![IGA Talent Solutions logo]

Timesheet
Portal Process

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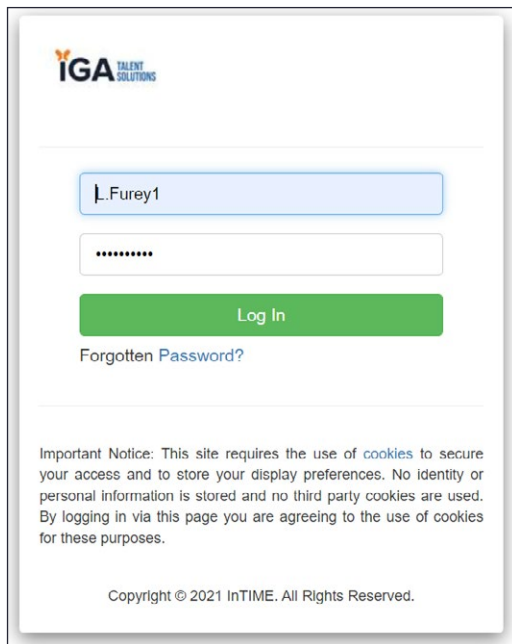timesheets directly via Intime (payroll system)

Little things, big outcomes
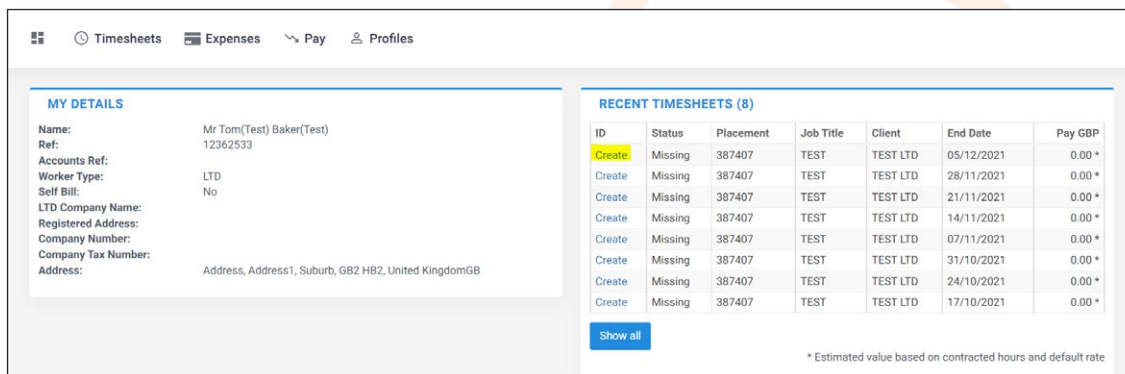
ACCESSING THE SYSTEM:

- Once your placement has been set-up on the system, you will receive 2 separate emails from Intime, one with your username and one with a separate password

- You can access the portal using URL: https://aiignata-portal.workrsolutions.com/localAccess/index

- You may receive login details prior to your start date, however you will not need to submit timesheets until the end of each month worked

PREVIEW OF THE LOGIN SCREEN:

PLEASE SEE EXAMPLE BELOW OF THE WORKER DASHBOARD:

HOW TO SUBMIT A TIMESHEET - RECENT TIMESHEET SECTION:

- Under this section on your dashboard, you will see which timesheets you will need to 'create,' this is based on the start and end date of your assignment and it will show you the monthly period end dates which need to be submitted

- **Click into 'Create'** for the relevant period end date, this will take you to a new screen where you can input the days on your timesheet

PLEASE SEE EXAMPLE SCREEN SHOT BELOW:

- **You will need to add '1.00' in each unit field for each day worked if you are on a daily rate**

- **If hourly, then your timesheet will automatically show the option to add, Start, Break and Finish hours therefore the hours will calculate based on your Start, Break and Finish times.**

- **If paid on a daily rate, you will simply be required to add in the 'units' worked. E.g. Full Day = 1.00, Half Day = 0.5**

- If you needed to select more than one rate on your timesheet due to overtime, you would select the green plus sign as shown above, this would show a dropdown of the overtime rate

- Our contractors are paid monthly, so it can be a good idea to click 'save as draft' (green button above) when you have inputted your days for that week, you can then access your timesheet at a later date in drafts to complete any additional days that need inputting

- Once you are happy your timesheet for the month is complete, please click **Save and Submit**

- The timesheet will be sent directly to your line manager to approve, they will receive an email notification to notify them that their contractor has submitted a timesheet

- Your line manager must ensure they have approved your timesheet via the system before the payroll deadlines (please see SLA's table for reference)

- **Please do not submit any days that have not been worked, the field should be left blank**

HOW TO CREATE A TIMESHEET WHICH IS NOT SHOWING ON THE DASHBOARD

- If your timesheet doesn't appear on the dashboard to 'create', then that is possibly because it's older than a few weeks.

- In that case you can create the timesheet by going to the top timesheet menu dropdown, then click 'create.'

- Next step would be to select the relevant assignment and the period it relates to in the dropdown, this will create a timesheet for you to complete.

PLEASE SEE EXAMPLE BELOW:

Timesheet

SELECT PLACEMENT

Placement

Search for placement...

Timesheet Period

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

SLAs	Deadlines for Payroll (Monthly)
Timesheet Approval Deadline	1pm Tuesday (first week of every new month)
Payroll is processed	10am Wednesday (first week of every new month)
Contractor due to be paid	First Friday of every new month
Queries response SLA	Payroll or timesheet queries will be responded to within 2-4 hours by our Pay & Bill Team

CONTACTS - TIMESHEET OR PAYROLL QUERIES

Ignata Payroll – Pay & Bill Team	payroll@ignata.com
Compliance & Onboarding Team	contractoronboarding@igatalent.com
Lana Furey – Head of Operations	lfurey@igatalent.com
Laura Pearce – Senior Operations Executive	lpearce@igatalent.com

If you have any further questions then please visit our Contractor FAQ's page or contact our Pay & Bill team at Payroll@ignata.com