



How to submit your timesheet and/or expenses

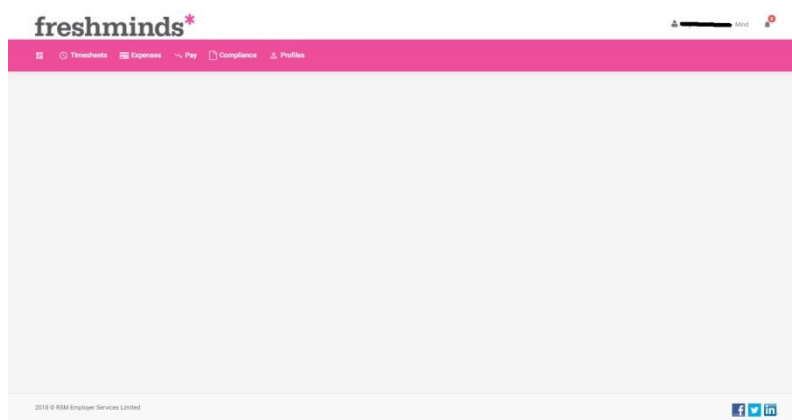
Freshminds Ltd
www.freshminds.co.uk

Contents

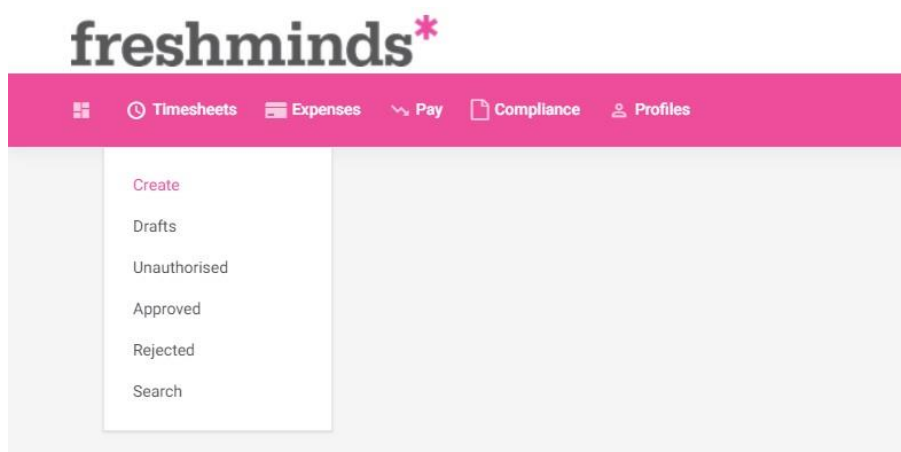
Submitting your timesheets	Page 2
Submitting your expenses	Page 4
Receiving payment	Page 7
What to do if you are unable to submit your timesheet and/or expenses	Page 7

1. Submitting your timesheet

Once you have set up your log in for intime you will be able to enter your personal account. When you do log in for the first time you will be directed to your home page which will look like the image below:



To submit your timesheet you will need to hover your mouse over the 'timesheet' option within the pink toolbar. This will produce a drop down list, where you will need to select the option 'create'.



On the timesheet screen select your placement and the week you are submitting a timesheet for and your timesheet will appear below.

Timesheet

SELECT PLACEMENT

Placement: [Dropdown Menu] Timesheet Period: 09/03/2018

PLACEMENT INFORMATION

Ref Code:	[Redacted]
Job Title:	[Redacted]
Job Description:	[Redacted]
Date Placed:	19/02/2018
Start Date:	05/03/2018
End Date:	24/03/2018

PARTICIPANTS

Agency:	Fresh Minds Talent Ltd
Mind:	[Redacted]
Payroll:	[Redacted]
Client:	[Redacted]
Manager:	[Redacted]
Consultant:	[Redacted]
Alternative Managers:	[Redacted]

TIMESHEET - NOT STARTED

Date	Rate	Start	Break	Finish	Hours	Units	Comment
Mon 05/03	Fixed Standard					0.00	
Tue 06/03	Fixed Standard					0.00	
Wed 07/03	Fixed Standard					0.00	

From here, you will need to input a '1' into the unit field next to the appropriate date to denote 1 full day worked.

