TIMESHEET SYSTEM

Powered by InTime

INTIME

Manager Guide

DANOS GROUP

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Your Self-Service Portal

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

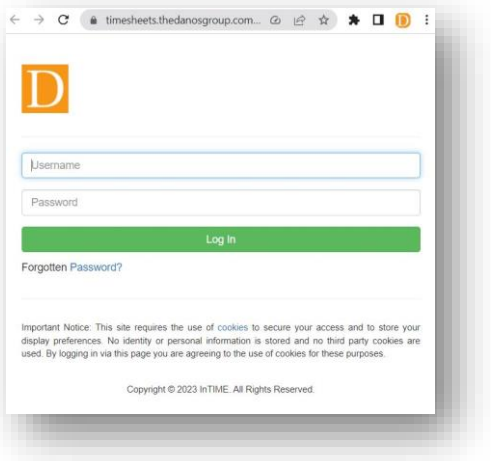
- View and print sales invoices or credit notes.
- Access to summary information of your consultants.
- Action agency information requests, acceptance of contract and compliance documentation and/or submit queries using the comments feature.

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/

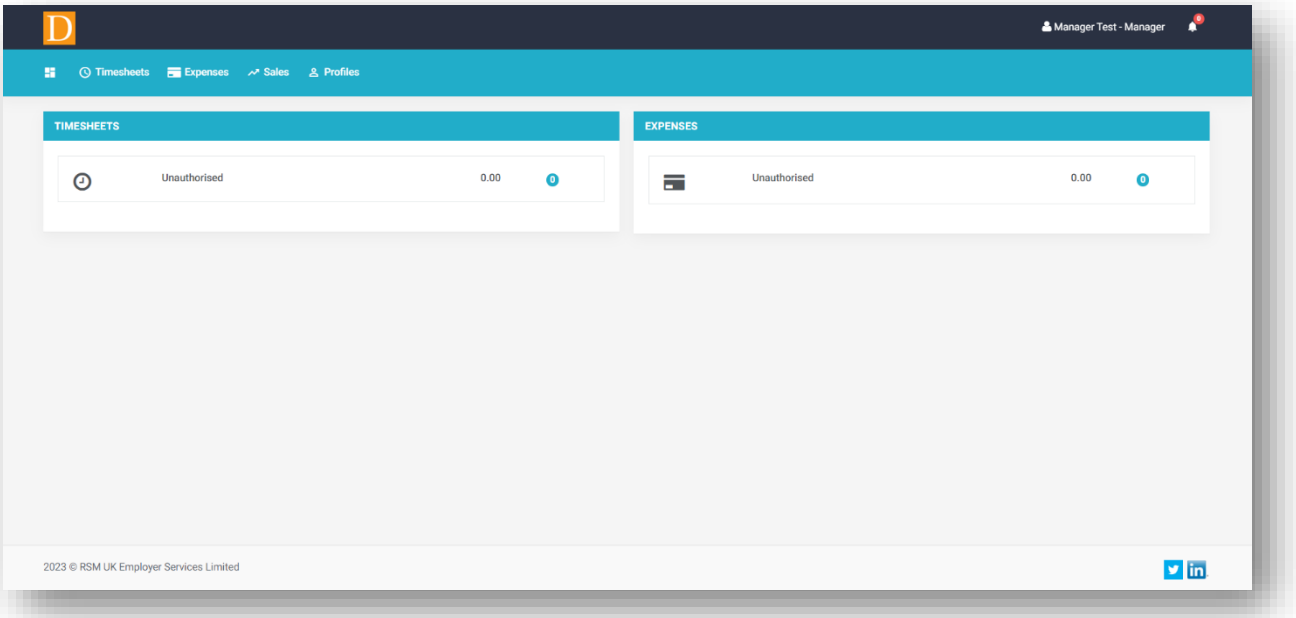
If you have not received the emails, please check your SPAM and Junk folders before contacting the Danos Group Administrator.

