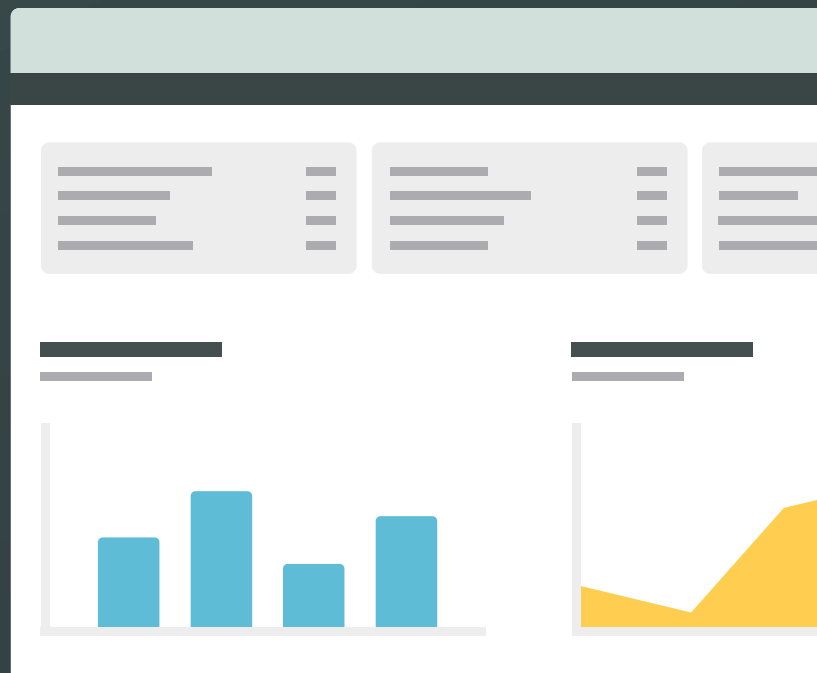


Candidate guide to using ETZ Payments

This document outlines the various elements of using ETZ Payments.

If you have difficulty using the system after you have viewed this manual, please contact your administrator.



Candidate guide to using ETZ Payments

Logging in

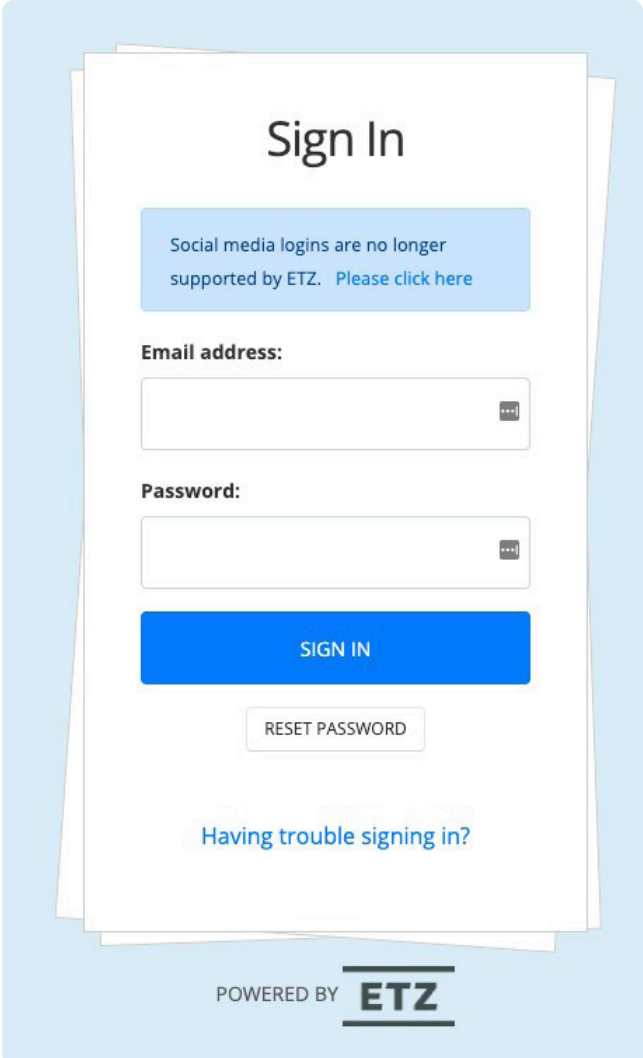
Once you have signed and returned the relevant contract details to your agency, you will be sent an invitation by email – once you receive the invitation follow the instructions in the email and click on the link to <https://www.goowid.com/>

You will see the screen shown on the right >

Type in your username and password and click 'Sign In'. Before you reach the home screen (on your first login) you will be prompted to create a user name and password. The Password needs to contain a capital letter and a symbol (&, *, %, \$).

