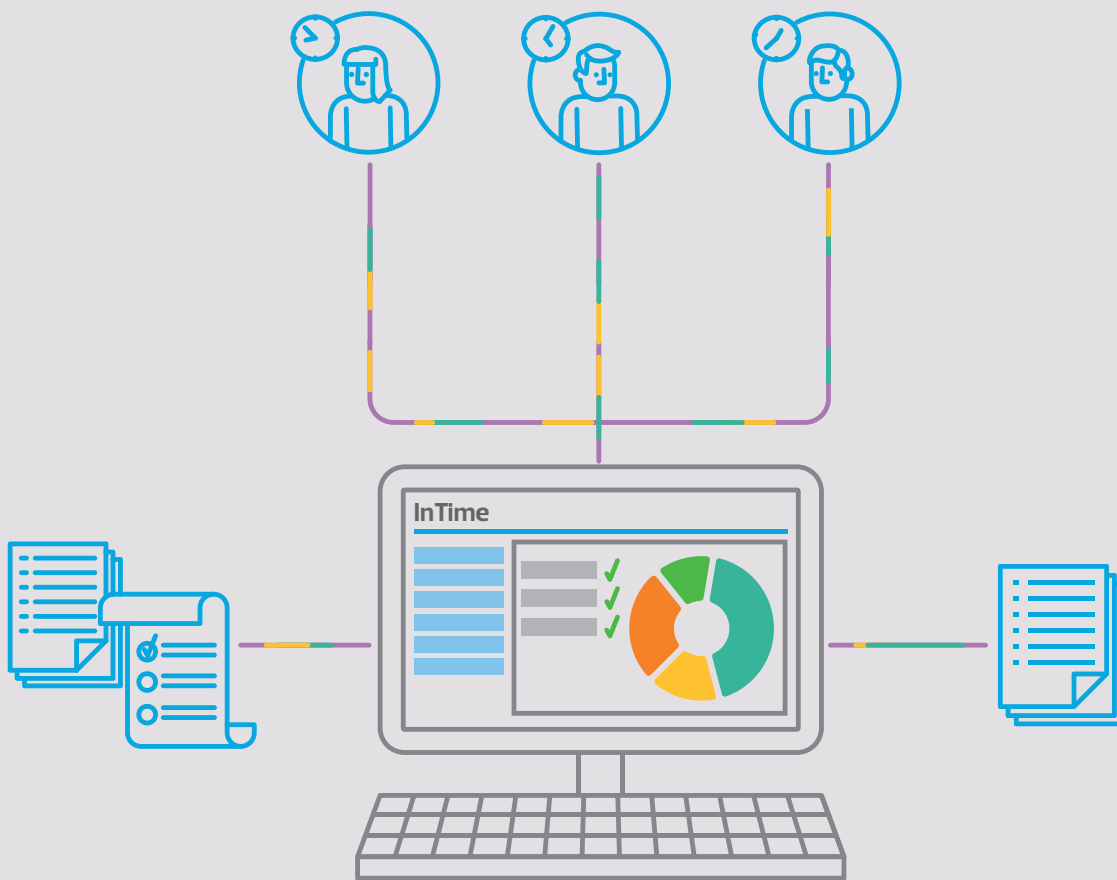


InTime

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



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.



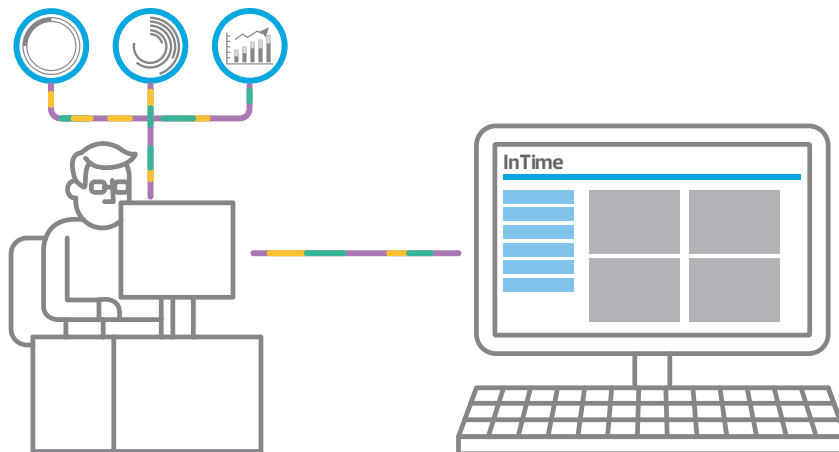
Real-time reporting
 for missing timesheets, margins and forecasting – giving you a quick and accurate window on your business and financial performance.



