

## GUIDE TO INTIME FOR SUPPORT WORKERS

Timesheets will now be submitted and approved electronically – please follow the below instructions when you come to receive any emails from the system. Emails will come from cosmic.timesheets@pulseoutsource.com – if you have not received any log in details, please check your Junk folder.

It is really important that timesheets are entered straight away after each session, or as soon as possible after a session has been cancelled. Timesheets should be saved as Drafts throughout the week and only be submitted for approval after the last session of the week is complete (or cancelled). It is important that you obtain approval from the Student straight away following the last session of the week. If you require any help please contact the Payroll Office on 01283 716300.

### GETTING STARTED

- When you are first set up on InTime you will receive 2 emails:
  - 'Welcome to InTime' – this contains a link to the website, and your Username
  - 'Your InTime Password' – your unique system-generated password - sometimes these passwords can contain characters that do not appear on mobile phones – if this is the case and you do not have access to a computer please reply to the email requesting a new password.
- Once you have been assigned to manage a placement you will receive a further email:
  - 'New Placement' – this will confirm placement details and provide another link to the website. You will have one placement set up per Student/per Support type. You will now be able to enter a timesheet.
- To Log in to InTime click the link in the Welcome or Placement email
  - Enter your username and password – the first time you log in you will be prompted to change your password to something more memorable.
- Once logged in you will see your homepage/dashboard – this will show your personal details, current placements, timesheets and recent payslips.

### SUBMITTING A TIMESHEET

- Go to Timesheets (on green bar) and then click Create
- In the Placement box click the dropdown arrow and select the relevant one from the list – look closely at support type on the end of the description to ensure you are selecting the right one

- Click into Timesheet Period box and select the date you wish to enter a timesheet for from the calendar. Days that are greyed out have already had a timesheet submitted against them for that placement – if you need to edit a timesheet that has already been submitted or approved you will need to request this from your contact at Cosmic People
- On the day that you have completed a support session:
  - Leave Rate name as default Basic Hourly
  - Enter your Start time in the format hh:mm e.g. 9.30am would be 09:30
  - Enter your Finish time in the same format e.g. 5pm would be 17:00
  - Please ensure time is entered in 15-minute blocks
  - Enter any Break taken e.g. half an hour would be 00:30
  - Short comfort breaks (5-10 minutes) do not need to be included
  - Check the total number of Hours calculated by the system
  - You can press Save as Draft at any time and keep amending the timesheet throughout the week
  - Once all support sessions for this placement are complete for the week scroll to the bottom of the page and check the total number of hours submitted for the week, your Pay Rate and the Total Pay
- If correct, press Save and Submit – at this point you can no longer edit the timesheet - this will change the status of your timesheet to Submitted and will automatically send an email to the Student to approve
- Once you have submitted your timesheets to your students for approval, please check back on your dashboard to ensure they have been approved. Any that have been rejected or queried will show as 'draft'. You can then edit these as necessary and Save and Submit again.

### MISSED AND CANCELLED SESSIONS

- If a session is missed or cancelled please do the following when submitting your timesheet:
  - In the Rate column select 'Cancelled Session' from the dropdown and then complete your hours as above
  - In the Comment box enter the date/time you were informed the session was cancelled, and also the reason why – this must be detailed for every cancelled session
  - Always double check your Total Hours for each Rate of pay at the bottom of the screen before pressing Save and Submit at the end of the last session (or cancelled session) of the week

## VIEWING YOUR PAYSLEIPS/P45/P60

- By the end of the week you will be able to view your payslip on InTime
- To view Payslips or your P45/P60 go to Pay and Payslips
  - Your most recent payslip will show straight away
  - From the Payslip Pay Date drop down you can view all of your payslips to date (dating back to when the new system went live – if you worked prior to that date and require older payslips please speak with your contact at Cosmic People who can request these)
  - To view a P60 or P45 (when issued) at the very top of the page you will see links to these. If you click on P60 or P45 these will appear
  - You can download or print any of the documents by clicking the relevant links in blue in the top right corner

## VIEWING PREVIOUS TIMESHEETS

- To view older timesheets no longer listed on your dashboard go to Timesheets and Search
- Press purple Search button
- You can look further into each timesheet by clicking the blue ID number on the left
- Timesheet Status' include:
  - Missing – not yet started at all
  - Draft – opened/started but not submitted for approval
  - Submitted – awaiting approval
  - Approved – approved and awaiting processing
  - Exported – processed and paid (or to be paid if only approved recently)

## USING A MOBILE DEVICE TO SUBMIT A TIMESHEET

- When logged in if you opt to use the Desktop version of the site, instructions above can be used – please note you may need to hold your phone in landscape view to get a better view of the toolbars
- On the Home screen you can view recent timesheets/ payslips:
  - Missing timesheets = timesheet due for submission not yet started
  - Draft timesheets = timesheet started but not yet submitted for approval
  - Submitted timesheets = timesheets awaiting approval
  - Approved timesheets
  - You can also view Payslips under Recent Payslips
- To enter a timesheet click the Timesheets tab:
  - Select your placement from the drop-down list
  - Select the relevant timesheet you need to enter by using the calendar next to the Period box
  - Each day should be entered individually (see above regarding changing your rate type for cancelled sessions)
  - Ensure you check the total hours/units and Save before moving on to the next day.