

GUIDE FOR CLIENT MANAGERS

Email Approving a Worker's Timesheet



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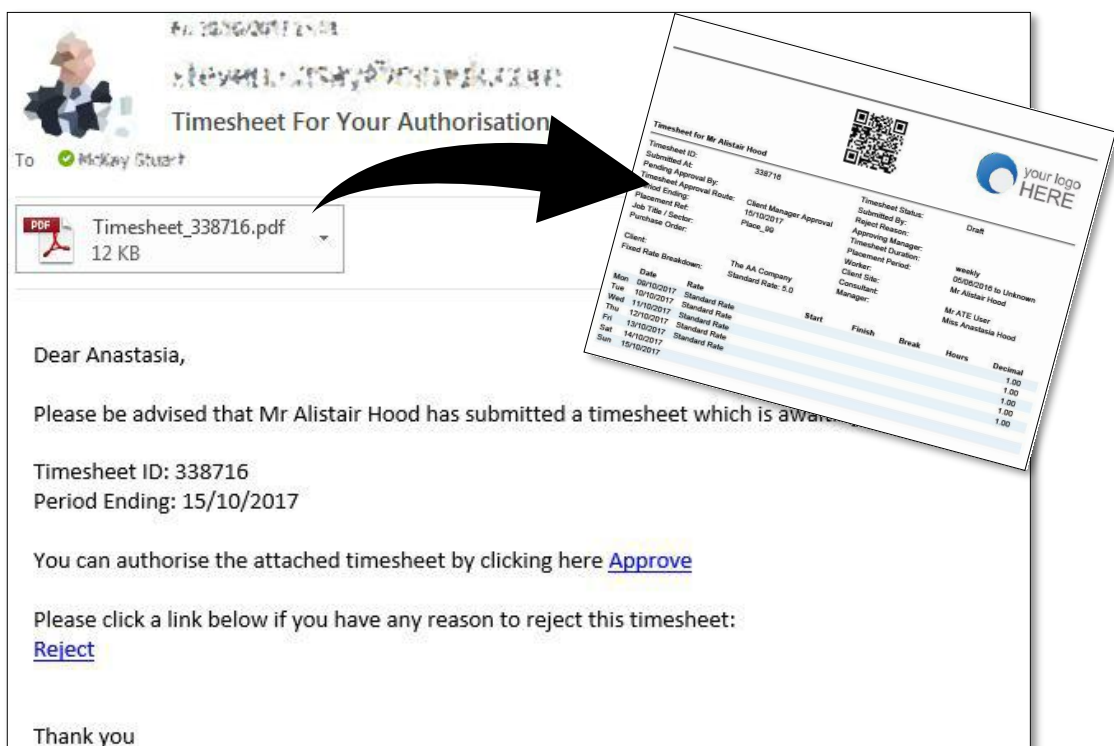
INTRODUCTION

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



The screenshot shows an email interface. The email is addressed to 'McKey Stuart' and has a subject line 'Timesheet For Your Authorisation'. An attachment 'Timesheet_338716.pdf' (12 KB) is visible. The email body contains the following text:

Dear Anastasia,

Please be advised that Mr Alistair Hood has submitted a timesheet which is awaiting your approval.

Timesheet ID: 338716
Period Ending: 15/10/2017

You can authorise the attached timesheet by clicking here [Approve](#)

Please click a link below if you have any reason to reject this timesheet:
[Reject](#)

Thank you

The attached timesheet document is titled 'Timesheet for Mr Alistair Hood' and includes a QR code and a 'your logo HERE' placeholder. It contains the following details:

- Timesheet ID: 338716
- Submitted At: 15/10/2017
- Period Ending: 15/10/2017
- Client: The AA Company
- Standard Rate: 5.0
- Timesheet Status: Draft
- Submitted By: Mr ATE User
- Report Reason: 05/06/2016 to Unknown
- Approving Manager: Mr Alistair Hood
- Timesheet Manager: Miss Anastasia Hood
- Placement Order: Place_50
- Placement Period: weekly
- Worker: Mr ATE User
- Client Site: Miss Anastasia Hood
- Consultant: Mr Alistair Hood
- Manager: Miss Anastasia Hood

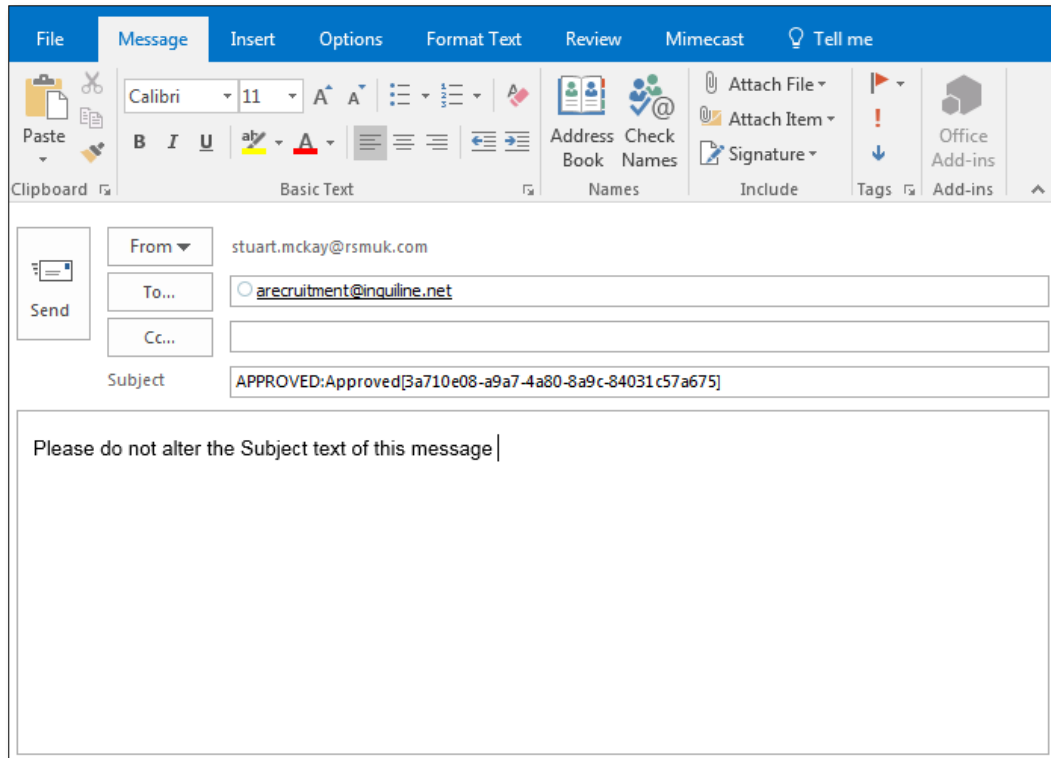
The document also features a table for 'Fixed Rate Breakdown' with columns for Date, Rate, Standard Rate, Start, Finish, Break, Hours, and Decimal.

Date	Rate	Standard Rate	Start	Finish	Break	Hours	Decimal
Mon 09/10/2017	Standard Rate					1.00	1.00
Tue 10/10/2017	Standard Rate					1.00	1.00
Wed 11/10/2017	Standard Rate					1.00	1.00
Thu 12/10/2017	Standard Rate					1.00	1.00
Fri 13/10/2017	Standard Rate					1.00	1.00
Sat 14/10/2017	Standard Rate					1.00	1.00
Sun 15/10/2017	Standard Rate					1.00	1.00

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

Highfield Professional Solutions

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Speak to your consultant on, 01489 774010

