InTime
GUIDE FOR CONTRACTORS

Entering Timesheets and Expenses

Dear Valued Contractor

Welcome to CBSbutler Holdings Limited's online timesheet management system, **InTime**.

InTime allows you to submit timesheets and expenses in one easy, secure location. Some of

the many benefits include:

- Multiple channels for submitting time for approval
- Submitting expenses and receipts in the same portal along with timesheets
- Access to electronic payslips and self bill invoices
- Auditable history of hours worked

This guide has been prepared to support you with simple instructions on how to navigate through the process of submitting timesheets and expenses for approval.

For additional guidance please speak with your Consultant who is on hand to support you.

We value your feedback and welcome any suggestions that will help us improve our service to you.

CBSbutler Holdings Limited Payroll Team:
Phone: +44 (0)1737 822000
Email: payandbill@cbsbutler.com

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Getting Started

You will shortly receive an introductory welcome email containing login details to **InTime**.

Your welcome email will come from **payandbill@cbsbutler.com.**

Occasionally emails can be treated as spam and filed in your junk mail folder. Please check your folders and if you still have not received an email with your login details, please contact the CBSbutler Payroll Team on **+44 (0)1737 822000** or **payandbill@cbsbutler.com**.

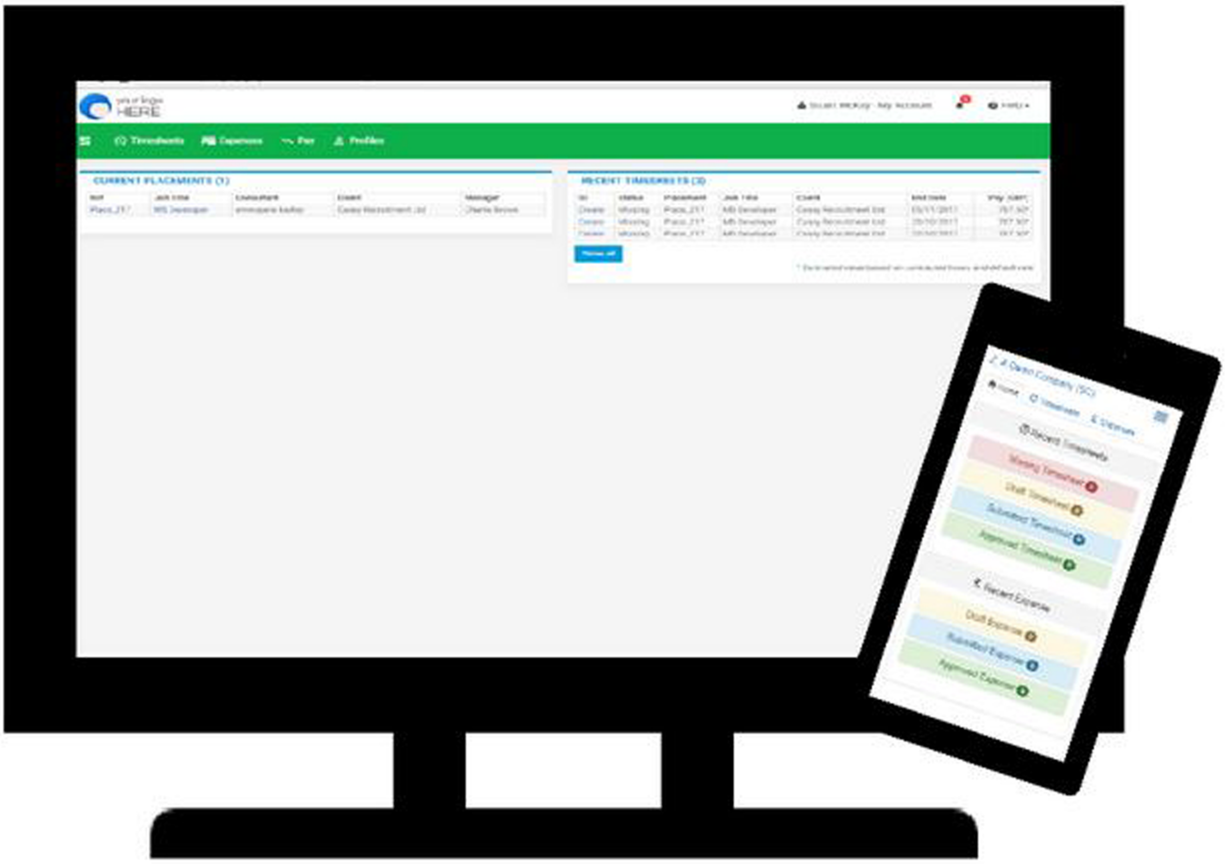
Alternatively please reach out to your Consultant.

Logging into the InTime Timesheet Management System

1. Visit **https://timesheets.cbsbutler.com/login/auth**
   To access the **InTime** timesheet management system you can do so via a mobile device or a PC.

