

S360 InTime GUIDE FOR CLIENT MANAGERS

Approving a Contractor's Timesheet



Dear Valued Customer

Welcome to Staffing 360 Solutions new online timesheet and approval system, **S360 InTime**.

S360 InTime allows you to view, check and approve timesheets in one easy, secure location.

This guide has been prepared to support all Approvers with simple instructions on how to navigate through the process of approving timesheets submitted by your contractors.

All contractors are encouraged to use **S360 InTime** and we would kindly request that all time is approved using our system.

For additional guidance please speak with your Consultant who is on hand to support you.

We value your feedback and welcome any suggestions that will help us improve our service to you.

Staffing 360 Solutions UK Payroll Team:

Phone: +44 (0)1737 822000

Email: InTime@staffing360solutions.com

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Getting Started

We will send you an introductory welcome email containing login details to allow you to access **S360 InTime**, our online timesheet management system.

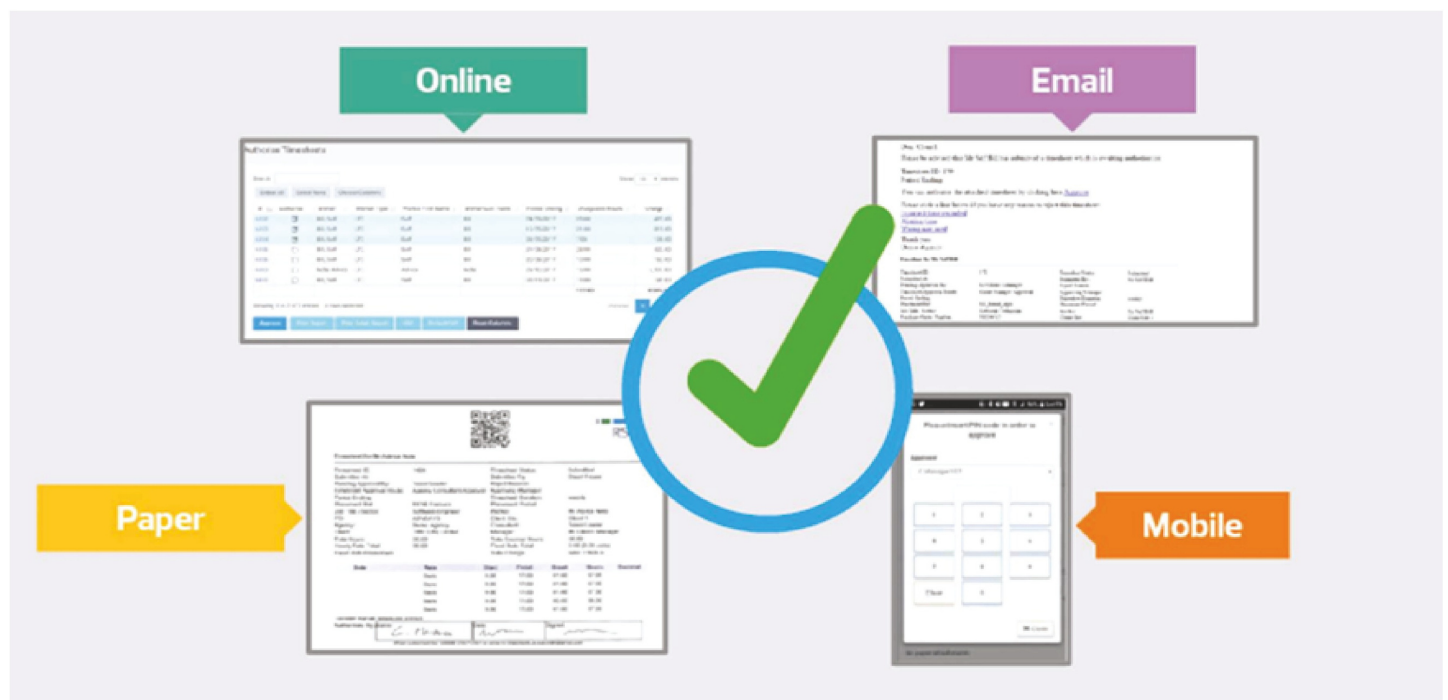
If you do not receive a welcome email please check your spam or junk folder.

If you still do not receive an email with your login details, please contact the Staffing 360 Solutions UK Payroll Team on **+44 (0)1737 822000** or **InTime@staffing360solutions.com**. Alternatively please reach out to your Consultant.

