

# Intime Instruction Manual -for Users of Workflow Systems-



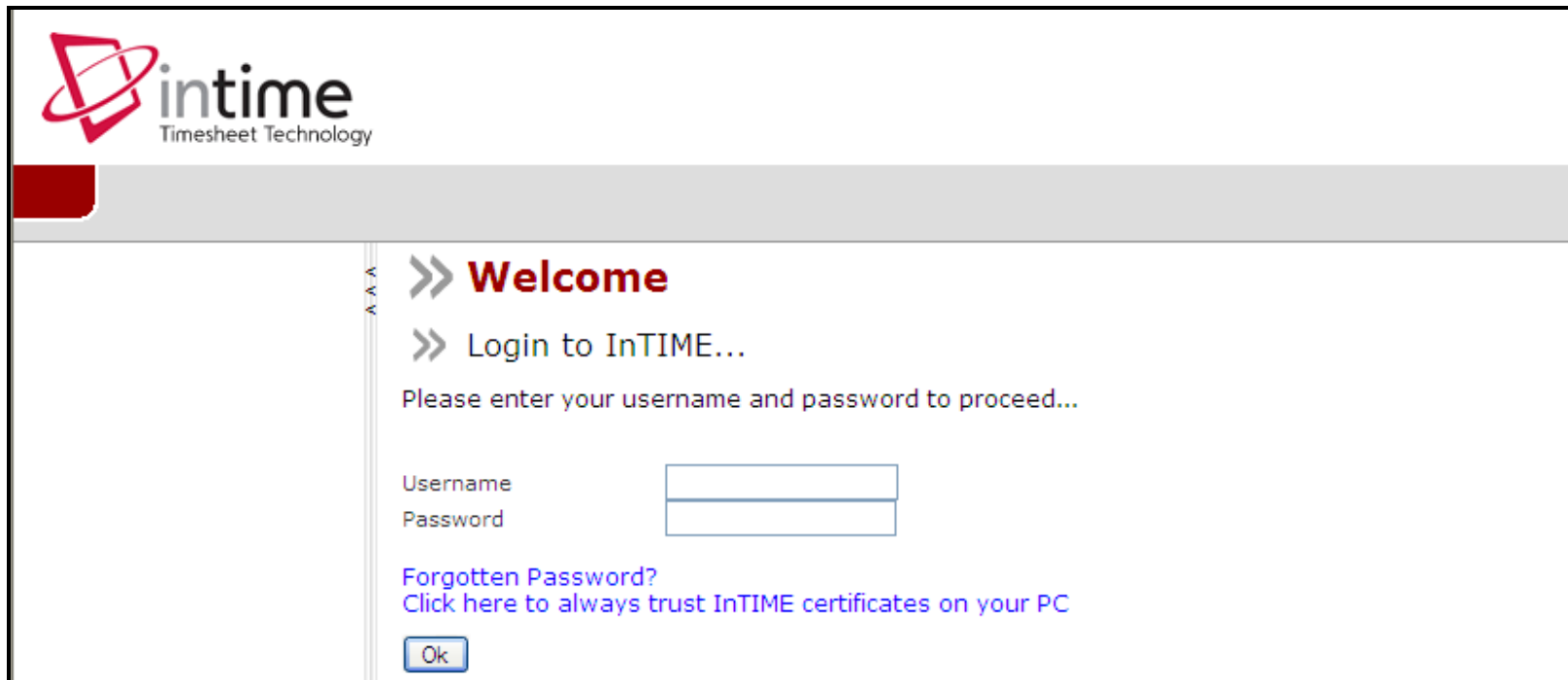
Eximius Group is a group of professional services recruitment companies

A: 60 Cannon Street London EC4N 6NP | W: [www.eximiusgroup.com](http://www.eximiusgroup.com)  
T: 0203 003 5500 | F: 0207 002 1820 | E: [info@eximiusgroup.com](mailto:info@eximiusgroup.com)



Once you have received your password, please follow the steps below to submit your timesheet:

1. Go to <https://bureau5.revas.co.uk/intime/>
2. Login with your username and password



**intime**  
Timesheet Technology

**>> Welcome**

**>> Login to InTIME...**

Please enter your username and password to proceed...

