INTIME GUIDE FOR MANAGERS

Approving timesheets and expenses

Enabling you to *Thrive* in a changing world

World-class talent acquisition meets global workforce solutions

Contents:

Introduction to InTime

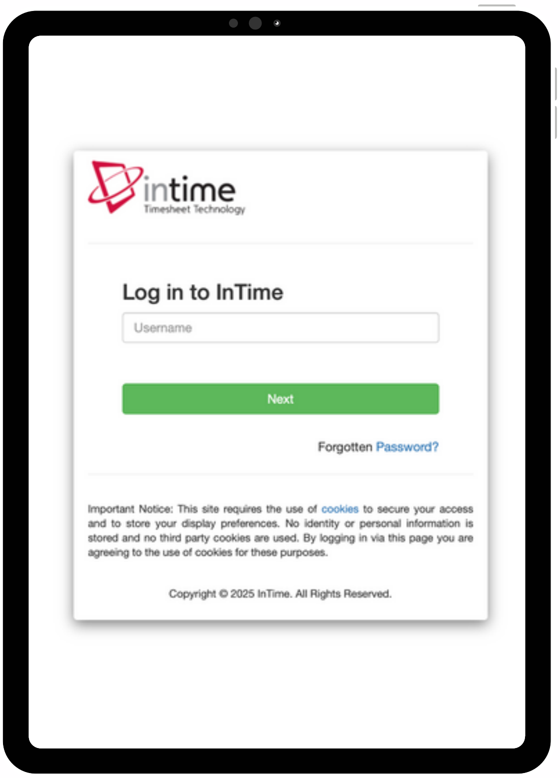
InTime is a self-service portal where you can approve timesheets and expenses claims for contractors.

Logging into InTime

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

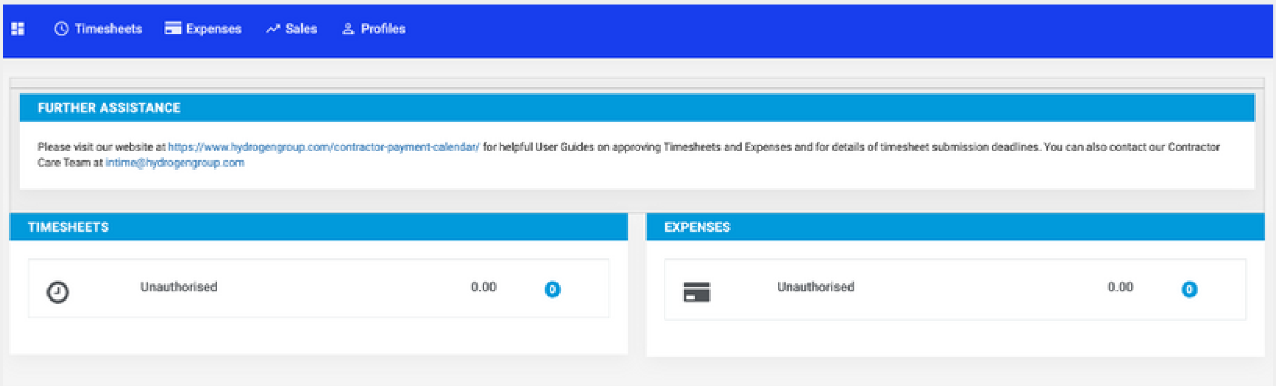
Occasionally welcome emails can be treated as spam and filed in your junk mail folder. If you still cannot locate your email, please contact us at contractorcareapac@argyllscott.sg

To access InTime enter the following address into 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.

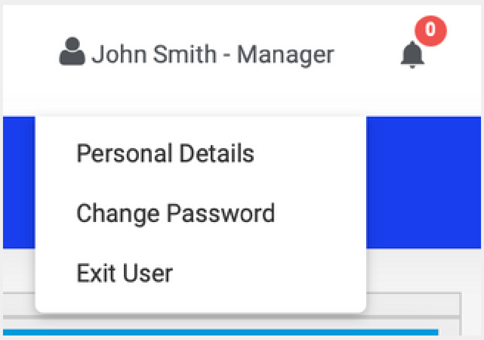


The navigation menu is located across the top of the page, and will include the following as shown above:

- 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

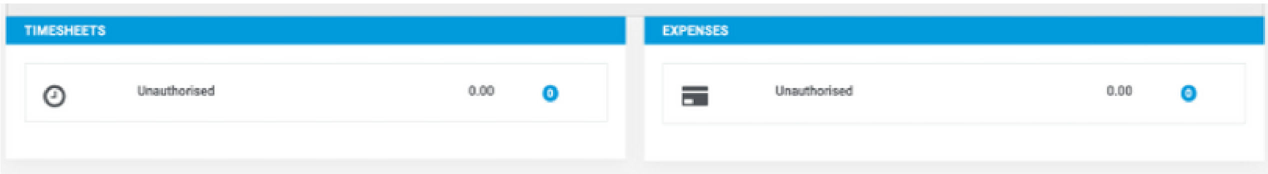
In the top right-hand corner of your screen you will see:

- 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.

