Welcome to In-Time

Contractors guide

Connecting renewables specialists
to pioneering projects

taylorhopkinson.com

Your self-service portal

Welcome to

Taylor Hopkinson In-Time.

Our online Timesheet, Expense and Document Management system.
We hope you will find the following introduction and instructions helpful and comprehensive.
If you have any questions or comments on the system, or require support using it, please contact invoices@taylorhopkinson.com

In addition to submitting timesheets and expenses, you have access to the following functions!

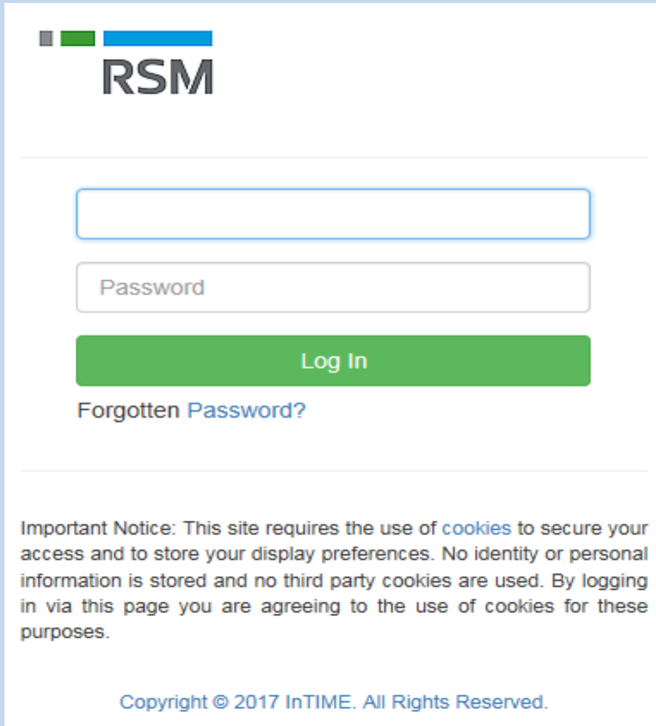
- All placement information including related contract documentation, information requests and AWR status.
- Your profile information, including the ability to update your personal information.
- Reporting of historical placement data.
- Viewing individual timesheet history.
- Action agency information requests, acceptance of contract and compliance documentation and/or submit queries using the comments feature.
- Viewing and printing payslips, self-bill invoices or advice notes and remittances.
- If you are a Limited Company contractor, the uploading of your supplier invoices against advice notes.

How to access In-Time

To get started with In-Time, click the link or use the URL below:

https://contractors.taylorhopkinson.com

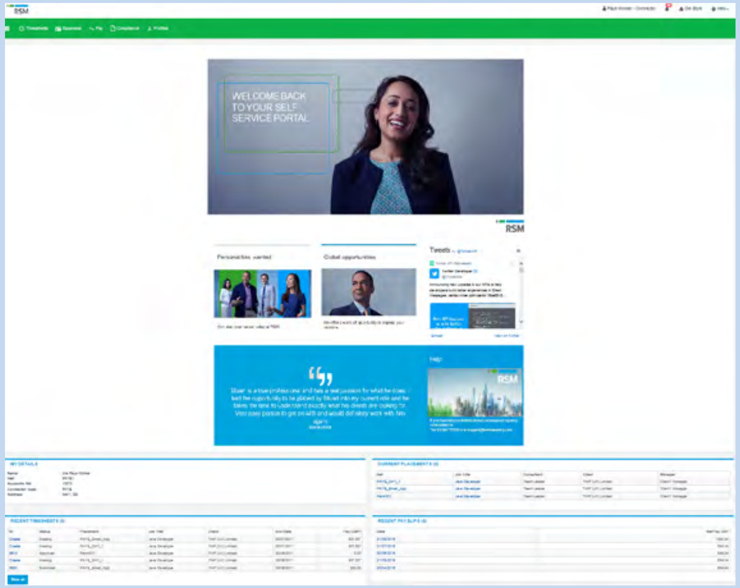
You will be prompted for your username and password, which will have been generated and sent to you directly from the In-Time system or via your Taylor Hopkinson Administrator.



