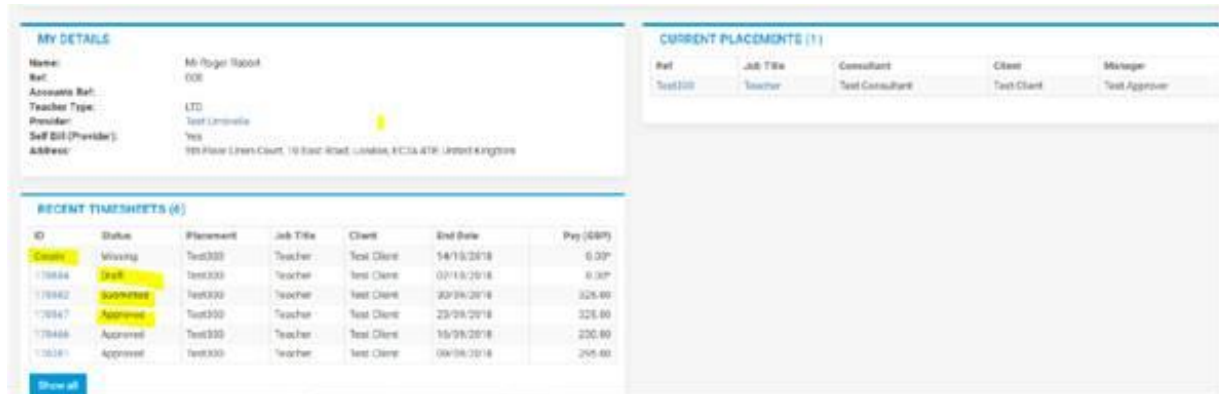## TIMESHEET GUIDANCE

- Uniform Education's timesheet portal is called **InTime.** You will receive login credentials from our timesheet team, directly to your email inbox. Please check your spam folder.

- You **do not** need to submit anything on Workwell's timesheet portal once you are registered. Please only submit on InTime.

- Consultants **can not submit for you.** It is your responsibility to ensure you submit at the end of each Friday for the week worked.

- Timesheets are easiest to submit on **mobile or PC.** There are different ways to submit on both – see respective instructions below.

- Timesheets are often not approved until the Tuesday of the week of payment, so if you have submitted correctly, please do not worry. We will get these approved for you and let you know if there is any issue.

- **THURSDAY –** Please log on to your portal and check your timesheet is there ready to be submitted the next day. Let your consultant know if you have any issues.

- **FRIDAY –** Submit your timesheet for the week worked.

ANY QUESTIONS?

Any queries, please text/email your consultant or email our timesheet team on timesheets@uniformeducation.co.uk. If you make a mistake after submitting your timesheet, please let us know as soon as possible.

COMPLETING YOUR TIMESHEET ON A COMPUTER

1. Log in to the portal. Login details are personal, so please note that consultants do not have access to these. You will see the following dashboard:

2. Check your details are correct.
   - **Provider:** represents your Umbrella/Payroll company (unless you are PAYE).
   - **Current Placement:** The right side of the dashboard will show your current school and placement.
   - **Recent Timesheets:** Bottom left of the dashboard will show timesheets waiting to be completed, or their status if already submitted.

3. Click **'Create'** to submit a timesheet.

4. A timesheet will open up. Check the dates and rates are correct.

5. Use the drop down list and select the right unit (ie. select half-day if you worked a half-day, full-day if you worked a full-day).

6. If you need to add Overtime to your full-day rate, use the **+** button to add an extra rate to the same timesheet. Overtime will be in hours so you will need to record the start time and the end time.

7. Make sure you tick **only the days you worked.** Click **Unit.**

8. **Save and Submit.**

COMPLETING YOUR TIMESHEET ON A PHONE

1. Log in to the portal. You will see different timesheet categories. Please:
   - Click **'Missing Timesheet'** and then **'Create',** if it is your first time submitting a timesheet for your current placement.
   - Click **'Draft'** and then **'ID'** if you have already submitted for this placement before.

2. You will see which dates can be completed for that week. Check rates are correct before submitting.

3. Click on the day you want to complete and select which rate applies to you (ie. Half-day if you worked half-day, full-day if you worked full-day).

4. Click **Decimal.** If you worked the same the following day, click **Copy To Next.** Otherwise, click **OK** when done.

5. Check there are ticks on the days you want to submit. Click **Submit** if correct.