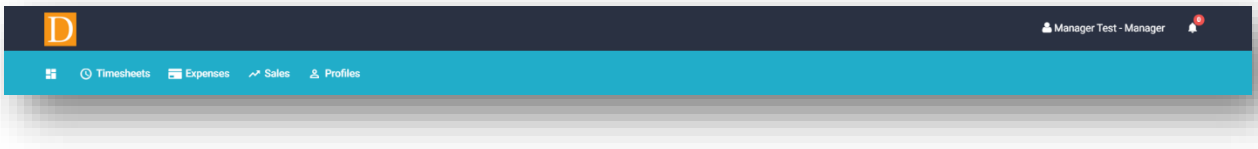
If you forget your password, you can reset the password by using the "forgotten password" link on the login page.



Your Homepage

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

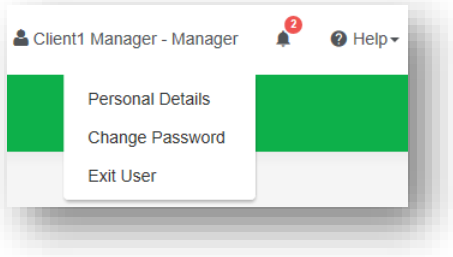




The navigation menu is located across the top of the page.

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

- A multi square icon – taking you back to your homepage.
- Timesheets – provides access to unauthorised, historic approved and rejected timesheets and a timesheet search function.
- Expenses – this provides the same visibility as the available on the timesheet function.
- Sales – provides ability to access invoices and credit notes.
- Profiles – this gives details of your placements and associated clients.

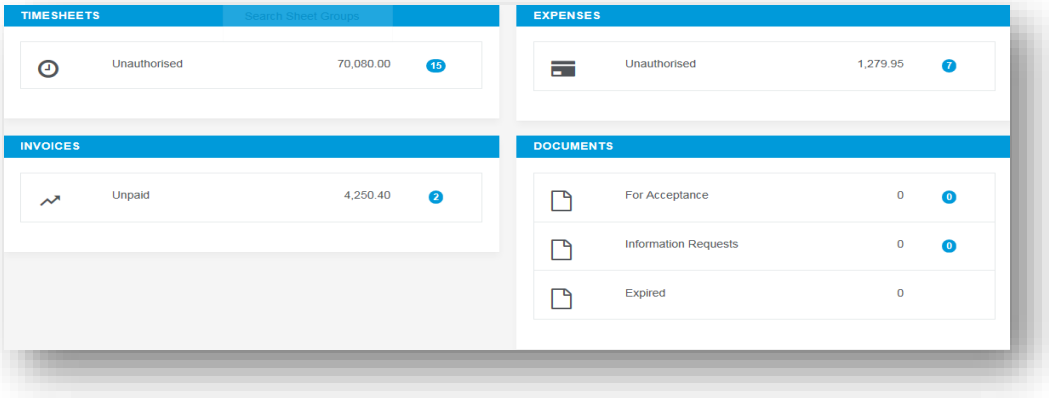


In the top right-hand corner of your screen:

- Your name – Click on this, options appear for you to:
  - ✓ Update your personal details.
  - ✓ Change password.
  - ✓ Exit InTime.
- Bell Symbol – Advises you of notifications.

Your Dashboard

On your main home screen, your personal dashboard will provide you with a real-time status of your current unauthorised timesheets and expenses. You will also see unpaid invoices and any contract documentation all of which you can easily access directly from the dashboard.



Timesheet And Expense Basics

Statuses of timesheets and expense claims explained:

Authorise: Timesheets displayed are awaiting authorisation.