Your homepage

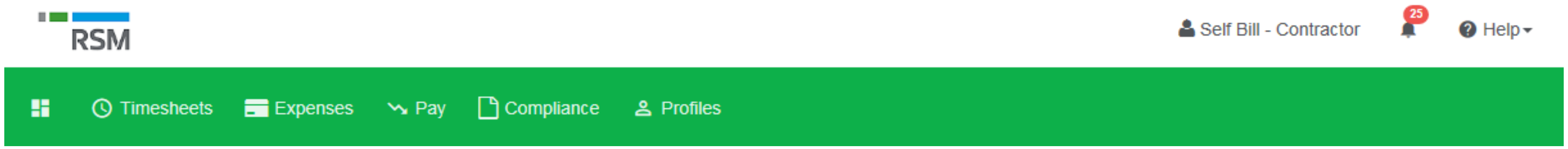
The menu bar options will include the following as shown below:

- A multi square icon – taking you back to your homepage.
- Timesheets – this provides access to new, draft and previously submitted timesheets, and a timesheet search function.
- Expenses – which allows you to submit new and access historical expense claims.
- Pay – provides ability to access invoices and credit notes.
- Compliance – to facilitate information requests and submit documentation.
- Profiles – this gives details of your placements and associated clients.



Once you have logged in you will be presented with the main In-Time homepage.

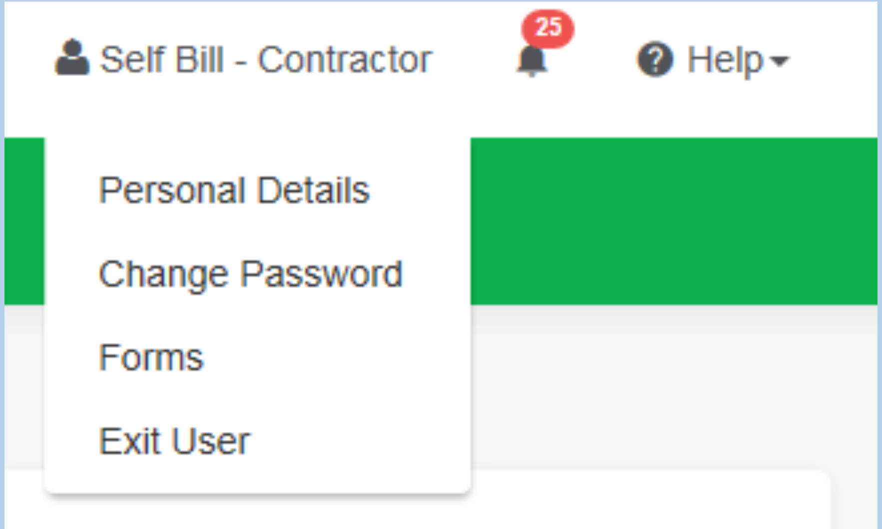
The navigation menu is located across the top of the page.



