









Welcome to your self-service portal









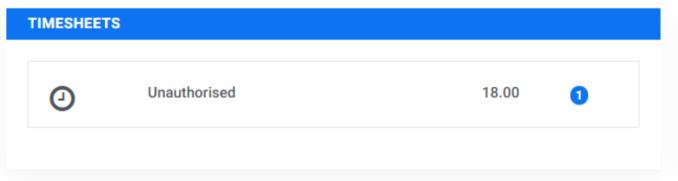


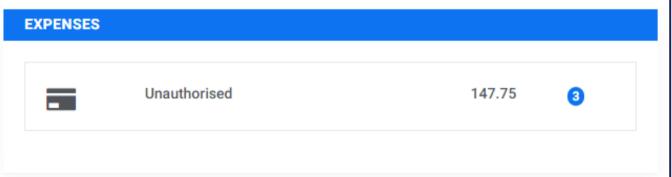


Profiles

Welcome to your self-service portal

Here you can view and approve timesheets & expenses, review sales invoices & status and contract and compliance information. For further information please contact your agency representative.





1/14 Your Portal Dashboard will provide you with a quick view of all Timesheets and Expenses awaiting your approval.



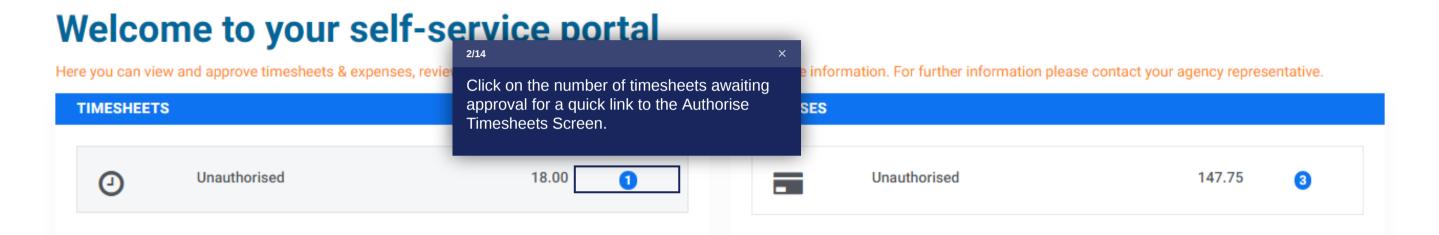




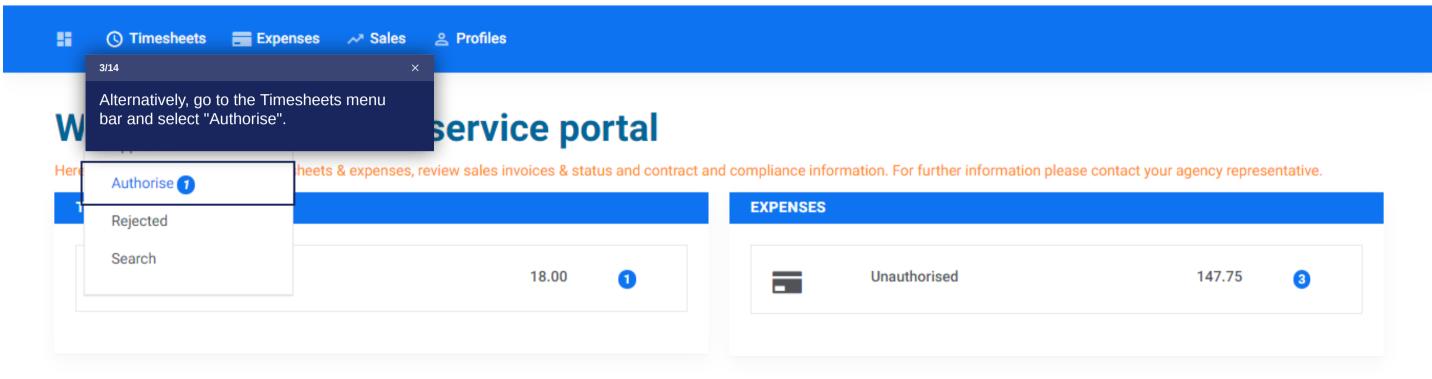






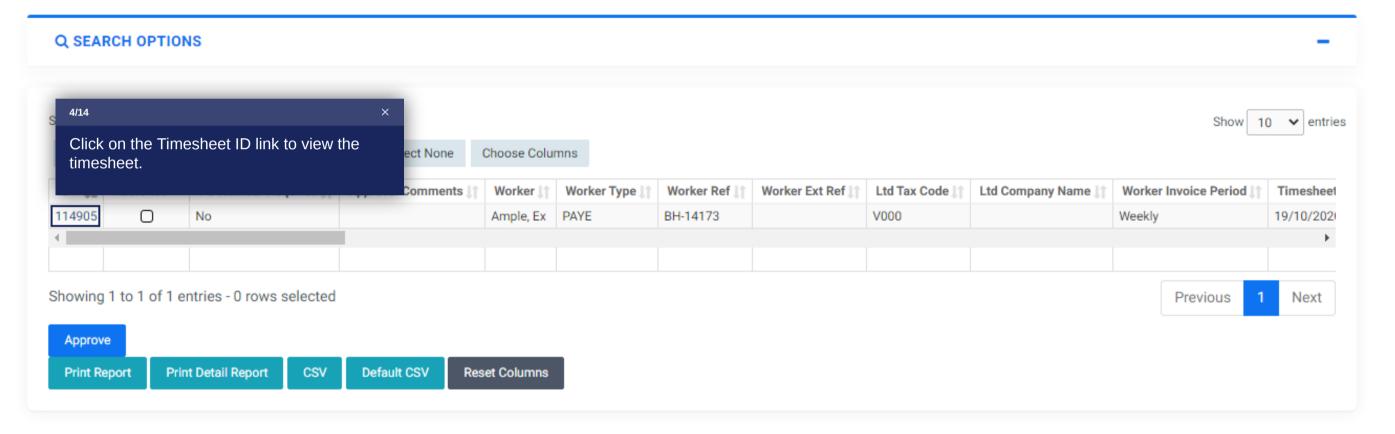








