

# TIMESHEET SYSTEM

Powered by InTime

**INTIME**

**Consultant Guide**

**D** DANOS  
GROUP



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# Your Self-Service Portal

In addition to submitting timesheets and expenses, you have access to the following functions:

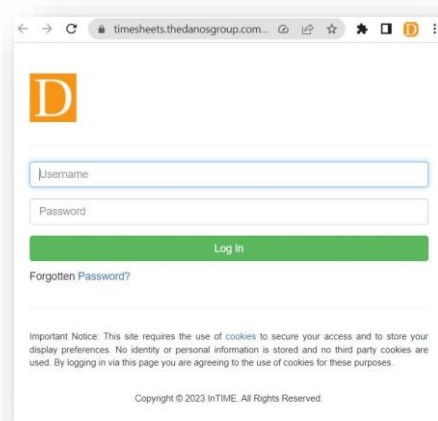
- All placement information including related contract documentation, information requests and AWR status.
- Your profile information, including the ability to update your personal information.
- Reporting of historical placement data.
- Viewing individual timesheet history.
- Action agency information requests, acceptance of contract and compliance documentation and/or submit queries using the comments feature.
- Viewing and printing payslips, self-bill invoices or advice notes and remittances.
- If you are a Limited Company consultant, the uploading of your supplier invoices against advice notes.

## Accessing InTime

To get started with InTime, you will receive two emails from the system, these will include your username and password - use these to login using the URL provided - <https://timesheets.thedanosgroup.com/>

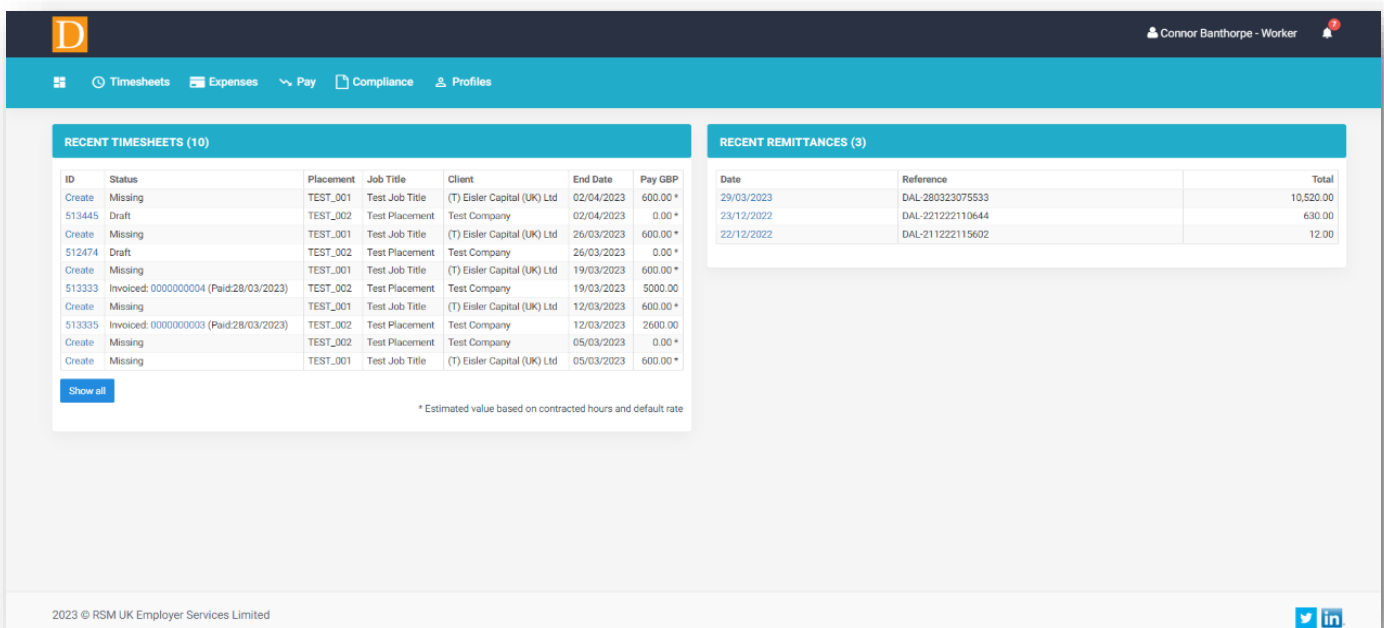
If you have not received the emails, please check your SPAM and Junk folders before contacting the Danos Group Administrator.