Authorising Time

There are multiple ways you can authorise time, as below.

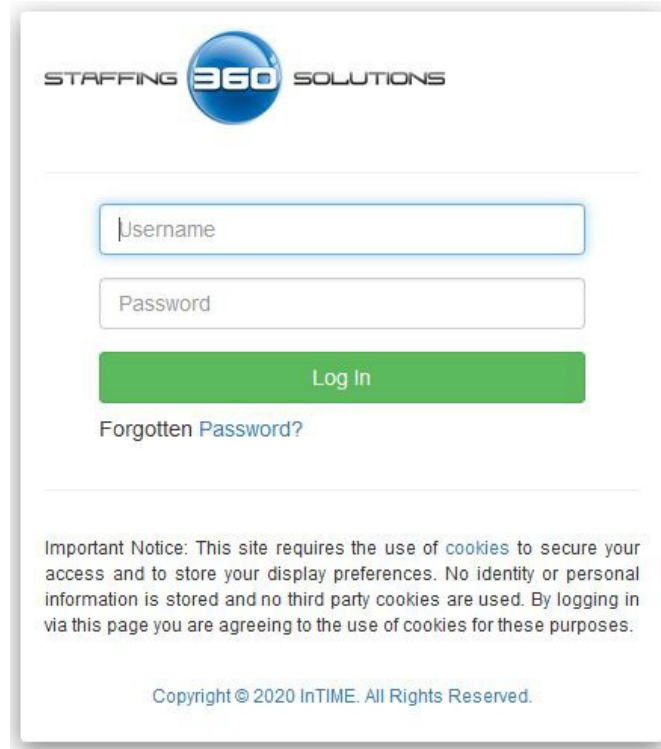
This Guide will provide you with instructions on how to authorise time using our **S360 InTime** timesheet management system and/or by email.



Logging into the S360 InTime Management System

Visit <https://timesheets.staffing360solutions.com>

To access the **S360 InTime** timesheet management system, you can do so via a mobile device or a PC. You will be presented with the login screen. Enter the username and password from the welcome email you received.



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Username

Password

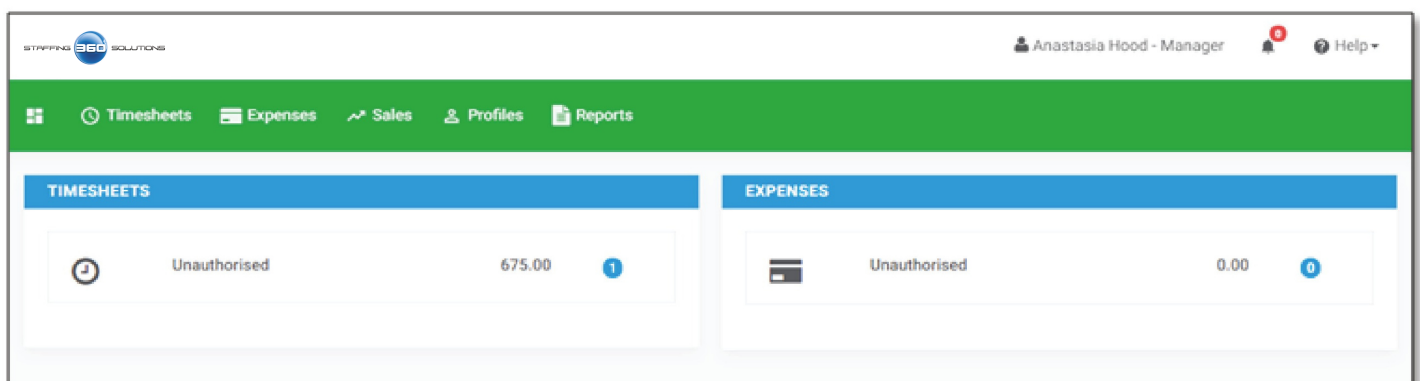
Log In

[Forgotten Password?](#)

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Successfully logging in will present you with the homepage. When you login for the first time you will be asked to change your password.



