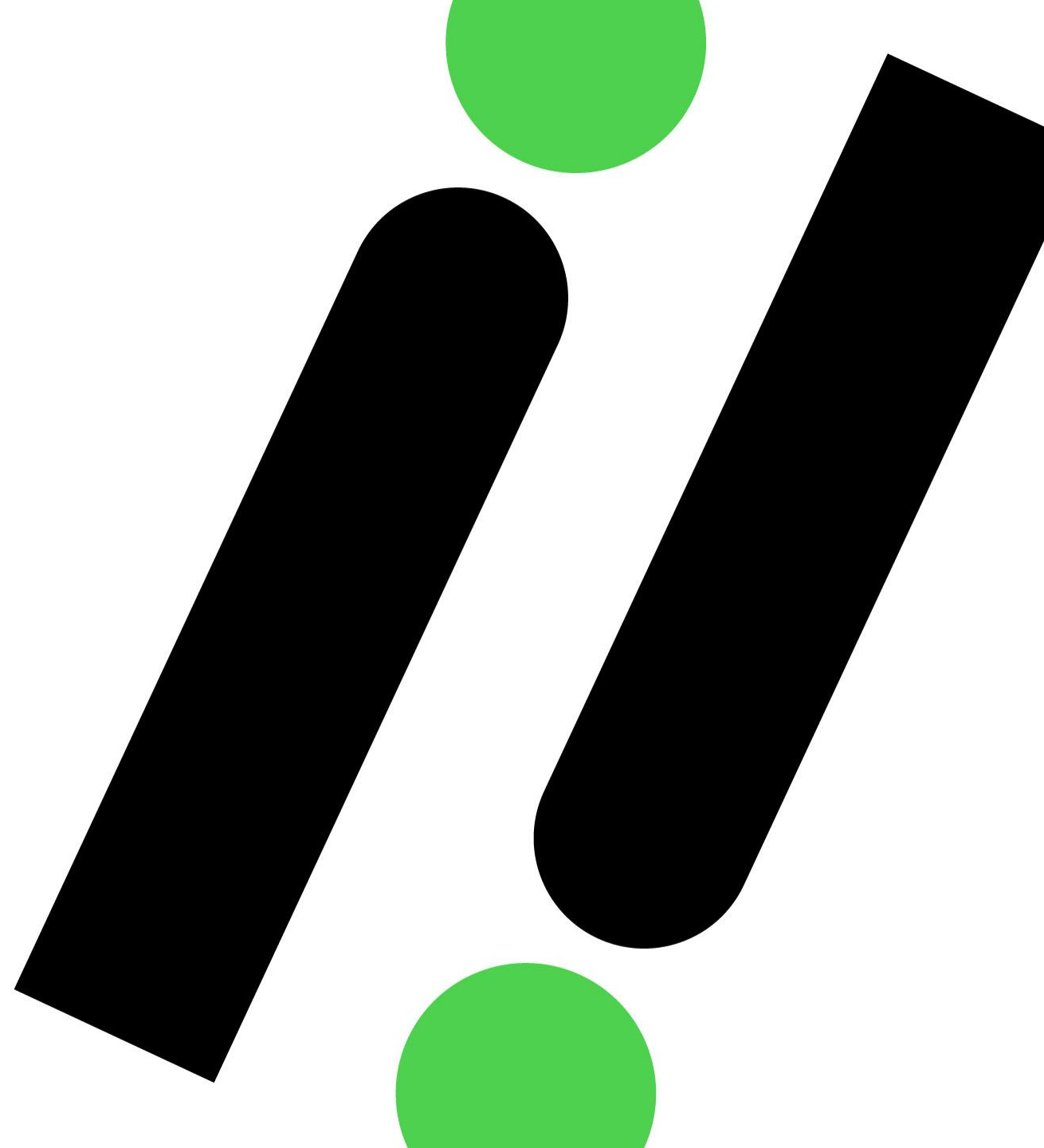




Guide to submitting timesheets

PAYE, Umbrella, LTD &
Deemed (Desktop)



Ltd
Desktop

Guide to submitting
timesheets

Recent Timesheets on Dashboard



After logging into your InTime portal, you'll see the Recent Timesheets table on your dashboard. It shows a summary of your last 10 timesheets.