If you forget your password, you can reset the password by using the "forgotten password" link on the login page.



## Your Homepage

Once you have logged in you will be presented with the main InTime homepage.

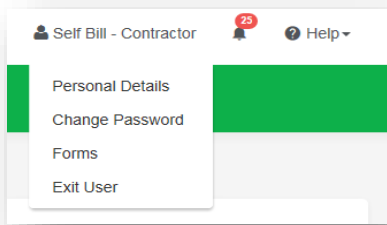




The navigation menu is located across the top of the page.

The menu bar options 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.
- Pay – provides ability to access invoices and credit notes.
- Compliance – to facilitate information requests and submit documentation.
- Profiles – this gives details of your placements and associated clients.



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.

## 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, expenses, and contract documentation 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
Print1	Test	Test Consultant	3RD_RATE_CLIENT	Client Manager3

### RECENT TIMESHEETS (5)

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP)
5453	Submitted	Print1	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
0000000003	12/05/2017	GBP	500.00	0.00	500.00	
0000000091	02/05/2017	GBP	9,805.20	0.00	9,805.20	<a href="#">View Remittance</a>
0000000086	10/03/2017	GBP	11,160.00	0.00	11,160.00	<a href="#">View Remittance</a>
0000000085	23/01/2017	GBP	4,720.00	0.00	4,720.00	<a href="#">View Remittance</a>
0000000083	08/10/2016	GBP	1,200.00	0.00	1,200.00	<a href="#">View Remittance</a>

\* 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	525-150217105655	4,720.00
10/01/2017	525-090117175539	15,963.00
02/01/2017	525-301216111931	5,277.60

### CONTRACT DOCUMENTS (5)

Name	Status	Created	Due
Agency Terms	QUERIED	20/05/2017	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

## Timesheet And Expense Basics

### Statuses of timesheets and expense claims explained:

**Missing:** Timesheets that should be received during a specified date range but have not yet been created.

**Draft:** Saved but not yet submitted. There are no draft expenses.

**Submitted:** Created and submitted for approval. Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.

**Approved:** Approved by your manager for payment.

**Rejected:** Rejected by your manager. This is usually because of incorrect hours or expense lines. The manager may have provided a comment as to why the timesheet or expenses was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting. Expenses can be edited via the expenses Rejected menu option.

## Entering Your Timesheet

To begin, hover over Timesheets from the main menu bar at the top of the screen and select Create. You will then be prompted to select the placement from the drop-down box to enter time against, as well as the week ending date. You can use the provided calendar popup to help you select the correct date.

The screenshot shows the 'Timesheet' creation interface. At the top, there is a green navigation bar with icons for Timesheets, Expenses, Pay, Compliance, and Profiles. The main content area is titled 'Timesheet' and contains a 'SELECT PLACEMENT' section. This section includes a 'Placement' dropdown menu currently set to 'PAYE\_DAY\_1 (TMP (UK) Limited) - Paye Worker - Java Developer'. Below the dropdown is a 'Placement' field. To the right of the placement section is a 'Timesheet Period' section with a calendar popup for March 2017. The calendar shows dates from 1 to 31. Below the calendar is a 'PLACEMENT INFORMATION' section with fields for Ref Code, Job Title, Job Description, Date Placed, Start Date, and End Date. To the right of the calendar is a 'Client' section with fields for Client, Manager, Consultant, and Alternative Managers.

