

## Online Timesheets: Process Map for Contractors

As a contractor, the first communication you will receive will be a system generated email, detailing your User ID and Password, and the link to the online system



When you log into the system for the first time you will be prompted to change your password, so that you can create your own personal password for future use



The front page will be entitled Timesheet Entry, and will display timesheets up to three weeks in advance. There are also tabs to review any expenses, completed timesheets and pay advices if you are a limited company



Your current timesheets will be labelled as 'Open,' ready to be selected and for the hours worked to be recorded



When you are ready to enter your timesheet information, select the corresponding week's timesheet (each one has a start and end date). You will then need to record the hours (or days) worked against each day by clicking on 'Amend Hours,' and input the number of hours worked at the corresponding rate. You can also use the 'Copy to Other Working Days' option if applicable. If you have not worked that week, you can select 'Void this Timesheet'



Once the timesheet has been updated, click 'Submit.' You will then be given three options. The default of which will be ETZsign, as this is the quickest and most efficient method



### ETZsign

This is where an email is sent from the system on your behalf to a client signatory containing a coded link for the client to 'electronically sign' the timesheet. This is the preferred method



### Faxback

Where you print a copy of the timesheet from the system, get it signed by your manager, then fax it back to the system fax number displayed on the timesheet



### Upload

Where you can print a copy of the ETZ printed timesheet, get it signed by your manager, and upload a scanned copy into the system

Once you have selected for a timesheet to be submitted via ETZsign and ticked the notice agreement, your timesheet has been sent for authorisation. At this point you can return to the timesheet page where you can select and submit another timesheet or review submitted timesheets

### **Entering Expenses**

If you have expenses, on the Timesheet Entry screen, select the Expense Sheets tab and select 'New Expense Sheet'



You will then need to select the assignment and the date range that the expenses relate to and click 'Create New Expense Sheet'



This then creates the Expense Sheet, which when selected enables you to add expenses items with a description and an attachment if required. Once complete select 'submit this expense sheet' and select the authoriser using 'ETZsign' and tick the notice agreement.