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Anastasia Hood - Manager

Help

Timesheets Expenses Sales Profiles Reports

TIMESHEETS

Unauthorised 675.00 1

EXPENSES

Unauthorised 0.00 0

Forgotten Password

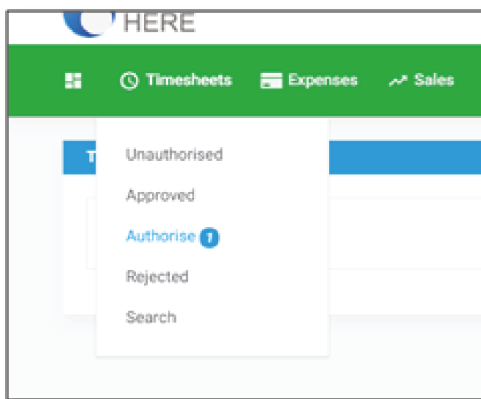
If you forget your Username or Password, select 'Forgotten Password' and an email will be sent to your registered email address.

Approving a Contractor's Timesheet by logging into S360 InTime

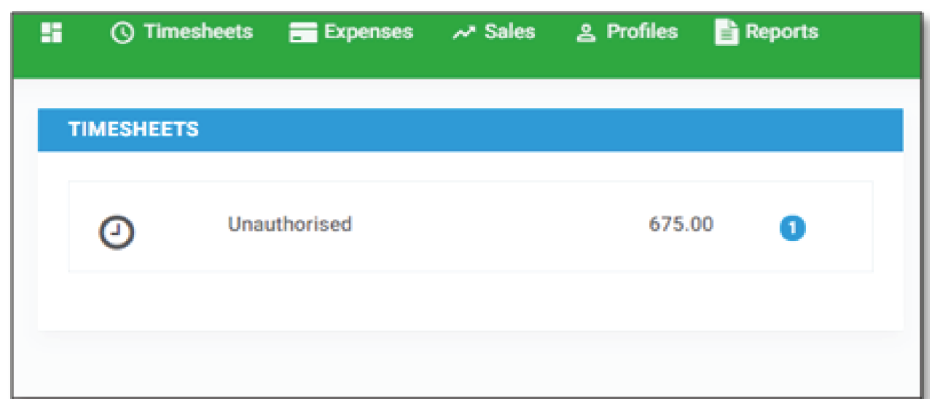
We would encourage all Client Approvers to authorise timesheets on a WEEKLY basis.

1. When a Contractor submits a timesheet, the timesheet management system will automatically send the Primary Approver an email to notify you that there are timesheets awaiting your approval.
2. A list of available timesheets for your approval can be found under the 'Authorise' section of **S360 InTime**. You can access this by selecting either 'Timesheets > Authorise' from the menu bar or alternatively click on the **Unauthorised** widget.

