

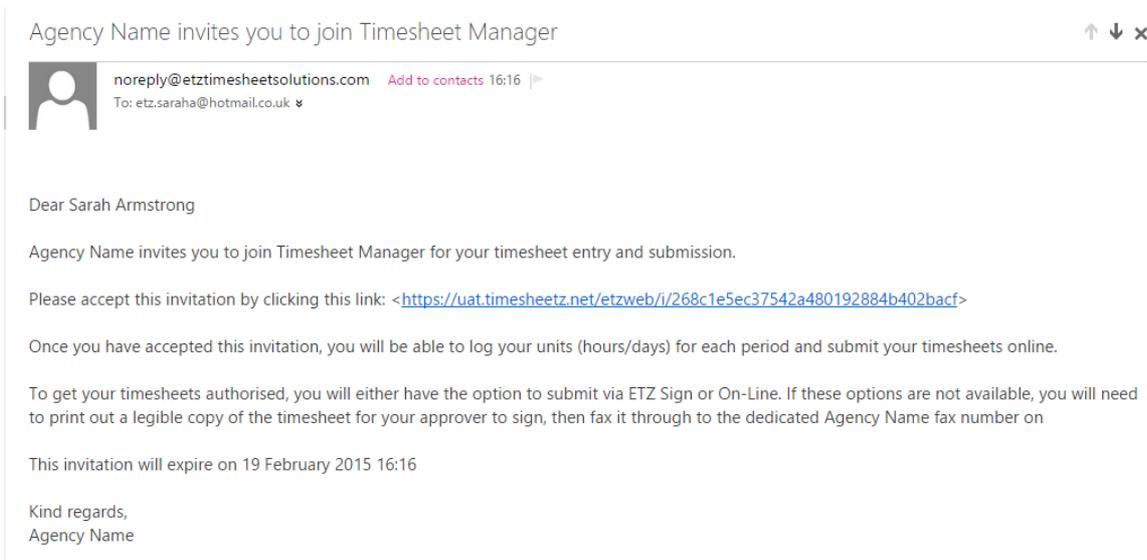
Candidates guide to using ETZ Timesheets portal

This document provides you with the various elements of using our on-line system. If you have difficulty using the system after you have viewed this guide, please contact your payroll team at 0118 951 5840

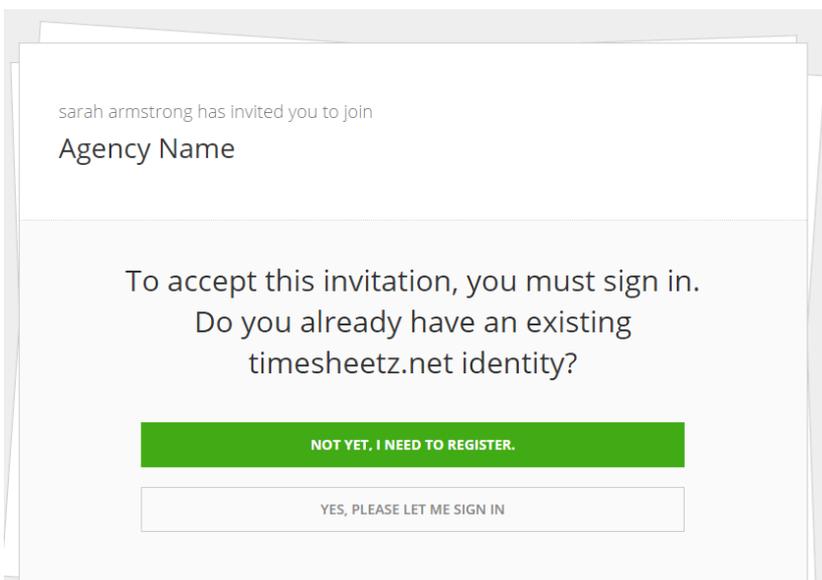
LOGGING IN

You will receive an invitation from ETZ, with a subject heading "Invitation to join Timesheet Manager "

