Opus Agency InTime User Guide

Contents

Who are Opus?

Opus People Solutions is an in-house recruitment agency, established in May 2014, which specialises in temporary recruitment for the public sector. We work directly with local authorities to fill temporary and interim positions.

As master vendor, all temporary placements within the councils we work with must be made through us.

As one of our approved supply Agencies, you will need to use our systems to administer payment processes.

We use a system called InTime which allows workers to submit time and expesnses and managers to authorise them. It also allows agencies to act on their workers behalf and pick up invoices and run reports.

This document contains guidance on how to use the system, which is easy to use and intuitive.

Agencies are responsible for ensuring their temporary workers know how to submit time and expenses within appropriate deadlines.

Gaining Access to the InTime System

When you become an approved supplier for Opus we will set you up on the Intime system and we will ask you to provide us with a nominated email address to receive information from us.

We will send you (via your nominated email account), 2 emails providing your organisation login details (username and password) and a link to login to InTime.

You can also access the portal via our website. To do this, visit our website **opuspeoplesolutions.co.uk** and click the blue **LOGIN** button in the top right corner. After this click the second purple **LOGIN** on the right to submit a timesheet. This view will also enable you to login as an agency or on behalf of your temporary workers.

After this you will be prompted to provide your username and password details from the original email.
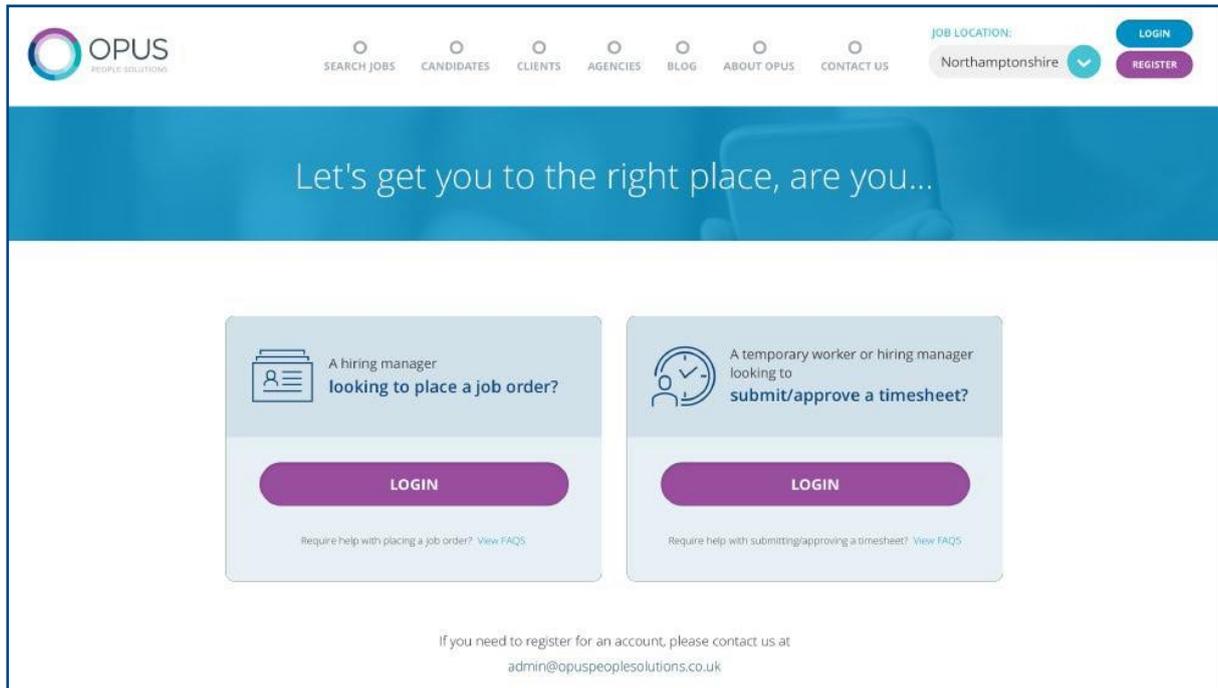
If your organisation needs more than one user account, or you need to change your nominated contacts at any time you will need to contact us and provide us with the relevant details (name and email address) and we will set this up for you.

When one of your temporary workers starts a new placement with us we will set them up with access to the system and send you (via your nominated email account), 2 emails providing their login details (username and password).

You can chose to submit your workers timesheets on their behalf using these login details or pass them on along with guidance on how to use the system so they can submit time and expenses for themselves.

Please see Agency Worker Guidance below for how to submit time and expenses on InTime.

Payments, Processes and Timescales

All time and expenses must be approved by Hiring Managers by 5pm on a Monday. This will be for hours worked in the previous week by your workers. Please make sure when your workers submit timesheets allowing time for authorising manager to review and approve them by the deadline.

Please agree suitable deadlines with your workers that fit with your payroll processes and our approval deadline.

On a weekly basis, the system will generate a self-bill invoice capturing all your temporary workers activity which will be sent to you as an email from the system to your nominated contact email address.

You can also login to the system and run reports to review your invoices and timesheets included within the invoice at any time.

Opus will pay for all work provided by your temporary workers on 30-day terms from the date of the self-bill invoice.

