



# InTime Timesheet Management System

A Guide for Contractors

**Bristol Myers Squibb**

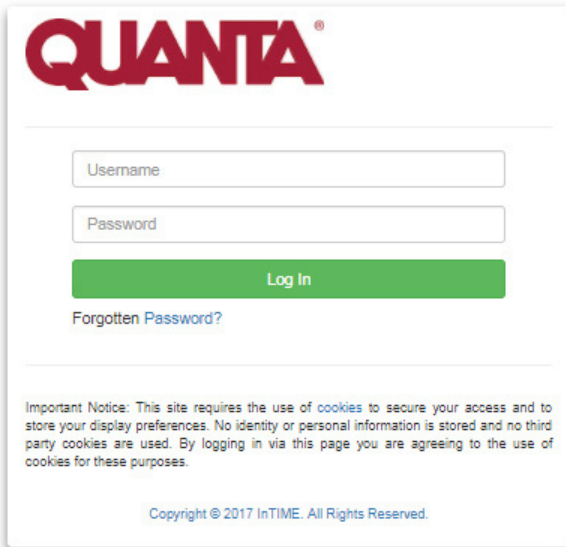
# InTime: A Guide for Contractors

## Logging onto InTime

To get you started on the InTime timesheet management system, you will receive a welcome email containing a link to the portal and your username. You will be sent a separate email with your password, which we would recommend you change to something memorable.

**If you don't receive this email, please check your junk/spam mailbox folders. Please contact the accounts team on +44 1442 860500 or [accounts@quanta-cs.com](mailto:accounts@quanta-cs.com) if it cannot be found.**

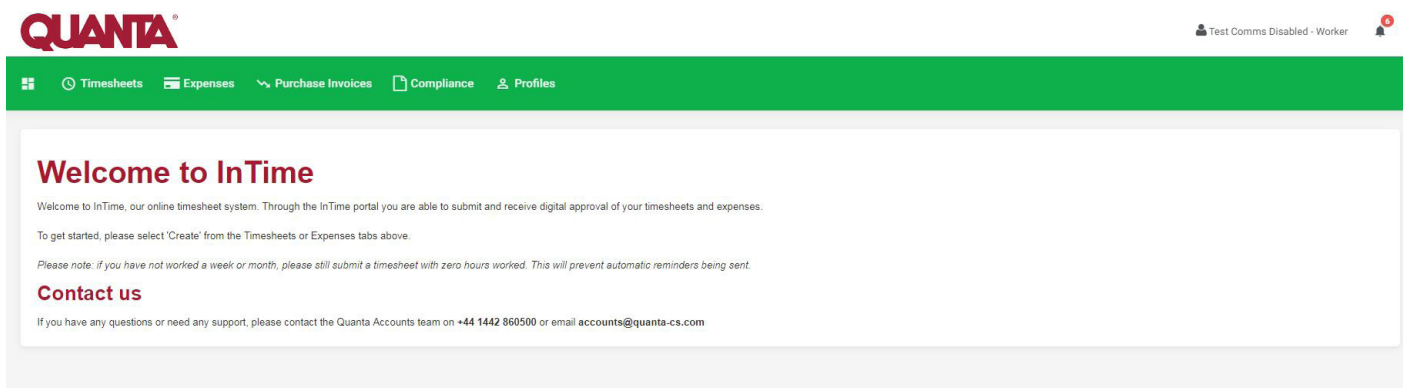
When you click on the link in the email, you will be taken to the login page:



*Please use the username and password from your welcome emails to login.*

*If you have any issues logging in, please contact the accounts team on +44 1442 860 500 or [accounts@quanta-cs.com](mailto:accounts@quanta-cs.com).*

Once you have logged in you can then access your Contractor Dashboard:

