

GUIDE FOR CLIENT MANAGERS

Approving a Worker's Timesheets

CONTENTS

- 1 Logging into InTime..... 2
- 2 Approving a Worker's timesheet 3

- For further information contact 7



1 LOGGING INTO INTIME

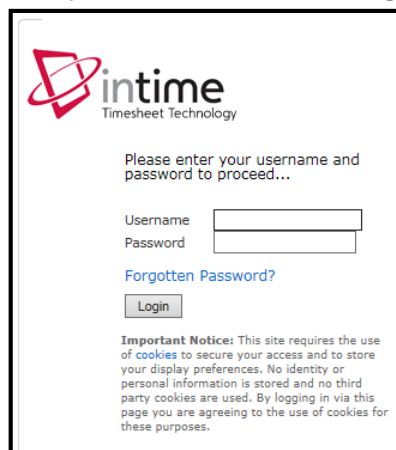
You will shortly receive an introductory email containing log in details to allow you to access the timesheet management system.

Enter the following URL in to your web browser:-

<http://payandbill.revas.com>

Enter the username and password from the welcome email.

You will be presented with the following screen:



The screenshot shows the Intime login interface. At the top left is the Intime logo, which consists of a red stylized 'i' followed by the word 'intime' in a sans-serif font, with 'Timesheet Technology' written below it. The main heading reads 'Please enter your username and password to proceed...'. Below this are two input fields: 'Username' and 'Password'. A blue link for 'Forgotten Password?' is positioned below the password field. A 'Login' button is located at the bottom of the form. At the bottom of the page, there is an 'Important Notice' regarding cookies: 'Important Notice: This site requires the use of cookies to secure your access and to store your display preferences. No identity or personal information is stored and no third party cookies are used. By logging in via this page you are agreeing to the use of cookies for these purposes.'

Successfully logging in will present you with the homepage.

Screenshot of the home page displaying the menu bar



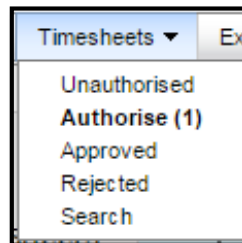
Note: If the welcome email fails to arrive please check your junk mail folder. If you still cannot locate your email please contact your administrator.



2 APPROVING A WORKER'S TIMESHEET

To approve a timesheet you must first navigate to:-

- [Timesheets > Authorise](#)
- Click on the drop down arrow next to Timesheets and select Authorise.



You will be presented with the following screen:



The screenshot shows the 'Authorise Timesheets' interface. At the top, there's a navigation menu with 'Home', 'Timesheets', 'Expenses', 'Invoicing', 'Profiles', 'My Details', 'Contact', and 'Logout'. The 'intime Timesheet Technology' logo is on the left, and the 'Manager A Demo Company Anastasia Hood' profile is on the right. Below the navigation, there's a search bar and a table with one record. The table has columns for 'id', 'Authorise', 'PO', 'PO Required', 'Worker', 'Worker Type', 'Worker Ref', 'Worker Ext Ref', 'Provider', 'Consultant', 'Client', 'Manager', 'Placement', 'Job Title', 'PO', 'Placement Start', 'Placement End', and 'Freehand Ref'. The record has 'id' 55962 and 'Authorise' checkbox. Below the table, there's a 'Password:' field and buttons for 'Approve', 'Print Report', 'Print Detail Report', 'CSV', and 'Default CSV'.

If you wish to check the timesheet the worker has submitted, click on the active number in the **ID** column:



This screenshot is identical to the previous one, but the 'id' cell containing '55962' in the table is highlighted with a yellow circle.



The following screen appears:

Authorise Timesheet

Timesheet for Mr Joe Blogs

| | | | |
|---------------------------|-------------------------|----------------------|-----------------------|
| Timesheet ID: | 55962 | Timesheet Status: | Submitted |
| Submitted At: | 05/01/2016 at 11:33:57 | Submitted By: | Alison Hood |
| Pending Approval By: | Miss Anastasia Hood | Reject Reason: | |
| Timesheet Approval Route: | Client Manager Approval | Approving Manager: | |
| Period Ending: | 03/01/2016 | Timesheet Duration: | weekly |
| Placement Ref: | Place_26 | Placement Period: | 30/11/2015 to Unknown |
| Job Title / Sector: | IT Consultant | Worker: | Mr Joe Blogs |
| PO: | | Client Site: | |
| Agency: | A Demo Company | Consultant: | Jared Steadman |
| Client: | The AA Company | Manager: | Miss Anastasia Hood |
| Total Hours: | 24:30 | Total Decimal Hours: | 24.50 |
| Hourly Rate Total: | 24:30 | Fixed Rate Total: | 0:00 (0.00 units) |
| Fixed Rate Breakdown: | | Total Charge: | GBP 294.0 |

| Date | Rate | Start | Finish | Break | Hours | Decimal |
|------------|-------|-------|--------|-------|-------|---------|
| 28/12/2015 | Basic | 9:00 | 17:00 | 01:00 | 07:00 | |
| 29/12/2015 | Basic | 9:00 | 17:00 | 01:00 | 07:00 | |
| 30/12/2015 | Basic | 9:00 | 17:00 | 01:00 | 07:00 | |
| 31/12/2015 | Basic | 9:00 | 12:30 | 00:00 | 03:30 | |

At the bottom of the screen you will find the following:

Authorise

Password

Timesheet PO

Comment or reason for rejection

Use the appropriate button to authorise or reject the timesheet.