Forgotten Login Details

If you forget your login details at any time, click on the 'Having trouble signing in' button. You will be prompted to enter your e-mail address, once you have click 'Send' and your details will be sent to you by e-mail.



Sign In

Social media logins are no longer supported by ETZ. [Please click here](#)

Email address:

Password:

SIGN IN

RESET PASSWORD

[Having trouble signing in?](#)

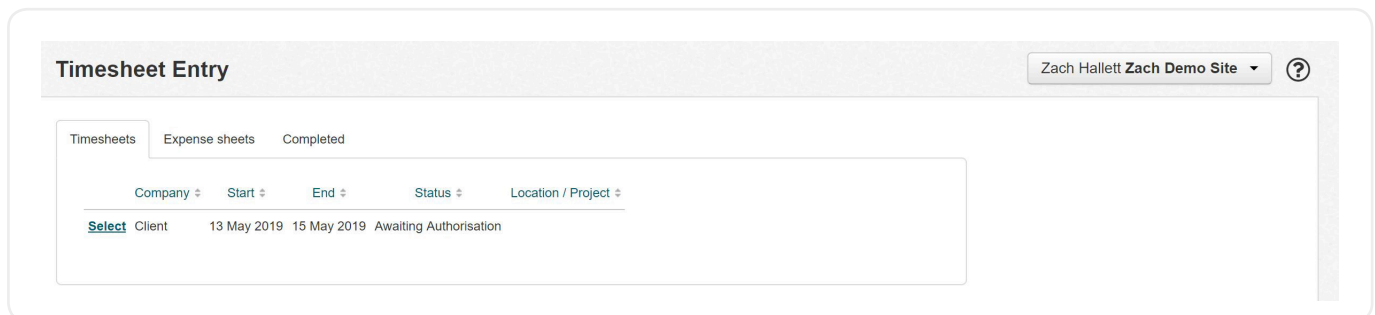
POWERED BY **ETZ**

Candidate guide to using ETZ Payments

ETZ Home Screen

Once you have logged in, you will be brought to the home screen shown below.

This will display all timesheets assigned to you.



Notice there are three tabs on the screen, 'Timesheets', 'Expense sheets' 'Completed Timesheets'.

Timesheets

This tab shows any current timesheets that have been assigned to you - they will either be open, awaiting approval, awaiting authorisation or rejected.

- **'Open timesheets'** are new timesheets that require you to input your working details for that time period and submit them.
- **'Awaiting authorisation'** are timesheets that are waiting to be signed off by a designated signatory with the client, usually your line manager.
- **'Awaiting approval'** are timesheets that you have already entered and have been approved by the client/line manager and are waiting to be signed off by your recruitment agency.
- **'Rejected'** is a timesheet that has been rejected by the client – a reason for rejection is shown once you click on the rejected timesheet.

Candidate guide to using ETZ Payments

Expense Sheets

On the candidate's portal, there is an Expense sheets tab where candidates can create expense forms as required.