Your homepage

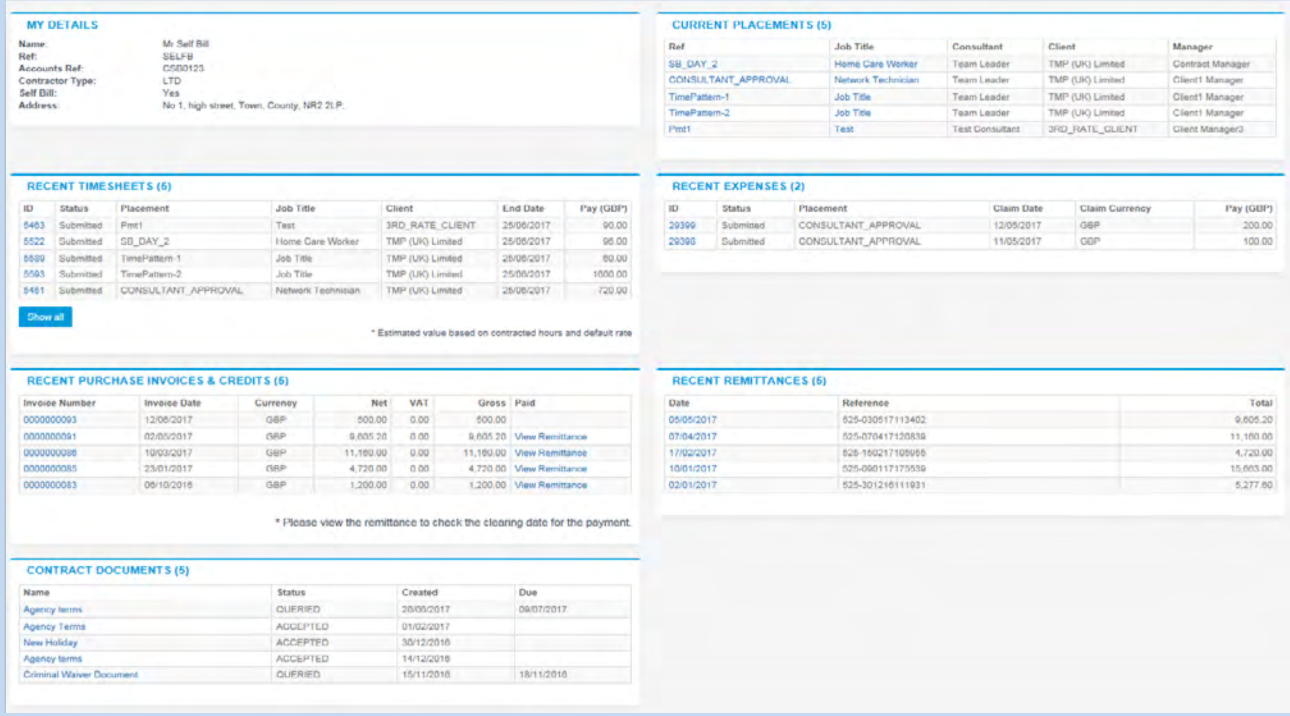
In the top right-hand corner of your screen:

- Your name – Click on this, options appear for you to:
    - Update your personal details
    - Change password
    - Request forms for holidays and address changes
    - Exit In-Time
- Bell Symbol – Advises you of notifications.
- Help – takes you to our online documentation help bank.



Your dashboard

As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current placement information, timesheets, expenses, and contract documentation that you can easily access directly from the dashboard.



MY DETAILS

Name:	Mr Self Bill
Ref:	SELFB
Accounts Ref:	CSB0123
Contractor Type:	LTD
Self Bill:	Yes
Address:	No 1, high street, Town, County, NR2 2LP.

CURRENT PLACEMENTS (5)

Ref	Job Title	Consultant	Client	Manager
SB_DAY_2	Home Care Worker	Team Leader	TMP (UK) Limited	Contract Manager
CONSULTANT_APPROVAL	Network Technician	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-1	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
TimePattern-2	Job Title	Team Leader	TMP (UK) Limited	Client1 Manager
Pmt1	Test	Test Consultant	3RD_RATE_CLIENT	Client Manager3

RECENT TIMESHEETS (5)

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP*)
5463	Submitted	Pmt1	Test	3RD_RATE_CLIENT	25/06/2017	90.00
5522	Submitted	SB_DAY_2	Home Care Worker	TMP (UK) Limited	25/06/2017	96.00
5589	Submitted	TimePattern-1	Job Title	TMP (UK) Limited	25/06/2017	60.00
5593	Submitted	TimePattern-2	Job Title	TMP (UK) Limited	25/06/2017	1600.00
5461	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