You will be prompted to re-enter your password and you can add a Purchase Order number and comment. If you **Reject** a timesheet you must add a reason.

Authorise

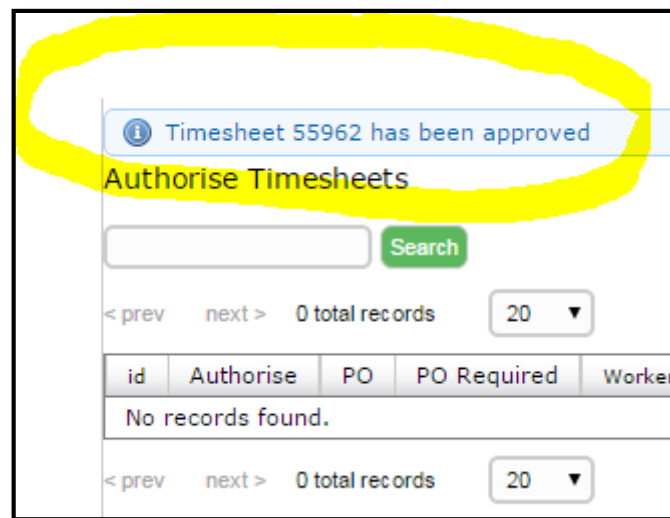
Password

Timesheet PO

Comment or reason for rejection



You will be returned to the following screen where you will see that the timesheet has been approved (or rejected) and that there are no more timesheets to be approved:

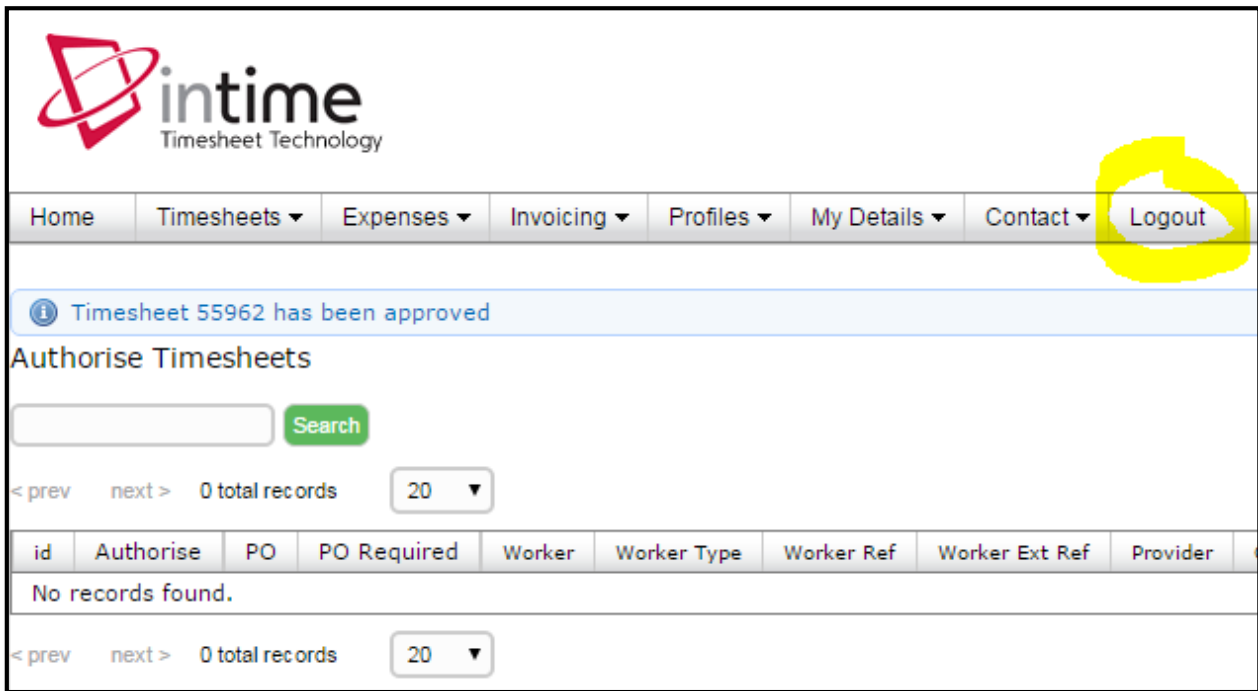


You will not be able to make any further edits.

If the timesheet has been rejected then the Worker will receive notification of this and the timesheet will be set back with a status of 'Draft'. The worker can then access and Edit and resubmit as required.



To log out of the system click on Logout:



The screenshot shows the 'intime Timesheet Technology' web application. The top navigation bar includes links for Home, Timesheets, Expenses, Invoicing, Profiles, My Details, Contact, and Logout. The 'Logout' link is highlighted with a yellow circle. Below the navigation bar, a notification states 'Timesheet 55962 has been approved'. The main content area is titled 'Authorise Timesheets' and features a search input field with a 'Search' button. Below the search field, there are navigation controls: '< prev next >' and '0 total records' with a dropdown menu set to '20'. A table with columns 'id', 'Authorise', 'PO', 'PO Required', 'Worker', 'Worker Type', 'Worker Ref', 'Worker Ext Ref', and 'Provider' is shown, with the message 'No records found.' below it. The table is followed by another set of navigation controls: '< prev next >' and '0 total records' with a dropdown menu set to '20'.



FOR FURTHER INFORMATION CONTACT

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