

Uploading and submitting timesheets via the candidate portal

Submitting a timesheet for authorisation via Etz sign option in the candidate portal

When the Etz sign authorisation option is selected, the candidate will be able to submit their timesheet once they have filled in the timesheet hours

Timesheet Entry

Period ending: 20 April 2014

Reference 3052338	Candidate Kevin Tyler	Status Open
Client Red Bull Racing	Batch	

		Start	Finish	Break	Total hours		
Monday	14 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Tuesday	15 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Wednesday	16 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Thursday	17 Apr 2014	09:00	17:00	01:00	7.00	Amend hours	Clear
Friday	18 Apr 2014	00:00	00:00	00:00	0.00	Amend hours	Clear
Saturday	19 Apr 2014	00:00	00:00	00:00	0.00	Amend hours	Clear
Sunday	20 Apr 2014	00:00	00:00	00:00	0.00	Amend hours	Clear
Totals:					28.00		

Add Expenses

Submit this timesheet Void this timesheet

When they submit the timesheet they will be taken to the following screen, asking them to select their preferred authoriser from the drop down menu



Timesheet Entry

Period ending: 20 April 2014

Reference 3052338	Candidate Kevin Tyler	Status Open
Client Red Bull Racing	Batch	

Authorisation Options

Request this timesheet to be EtzSigned by

Ball, Gary

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

Once the candidate has submitted the timesheet for authorisation, the status of the timesheet will change to **Awaiting Authorisation**, there is no need for them to upload a document with this authorisation option.

Timesheet Entry

Timesheets

Expense sheets

Completed

	Company	Start	End	Status	Location / Project
Select	Red Bull Racing	17 Mar 2014	23 Mar 2014	Awaiting Approval	
Select	Red Bull Racing	24 Mar 2014	30 Mar 2014	Waiting for Image	
Select	Red Bull Racing	31 Mar 2014	06 Apr 2014	Awaiting Approval	
Select	Red Bull Racing	07 Apr 2014	13 Apr 2014	Awaiting Authorisation	
Select	Red Bull Racing	14 Apr 2014	20 Apr 2014	Awaiting Authorisation	

Once the timesheet has been authorised, the status will change to **Awaiting Approval**. The candidates will still be able to select the timesheet whilst it is awaiting authorisation. They will be given the following screen when they do this



Reference 3052333	Candidate Kevin Tyler	Status Awaiting Authorisation by Gary Ball
Client Red Bull Racing	Batch	

		Start	Finish	Break	Total hours
Monday	07 Apr 2014	09:00	17:00	01:00	7.00
Tuesday	08 Apr 2014	09:00	17:00	01:00	7.00
Wednesday	09 Apr 2014	09:00	17:00	01:00	7.00
Thursday	10 Apr 2014	09:00	17:00	01:00	7.00
Friday	11 Apr 2014	09:00	17:00	01:00	7.00
Saturday	12 Apr 2014	00:00	00:00	00:00	0.00
Sunday	13 Apr 2014	00:00	00:00	00:00	0.00
				Totals:	35.00

Expenses

Description
Amount 0.00

Gross Pay Calculation (GBP)

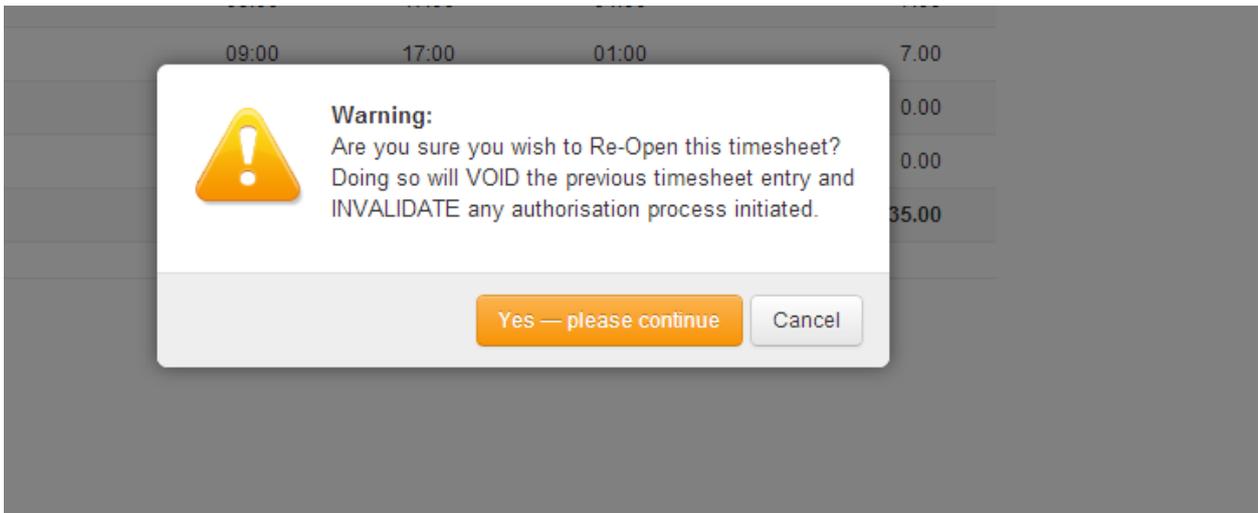
35.00 Hours	@	10.00	350.00 Hour Rate
		Total	350.00

[Re-open timesheet](#)
[Download timesheet](#)
 (Requires [adobe acrobat](#).)

From here they will be able to see the status of the timesheet, and who is authorising it, a breakdown of their **Gross Pay Calculation**, as well as having the options of downloading the timesheet for their viewing.

They will also be able to re-open the timesheet, which will allow them to amend the hours if they have made a mistake. When doing this they will be given the following message





Having selected yes, the candidate will be able to make changes to the hours that they have entered. Once the timesheet has been authorised, and the status changed to **Awaiting Approval**, the candidate will no longer be able to re-open the timesheet

Period ending: 20 April 2014

Reference 3052338	Candidate Kevin Tyler	Status Awaiting Approval by ETZ Support DB
Client Red Bull Racing	Batch	

		Start	Finish	Break	Total hours
Monday	14 Apr 2014	09:00	17:00	01:00	7.00
Tuesday	15 Apr 2014	09:00	17:00	01:00	7.00
Wednesday	16 Apr 2014	09:00	17:00	01:00	7.00
Thursday	17 Apr 2014	09:00	17:00	01:00	7.00
Friday	18 Apr 2014	00:00	00:00	00:00	0.00
Saturday	19 Apr 2014	00:00	00:00	00:00	0.00
Sunday	20 Apr 2014	00:00	00:00	00:00	0.00
Totals:					28.00

Expenses

Description	
Amount	0.00

Gross Pay Calculation (GBP)

28.00 Hours	@	10.00	280.00 Hour Rate
Total		280.00	

[Download timesheet](#) (Requires [adobe acrobat](#))