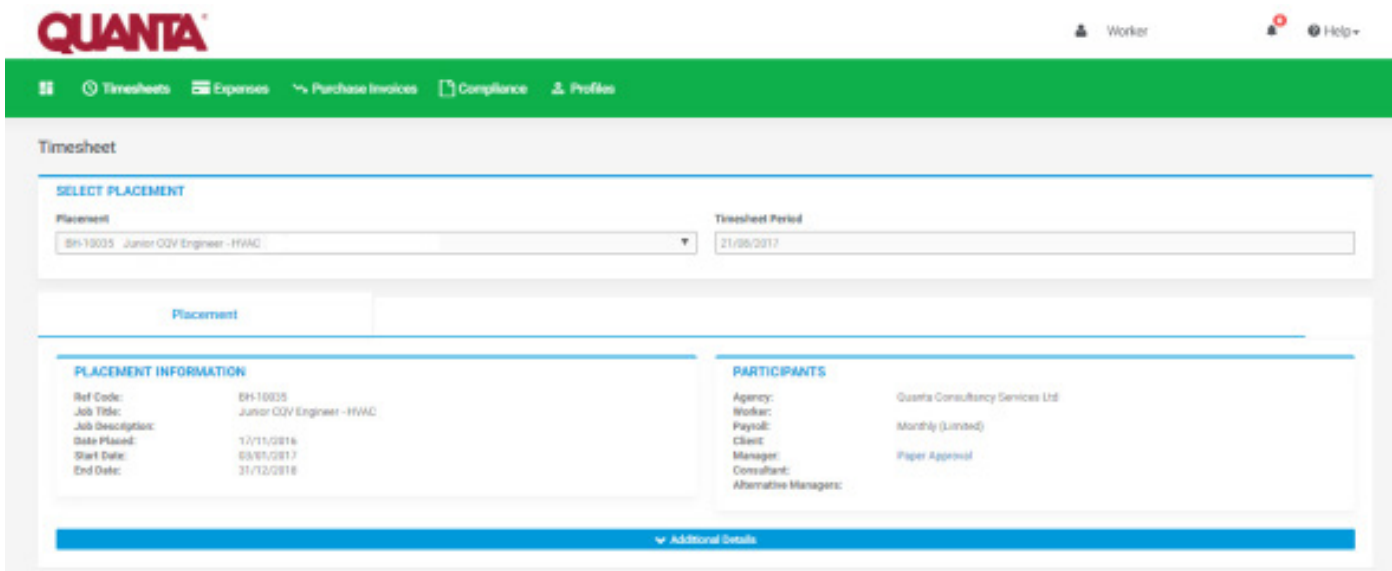


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## Entering a timesheet

To create a timesheet hover over the 'Timesheets' link on the Menu bar and click 'Create'.

You will then be prompted to select the placement from the drop down box to enter time against, as well as the timesheet period. You can use the provided calendar popup to help you select the correct date.

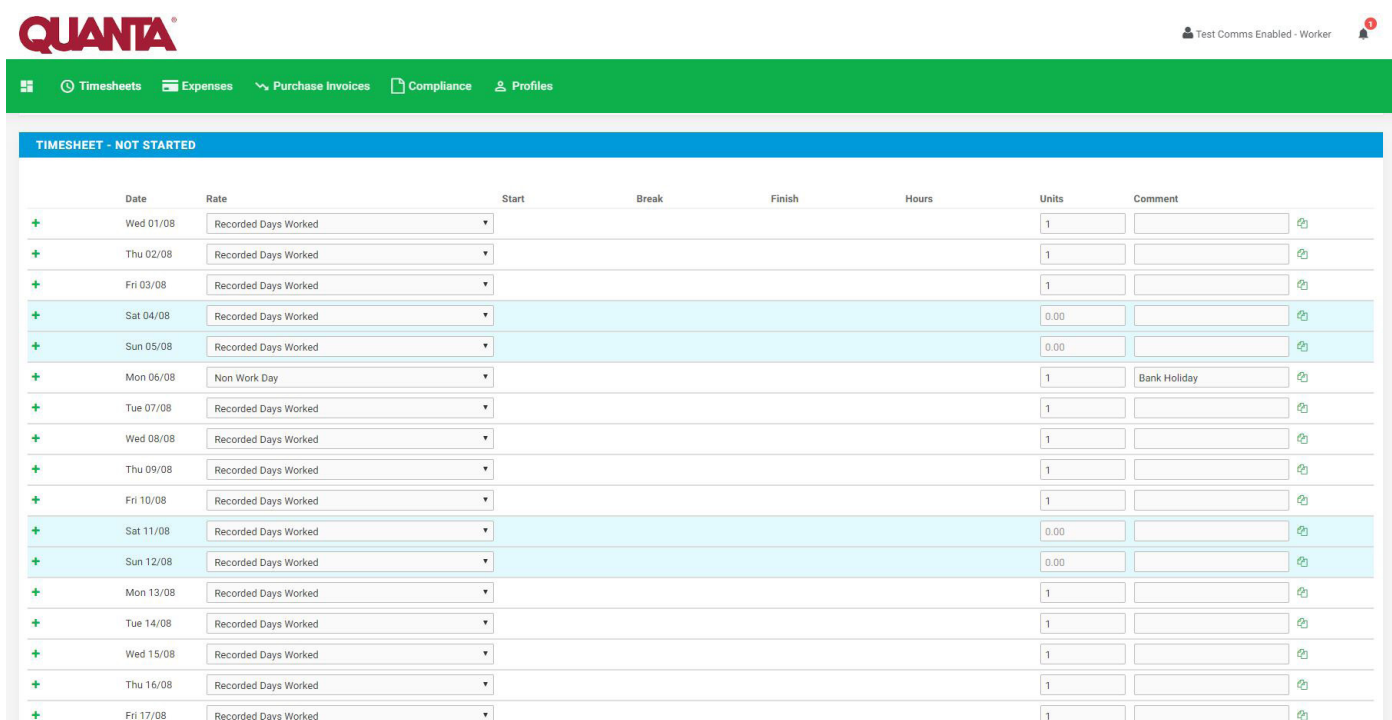


Once you have selected the timesheet period, you will be presented with a blank timesheet form.

