

RSM UK- InTime Timesheet Portal

Contractor Access Guide

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

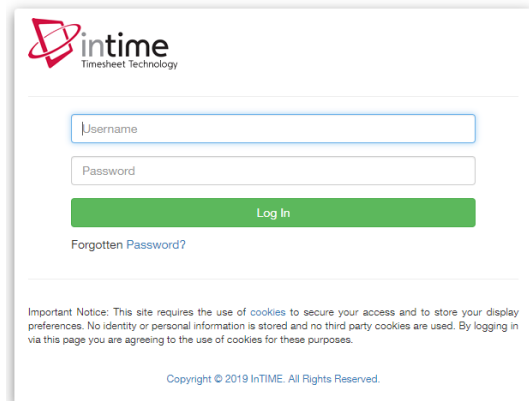
Accessing the portal

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

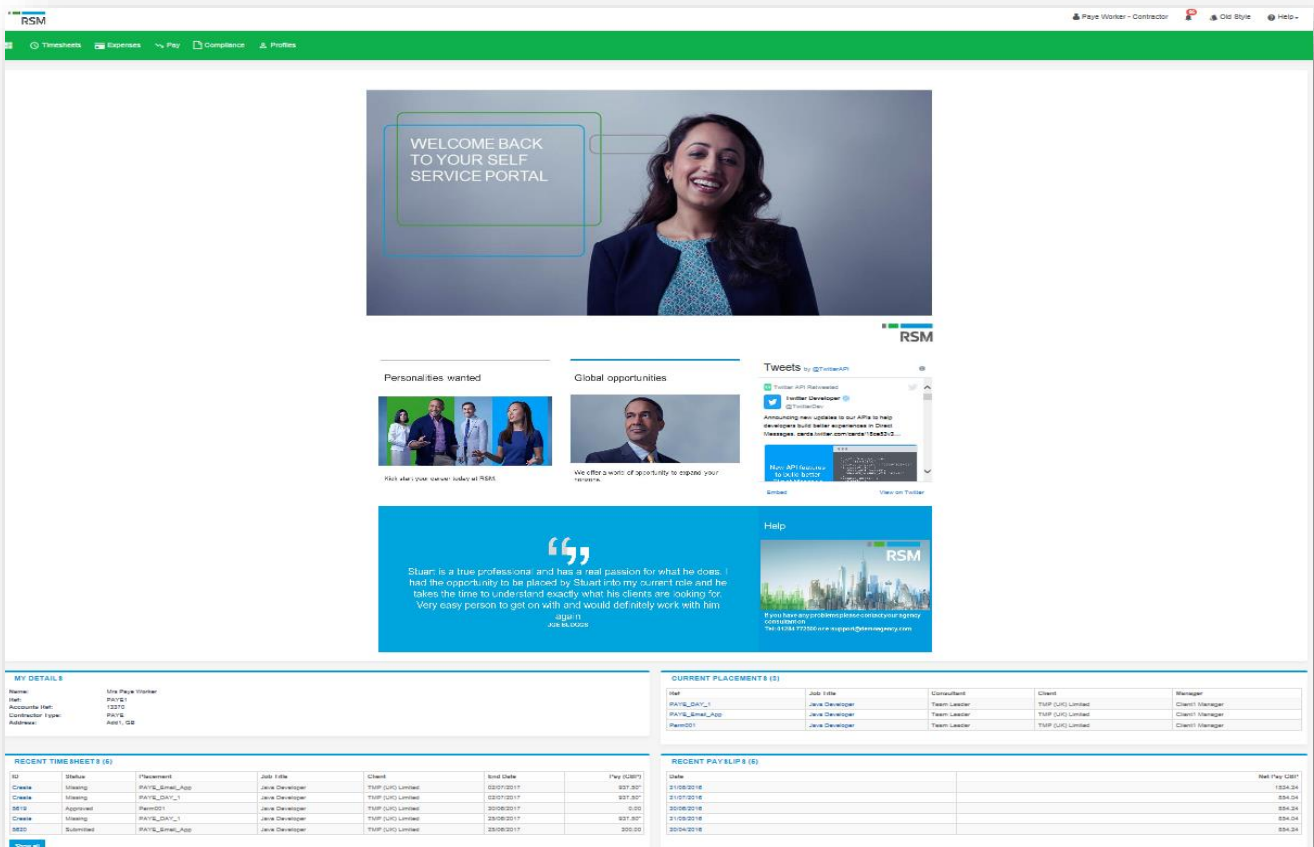
Once you have these, use this link to access the log in screen

