CONTRACTOR GUIDE

Welcome to the InTime Portal.

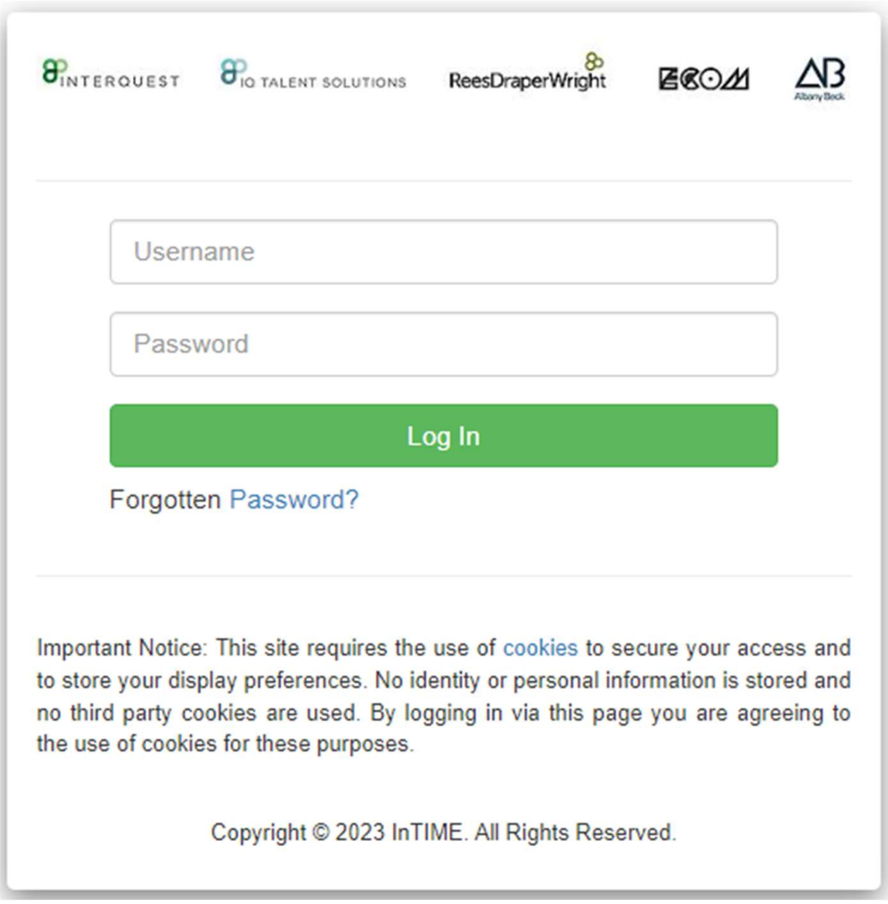
This portal offers:

- 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 UR: https://timesheets.interquestgroup.com

When your online 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.

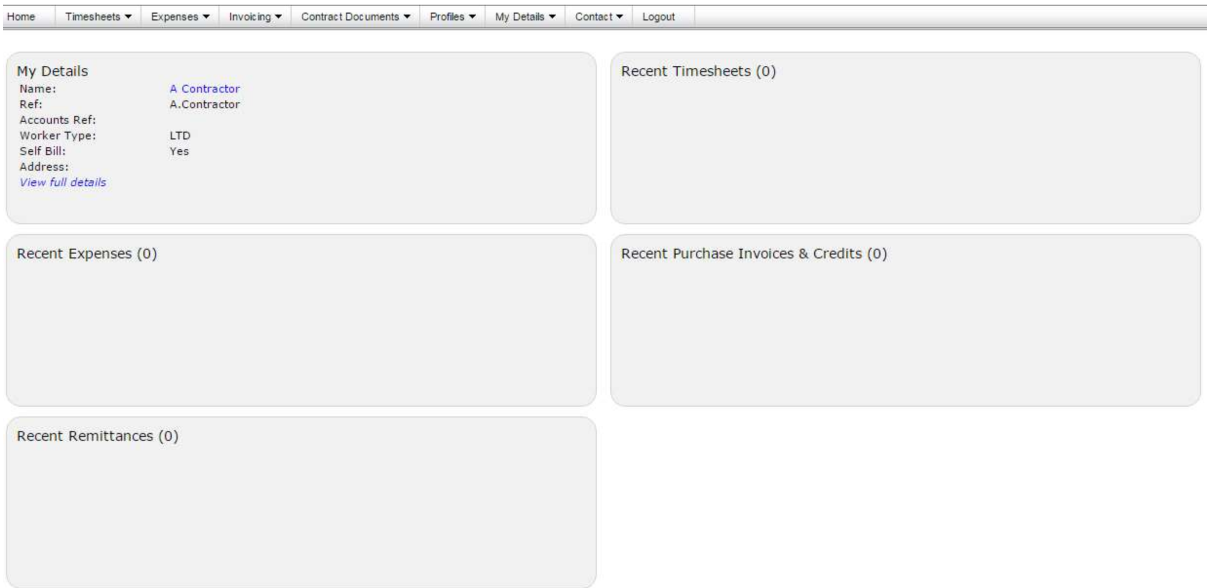
When you click on the Intime link in the initial email the below login screen will appear.



