

# InTime

Our leading pay & bill software specifically designed for the recruitment sector to streamline back office processing.



[www.rsmuk.com/InTime](http://www.rsmuk.com/InTime)

Headline revenues are often held up as the measure of success for a business, but the back-office systems are the skeleton upon which that success is built.

Inefficient systems impact on your profits and growth can be stifled. Effective and efficient business processes are critical to build solid profits and ensuring the long-term success of your business.

InTime, RSM's cloud based pay & bill software, supports you to manage your workers and clients more effectively. It delivers your pay and bill process accurately, efficiently and with minimal effort.

Our software successfully challenges traditional on-premises solutions, offering you, your workers and your clients a more flexible, efficient and accessible option in today's agile workplace. Helping you to stand out from the competition whilst making it easier to do business with your workers and clients.

Our software is constantly being improved. We listen to you to enhance our functionality in response to your needs.

We don't stand still. Neither should you.



"Using InTime has completely turned around our processes. We now use the Self Bill processing, which has really streamlined our payroll. Also by having everything online we no longer have the need for paper timesheets, this means no more filing. This has greatly reduced the time it takes to run our payroll. We find InTime's flexibility around reporting functions and multiple search facilities allow us to gain any information we need – quickly". **Quanta**

InTime offers extensive functionality to drive efficiency throughout your pay and bill process:



**Multiple methods of timesheet capture and approval**  
 quick and efficient processing of timesheets minimises errors. Capture methods include online and mobile, batch import from third party timesheet systems, automatic upload of paper timesheets.



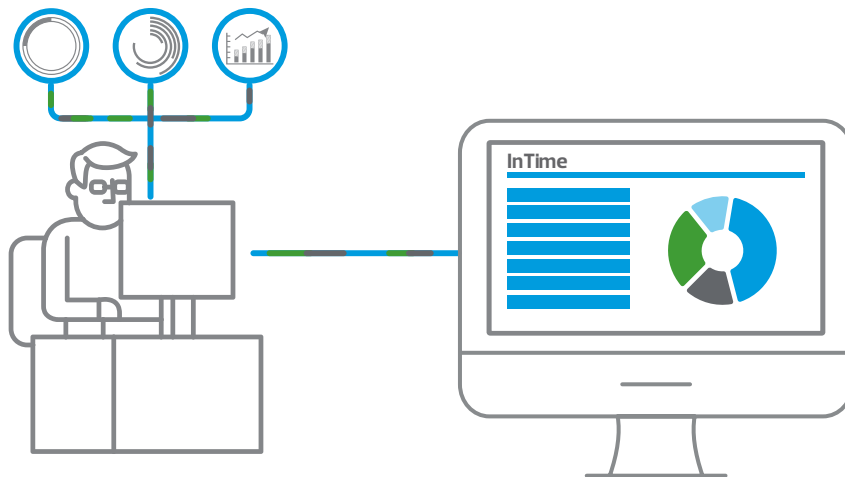
**Real-time reporting**  
 for missing timesheets, margins and forecasting – giving you a quick and accurate window on your business and financial performance.



**E-billing**  
 automatically generates your invoices, auto-matched to supporting documents and delivers them electronically to your customers.



**Automatic notifications**  
 in-system processing alerts and email notifications ensures all participants remain informed, reduces errors and speeds up the whole pay and bill process.



**Payroll processing**  
 at a click of a button process your contractor payments and their invoices, PAYE payroll, CIS and deemed contractors.



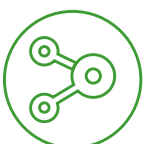
**Seamless integration**  
 we partner with leading CRM and finance software providers enabling seamless and automated system integration. All placement data can be automatically fed from your front office system and finance data exported to your finance software, further streamlining your operations.



**Global capabilities**  
 bill or pay in multiple currencies, apply local country sales tax and withholding tax, import overseas employment cost for true margin reporting.