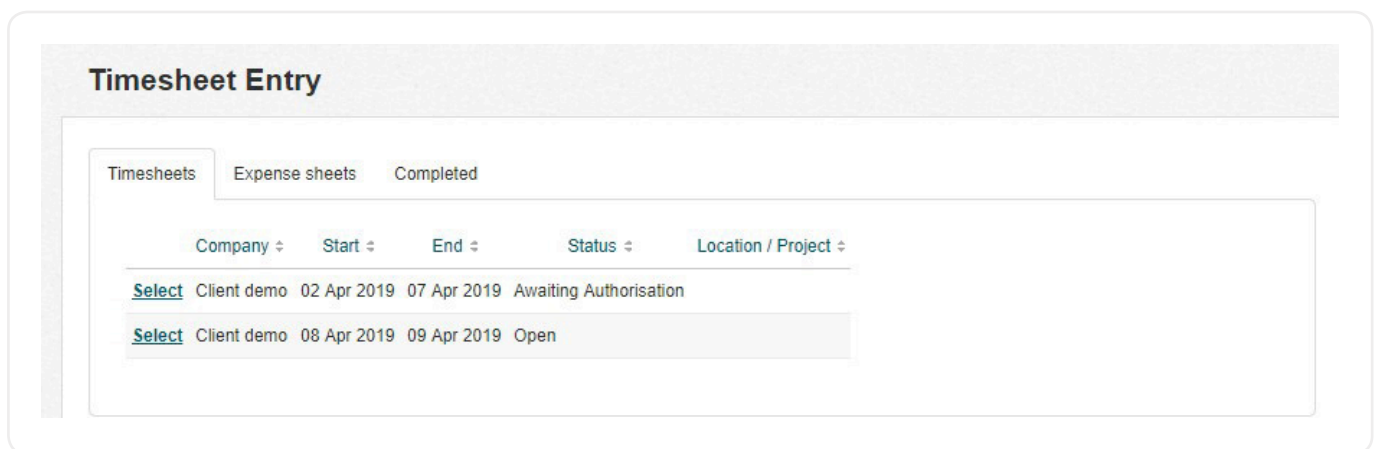
When candidates click New expense sheet, they must select the assignment the expense relates to and enter the Start and End Dates for the period of the expenses. They then click Create new expense sheet and the system will generate one for them.

For more details on how to use Expense sheets please refer to our Knowledge base:

<https://etz.zendesk.com/hc/en-gb/articles/219425727-How-a-Candidate-Submits-an-Expense-Sheet->

Completed Timesheets

This tab will show you all completed or cancelled timesheets.



The screenshot shows the 'Timesheet Entry' interface. At the top, there are three tabs: 'Timesheets', 'Expense sheets', and 'Completed'. Below the tabs, there is a table with columns for 'Company', 'Start', 'End', 'Status', and 'Location / Project'. The table contains two rows of data, each with a 'Select' link on the left.

	Company	Start	End	Status	Location / Project
Select	Client demo	02 Apr 2019	07 Apr 2019	Awaiting Authorisation	
Select	Client demo	08 Apr 2019	09 Apr 2019	Open	

Managing Your Current Timesheets

The 'current timesheets' tab is where you manage all open timesheets. This section explains how to manage this area and the various types of timesheet statuses.

Candidate guide to using ETZ Payments

Entering Your Hours

On the candidate's portal, there is an Expense sheets tab where candidates can create expense forms as required.

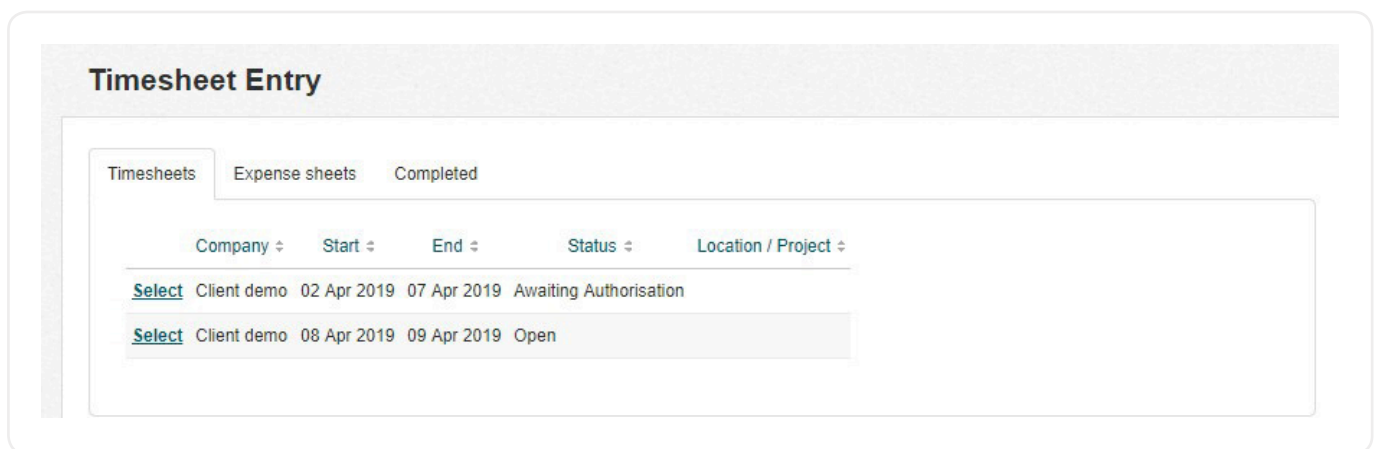
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Managing Your Current Timesheets