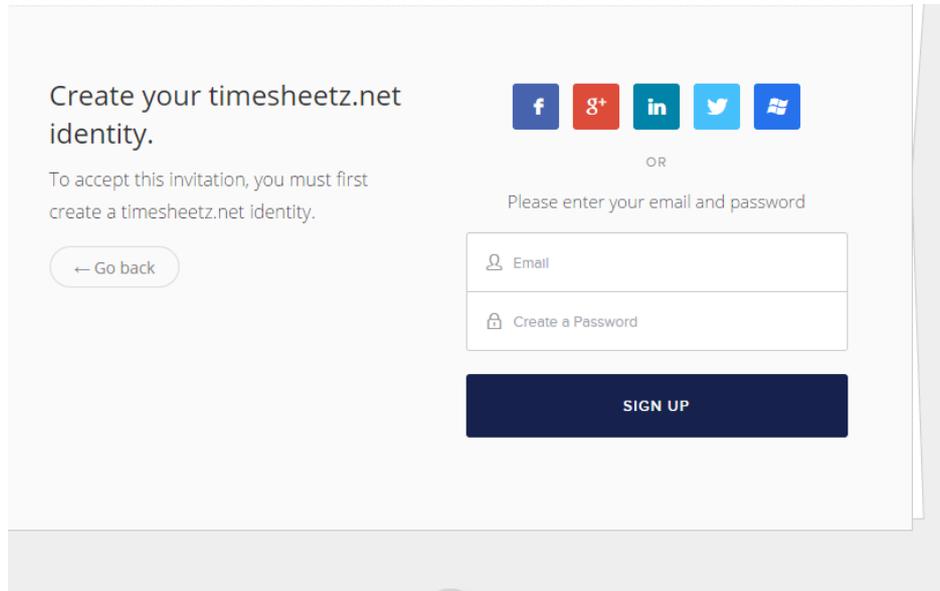
The email contains a link which you have to click on to accept the invitation.



Once you have accepted the invitation you will be shown the following screen. Click on the green button to register your details.



You will then be presented with the following screen



You now have the following choice, you can create your identity profile by using one of the above mentioned social providers or alternatively you can enter an email address of your choice (preferably the one you have already provided to us) and create a password.

The system will then create your ETZ Identity profile and will log you in. You are now ready to start inputting your hours/days into the timesheet system.

ETZ HOME SCREEN

Once you have logged in, you will then be ready to submit timesheets for authorisation by clicking on the "timesheet entry" tab

MANAGING YOUR CURRENT TIMESHEETS

Timesheets						Expense sheets	Completed
	Company	Start	End	Status	Location / Project		
Select	Dripronway	01 Jan 2014	31 Jan 2014	Open	Brighton		
Select	Dripronway	01 Feb 2014	28 Feb 2014	Open	Brighton		
Select	Dripronway	01 Mar 2014	31 Mar 2014	Open	Brighton		
Select	Dripronway	01 Apr 2014	30 Apr 2014	Open	Brighton		
Select	Dripronway	01 May 2014	31 May 2014	Open	Brighton		
Select	Dripronway	01 Jun 2014	30 Jun 2014	Open	Brighton		
Select	Dripronway	01 Jul 2014	31 Jul 2014	Open	Brighton		
Select	Dripronway	01 Aug 2014	31 Aug 2014	Open	Brighton		
Select	Dripronway	01 Sep 2014	30 Sep 2014	Open	Brighton		
Select	Dripronway	01 Oct 2014	31 Oct 2014	Open	Brighton		

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The 'current timesheet's tab is where you manage all open timesheets.

This tab shows any current timesheets that have been assigned to you - they will either be open, awaiting approval, awaiting authorisation or rejected. Below are the different status and their meanings.

Open

New time sheets that require you to input the hours/days you have worked for the time period stated.

Awaiting authorisation

Timesheets that are waiting to be authorised by a designated signatory with the Client, usually your Line Manager.

Awaiting approval

Timesheets you have already entered, have been approved by the Client / Line Manager and are waiting to be processed by the Payroll Team.