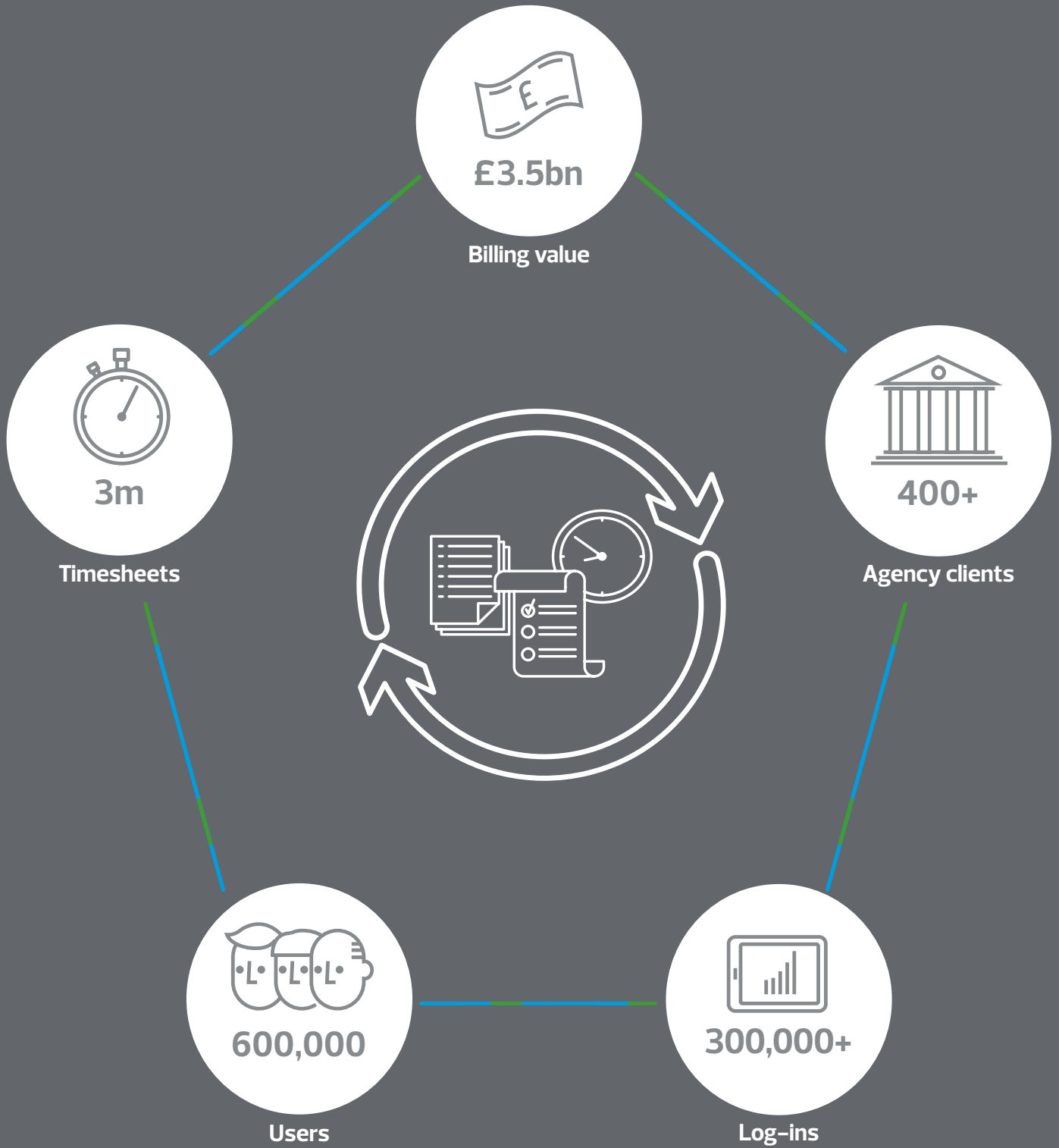


**Compliance**  
 comprehensive tools to reduce the administrative burden and support compliance, including HMRC statutory reporting (RTI, HMRC data retrieval, Intermediary, CIS), Auto-enrolment assessment and AWR monitoring.