Username

Password

[Forgotten Password?](#)  
[Click here to always trust InTIME certificates on your PC](#)

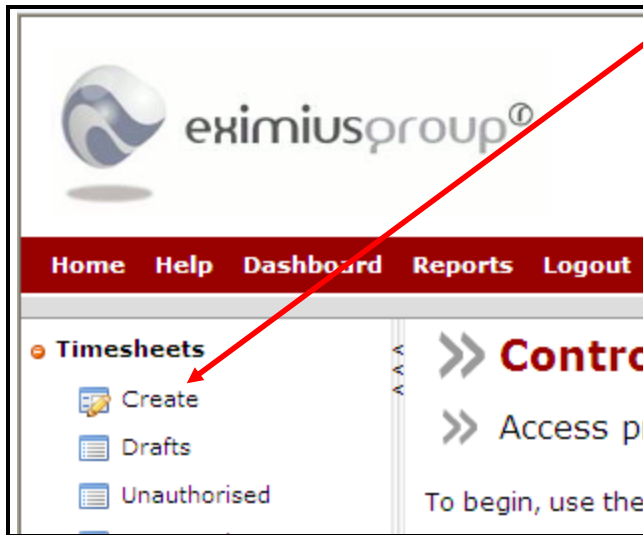
Ok

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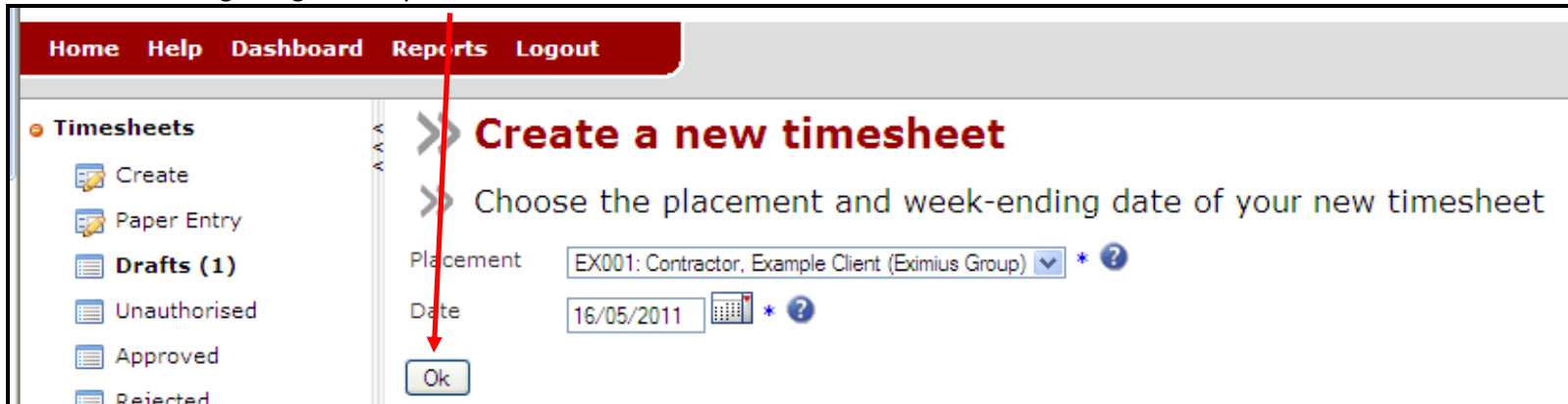
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3. On the side menu, go to the **Timesheets** section and click on **Create**



4. Enter the week beginning date of your timesheet. Click Ok.



5. The following screen will show all the information about your placement.

**Home Help Dashboard Reports Logout**

**Timesheets**

- Create
- Paper Entry
- Drafts (1)**
- Unauthorised
- Approved
- Rejected
- Search

**Invoices**

- Invoice Collection
- Search For My Invoices

**Profiles**

- Clients
- Workers
- Placements
- Ltd Co Providers
- My Details
- Agencies

**Misc**

- Request Forms

## Timesheet

Enter your times here

**TIMESHEET INFORMATION**

Timesheet ID:	10892
Timesheet Status:	Draft
Submitted At:	
Submitted By:	
Pending Approval By:	
Approved At:	
Week Ending:	22 May 2011
Fixed Rate Total :	0:00
Total Expenses:	£0.00
Expenses:	
Mileage:	
Expenses Details:	
Reject Reason:	
Approving Manager:	

**Placement Participants**

Agency:	Eximius Group
Worker:	Mr Example Worker
Client:	Example Client
Manager:	Eximius Group
Consultant:	NO CONSULTANT

**Placement Information**

Ref Code:	EX001
Date Placed:	20 May 2011
Placement Start:	04 April 2011
Placement End:	09 October 2011
Job Title / Sector:	Contractor
Job Description:	
Purchase Order Number:	
Client Site:	
Timesheet Approval	Agency S Ahmed Approval
Route:	
POA Tracking:	No
Timesheet Duration:	weekly
T&A Terminal Ref:	Any T&A Terminal
Create Timesheet Layout:	Standard Layout



