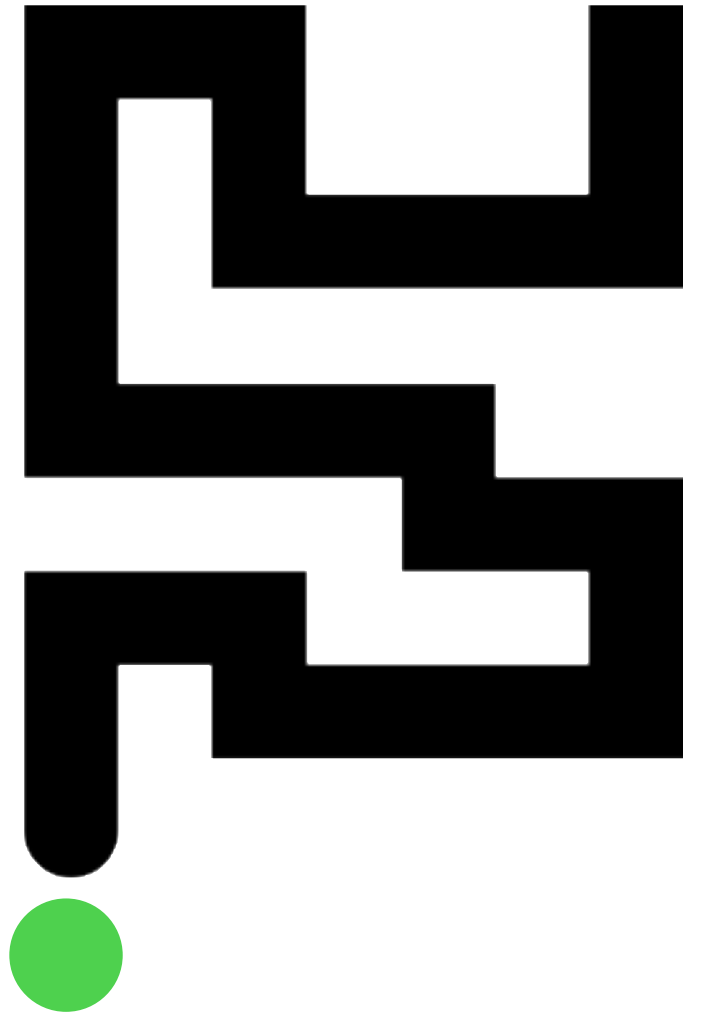


InTime Portal Manager Guide





Your self-service portal

Welcome to InTime - your online timesheet system designed to make managing your contractors quick and simple.

With InTime, you can:

- Securely access your account anytime, anywhere
- Authorise timesheets and expenses in just a few clicks
- View summary information for your contractors
- Review historical timesheet and expense details



Your homepage



Once you have logged into your portal by going to <https://customerportal.matchtech.com/> you will be presented with the main InTime homepage, with your dashboard.



Justin Time - Manager



  Timesheets  Expenses  Sales  Profiles

Welcome to your self-service portal

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

Please note all values shown on this page are in GBP

Notification

We have now introduced the option to extend the time between prompts to input authenticator codes to 30 days in order to log into the portal.

If you wish to enable this, simply tick the 'Trust this device for 30 days' box when you next log in.

Please note this is device specific and location aware. Please refer to the email you should have received recently with the subject **Update on Multi-Factor Authentication – We've Listened** for further information.