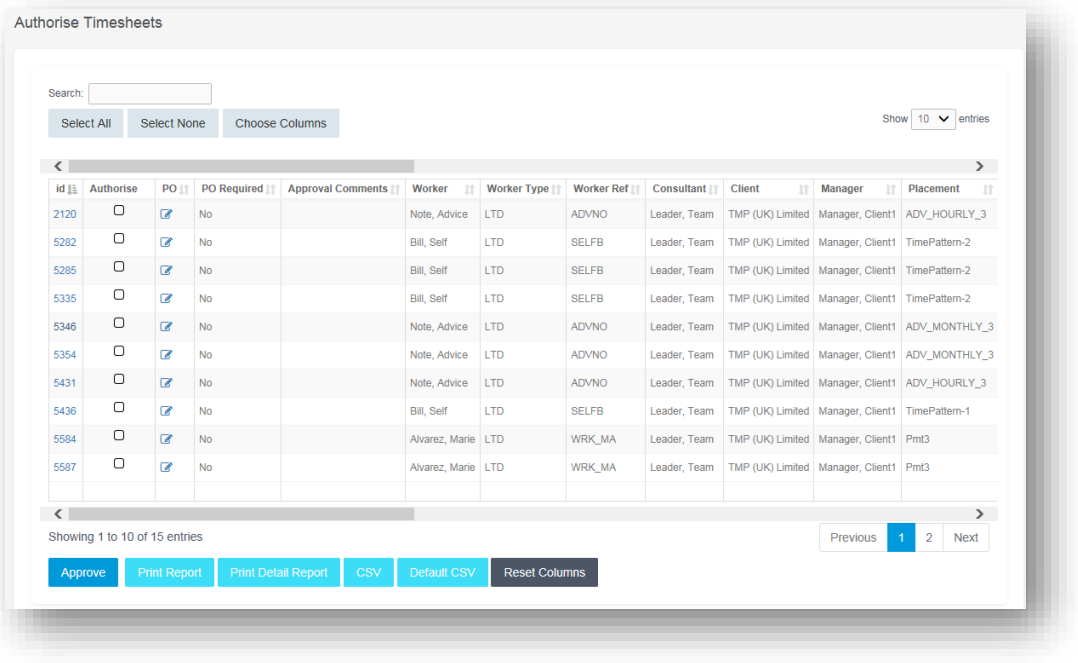
Unauthorised: Timesheets displayed are awaiting authorisation but are viewable only on the dashboard.

Approved: An approved timesheet or expense is one that you have approved for payment.

Rejected: A rejected timesheet or expense that has been rejected by you. You can provide a comment as to why the timesheet or expense was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting by the consultant.

Approve Or Reject Timesheets/Expenses

To approve timesheets or expenses, go to Timesheet or Expenses on the menu bar and click Authorise. You will then be presented with a list of all timesheets or expenses submitted by consultants that require approval. Alternatively, you can use the dashboard on your homepage and select the appropriate item.