Authorise Timesheets





Fixed Rate Breakdown:

Overtime: 2.25, All Hours Worked: 7.5



GBP 18.00

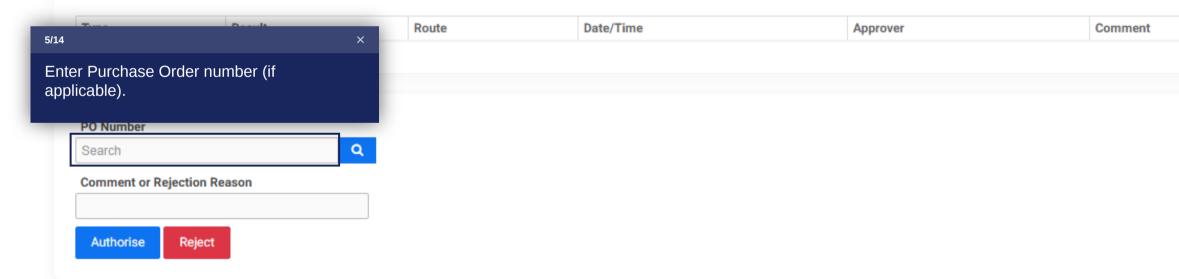






Total Charge:

APPROVALS













APPROVALS Result Route Date/Time Type Approver Comment 6/14 Enter any additional comments or Rejection Reason. Please note if you reject the timesheet a Rejection reason is a mandatory requirement. Comment or Rejection Reason Authorise Reject



Fixed Rate Breakdown:

Overtime: 2.25, All Hours Worked: 7.5

GBP 18.00





APPROVALS

Type Result Route Date/Time Approver Comment	
--	--



Fixed Rate Breakdown:

Overtime: 2.25, All Hours Worked: 7.5



GBP 18.00







Total Charge:

