Welcome to the InTime Portal User Guide
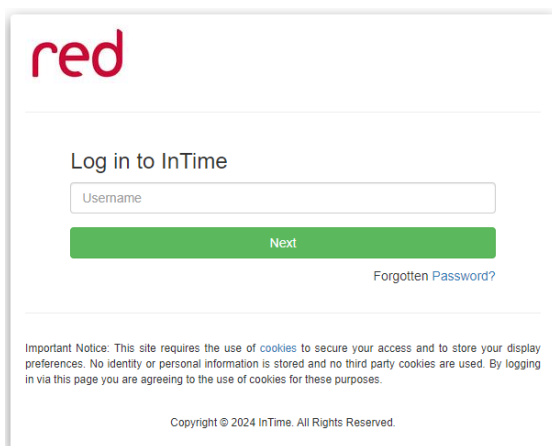
This portal offers:

- Submission and approval of your timesheets and expense claim forms (where applicable)
- Viewing placement details for the contractors working for you
- 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.
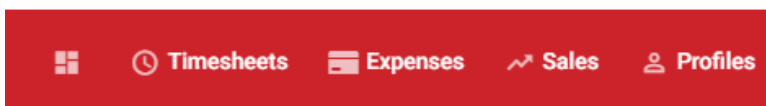
The navigation menu is located across the top of the page.

How do I approve a contractor's timesheets?

1.   There are two methods for seeing the timesheets that are awaiting your approval:

Your InTime home page dashboard contains a tile informing you of the number of timesheets that require authorisation. Click the tile to view the timesheets.

Or;
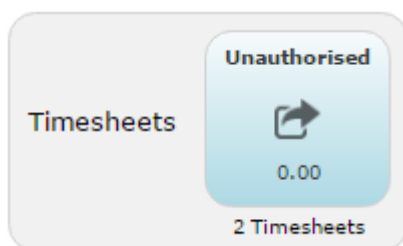
From the menu bar, click Timesheets > Authorise.
If there are timesheets awaiting authorisation, the Authorise link in the drop down menu is in bold and the number of timesheets awaiting authorisation is displayed in brackets to the side.
Selecting 'Authorise' from the drop down menu will take you to the timesheets awaiting approval.

2. To select the timesheets you wish to approve, simply tick the box beside each timesheet or click 'Authorise' on the column header to add a tick beside all of the timesheets on view.

| Home | Timesheets ▾ | Expenses ▾ | Invoicing ▾ | Profiles ▾ | My D |

Authorise Timesheets

[   ] [Search]

< prev   1   next >   2 total records   [20 ▾]

id	Authorise	PO Number	PO Required	Worker
9460	☑		No	Chappel, Sally
9461	☐		No	Thomas, Michael

< prev   1   next >   2 total records   [20 ▾]

Password: [   ]

[Approve] [Print Report] [Print Detail Report] [CSV]

3. Once the timesheets have been selected, complete the Password field at the bottom of the screen with the same password you used to login.
4. Click Approve. The timesheets are now approved and will be removed from the list of timesheets awaiting approval.

How do I approve a contractor's expenses?

The process for approving a contractor's expenses is similar to that of approving timesheets.

1.   There are two methods for seeing the expense items that are awaiting your approval.

Either:

Your InTime home page dashboard contains a tile informing you of the number of expense items that require authorisation. Click the tile to view the expense items.

Expenses

Unauthorised

0.00

3 Expenses

red

Or;
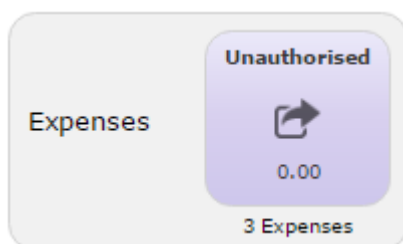
From the menu bar, click **Expenses > Authorise**.

If there are expenses awaiting authorisation, the **Authorise** link in the drop-down menu is in bold and the number of expenses awaiting authorisation is displayed in brackets to the side.

Selecting 'Authorise' from the drop-down menu will take you to the expenses awaiting approval.

2. To view the items included within each expense claim, click the expense ID number. This will bring you to a new screen which will display the full detail of the expense claim.

Authorise Expense Sheets

Approve	Items	id	Worker	Placement	Receipt Date	Description
☐	5	465	Sally Chappel	000111	26/04/2015	
☐	5	466	Michael Thomas	0004444	26/04/2015	
	10					

< prev   1   next >   2 total records

Password: [   ]   Rejection Reason: [   ]

[Approve] [Reject] [Print Report] [CSV]

* Amounts shown in currencies other than claim currency are indicative and have been c

Expense Claim

Expenses   Approvals   History

Expense Claim 465 - Mrs Sally Chappel   **Submitted**
Client: Universe Computing   Placement: 000111   Period: 20/4/15 - 26/4/15

Select All	ID	Category	Receipt Date	Description	Unit	Unit Net	Charge Net
☐	87352	Mileage	20/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
			Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel				No Receipt
☐	87353	Mileage	21/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
			Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel				No Receipt
☐	87354	Mileage	22/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
			Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel				No Receipt
☐	87355	Mileage	23/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
			Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel				No Receipt
☐	87356	Mileage	24/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
			Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel				No Receipt
							63.75

Password: [   ]   Reject Reason: [   ]

[Approve] [Reject]

3. You can approve the expenses either on the screen at point 2 by completing the password field at the bottom of the screen, or alternatively you can return to the **Authorise** screen at point 1 and select the expenses you wish to approve, in the 'approve' column put a tick in the box beside each expense, then complete the **Password** field at the bottom of the screen with the same password you used to login.

If you have any further queries, please do not hesitate to contact us.

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