ETZ PAYMENTS

Candidate guide to using ETZ Payments

This document outlines the various elements of using ETZ Payments.

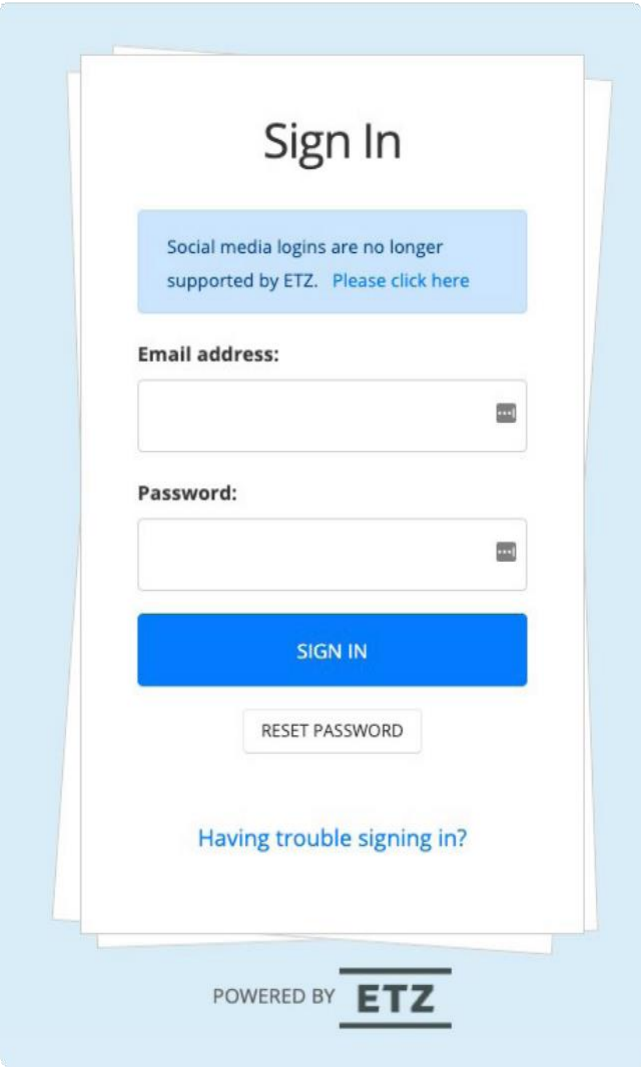
If you have difficulty using the system after you have viewed this manual, please contact your administrator.

www.etzpayments.com

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 (&,*%,$).

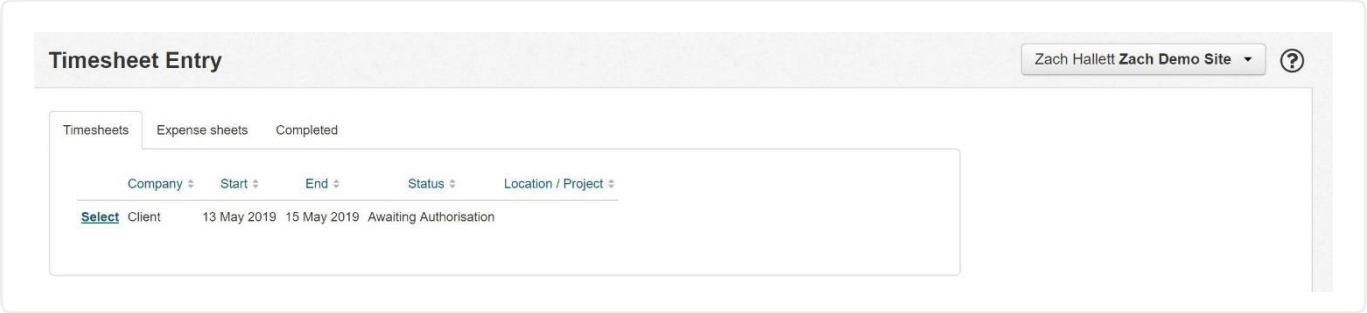
Forgotten Login Details

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.