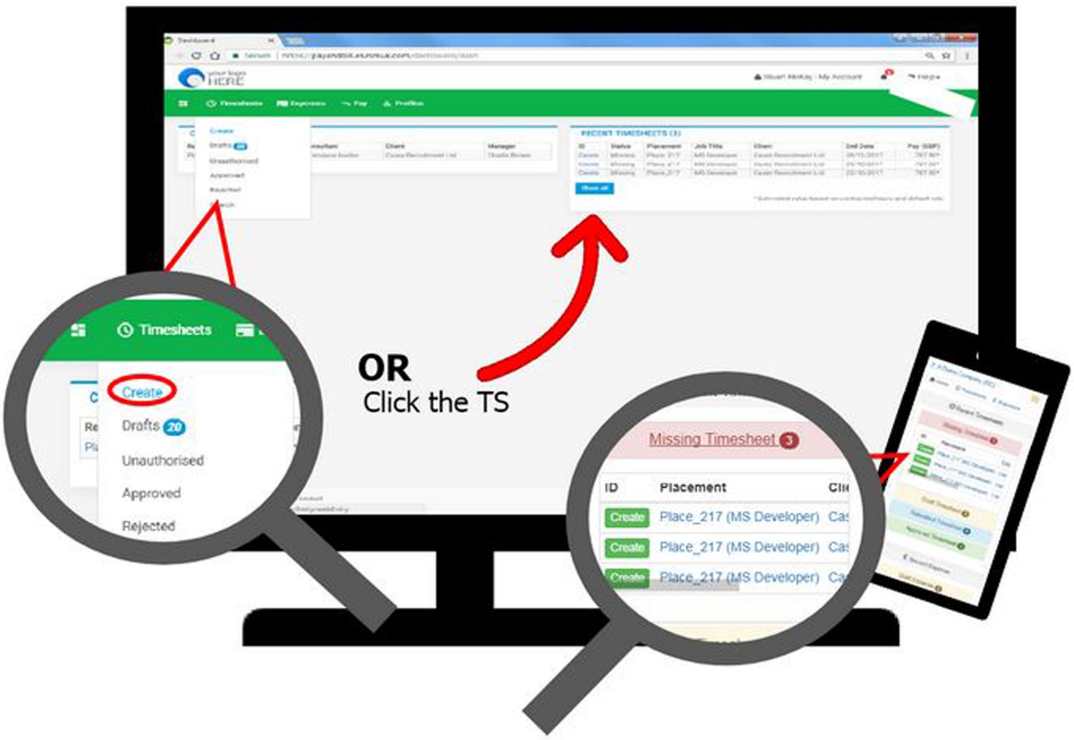
2. You will be presented with the following screen.

