

Accessing InTime

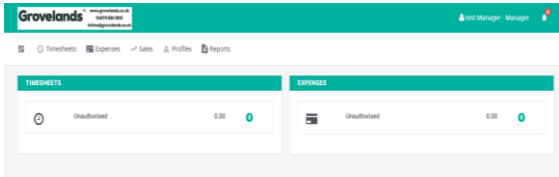
The first step is to click on the link provided by your Relationship Manager in the adjoining email.

Once the InTime site has opened, you will be prompted for your Username and Password, which will also be in the body of that email.

The Main Menu

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

The navigation menus are located across the top of the page, starting with the Home menu item on the left. Be aware that the list of items in the menu bar may vary depending on what modules your organisation has subscribed to.

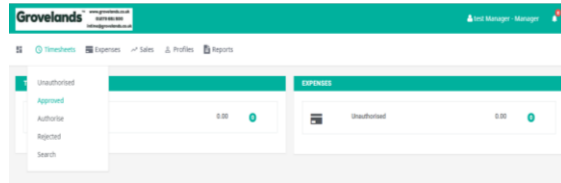


The menu consists of a Timesheet menu that provides access to authorise timesheets, view previously approved timesheets and a timesheet search tool.

The Profile menu provides access to your user profile where you can update your contact details and change your system preferences.

The Profile menu also allows the management of the workers and their placements as well as your company contact details and preferences.

Timesheet Basics



Before using InTime, you need to be aware of the different states of timesheets. These are:

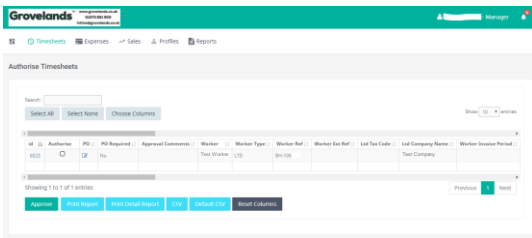
Draft: a draft timesheet is one that a worker has created, saved but not yet submitted.

Submitted: a submitted timesheet is one that a worker has created and submitted for your approval. Submitted timesheets cannot be modified.

Approved: an approved timesheet is one that you have approved for payment.

Rejected: a rejected timesheet is one that has been rejected by you. This is usually because of incorrect days. You can provide a comment as to why the timesheet was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting.

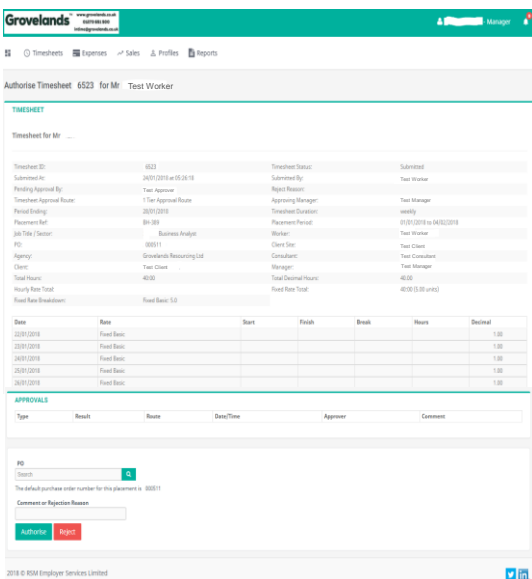
Approve or Reject Timesheets



To approve or reject timesheets, you should click on the Authorise item on the Timesheets menu. You will then be presented with a list of all timesheets submitted by workers that require your approval.

You can approve in one of two ways.

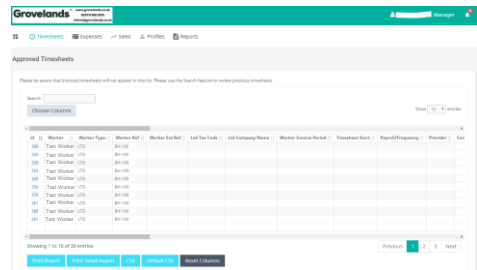
- The quickest way is a Bulk Approve, where you simply tick each item listed in the approve column that you want to approve, enter your password and then click Approve. All of the selected items will now be approved.
- The other method is to approve each timesheet individually (by clicking on the name of the timesheet).