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

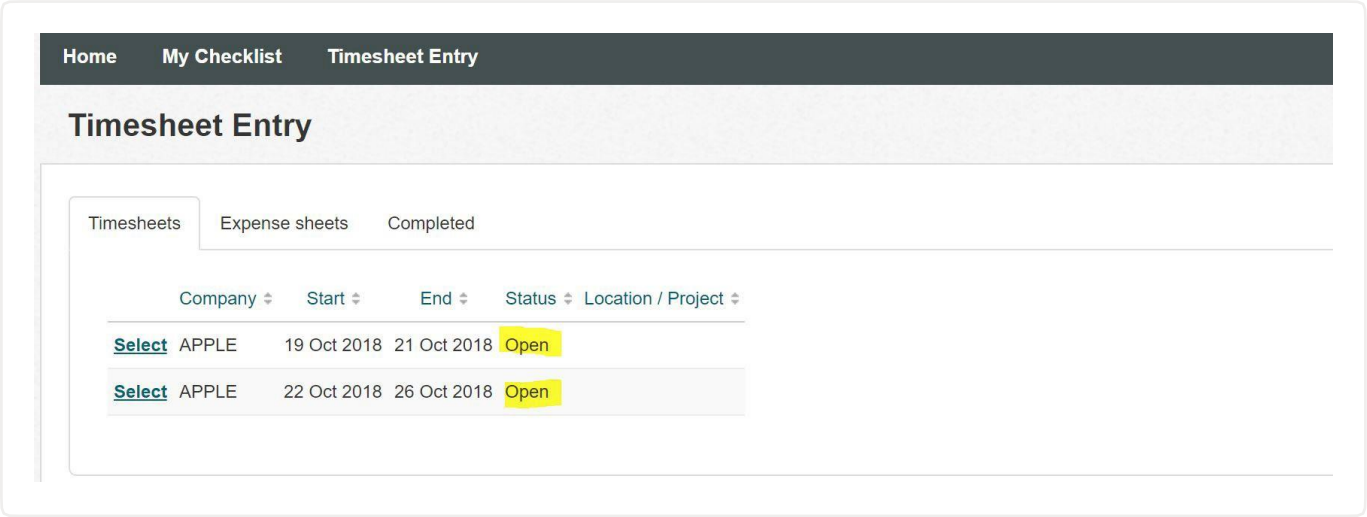
This tab shows any current timesheets that have been assigned to you - they will either be open, awaiting approval, awaiting authorisation or rejected.

- **'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.

