Welcome to the InTime Portal User Guide for Contractors
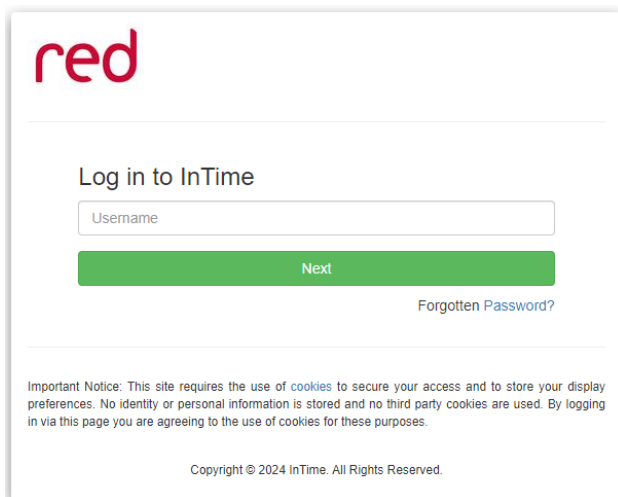
This portal offers:

- Submission and approval of your timesheets and expense claim forms (where applicable)
- Viewing of your placement details
- Viewing and reprinting of your invoices and remittance advice slips
- You can access on your mobile via the URL: https://tsportal.redglobal.com

Accessing InTime

When your online account has been activated, an automated email is sent to you with your username and the link to InTime.

Your password will follow is separate email.

When you click on the InTime link in the initial email the below login screen will appear.
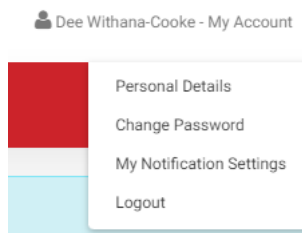

The navigation menu is located across the top of the page.

The menu bar options will include the following as shown above:

- 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.
- Pay: Provides ability to access invoices and credit notes.
- Profiles: This gives details of your placements and associated clients.

