Contractor User Guide

Futures Timesheet Portal Overview

- o Instant and secure access to your account
- \circ $\;$ Quick and simple creation of your timesheets and expense claims
- \circ $\;$ Instant submission of timesheets or expense claims for approval
- o Notification of payments being made to you or to your umbrella company
- o The ability to simplify your administration processes by authorising Futures to self-bill
- \circ Automatic email reminders to submit timesheets and alerts so you are always kept up to date

Accessing the Futures Timesheet Portal

Once compliance checks have been completed you will receive login details for the Futures Online Timesheet Portal.

A link to the portal will be sent alongside your username and password. Please note that your password will be sent in a separate email for security reasons – the email subjects for these emails will be "Welcome to Futures Timesheet Portal" and "Futures Timesheet Portal Password"

If you haven't received either of these emails on the day that you're due to begin working please contact: <u>accounts@futures.co.uk</u> or 0113 4574929.

fu	tures
	Username
	Password
	Log In
	Forgotten Password?
Importan preferen via this p	I Notce: This site requires the use of coolies to secure your access and to store your display bes. No identify or personal information is stored and no third party coolies are used. By logging in age you are agreeing to the use of cookies for these purposes.
	Copyright @ 2022 InTIME. All Rights Reserved.

Navigating the Homepage

Once you have logged in to the Futures Portal you will be presented with the below homepage.



Navigation Menu Explained

Multi Square Icon – this will take you back to the homepage and can be accessed at all times
 Timesheets – this provides access to new, draft and previously submitted timesheets
 Expenses – this allows you to submit new and access historical expense claims
 Pay – this allows you to access your invoices and credit notes
 Compliance – to facilitate information requests and submit documentation
 Profiles – this gives details of your placements and associated clients

In the top right hand corner of your screen:

- o If you click on your name, options appear for you to:
 - ✓ Update your personal details
 - ✓ Change password
 - ✓ Exit InTime
- Bell Symbol this advises you of any notifications
- Help takes you to our on line documentation help bank.



As you scroll down your homepage, your personal dashboard will provide you with a real-time status of your current placement information, timesheets, expenses, and contract documentation that you can easily access directly from the dashboard.

Timesheets and Expenses Status Explained

Missing: Timesheets that should be received during a specified date range but have not yet been created.

Draft: Timesheets that have been saved but not yet submitted. There are no draft expenses.

Submitted: Created and submitted for approval. Once submitted these cannot be modified.

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.

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Name:		Mr Self Bill							Ref			Job Title	Consult	tant	Client		Manager
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Account	ts Ref:	CSB0123							CONSUL	TANT APPROV	/61	Network Technician	Team Le	eader	TMP (UK) L	imited	Client1 Manager
Self Bill:	tor type.	Yes							TimePat		1756	Job Title	Team L	eader	TMP (UK) I	imited	Client1 Manager
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5483	Submitted	Pmt1	Test	3	RD RATE CI	LIENT 25	5/08/2017	90.00	29399	Submitted	CON	CONSULTANT APPROVAL 12		12/05/2017	GRP	in a serie of g	200.00
5522	Submitted	SB DAY 2	Home Ca	re Worker T	MP (UK) Limit	ted 25	5/06/2017	90.00	29398	Submitted	CON	SULTANT APPROVAL		11/05/2017	GBP		100.00
5589	Submitted	TimePattern-1	Job Title	T	MP (UK) Limit	ted 25	5/06/2017	60.00	20000		oom				001		100.00
5593	Submitted	TimePattern-2	Job Title	T	MP (UK) Limit	ted 25	5/06/2017	1600.00									
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a	- Contractor	3
	Personal Details	
	Change Password	
	Exit User	
-		

Entering your Timesheets

To begin, hover over Timesheets from the main menu bar at the top of the screen and then select Create. You will then be prompted to select the placement from the drop down box to enter time against, as well as the week ending date. You can use the provided calendar popup to help you select the correct date.