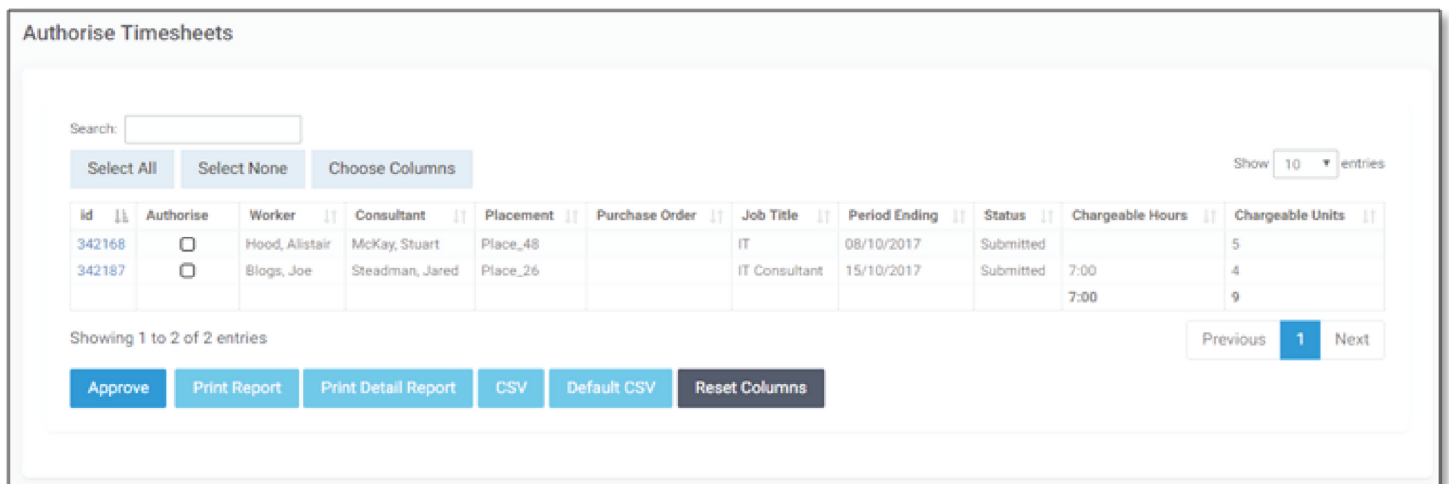
THE MENU BAR



THE WIDGET OPTION



3. The 'Authorise Timesheet' screen allows you to review and authorise all timesheets from a single screen.



4. If the timesheets submitted to you for approval are correct click the 'Select All' option followed by clicking the 'Approve' option (Note you may be prompted to re-enter your password).
5. You can uncheck any timesheets you do not want to approve at that time. You can also click on the timesheet ID to get more detailed information about the timesheet.

The below screenshot shows the detailed view of the timesheet.

Authorise Timesheet 342187 for Mr Joe Blogs

TIMESHEET

Timesheet for Mr Joe Blogs

Timesheet ID:	342187	Timesheet Status:	Submitted
Submitted At:	27/10/2017 at 11:17:16	Submitted By:	Mr Stuart McKay
Pending Approval By:	Miss Anastasia Hood	Reject Reason:	
Timesheet Approval Route:	Client Manager Approval	Approving Manager:	
Period Ending:	15/10/2017	Timesheet Duration:	weekly
Placement Ref:	Place_26	Placement Period:	30/11/2015 to Unknown
Job Title / Sector:	IT Consultant	Worker:	Mr Joe Blogs
Purchase Order:		Client Site:	
Client:	The AA Company	Consultant:	Jared Steadman
Total Hours:	39:00	Manager:	Miss Anastasia Hood
Hourly Rate Total:	7:00	Total Decimal Hours:	39:00
Fixed Rate Breakdown:	Basic: 4:0	Fixed Rate Total:	32:00 (4.00 units)

	Date	Rate	Start	Finish	Break	Hours	Decimal
Mon	09/10/2017	Extra Hours	9:00	17:00	01:00	07:00	
Tue	10/10/2017	Basic					1.00
Wed	11/10/2017	Basic					1.00
Thu	12/10/2017	Basic					1.00
Fri	13/10/2017	Basic					1.00
Sat	14/10/2017						
Sun	15/10/2017						

At the foot of this page you have the option to approve or reject the timesheet.

APPROVALS

Type	Result	Route	Date/Time
<p>Purchase Order</p> <input type="text"/> <p>Comment or Rejection Reason</p> <input type="text" value="You are entitled to a 0:45 break on Monday"/> <p>Authorise Reject</p>			

6. You will receive a notification at the top right of your screen confirming whether you approved or rejected each timesheet in question.

7. The Contractor will receive a notification when you approve or reject each timesheet. If you provided a rejection comment this will also be displayed to the Contractor allowing them to make any required amendments and re-submit to you for approval.