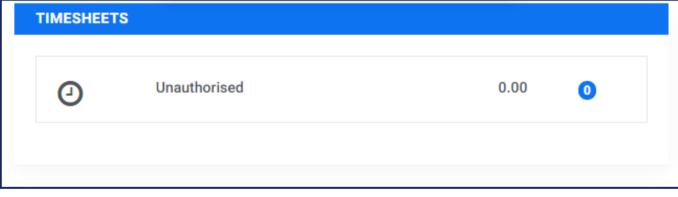
APPROVALS

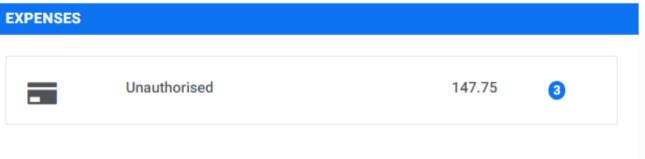
_	m In		Proceedings of the control of the co		
Type	Result	Route	Date/Time	Approver	Comment
21				***	





& status and contract and compliance information. For further information please contact your agency representative.





(\) Timesheets

Expenses

→ Sales

Profiles



Here you can view and approve timesheets & expenses, review sales invoices & status and contract and compliance information

Your InTime home page dashboard contains a dashboard informing you of the number of expense items that require authorisation. Click the dashboard to view the expense items