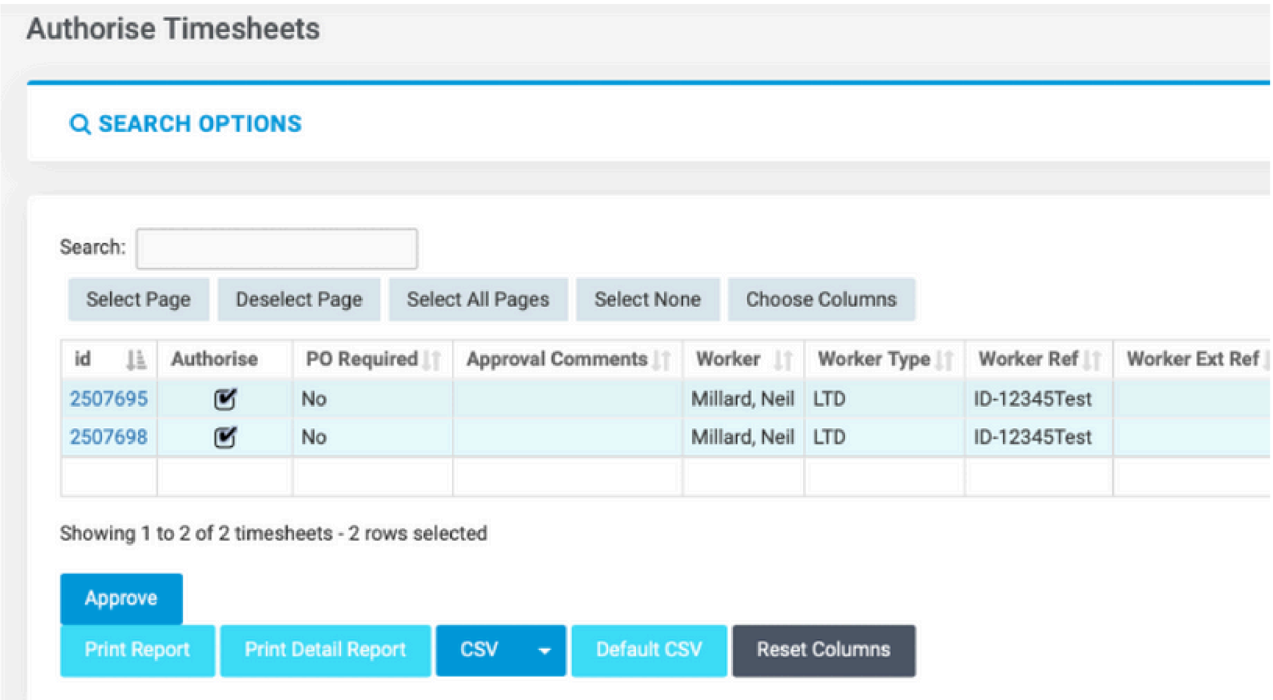


Approve or reject timesheets/expenses

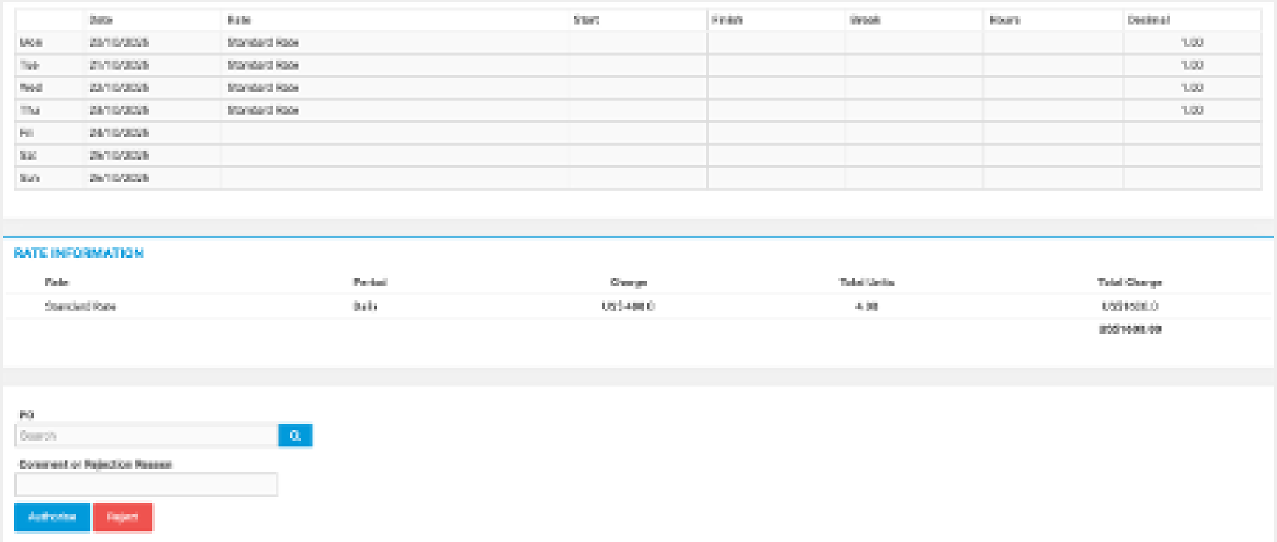
To approve timesheets or expenses, go to Timesheets or Expenses on the navigation menu bar and click Authorise. You will be presented with a list of all timesheets or expenses submitted by Contractors that require approval. Alternatively you can use the dashboard on your homepage and select the appropriate 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



2. Authorise each timesheet individually
   - Click on the timesheet ID, you will then see a summary of the placement and timesheet details
   - You then select Authorise 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



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.

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.