



# Online Timesheets

## Overview

We operate an online timesheet system. You can login at: <https://www.timesheetz.net/EtzWeb/Account/Login>

You will receive an email providing you with a link to access your timesheets, you will need to use an email address of your choice and create a password.

The online system enables you to enter working hours/days online. Timesheets can be submitted online for the client to authorise electronically, depending on the client's requirements or they can be printed and authorised by the client then faxed back to 0870 9289598.

You will also be able to view previous timesheets.

## Timings and Deadlines

For each assignment, your online timesheet will normally be available the day you start. Timesheets for on-going assignments are created for two weeks in advance.

***To ensure you get paid on time, your timesheets need to be received by Payroll by: Tuesday 12pm. Any timesheets received after this time will be processed the following week.***

## To access your online timesheets

Go to: <https://www.timesheetz.net/EtzWeb/Account/Login> and enter the username and password that you have created.

Click on timesheet entry in the menu; a list of timesheets available for entry will appear. Please select the relevant timesheet.

		Start	Finish	Break	Hours			
Monday	23 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Tuesday	24 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Wednesday	25 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Thursday	26 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Friday	27 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Saturday	28 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
Sunday	29 Sep 2019	00:00	00:00	00:00	0.00	Amend hours	Clear	
					<b>Total:</b>	<b>0.00</b>		

- There is a payroll request box below the timesheet.
- You can request any holiday pay, P45 or change personal circumstances.
- There is a box for you to request how much holiday you require.

You will have an option to select online authorisation where you will see the clients names that are entitled to authorise your timesheet. Or you can print off your timesheet and get the client to sign it off and then you can fax it back to through to 0870 928 9598, or email a scanned copy to [alpayroll@timesheetz.net](mailto:alpayroll@timesheetz.net).

## Print for authorisation

This formats the timesheet for printing and displays the format. Press print and ask your line manager to authorise. Then fax through to the number on the top of the timesheet.

The fax image is uploaded into our payroll system. The timesheet barcodes are electronically read and payment will be authorised according to the data you have input.



## Online authorisation

An email is sent to your line manager at the company you are working at, informing them that a timesheet is ready for authorisation. They then click on the link to authorise your timesheet. Once they are authorised, our systems are alerted and payment will be made at the end of that week.

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 and I accept the Terms of Engagement which I have received. 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

## Manual Authorisation

Print and return a copy of my authorised timesheet

I understand that it is my responsibility to return a copy of my authorised timesheet.

Continue

## Expenses

There is a tab for you to submit expenses also. Complete using the dropdown box to select what type of expense it is e.g. mileage etc. You are then able to upload receipts. Please note expenses cannot be paid without receipts. Then submit for authorisation the same as timesheets.

## Self-Bill Invoices

We operate a self-billing system for Limited company candidates, so need to worry about raising an invoice each week/month.

## Questions & Answers

**What happens if I've filled in the timesheet incorrectly?** If you haven't yet printed the timesheet for submission or sent for online authorisation you can change the timesheet at any time.

**What happens if my authoriser is not able to sign it off?** Get in touch with your consultant and provide them with an alternative authoriser, they will then be set up or alternatively you can print the timesheet off and get it signed off that way and upload it to ETZ.

**What do the statuses mean against my timesheet?** Awaiting authorisation – client is yet to authorise. Awaiting approval – Alexander Lloyd have yet to approve for payment. Timesheet received – ready for payment

**What if I've forgotten my password?** You can reset your password, from the log in screen if you have forgotten it.

**When should I complete my timesheet?** You can complete your timesheet whenever you like, but please make sure it is completed by Tuesday morning at the latest in order for the timesheet to be authorised and ready for payment before 12pm on Tuesday.

**What do I do about holiday?** Your consultant will keep you up to date with your accrued holiday. If you would like to take some holiday please complete the payroll request box on your timesheet or alternatively if you require a whole week off please email rho@alexanderlloyd.co.uk.

**What happens if I have not received my log in email?** Please contact your consultant at Alexander Lloyd immediately on 01293 572900