**Multi-tenancy platform**  
 best for agency groups with multiple divisions. All divisions can be ringfenced and managed in one system, offering greater efficiency gains, control and visibility.

Our agency coverage:



But it's not just about timesheets, expense and payroll processes. Our software offers you a range of tools to support other equally important areas of your back-office processes:



**Self-service portals**

agency branded self-service portals for all participants in the pay & bill process offers greater visibility and control for your contractors, clients and agency departments – reducing queries, improving accuracy and supporting paperless processing.



**Onboarding automation**

going paperless saves time with a range of tools to track and enforce contract compliance. Automatically generate and issue contract packs to your workers, clients and suppliers. Easily monitor worker compliance and automatically enforce compliance when key documentation is missing.



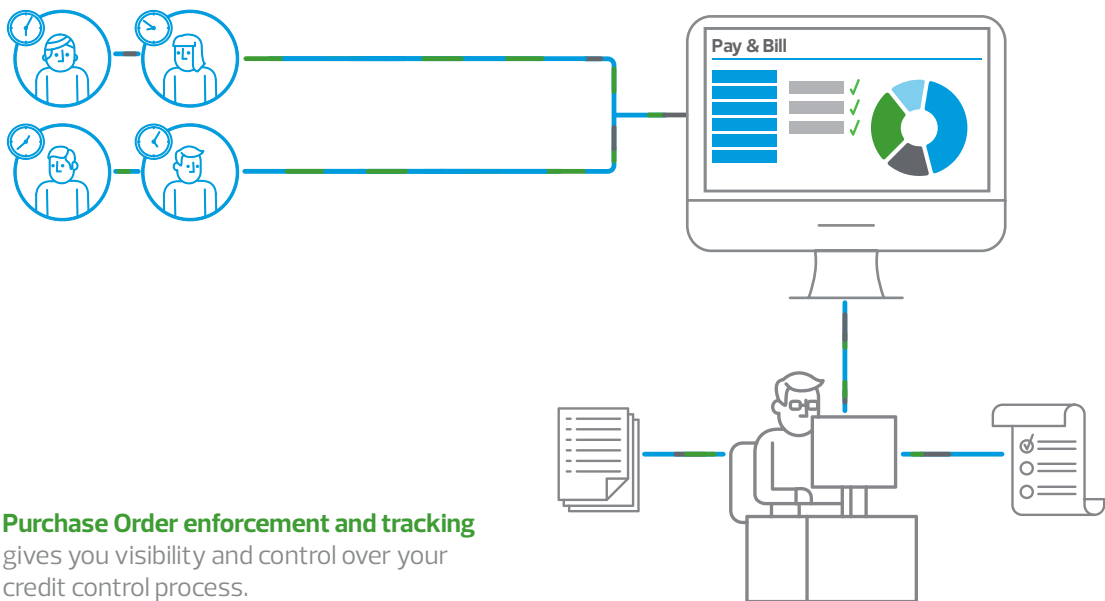
**Timesheet adjustment wizard**

allowing fast and easy adjustments to time and/or pay and charge rates, with speedy generation of credits and re-invoicing.



**Contract enforcement**

with time pattern rules, rate templates and validation rules – allows you to create automatic rules, such as overtime and shifts rates and enforce timesheet validation rules.



**Purchase Order enforcement and tracking**

gives you visibility and control over your credit control process.



**Advanced billing module**

offers options to assist in complex billing demands of your clients, including supporting overseas operations.



**Summary dashboards**

real-time summary status of the pay and bill process at agency, client, placement and worker levels with drill through to the underlining data.



**Holiday management**

reduces the burden of holiday management with functionality to allow workers to view and request holiday, and the agency to approve and pay.



**Custom reporting**

in addition to standard reports available throughout the software, this allows you to create your own bespoke reports to give you the management data you really need, when you need it.

There are two software options available depending on the level of functionality and/or integration that you need, the complexity of your set up, and your market sector demands. These are InTime 'Core' and InTime 'Enterprise'.