RECENT TIMESHEETS (10)						
ID	Status	Placement	Job Title	Client	End Date	Pay GBP
Create	Missing	BH-456773	Tester	Example R US Limited	09/11/2025	520.00 *
Create	Missing	BH-456773	Tester	Example R US Limited	02/11/2025	520.00 *
Create	Missing	BH-456773	Tester	Example R US Limited	26/10/2025	520.00 *
Create	Missing	BH-456773	Tester	Example R US Limited	19/10/2025	520.00 *
1021890	Approved	BH-456773	Tester	Example R US Limited	12/10/2025	523.00
1021942	Submitted	BH-456773	Tester	Example R US Limited	05/10/2025	416.00
1021891	Paid	BH-456773	Tester	Example R US Limited	28/09/2025	312.00
1021941	Submitted	BH-456773	Tester	Example R US Limited	21/09/2025	520.00
Create	Missing	BH-456773	Tester	Example R US Limited	14/09/2025	520.00 *
1022548	Draft	BH-456773	Tester	Example R US Limited	07/09/2025	520.00 *

[Show all](#)

* Estimated value based on contracted hours and default rate

Timesheet Statuses explained:



- **Missing:** Timesheets that should be received during a specified date range but have not yet been created.
- **Draft:** Saved but not yet submitted.
- **Submitted:** Created and submitted for approval. **Submitted timesheets cannot be modified so please ensure the details are correct before submitting.*
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- **Rejected:** Rejected by your manager. This is usually because of incorrect hours or expense lines. The manager may have provided a comment as to why the timesheet was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting.

Creating your timesheet:

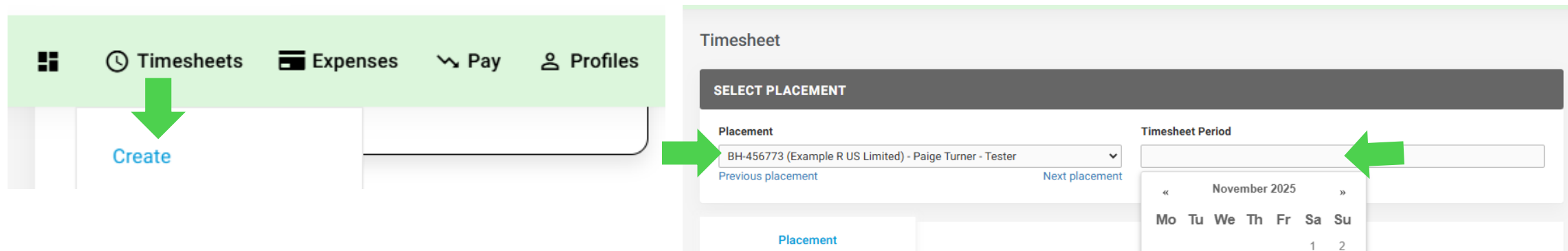


To create a new timesheet, you can either select the **Create** link next to the applicable timesheet in the Recent Timesheets table.

RECENT TIMESHEETS (10)						
ID	Status	Placement	Job Title	Client	End Date	Pay GBP
 Create	Missing	BH-456773	Tester	Example R US Limited	09/11/2025	520.00 *
Create	Missing	BH-456773	Tester	Example R US Limited	02/11/2025	520.00 *

Or hover over **Timesheets** in the top menu bar and select **Create**.

If you choose this option, you'll be prompted to select the placement and the relevant week-ending date.



The screenshot shows the top navigation bar with a green background. It contains a hamburger menu icon, a clock icon labeled 'Timesheets', a briefcase icon labeled 'Expenses', a checkmark icon labeled 'Pay', and a person icon labeled 'Profiles'. A green arrow points down from the 'Timesheets' label to a blue 'Create' link. Below the navigation bar, a 'Timesheet' form is displayed. It has a dark grey header 'SELECT PLACEMENT'. Below this, there is a 'Placement' dropdown menu showing 'BH-456773 (Example R US Limited) - Paige Turner - Tester'. A green arrow points to this dropdown. Below the dropdown are links for 'Previous placement' and 'Next placement'. To the right of the placement dropdown is a 'Timesheet Period' section with a date picker. A green arrow points to the date picker, which shows 'November 2025' and a calendar grid with days 'Mo', 'Tu', 'We', 'Th', 'Fr', 'Sa', 'Su' and dates '1', '2'.