Show all

* Estimated value based on contracted hours and default rate

RECENT EXPENSES (2)

ID	Status	Placement	Claim Date	Claim Currency	Pay (GBP*)
29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

RECENT PURCHASE INVOICES & CREDITS (5)

Invoice Number	Invoice Date	Currency	Net	VAT	Gross	Paid
0000000093	12/06/2017	GBP	500.00	0.00	500.00	
0000000091	02/05/2017	GBP	9,605.20	0.00	9,605.20	View Remittance
0000000088	10/03/2017	GBP	11,160.00	0.00	11,160.00	View Remittance
0000000085	23/01/2017	GBP	4,720.00	0.00	4,720.00	View Remittance
0000000083	06/10/2016	GBP	1,200.00	0.00	1,200.00	View Remittance

* Please view the remittance to check the clearing date for the payment.

RECENT REMITTANCES (5)

Date	Reference	Total
05/05/2017	525-030517113402	9,605.20
07/04/2017	525-070417120839	11,160.00
17/02/2017	525-160217105955	4,720.00
10/01/2017	525-090117175539	15,663.00
02/01/2017	525-301216111931	5,277.60

CONTRACT DOCUMENTS (5)

Name	Status	Created	Due
Agency terms	QUERIED	20/06/2017	09/07/2017
Agency Terms	ACCEPTED	01/02/2017	
New Holiday	ACCEPTED	30/12/2016	
Agency terms	ACCEPTED	14/12/2016	
Criminal Waiver Document	QUERIED	15/11/2016	18/11/2016

Timesheets

Timesheet and expenses basics

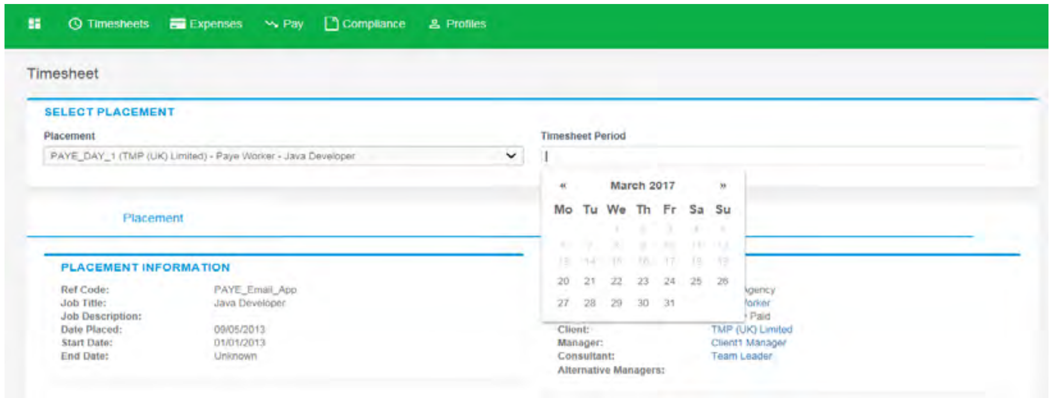
Statuses of timesheets and expense claims explained:

- All 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. Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.
- 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. Expenses can be edited via the expenses Rejected menu option.

Entering your timesheet

To begin, hover over Timesheets from the main menu bar at the top of the screen and select Create.

You will then be prompted to select the placement from the drop-down box to enter time against, as well as the week ending date. You can use the provided calendar popup to help you select the correct date.



