

Timesheet Portal Process

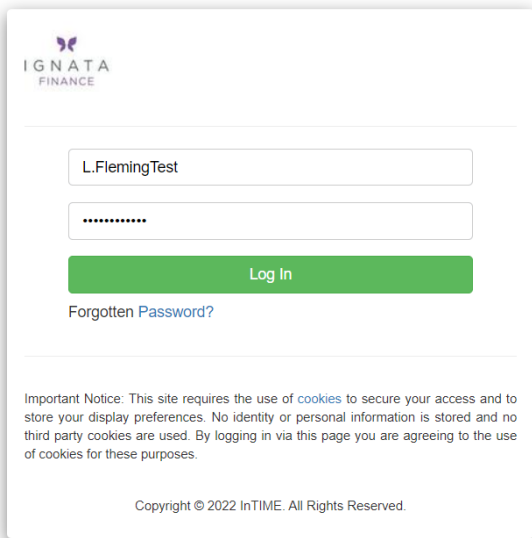
For LTD or Umbrella Company contractors submitting timesheets directly via Intime (payroll system)



ACCESSING THE SYSTEM:

- Once your placement has been set-up from our side, you will receive two separate emails from Intime, one with your username and one with a password. You will need to reset the password provided and choose your own one.
- You can access the portal using the below link:
<https://ignatafinance-portal.workrsolutions.com/localAccess/index>

PREVIEW OF THE LOGIN SCREEN:



WORKER DASHBOARD:

IGNATA FINANCE
Lucy Test Fleming Test - My Account 1

Timesheets Expenses Profiles

MY DETAILS

Name: Lucy Test Fleming Test
Ref: 15236371
Accounts Ref:
Worker Type: LTD
Provider: ForeTwo Group Limited
Self Bill (Provider): Yes
LTD Company Name:
Registered Address:
Company Number:
Company Tax Number:
Address: United KingdomGB

RECENT TIMESHEETS (1)

ID	Status	Placement	Job Title	Client	End Date	Pay GBP
Create	Missing	413009	Test 1	Test Company Limited	16/01/2022	0.00 *

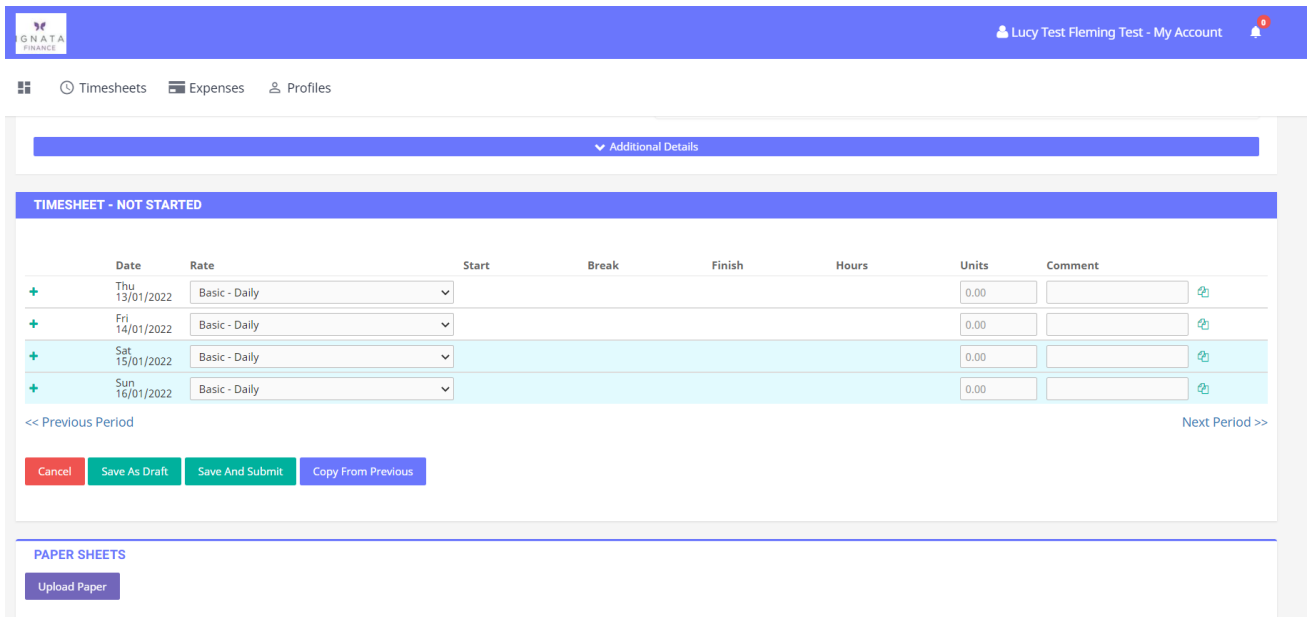
* Estimated value based on contracted hours and default rate

CURRENT PLACEMENTS (1)

Ref	Job Title	Consultant	Client	Manager
413009	Test 1	Lucy Fleming	Test Company Limited	Test-Keyur Vyas

HOW TO SUBMIT A TIMESHEET:

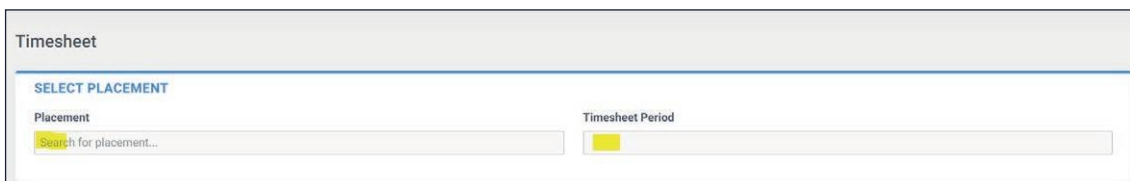
- On your dashboard, click 'Create' for the relevant week. This will take you to a new screen (screenshot below) where you can input the days



- Add '1.00' in each field for each day you have worked, or '0.5' for a half day
- If you are on an hourly rate your timesheet will automatically give you the option to add start, break and finish times
- If you need to select an overtime rate, the green plus sign will give you a dropdown to choose from
- Once you are happy with your timesheet, click Save and Submit
- Your line manager will then be notified that your timesheet is ready for approval. This must be done before the payroll deadlines (please see further down for the timings)

HOW TO CREATE A TIMESHEET WHICH ISN'T SHOWING ON THE DASHBOARD

- If your timesheet doesn't appear on the dashboard, it may be because it's older than a few weeks
- You can create the timesheet by going to the top dropdown menu, then click 'create'
- Select the relevant assignment and the week it relates to in the dropdown, this will create a timesheet for you to complete





IGNATA

FINANCE

REMINDER: Please ensure that you submit your timesheet on the last working day of the week. Payroll is processed on the below timeframes. Subject to an approved timesheet, you will receive payment on the following Friday.

SLAs	Deadlines for Payroll (Weekly)
Timesheet Approval Deadline	1pm Tuesday
Payroll is processed	10am Wednesday
Contractor due to be paid	Friday
Queries response SLA	Payroll or timesheet queries will be responded to within 2-4 hours by our Payroll Team

CONTACTS - TIMESHEET OR PAYROLL QUERIES

Payroll Team – payroll@ignata.com

Vikki Searls - Director and Head of Interim Practice vsearls@ignata.com

Lucy Fleming - Compliance Manager lfleming@ignata.com

If you have any further questions, please visit our [Contractor FAQs](#) page