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GUIDE TO INTIME FOR SUPPORT WORKERS - BAND 4

Timesheets are 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/Spam folder.

It is important that timesheets are submitted at the end of each session, or as soon as possible after a session has been cancelled. If multiple sessions are planned for a week, submit the timesheet at the end of the final session for that week. 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.
- To Log in to InTime click the link in the Welcome email, or follow the link in the Working with us>Payroll & Timesheets section of our website
    - 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 the 'Recent Timesheets' section of your dashboard (bottom left-hand corner)
- Find the relevant student's name for the relevant week ending date in the list, and click/tap on 'Create' (left-hand-side of the student's name) – this will open the timesheet for completion
- On the day that you have completed a support session:
    - If the session was attended by the student, leave Rate name as default Basic Hourly
    - Enter your Start time in the 24-hour clock format hh:mm e.g. 2.30pm would be 14:30
    - Enter your Finish time in the same format e.g. 5pm would be 17:00
    - Please ensure time is entered in 15-minute blocks in 24-hour clock format
    - If a session is for 4 hours or more, a minimum 15-minute break should be taken. This should be entered in the Break section e.g. half an hour would be 00:30
    - Breaks for less than 15 minutes do not need to be included
    - Check the total number of hours calculated by the system
    - You can click/tap Save as Draft at any time and keep amending the timesheet throughout the week if there will be more sessions
    - 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, click/tap 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/Missed 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
    - If a student misses a session/fails to attend, add 'Student did not attend booked session' to the Comment box
    - If the information regarding missed or cancelled sessions is not entered into the Comment box, the timesheet will be rejected
    - Always double-check your Total Hours for each Rate of pay at the bottom of the screen before clicking/tapping Save and Submit at the end of the last session (or cancelled session) of the week

VIEWING YOUR PAYSLIPS/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 'Recent Payslips' at the bottom right-hand corner of your dashboard
  - Your most recent payslip will show at the top of the list – click on the date and this will open the payslip. You can print and download the payslip from here
  - From the Payslip Pay Date drop down you can view all of your payslips to date
  - 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
- Click/tap 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.