

Client's Guide - A guide for new users of the Online Timesheet Solution

We are pleased to announce the introduction of our new online timesheet solution. The new system will make authorising timesheets a much easier process, but more importantly will ensure more accurate invoicing in line with agreed terms.

To summarise, our contractor(s) will log the hours/days worked into the system on a weekly/monthly basis, the system then emails an authorisation request to you. This authorisation is known as ETZ Sign.

As an ETZ sign authoriser, you will receive an encrypted link via email every time a contractor generates a timesheet for your authorisation. This will be entitled 'Timesheet Authorisation Request'

Timesheet Authorisation Request from John Dove Inbox x

noreply@etztimesheetsolutions.com
to me

15:01 (0 minutes ago) ☆

Dear Bill Gates,

My completed Timesheet has now been submitted and is available for your approval via this link: Can you please authorise my Timesheet by clicking on the link <<https://www.timesheetz.net/ETzWeb/s/6867381/27063427b72743bc87fac7c948ec65a>>

Your prompt attention to this request will ensure that I am reimbursed correctly for my work and expenses incurred.

Best Regards,
John Dove

Once you click on the link in the e-mail, you will be presented with a copy of the timesheet...

Sign
Reject
Print

TIMESHEET

Candidate: Joseph Bloggs		Reference: 3561834	
Client: Dripnaway		Date Ending: 31 Jan 2014	
Location: Brighton			

Date	Start	Finish	Break	Hours		Start	Finish	Break	Hours		
Wednesday	01/01/14	20:00	00:00	00:00	4.00	Thursday	16/01/14	08:00	19:00	00:00	11.00
Thursday	02/01/14	20:00	08:00	00:00	12.00	Friday	17/01/14	08:00	19:00	00:00	11.00
Friday	03/01/14	00:00	08:00	00:00	8.00	Saturday	18/01/14	00:00	00:00	00:00	0.00
Saturday	04/01/14	00:00	00:00	00:00	0.00	Sunday	19/01/14	00:00	00:00	00:00	0.00
Sunday	05/01/14	00:00	00:00	00:00	0.00	Monday	20/01/14	08:00	19:00	00:00	11.00
Monday	06/01/14	08:00	19:00	00:00	11.00	Tuesday	21/01/14	08:00	19:00	00:00	11.00
Tuesday	07/01/14	08:00	19:00	00:00	11.00	Wednesday	22/01/14	08:00	19:00	00:00	11.00
Wednesday	08/01/14	08:00	19:00	00:00	11.00	Thursday	23/01/14	08:00	19:00	00:00	11.00
Thursday	09/01/14	08:00	19:00	00:00	11.00	Friday	24/01/14	08:00	19:00	00:00	11.00
Friday	10/01/14	08:00	19:00	00:00	11.00	Saturday	25/01/14	00:00	00:00	00:00	0.00
Saturday	11/01/14	00:00	00:00	00:00	0.00	Sunday	26/01/14	00:00	00:00	00:00	0.00
Sunday	12/01/14	00:00	00:00	00:00	0.00	Monday	27/01/14	08:00	19:00	00:00	11.00
Monday	13/01/14	08:00	19:00	00:00	11.00	Tuesday	28/01/14	08:00	19:00	00:00	11.00
Tuesday	14/01/14	08:00	19:00	00:00	11.00	Wednesday	29/01/14	08:00	19:00	00:00	11.00
Wednesday	15/01/14	08:00	19:00	00:00	11.00	Thursday	30/01/14	08:00	19:00	00:00	11.00
						Friday	31/01/14	08:00	19:00	00:00	11.00
						TOTAL				244.00	

Units Summary
244.00 Hours Standard

Clients are requested to check that the information above is correct. Your signature on this timesheet is our authority to submit a charge to you for the amount of hours claimed and is also confirmation of your acceptance to our conditions of hire. Copies of these conditions are available upon written request.

There is a summary of the week under the section “units’ summary” – please ensure you are happy with the breakdown as this will relate directly to how your company will be invoiced.

If you are happy to authorise the timesheet, click on “sign. You will be presented with the following screen for completion in order to authorise the timesheet.

Etz Document Sign

Sign Document

First Name

Last Name

Email Address

Job Title

I agree that the information entered is a true account of the hours and/or days of which have been worked during the date period by the candidate, I authorise an invoice to be raised for the hours and/or days worked.

Note: Please ensure that the e-mail address you enter in the email address field is the same e-mail address that the link has gone to.

Simply complete the fields above, tick the disclaimer box and click **sign document**.

You will see confirmation that the timesheet has been processed.

Etz Document Sign

Thank you. This document has been processed.

Once approved, you will receive by return email, an approved signed timesheet for your records. Additionally the contractor and we will also both receive notification that the timesheet has been approved and is ready for processing.

REJECTING A TIMESHEET USING ETZ SIGN

If you do not agree with the days the contractor has submitted– you are able to reject the timesheet, however you must give a reason for rejection.

Simply click **reject** and complete the required fields –including a brief reason for the rejection.

Etz Document Sign

Reject Document

First Name

Last Name

Email Address

Job Title

Reject Reason

Reject document Close

This will automatically notify the worker and enable them to amend and resubmit. You will receive notification when the timesheet is available for you to sign.

HANDY HINTS

- Remember that whatever you authorise you will be invoiced for.
- Let us know when you are out of the office, for instance on annual leave – and who we need to set up on the system to authorise items in your absence.
- We're always here to help!! Please do not hesitate to contact our accounts team on **0118 951 5840**
We hope that this guide has been of use in helping you get to grips with using our online timesheet portal, and that you reap the benefits of time saved in authorisation of work completed