

RSM UK - InTime Timesheet Portal

Manager Access Guide

- Approve or reject the weekly timesheets and any expense claims submitted by your contractors
- View the timesheet status and history

Accessing the portal

Soon after the 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

intime
Timesheet Technology

Username

Password

Log In

[Forgotten Password?](#)

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Once you have logged in you will be presented with the main homepage below (images may differ), giving you direct access to approve (or reject) your contractor's timesheets and expenses

Timesheets Expenses Sales Compliance Profiles Reports

Welcome to your self-service portal

Here you can view and approve timesheets & expenses, review sales invoices & status and contract and compliance information. For further information please contact your agency representative.

TIMESHEETS			
	Unauthorised	70,080.00	15

EXPENSES			
	Unauthorised	1,279.95	7

INVOICES			
	Unpaid	4,250.40	2

DOCUMENTS			
	For Acceptance	0	0
	Information Requests	0	0
	Expired	0	

Approve or reject timesheets/expenses

Go to Timesheet or Expenses on the top menu bar and click **Authorise**. You will see a list of all timesheets or expenses submitted by contractors that require approval.

Alternatively, you can use the shortcut on your homepage and select the appropriate item.

Authorise Timesheets

Search:

Select All Select None Choose Columns Show 10 entries

id	Authorise	PO	PO Required	Approval Comments	Worker	Worker Type	Worker Ref	Consultant	Client	Manager	Placement
2120	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_HOURLY_3
5282	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5285	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5335	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-2
5346	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_MONTHLY_3
5354	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_MONTHLY_3
5431	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Note, Advice	LTD	ADVNO	Leader, Team	TMP (UK) Limited	Manager, Client1	ADV_HOURLY_3
5436	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Bill, Self	LTD	SELFB	Leader, Team	TMP (UK) Limited	Manager, Client1	TimePattern-1
5584	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Alvarez, Marie	LTD	WRK_MA	Leader, Team	TMP (UK) Limited	Manager, Client1	Pmt3
5587	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No		Alvarez, Marie	LTD	WRK_MA	Leader, Team	TMP (UK) Limited	Manager, Client1	Pmt3

Showing 1 to 10 of 15 entries

Previous 1 2 Next

Approve Print Report Print Detail Report CSV Default CSV Reset Columns

You can approve in one of two ways: Bulk approve: tick each item listed in the Authorise column that you want to approve, enter your password and then click Approve. Alternatively, you can approve each timesheet individually by clicking on the timesheet ID. You will see a summary of the placement and the timesheet details.

Authorise Timesheet 5285 for Mr Self Bill

TIMESHEET

Timesheet for Mr Self Bill

Timesheet ID:	5285	Timesheet Status:	Submitted
Submitted At:	12/05/2017 at 10:56:09	Submitted By:	Mr Self Bill
Pending Approval By:	Mr Client1 Manager	Reject Reason:	
Timesheet Approval Route:	Client Manager Approval	Approving Manager:	
Period Ending:	14/05/2017	Timesheet Duration:	weekly
Placement Ref:	TimePattern-2	Placement Period:	01/07/2016 to Unknown
Job Title / Sector:	Job Title	Worker:	Mr Self Bill
PO:		Client Site:	
Agency:	Demo Agency	Consultant:	Team Leader
Client:	TMP (UK) Limited	Manager:	Mr Client1 Manager
Total Hours:	24:00	Total Decimal Hours:	24.00
Hourly Rate Total:		Fixed Rate Total:	24:00 (3.00 units)
Fixed Rate Breakdown:	Full Day : 3.0	Total Charge:	GBP 1,800.00

Date	Rate	Start	Finish	Break	Hours	Decimal
08/05/2017	Full Day					1.00
09/05/2017	Full Day					1.00
10/05/2017	Full Day					1.00