6. Scroll down, and enter the time you worked.

Date	Rate	Start	Finish	Break	Hours	Day	Tags	Comment
Mon 10 May	Basic	9:00	18:00	1:00	8:00			
Tue 11 May	Basic	9:00	18:00	1:00	8:00			
Wed 12 May	Basic	9:00	18:00	1:00	8:00			
Thu 13 May	Basic	9:00	18:00	1:00	8:00			
Fri 14 May	Basic	9:00	18:00	1:00	8:00			
Sat 15 May	Basic							
Sun 16 May	Basic							

If you are on an hourly rate please enter the time you started, finished and any breaks you took.

Date	Rate	Start	Finish	Break	Hours	Day	Tags	Comment
Mon 16 May	basic					1		
Tue 17 May	basic					1		
Wed 18 May	basic					1		
Thu 19 May	basic					0.5		
Fri 20 May	basic					1		
Sat 21 May	basic					0		
Sun 22 May	basic					0		

If you are on a day rate please enter how many days you have worked and a decimal for anything shorter (e.g. 0.5 for half a day).

Date	Rate	Start	Finish	Break	Hours	Day	Tags	Comment
Mon 10 May	Basic							
Tue 11 May	Oversea Rate							
Wed 12 May								
Thu 13 May								
Fri 14 May	Basic							
Sat 15 May	Basic							

If you have alternative rates for when you work abroad or overtime, you can adjust the rate by clicking on the drop down arrow and selecting the correct rate.

7. Your timesheet will be saved but NOT submitted. Check your details are correct and click Submit.

**▼ Placement Participants**

Agency: **Eximius Group**  
Worker: **Mr Example Worker**  
Client: **Example Client**  
Manager: **Eximius Group**  
Consultant: **NO CONSULTANT**

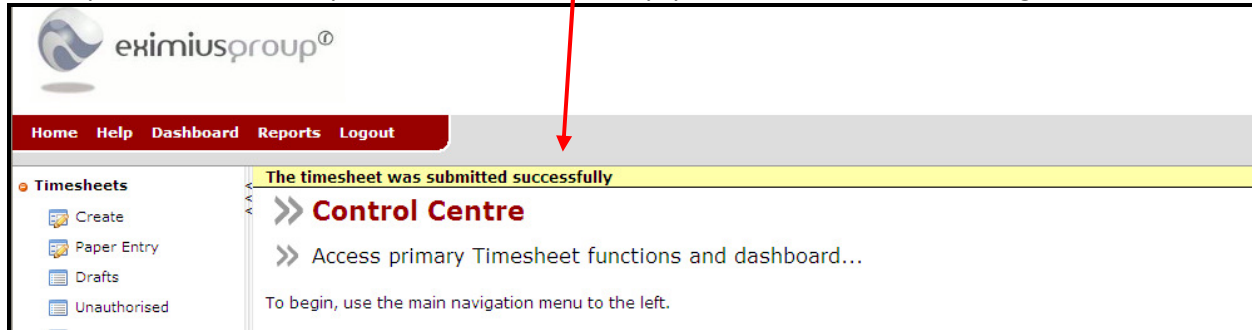
	Date	Rate	Start	Finish	Break	Hours	Decima
Mon	16/05/2011	Basic - HR	9:00	18:00	01:00	08:00	
Tue	17/05/2011	Basic - HR	9:00	18:00	01:00	08:00	
Wed	18/05/2011	Basic - HR	9:00	18:00	01:00	08:00	
Thu	19/05/2011	Basic - HR	9:00	18:00	01:00	08:00	
Fri	20/05/2011	Basic - HR	9:00	18:00	01:00	08:00	
Sat	21/05/2011	Basic - HR	0:00	0:00	00:00	00:00	
Sun	22/05/2011	Basic - HR	0:00	0:00	00:00	00:00	

8. Click on Yes to submit.

**Submit Timesheet**

>> You are about to submit the timesheet so that it can't be changed again. Are you sure that you want to do this now?

When you have submitted your timesheet successfully, you will see the below message.



- The hours/days you entered on Intime will now be checked against your approved hours on Workflow.
- You will receive an email to confirm that your timesheet has been approved
- Your timesheet will then be processed for payment.

**If you have any queries about Intime please feel free to contact our Contractor Accountant - contact details below.**

**Sam Ahmed**  
**0203 003 5510**  
[samahmed@eximiusgroup.com](mailto:samahmed@eximiusgroup.com)