GUIDE FOR CLIENT MANAGERS

Email Approving a Worker’s Timesheet
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INTRODUCTION

A contractor will log their timesheet data on InTime, our timesheet management system and submit them to you for approval. For each timesheet submitted you will receive an email that you can either ‘Approve’ or ‘Reject’.

THE PROCESS

1. The contractor completes a timesheet online and submits it.

2. An email with the timesheet attached is sent to you as the approver containing links to approve or reject the timesheet. There is one Approved link and a Reject link for each configured rejection reason.

A screenshot displaying a sample message

3. You should click the appropriate link which generates a new email with the appropriate response text in the subject line. It is important that the subject is not edited as this is read by InTime.
A screenshot displaying the generated Approved message.

4. Send the generated email.

5. The email is received by InTime and the timesheet is approved or rejected as appropriate.

GENERAL INFORMATION

Intime, the timesheet system will validate each email received to ensure the email address on which the email was received matches the email address held on record. If you have multiple email address alias’s it is important that you respond using the correct email address that match our record.
FOR FURTHER INFORMATION CONTACT

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Speak to your consultant on, 01489 774010