

RSM UK - InTime Timesheet Portal

Contractor Access from your Smart Phone

- Submit your weekly timesheets and any expense claims
- Update your personal information, such as change of address
- View your timesheet status and history
- Upload your invoice

Accessing the portal

Soon after your contract/ assignment schedule has been issued, you will receive your Username and Password in two separate emails.

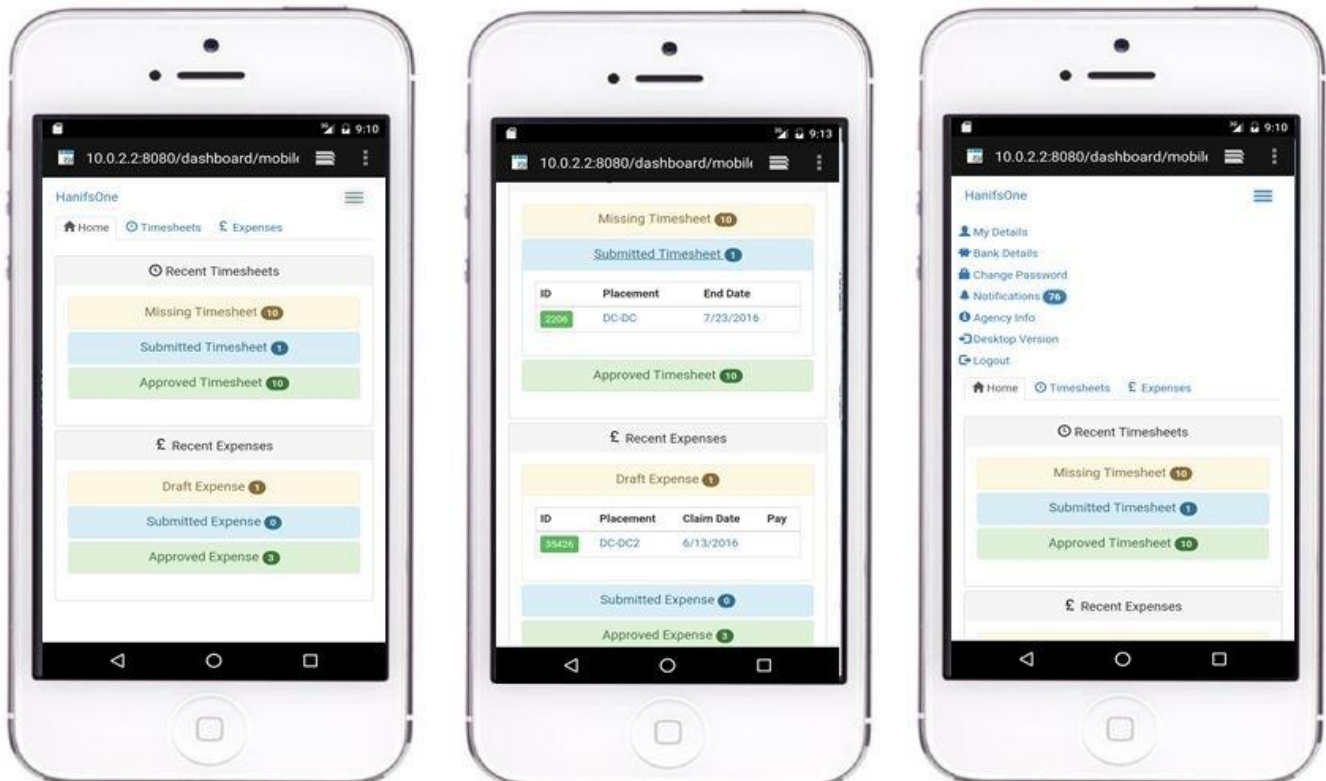
Once you have these, use this link to access the log in screen

<https://bureau3.es.rsmuk.com/localAccess/signOnForm>

Enter your username and password and click Log In

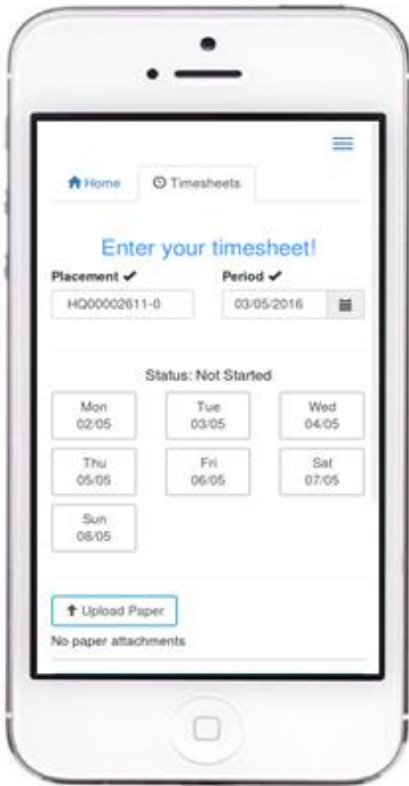
The screenshot shows the InTime login interface. At the top left is the 'intime Timesheet Technology' logo. Below it are two input fields: 'Username' and 'Password'. A green 'Log In' button is positioned below the password field. A link for 'Forgotten Password?' is located below the 'Log In' button. At the bottom, there is an 'Important Notice' regarding cookies and a copyright notice for 2019 InTIME.

When you access InTime via a mobile device, the system will reformat itself to show bigger navigation buttons and reformatted content

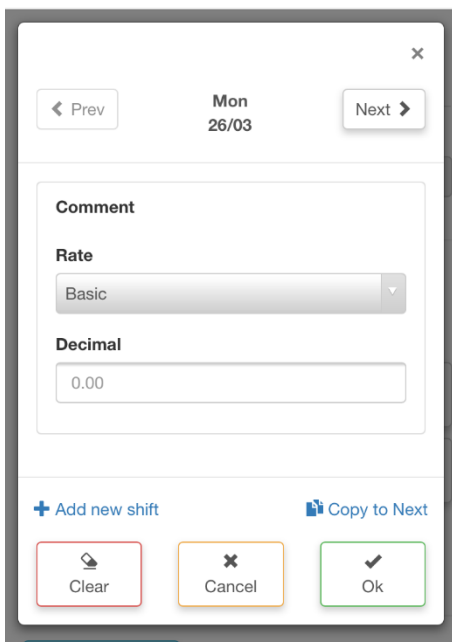


Entering your timesheet

Select the Timesheet tab and choose the Placement from the drop down. Select the required date range.



Click on each required day and enter the number of hours worked and select **OK**



Click **Submit** to send