3. Enter the username and password from the welcome email. Successful login will display the home page.



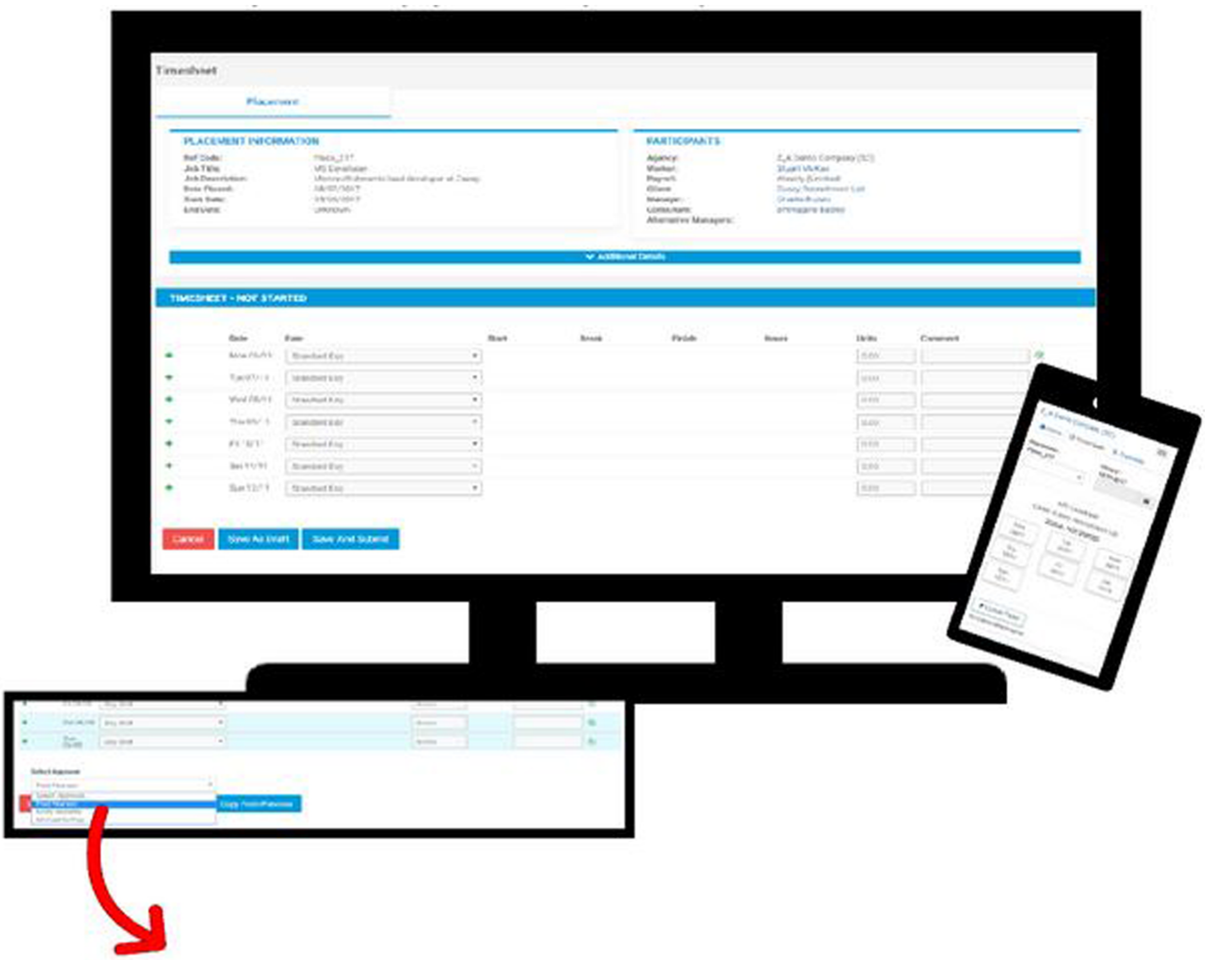
Entering a Timesheet

1. You can access your timesheet through the navigation menu bar **Timesheets > Create** or by selecting the relevant timesheet from the homepage widget. See the screenshot below.



In the event that no timesheet is available for completion please contact the CBSbutler Payroll Team on **+44 (0) 1737 822000** or **payandbill@cbsbutler.com** for further assistance.

Depending on how your placement has been configured the layout of your time-sheet may vary from the screenshot below. Enter the Hours or Units (no. of days) each day as required.



Your placement may be set to allow you to select a Client Contact to approve your timesheet from a pre-configured list. Please select the relevant Client Contact if prompted.

You can use the **'Save as Draft'** option to complete your timesheet as you go. Time and unit data will be saved which will allow you to return to edit or make additions.

2. When you have completed your timesheet click the **'Save and Submit'** option. Your timesheet will be submitted to the relevant Client Contact for approval.

You will not be able to make any further changes to your timesheet whilst it has been submitted for approval.

If your timesheet is rejected by the Client Contact you will receive notification of this and the timesheet will be set back to a status of **'Draft'** so you can make the amendments and **'Save and Submit'** for approval again.

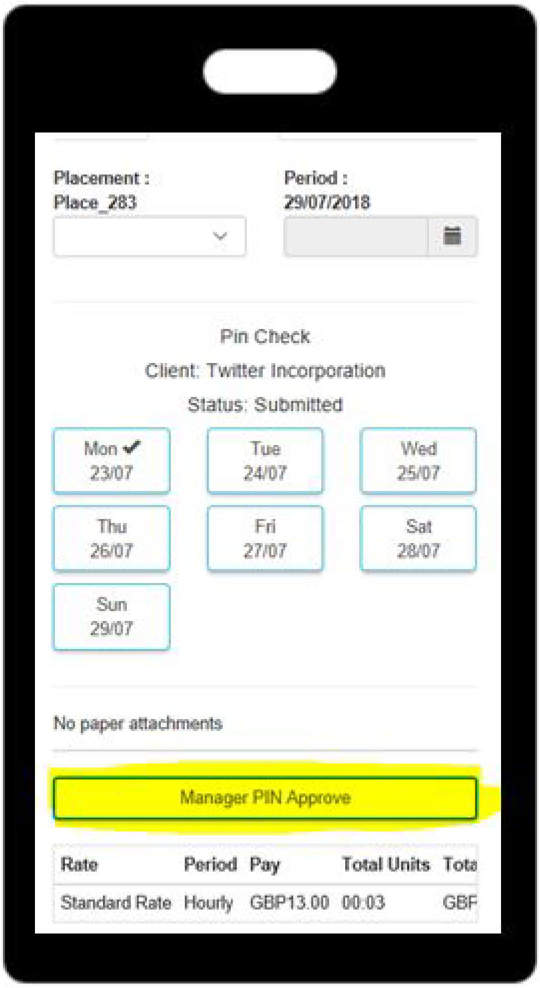
Pin Approval (Mobile devices only)

The pin approval process allows you to pass your mobile device to the Client Contact. The Client Contact can review the timesheet and enter a pin code specific to them to approve it immediately.

