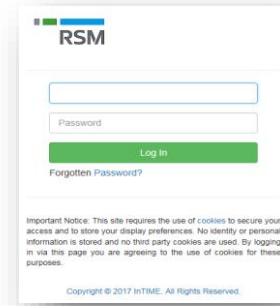# Rullion InTime PAYE Contractor User Overview
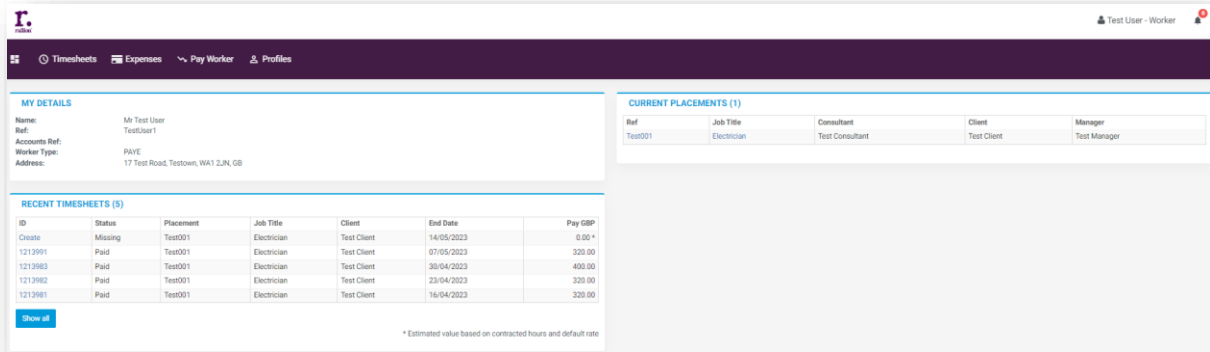

Login
You will receive an email with the link, username / password.
You can reset your password to something more memorable.

Homepage

Menu bar options Multi square icon – return to homepage
Timesheets – Add new, draft and submitted
Pay – Payslips, P60's letters and holiday claims
Expenses – add new, draft and submitted
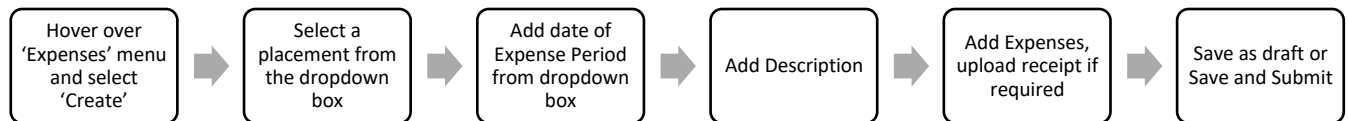Profiles – details of placements and clients

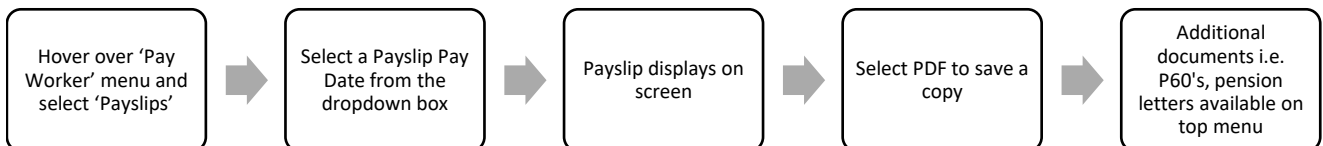## Creating a timesheet

Users of Rullions e-timesheet system only

Hover over 'Timesheets' menu and select 'Create'	→ Select a placement from the dropdown box	→ Add date of Timesheet Period	→ Timesheet available on bottom of screen	→ Add hours / units / time	→ To add another rate type i.e. overtime - select the green plus	→ Save as draft or Save and Submit

You can view Timesheet progress on Homepage – Recent Timesheets section.

Creating an Expense claim

Hover over 'Expenses' menu and select 'Create'	→ Select a placement from the dropdown box	→ Add date of Expense Period from dropdown box	→ Add Description	→ Add Expenses, upload receipt if required	→ Save as draft or Save and Submit

Payslips

Important Note – Payslips will not be emailed, all users must login to view / download

Hover over 'Pay Worker' menu and select 'Payslips'	→ Select a Payslip Pay Date from the dropdown box	→ Payslip displays on screen	→ Select PDF to save a copy	→ Additional documents i.e. P60's, pension letters available on top menu

Holiday Claims

Note - only required for contractors on Accrued Holiday Scheme

Hover over 'Pay Worker' menu and select 'Holiday Claims'	→ Select a Request Holiday	→ Available hours displays on screen	→ Select holiday start / end	→ Select Create Claim