# InTime Timesheet Management System

A Guide for Contractors
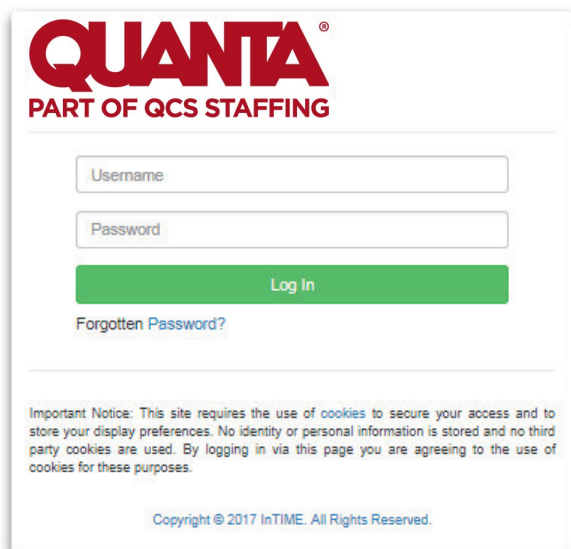
# InTime: A Guide for Contractors

## 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 if it cannot be found.**
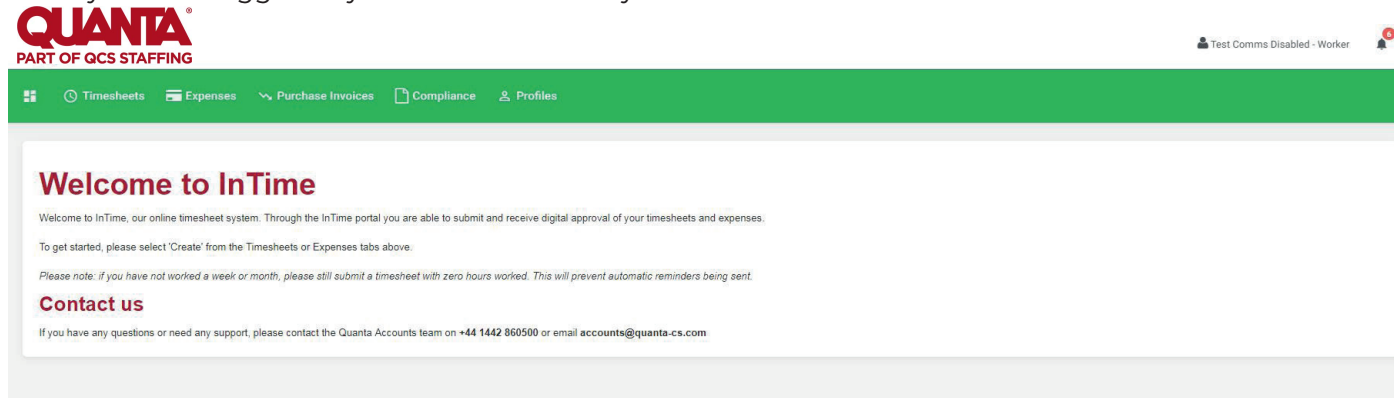
When you click on the link in the email, you will be taken to the login page:



*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.*

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



For support please contact accounts@quanta-cs.com

# InTime: A Guide for Contractors

## 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.



After selecting the timesheet period you will be presented with a blank timesheet form.

Here you can enter start, break and finish times for hourly rates, or a unit of 1 if you are on a day rate.



At the end of the timesheet you can see total hours and pay, and rates you have available as per your contract.

*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.*

**For support please contact accounts@quanta-cs.com**

# InTime: A Guide for Contractors

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.

# InTime: A Guide for Contractors

## Entering your expenses

To submit an expense claim, hover over the 'Expenses' link on the Menu bar and click 'Create'. Select the placement dropdown to open a blank expenses claim form and select the period for the expense claim.



Select the correct type of expense and enter the receipt date, description and figures. correct type of expense and description from the provided dropdowns. Click 'Upload' to upload a copy of the receipt in pdf or jpeg format.  Once you have entered all receipts you wish to claim for, click 'Save' to view a summary of your expenses. If you need to edit your claim, select 'Edit'.

Once you have finished your claim, click '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.

*Please note: you will only be able to modify submitted claims if they have been rejected. If rejected the claim will be visible in your expenses drafts.*

## 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**
**Phone: +44 1442 860500**