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

Enter your username and password and click Log In

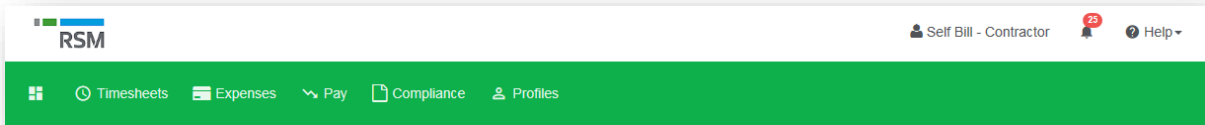


Once you have logged in you will be presented with the main homepage below (images may differ).

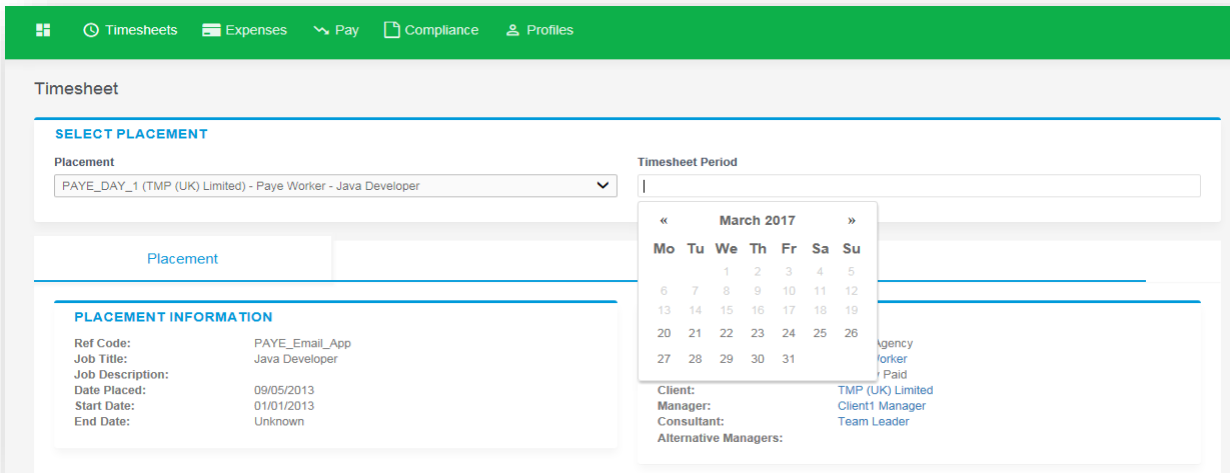


Entering your timesheet

On the bar at the top of your screen, click on **Timesheets** and select **Create**.

