

[Timesheets](#)[Expenses](#)[Sales](#)[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.

TIMESHEETS

EXPENSES



Unauthorised

**Online Manager Approval  
(Timesheet & Expenses)**

147.75

3

# 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.

## TIMESHEETS



Unauthorised

18.00

1

## EXPENSES



Unauthorised

147.75

3

1/14



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

[Timesheets](#)[Expenses](#)[Sales](#)[Profiles](#)

# Welcome to your self-service portal

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

## TIMESHEETS



Unauthorised

18.00

**1**

Unauthorised

147.75

**3**

2/14



Click on the number of timesheets awaiting approval for a quick link to the Authorise Timesheets Screen.

3/14



Alternatively, go to the Timesheets menu bar and select "Authorise".

# W service portal

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

[Authorise](#) **1**[Rejected](#)[Search](#)

18.00

**1**

## EXPENSES



Unauthorised

147.75

**3**

## Authorise Timesheets

### SEARCH OPTIONS

4/14

Click on the Timesheet ID link to view the timesheet.

Show 10 entries

		Comments	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet
<a href="#">114905</a>	<input type="checkbox"/>	No	Ample, Ex	PAYE	BH-14173		V000		Weekly	19/10/2021

Showing 1 to 1 of 1 entries - 0 rows selected

Previous 1 Next

Approve

Print Report

Print Detail Report

CSV

Default CSV

Reset Columns

Fixed Rate Breakdown: Overtime: 2.25, All Hours Worked: 7.5 Total Charge: GBP 18.00

Date	Rate	Start	Finish	Break	Hours	Decimal
19/10/2020	All Hours Worked					7.50
19/10/2020	Overtime					2.25

### APPROVALS

Type	Result	Route	Date/Time	Approver	Comment
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5/14 ×

Enter Purchase Order number (if applicable).

PO Number

 🔍

Comment or Rejection Reason

Authorise Reject

Fixed Rate Breakdown: Overtime: 2.25, All Hours Worked: 7.5 Total Charge: GBP 18.00

Date	Rate	Start	Finish	Break	Hours	Decimal
19/10/2020	All Hours Worked					7.50
19/10/2020	Overtime					2.25

### APPROVALS

Type	Result	Route	Date/Time	Approver	Comment
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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 Total Charge: GBP 18.00

Date	Rate	Start	Finish	Break	Hours	Decimal
19/10/2020	All Hours Worked					7.50
19/10/2020	Overtime					2.25

### APPROVALS

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

7/14 ×  
Click 'Authorise' if you have reviewed the timesheet and agree with the time claimed.

[Authorise](#) [Reject](#)



Fixed Rate Breakdown: Overtime: 2.25, All Hours Worked: 7.5 Total Charge: GBP 18.00

Date	Rate	Start	Finish	Break	Hours	Decimal
19/10/2020	All Hours Worked					7.50
19/10/2020	Overtime					2.25

### APPROVALS

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

8/14



Click 'Reject' after you have provided a Rejection Reason.

Authorise


Reject

9/14 ×  
Once the timesheets have been actioned (either accepted or rejected) - the dashboard will automatically update to remove the approved & rejected items.


# Welcome portal

Here you can view and & status and contract and compliance information. For further information please contact your agency representative.

### TIMESHEETS

	Unauthorised	0.00	<span>0</span>
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### EXPENSES


	Unauthorised	147.75	<span>3</span>
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# Welcome to your self-service portal


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

10/14 x  
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

### TIMESHEETS

	Unauthorised	0.00	<span>0</span>
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### EXPENSES

	Unauthorised	147.75	<span>3</span>
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# Welcome to the service portal

**Authorise** 3


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

11/14 ×  
Or, from the menu bar, click **Expenses > Authorise**.  
If there are expense items awaiting authorisation, the Authorise link is in bold and the number of expense items awaiting authorisation is displayed.

### TIMESHEETS

	0.00	<b>0</b>
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### EXPENSES

	Unauthorised	147.75	<b>3</b>
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### Authorise Expenses

#### SEARCH OPTIONS

12/14  
Click the sheet ID to display the individual items within that expense sheet for review.

Show 10 entries

Sheet ID	Approved	Comments	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet
2213	<input type="checkbox"/>	No	Ample, Ex	PAYE	BH-14173		V000		Weekly	

Showing 1 to 1 of 1 entries - 0 rows selected

Previous 1 Next

Rejection Reason:

### Authorise Expenses

#### SEARCH OPTIONS

Search: 13/14 Show 10 entries

Select the Expense Claim(s) reviewed.

id	Authorise	PO Number Required	Approval Comments	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timesheet
2213	<input type="checkbox"/>	No		Ample, Ex	PAYE	BH-14173		V000		Weekly	

Showing 1 to 1 of 1 entries - 0 rows selected

Previous 1 Next

Rejection Reason:

### Authorise Expenses

#### SEARCH OPTIONS

Search:

Show 10 entries

Select Page Deselect Page Select All Pages Select None Choose Columns

id	Authorise	PO Number Required	Approval Comments	Worker	Worker Type	Worker Ref	Worker Ext Ref	Ltd Tax Code	Ltd Company Name	Worker Invoice Period	Timeshee
2213	<input type="checkbox"/>	No		Ample, Ex	PAYE	BH-14173		V000		Weekly	

14/14 ×

Approve or Reject as required.

Previous 1 Next

Rejection Reason:

Print Report Print Detail Report CSV Default CSV Reset Columns

## Authorise Expenses

### SEARCH OPTIONS

Search:

Show 10 entries

Select Page Deselect Page Select All Pages

id	Authorise	PO Number Required	Approval Co	Company Name	Worker Invoice Period	Timeshee
2213	<input type="checkbox"/>	No	Ample, Ex PAYE	BR-14173	Weekly	

You have completed this task.

Showing 1 to 1 of 1 entries - 0 rows selected

Previous 1 Next

Approve Reject Rejection Reason:

Print Report Print Detail Report CSV Default CSV Reset Columns