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GLEESON RECRUITMENT GROUP

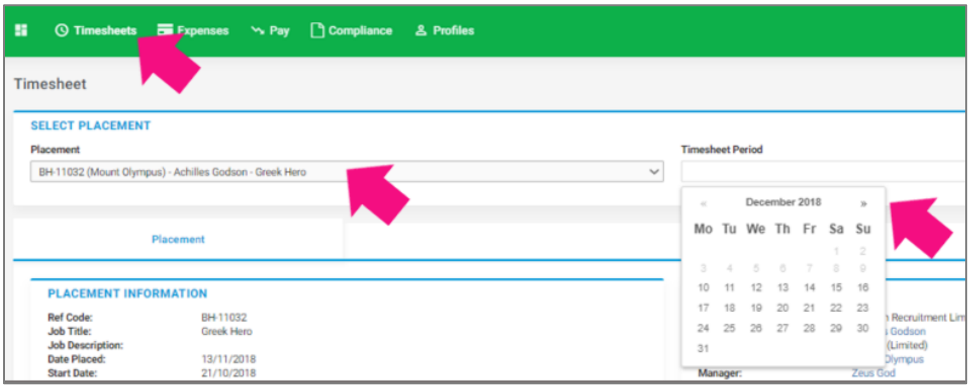
Quick Reference Guide to Timesheets, Expenses and Invoices

Accessing InTime

You will receive a portal link along with your username and password. When you log in for the first time, you will be prompted to change your password. If you do not see the email, please check your spam or junk folders.
When entering your password, take care to avoid any extra spaces at the beginning or end.
The portal will open on the homepage dashboard. This will be updated when we have useful information such as deadline changes due to bank holidays.
Please note: You will not be able to submit timesheets until all compliance and onboarding documentations have been received and approved.

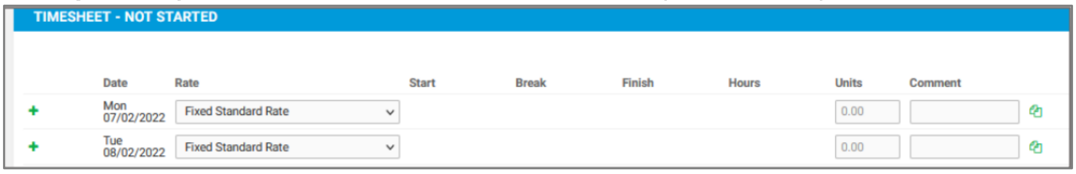
Timesheets

Hover over **Timesheets** on the top navigation bar and select **Create**.
Select the placement from the drop-down box.
Select the appropriate time period. Clicking on a single date will take you to the timesheet for that week (or month if you are submitting timesheets on a monthly basis).

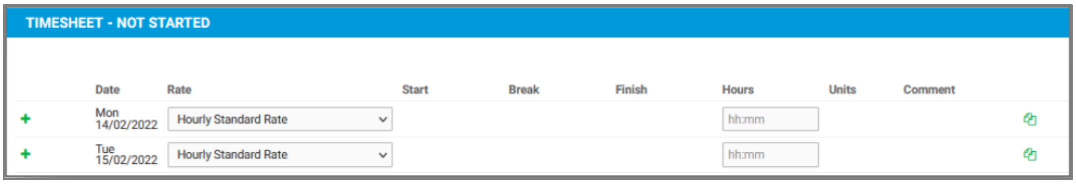


After selecting the period, you will be presented with a blank timesheet to complete. Please enter your working time as applicable for the period selected. Depending on your assignment this may be in hours and minutes, or in days.

Example Daily Rate Timesheet. Enter 1 "Unit" to represent 1 day of work.



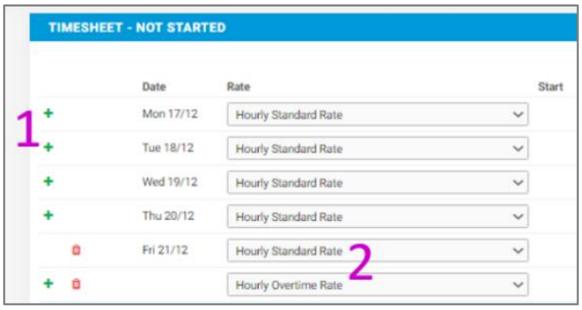
Example Hourly Rate Timesheet: Enter the number of hours and minutes worker, for example 07:30 = 7 hours and 30 minute. 07:50 = 7 hours and 50 minutes. Please do not include time spent on breaks unless it has been agreed in advance that they will be paid.



To add overtime at a different rate of pay:

1) Select the green + sign next to the day on which you need to claim overtime.
2) Select the appropriate rate and enter the appropriate number of hours you need to claim.

Please note: This will only be available if overtime has been agreed in advance.



Submitting your timesheet

Once you have completed your timesheet, select your Approver from the dropdown list and click Save and Submit.
If you require an alternative approver, please email the person's name and email address to your recruiter or to payroll@workwithglee.com

- **Weekly timesheets** should be submitted at the end of your working week and must be approved by lunchtime on Monday to ensure payment that Friday.
- **Monthly timesheets** should be submitted promptly at month end and are normally paid the following week.

