



**LSP**

RENEWABLE ENERGY  
TALENT SOLUTIONS

## In-Time Contractors User Guide

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# Logging in to InTime

- Click on the following link:  
<https://payandbill.es.rsmuk.com/localAccess/signOnForm>
- You will see the screen on the right.
- Input your system generated username and password that will have been previously sent to you.
- If this is your first login you will be prompted to create a new password.
- Please contact your consultant if you have NOT received your login details or email [timesheets@lsprenewables.com](mailto:timesheets@lsprenewables.com)




Log In

[Forgotten Password?](#)

Important Notice: This site requires the use of [cookies](#) to secure your access and to store your display preferences. No identity or personal information is stored and no third party cookies are used. By logging in via this page you are agreeing to the use of cookies for these purposes.

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Now that you have logged in, you will be presented with your personal dashboard. This is where you can access all your information on InTime including placement information, timesheets, expenses, invoices and remittances. Please advise your consultant if you see any errors in your personal details, we can correct these for you.


Light Source People - Worker 8

Timesheets
Expenses
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Profiles

#### MY DETAILS

**Name:** Mr Light Source People  
**Ref:** Wrk268  
**Accounts Ref:** CLSP001  
**Worker Type:** LTD  
**Self Bill:** Yes  
**LTD Company Name:** Light Source People  
**Registered Address:** Imperial House, 21-25 North Street, Bromley, Kent, BR1 1SD, United KingdomGB  
**Company Number:** 10543650  
**Company Tax Number:** 259420593  
**Address:** Imperial House, 21-25 North Street, Bromley, Kent, BR1 1SD, United KingdomGB

#### CURRENT PLACEMENTS (3)

Ref	Job Title	Consultant	Client	Manager
Pmt380	Margin Only	Lewis Duffy	Global Wind Service UK Ltd	LSP Admin
Pmt451	Margin Only	Lewis Duffy	Global Wind Service DK	LSP Admin
Pmt552 (EXPS EUR)	EXPENSES	Lewis Duffy	Global Wind Service UK Ltd	LSP Admin

#### RECENT TIMESHEETS (9)

ID	Status	Placement	Job Title	Client	End Date	Pay GBP
Create	Missing	Pmt552 (EXPS EUR)	EXPENSES	Global Wind Service UK Ltd	05/04/2020	0.00 *
Create	Missing	Pmt451	Margin Only	Global Wind Service DK	05/04/2020	0.00 *
Create	Missing	Pmt380	Margin Only	Global Wind Service UK Ltd	05/04/2020	0.00 *
Create	Missing	Pmt552 (EXPS EUR)	EXPENSES	Global Wind Service UK Ltd	29/03/2020	0.00 *
Create	Missing	Pmt451	Margin Only	Global Wind Service DK	29/03/2020	0.00 *
Create	Missing	Pmt380	Margin Only	Global Wind Service UK Ltd	29/03/2020	0.00 *
Create	Missing	Pmt552 (EXPS EUR)	EXPENSES	Global Wind Service UK Ltd	22/03/2020	0.00 *
Create	Missing	Pmt451	Margin Only	Global Wind Service DK	22/03/2020	0.00 *
Create	Missing	Pmt380	Margin Only	Global Wind Service UK Ltd	22/03/2020	0.00 *

\* Estimated value based on contracted hours and default rate

#### RECENT PURCHASE INVOICES & CREDITS (12)

Invoice Number	Invoice Date	Currency	Net	VAT	Gross	Paid
Int0000002686	05/03/2020	GBP	1,338.93	267.79	1,606.72	View Remittance
Int0000002533	30/01/2020	EUR	2,322.00	464.40	2,786.40	View Remittance
Int0000002534	30/01/2020	GBP	526.84	105.37	632.21	View Remittance
Int0000002505	16/01/2020	GBP	2,060.00	412.00	2,472.00	View Remittance
Int0000002447	09/01/2020	GBP	1,000.00	200.00	1,200.00	View Remittance
Int0000002376	12/12/2019	EUR	526.84	105.37	632.21	View Remittance
Int0000000114	12/12/2019	EUR	-526.84	-105.37	-632.21	View Remittance
Int0000002306	05/12/2019	GBP	1,266.84	253.37	1,520.21	View Remittance
Int0000002155	07/11/2019	GBP	2,950.00	590.00	3,540.00	View Remittance
Int0000001982	03/10/2019	GBP	2,360.00	472.00	2,832.00	View Remittance
Int0000001970	26/09/2019	GBP	1,020.00	204.00	1,224.00	View Remittance
Int0000001898	05/09/2019	GBP	4,840.00	968.00	5,808.00	View Remittance

\* Please view the remittance to check the clearing date for the payment.