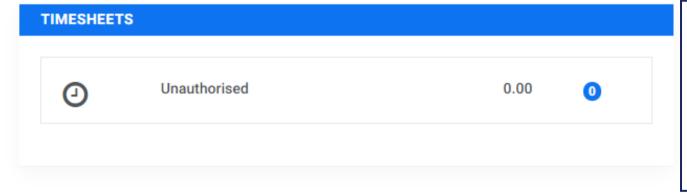
10/14

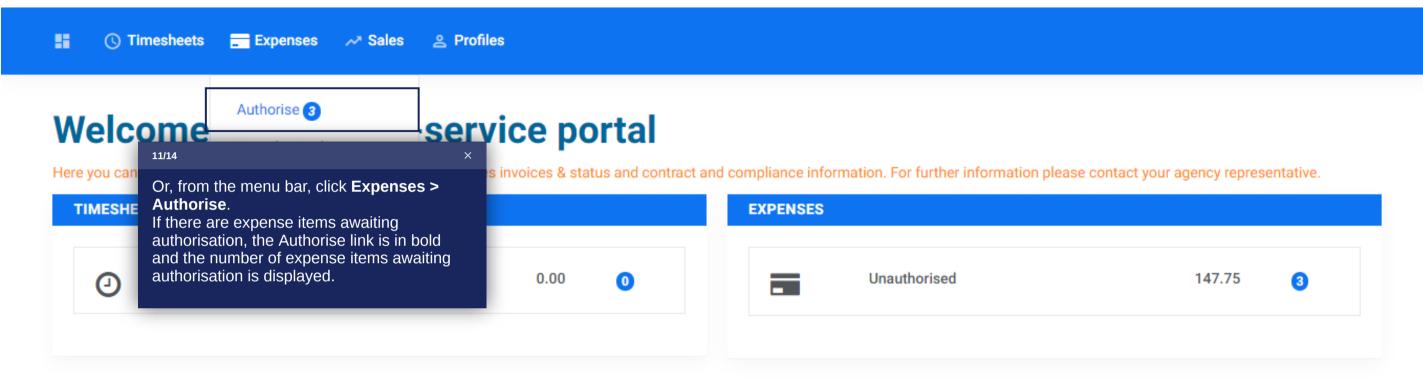
Unauthorised

EXPENSES

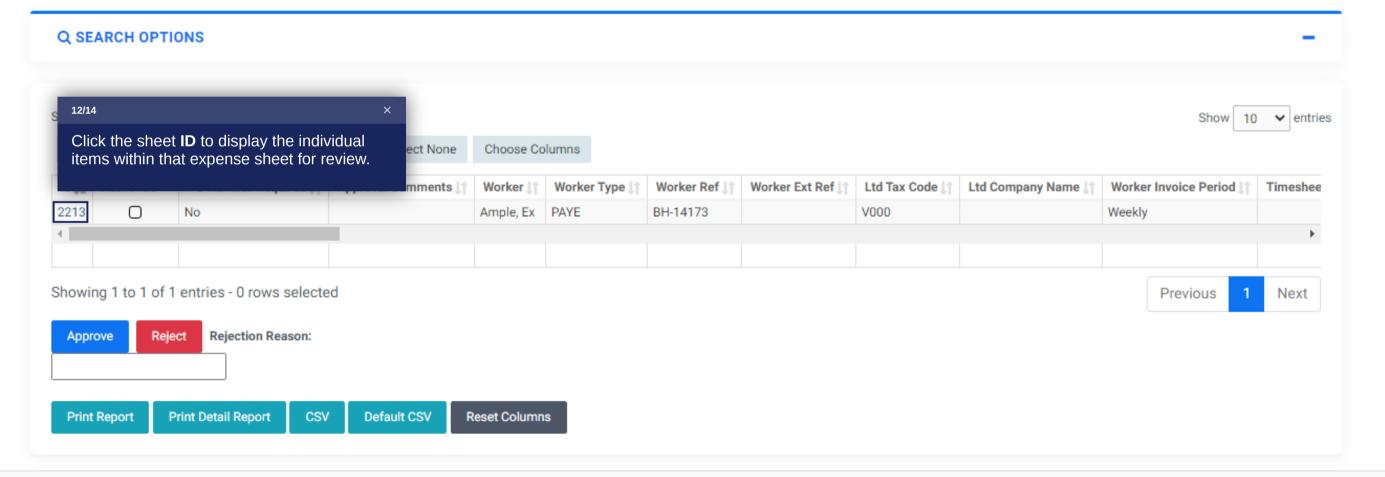
147.75 3

presentative.

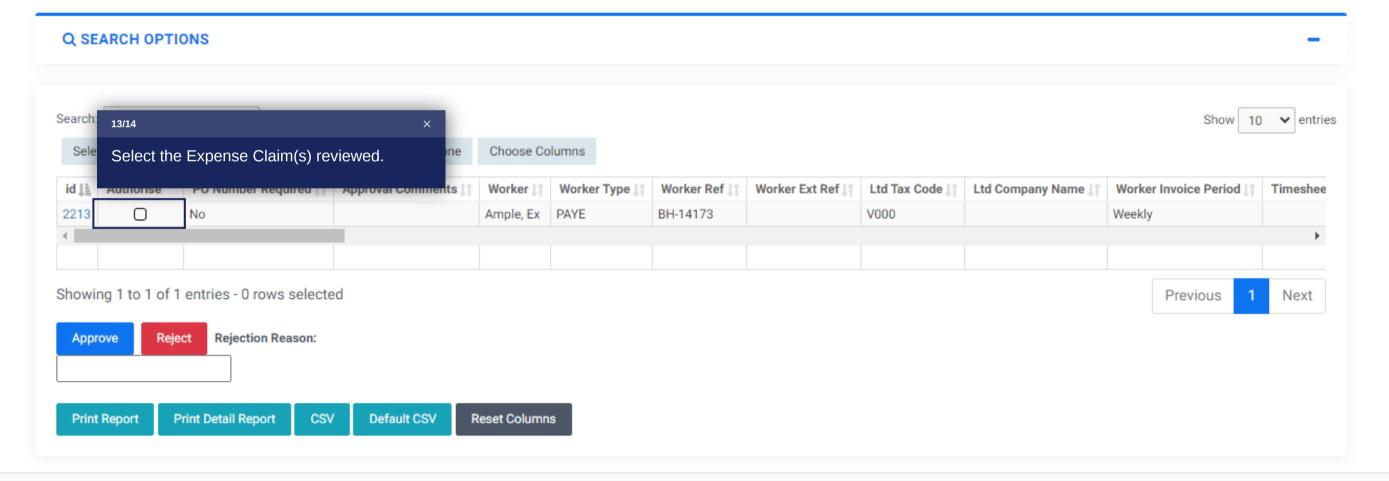












Expenses (Timesheets ✓ Sales 2 Profiles