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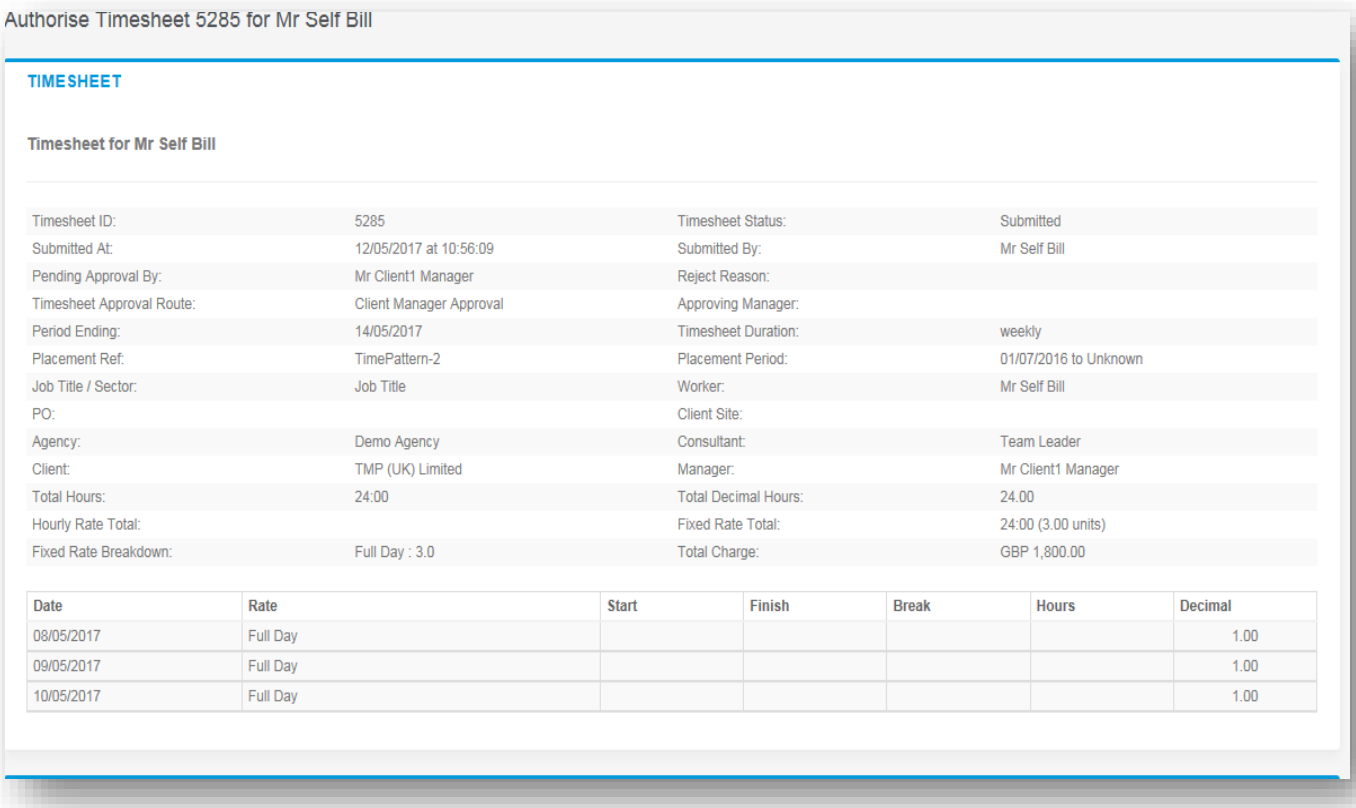
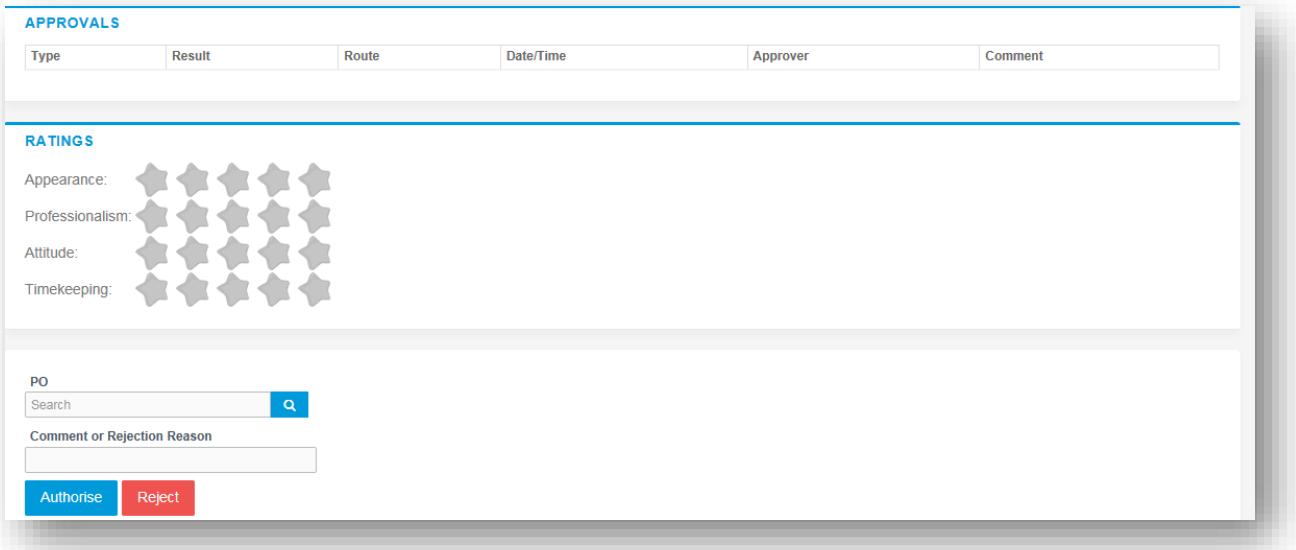
You can approve in one of two ways: Bulk approve: tick each item listed in the Authorise column that you want to approve, enter your password, and then click Approve. Approve each timesheet individually by clicking on the timesheet ID. You will see a summary of the placement and the timesheet details.