After selecting the period, you will be presented with a blank timesheet form similar to the screen shot shown below: Enter Hours/Units/Time as applicable for the period selected. The basic rate is selected by default here, so you can start entering your time for each of the days. The total hours (or hours claimed) are calculated automatically.

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.

**TIMESHEET - NOT STARTED**

	Date	Rate	Start	Break	Finish	Hours	Units	PO	Comment
+	Mon 20/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Tue 21/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Wed 22/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Thu 23/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Fri 24/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Sat 25/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
+	Sun 26/03	Basic					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

You can click on Save As Draft to store the timesheet which will allow you to return to this information to edit.

Once you have completed your timesheet click on the Save And Submit button, your timesheet will be sent to your Manager for approval. Please note: *You will not be able to make any further edits once the timesheet has been submitted for approval.*

## Draft Timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu, or from your dashboard. You will then be taken to the timesheet form described in the Entering your timesheet section. Please refer to these instructions to edit and submit your draft timesheet.

If you have multiple draft timesheets you wish to submit for approval, tick the box in the Submit column against the applicable timesheet and click on Submit. If you need to access a specific timesheet, click on the number in the ID column to view, edit, or submit.

**Draft Timesheets**

Search:

Show  entries

id	Submit	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet Start	Payroll/Freque
1675	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						
1676	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						
4504	<input type="checkbox"/>	Worker, Paye	PAYE	PAYE1						

Showing 1 to 3 of 3 entries

## Submitted Timesheets

If you need to check the status of your submitted timesheets, you can use your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu.

By clicking the timesheet ID you can also see a detailed view of that timesheet. Note that you can only modify rejected timesheets.

## Entering Your Expenses

Go to the expense's menu at the top of the screen and hit create, you will then be prompted to select the client and placement you wish to claim against. You will now be presented with a blank expense claim form.

**EXPENSE CLAIM**

Description

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload
	dd/mm/yyyy	Description...							GBP	Upload

Total: 0.00 0.00 0.00 0.00 0.00

Buttons: Add Row, Cancel, Save, Copy a previous expense claim

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.

View Expenses

Placement Approvals History

**PLACEMENT INFORMATION**

Ref Code: CONSULTANT\_APPROVAL  
 Job Title: Network Technician  
 Job Description: add NARRATIVE \*\*\*\*\*  
 Date Placed: 2016-06-09  
 Start Date: 2015-05-01  
 End Date: 4321-11-11

**PARTICIPANTS**

Agency: Demo Agency  
 Contractor: Mr Self Bill  
 Client: TMP (UK) Limited  
 Manager: Mr Client1 Manager  
 Consultant: Team Leader

Additional Details

**EXPENSE CLAIM - 955 - DRAFT** PERIOD: 12/6/17 - 18/6/17

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
32821	Hotel	13/06/2017	hotel	1	100.00	100.00	0%	0.00	100.00GBP	100.00GBP
				1	100.00	100.00		0.00	100.00	100.00

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

Buttons: Edit, Submit

## Submitted Expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised, Approved or Rejected on the Expenses menu.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense. Note that you will only be able to modify rejected expense claims.

## Invoice And Billing

If you are a Limited Company consultant and don't have a self-bill agreement in place, you will receive an Advice Note from the agency. The advice note will contain all the details needed to create an invoice. Typically, it will contain timesheet details and expense claims.

From the menu bar, select Pay and then List Advice Note.

The screenshot shows the 'Search Advice Notes' interface. It features a search bar at the top and several filter sections. The 'Main' section is active. Below it, there are search fields for Client, Worker, Consultant, Manager, and Provider. There are also dropdown menus for Sent Status, Paid Status, Exported Status, Perm Invoice, Credited Status, and Supplier Invoice Status. A 'Search' button and a 'Reset All' button are located at the bottom of the filter section.

Use the filters to search for advice notes waiting for you to create an invoice against. For example, by leaving the filters at their defaults and selecting Search, the system will return all advice notes; or you could search for just the advice notes that do not have an uploaded invoice against them by selecting Supplier Invoice status: Not Uploaded.