Rejected

A timesheet that has been rejected by the client/ line manager and needs amending and resubmitting.

ENTERING YOUR HOURS/DAYS

Timesheets with an 'open' status are your main concern. These are timesheets assigned to you, but without any hours/ days submitted. To the left of the timesheet you will see a 'Select' button – click the relevant months' timesheet to enter your hours/days.

Timesheets Expense sheets Completed

	Company ▾	Start ▾	End ▾	Status ▾	Location / Project ▾
Select	Dripronway	01 Jan 2014	31 Jan 2014	Open	Brighton
Select	Dripronway	01 Feb 2014	28 Feb 2014	Open	Brighton
Select	Dripronway	01 Mar 2014	31 Mar 2014	Open	Brighton
Select	Dripronway	01 Apr 2014	30 Apr 2014	Open	Brighton
Select	Dripronway	01 May 2014	31 May 2014	Open	Brighton
Select	Dripronway	01 Jun 2014	30 Jun 2014	Open	Brighton
Select	Dripronway	01 Jul 2014	31 Jul 2014	Open	Brighton
Select	Dripronway	01 Aug 2014	31 Aug 2014	Open	Brighton
Select	Dripronway	01 Sep 2014	30 Sep 2014	Open	Brighton
Select	Dripronway	01 Oct 2014	31 Oct 2014	Open	Brighton

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If you are on an hourly rate, you will see a pop up prompting you to enter your start time, finish time and lunch break. Once you have entered this date, you then need to enter the total hours worked at the bottom of the screen and Click "update" to save.

Start time: 20:00

Finish time: 00:00

Break duration: 00:00

Hours worked: 4 hours 0 minutes (4.00)

Additional notes to be printed on the timesheet image, which accompany client invoices

100 characters remaining.

[Update](#) [Back](#) Copy to all other working days

If you are on a daily rate, then enter whether you worked a full day, half day or a quarter of a day.

Monday, 02 Jun 2014

Days worked

One Day ▾

Additional notes to be printed on the timesheet image, which accompany client invoices

100 characters remaining.

If you tick the "copy to all other working days" box it will automatically populate what you have entered to all the working days of the week/month. Once you click "update" you will return back to your timesheet and it will contain all the days you have worked for the week/month.

If you do not click the "copy to all other working days" box, you will need to enter each day worked manually.

If any of your hours/days are incorrect, you can click 'Clear' to the right to remove the hours for that day.

Period ending: 31 January 2014

Reference 3634896	Candidate Rachel Jones	Status Open
Client Test Client	Batch	

Days worked				
Wednesday	01 Jan 2014	0.00	Amend hours	Clear
Thursday	02 Jan 2014	0.00	Amend hours	Clear
Friday	03 Jan 2014	0.00	Amend hours	Clear
Saturday	04 Jan 2014	0.00	Amend hours	Clear

