



# **RSM InTime**

**Innovative payroll and billing software  
trusted by the UK's biggest recruiters**

## Futureproof your business with our market leading pay and bill technology

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.

RSM 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 developed. We listen to our client's needs and legislation changes, to enhance our functionality in response to your needs.



**All our candidates now have full visibility of the timesheet and expense process, which has greatly reduced the number of inbound queries. Internally, this has meant increased productivity rates across our back-office team.**

**In addition, the robust compliance controls have allowed us to pay our contractors on time and accurately, but also compliantly. As a direct result of using the system, we are paying workers on time 99.5% of the time.**

**Impellam Group**





**Implementing RSM InTime has been a very positive move for Hobson Prior. It is comprehensive, intuitive and meets our needs, as well as our workers and clients' needs.**

**The efficiencies gained allows us to run a lean back-office team**

**Hobson Prior**



**RSM is one of our most reliable, flexible and knowledgeable suppliers. With RSM InTime we have been able to modernise and digitise our payroll processing capabilities, which has led to a greatly improved client and contractor experience with our brand.**

**Gattaca**



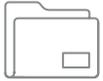
**Since implementing RSM InTime we have recognised at least a 25% improvement on processing times, streamlined overall resource by a third, and are near 50% more efficient.**

**We are now completing our pay & bill process ahead of deadline.**

**Gi Group**



## RSM 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 and automatic upload of paper timesheets.



### E-billing

Automatically generates your invoices, auto-matched to supporting documents and delivers them electronically to your customers.



### Real-time reporting

For missing timesheets, margins and forecasting – giving you a quick and accurate window on your business and financial performance.



### 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.



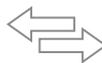
### Global capabilities

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



### 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.



### Seamless integrations

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.



### 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.

## Our credentials

Trusted by over 35% of the top 100  
recruitment businesses



+ **£10bn**  
Temp billing



+ **9m**  
Timesheets



+ **800k**  
Users



+ **850**  
Agencies



+ **5m**  
Payslips



## But it's not just about timesheets, expense and payroll processes. Our solution 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.



### 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.



### Advanced billing module

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



### 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.

# RSM InTime functionality

MODULES	FEATURES
<b>Integrations</b>	<ul style="list-style-type: none"> <li>API integration with leading ATS and CRM system</li> <li>ETL Tool (Extract data, transform and load)</li> </ul>
<b>Timesheet capture methods</b>	<ul style="list-style-type: none"> <li>Candidate submission via online or mobile</li> <li>QR coded paper timesheet</li> <li>Automatic paper upload via agency email address*</li> <li>Batch upload from 3rd party systems (bespoke formats)</li> <li>Bulk entry (candidate, client manager and agency users)</li> <li>Agency admin create timesheet</li> </ul>
<b>Timesheet approval methods</b>	<ul style="list-style-type: none"> <li>Client manager approval via online and mobile</li> <li>Client manager approval via email*</li> <li>QR Coded paper timesheet form for approval</li> </ul>
<b>Expense capture methods</b>	<ul style="list-style-type: none"> <li>Candidate submission via online and mobile</li> <li>Agency admin create expense</li> </ul>
<b>Billing</b>	<ul style="list-style-type: none"> <li>Sales Invoices</li> <li>Permanent Invoices</li> <li>Contractor Self Bill</li> <li>Contractor Advice Note</li> <li>Agency supplier invoice matching</li> <li>Contractor supplier invoice matching</li> <li>Payment &amp; Charge terms</li> <li>Timesheet adjustment and corrections – reinvoice &amp; credits</li> </ul>
<b>Advanced billing</b>	<ul style="list-style-type: none"> <li>Bespoke invoice templates</li> <li>On-costs – auto adjustments to purchase or sales invoices</li> <li>Agency client self billing</li> <li>Withholding tax</li> <li>Purchase order management tools</li> <li>Manage international sales tax, via integration with 3rd party software</li> </ul>

