

Guide to ETZ Sign for Authorisers

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



When you click on the link, the timesheet will appear in a new window, and you will have three options:



Sign

If you are happy to approve the timesheet, select this icon.



Print

If you would like to print a copy of the timesheet and manually sign it, you have the option to download the unsigned copy



Reject

If you do not agree with the timesheet, you can reject it, putting in an explanation so that the candidate and agency are aware of what corrections are needed, as the system emails them to inform them.



When you select the sign option, you will be asked to complete your name, email address and title and click to agree that you believe the information on the timesheet to be correct. You will then be sent a copy of the signed timesheet for your records by email. The contractor will also receive an email to confirm that you have authorised or rejected their timesheet.

Advantages

- No need to remember a specific username or password
- Simply authorise each timesheet from the email request

Disadvantages

- May become time consuming to enter your details for every timesheet, especially if there are a multiple timesheets to authorise