SUBMITTING YOUR TIMESHEET

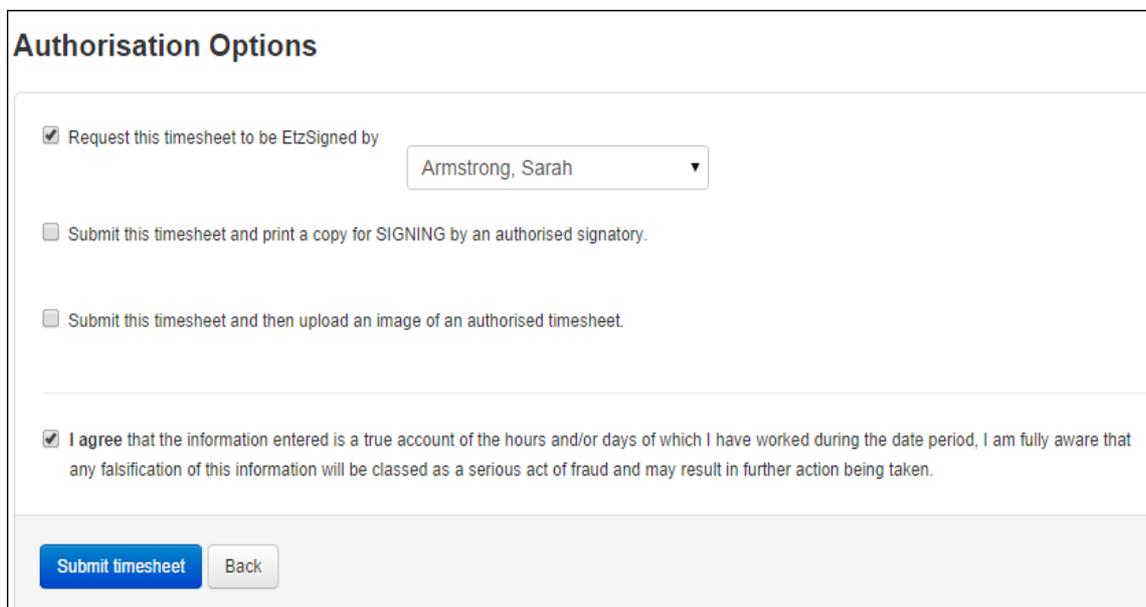
At the bottom of your timesheet you will see a green button "submit your timesheet" click 'this button to submit your timesheet to your line manager.

Monday	27 Jan 2014	1.00	Amend hours	Clear
Tuesday	28 Jan 2014	1.00	Amend hours	Clear
Wednesday	29 Jan 2014	1.00	Amend hours	Clear
Thursday	30 Jan 2014	1.00	Amend hours	Clear
Friday	31 Jan 2014	1.00	Amend hours	Clear
		22.00		

Additional notes to be printed on the timesheet image, which accompany client invoices

400 characters remaining.

This will show you the screen below:



Authorisation Options

Request this timesheet to be EtzSigned by Armstrong, Sarah ▼

Submit this timesheet and print a copy for SIGNING by an authorised signatory.

Submit this timesheet and then upload an image of an authorised timesheet.

I agree that the information entered is a true account of the hours and/or days of which I have worked during the date period, I am fully aware that any falsification of this information will be classed as a serious act of fraud and may result in further action being taken.

[Submit timesheet](#) [Back](#)

You MUST select the option “request this timesheet to be ETZ signed”, if you select any other option your line manager will not receive the link.

Tick the disclaimer box and click the blue submit button. Your timesheet status will change from ‘open’ to ‘awaiting authorisation’ and the appropriate action will be completed.

AWAITING AUTHORISATION

Timesheets marked as ‘Awaiting Authorisation’ are timesheets waiting to be signed off by your manager. Once signed off, their status will change to ‘Awaiting Approval’ and you will receive a SMS and an email confirming your timesheet has been authorised.

EDITING AN ALREADY SUBMITTED TMSHEET

If you click ‘select’ on a timesheet that is marked as ‘Awaiting Authorisation’ you can edit the times you already submitted.

At the foot of the screen are two options - you can reopen and amend your timesheet by clicking on the green “re-open timesheet button” If you click this option a warning box will appear asking if you wish to continue. If you wish to amend your timesheet, click on yes and it will take you back to the editing screen where you amend your days accordingly.

AWAITING APPROVAL

Timesheets marked as ‘Awaiting Approval’ are timesheets that have been signed off by your Line Manager and are awaiting payment from Agency. If you click ‘select’ next to a timesheet awaiting approval you will be shown the hours that have been authorised by your line manager. From there you will be able to view a PDF copy.

REJECTED TIMESHEETS

Timesheets may be rejected by your Line Manager – if they are, the Line Manager will have to specify a reason. You will receive an SMS and email informing you that your timesheet has been rejected and the reason why. Your options here are to void the timesheet and start again, or edit the days you worked and resubmit the timesheet again.

FURTHER QUESTIONS

We hope that this guide has been of use in helping you get to grips with using our online timesheet portal, however if you have any queries please do not hesitate to contact our helpful payroll /accounts team on 0118 951 5840