TIMESHEETS



Unauthorised

4,212.00

7

EXPENSES



Unauthorised

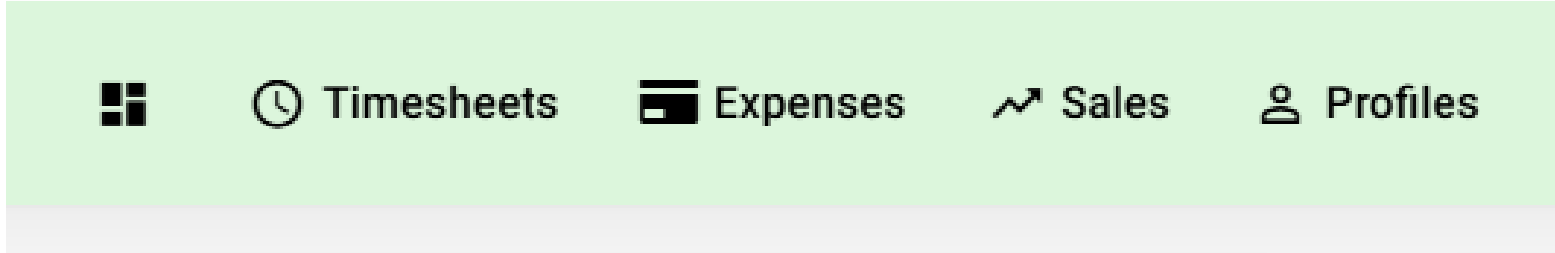
0.00

0

The navigation menu



The navigation menu is located across the top of the page



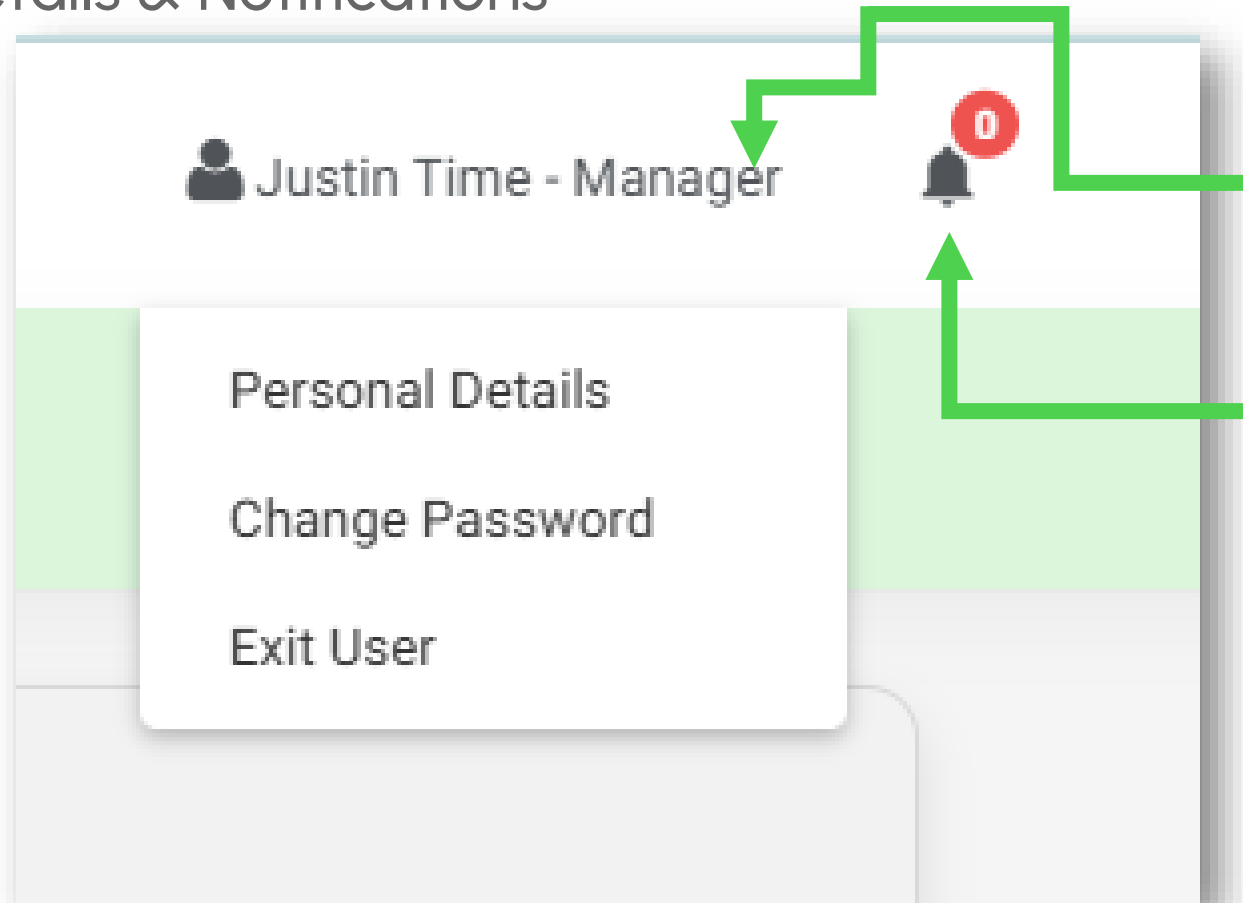
The menu bar options will include the following as shown above:

- A multi square icon - taking you back to your homepage.
- **Timesheets** - provides access to unauthorised, historic approved and rejected timesheets and a timesheet search function.
- **Expenses** - provides access to unauthorised, historic approved and rejected expenses and a Expense search function.
- **Sales** - provides ability to access invoices and credit notes
- **Profiles** - this gives details of your placements and associated clients.

The navigation menu



In the top right-hand corner of your screen you can access your Personal Details & Notifications



Your name – Click on this for the following options:

- View your personal details.
- Change password or MFA Method
- Exit InTime

Bell Symbol – Advises you of notifications.

Your dashboard



On your main home screen, your personal dashboard will provide you with a real-time status of your current unauthorised timesheets and expenses.



Justin Time - Manager



Timesheets



Expenses



Sales



Profiles

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TIMESHEETS



Unauthorised

4,212.00

7

EXPENSES



Unauthorised

63.50

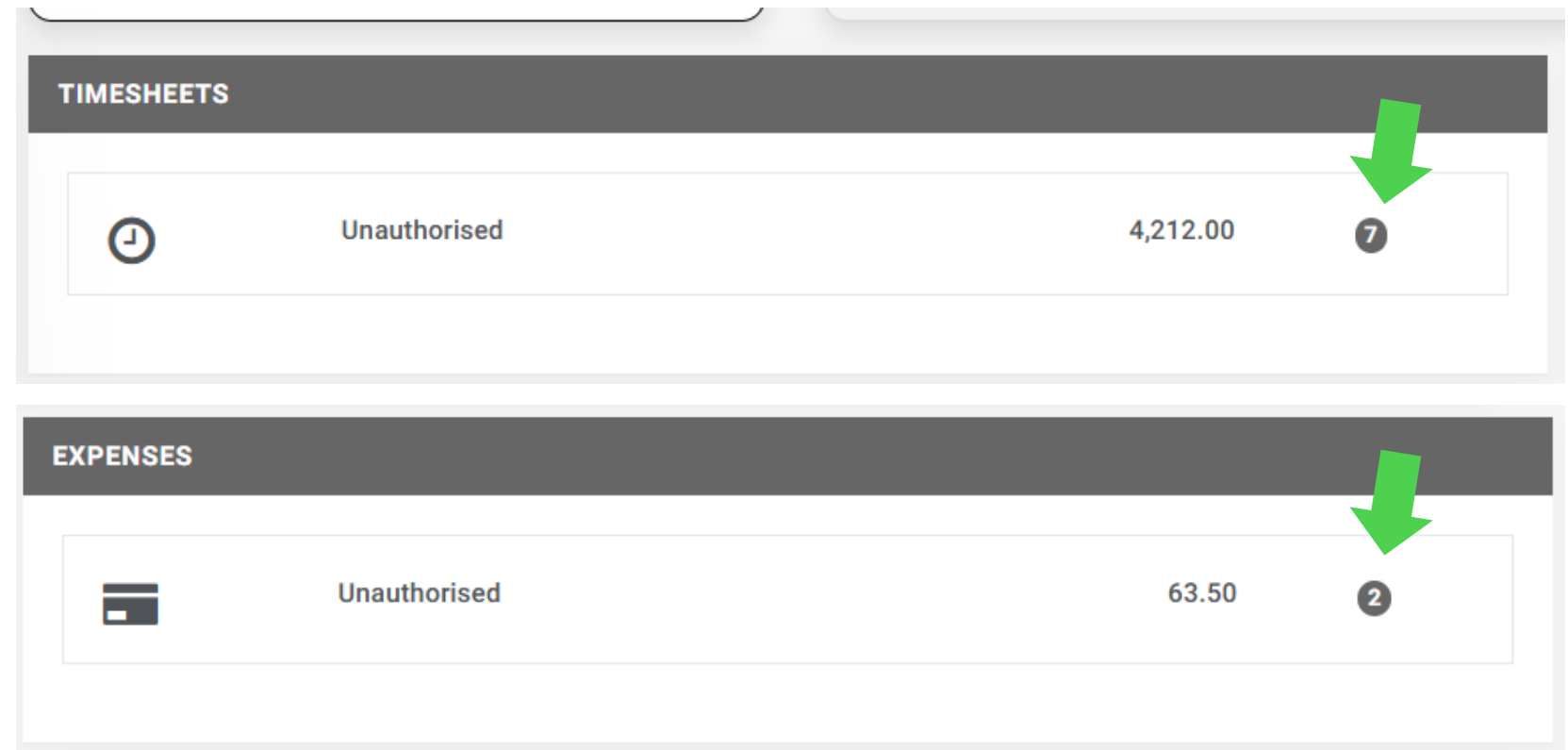
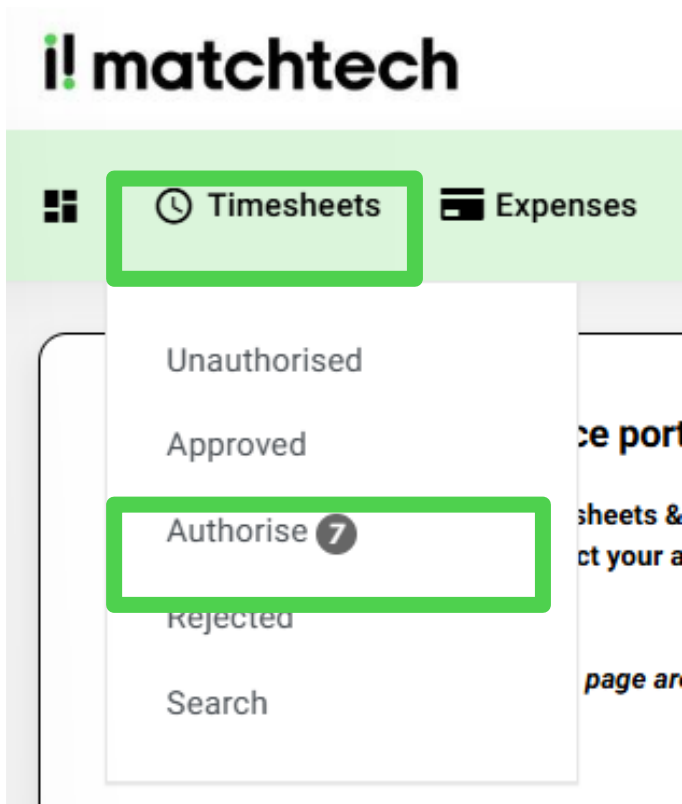
2

Approve or reject timesheets/expenses



To approve timesheets or expenses, go to Timesheet or Expenses on the menu bar and click Authorise. You will then be presented with a list of all timesheets or expenses submitted by contractors that require approval.

Alternatively, you can use the dashboard on your homepage and select the appropriate item



Bulk Approve or reject timesheets/expenses



You can approve in one of two ways:

1. **Bulk approve:** tick each item listed in the Authorise column that you want to approve and then click Approve.

Authorise Timesheets

I confirm that I have full authority to approve this timesheet/worksheet and agree that by approving this timesheet/worksheet it constitutes an irrevocable instruction to pay the contractor/worker for the hours/days/work stated and that the corresponding invoice will be paid in full without set off or deduction.