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Candidate guide to using ETZ Payments

Entering Your Hours

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

You will see the screen shown below – it shows the details of your selected timesheet. To enter hours, click the 'Amend Hours' button.

Home My Checklist Timesheet Entry

Timesheet Entry

Timesheets Expense sheets Completed

	Company	Start	End	Status	Location / Project
Select	APPLE	19 Oct 2018	21 Oct 2018	Open	
Select	APPLE	22 Oct 2018	26 Oct 2018	Open	

You will now see a pop-up prompting you to enter your working hours and breaks (shown below). Once you have entered your hours you can click 'Back' to cancel or 'Save Changes' to save your hours. Ticking the box next to 'Copy day to all other working days' before you click 'Save Changes' means the hours you entered will be added to all working days when you click 'Save Changes'.

Period ending: 20 July 2018

Reference 11110039	Candidate Morgan Freeman	Status Open — Cancel this timesheet
Client Batman		

Monday, 16 Jul 2018

Start time 08 00	Finish time 17 00	Break duration 01 00
---------------------	----------------------	-------------------------

Hours worked
8 hours 0 minutes (8:00)

Days worked
One Day

Additional notes to be printed on the timesheet image, which accompany client invoices
100 characters remaining.

Copy to all other working days

Candidate guide to using ETZ Payments

Once you click 'Save Changes' you will return to your timesheet (as shown below) – it will contain hours for all the days you specified. If you did not tick the box next to 'Copy day to all other working days' before you clicked 'Save Changes' you will need to enter hours for each day manually.

Timesheet Entry

Period ending: 21 October 2018

Reference 11528753	Candidate John Hetherington	Status Open — Cancel this timesheet
Client APPLE		

		Days worked		
Friday	19 Oct 2018	0.75	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Saturday	20 Oct 2018	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Sunday	21 Oct 2018	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
		0.75		

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

400 characters remaining.

If any of your hours are incorrect, you can click 'Clear' to the right to remove the hours for that day. Alternatively, you can click 'Amend Hours' and amend the hours.

Timesheet Entry

Period ending: 20 July 2018

Reference 11110039	Candidate Morgan Freeman	Status Open — Cancel this timesheet
Client Batman		

		Start	Finish	Break	Hours	Days worked		
Monday	16 Jul 2018	00:00	00:00	00:00	0.00	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Tuesday	17 Jul 2018	00:00	00:00	00:00	0.00	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Wednesday	18 Jul 2018	00:00	00:00	00:00	0.00	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Thursday	19 Jul 2018	00:00	00:00	00:00	0.00	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
Friday	20 Jul 2018	00:00	00:00	00:00	0.00	0.00	<input type="button" value="Amend hours"/>	<input type="button" value="Clear"/>
					Total:	0.00		

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

400 characters remaining.

Candidate guide to using ETZ Payments

At the bottom of your timesheet you will see the 'Continue'– click on the continue option to submit your Timesheet. This will show you the screen below:

Timesheet Entry

Mor

Period ending: 20 July 2018

Reference	Candidate	Status
11110039	Morgan Freeman	Open — Cancel this timesheet

Client
Batman

Online Authorisation

Send a copy of my timesheet to be signed by

alfred pennyworth

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 my timesheet for authorisation](#)

[← Back](#)

Once you have filled out your break down of working hours and have done this for all the days you can select the continue option this will take you to the page above. The online authorisation page will let you know who from the client is authorising your timesheet, this will most normally be your line manager.

You will also, see the consent message, ETZ is Complaint with all GDPR regulations as a part of this to use the system you will have to consent that you agree that the information entered is true. Once this is selected you can then submit your timesheet.