1. Enter your timesheet information (see previous section).

2. Submit your timesheet.

3. The **'Client PIN Approve'** button will appear at the foot of the timesheet (only visible on a mobile device).



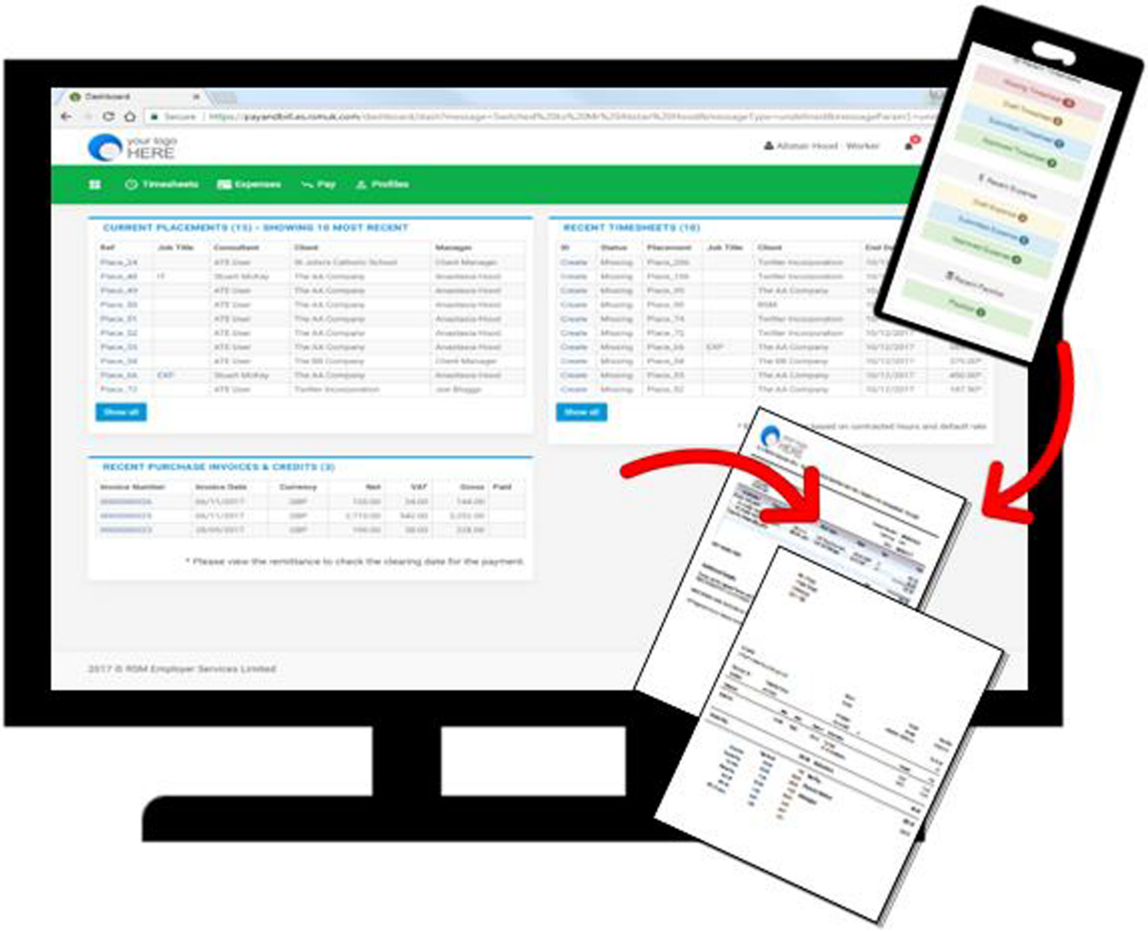
4. Pass your mobile device to the Client Contact for timesheet review and approval. Please ensure that you have your timesheet open at this screen.

5. Your Client Contact will enter their PIN and approve your timesheet.

Viewing Payslips or Self Bill Invoices

Subject to your employment status, you may have the option of viewing your PAYE payslip or SELF-BILL invoice/Remittance. The most recent 10 payslip documents are available straight from the home page.

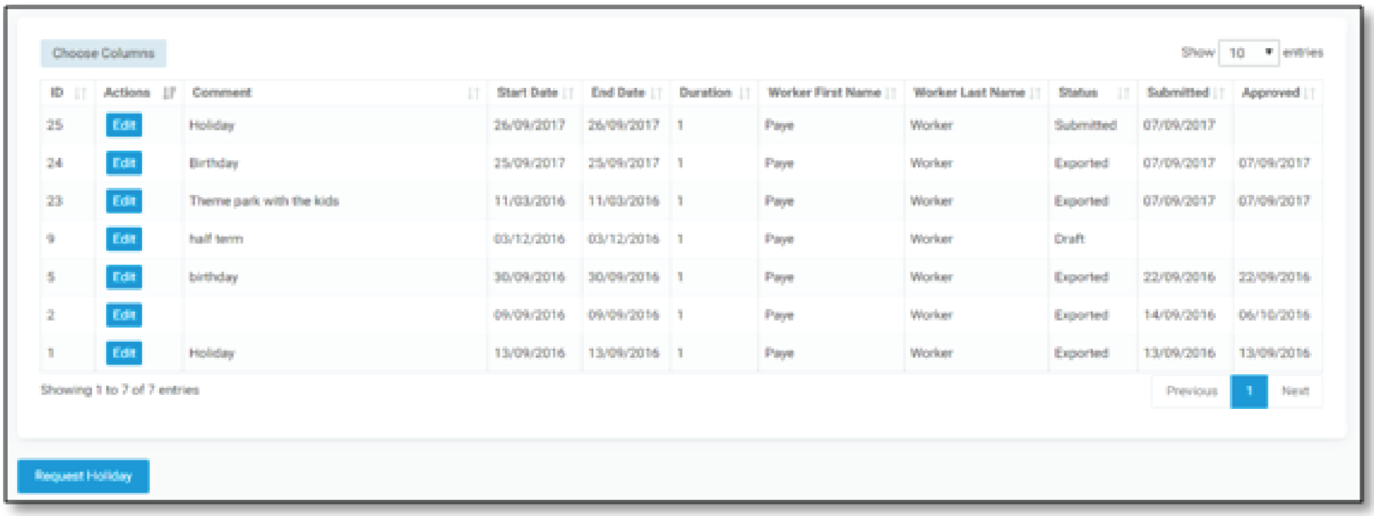
Alternatively you can navigate through the menu bar by either selecting **Pay > List Invoices or Payslips**



Viewing and Submitting Holiday

Depending on your employment status you may have the Holiday Module enabled directly within your portal. This will allow you to track the amount of holiday you have accrued and even make requests directly through **InTime**.