Q

SEARCH OPTIONS

Search:

Select Page

Deselect Page

Select All Pages

Select None

Choose Columns

Show 10 entries

id	Authorise	PO Number Required	Approval Comments	Candidate	Candidate Type	Candidate Ref	Candidate Ext Ref	Timesheet Start	Payroll/Frequency	Umbrella/Mgmt Company	Description	Placement Start	Freehand R
1021936	☒	No		Turner, Paige	PAYE	BH-6113664		11/08/2025	Matchtech PAYE Weekly			28/07/2022	
1021937	☒	No		Turner, Paige	PAYE	BH-6113664		18/08/2025	Matchtech PAYE Weekly			28/07/2022	
1021941	☒	No		Turner, Paige	PAYE	BH-6113664		15/09/2025	Matchtech PAYE Weekly			28/07/2022	
1021942	☒	No		Turner, Paige	PAYE	BH-6113664		29/09/2025	Matchtech PAYE Weekly			28/07/2022	
1021945	☒	No		Turner, Paige	PAYE	BH-6113664		04/08/2025	Matchtech PAYE Weekly			28/07/2022	
1021997	☒	No		Turner, Paige	PAYE	BH-6113664		25/08/2025	Matchtech PAYE Weekly			28/07/2022	
1022006	☐	No		Turner, Paige	PAYE	BH-6113664		21/07/2025	Matchtech PAYE Weekly			28/07/2022	

Showing 7 of 7 timesheets - 6 rows selected

Approve

Print Report

Print Detail Report

CSV

Default CSV

Reset Columns

Single approve or reject timesheets/expenses



- **Single approval:** Approve each timesheet individually by clicking on the timesheet ID. You will see a summary of the placement and the timesheet details, and you can select "Authorise". If you select "Reject" you must fill in the comment box with the rejection reason.

Search:

Select Page

Deselect Page

Select All Pages

Select None

Choose Columns

id	Authorise	PO Number Required	Approval Comments	Candidate	Candidate Type	Candidate Ref	Candidate Ext Ref	Timesheet Start
1021936	☐	No		Turner, Paige	PAYE	BH-6113664		11/08/2025

TIMESHEET

Timesheet 1021936 for Mrs Paige Turner ending 17/08/2025 at placement BH-456773

Timesheet ID:

Submitted At:

Pending Approval By:

Timesheet Approval Route:

Period Ending:

Placement Ref:

Freehand Reference:

Job Title / Sector:

PO Number:

Agency:

Client:

Total Hours:

Hourly Rate Total:

Fixed Rate Breakdown:

1021936

14/10/2025 10:16

Justin Time

Client Manager Approval

17/08/2025

BH-456773

Tester

Matchtech Group (UK) Limited - Data Environment

Example R US Limited

40.00

Daily: 5.0

Timesheet Status:

Submitted By:

Reject Reason:

Approving Manager:

Timesheet Duration:

Placement Period:

Company Name:

Candidate:

Client Site:

Consultant:

Manager:

Total Decimal Hours:

Fixed Rate Total:

Total Charge:

Submitted

Mrs Paige Turner

weekly

28/07/2022 to 21/10/2026

Mrs Paige Turner

Max Results

Mr Justin Time

40.00

40:00 (5.00 units)

GBP 600.00

Date	Rate	Start	Finish	Break	Hours	Decimal
11/08/2025	Daily					1.00
12/08/2025	Daily					1.00
13/08/2025	Daily					1.00
14/08/2025	Daily					1.00
15/08/2025	Daily					1.00

RATE INFORMATION

Rate	Effective From	Period	Charge	Total Units	Total Charge
Daily		Daily	£ 120.0	5.00	£600.0
					£600.00

PO Number

Search

Authorise

Reject

Email Approval



If you have been set up for email approval, you will receive an email with the timesheet attached, containing links to approve or reject the timesheet. There is one approval link and a reject link for each configured rejection reason.

i! matchtech

Hi

has submitted a timesheet that's ready for you to review and authorise. Here are the details:

Timesheet ID: 1170871

Period Ending: 12/10/2025

You can review the timesheet below or open the attached PDF.

How to Authorise

- **Quick Authorisation:** Click [here](#) to approve directly via email. A new email window will open, just hit **Send** (without changing the subject line) so we can process it straight away.
- **Via the Portal:** Prefer the portal? Simply log in [here](#) and approve it there.

By approving this timesheet, you confirm you're authorised to do so, and that it allows us to pay the contractor for the hours listed. The related invoice will then be paid in full as per the agreed terms.