In the list of advice notes, scroll along until you see the invoice document column click Upload to upload an invoice to match the advice note.

The screenshot shows a table of advice notes. The table has columns for Invoice Number, Invoice Sales Tax Code, Invoice Sales Tax Rate, Invoice Sales Tax, Invoice Paid, Invoice Document, and Primary Recipient. The 'Invoice Document' column contains an 'Upload' button for each row. The 'Primary Recipient' column shows the email address 'Email:Advice unknown:demo@a'. Below the table, there are buttons for 'Download As Zip', 'Print Selected', 'Report', 'CSV', and 'Download Schedule'. The table also shows 'Showing 1 to 2 of 2 entries - 0 rows selected' and a pagination control with 'Previous', '1', and 'Next' buttons.



Supplier Invoice

**ADVICE NOTE**

Advice Note Number	Sender	Consolidated By	Consolidated Entity	Advice Note Date	Uploaded Date
000000066		worker	Advice Note	03/05/2017	N/A
Net	Currency	Recipient			
2000.00	GBP	Advice			

**SUPPLIER INVOICE**

Invoice Number	Invoice Date	Net	Sales Tax Code	Sales Tax Rate	Sales Tax Amount
<input type="text"/>	26/6/2017	2000.00	T0 (None)	0.0%	0.00
Description	Accepted	Paid	Upload Date		
<input type="text"/>			26/6/2017		

Invoice File

Upload New File

- In the Your Invoice Number field, enter your own invoice reference.
- In the Your Invoice Date field, set the date of your invoice.
- The Net field is pre-populated with the amount from the advice note.
- The Sales Tax Code field is pre-populated with the information from the placement.
- The Sales Tax Amount is pre-populated based on the Net and Sales Tax Code fields.
- If required, enter a description for the invoice.
- Click Upload to search for the invoice on your computer click open and it will automatically upload.
- When the file is uploaded, a purple line appears across the screen.
- Click Save and the Invoice details are saved.

## Contract Documents

If dashboards are enabled within the agency client portal, contract documents and information requests can be viewed by clicking the relevant item within the contract documents activity dashboard. Alternatively, you can use the Compliance option on the menu bar. To view your assigned documents, click view in the last column of the document list.

To accept the document, click on the reference which will direct you to an actions area where you can change the status. Click Confirm Action to accept the document and submit a file.

Contract Documents

Current Documents

Show 10 entries

Accept	Reference	Name	Version	Location	Created By	For Attention Of	Pre-Acceptance Required	Status	Created Date	Accepted Date	Accepted By	Due Date	Expiry Date	View
	2322	agt	1	Placement: PAYE_Email_App	Charles Harrington	Paye Worker		Accepted	15/09/2015	02/06/2016	Paye Worker			View
	emp1	emp contract	1	Placement: test ronne	Charles Harrington	Paye Worker		Accepted	14/03/2017	14/03/2017	Paye Worker			View
	p45	p45	1	Placement: PAYE_DAY_1	Charles Harrington	Paye Worker		Information Request	07/04/2017			14/04/2017		
	test456	test456	1	Placement: PAYE_DAY_1	Charles Harrington	Paye Worker		Information Provided	07/04/2017			14/04/2017		View
	pass port	pp2	1	Placement: PAYE_DAY_1	Charles Harrington	Paye Worker		Accepted	03/05/2017	03/05/2017	Charles Harrington		27/01/2018	View

Showing 1 to 5 of 5 entries

**ACTIONS**

Add a comment

New Status Actions:

**Confirm Action**

Expiry Date

Upload requested document

## Viewing Profile Information

There are two types of profile information available, they are:

- Select Clients from the Profiles menu, this provides details relating to all clients who you are assigned to.
- Select Placements from the Profiles menu, this will provide you a list of all active placements that you are responsible for. You can obtain more information relating to the placement by clicking on details report. This will show all details such as the agency, Worker, Manager and Consultant associated with the placement as well as any reference codes, start and finish dates, job descriptions and contract documents.