When you have completed filling in your timesheet, please check that you are happy with the total amount which has been calculated at the bottom on the page.

Rate	Period	Pay	Total Units	Total Pay
Fixed Standard	Daily	GBP [redacted]	5.00	GBP [redacted]

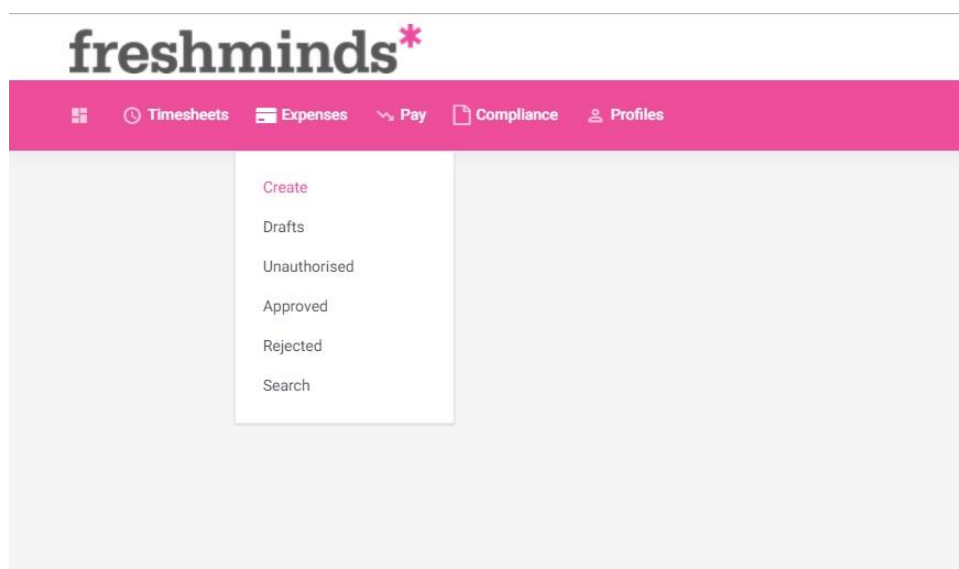
If you need to add a different rate, such as overtime, click on the rate dropdown list and you will have an overtime rate available if it is applicable to your placement. Please note that overtime should be entered in hours, rather than days.

When you have completed your timesheet, click on the 'Save And Submit' button where your timesheet will be sent to the FreshMinds finance team for approval. However if your timesheet is not ready to be submitted you can click 'Save As Draft', where it will sit. This timesheet can then be edited later.

Please be aware only submitted timesheets will be paid. Timesheets must be submitted before 11am on a Monday for you to be paid on the Friday of that week.

2. Submitting your expenses

You can submit expense reimbursement requests through intime if you have prior agreement from your manager and from Freshminds that you are able to be reimbursed. From your home page hover your mouse over the 'Expenses' option within the pink toolbar and select 'Create'.



Again select your placement and week end date relating to your expenses. You can then enter each of your expenses in the field provided further down the page. Please see the image below for an example.

 A screenshot of the 'Create Expenses' form in the Freshminds application. The form is titled 'Create Expenses' and has a 'SELECT PLACEMENT' section with a dropdown menu and a 'Period' dropdown set to '05/03/18 - 11/03/18'. Below this is the 'EXPENSE CLAIM' section, which is a table with columns: Description, Category, Receipt Date, Description, Units, Unit Net Rate, Net, Sales Tax Rate, Sales Tax, Gross, Currency, and Receipt. The table contains several rows of expense entries, including Hotel, Food, Travel, and Skype credit, each with a corresponding 'Upload' button and a trash icon.