If You Need to Reject the Timesheet

If something doesn't look right, please reject it using one of the following reasons:

1. [Breaks were not taken by the worker](#)
2. [The worker did not work during this period](#)
3. [Incorrect hours or days](#)
4. [Incorrect rate](#)
5. [Exceeds PO](#)
6. [Incorrect date](#)
7. [Missing or incorrect PO](#)
8. [Nonchargeable Items](#)
9. [Outside of date range](#)
10. [Unclear document](#)

Authorising promptly keeps payments on track and helps everything run smoothly for you and your contractors.

If you have any questions our team is here to help, please contact your Matchtech consultant.

Kind regards,
The Matchtech Team

Timesheet or Expense Search



If you need to find a timesheet or expense item, you can select the Search feature from the Timesheet or Expense menu. Within this search form you can specify various dates, placements or timesheet criteria to find specific timesheet or expense items. Enter the applicable criteria and select "Search"

i! matchtech

Justin Time - Manager

Timesheets Expenses Sales Profiles

Search Timesheets

Q SEARCH OPTIONS

Status All	Timesheet ID Range to	Timesheet Frequency All	PO Number Range to
Period End / Receipt Date dd/MM/yyyy to dd/MM/yyyy Options	Submitted Date dd/MM/yyyy to dd/MM/yyyy Options	Approved Date dd/MM/yyyy to dd/MM/yyyy Options	
Client Search	Manager Search	Candidate Paige Turner (BH-6113664)	
Umbrella/Mgmt Company Search	Placement Search		
Consultant Search	Project Reference to	Invoice Number to	
Placement Ref Range to			
Search	Reset All		



Viewing Profile Information



There are two types of profile information available as a manager.

- Select **Candidates** from the Profiles menu, this provides details relating to all contractors who are assigned to you.
- Select **Placements** from the Profiles menu, this will provide you a list of all active placements that you are responsible for. You can obtain more information relating to the placement by clicking on the reference/name. This will show all details such as the agency, worker, manager and consultant associated with the placement as well as any reference codes, start and finish dates, job descriptions and contract documents.

The screenshot displays the Matchtech web application interface. At the top, a green navigation bar contains icons for Timesheets, Expenses, Sales, and Profiles. A green arrow points to the Profiles icon. Below the navigation bar, a dropdown menu is open for the Profiles icon, showing options for Candidates and Placements. Another green arrow points to the Placements option. The main content area is titled 'Placement Search' and features a search bar with the text 'SEARCH OPTIONS'. Below the search bar, a table displays a list of placements. A green arrow points to the 'View' button in the first row of the table. The table has columns for various details including reference numbers, dates, job titles, candidate names, company names, payroll information, consultant names, client names, reference codes, manager names, timesheet status, creation and modification dates, and default settings.

Ref	Start	End	Job Title	Candidate	Umbrella/Mgmt Company	Ltd Company	Candidate Payroll	Consultant	Client Names	Client Ref	Manager	Blank Timesheet	Created	Modified	Default
H-456773	28/07/2022	21/10/2026	Tester	Paige Turner			Matchtech PAYE Weekly	Max Results	Example R US Limited	BH-32987	Justin Time		08/09/2022 10:54	05/11/2025 16:56	All Hours

Managing Columns views



Simplify your **Search Timesheets** or **Authorise** view by choosing which columns to show and arranging them as you like. Your settings will be saved for future logins.

Authorise Timesheets

I confirm that I have full authority to approve this timesheet/worksheet and agree that by approving this timesheet/worksheet it constitutes an irrevocable instruction to

Q SEARCH OPTIONS

Search:

Select Page

Deselect Page

Select All Pages

Select None

Choose Columns

id	Authorise	PO Number Required	Approval Comments	Candidate	Candidate Type	Candidate Ref	Candidate Ext Ref
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1021937	☐	No		Turner, Paige	PAYE	BH-6113664	

id
Authorise
PO Number Required
Approval Comments
Candidate
Candidate Type
Candidate Ref
Candidate Ext Ref
Ltd Tax Code
Ltd Company Name
Candidate Invoice Period
Timesheet Start
Payroll/Frequency
Umbrella/Mgmt Company
Consultant
Description
Client
Manager
Placement
PO Number

**Still have
questions?**

Please email us at:
agency@pay@gattacapl.com

or call on 01489 884320