Timesheet Layout:



The page is divided into 3 sections:

TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Start	Break	Finish	Hours	Units	Hours Worked	Project Code	Comm
+	Mon 13/10/2025	All Hours Worked					0.00	hh:mm		
+	Tue 14/10/2025	All Hours Worked					0.00	hh:mm		
+	Wed 15/10/2025	All Hours Worked					0.00	hh:mm		
+	Thu 16/10/2025	All Hours Worked					0.00	hh:mm		
+	Fri 17/10/2025	All Hours Worked					0.00	hh:mm		
+	Sat 18/10/2025	All Hours Worked					0.00	hh:mm		
+	Sun 19/10/2025	All Hours Worked					0.00	hh:mm		

<< Previous Period

Next Period >>

Cancel

Save As Draft

Save And Submit

Copy From Previous

PAPER SHEETS

Upload Paper

RATE INFORMATION

Rate	Effective From	Period	Pay	Total Units
All Hours Worked	28/07/2022	Hourly	£13.00	0.00
Overtime 1	28/07/2022	Hourly	£20.00	0.00
Daily	28/07/2022	Daily	£105.00	0.00
				£0.00

Timesheet:

a blank form where you can enter your hours.

Paper Sheets

where you can upload any supporting documents

Rate Information

a list of available rate types for the selected period

Entering your rate pay type:



TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Hours	Units	Project Code	Comment
+	Mon 13/10/2025	All Hours Worked		0.00		
+	Tue 14/10/2025	All Hours Worked		0.00		
+	Wed 15/10/2025	All Hours Worked		0.00		
+	Thu 16/10/2025	All Hours Worked		0.00		
+	Fri 17/10/2025	All Hours Worked		0.00		
+	Sat 18/10/2025	All Hours Worked		0.00		
+	Sun 19/10/2025	All Hours Worked		0.00		

<< Previous Period

Next Period >>

Cancel Save As Draft Save And Submit Copy From Previous

Entering Units
Hourly rate: Enter the total hours worked per shift in the **Units** fields.
Daily rate: Enter the number of days in the **Units** field.
For partial days/hours, use the decimal equivalent (e.g., 0.5 for half a day or 0.25 for 15 minutes).



Tip: If you have previously submitted timesheets with the same shift details you can utilise the **Copy From Previous** button.

Entering your rate pay type:



Entering Start, Break & Finish Worked (hourly rate only)

Start: Enter the continental time the shift started i.e. if 8am = 08:00

Break: Enter the total break time in hours i.e. if 45 minutes = 00:45

Finish: Enter the continental time the shift finished i.e. if 5pm = 17:00

TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Start	Break	Finish	Hours	Units	Project Code	Comment
+	Mon 06/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Tue 07/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Wed 08/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Thu 09/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Fri 10/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Sat 11/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			
+	Sun 12/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			

<< Previous Period Next Period >>

Cancel **Save As Draft** **Save And Submit** **Copy From Previous**

Hours will show the total hours calculated from your entered time, ensure this is correct prior to submitting

Tip: If you have consecutive days with the same shift details you can utilise the green **Copy** button. Ensure to click the button for the shift you wish to copy, this will then be duplicate on the date row below.

Entering your timesheet:



TIMESHEET- NOT STARTED

Freehand Reference

Date	Rate	Start	Break	Finish	Hours	Units	Project Code	Comment
Mon 13/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00			

Click anywhere in the rate box to display the drop down list.

Rate

All Hours Worked

All Hours Worked

Overtime

Weekend

Select the correct rate.

Enter the unit, hours or start, break, finish values available for your shift. Not all fields will require input.

Start	Break	Finish	Hours	Units
hh:mm	hh:mm	hh:mm	00:00	

Enter additional relevant information such as comments in the available fields.

Project Code	Comment

Click the green + to add a new row to the same date, allowing entry for additional time against a different rate.

Date	Rate
Mon 13/10/2025	All Hours Worked
	Overtime

Follow the previous steps for each new rate selected.

Entering your timesheet:



Once you have checked all the details are correct, you have added any relevant comments and are ready to progress to timesheet approval, click the **Save And Submit** button.

TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Start	Break	Finish	Hours	Units	Project Code	Comment	
	Mon 13/10/2025	All Hours Worked	08:00	01:00	17:00	8:00				
		Overtime				02:00			deadline required OT	
	Tue 14/10/2025	All Hours Worked	08:00	00:45	18:00	9:15				
	Wed 15/10/2025	All Hours Worked	08:00	01:00	16:00	7:00				
	Thu 16/10/2025	All Hours Worked	07:00	00:45	17:00	9:15				
	Fri 17/10/2025	All Hours Worked	09:00	00:30	17:30	8:00				
	Sat 18/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00				
	Sun 19/10/2025	All Hours Worked	hh:mm	hh:mm	hh:mm	00:00				

<< Previous Period

Next Period >>

Cancel

Save As Draft

Save And Submit

Copy From Previous

If you are not yet ready to submit your timesheet for approval, you can click the **Save As Draft** button allowing you to come back to it later and add further details or shifts.