1. You can access the holiday module by selecting **Pay > Holiday Claims** from the navigation bar. The holiday claim dashboard will appear where you will be presented with all your historic and future claims.


Choose Columns

Show 10 entries

ID	Actions	Comment	Start Date	End Date	Duration	Worker First Name	Worker Last Name	Status	Submitted	Approved
25	Edit	Holiday	26/09/2017	26/09/2017	1	Paye	Worker	Submitted	07/09/2017	
24	Edit	Birthday	25/09/2017	25/09/2017	1	Paye	Worker	Exported	07/09/2017	07/09/2017
23	Edit	Theme park with the kids	11/03/2016	11/03/2016	1	Paye	Worker	Exported	07/09/2017	07/09/2017
9	Edit	half term	03/12/2016	03/12/2016	1	Paye	Worker	Draft		
5	Edit	birthday	30/09/2016	30/09/2016	1	Paye	Worker	Exported	22/09/2016	22/09/2016
2	Edit		09/09/2016	09/09/2016	1	Paye	Worker	Exported	14/09/2016	06/10/2016
1	Edit	Holiday	13/09/2016	13/09/2016	1	Paye	Worker	Exported	13/09/2016	13/09/2016

Showing 1 to 7 of 7 entries

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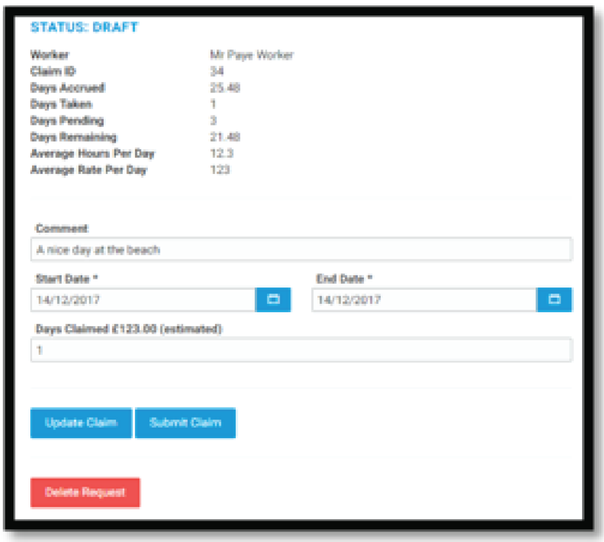
Request Holiday

A screenshot of the holiday dashboard

2. To generate a new holiday request click the **'Request Holiday'** option. The new holiday request card will open. There is a two step process to updating your claim.

1. Enter your claim details and click **'Create Claim'**

2. Enter your claim details and click **'Create Claim'**



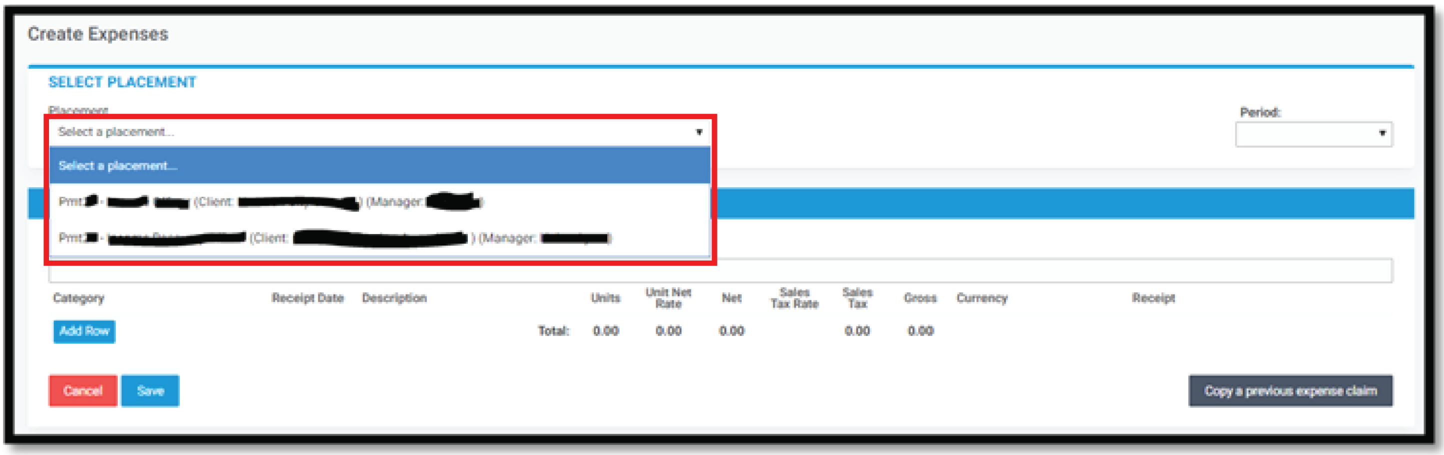
Entering Expenses

1. Expenses can be entered by navigating to **Expenses > Create**.

2. The **'Create Expenses'** page will be displayed.
   To begin you must select the current placement you wish to record expenses against.