CONTRACTOR GUIDE

When you login you are taken to your home page.

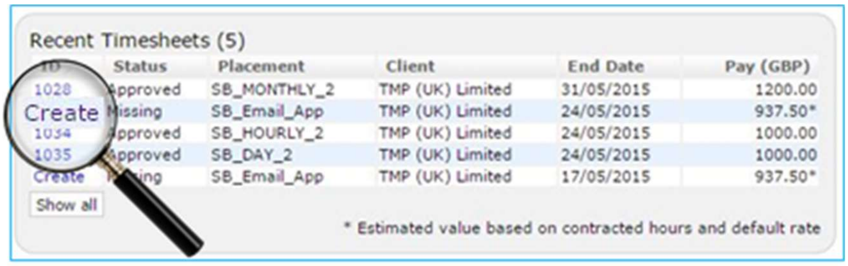
The home page displays your placement details through a number of separate tiles, these are:



- 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 payroll team to have them corrected. Email: **ALL-PAY_BILL@interquestgroup.com**
- 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 also 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 also to save pdf copies for your records.
- 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.



Recent Timesheets (5)

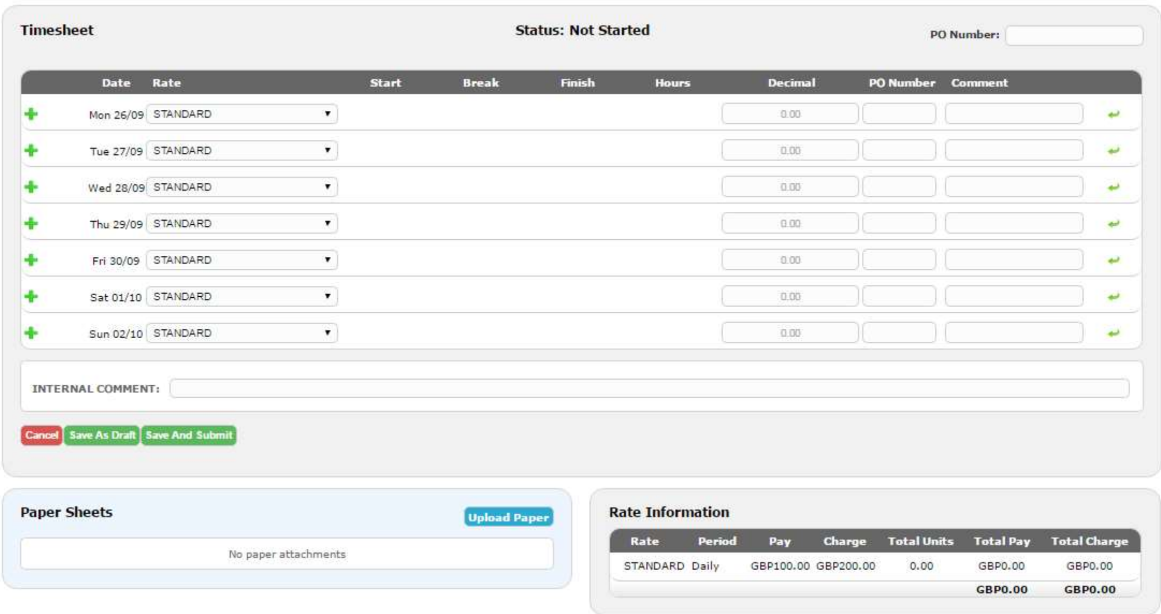
ID	Status	Placement	Client	End Date	Pay (GBP)
1028	Approved	SB_MONTHLY_2	TMP (UK) Limited	31/05/2015	1200.00
Create	Missing	SB_Email_App	TMP (UK) Limited	24/05/2015	937.50*
1034	Approved	SB_HOURLY_2	TMP (UK) Limited	24/05/2015	1000.00
1035	Approved	SB_DAY_2	TMP (UK) Limited	24/05/2015	1000.00
Create	Missing	SB_Email_App	TMP (UK) Limited	17/05/2015	937.50*

Show all

* Estimated value based on contracted hours and default rate

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 (STANDARD) or an hourly rate (STANDARDH); whether you have the option to input overtime and weekend rates.

4. A typical timesheet might look like this:

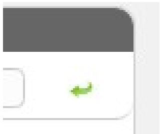


How do I create and submit a timesheet?