The best fit option may be determined by your size of operation for example by the numbers of workers that you routinely manage, or by your existing system configuration and integration needs.

As a guide, we suggest that InTime Core is suitable for companies with up to 50 workers on their books, and InTime Enterprise for companies with 50+, but this isn't a hard and fast rule.

The differing functionalities are outlined for you to determine which software option is the most suitable for your needs.

#### Partner brands:

**ORACLE  
NETSUITE**



**JobAdder**



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InTime Modules	Features	Core	Enterprise
<b>Integrations</b>	API integration with leading ATS and CRM system	•	•
<b>Timesheet Capture Methods</b>	Candidate submission via online or mobile QR coded paper timesheet Automatic paper upload via agency email address* Batch upload from 3rd party systems (bespoke formats) Bulk entry (candidate, client manager and agency users) Agency admin create timesheet	• • x • • x •	• • • • • •
<b>Timesheet Approval Methods</b>	Client manager approval via online and mobile Client manager approval via email* QR Coded paper timesheet form for approval	• • •	• • •
<b>Expense Capture Methods</b>	Candidate submission via online and mobile Agency admin create expense	• •	• •
<b>Billing</b>	Sales Invoices Permanent Invoices Contractor Self Bill Contractor Advice Note - Agency supplier invoice matching - Contractor supplier invoice matching Payment & Charge terms Timesheet adjustment and corrections - reinvoice & credits	• • • • • • • • •	• • • • • • • •
<b>Advanced Billing</b>	Bespoke invoice templates On-costs - auto adjustments to purchase or sales invoices Agency client self billing Withholding tax Purchase order management tools Manage international sales tax, via integration with 3rd party software	x x x x x x	• • • • • •
<b>Complex rates</b>	Manage automatic shift and overtime rates Rate templates for client roles	x x	• •
<b>Payroll</b>	Limited contractor payments PAYE module - PAYE, deemed contractor and agency staff payroll CIS module	• x x	• • •
<b>Branding</b>	Agency logo Custom agency branding and text	• x	• •
<b>Advanced features</b>	Online documents and AWR compliance* Document mail merge and contract packs Multi-tenancy - multiple agency instances Multi-currency Rename system labels Define agency user security roles Edit email templates Enhanced system configuration editing Complex approval route rules for timesheets & expenses Agency URL and branded login page (SSL cert. required)	• x x • • x x x • x	• • • • • • • • • •
<b>Additional Software Modules</b>	Cloud Accounting - with our partners Twinfield Sage	x	•
<b>Reporting</b>	Gross Margin Split commission Missing timesheets HMRC Intermediary Timesheet & Expense report builder Various system reports - billing, user audit etc. Custom report builder	• • • • • • x	• • • • • • •
<b>Support</b>	Phone Email and online Development requests Dedicated demo/test system	x • x •	• • • •

\* additional fees apply for configuration support

# RSM and the recruitment sector

**Here at RSM we really get the recruitment sector.**

We offer specialist services to recruitment businesses of all sizes. We have built up an understanding of particular needs over many years working with the sector.

We appreciate that companies operating in the recruitment market need advisers to fully understand the sector. Through their specialist commercial knowledge, our recruitment sector team can deliver real value to enable our clients' businesses to thrive.

- Manage your HMRC compliance and corporate governance needs.
- Guidance to ensure best business structuring and general tax planning.
- Corporate finance advice on buying and selling your business, including preparing for and achieving an exit.
- Tools to improve business performance:
  - Cloud Accounting software,
  - Cloud HR software; and
  - ERP system (such as NetSuite) and consultancy services
- Outsourcing for accounting, billing, HR services and payroll including PAYE advice and services.
- Solutions to attract, recruit and incentivise talent through share ownership and share options and equity incentives.
- Employment law advice on people structures, employment status and managing workplace disputes.
- Corporate legal advice regarding company re-organisation/simplification.
- International expansion advice and connectivity to an international advisory network.
- Debt, invoice and private equity finance.



## For more information, or to book a demo please contact

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### rsmuk.com

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