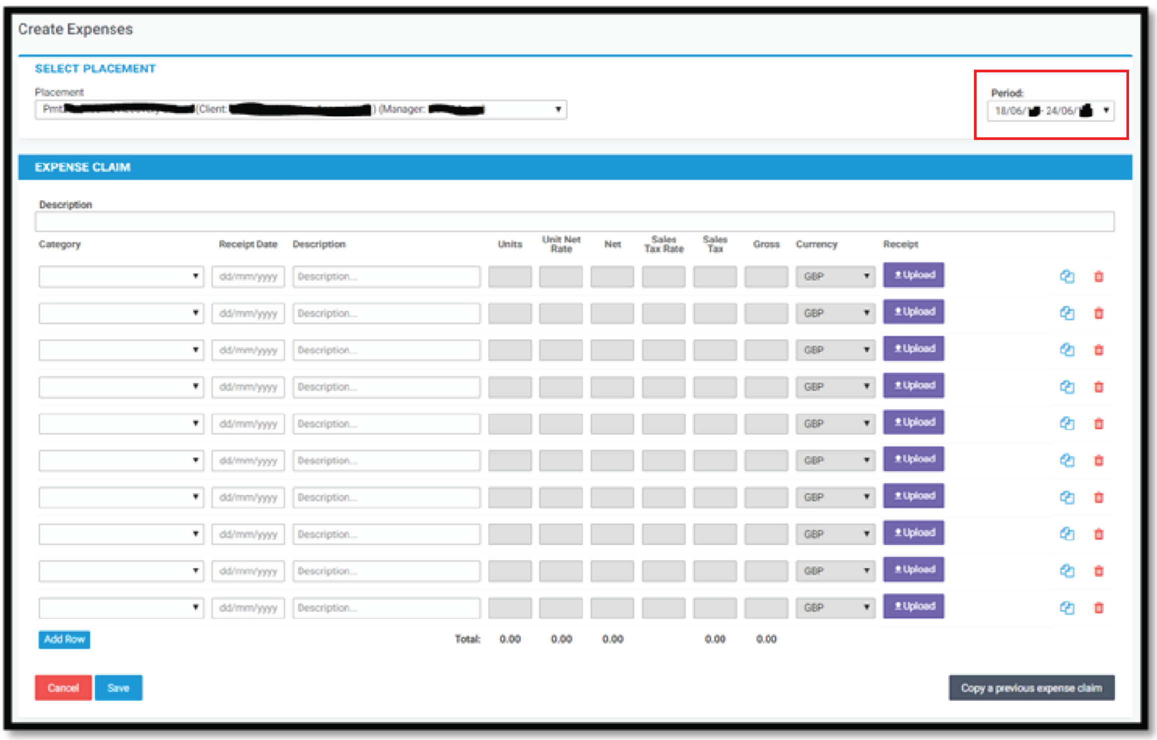
If no placement is available for selection it means that the ability to claim expenses for your profile is not enabled, please contact the Payroll Team on **+44 (0)1737 822000** or **payandbill@cbsbutler.com**.

3. Select a placement to claim expenses against.

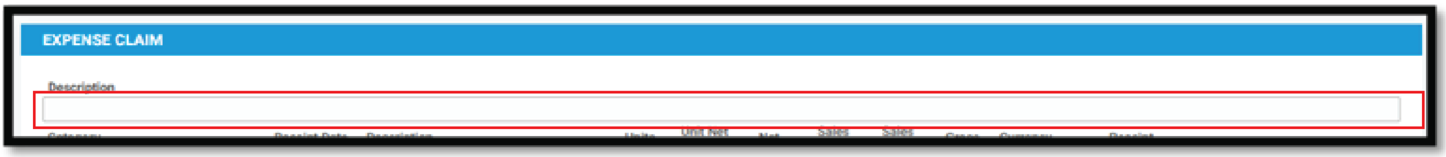


4. When you have selected a placement from the drop down list, the expense template will generate, you must select the period range the expenses cover.

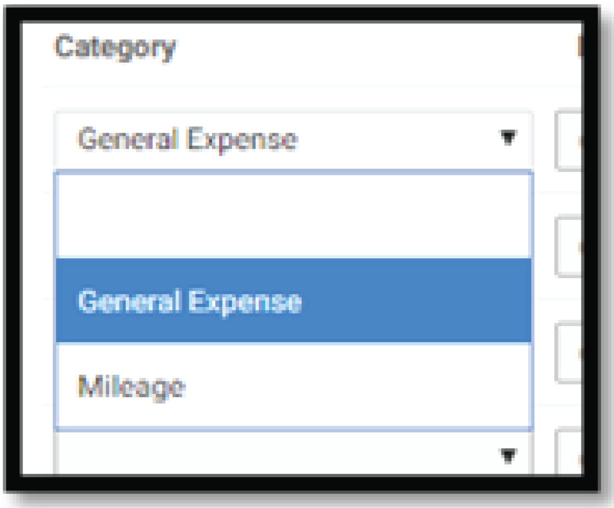
   The generated expense claim form (initially with 10 lines, more can be added or removed).