You must enter your password at the bottom of the screen and click either Approve or Reject. If you select Reject, you will be presented with a new page asking for a reason for the rejection. This reason will be sent back to the consultant so they can act accordingly.

Email Approval

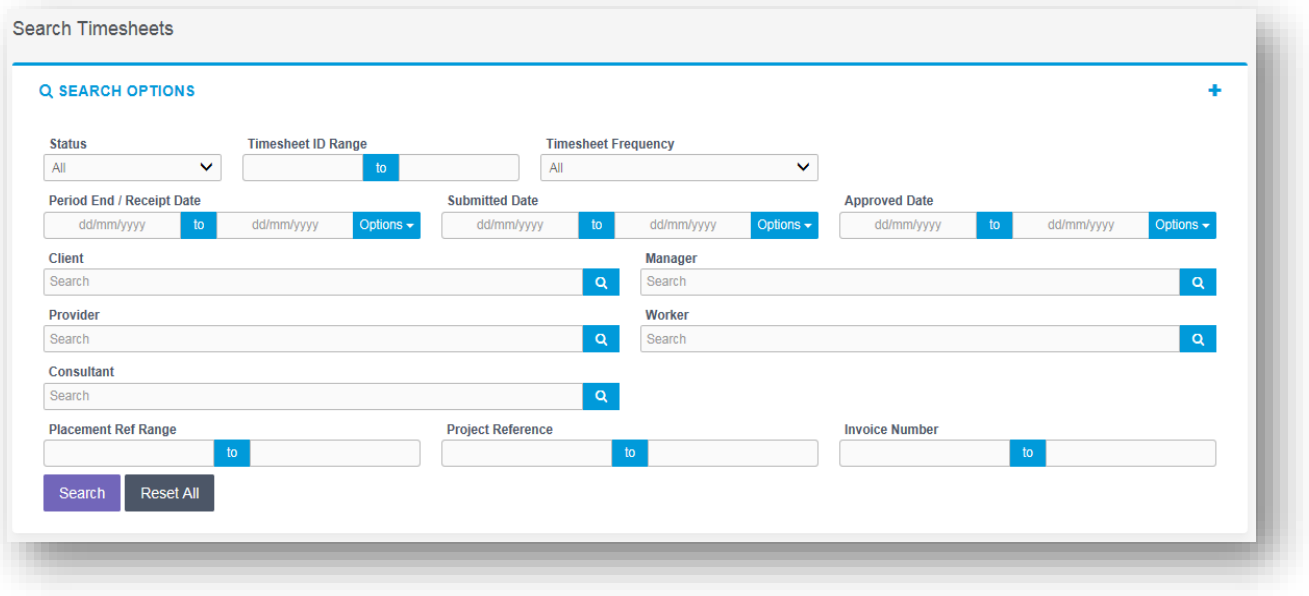
If you have been set up for email approval, you will receive an email with the timesheet/expense attached, containing links to approve or reject the timesheet. There is one approval link and a reject link for each configured rejection reason.

