

APPROVAL GUIDE

Welcome to the InTime Portal.

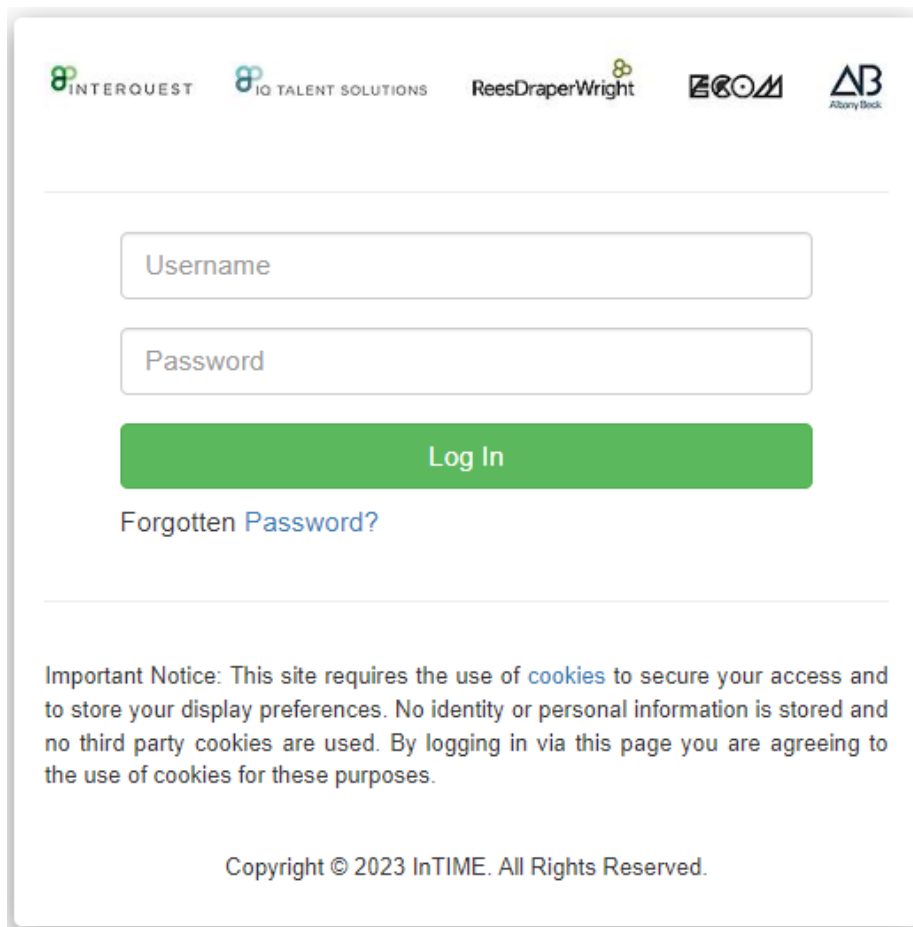
This portal offers:

- Viewing and approval of your contractors timesheets and expenses
- Viewing placement details for the contractors working for you
- You can also login on a mobile using the URL - <https://timesheets.interquestgroup.com>

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

Your password will follow in a separate email.

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



The screenshot shows the InTime login interface. At the top, there are five logos: INTERQUEST, IQ TALENT SOLUTIONS, ReesDraperWright, ECOM, and AB Albany Bank. Below the logos is a horizontal line. Underneath the line are two input fields: 'Username' and 'Password'. Below these fields is a green 'Log In' button. Under the button is a link for 'Forgotten Password?'. At the bottom of the page, there is an 'Important Notice' section and a copyright notice.

INTERQUEST IQ TALENT SOLUTIONS ReesDraperWright ECOM AB Albany Bank

Username

Password

Log In

[Forgotten Password?](#)

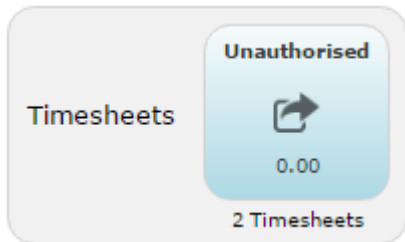
Important Notice: This site requires the use of [cookies](#) to secure your access and to store your display preferences. No identity or personal information is stored and no third party cookies are used. By logging in via this page you are agreeing to the use of cookies for these purposes.