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.



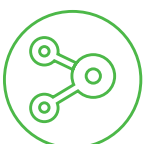
Seamless integration
 we partner with leading CRM and finance software providers enabling seamless and automated system integration. All placement data can be automatically fed from your front office system and finance data exported to your finance software, further streamlining your operations.



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

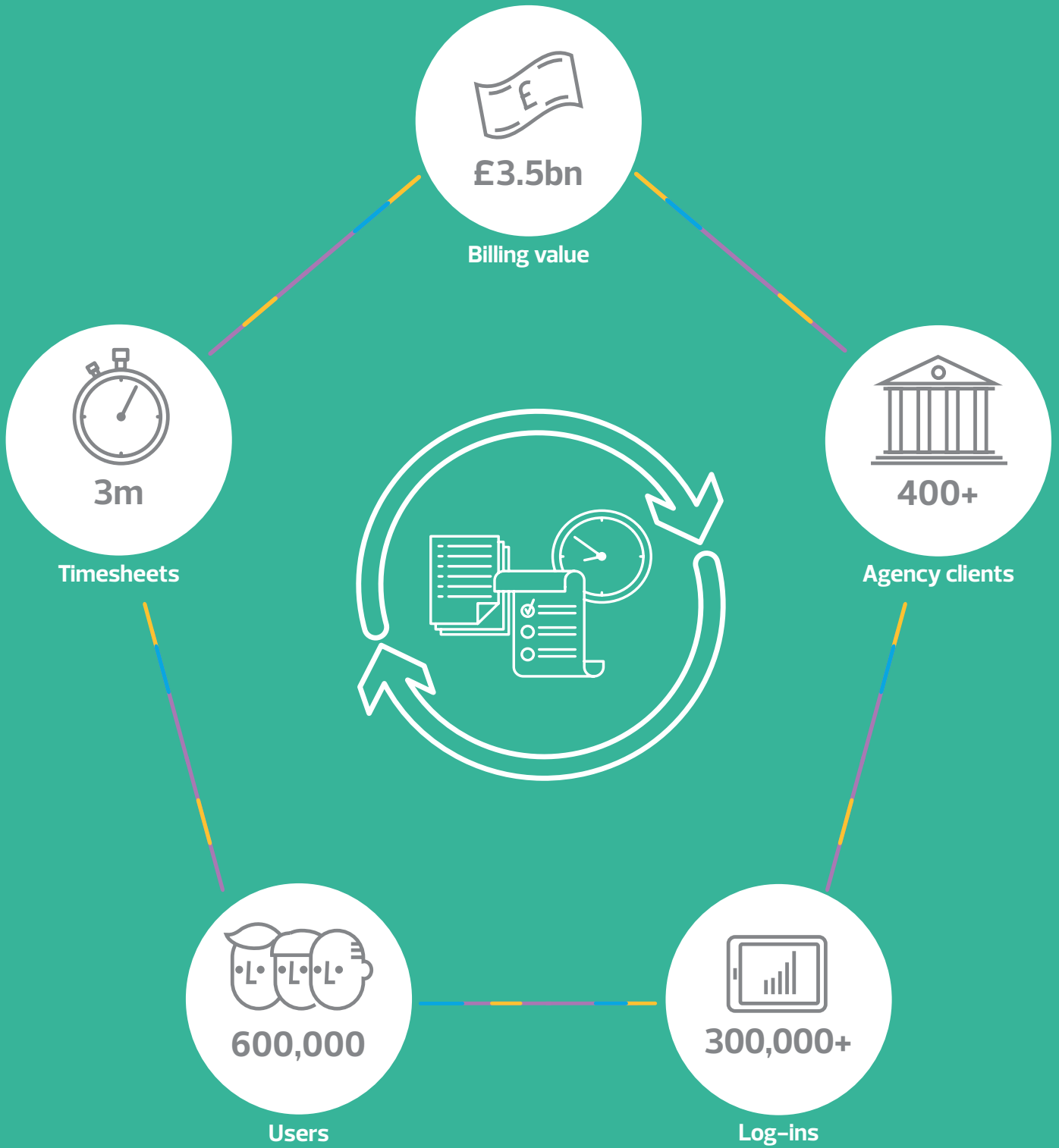


Compliance
 comprehensive tools to reduce the administrative burden and support compliance, including HMRC statutory reporting (RTI, HMRC data retrieval, Intermediary, CIS), Auto-enrolment assessment and AWR monitoring.



