

RSM UK - InTime Timesheet Portal

Manager Access from your Smart Phone

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

Accessing the portal

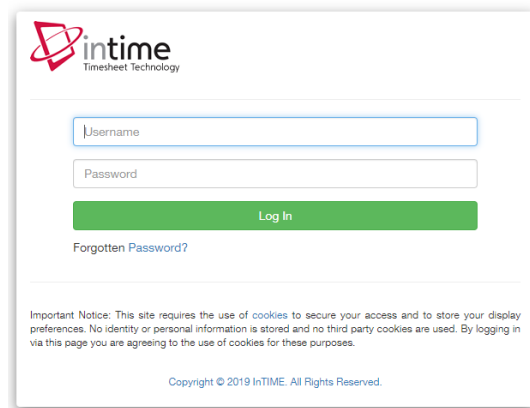
Soon after the contract/ assignment schedule has been issued, you will receive your Username and Password via email.

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

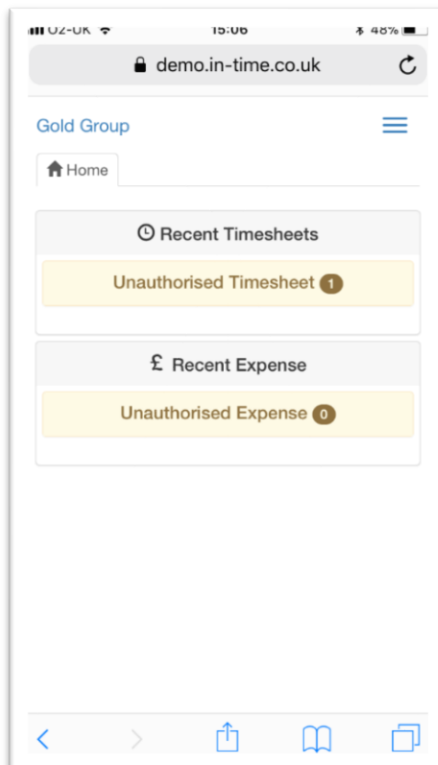
<https://bureau3.es.rsmuk.com/localAccess/signOnForm>

Enter your username and password and click Log In

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



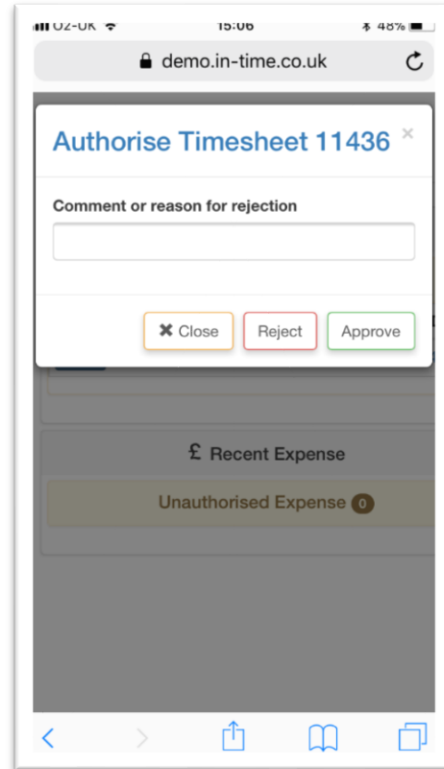
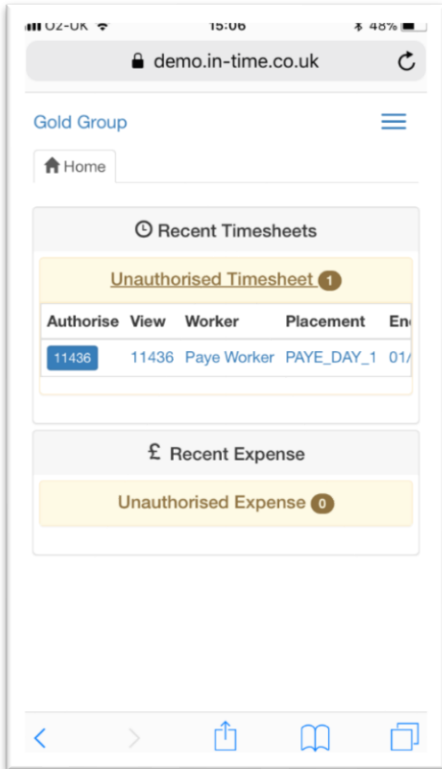
The home page will look similar to the below image:



Approve or Reject timesheets/expenses

Click on **Unauthorised Timesheet** and then check the details for the timesheet you are wanting to authorise.

Select the timesheet and select either **Reject** or **Approve**.



Receive confirmation that the timesheet has been approved

