

hydrogen



ARGYLL SCOTT

INTIME GUIDE FOR CONTRACTORS

Entering timesheets and expenses

Enabling you to *Thrive*
in a changing world

World-class talent acquisition
meets global workforce solutions

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Introduction to InTime

InTime is a self-service portal where you submit timesheets and expenses claims whilst contracting via Argyll Scott.

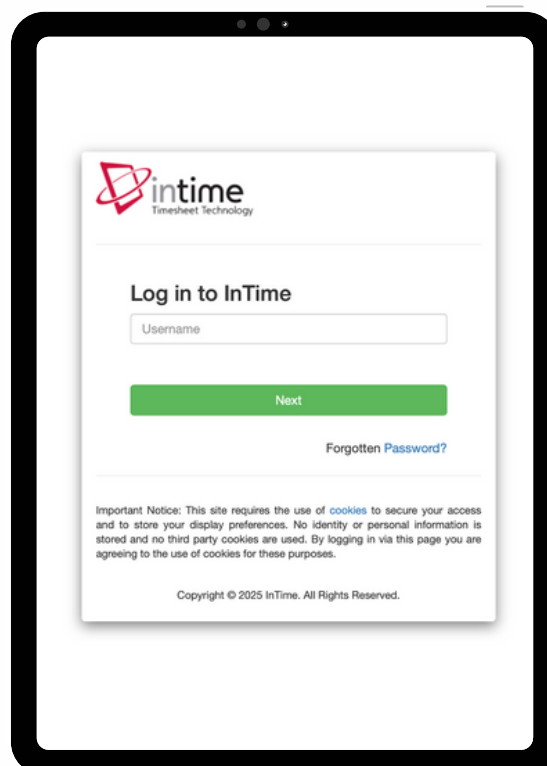
Logging into InTime

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.



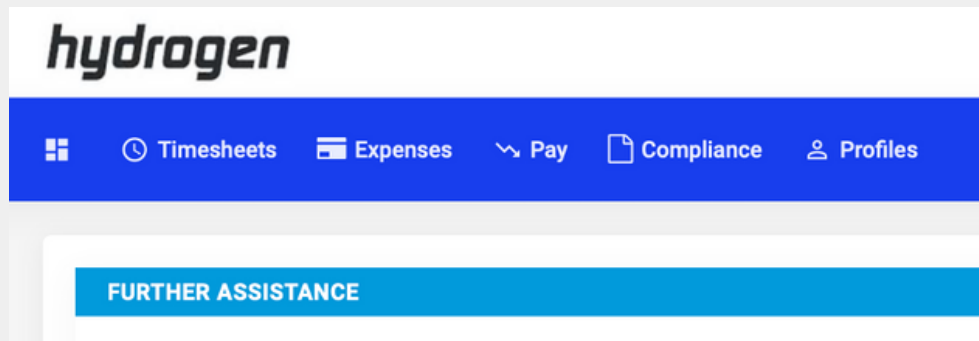
Occasionally welcome emails can be treated as spam and filed in your junk mail folder. If you still cannot locate your email, please contact us at contractorcarehk@argyllscott.com.hk

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.

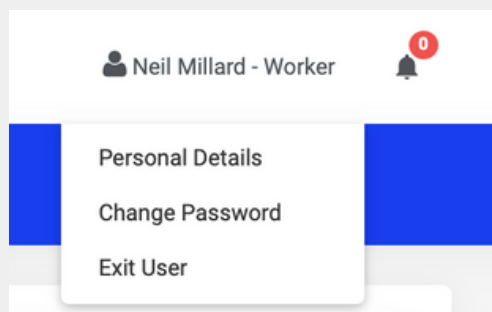


The navigation menu is located across the top of the page, and will include the following as shown above:

- 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

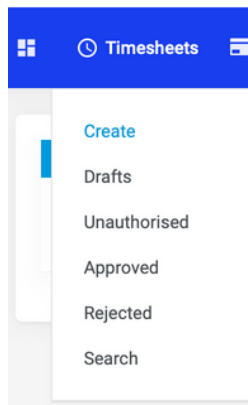
In the top right-hand corner of your screen you will see:

- 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



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 calendar popup to help you select the correct date. If no timesheet is available for the time period, please contact contractorcarehk@argyllscott.com.hk for assistance.

A screenshot of the 'Timesheet' entry form. The form has a header 'Timesheet' and a section 'SELECT PLACEMENT'. Under 'SELECT PLACEMENT', there is a 'Placement' dropdown menu showing 'Neil Millard - CL-123456-Test (01/08/2024 - 31/12/2025) - Innovative Trials 1'. Below the dropdown are links for 'Previous placement' and 'Next placement'. To the right of the placement dropdown is a 'Timesheet Period' section with a calendar popup for 'November 2025'. The calendar shows days from 1 to 30. Below the placement dropdown is a 'PLACEMENT INFORMATION' section with fields for 'Ref Code: CL-123456-Test', 'Job Title: Business Analyst', 'Job Description:', and 'Date Entered: 16/09/2024'.

After selecting the time period, you will be presented with a blank timesheet similar to the below. If you are on an hourly rate, please enter the total number of hours and minutes for each day worked. If you are on a daily 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 (If you are on a fixed monthly payment, the hourly or daily rate shown here is for illustration purposes only).

TIMESHEET- NOT STARTED

	Date	Rate	Start	Break	Finish	Hours	Units	Comment
+	Mon 03/11/2025	Standard Rate					0.00	
+	Tue 04/11/2025	Standard Rate					0.00	
+	Wed 05/11/2025	Standard Rate					0.00	
+	Thu 06/11/2025	Standard Rate					0.00	
+	Fri 07/11/2025	Standard Rate					0.00	
+	Sat 08/11/2025	Standard Rate					0.00	
+	Sun 09/11/2025	Standard Rate					0.00	

<< Previous Period Next Period >>

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 contractorcarehk@argyllscott.com.hk for assistance if you need to then make any changes.

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 amendments 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!

Draft Timesheets

 **SEARCH OPTIONS**

Search:

Select Page

Deselect Page

Select All Pages

Select None

Choose Columns

id	Submit	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd C
2507654	<input checked="" type="checkbox"/>	Millard, Neil	LTD	ID-12345Test		T0	
2507656	<input checked="" type="checkbox"/>	Millard, Neil	LTD	ID-12345Test		T0	

Showing 1 to 2 of 2 timesheets - 2 rows selected

Submit

Print Report

Print Detail Report

CSV

Default CSV

Reset Columns

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 is not enabled, please contact us at contractorcarehk@argyllscott.com.hk.

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**.

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
Expenses	13/10/2025	Hotel	1	100.00	100.00	0%	0.00	100	USD	
Expenses		Description...	1			0%			USD	
		Description...							USD	
		Description...							USD	

You 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 contractorcarehk@argyllscott.com.hk

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 and you will need to contact contractorcarehk@argyllscott.com.hk 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**.

Add Row

Cancel

Save

PLACEMENT INFORMATION

Ref Code:

CL-123456-Test

Job Title:

Business Analyst

Job Description:

Date Placed:

16/09/2024

Start Date:

01/08/2024

End Date:

31/12/2025

EXPENSE CLAIM - 158855 - DRAFT

ID	Category	Receipt Date	Description
12563997	Expenses	13/10/2025	Hotel
12563998	Expenses	14/10/2025	Hotel

* Any currency conversion is approximate until the invoice(s) are generated or the item is exported

Edit

Submit