Approved Timesheets/Expenses

Once you have approved these, they can be accessed by clicking Approved on the Timesheet or Expenses menu. Clicking on the id of the item will open it fully providing more detail.

Search

If you need to find a timesheet or expense item, you can select the Search feature from the Timesheet or Expense menu. Within this search form you can specify various dates, placements, or timesheet criteria to find specific timesheet or expense items.



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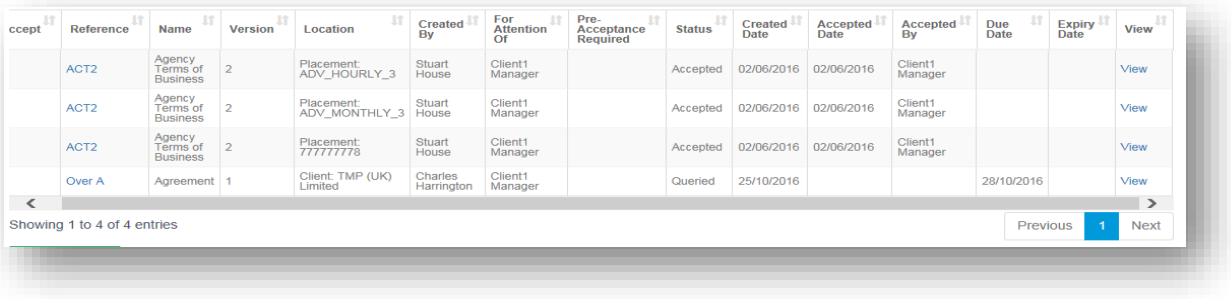
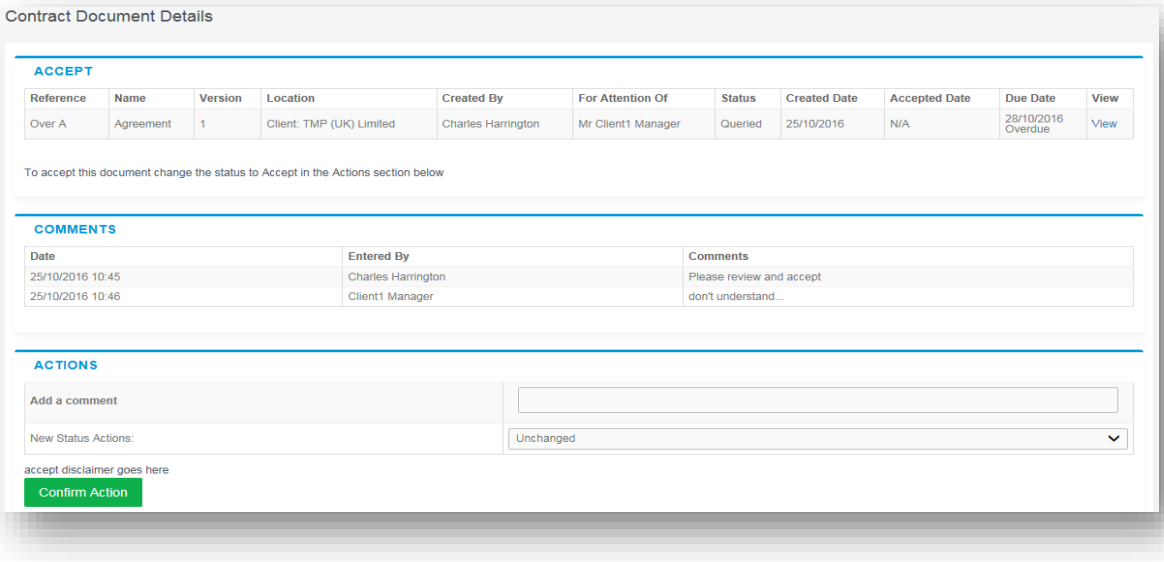
Contract Documents

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.