#### RECENT REMITTANCES (9)

Date	Reference	Total
06/03/2020	123-050320120725	1,606.72
30/01/2020	123-300120103453	632.21
17/01/2020	123-160120103733	2,472.00
09/01/2020	123-090120140811	1,200.00
06/12/2019	123-051219140925	1,520.21
07/11/2019	123-071119115818	3,540.00
04/10/2019	123-031019150137	2,832.00
27/09/2019	123-260919135025	1,224.00
06/09/2019	123-050919111954	5,808.00

# Timesheets



☰ Timesheets Expenses Pay Compliance Profiles

Click this the [Timesheets](#) button on the above menu to manage your Timesheets

Your timesheets are available within your dashboard as seen below, simply click the one you need. You can create a timesheet if required from the timesheet menu however you **cannot** create duplicate timesheets for the same periods.

RECENT TIMESHEETS (2)						
ID	Status	Placement	Job Title	Client	End Date	Pay GBP
<a href="#">Create</a>	Missing	Pmt639	Senior Offshore Wind Investment Performance Controller	Innogy Renewables UK Ltd	30/04/2020	0.00 *
<a href="#">Create</a>	Missing	Pmt639	Senior Offshore Wind Investment Performance Controller	Innogy Renewables UK Ltd	31/03/2020	0.00 *

Once you have chosen the correct timesheet you can proceed to populate it.

It will be either a monthly or weekly timesheet based on how you have been setup in the system.

If you have more than one placement you are working on you will need to complete a timesheet for each one of these placements

The timesheet will appear like below, you should use the dropdown to select between rates, e.g. Full Day, Half Day, Offshore, Onshore rate etc. Select the appropriate rate for each day.

TIMESHEET - 892217 - DRAFT

Date	Rate	Start	Break	Finish	Hours	Units	Comment
Mon 02/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Tue 03/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Wed 04/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Thu 05/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Fri 06/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Sat 07/03/2020	Day Rate					<input type="checkbox"/>	
Sun 08/03/2020	Day Rate					<input type="checkbox"/>	
Mon 09/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Tue 10/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Wed 11/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Thu 12/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Fri 13/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Sat 14/03/2020	Day Rate					<input type="checkbox"/>	
Sun 15/03/2020	Day Rate					<input type="checkbox"/>	
Mon 16/03/2020	Day Rate					<input checked="" type="checkbox"/>	
Tue 17/03/2020	Day Rate					<input checked="" type="checkbox"/>	

Date	Rate
Mon 02/03/2020	Day Rate
Tue 03/03/2020	Day Rate
Tue 03/03/2020	Half Day Rate

Check the unit box to register as worked

If you are hourly paid then you can enter the hours you have worked


Hours

If you need to create an additional line for a date use the green plus button

If you need to add a comment for any particular date use the comments box to add text this will then appear on a completed timesheet

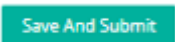
Statuses of timesheets and expense claims explained:

- **Missing:** Timesheets that should be received during a specified date range but have not yet been created.
- **Draft:** Saved but not yet submitted. There are no draft expenses.
- **Submitted:** Created and submitted for approval. Submitted timesheets and expenses cannot be modified so please ensure the details are correct before submitting.
- **Approved:** Approved by your manager for payment.
- **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 or expenses was rejected. Once rejected, the timesheet becomes a draft for editing and resubmitting. Expenses can be edited via the expenses Rejected menu option

If you have any internal timesheet approval documents please add it to your timesheet using the 'Upload Paper'  button on the bottom of the timesheet, you can upload as many documents as necessary.