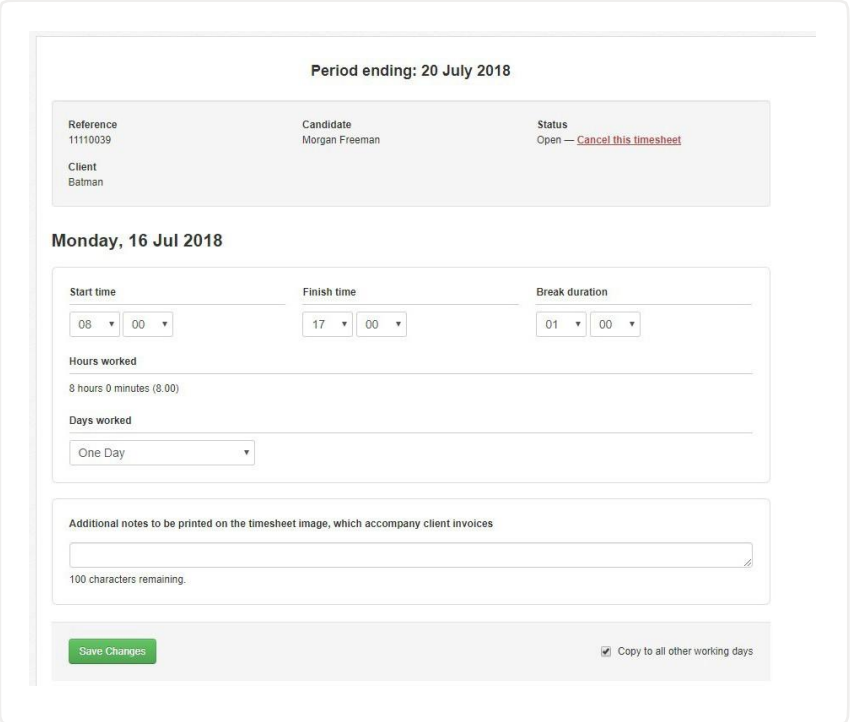
Entering Your Hours

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.

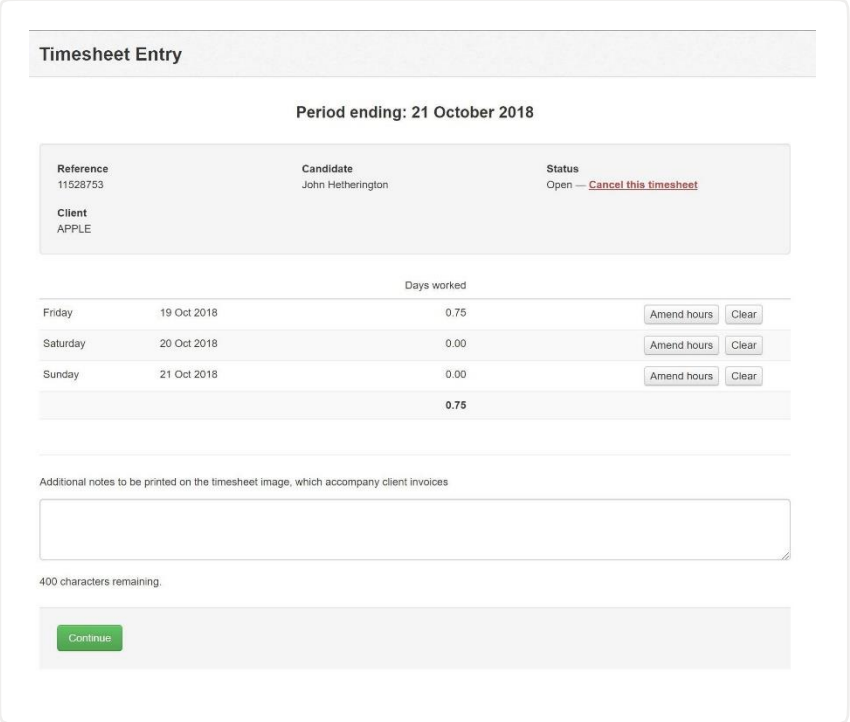
You will see the screen shown below – it shows the details of your selected timesheet. To enter hours, click the 'Amend Hours' button.



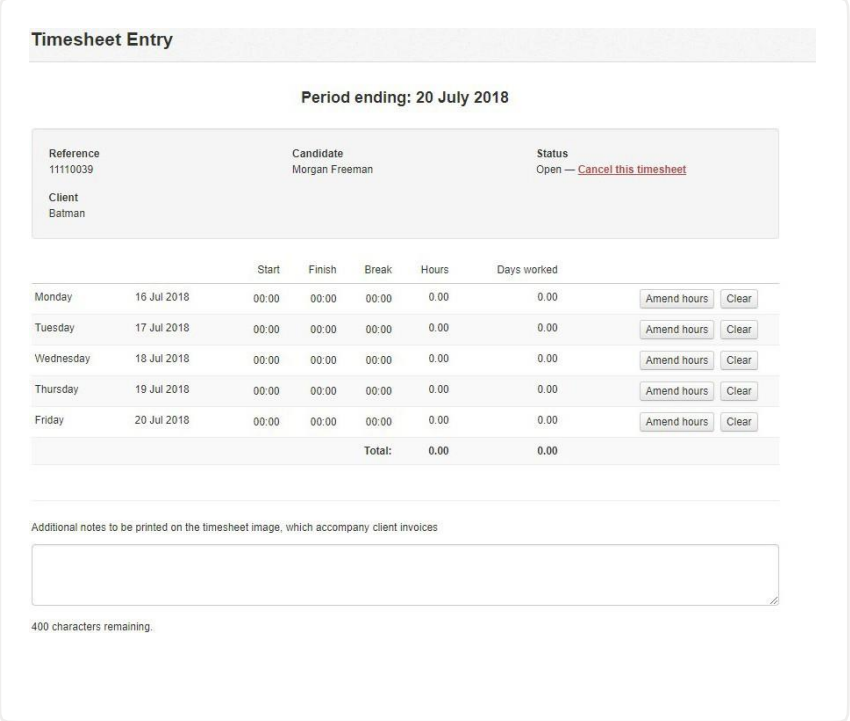
You will now see a pop-up prompting you to enter your working hours and breaks (shown below). Once you have entered your hours you can click 'Back' to cancel or 'Save Changes' to save your hours. Ticking the box next to 'Copy day to all other working days' before you click 'Save Changes' means the hours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