Timesheet approval and payment

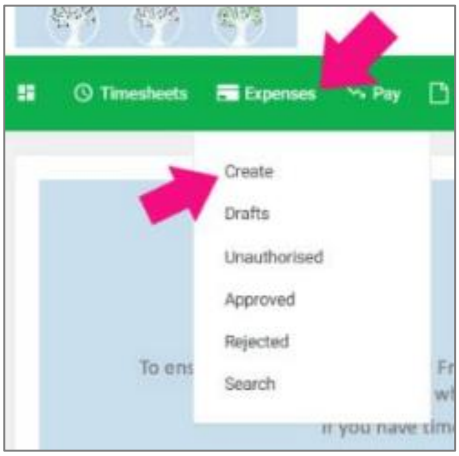
- To avoid delays, submit your timesheet promptly and check it has been approved before the deadline. You can check the approval status of your timesheets on the portal.
- Timesheets not submitted and approved before the cut-off will move to the next payroll run, which usually means the following week for weekly workers or the next monthly cycle for monthly workers. We cannot make advance or additional payments where timesheets are submitted or approved late.
- Cut-off times may change around bank holidays or Christmas closures, so please check the latest schedule at: https://www.workwithglee.com/temporary-and-contract-information, we will also put updates on the home dashboard of the Intime system.
- **Approvers may reject timesheets**, this is usually because of incorrect hours. The Approver will usually leave a comment explaining this, which can be viewed on the timesheet. Once rejected, the timesheet becomes a draft for editing and resubmitting.

Expenses

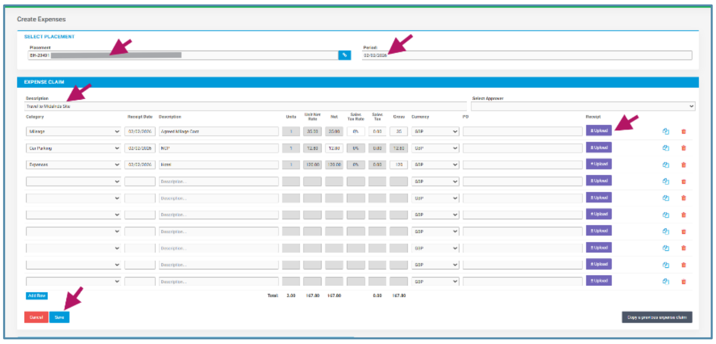
Expenses are only paid where they have been agreed in advance, by the end client.

To add expenses:

- Hover over Expenses on the top navigation bar and select Create.
- You will then be prompted to select the Placement and the relevant time Period. *(Screenshot on next page)*
- Add the description, select the correct type of expense and complete the details.
- If the client requires you submit evidence (receipts, booking confirmation etc) click the UPLOAD button.



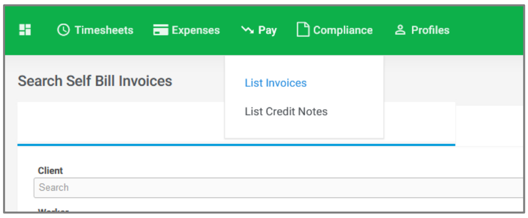
- Once you have filled in all the required fields, click save.
- Once saved, you will be presented with a summary page.
- Use the Edit button if you need to make amendments.
- Once you have finished your claim click Submit.



Personal Service Company Invoice Information

Those operating via a Personal Services Company will have Self Bill invoices which are accessible via the **Pay** option on the top menu bar.

- List Invoices is an Invoice search facility where you can select individual or multiple items to view or download.
- List Credit Note option will provide information on any credit notes issued to you.

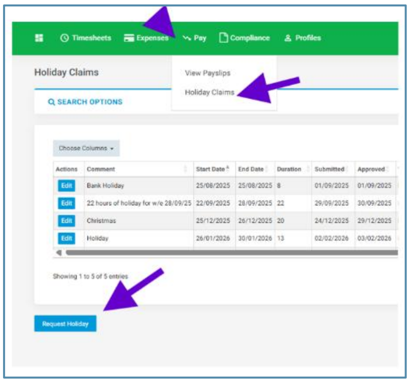


Payslips and Holiday claims for PAYE Workers

Both can be found under **Pay** on the top menu bar.

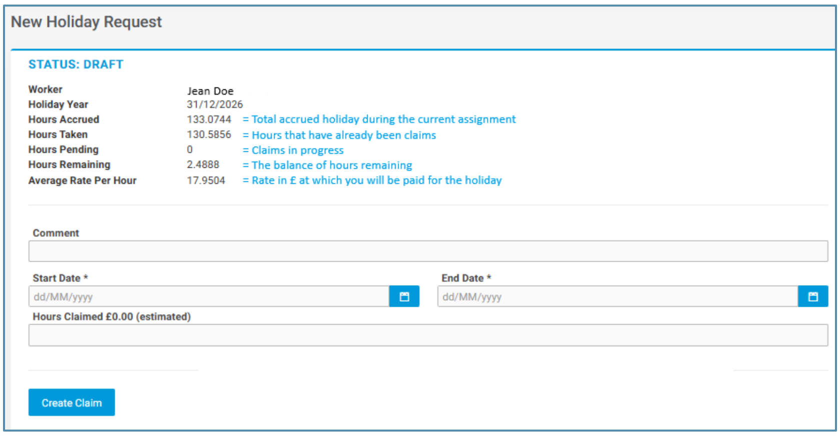
Select **View Payslips** to see your payslips and any issued P60 or P45.

To request holiday pay, select **Request Holiday.**
You can only submit a claim if you have accrued holiday available. Claims over your balance or for future dates are rejected. If resubmitted after the payroll cut-off, payment will move to the following week.



Enter the holiday start and end dates and the amount in £ you want paid, then click Create Claim. The claim will save as draft, so remember to click Submit Claim to finalise it.

Submitted claims appear under Pay > Holiday Claims and are paid in the next appropriate payroll run after approval is received.



Queries?

Queries regarding your onboarding and compliance documents should be directed to compliance@workwithglee.com.
Queries relating to your pay, benefits or timesheets should be directed to payroll@workwithglee.com.
We aim to reply to queries within 3 working hours, except for those received after 12 noon on Friday which may be dealt with as a priority on Monday morning.