Billing/Invoicing Information and Reporting

When you login to InTime you will be presented with a dashboard and a menu bar to help you navigate to the information you will need to find.

Under the **Pay** tab you will see **List Invoices**, here you will be able to search for all invoices relating to your agency workers. You have a multitude of search parameters available, these are spread across three tabs at the top and will provide you with different views on your information.

Main

Search Invoices

Main	Date Ranges	References

Client
Search 🔍

Manager
Search 🔍

Worker
Search 🔍

Provider
Search 🔍

Consultant
Search 🔍

Sent Status	Paid Status	Exported Status	Perm Invoice
All ▼	All ▼	All ▼	All ▼

Credited Status	Supplier Invoice Status
All ▼	All ▼

[Search] [Reset All]

Date Ranges

Search Invoices

Main	Date Ranges	References

Timesheet End / Expense Receipt Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

Invoice Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

Invoice Generated Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

Invoice Sent Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

Invoice Paid Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

Invoice Exported Date
dd/mm/yyyy [to] dd/mm/yyyy [Options ▼]

[Search] [Reset All]

References

Search Invoices

Main	Date Ranges	References

Timesheet ID
[to]

Expense ID
[to]

Purchase Order Number
[to]

Payroll Reference
[to]

Project Reference
[to]

Placement Reference
[to]

Invoice Number List ❓

Invoice Number
[to]

[Search] [Reset All]

Credit Notes

Under the **Pay** tab you will see **List Credit Notes**, here you will be able to search for all credit notes relating to your agency workers. Again, there are a number of search parameters available to specify exactly what information you require.

Reporting

In addition to reviewing information on the system you will be able to export invoice data by using the 'CSV' button at the bottom of your search results.

Managing Your Placements

The system will allow you to view all placement information for your agency.

To access this, you need to select **Profiles > Placements**. All the placements will list within this screen, however, you can expand the 'Search Options' should you wish to specify a placement.

The most common search parameter is under the main tab where you can specify if the placement you are searching for is perm/not perm and active/inactive.

Placement Search

Q SEARCH OPTIONS

Search: [   ] [Choose Columns]   Show 10 ▼ entries

Ref	Start	End	Job Title	Contractor	Payroll	Consultant	Client Name	Client Ref	Manager	Created	Modified	Default Rate	Default R
Place_70	26/03/2016	Unknown		C Test		ATE User	TEST COMPANY	TES001	Client Manager	07/04/2016	05/03/2019	Standard Rate	fixed
Place_85	24/04/2016	Unknown		Oliver Langer		ATE User	London Workwear Rental	LON02	Charlie Brown	09/05/2016	05/03/2019	Standard Rate	fixed
Place_109	23/05/2016	Unknown	B TEST	B Test		A Consultant	TEST COMPANY	TES001	Client Manager	05/08/2016	05/03/2019	Std Rate	fixed
Place_123	07/08/2016	Unknown		B Test		ATE User	Twitter Incorporation	LEI6481	Joe Bloggs	15/08/2016	05/03/2019	Standard Rate	fixed
Place_128	28/08/2016	Unknown		B Test		ATE User	TEST COMPANY	TES001	Client Manager	05/09/2016	05/03/2019	Standard Rate	fixed
Place_129	28/08/2016	Unknown		B Test		ATE User	TEST CO	TEST01	Client Manager	05/09/2016	05/03/2019	Standard Rate	fixed
Place_152	30/10/2016	Unknown		B Test		ATE User	Twitter Incorporation	LEI6481	Joe Bloggs	14/11/2016	05/03/2019	Standard Rate	fixed
Place_153	06/11/2016	Unknown		B Test		ATE User	Twitter Incorporation	LEI6481	Joe Bloggs	14/11/2016	05/03/2019	Standard Rate	fixed
Place_154	30/10/2016	Unknown		C Test		ATE User	Twitter Incorporation	LEI6481	Joe Bloggs	14/11/2016	05/03/2019	Standard Rate	fixed
Place_155	06/11/2016	Unknown		C Test		ATE User	Twitter Incorporation	LEI6481	Joe Bloggs	14/11/2016	05/03/2019	Standard Rate	fixed

Showing 1 to 10 of 17 entries   Previous 1 2 Next

[Detailed Report] [Download Detailed Report] [CSV]

You will be able to export the placement data by using the 'CSV' button at the bottom of your search results.

FAQs

What happens if one of my workers timesheets in not authorised by a manager within the deadline?

If your worker's timesheet is approved after the Monday 5pm deadline, this will delay the timesheet being included on that week's self-bill invoice. Once the timesheet is approved, it will fall into the relevant self-bill for that week.

What happens if a manager rejects one of my workers timesheets?

Your worker will need to discuss with their manager why the timesheet was rejected and resubmit a correct timesheet.

If there is a timesheet in dispute with the manager and no agreement can be reached between the worker and manager, please contact admin@opuspeoplesolutions.co.uk.

What happens if we have a rate or payment discrepancy?

Please contact invoicing@opuspeoplesolutions.co.uk

Should you have any queries please do not hesitate to contact us.

Telephone: 03301 242800 or visit our Contact page at https://opuspeoplesolutions.co.uk/contact- us/

Our office hours are Monday to Friday, 8am -6pm.