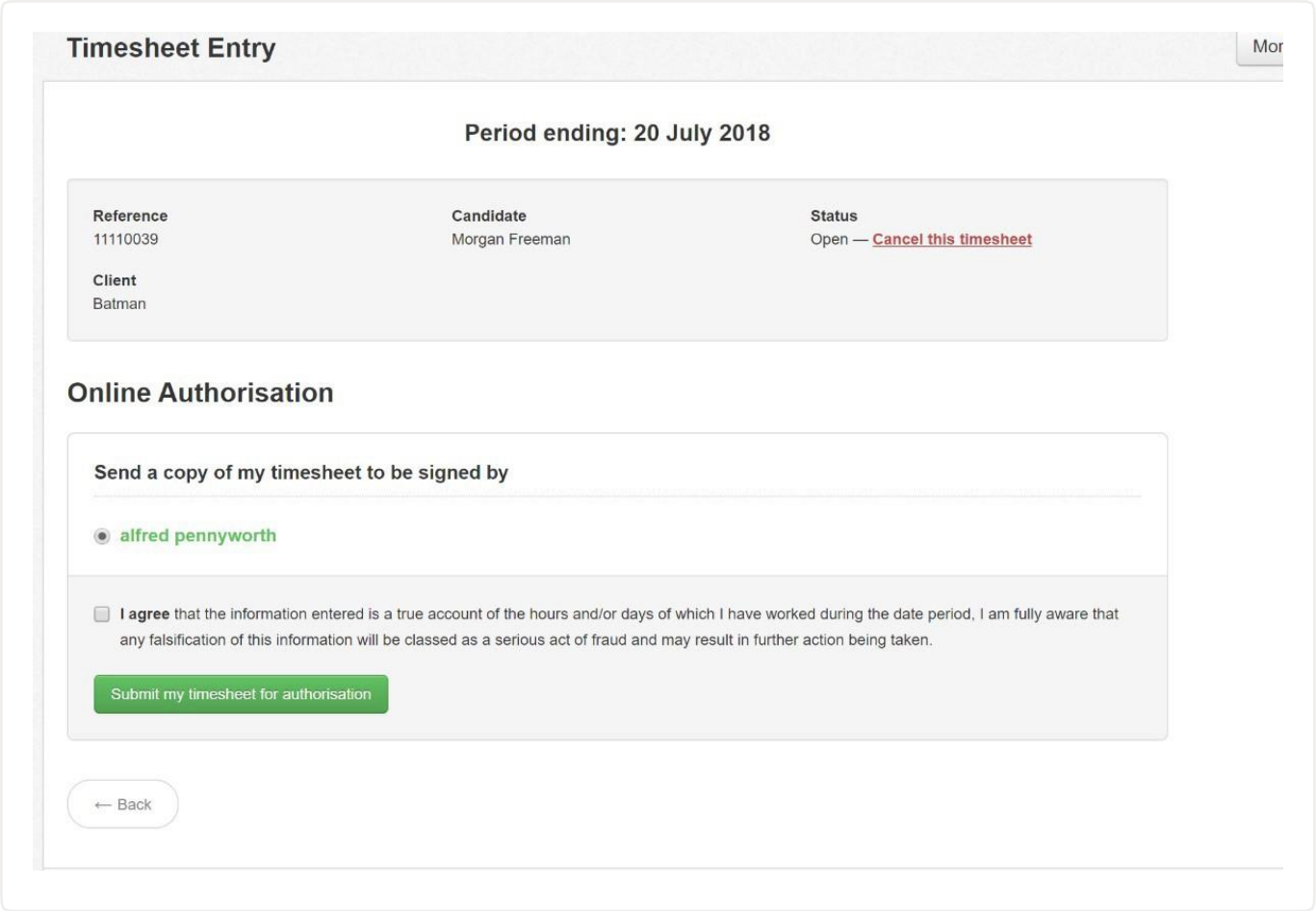
Once you click ‘Save Changes’ you will return to your timesheet (as shown below) – it will contain hours for all the days you specified. If you did not tick the box next to ‘Copy day to all other working days’ before you clicked ‘Save Changes’ you will need to enter hours for each day manually.