Timesheets

After selecting the period you will be presented with a blank timesheet form similar to the screen shot shown below:

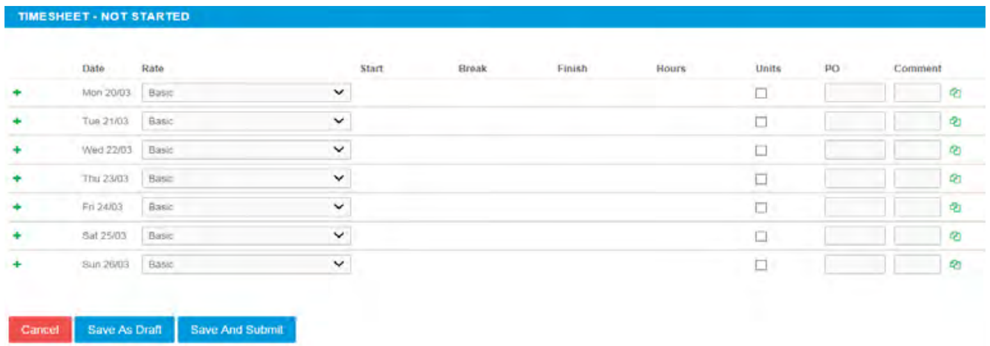
Enter Hours/Units/Time as applicable for the period selected. The basic rate is selected by default here, so you can start entering your time for each of the days.

If you require additional rates, click on the green plus to add a shift and select the appropriate item from the additional rate drop-down.

You can click on Save As Draft to store the timesheet which will allow 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 for approval.



Draft timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu, or from your dashboard. You will then be taken to the timesheet form described in the Entering your timesheet section. 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 your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu.

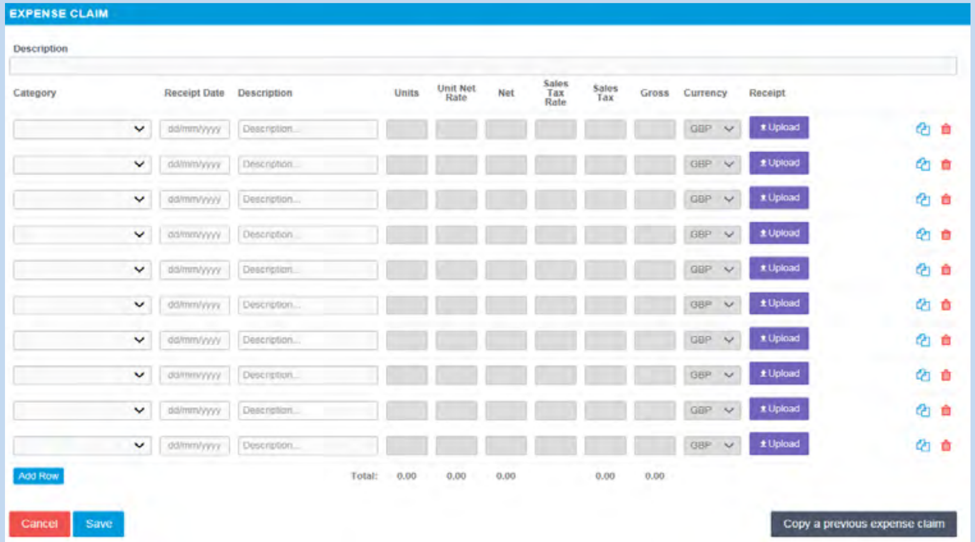
By clicking the timesheet ID you can also see a detailed view of that timesheet. Note that you can only modify rejected timesheets.

Expenses

Entering your expenses

Go to the expenses menu at the top of the screen and hit create, you will then be prompted to select the client and placement you wish to claim against. You will now be presented with a blank expenses claim form.