Intime Portal Guide for Contractors

👤 Dee Withana-Cooke - My Account

Personal Details

Change Password

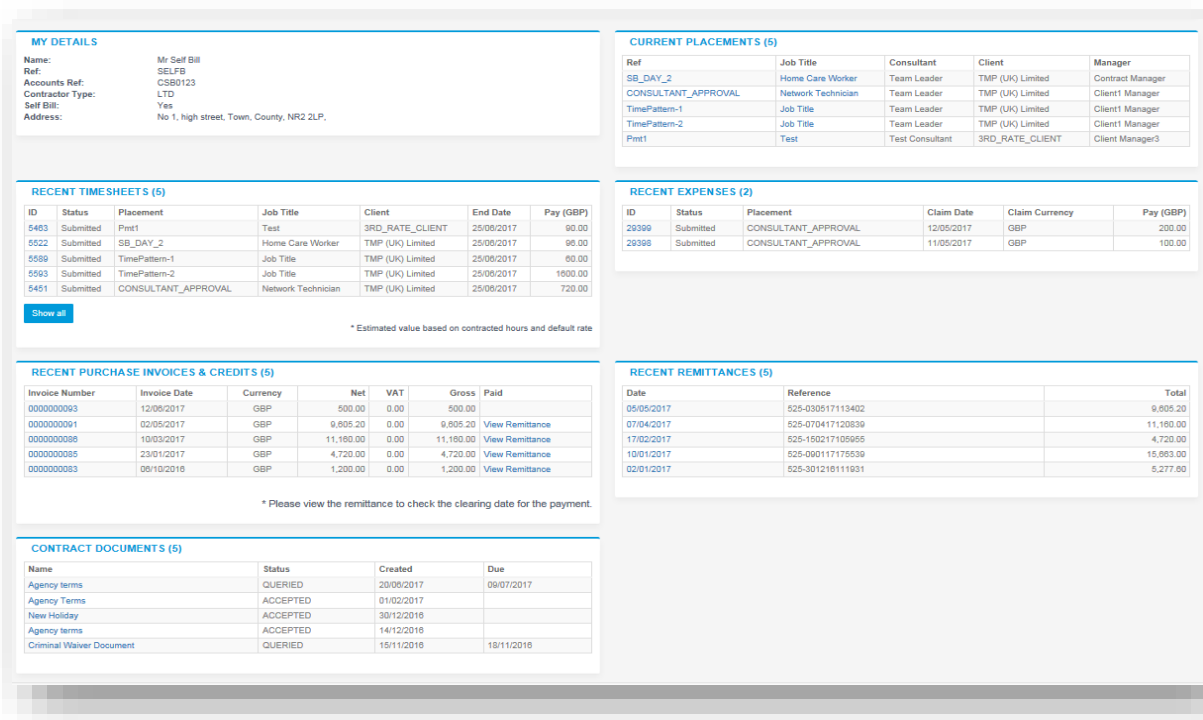My Notification Settings

Logout

In the top right-hand corner of your screen
- Your name – Click on this, options appear for you to:
  - ✓ Update your personal details.
  - ✓ Change password.
  - ✓ Request forms for holidays and address changes.
  - ✓ Exit InTime
- Bell Symbol – Advises you of notifications.
- Help – takes you to RSM's online documentation help bank.

Your dashboard

As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current placement information, timesheets and expenses that you can easily access directly from the dashboard.

MY DETAILS

Name:	Mr Self Bill
Ref:	SELFB
Accounts Ref:	CSB0123
Contractor Type:	LTD
Self Bill:	Yes
Address:	No 1, high street, Town, County, NR2 2LP,

CURRENT PLACEMENTS (5)

Ref	Job Title	Consultant	Client	Manager
SB_DAY_2	Home Care Worker	Team Leader	TMP (UK) Limited	Contract Manager
CONSULTANT_APPROVAL	Network Technician	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-1	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-2	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
Pmt1	Test	Test Consultant	3RD_RATE_CLIENT	Client Manager3

RECENT TIMESHEETS (5)

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP)
5463	Submitted	Pmt1	Test	3RD_RATE_CLIENT	25/06/2017	90.00
5522	Submitted	SB_DAY_2	Home Care Worker	TMP (UK) Limited	25/06/2017	96.00
5589	Submitted	TimePattern-1	Job Title	TMP (UK) Limited	25/06/2017	60.00
5593	Submitted	TimePattern-2	Job Title	TMP (UK) Limited	25/06/2017	1600.00
5451	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

Show all

*Estimated value based on contracted hours and default rate

RECENT EXPENSES (2)

ID	Status	Placement	Claim Date	Claim Currency	Pay (GBP)
29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

RECENT PURCHASE INVOICES & CREDITS (5)

Invoice Number	Invoice Date	Currency	Net	VAT	Gross	Paid
0000000093	12/06/2017	GBP	500.00	0.00	500.00	
0000000091	02/05/2017	GBP	9,805.20	0.00	9,805.20	View Remittance
0000000086	10/03/2017	GBP	11,160.00	0.00	11,160.00	View Remittance
0000000085	23/01/2017	GBP	4,720.00	0.00	4,720.00	View Remittance
0000000083	06/10/2016	GBP	1,200.00	0.00	1,200.00	View Remittance

* Please view the remittance to check the clearing date for the payment.

RECENT REMITTANCES (5)

Date	Reference	Total
05/05/2017	525-030517113402	9,805.20
07/04/2017	525-070417120839	11,160.00
17/02/2017	525-150217105955	4,720.00
10/01/2017	525-090117175539	15,663.00
02/01/2017	525-301216111931	5,277.60

CONTRACT DOCUMENTS (5)

Name	Status	Created	Due
Agency terms	QUERIED	20/06/2017	09/07/2017
Agency Terms	ACCEPTED	01/02/2017	
New Holiday	ACCEPTED	30/12/2016	
Agency terms	ACCEPTED	14/12/2016	
Criminal Waiver Document	QUERIED	15/11/2016	18/11/2016