Once you have input all the data for the week or month, click the  button, this will save all the data until you are ready to submit the timesheet to your manager for approval, a summary of your timesheet will be shown at the bottom, as below:

RATE INFORMATION						
Rate	Period	Pay	Charge	Total Units	Total Pay	
Day Rate	Daily	EUR750.00	EUR850.00	15.00	EUR11,250.00	
Half Day	Daily	EUR375.00	EUR425.00	0.00	EUR0.00	
					EUR11,250.00	

When you are ready to submit to your manager click  Once approved the status will change to 'approved' on your dashboard

**Note:** once submitted you can **NO** longer amend the timesheet, please contact [timesheets@lsprenewables.com](mailto:timesheets@lsprenewables.com) to revert back to drafts if you need to make changes or if you have submitted in error, after amending you will need to then resubmit to your manager for approval.

**Note:** all information you have completed is available on the portal, you can use the search function under Timesheets to find historic timesheets and expenses.

# Expenses



Timesheets Expenses Pay Compliance Profiles

Click this the  Expenses button on the above menu to manage your expenses

To create an expense click create, then select a placement. If you are working on more than one placement at the time please choose the correct placement for the expense.


## SELECT PLACEMENT

Placement

Pmt214 - WTG Package Manager (Client: Innogy Renewables UK Ltd) (Manager: Glyn Jones)

Period:

Any

Choose the period for the expense from the dropdown headed 'period' . If left as 'Any' the expense will be based on your receipt dates,. You can leave as 'Any' if you have receipts covering more than one time period. Unlike timesheets you can create multiple expenses for the same period if required.

In the description box  use a narrative eg 'Expenses for May 2020 on Project X'.

Each expense will need to be on a separate line. Choose from the category dropdown of either Mileage or Standard Expenses **(DO NOT USE Std Expenses (Pay Only))**

Category

Mileage  
Standard Expenses  
Std Expense (Pay only)

## Completing a Mileage expense



**Receipt date** - date of travel or fuel receipt date

**Description** – brief overview of journey ie from – to.

**Units** - number of miles claimed

**Unit Net Rate** - (default is 38p per mile) but change to agreed rate if necessary e.g. 45 pence.

**Note:** Currency cannot be changed, it will always be the currency in which you have agreed to be paid, therefore any expenses not incurred in pay currency should be converted.

EXPENSE CLAIM

Description  
Expenses April - Blade Voyage 1281

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	PO	Receipt
Mileage	01/05/2020	Milage Poland to Belgium	144	.45	64.80	0%	0.00	64.80	EUR		Upload

All other expenses will be claimed as a 'Standard Expense'

'Units' should always be 1 and the amount entered into the 'Unit Net Rate'.

**Note: If a Unit and or Unit Net Rate is left as zero the amount will be zero!**

EXPENSE CLAIM

Description  
Expenses April - Blade Voyage 1281

Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	PO	Receipt
Standard Expenses	31/05/2020	Parking Charge	1	25.50	25.50	0%	0.00	25.50	EUR		Upload

**Receipts** – Please upload a receipt for each line, normally for mileage this will be a fuel receipt.

**Note:** credit card receipts are **NOT VALID** receipts, you should have a sales receipt with a date, VAT number and details of the purchase. Click to attach a receipt, only one is permitted per line.




# Notes



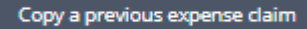

☰ Timesheets Expenses Pay Compliance Profiles

Click the  Pay button to view your pay to date with Light Source People

Click the  Compliance button to view your up to date compliance documents

Return to dashboard at any time by clicking 

You can copy a row by clicking  next to any line you have completed. This is useful if everything is the same except the date.

Copy from previous claims click  and select items to copy then click copy . again useful to use if only the date is different.

Delete lines by clicking the trash can 

**IF VAT REGISTERED** – Then enter the NET value, all items will be processed with VAT added, as you are providing a service then assumption is VAT can be charged on all items. **Note:** The system will show NET and Gross value as the same (excluding VAT), but if you are VAT registered the VAT will be added to your payment when you self-bill invoice is created and shown with VAT., system quirk!

**NOT VAT REGISTERED** – all items must be entered GROSS, as shown on the receipt.



# LSP

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