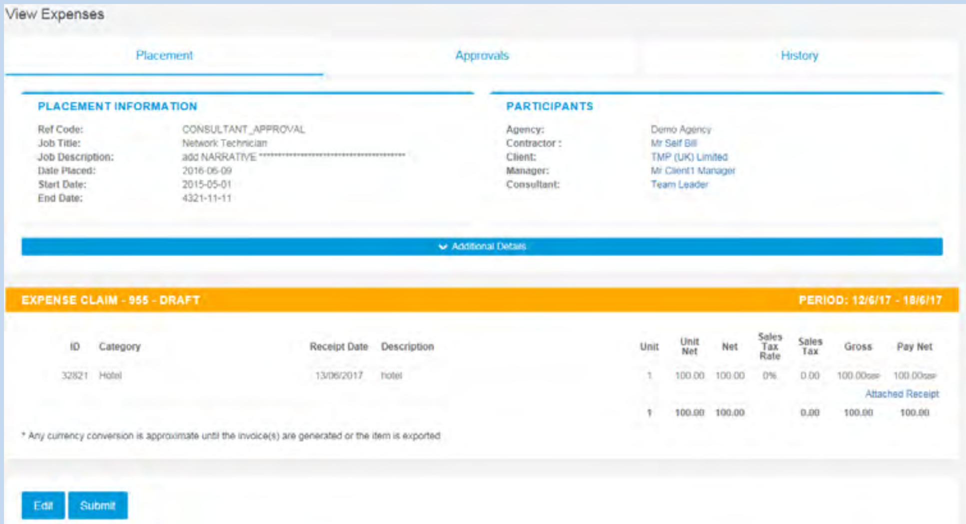
Select the correct type of expense and description from the provided dropdowns. Once you have filled in all the required fields hit save. You will then get a summary of your expenses. If you need to edit your claim please click the Edit button option. Once you have finished your claim, click Submit.



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.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense. Note that you will only be able to modify rejected expense claims.

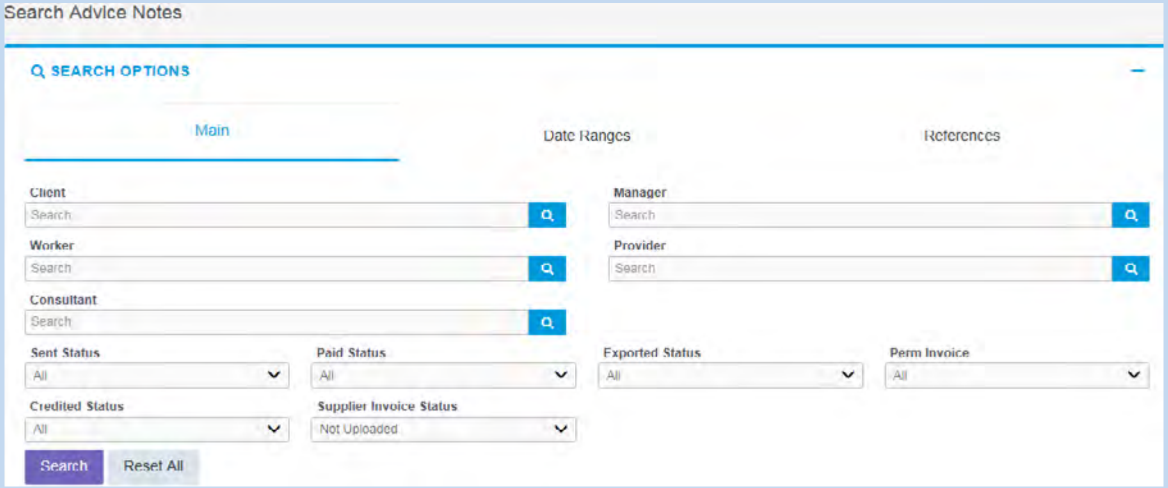


Invoices

Invoice & billing

If you are a Limited Company contractor and don't have a self-bill agreement in place, you will receive an Advice Note. The advice note will contain all the details needed to create an invoice. Typically, it will contain timesheet details and expense claims.

From the menu bar, select Pay and then List Advice Note.