- My Details: This section sets out the contact details we have for you as per your contract. If any of the details stored here are incorrect, please contact our Accounts team to have them corrected. Email: Accounts@redglobal.com with "**InTime**" in the subject.
- Recent Timesheets: This section will display all timesheets for your placement and will note their status. You can use this section to complete timesheets and to view submitted ones.
- Recent Expenses: This section will display all expense claims completed and will note their status.
- Recent Purchase Invoices & Credits: This section will display all invoices and credit notes raised against approved timesheets. You can click on the invoice / credit reference number to get the details of timesheets included on each invoice and to save pdf copies for your records.
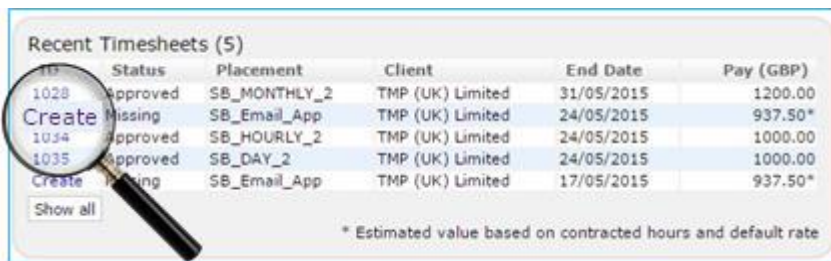
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- Recent Remittance: This section will display all remittance advice slips confirming payments made against the invoices / credits raised to date.
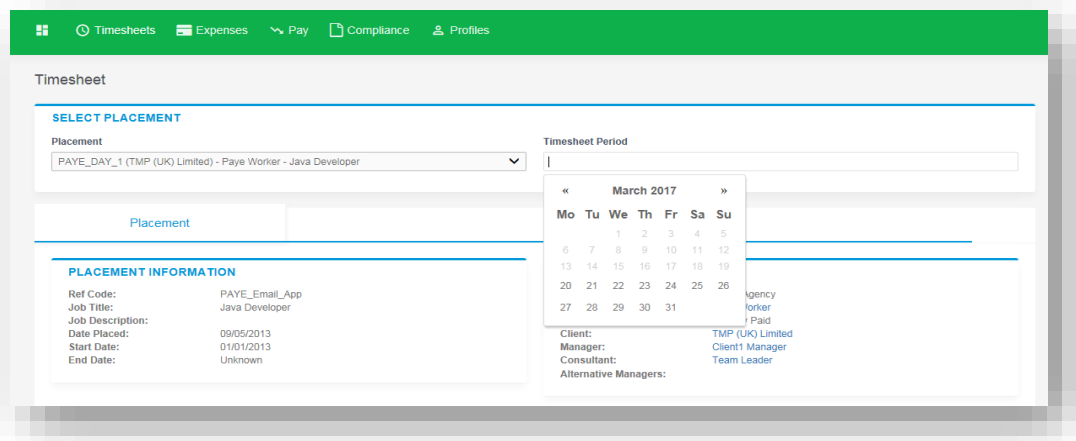
How do I create and submit a timesheet?

1. All missing timesheets are displayed in the Recent Timesheet tile on the above home page dashboard. If you click Create beside the period you wish to complete it will take you through to that timesheet for completion and submission.

2. Alternatively you can access timesheets through the menu bar at the top of the screen by selecting Timesheet > Create

3. In the Timesheet Period field, select a date that falls within the date range that you are entering your timesheet. For each day in the timesheet, fill in the appropriate details. The fields that you see will vary depending on how your placement has been set up; i.e. whether you on a daily rate or an hourly rate; whether you have the option to input overtime and weekend rates.

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Intime Portal Guide for Contractors

4. A typical timesheet might look like this:

Tip: If you fill in a row for one date, and you worked the same hours for the next day too, you can click the green **Copy Day** arrow at the end of the row to automatically fill the next row in with the same information.

5. 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.
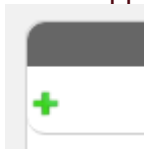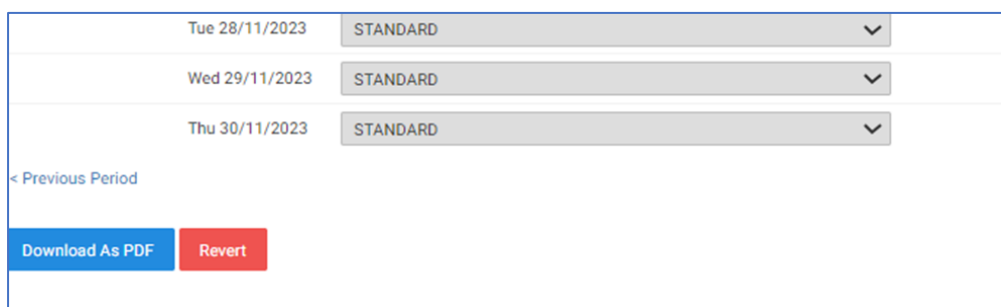

6. If you need to attach a paper version or image of your timesheet to your submission, use the Upload Paper section to browse for, and select the PDF from your computer.

7. You can click on Save As Draft to store the timesheet which will allow you to return to this information to edit. This is advisable if you wish to update your timesheet on a weekly basis and submit at the end of the month for approval.

8. Once you have submitted a timesheet for approval, your primary approver will receive an email notification requesting they approve your timesheet. If your primary approver is on leave, please notify your secondary approver to log in and approve your timesheet. Secondary approvers do not receive any notifications therefore please ensure you let them know. If you are unsure who your secondary approver is, please contact our payroll team who will be able to help you.