5. Enter any relevant description relating to the claim in the description box provided (this is optional).

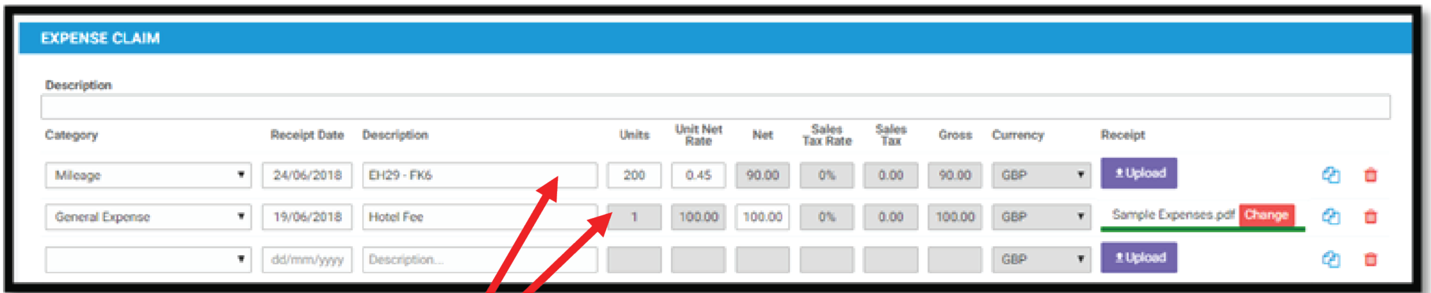


6. Your profile may be configured to have multiple selectable categories. It is important that you select the most relevant for the type of claim you are making.



7. Enter the relevant values into the fields provided and attach your receipt where applicable. Depending on the category type, some fields may be disabled for entry.

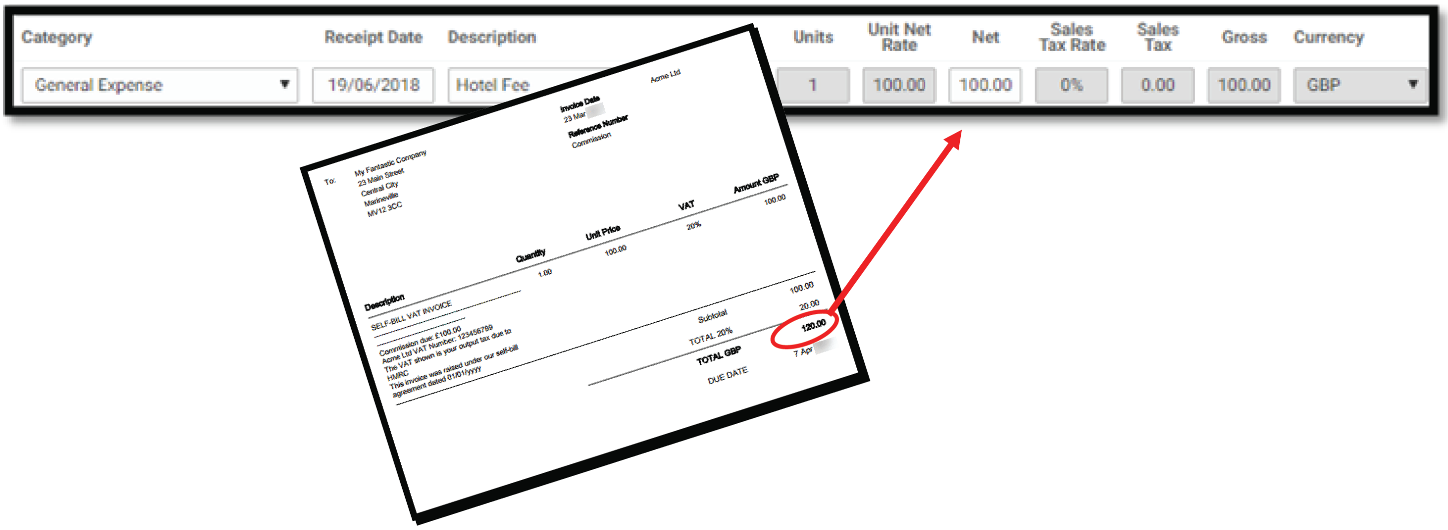
Below are some example lines where expenses have been entered.