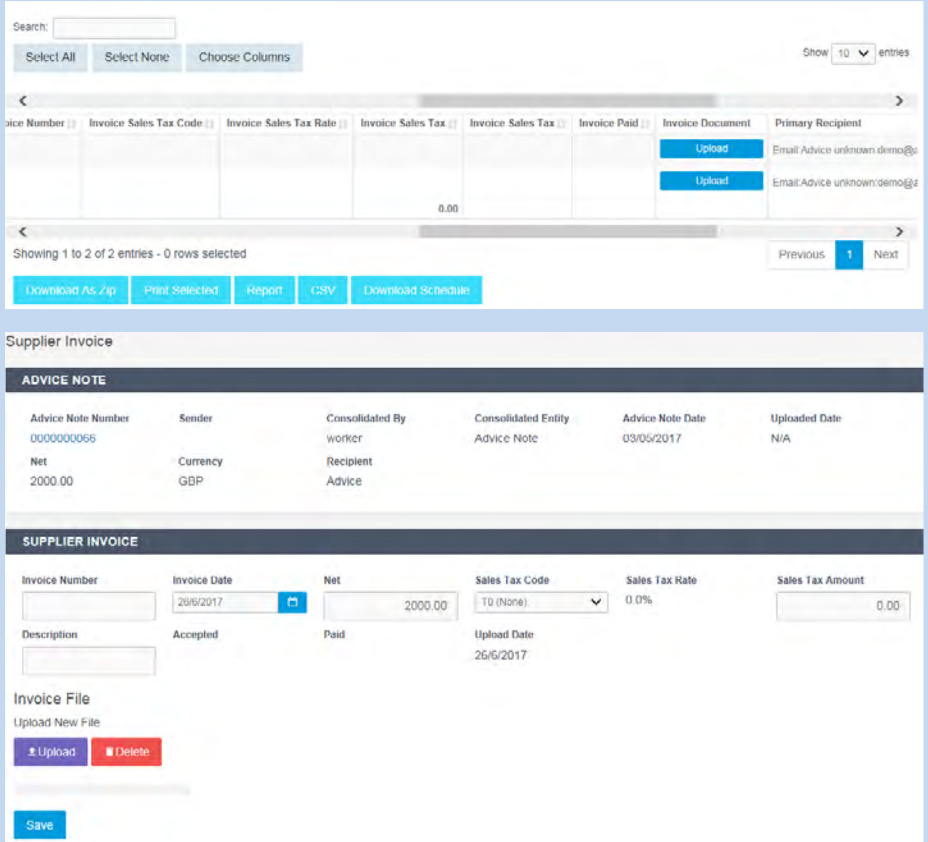
Invoices

Uploading your invoice!

Instead of sending your invoices to us by email, we would like to invite you to upload them against your timesheet via the In-Time portal! Please note we can still accept invoices via email for now if this is your preference.

Use the filters to search for advice notes waiting for you to create an invoice against. For example, by leaving the filters at their defaults and selecting Search, the system will return all advice notes; or you could search for just the advice notes that do not have an uploaded invoice against them by selecting Supplier Invoice status: Not Uploaded.

In the list of advice notes, scroll along until you see the invoice document column click Upload to upload an invoice to match the advice note.



- In the Your Invoice Date field, set the date of your invoice.
- The Net field is prep-populated with the amount from the advice note.
- The Sales Tax Code field is pre-populated with the information from the placement.
- The Sales Tax Amount is pre-populated based on the Net and Sales Tax Code fields.
- If required, enter a description for the invoice.
- Click Upload to search for the invoice on your computer click open and it will automatically upload.
- When the file is uploaded, a purple line appears across the screen.
- Click Save and the Invoice details are saved.

Your profile

Viewing profile information

There are two types of profile information available, they are:

- **Select Clients from the Profiles menu**, this provides details relating to all clients who you are assigned to.
- **Select Placements from the Profiles menu**, this will provide you a list of all active placements that you are responsible for. You can obtain more information relating to the placement by clicking on details report. This will show all details such as the agency, Worker, Manager and Consultant associated with the placement as well as any reference codes, start and finish dates, job descriptions and contract documents.

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Get in touch

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