Description	Category	Receipt Date	Description	Units	Unit Net Rate	Net	Sales Tax Rate	Sales Tax	Gross	Currency	Receipt
Expenses	Hotel	05/03/2018	Hotel	1	100.00	100.00	20%	20.00	120	GBP	# Upload
	Food	05/03/2018	Dinner	1	12.50	12.50	20%	2.50	15	GBP	# Upload
	Travel	05/03/2018	Uber to hotel	1	7.50	7.50	0%	0.00	7.50	GBP	# Upload
	Skype	07/03/2018	Skype credit	1	10.00	10.00	0%	0.00	10	GBP	# Upload
		dd/mm/yyyy	Description...							GBP	# Upload
		dd/mm/yyyy	Description...							GBP	# Upload
		dd/mm/yyyy	Description...							GBP	# Upload
		dd/mm/yyyy	Description...							GBP	# Upload

You will be able to select an appropriate expense category, expense date and enter your amount into these fields. Please be aware that all travel expenses are zero rated for VAT, so you will need to use the 0% tax rate.

For expenses such as food and drink, please check your receipt to see if VAT has been incurred. If so, then enter 20% into the 'sales tax rate' field.

Next to each expense line, you will need to upload a copy of your receipt or purchase confirmation. This can be done by clicking onto the 'Upload' button, and selecting the relevant file to upload.

Once you have finished uploading and inputting all your expenses, you can click on the 'Save' button.

This will save your expenses as a draft first. To then submit them to the finance team for payment, you will need to select 'Submit', and then press the 'OK' button which will drop down from your web browser.

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
105743	Travel	05/03/2018	Travel	1	137.00	137.00	0%	0.00	137.00GBP	137.00GBP
105744	Food	05/03/2018	Food	1	14.783	14.783	20%	2.96	17.74GBP	14.78GBP
				2	151.783	151.78		2.96	154.74	151.78

Once this is complete, you will be directed to the below page which confirms that your expenses have been submitted successfully.

The screenshot displays the Fresh Minds portal interface. At the top, there is a navigation bar with icons for Timesheets, Expenses, Pay, Compliance, and Profiles. A green success banner in the top right corner reads "Success" and "2 expense items have been submitted for approval". The main content area is titled "View Expenses" and is divided into three tabs: Placement, Approvals, and History. The "Placement" tab is active, showing "PLACEMENT INFORMATION" and "PARTICIPANTS" details. Below this, a blue header indicates "EXPENSE CLAIM - 2294 - SUBMITTED" for the period "5/9/18 - 11/3/18". A table lists the submitted expenses with columns for ID, Category, Receipt Date, Description, Unit, Unit Net, Net, Sales Tax Rate, Sales Tax, Gross, and Pay Net. A footnote at the bottom states: "* Any currency conversion is approximate until the invoice(s) are generated or the item is exported".

ID	Category	Receipt Date	Description	Unit	Unit Net	Net	Sales Tax Rate	Sales Tax	Gross	Pay Net
105743	Travel	05/03/2018	Travel	1	137.00	137.00	0%	0.00	137.00 ^{GBP}	137.00 ^{GBP}
Submitted on 15/03/2018 11:13:51 by [REDACTED]										
105744	Food	05/03/2018	Food	1	14.78	14.78	20%	2.96	17.74 ^{GBP}	14.78 ^{GBP}
Submitted on 15/03/2018 11:13:51 by [REDACTED]										
				2	151.78	151.78		2.96	154.74	151.78

Please be aware only submitted expenses will be paid. Expenses must be submitted before 11am on a Monday for you to be paid on the Friday of that week.

3. Receiving payment

When a payment to you has been processed you will receive an automated email to let you know. When you log in you will see under the 'Pay' menu option 'Payslips'. You will be able to access all your payslips here.

4. What to do if you are unable to submit your timesheet and/or expenses

If at run into any problems whilst trying to submit your timesheet and/or expenses please do send your query to timesheets@freshminds.co.uk, where someone from the FreshMinds finance team will come back to you as soon as possible.