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.



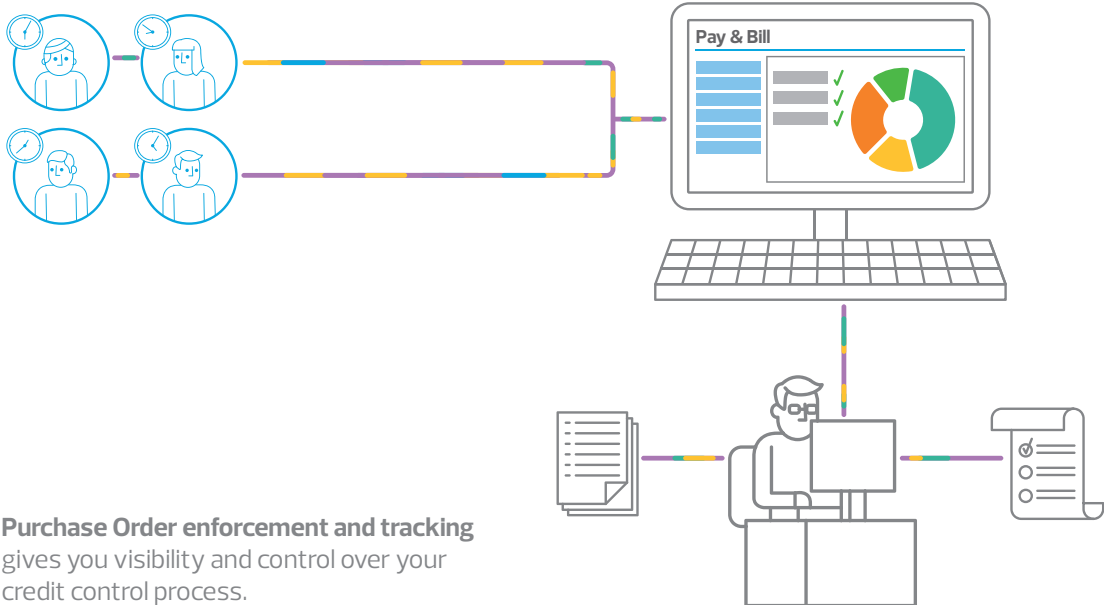
Timesheet adjustment wizard

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.

InTime Modules	Features	Core	Enterprise
CRM Integration	InTime Webservice with single sign on CSV File Transfer Protocol Adapt webservice Bullhorn webservice	• •	• • • •
Finance Integration	Generic Finance CSV Export (sage) Xero (webservice available 2019) Access webservice Twinfield webservice Other	• •	• • • • •
Timesheet Capture	Online Mobile QR Coded paper timesheet Paper upload via admin portal Batch upload from 3rd party system Bulk entry Admin create timesheet	• • • • •	• • • • • • •
Timesheet Approval	Online Mobile Email Approval QR Coded paper timesheet	• •	• • • •
Expense Capture	Online Mobile Admin create expense	• • •	• • •
Expense Approval	Online approval Mobile Email Approval Admin create expense	• • • •	• • • •
Invoicing & Payments	Sales Invoices Permanent Invoices Contractor Self Bill Contractor Advice Note - Agency matching - Contractor matching Invoice Templates Payment & Charge terms Timesheet Adjustment Wizard Contractor payments	• • • • • • • • • •	• • • • • • • • • •
Reporting	Gross Margin Split commission Missing timesheets HMRC Intermediary Additional reports Timesheet report builder	• • • • • •	• • • • • •
Additional modules	Online contracts and AWR compliance Document mail merge Time patterns, filters & tags Multi tenancy On-cost Advanced billing (Invoice templates, PO tracking and Sales self-billing) Multi currency Withholding tax Client portal Rename labels Role templates Edit email templates Custom text Advanced configuration editing Advanced approval routes SSL certificate & URL domain	• Default Config	• •
Additional Software Modules	InPay PAYE with CIS and holiday tracking Cloud Accounting - Twinfield		• •
Support	Phone Email Online support Development requests	• •	• • • •

An introduction to RSM

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 their 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, audit 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.



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