Once the timesheet appears, you must enter your password and click either Approve or Reject.

If you select Reject, you will be required to enter a Reason for the rejection. This reason will be sent back to the worker so they can act accordingly.

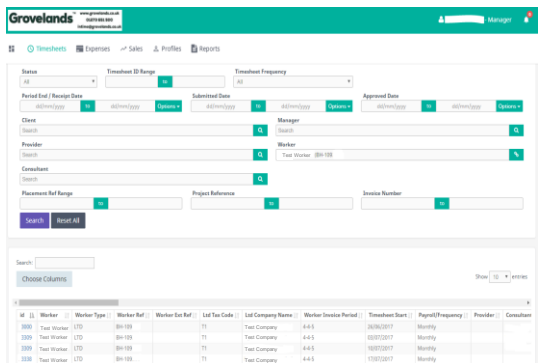
Approved Timesheets



Once you have approved the timesheets they will be available for review in the Approved area, which can be accessed by clicking Approved on the Timesheet menu.

This will provide a list of all the items that you have approved. Clicking on the id of the item will open it fully providing more detail.

Search



If you need to find a timesheet, you can use the Search feature off the Timesheet menu.

Once clicked, you will be presented with a search form where you can specify various date, placement or timesheet criteria to find a specific timesheet. Clicking Search will return results based upon your search criteria.

The above screenshot returns all timesheets related to Test Worker, however, this can easily be extended to find only submitted timesheets for Test Worker within a specific date range simply by adding the criteria within the search fields.

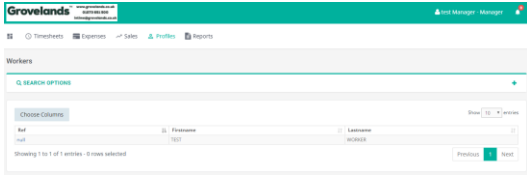
You can bring up more information on each timesheet by clicking on the id on the left hand side of the timesheet entry.

Viewing Profile Information

There are two types of information available as an approver.

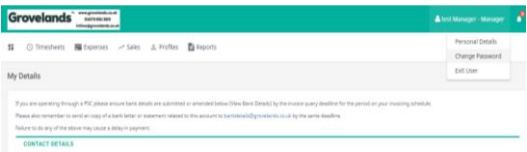
The first is your worker and placement details which can be accessed by clicking on Workers or Placements off the Profiles menu.

This provides details relating to all workers and placements of which you are the approver.



The second profile section is your personal contact details which can be accessed by clicking your name in the top right hand corner and then selecting Personal Details.

This provides access to all your personal details including email address which is used for email notifications. You can also change your password by clicking the Change Password button.



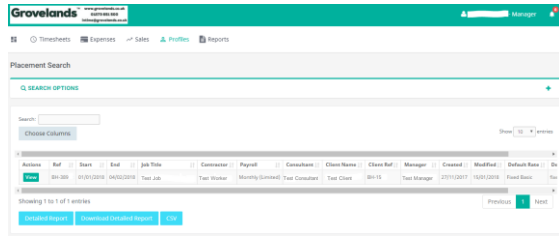
Viewing Your Workers

As an approver, you will have workers or employees working on placements.

These workers will submit timesheets and it is your responsibility to authorise or reject these.

To access the list of your workers, you should click on Workers in the Profiles menu. You will be presented with a list of all workers assigned to you.

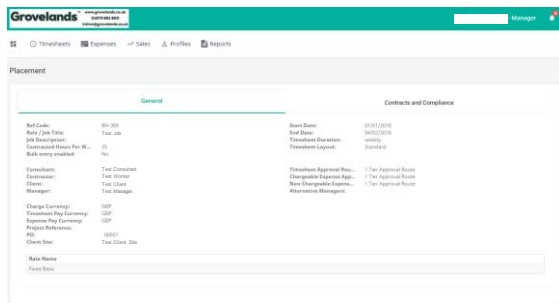
Viewing Placements



You can view the current placements of your workers via Placements in the Profiles menu. Clicking on 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 name of the placement.

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 holiday entitlements.



If you need further assistance, please get in touch at InTime@grovelands.co.uk or contact your Relationship Manager at Grovelands and we will be happy to help.