Editing Draft timesheets:

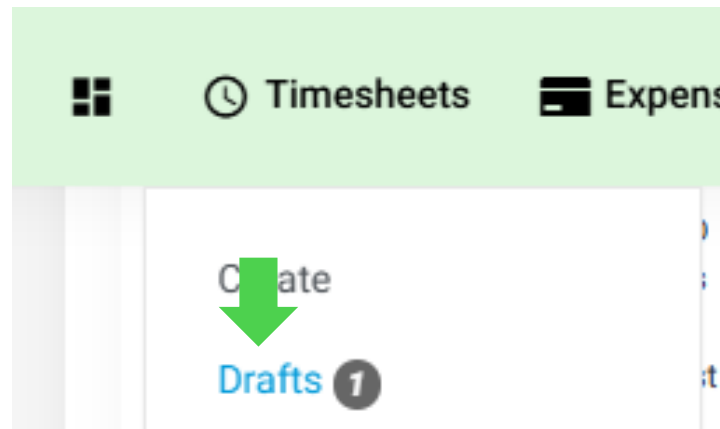


To edit a draft timesheet created previously, you can either select the ID link next to the applicable item in the Recent Timesheets table.

RECENT TIMESHEETS (10)						
ID	Status	Placement	Job Title	Client	End Date	Pay GBP
Create	Missing	BH-404842	Tester	Example R US Limited	09/11/2025	1400.00 *
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Create	Missing	BH-404842	Tester	Example R US Limited	26/10/2025	1400.00 *
1022566	Draft	BH-404842	Tester	Example R US Limited	19/10/2025	1400.00 *
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Or hover over
Timesheet in the top
menu bar and select
Draft.



Draft Timesheets			
Q SEARCH OPTIONS			
Search:			
Select Page Deselect Page Select All Pages Select			
id	Submit	Candidate	Candidate Type
1022566		Test-Ten, Candidate	LTD



**PAYE/
Umbrella
Desktop**

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Create	Missing	BH-456773	Tester	Example R US Limited	19/10/2025	520.00 *
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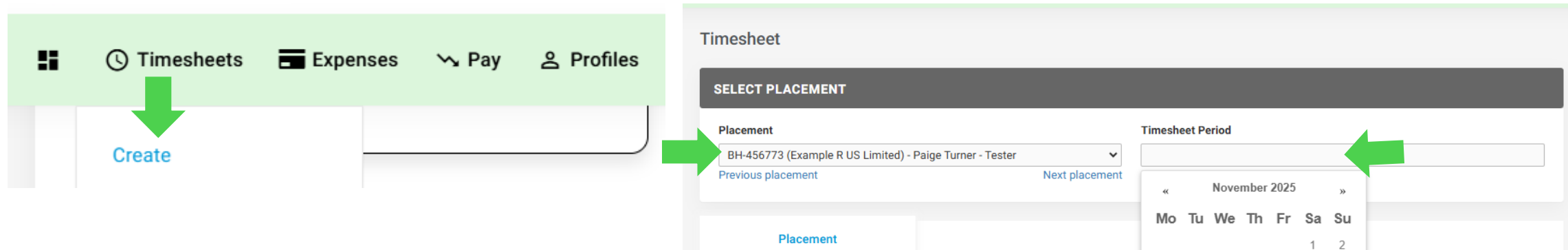


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Or hover over **Timesheets** in the top menu bar and select **Create**.

If you choose this option, you'll be prompted to select the placement and the relevant week-ending date.



Timesheet

SELECT PLACEMENT

Placement

BH-456773 (Example R US Limited) - Paige Turner - Tester

Previous placement Next placement

Timesheet Period

« November 2025 »

Mo Tu We Th Fr Sa Su

1 2

Timesheet Layout:



The page is divided into 3 sections:

TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Start	Break	Finish	Hours	Units	Hours Worked	Project Code	Comm
+	Mon 13/10/2025	All Hours Worked					0.00	hh:mm		
+	Tue 14/10/2025	All Hours Worked					0.00	hh:mm		
+	Wed 15/10/2025	All Hours Worked					0.00	hh:mm		
+	Thu 16/10/2025	All Hours Worked					0.00	hh:mm		
+	Fri 17/10/2025	All Hours Worked					0.00	hh:mm		
+	Sat 18/10/2025	All Hours Worked					0.00	hh:mm		
+	Sun 19/10/2025	All Hours Worked					0.00	hh:mm		

<< Previous Period

Next Period >>

Cancel

Save As Draft

Save And Submit

Copy From Previous

PAPER SHEETS

Upload Paper

RATE INFORMATION

Rate	Effective From	Period	Pay	Total Units
All Hours Worked	28/07/2022	Hourly	£13.00	0.00
Overtime 1	28/07/2022	Hourly	£20.00	0.00
Daily	28/07/2022	Daily	£105.00	0.00

Timesheet:

a blank form where you can enter your hours.