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		14	15		17		19	
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	27	28	20	30	31			kgency Vorker
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	Clie	nt:				-	TMP (U	JK) Limited
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After selecting the period you will be presented with a blank timesheet similar to the screen shot shown below:

If you're paid a daily rate, please submit your timesheet so 1 unit = full day worked or 0.5 unit = half day worked.

If you're paid an hourly rate, please submit your timesheet with your start, break and finish time.

Your placement will automatically calculate your total pay, this is viewable just below the timesheet.

TIMES	IEET - NOT S	TARTED								
	Date	Rate		Start	Break	Finish	Hours	Units	PO	Comment
+	Mon 20/03	Basic	~							2
+	Tue 21/03	Basic	~							e 📃
+	Wed 22/03	Basic	~							2
+	Thu 23/03	Basic	~							2
+	Fri 24/03	Basic	~							2
+	Sat 25/03	Basic	~							2
+	Sun 26/03	Basic	~							2
•	Sun 26/03	Basic	~							
Cancel	Save As	Draft Save And Subr	nit							

You can click on "Save as Draft" to store the timesheet which will allow you to return to this information to edit.

Once you have completed your timesheet click on the "Save and Submit" button, your timesheet will then be sent to your Manager for approval.

Please note: You will not be able to make any further edits once the timesheet has been submitted for approval.

Draft Timesheets

If you have created timesheets and saved them previously without submitting, you can still access them by selecting Drafts from the Timesheet menu. You will then be taken to the timesheet form described in the Entering your Timesheets section. Please refer to these instructions to edit and submit your draft timesheet.

If you have multiple draft timesheets you wish to submit for approval, tick the box in the Submit column against the applicable timesheet and click on Submit. If you need to access a specific timesheet, click on the number in the ID column to view, edit, or submit.

Search:										
Sele	ect All	Select None	Choose Col	umns					Show	10 🗸 entri
id 🏨	Submit	Worker 1	Worker Type 🕼	Worker Ref	Worker Ext Ref 1	Ltd Tax Code 🕼	Ltd Company Name 🕼	Worker Invoice Period 1	Timesheet Start 👔	Payroll/Fre
1675	0	Worker, Paye	PAYE	PAYE1						
1676	Ο	Worker, Paye	PAYE	PAYE1						
4504	0	Worker, Paye	PAYE	PAYE1						
<										

Submitted Timesheets

If you need to check the status of your submitted timesheets, you can use your dashboard and see the status, or use the Unauthorised, Approved or Rejected options from the Timesheets menu. By clicking the timesheet ID you can also see a detailed view of that timesheet.

Please note: You can only modify timesheets that have been rejected.

ID	Status	Placement	Job Title	Client	End Date	Pay (GBP)
5463	Submitted	Pmt1	Test	3RD_RATE_CLIENT	25/06/2017	90.00
5522	Submitted	SB_DAY_2	Home Care Worker	TMP (UK) Limited	25/00/2017	96.00
5589	Submitted	TimePattern-1	Job Title	TMP (UK) Limited	25/06/2017	60.00
5593	Submitted	TimePattern-2	Job Title	TMP (UK) Limited	25/06/2017	1600.00
5451	Submitted	CONSULTANT_APPROVAL	Network Technician	TMP (UK) Limited	25/06/2017	720.00

Entering your Expenses

Please note: By default you will be unable to submit expenses, if you believe you are entitled to expense claims please contact your consultant and this option can be enabled.

Once enabled, hover over Expenses from the main menu bar at the top of the screen and then select Create. You will then be prompted to select the client and placement you wish to claim expenses against. After selecting this you will be presented with a blank expenses claim form as shown below:

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Category		Receipt Date	Description		Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt	
	~	dd/mm/yyyy	Description								GBP 🗸	± Upload	<u>අ</u> ා
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Add Row				Total:	0.00	0.00	0.00		0.00	0.00			

Select the correct category of expense and description from the provided dropdowns. Please upload any receipts or supporting documents as these will be sent to your manager for approval.

