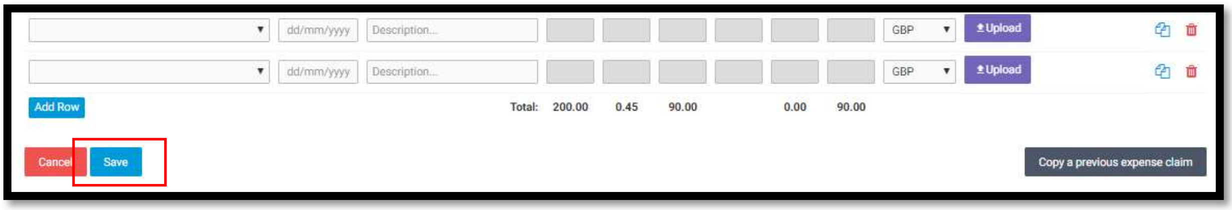
For Mileage Claims, enter the number of miles (Units) and price per mile (Unit Net Rate)

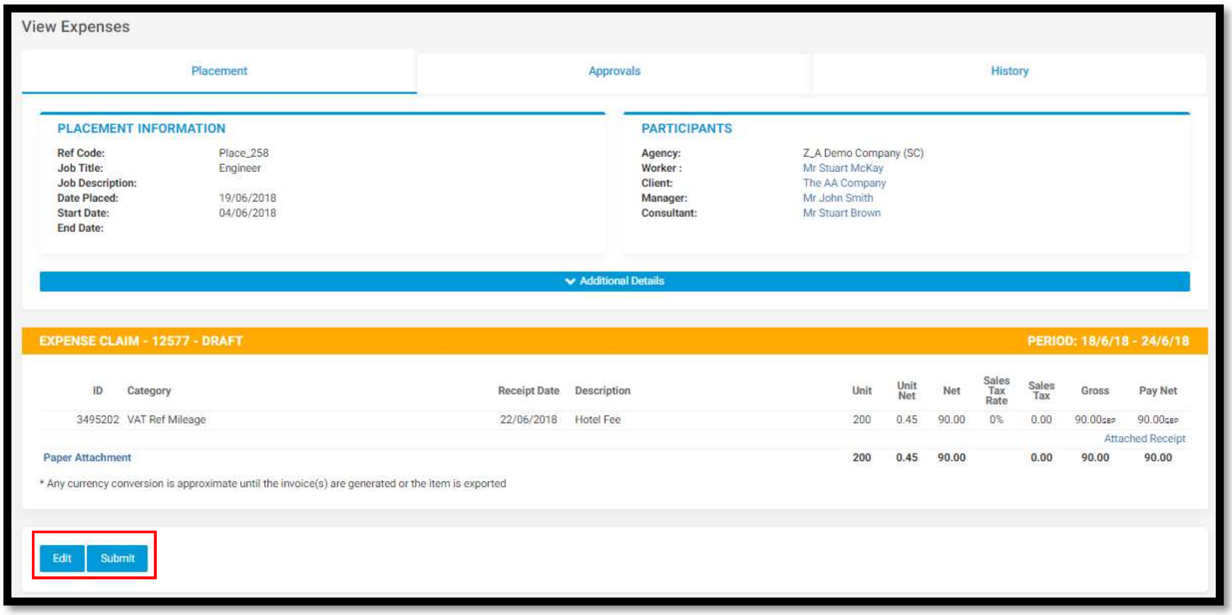
Copies of all receipts must be uploaded against the relevant line

If you need to edit your claim, please click the **Edit** button option. Once you have finished click **Submit**.

Please note, once your expense claim has been submitted, you will not be able to make any further amendments. You will need to contact intime@hydrogengroup.com for assistance.

Once all the relevant expenses have been entered on to your expense claim form, click **Save** to commit them to 'draft' format and then **Submit**.





Viewing self-bill invoices

You will have the option of viewing your self-bill invoice/remittance when logged into the system. The most recent 10 documents are available straight from the homepage. Alternatively, you can navigate through the menu bar by selecting **Pay > List Invoices.**