etco

Online Timesheet Manual

energising careers

Timefiler for Etco Host Companies

Timefiler is the system Etco is using for entering timesheet information.

Login

The login link for Host companies is:

https://etco-apprentices.imsonline.co.nz/loginetco.asp

Use the login name and password you have been given to login. On successful login, you will see this view:

Entering Hours for the Apprentice

Click on the black down-arrow to the right of your company name to show your list of apprentices:
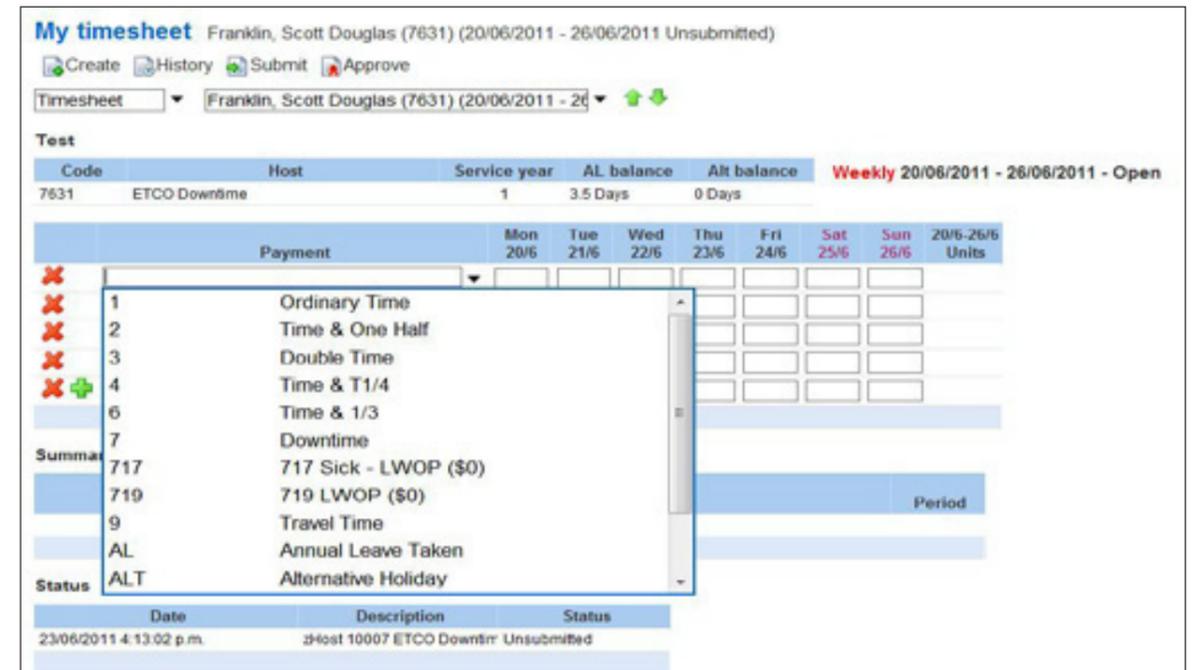

Click on the name of the apprentice you want to enter a timesheet for.

If it is the first time this pay week you have selected this employee, you will need to click 'Create' to generate a timesheet as in the example below:

This will show a new timesheet for the Apprentice that looks like example below:

Data entry is easy. Click on the black arrow under the heading marked "Payment". From here you can select options such as Ordinary time or Time and a half. **The first row must have a payment option selected.**

In the following rows, if there are eligible allowances, they will be listed in this box. Then enter the hours for the day in each day's box. Under the heading 'Units' showing at the right-hand side of the "Week" boxes will appear the total hours for that row. This will show you the total number of hours worked for the week.

Inputting Leave to Timesheets

If Annual Leave, Alternative Leave or Statutory Holiday is taken, please show this in days, eg 1 in the box = one day's leave; 0.5 = half day leave.

If taking Sick/Bereavement Leave, please show this in hours, eg 8 in the box = one day's leave;

4 = half day leave.

If you enter more than '1' unit when adding Annual Leave, Alternative Leave or Statutory Holiday, the system won't let you submit the timesheet. The below message will come up and you will need to change the unit to '1' day.

If you want to add a comment for any given day, click the paperclip on that day to change it, as per example below:

You can use as many lines as you need; TimeFiler will add more as you use up the displayed rows. It is important to load payments onto each day, because this helps us to calculate entitlements on specific days such as statutory holiday (we need to know which actual days were worked to calculate the right pay due).

Submitting Timesheets

When you have finished loading the timesheet and everything adds up correctly on the right-hand side. Click "Submit" and an additional "Comments" box will appear. This is for any additional comments you may wish to load, eg. a Purchase Order number or explanation of short hours etc. Click "OK" once loaded. If you have no comments just click "OK". You will now see next to the apprentice's name that the status is "Submitted".

Now either load the next apprentice timesheet or just log out.

If you find you need to change a timesheet after you have submitted it then click on "Unsubmit", enter a comment as to why a change is needed, adjust the timesheet, click on "Submit" and then log out. Or alternatively, please send an email to the Payroll Team at payroll@etco.co.nz

Please Note: the final timesheet reminder will be sent at 10am on Tuesday morning. Timesheet access will be locked at 3pm on Tuesday afternoon. After that time you cannot make any further changes.

Summary section

At the bottom of the timesheet, TimeFiler displays a Summary. This shows a summary of the payments entered, such as the example below. It also shows the hourly and allowance rates payable. Use this to help you check that the right allowances have been loaded for your apprentice.

Need any help?

If you have any queries or questions, you can contact Etco Payroll on payroll@etco.co.nz or call us on 0800 275 3826 or 09 570 7648 where we will be happy to assist you.