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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.

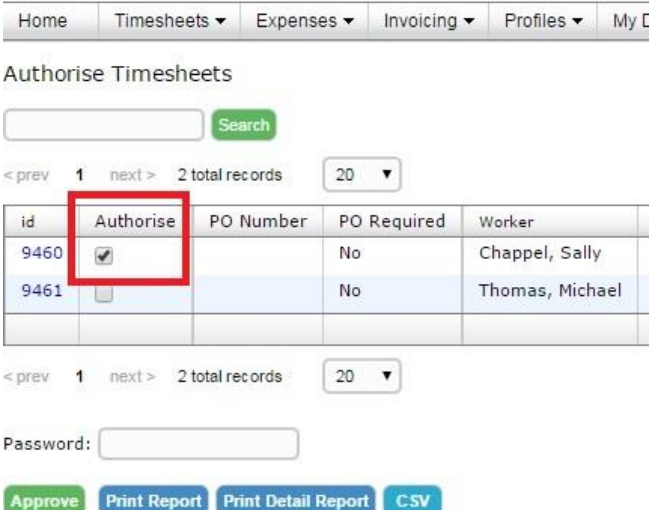


Or;

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



The screenshot shows the 'Authorise Timesheets' page. At the top, there is a navigation bar with 'Home', 'Timesheets', 'Expenses', 'Invoicing', 'Profiles', and 'My C'. Below this is a search bar with a 'Search' button. The main content area shows a table with 2 total records. The table has columns for 'id', 'Authorise', 'PO Number', 'PO Required', and 'Worker'. The 'Authorise' column header is highlighted with a red box. The table contains two rows: one for '9460' with a checked checkbox and 'Chappel, Sally' as the worker, and one for '9461' with an unchecked checkbox and 'Thomas, Michael' as the worker. Below the table, there is a 'Password:' field and four buttons: 'Approve', 'Print Report', 'Print Detail Report', and 'CSV'.

id	Authorise	PO Number	PO Required	Worker
9460	<input checked="" type="checkbox"/>		No	Chappel, Sally
9461	<input type="checkbox"/>		No	Thomas, Michael

How do I approve a contractor's timesheets?

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.

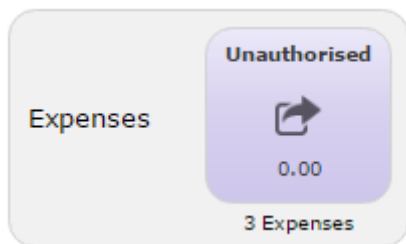
How do I approve a contractor's expenses?

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;



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.

How do I approve a contractor's expenses?

- 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

< prev 1 next > 2 total records

Approve	Items	id	Worker	Placement	Receipt Date	Description
<input type="checkbox"/>	5	465	Sally Chappel	000111	26/04/2015	
<input type="checkbox"/>	5	466	Michael Thomas	0004444	26/04/2015	
	10					

< prev 1 next > 2 total records

Password: Rejection Reason:

* 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	ID	Category	Receipt Date	Description	Unit	Unit Net	Charge Net
<input type="checkbox"/>	87352	Mileage	20/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
							<i>No Receipt</i>
<i>Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel</i>							
<input type="checkbox"/>	87353	Mileage	21/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
							<i>No Receipt</i>
<i>Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel</i>							
<input type="checkbox"/>	87354	Mileage	22/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
							<i>No Receipt</i>
<i>Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel</i>							
<input type="checkbox"/>	87355	Mileage	23/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
							<i>No Receipt</i>
<i>Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel</i>							
<input type="checkbox"/>	87356	Mileage	24/04/2015	Travel to client site	30	0.43 GBP	12.75 GBP
							<i>No Receipt</i>
<i>Submitted on 01/05/2015 10:37:34 by Mrs Sally Chappel</i>							
							63.75

Password: Rejection Reason:

How do I approve a contractor's expenses?

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.

Payroll Team Email:

ALL-PAY_BILL@interquestgroup.com