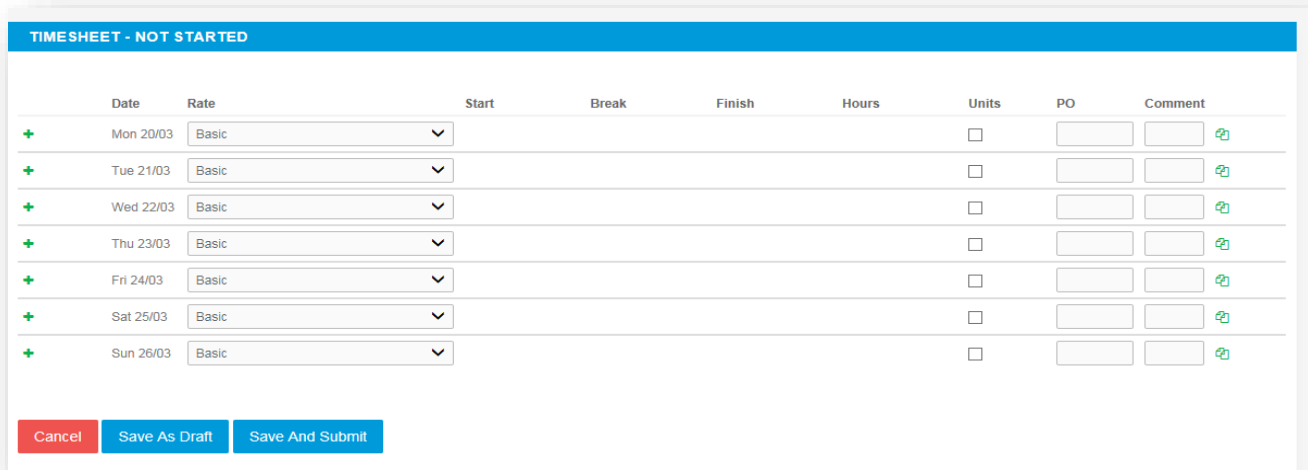


Select your placement from the drop-down box and select the week-ending date (Sunday) in Timesheet Period. You can use the provided calendar popup to help you select the correct date.



A blank timesheet form, similar to the screen shot shown below will appear. Enter Hours/Units/Time for each day worked, the total hours are calculated automatically.

For overtime, click on the green '+' to add a shift and select the appropriate rate from the additional drop-down box.



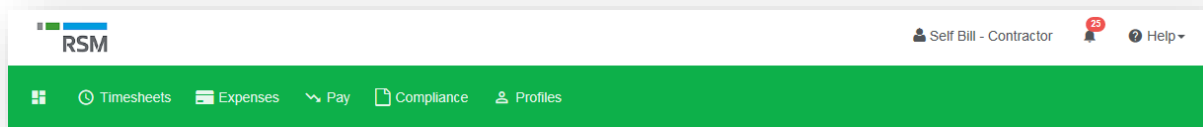
If you need to keep the timesheet open to amend at a later date, click **Save As Draft**.

Once you have completed your timesheet click on **Save And Submit**, your timesheet will be sent to your Manager for approval.

NO CHANGES CAN BE MADE ONCE YOU'VE SUBMITTED YOUR TIMESHEET

Entering your Expenses

On the bar at the top of your screen, click on **Expenses** and select **Create**.



Select the Client and your placement using the dropdown boxes and the below screen will appear.

EXPENSE CLAIM

Description

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Description..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GBP	<input type="button" value="Upload"/>
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Description..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GBP	<input type="button" value="Upload"/>
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Description..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GBP	<input type="button" value="Upload"/>
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<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Description..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GBP	<input type="button" value="Upload"/>

Total: 0.00 0.00 0.00 0.00 0.00

Select the correct type of expense and description from the dropdown boxes. Once you have filled all the required fields hit save. You will then get a summary of your expenses.

View Expenses

Placement
Approvals
History

PLACEMENT INFORMATION

Ref Code: CONSULTANT_APPROVAL
 Job Title: Network Technician
 Job Description: add NARRATIVE *****
 Date Placed: 2016-06-09
 Start Date: 2015-05-01
 End Date: 4321-11-11

PARTICIPANTS

Agency: Demo Agency
 Contractor: Mr Self Bill
 Client: TMP (UK) Limited
 Manager: Mr Client1 Manager
 Consultant: Team Leader

EXPENSE CLAIM - 955 - DRAFT
PERIOD: 12/6/17 - 18/6/17

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
32821	Hotel	13/06/2017	hotel	1	100.00	100.00	0%	0.00	100.00osp	100.00osp
										Attached Receipt
				1	100.00	100.00		0.00	100.00	100.00

* Any currency conversion is approximate until the invoice(s) are generated or the item is exported

If you need to edit your claim, click the **Edit** button option. Once you have finished your claim, click **Submit**.