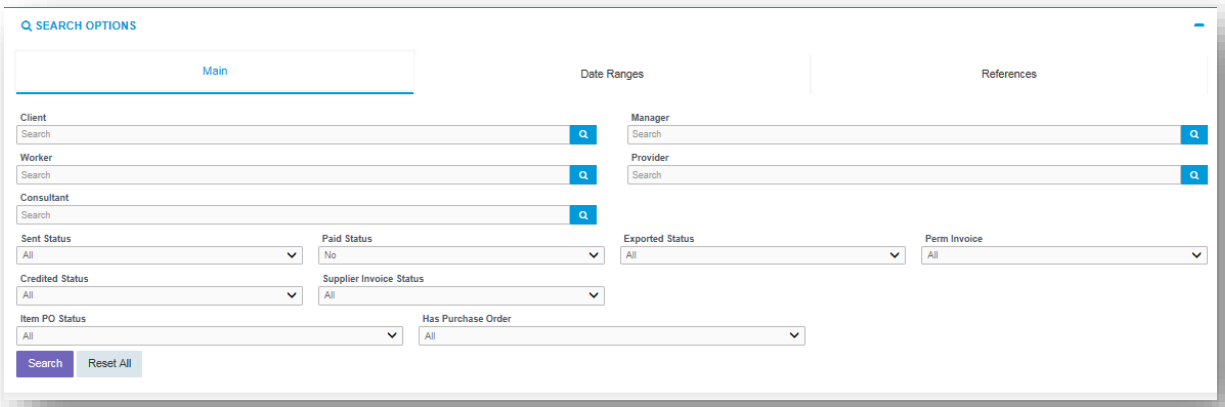


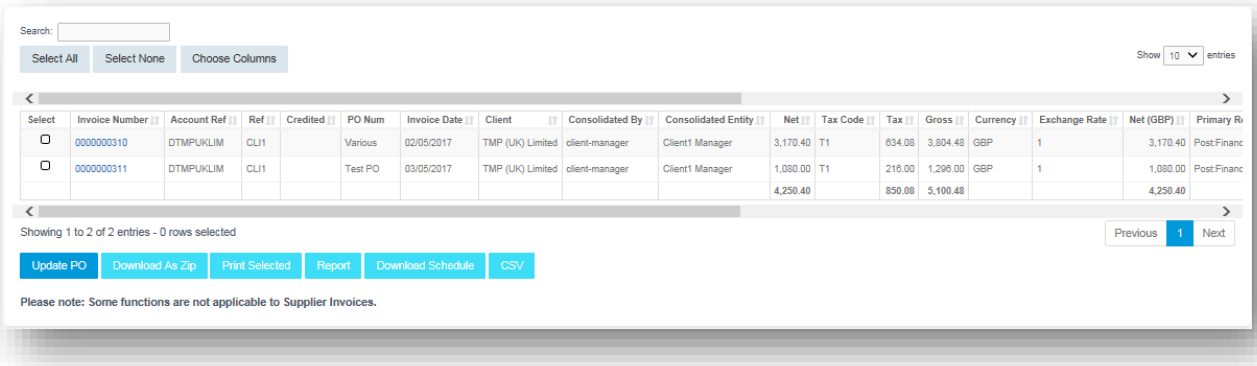
To accept the document, click on the reference which will direct you to an actions area where you can change the status to accept**.** Click Confirm Action to accept the document.



Sales Invoicing

Your portal allows you to view and download sales invoices. You can view unpaid invoices by selecting the Unpaid option from your dashboard. Alternatively, you can use the Sales option on the menu bar, and use the search facility.





Viewing Profile Information

There are two types of profile information available as a manager. They are:

- Select Consultants from the Profiles menu, this provides details relating to all consultants who are assigned to you.

- 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 the reference/name.

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.

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