

Welcome to InTIME

To get started with InTIME, please firstly open your web browser (likely to be one of Internet Explorer, Firefox or Chrome). Once opened, you will need to enter your InTIME server address in the browser "location bar" or "address bar". This address should have been provided by your Empiric InTIME administrator.

Once the InTIME site has opened, you will be prompted for your Username and Password, which should have been provided by your manager or your Empiric InTIME administrator.



Once you have logged in, you will be presented with the main InTIME homepage as above. The navigation menus are located across the top of the page, starting with the Home menu item on the left. Be aware that the list of items in the menu bar may vary depending on what modules your organisation has subscribed to.

The Main Menu

The Menus allow you to access the various parts of InTIME. The menu options are likely to include the following: This will depend on your configuration.

- Timesheets, which provides access to new, draft and previously submitted timesheets,
- Expenses, similar to the timesheets menu but for expenses,
- Profiles menu, which gives details of your clients and placements,
- My details, where you can update your contact details and change your system preferences if your administrator has given you permission to do so.

Your main use of InTIME will most probably be for submitting timesheets and expenses and also to check on their approval status.

Timesheet and Expenses Basics

Before using InTIME, it's useful to be aware of the different status of timesheets and expense claims. These are:

Draft: a draft timesheet is one that you have created, saved but not yet submitted. There are no draft expenses.

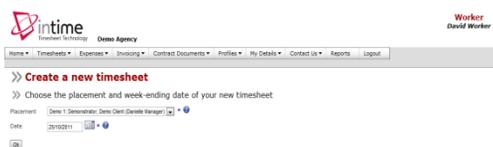
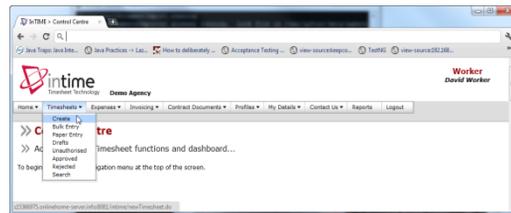
Submitted: a submitted timesheet or expense is one that you have created and submitted for approval. Submitted timesheets and expenses cannot be modified, so please ensure the details are correct before submitting.

Approved: an approved timesheet or expense is one that has been approved by your manager for payment.

Rejected: a rejected timesheet or expense is one that has been rejected by your manager. This is usually because of incorrect hours or expense lines. In this case the manager may have provided an explanation as to why the timesheet or expense 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 Timesheets

To begin, please click Create on the Timesheet menu. You will then be prompted to select the Placement you wish to enter times for, as well as the Week Ending Date. You can use the provided calendar popup to help you select the correct date. Once you have done this, click OK to proceed.





You will now be presented with a blank timesheet form similar to the screenshot above. The form has the timesheet id (1474 in this case) plus details of the placement against which time is being entered. At the bottom of the form is a time entry area (for each day of the week).

The Basic rate is selected by default here, so you can start entering your times for each of the days. The Total Hours (or Hours Claimed) is calculated automatically.

If you require additional rates, simply select the appropriate item from the Rate drop-down. The previously entered times will then move further down the screen allowing for more times to be entered in the Time Entry area.

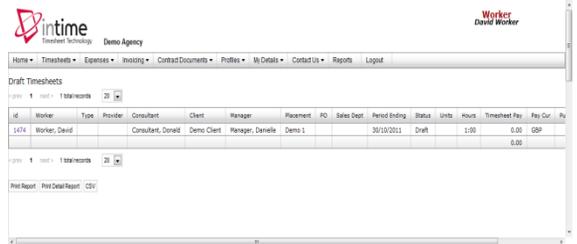
When you are satisfied, click Save. This will save the timesheet into your Drafts area where you can make still make changes to the timesheet using the id noted above (1474).

After saving your timesheet, you will be provided with three more options. The Submit button will submit your draft timesheet for approval by your manager. The Finish button will return you to the InTIME homepage (sometimes referred to as the Control Centre). Your timesheet will be saved but NOT submitted. Finally, the Edit button will allow you to make changes to your draft timesheet.

If you are totally happy with your timesheet, you can click the Submit button. You will be presented with a warning stating that once submitted, you will not be able to modify this timesheet again, unless your manager rejects it because it contains errors or is inaccurate in some way. Clicking Yes will finally submit your timesheet to your manager for approval. Clicking No will return you to the Control Centre again (without submitting the timesheet).

Draft Timesheets

If you have created timesheets and saved them previously (without submitting), you can still access the timesheet by clicking on the Drafts item in the Timesheet menu.



In order to modify (or submit) a timesheet click on the id of the timesheet e.g. 1474 above. 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.

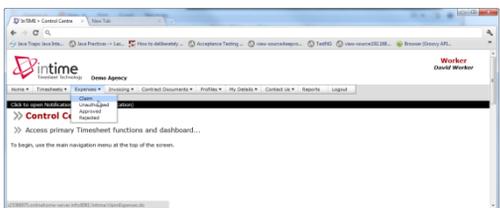
Submitted Timesheets

If you need to check details of your submitted timesheets, or to see if your manager has approved them, click Unauthorised on the Timesheets menu. Note that rejected timesheets will reappear in your Rejected section and approved timesheets will appear your Approved section automatically.

You can now view the status and summary of your submitted timesheet. By clicking the timesheet id you can also see a detailed view of the same timesheet. Note that you can only modify rejected timesheets.

Entering Your Expenses

First click Claim on the Expenses menu. You will then be prompted to select the Placement you wish to claim against. Once you have done this, click OK to proceed



You will now be presented with a blank expenses claim form similar to the screenshot below.



In the above example, a default template and a gross value entry method are already selected for you. If these are correct for your claim, you can immediately start entering the details of your claim. Otherwise, simply select the correct template and entry method from the provided dropdowns before continuing.

Once you have filled in all the required fields, you should see a screen similar to the one below:



If you need to claim for more items, please just click the Add Item option to enter more lines as before.

Once you have finished your claim, just click the submit button. Unlike the timesheet submission, there is no warning screen, so please ensure the details you have entered are correct prior to clicking the submit button.

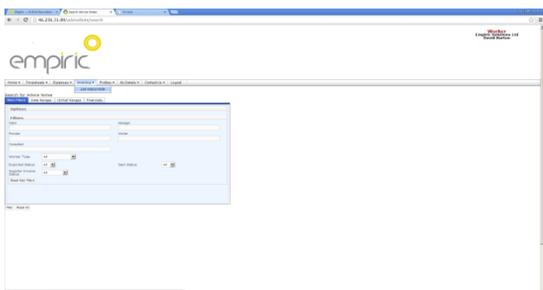
Submitted Expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised on the Timesheets menu. Note that rejected expenses will reappear in your Rejected section and approved expenses will appear in your Approved section automatically.

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.

Your Ltd Company Invoices

If you have opted out of Self Billing then InTIME will notify you when the Advice Note has been raised. At this stage we would ask that you log into the InTIME system and click Invoicing – List Advice Note.



Please click the Filter button which is under the Search Filter box.

It is likely the information row now appearing will exceed the size of the screen, please simply scroll to the right and under the header Document please click Upload.