The fields are explained in the following table:

Field	Applicable When	Description
Rate	Always	Select your contracted rate from the list: for example, *Day Rate – STANDARD, Hourly Rate - STANDARDH* or an Overtime Rate. The totals for each rate are displayed in the Rate Information area at the bottom-right of the screen.
Hours	Rate is set to STANDARDH	If you are paid hourly and have the STANDARDH description in the Rate Box enter the number of hours, excluding lunch break, that you have worked each day.
Decimal	Rate is set to STANDARD	If you are paid on a day rate, you can enter either '*1*' if you worked a full day, or '*0.5*' if you worked for half a day, or @0.25@ if you worked a quarter of a day.

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.



Tip: Click on the green add sign at the start of each row to add extra lines for hours worked at different rates.

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

6. You can click **Save as Draft** at any point while filling out your timesheet. When you wish to finalise it, select **Timesheet > Drafts** from the menu at the top of the page, complete the remaining information and once completed click **Save and Submit.** The timesheet will then have the status *Submitted*.

7. 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.

   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.

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.

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.

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

Email: ALL-PAY_BILL@interquestgroup.com

How do I download a copy of my timesheet?

You can download a submitted timesheet by clicking the **Download as PDF** button at the bottom of the timesheet page.

INTERQUEST

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 payroll team who can advise. Email: ALL-PAY_BILL@interquestgroup.com

How do I create and submit an expense claim?

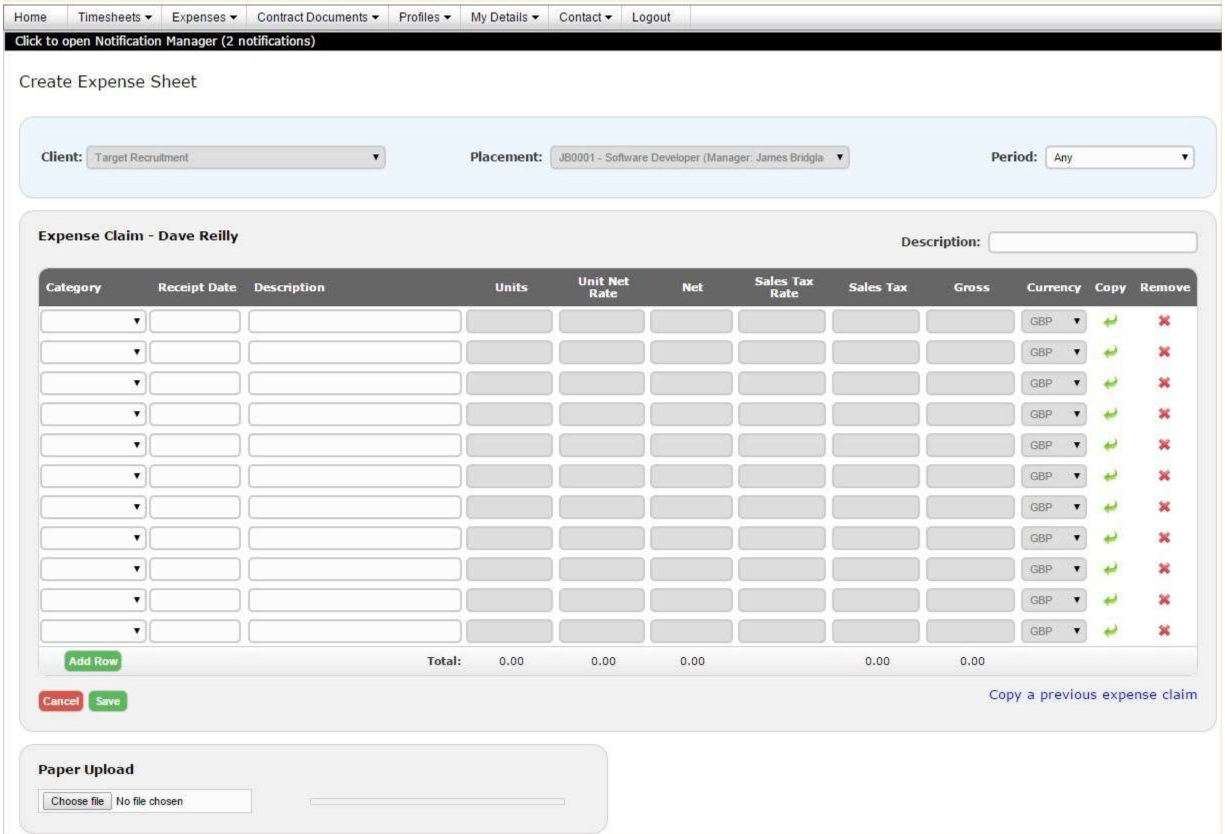
If it has been agreed in writing within your contract or by your line manager that you are allowed to submit expenses, you can either submit expenses claims on line when submitting your timesheet or independently.

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**

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*

How do I create and submit an expense claim?

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
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

Field	Description
	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.
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.

INTERQUEST

- 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: ALL-PAY_BILL@interquestgroup.com