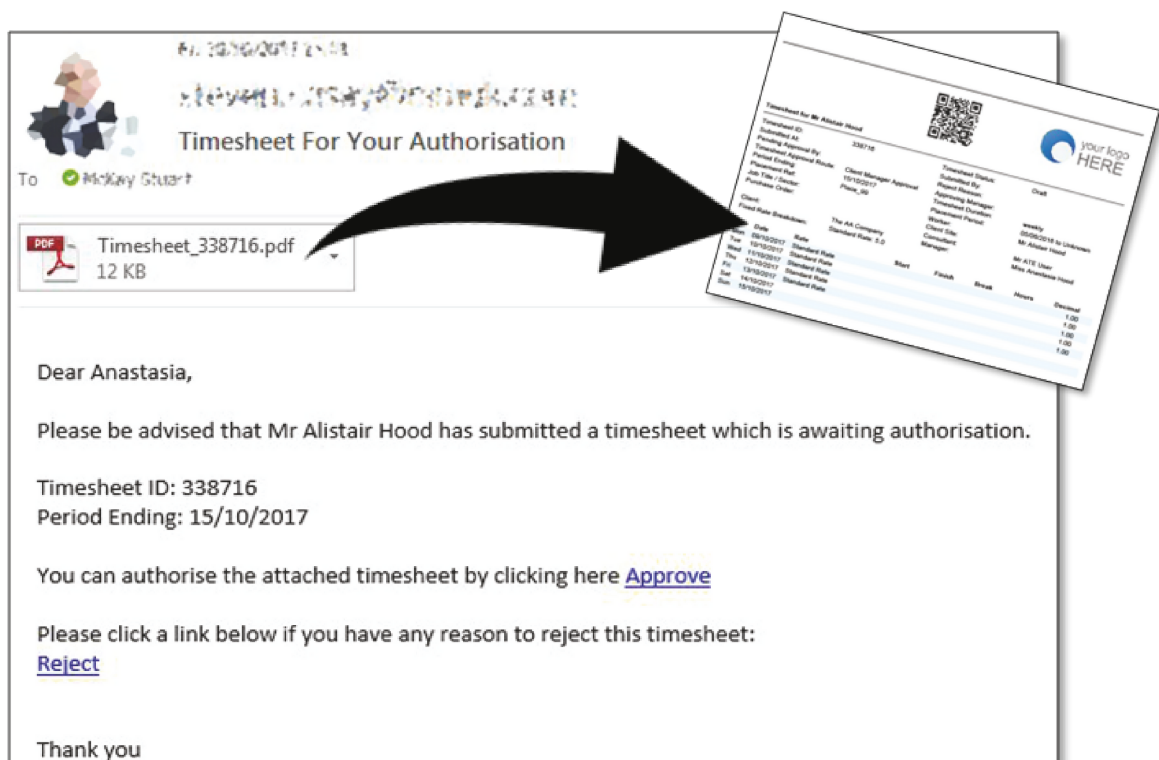
Authorising Time by Email

A Contractor will log their timesheet data on **S360 InTime** and submit them to you for approval. For each timesheet submitted you will receive an email that you can either 'Approve' or 'Reject'.

Please see the below Steps that outline the Process from Start to Finish:

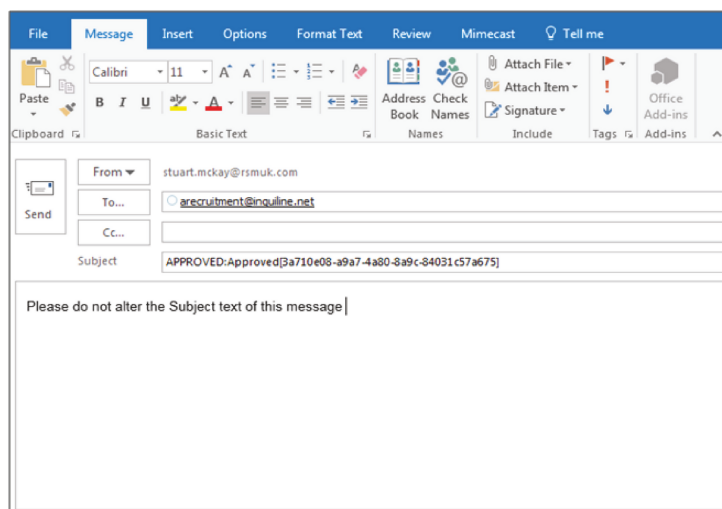
1. The Contractor completes a timesheet online and submits it for approval.
2. An email with the timesheet attached is sent to you as the Approver containing links to **APPROVE** or **REJECT** the timesheet. There is one Approved link and a Reject link for each configured rejection reason.

A screenshot displaying a sample message



3. Please click the appropriate link which generates a new email with the appropriate response text in the subject line. It is important that the subject is not edited as this is read by S360 InTime.

A screenshot displaying the generated Approved message.



4. Send the generated email.

5. The email is received by **S360 InTime** and the timesheet is approved or rejected as appropriate.

6. **S360 InTime** will validate each email received to ensure the Approver email address from which the email was received matches the email address we hold on record. If you have multiple email address aliases, it is important that you respond using the correct email address that match our records.

Automated Email Reminders



You will receive automated reminders if a Timesheet is awaiting your approval.

Allocating Approval to a Secondary Approver

If you are away and unable to approve timesheets you can allocate the Approval to a Secondary Approver but the approver must be registered with us.

If they are not, please contact our UK Payroll Team on +44 (0)1737 822000 or InTime@staffing360solutions.com. Alternatively, the Contractor can submit their timesheet to an alternative registered Approver by email.

CONTACT US

Staffing 360 Solutions UK Payroll Team:
Phone: +44 (0)1737 822000
Email: InTime@staffing360solutions.com

Alternatively reach out to your Consultant.



Staffing 360 Solutions In Time Client Guide 1.0 Author UK Payroll Team.