Paper Sheets

where you can upload any supporting documents

Rate Information

a list of available rate types for the selected period

Entering Units and Hours:



How you enter Units depends on whether the rate selected is hourly or daily. If you're unsure, check the Rate Information table at the bottom of the page and verify the Period for the rate you want to use.

TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate
+	Mon 13/10/2025	All Hours Worked
+	Tue 14/10/2025	Daily
+		Overtime 1
+	Wed 15/10/2025	All Hours Worked
+	Thu 16/10/2025	All Hours Worked
+	Fri 17/10/2025	All Hours Worked
+	Sat 18/10/2025	All Hours Worked
+	Sun 19/10/2025	All Hours Worked

<< Previous Period

Cancel

Save As Draft

Save And Submit

Copy From Previous

Entering Units & Hours Worked

Hourly rate:

Enter the total hours worked per shift in the **Units & Hours Worked** fields.

Daily rate:

Enter the number of days in **Units** and the total hours worked that day in **Hours Worked**. For partial days, use the decimal equivalent (e.g., 0.5 for half a day).

Enter both **Units** and **Hours** as decimal values (e.g., 7.5). The **Hours** field will automatically convert the decimal into the correct time format.

Hours	Units	Hours Worked	Project Code	Comment
	7.5	07:30		
	1	8:00		
	2	2:00		
	0.00	hh:mm		
	0.00	hh:mm		
	0.00	hh:mm		
	0.00	hh:mm		
	0.00	hh:mm		

Next Period >>

RATE INFORMATION

Rate	Effective From
All Hours Worked	28/07/2022
Overtime 1	28/07/2022
Daily	28/07/2022

Period
Hourly
Hourly
Daily

Tip: If you have previously submitted timesheets with the same shift details you can utilise the **Copy From Previous** button.

Entering your timesheet:



TIMESHEET- NOT STARTED

Freehand Reference

	Date	Rate	Start	Break	Finish	Hours	Units	Hours Worked	Project Code	Comment
+	Mon 13/10/2025	All Hours Worked					7.5	07:30		
+	Tue 14/10/2025	Daily					1	8:00		
+		Overtime 1					2	2:00		

Click anywhere in the rate box to display the drop down list.

Rate

All Hours Worked

All Hours Worked

Overtime 1

Daily

Select the correct rate.

Enter the units and hours values available for your shift.

Units

Hours Worked

7.5

07:30

Enter additional relevant information in such as Comment in the available fields.

Project Code

Comment

Click the green + to add a new row to the same date, allowing entry for additional time against a different rate.

	Date	Rate
+	Mon 13/10/2025	All Hours Worked
+		Overtime

Follow the previous steps for each new rate selected.

Editing Draft timesheets:

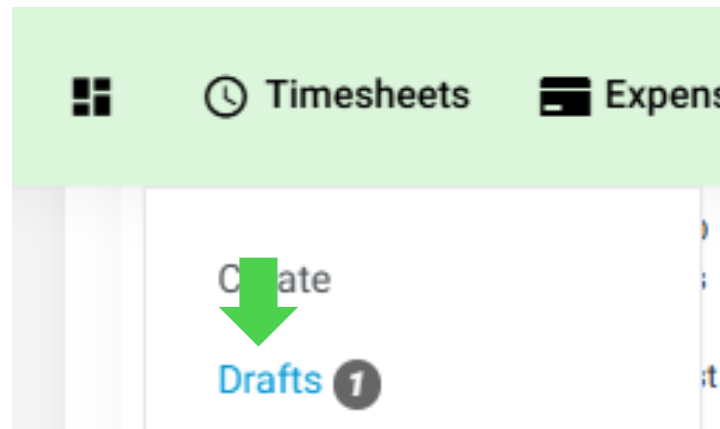


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Or hover over
Timesheet in the top
menu bar and select
Draft.



Draft Timesheets			
Q SEARCH OPTIONS			
Search:			
Select Page Deselect Page Select All Pages Select			
id	Submit	Candidate	Candidate Type
1022566		Test-Ten, Candidate	LTD



**Still have
questions?**

Email us at

agencypay@gattacapl.com

or call on 01489 884320.

