CAMBRIDGE CASUAL WORKER SYSTEM
HOW TO GUIDE

HOW TO SUBMIT A DRAW DOWN TIMESHEET
Step 1
Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.

https://cambridge.dashboardtechnology.co.uk/
Step 2

Select the Timesheets button.
Step 3
The Timesheets page will display a list of outstanding Timesheets to submit.

Step 4
Locate the first Examiner Booking in number order from within the Ref column.
Step 5
As this was a Draw Down booking, we first need to input the hours worked during this week. Select the Edit button from the far right-hand end of the timesheet.

The Edit Timesheet page will be displayed.

The page will contain a blue notice reminding the worker that this is a draw down booking and that multiple timesheets for this week can be created by selecting the Add More button.
Step 6

In this case the Examiner worked from 09:00 to 14:00 on Tuesday 31\textsuperscript{st} May 2022 and Thursday 2\textsuperscript{nd} June 2022, a total of 10 hours during the week as agreed.

Enter the appropriate information in the timesheet fields, as shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Unpaid Break</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/05/2022</td>
<td>09:00</td>
<td>14:00</td>
<td>No break</td>
<td>Update</td>
</tr>
</tbody>
</table>

In this example, Tuesday 31/05/2022 has been selected and a Start Time of 09:00 and an End Time of 14:00 has been entered.

Press the Update button.

The Manage Timesheets page will have been refreshed with a yellow message at the top stating that the timesheet has been updated. The total pay figure for that timesheet will also have been calculated.
Step 7

The worker still needs to submit the hours worked on Thursday 2\textsuperscript{nd} June 2022 from 09:00 to 14:00.

To do this, select the \textbf{Edit} button from the far right-hand end of the timesheet for the same booking.

The Edit Timesheet page will be displayed showing a blue message indicating that 5 hours have been entered with 5 hours remaining. Select the \textbf{Add More} button.
The **Add More** dialogue window will be displayed.

The worker inputs the hours worked for Thursday 2\textsuperscript{nd} June 2022 from 09:00 to 14:00, as shown below:

Finally, press the green **Create** button.
Step 8

The Dashboard interface will return to the Edit Timesheets page with the additional timesheet displayed in the list.

A yellow message will be displayed at the top stating that the timesheet has been added.

A blue message will be shown indicating that 10 hours have been entered for this booking with 0 hours remaining.

Please Note! When hours are being added, you can complete a timesheet for less hours than the booking, but not more. The number of added hours cannot exceed the number of hours stated at the time the original draw down booking was made.
Step 9
Select **Timesheets** from the left-hand menu to navigate back to the Manage Timesheets page.

The Manage Timesheets page will now be refreshed to include the updated amount in the Total Pay column. Hovering over the amount will display additional information.
Step 10

The Timesheet is now ready to be submitted.
To do this select the **To Submit** button from the left-hand menu.

On the following page, tick the Timesheet to be submitted and press the green **Submit** button.
And press OK again.

Step 11
To view all submitted timesheets, select the **Submitted** button from the left-hand menu.

Finish