MODULES	FEATURES
<b>Complex rates</b>	<ul style="list-style-type: none"> <li>Manage automatic shift and overtime rates</li> <li>Rate templates for client roles</li> </ul>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Limited contractor payments</li> <li>PAYE module – PAYE, deemed contractor and agency staff payroll</li> <li>CIS module</li> </ul>
<b>Branding</b>	<ul style="list-style-type: none"> <li>Custom agency URL</li> <li>Logo, colours, images and text</li> </ul>
<b>Advanced features</b>	<ul style="list-style-type: none"> <li>Online documents and AWR compliance*</li> <li>Document mail merge and contract packs</li> <li>Multi-tenancy – multiple agency instances</li> <li>Multi-currency</li> <li>Rename system labels</li> <li>Define agency user security roles</li> <li>Edit email templates</li> <li>Enhanced system configuration editing</li> <li>Complex approval route rules for timesheets &amp; expenses</li> <li>Time validation rules</li> <li>Exception rules and reporting</li> </ul>
<b>Additional software modules</b>	<ul style="list-style-type: none"> <li>Cloud Accounting – with our partners Twinfield Sage</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Gross Margin</li> <li>Split commission</li> <li>Missing timesheets</li> <li>HMRC Intermediary</li> <li>Timesheet &amp; Expense report builder</li> <li>Various system reports – billing, user audit etc.</li> <li>Custom report builder</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>Phone</li> <li>Email and online</li> <li>Development requests</li> <li>Dedicated demo/test system</li> </ul>

\*additional fees apply for configuration support

# Our tech partners



Colleague



JobAdder



JoinedUp  
by beeline

itris

Seven20



ORACLE  
NETSUITE

sage  
Intacct

Twinfield



Avalara  
AvaTax



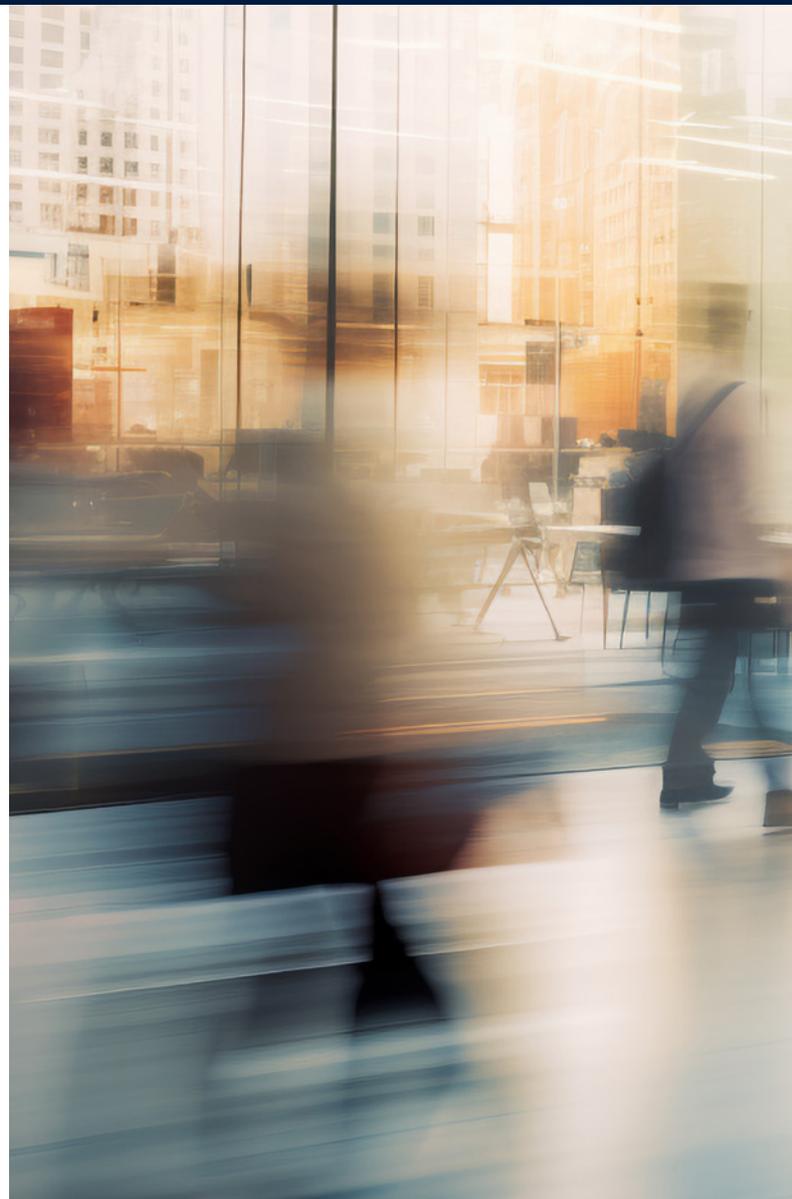
# RSM and the recruitment sector

## 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.





## Contact us

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

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## rsmuk.com

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