Here are the steps to follow:

### 1. Days worked

For all days worked, please select **'Recorded Days Worked'** from the 'Rate' drop down and input '1' in the 'Units' box.



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## 2. Days not worked

If you did not work over a weekend, please leave these days blank.

For any holiday/bank holiday/sick days please select '**Non Working Day**' from the 'Rate' drop down and input '1' in the 'Units' box and use the 'Comment' field to specify the reason why the day was not worked.

## 3. Standard

To ensure your monthly rate total is calculated correctly, **please mark the last day you have worked that month as 'Standard'** from the rate dropdown and input '1' in the 'Units' box.

## 4. Weekends worked

For pre-arranged weekend work, the day rate will need to be set up in the portal. This can be requested through the Accounts Team or Caroline O'Sullivan.

Once the day rate has been set up, please input 'weekend rate' and input a '1' in the 'Units' box.

## 5. Check the rate

Once the timesheet is completed please check your totals and the rate at the bottom of the page before submitting.

The screenshot displays the InTime portal interface. At the top, the 'QUANTA' logo is on the left, and 'Test Comms Enabled - Worker' with a notification bell icon is on the right. Below the header is a navigation bar with tabs for 'Timesheets', 'Expenses', 'Purchase Invoices', 'Compliance', and 'Profiles'. The main area shows a timesheet entry form for the month of August 2008. The form has columns for date, rate, units, and comment. The entries are as follows:

Date	Rate	Units	Comment
Sat 25/08	Recorded Days Worked	0.00	
Sun 26/08	Recorded Days Worked	0.00	
Mon 27/08	Non Work Day	1	Holiday
Tue 28/08	Recorded Days Worked	1	
Wed 29/08	Recorded Days Worked	1	
Thu 30/08	Recorded Days Worked	1	
Fri 31/08	Standard	1	

Below the form are buttons for 'Cancel', 'Save As Draft', and 'Save And Submit'. Underneath is a 'PAPER SHEETS' section with an 'Upload Paper' button and a message 'No paper attachments'. At the bottom is a 'RATE INFORMATION' table:

Rate	Period	Pay	Total Units	Total Pay
Recorded Days Worked	Daily	EUR0.00	19.00	EUR0.00
Standard	Monthly	EUR3,000.00	1.00	EUR3,000.00
Weekend	Daily	EUR178.45	0.00	EUR0.00
Shift 1	Monthly	EUR3,450.00	0.00	EUR0.00
Non Work Day	Daily	EUR0.00	3.00	EUR0.00
				<b>EUR3,000.00</b>

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## Important reminder:

If a placement/contract ends or starts mid-month, you will need to pro-rata your days worked to calculate the correct monthly rate.

To do this:

**Divide days worked PLUS non-working days in timesheet period by the total weekdays in the month**

**Input the decimal in the 'Units' box for the last working day of the month.**

*Example: for a contract ending on 10th August, there are 8 days available out of a possible 23.*

*Calculation:  $8/23 = 0.35$*

*0.35 would then be inputted into the 'Units' box on the last worked day, marked 'Standard' under rate.*

Date	Rate	Start	Break	Finish	Hours	Units	Comment
Wed 01/08	Recorded Days Worked					1	
Thu 02/08	Recorded Days Worked					1	
Fri 03/08	Recorded Days Worked					1	
Sat 04/08	Recorded Days Worked					0.00	
Sun 05/08	Recorded Days Worked					0.00	
Mon 06/08	Non Work Day					1	Bank holiday
Tue 07/08	Recorded Days Worked					1	
Wed 08/08	Recorded Days Worked					1	
Thu 09/08	Recorded Days Worked					1	
Fri 10/08	Standard					0.35	

if you have not worked a week or month, please still submit a timesheet with zero hours worked.

This will prevent automatic reminders being sent.

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You can click on 'Save As Draft' to store the timesheet, allowing 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.*

## Draft timesheets

Timesheets will appear here when you have saved a timesheet to drafts or a timesheet has been rejected.

You can still access them by selecting 'Drafts' from the 'Timesheets' menu. From here you will then be taken to the timesheet form. 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.

## Submitted timesheets

If you need to check the status of your submitted timesheets, you can 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.

*Please note: you can only modify rejected timesheets.*

## Timesheet and expense statuses 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. Once submitted timesheets and expenses cannot be modified so please ensure the details are correct.

### 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 via the expenses 'Rejected' menu option.

## **Support and enquiries**

For any support regarding the InTime Timesheet Management System, including login issues, please contact the Quanta Accounts Team:

**Email: [accounts@quanta-cs.com](mailto:accounts@quanta-cs.com)**

**Phone: +44 1442 860500**