Once you have filled in all the required fields hit save. You will then get a summary of your expenses. If you need to edit your claim please click the Edit button option. Once you have finished your expense claim, click Submit.

	Placement		Ap	oprovals				Н	istory		
	ORMATION			PARTICIPANTS							
Ref Code: Job Title: Job Description: Date Placed: Start Date: End Date:	CONSULTANT_APPROVAL Network Technician add NARRATIVE ************************************	*****	Agency: Contractor : Client: Manager: Consultant:				Demo Agency Mr Self Bill TMP (UK) Limited Mr Client1 Manager Team Leader				
	51 00457		🗸 Addi	ditional Details					DEDI		7 40/0
PENSE CLAIM - 9	55 - DRAFT		✔ Addi	ditional Details					PERIO	DD: 12/6/1	7 - 18/6
PENSE CLAIM - 9 ID Categor	55 - DRAFT Y R	Receipt Date	✓ Addi	itional Details	Unit	Unit Net	Net	Sales Tax Rate	PERIO Sales Tax	DD: 12/6/1 Gross	7 - 18/6 Pay N
PENSE CLAIM - 9 ID Categor 32821 Hotel	55 - DRAFT y R	Receipt Date 13/06/2017	✓ Add	itional Details	Unit 1	Unit Net 100.00	Net 100.00	Sales Tax Rate 0%	PERIO Sales Tax 0.00	DD: 12/6/1 Gross	7 - 18/6 Pay N 100.00
PENSE CLAIM - 9 ID Categor 32821 Hotel	55 - DRAFT y R	Receipt Date	✓ Add	itional Details	Unit 1	Unit Net 100.00	Net 100.00	Sales Tax Rate 0%	PERIO Sales Tax	DD: 12/6/1 Gross 100.00gep Attac	7 - 18/6 Pay N 100.000 ched Rec



Submitted Expenses

If you need to check details of your submitted expense claim, or to see if your manager has approved them, click Unauthorised, Approved or Rejected on the Expenses menu.

You can now view the status and summary of your submitted expense claim. By clicking the relevant expense item you will be able to see a detailed view of the expense.

Please note: You can only modify expense claims that have been rejected.

RECE	IT EAPENSE	5 (2)			
ID	Status	Placement	Claim Date	Claim Currency	Pay (GBP)
29399	Submitted	CONSULTANT_APPROVAL	12/05/2017	GBP	200.00
29398	Submitted	CONSULTANT_APPROVAL	11/05/2017	GBP	100.00

Invoice and Billing

If you are a Limited Company contractor and don't have a self-bill agreement in place, you will receive an advice note via email. An advice note doesn't confirm payment and is not a sales tax invoice, and as such doesn't include VAT. It's raised once we receive an approved timesheet and helps contractors in raising their invoices as the information such as w/e date, days worked and pay rate are all included.

Please contact <u>accounts@futures.co.uk</u> if you would like to start self-billing and we will send over the necessary documentation.

Remittances and Payments

Once payment has been processed on the Futures portal you will be able to view your remittance.

The below table is accessible from your personal dashboard. The date shown is when funds have credited your account (this is usually Friday each week). If you click on the date it will open your remittance which outlines each invoice which has been paid to you, you'll also be able to download your invoice directly from this remittance.

Date	Reference	Total
15/07/2022	PFL-130722105348	1,548.00
08/07/2022	PFL-060722145011	1,806.00
01/07/2022	PFL-290622124140	1,806.00
24/06/2022	PFL-220622140219	1,806.00
17/06/2022	PFL-150622144252	2,580.00
10/06/2022	PFL-080622140152	1,548.00
07/06/2022	PFL-010622132821	3,096.00
20/05/2022	PFL-180522143504	1,290.00
13/05/2022	PFL-110522144726	1,806.00
06/05/2022	PFL-040522144356	1,548.00