

## Timesheet Statuses Explained

ETZ use the status to identify which stage of the process each timesheet is at which enables tracking through the system. Here is a list of all the statuses and what they mean :

### **Open**

The timesheet has been generated/created on the system but has not yet been submitted

### **Waiting for Image/Fax**

The timesheet has been completed by the candidate and has been submitted via either the Faxback or Upload methods, but as yet the system has not received the image

### **Awaiting Authorisation**

The timesheet has been submitted for electronic signature but as yet has not been authorised

### **Awaiting Approval**

The timesheet has been received by the system and is awaiting your approval (waiting to be validated)

### **Timesheet Received**

The timesheet has been approved/ validated

### **Rejected**

The timesheet has been rejected either by the authoriser or by an agency admin user

### **Cancelled**

The timesheet has been cancelled by the agency admin user or directly by the candidate