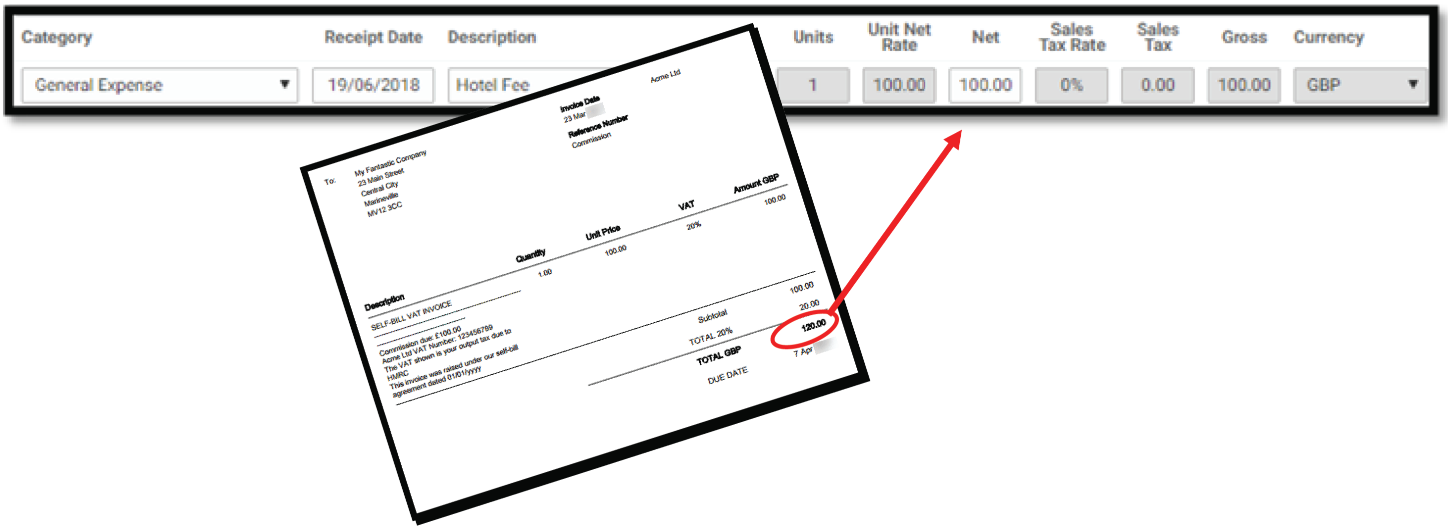
You can see the mileage type requires the units and amount per unit boxes to be populated, whereas the General Expenses type has both these fields disabled and requires the Net Value only entered.

8. What values should I enter where?

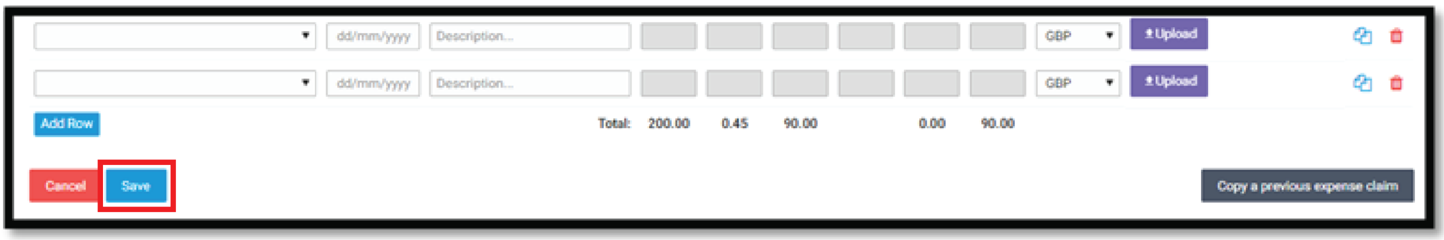
You should enter the full Gross value in to the Net field unless you are a VAT registered contractor, for example:



9. If you are a VAT registered Contractor or your payments are made to an umbrella company on your behalf, you should enter the net value in to the Net field, for example:

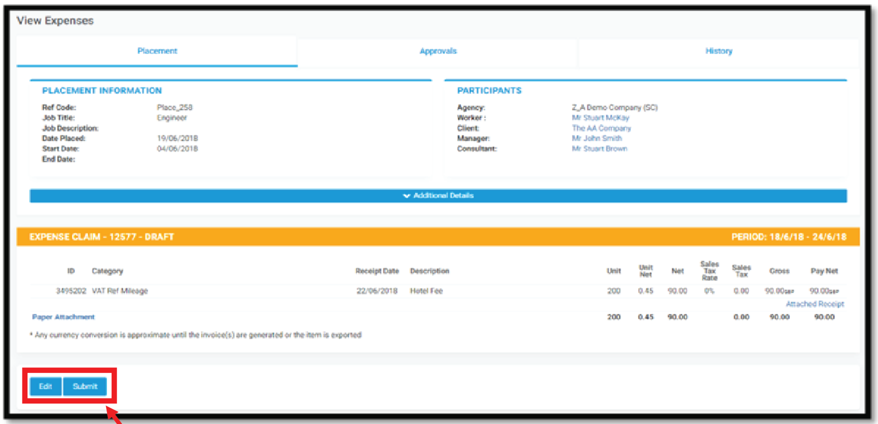


10. Once all the relevant expenses have been entered on to your expense claim form click **‘save’** to commit them to **‘draft’** format.



11. When your claim has been saved as a draft, you will have an option to edit the claim or submit them to the relevant Client Contact for sign off.

A sample of the saved expense summary – in draft.



Edit or Submit your expenses for approval. Submitted expenses cannot be amended later.

CONTACT US

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