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.



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:



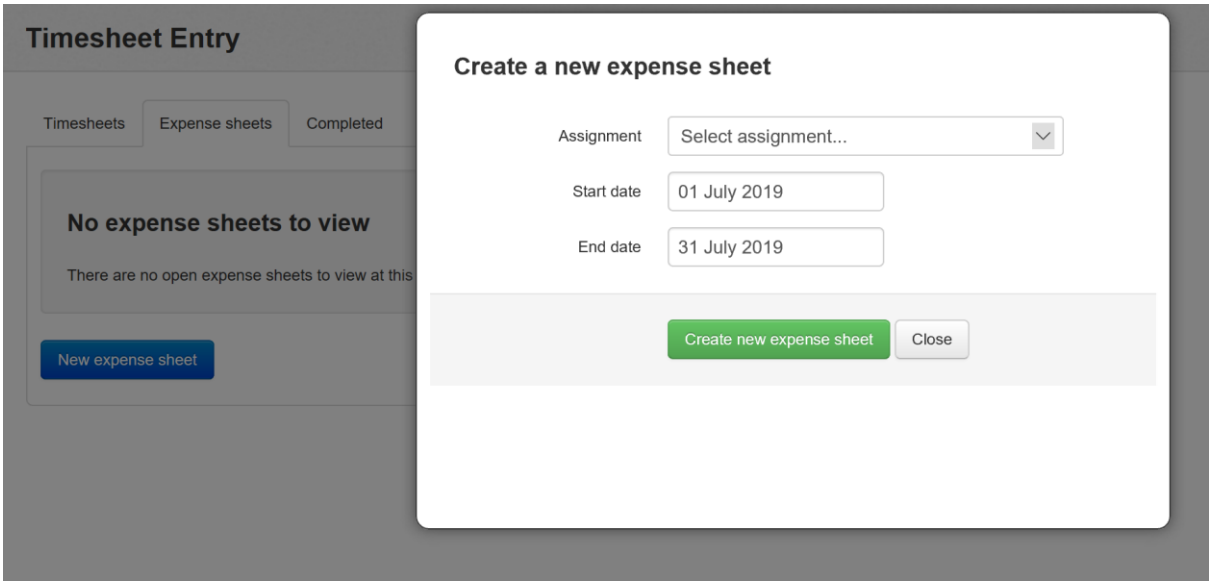
Once you have filled out your break down of working hours and have done this for all the days you can select the continue option this will take you to the page above. The online authorisation page will let you know who from the client is authorising your timesheet, this will most normally be your line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

You will also, see the consent message, ETZ is compliant 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.

Expense Sheets

On the candidate's portal, there is an Expense sheets tab where candidates can create expense forms as required. Expenses are only visible if the agency has enabled this function on your assignment.

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-