9. If the approver does not approve within 5 days the timesheet will be automatically rejected by the system and you will receive notification.   Please resubmit the timesheet and chase your Manager to sign off.

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How do I edit a timesheet?

You can edit a saved timesheet up until the point it has been submitted. Locate the timesheet using one of the options from the Timesheet menu, e.g. Timesheet > Drafts or Timesheet > Search. Click on the timesheet number to open the edit page.

If you have submitted your timesheet and it has not yet been approved, follow the process above and then click the Revert Button at the bottom of the timesheet or ask your manager to reject it.

Tue 28/11/2023	STANDARD	⌄
Wed 29/11/2023	STANDARD	⌄
Thu 30/11/2023	STANDARD	⌄

< Previous Period

Download As PDF **Revert**

Please Note:
An email will have already gone to your authorising manager to alert them to a timesheet for approval so please let them know.

My line manager is unable to authorise my timesheets online or I require a manual approval?

If your line manager is having difficulty accessing your timesheet to approve it, please contact the Accounts team who can advise. Email: Accounts@redglobal.com Detailing "Intime" in the Subject.

==Alternatively you can provide your line manager with Accounts in cc with a PDF copy of the timesheet requesting approval.== (need to check with Vin & Marta whether this is worthwhile because it would mean switching on timesheet email approval settings; creating another mailbox and ensuring all the rules are adhered to for it which could be messy – eg approving manager using a different email address; Con is the problem faced if the email doesn't get through client firewalls)

If you need to amend your timesheet after it has been approved, please contact Accounts to put it back in your drafts.

Email: Accounts@redglobal.com Detailing "**Intime**" in the Subject.

How do I create and submit an expense claim?

If it has been agreed in writing within your contract or by your line manager that you are allowed to submit expenses, you can submit expenses claims online when submitting your timesheet or independently.

To complete an expense claim, either:
  a) Create and submit a timesheet (or search for a previously submitted timesheet), then, on the Timesheet screen, click Related Expenses; or
  b) From the menu bar, select Expenses>Claim

Intime Portal Guide for Contractors

The 'Create Expense Claim' page is displayed.

The unshaded, white fields are the fields into which you can enter information. The values in the shaded fields are are automatically calculated, based upon the expense category that you select:

Tip: You can add some additional information to the top of the screen using custom text to provide information about your expense claim policy for example. The custom text type to select in the drop-down is *Web Entry Expenses*.

Select the correct type of expense and description from the provided dropdowns. Once you have filled in all the required fields hit save. You will then get a summary of your expenses. If you need to edit your claim please click the Edit button option. Once you have finished your claim, click Submit.

The fields on this screen are described in the following table:

Field	Description
Category	Choose Expenses or Mileage.
Receipt Date	The date for which the expense type is being claimed. You can only select a date within the time period for which you are claiming

Intime Portal Guide for Contractors

Field	Description
Description	Description of your expense, i.e. mileage to Derby and return for meeting at z office. The fields that you can enter information into will depend upon the category that you have chosen. For example, if you choose the Category called 'mileage', you need to populate the Unit Net Rate with the mileage rate per mile that your client pays. You would then enter the number of miles that are actually being claimed in the Units field. For non mileage claims populate the gross field with the amount
Gross	The total amount being claimed including VAT/sales tax. Note that if your expenses include VAT the net value can only be included if you are VAT registered.
Currency	The currency in which the expense was incurred.
Receipt	Please upload a copy of the receipt in pdf format.
Copy	This will duplicate the information in the current row to the row below. In the new row, you will still need to select the receipt date.
Remove	Remove the information in the current field.
Unit Net Rate	The rate at which the units are claimed (for example, the mileage rate; or the overall cost of the unit being claimed, such as a sandwich or a bottle of drink).
Units	The number of items claimed, such as items of food; or the number of miles claimed.

- To attach a scanned version of a paper copy to the expense claim, use the Paper Upload section to browse for, and select, a pdf file from your computer.
- To save your expenses claim, click **Save**.
- A summary of the draft expenses claim is displayed. You can still edit the claim by clicking **Edit**.
- You can also access the draft expenses claim from the menu bar, by selecting **Expenses>Drafts**
- When you are ready to submit the draft claim for approval, click **Submit**. The expense items are submitted for approval.

If you have any further queries, please do not hesitate to contact us.
Email: Accounts@redglobal.com with "InTime" detailed in the Subject.

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