

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF
CAMBRIDGE

Information Services



DASHBOARD
TECHNOLOGY

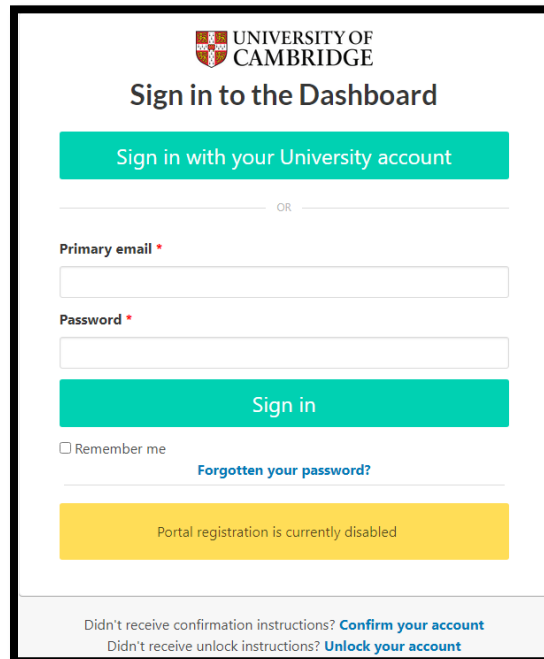
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

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/>



The sign-in form features the University of Cambridge crest and logo at the top. Below the title "Sign in to the Dashboard", there is a teal button labeled "Sign in with your University account". A horizontal line with "OR" in the center separates this from the email and password fields. The "Primary email" field is followed by a "Password" field. A teal "Sign in" button is positioned below the password field. A checkbox for "Remember me" and a link for "Forgotten your password?" are located below the sign-in button. A yellow box states "Portal registration is currently disabled". At the bottom, links for "Confirm your account" and "Unlock your account" are provided.

UNIVERSITY OF CAMBRIDGE

Sign in to the Dashboard

Sign in with your University account

OR

Primary email *

Password *

Sign in

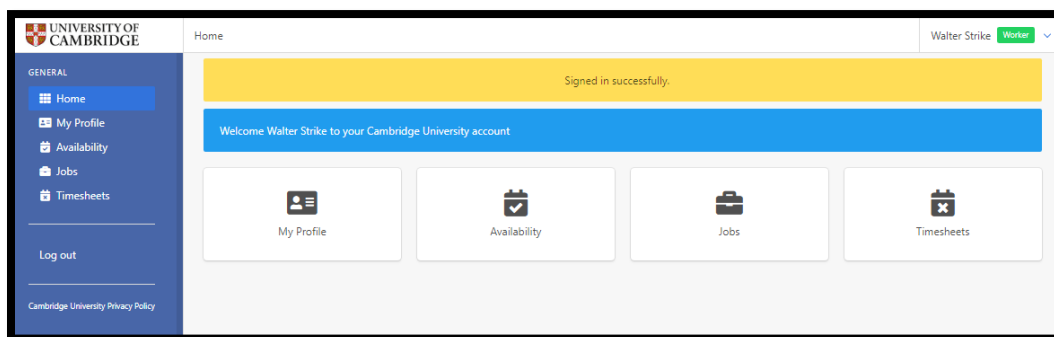
☐ Remember me

[Forgotten your password?](#)

Portal registration is currently disabled

Didn't receive confirmation instructions? [Confirm your account](#)

Didn't receive unlock instructions? [Unlock your account](#)



The dashboard home page includes the University of Cambridge logo and a "Home" breadcrumb. The top right shows the user "Walter Strike" with a "Worker" role and a dropdown arrow. A yellow banner indicates "Signed in successfully." Below this, a blue banner says "Welcome Walter Strike to your Cambridge University account". A sidebar on the left lists "GENERAL" links: Home, My Profile, Availability, Jobs, Timesheets, Log out, and Cambridge University Privacy Policy. The main content area features four tiles: "My Profile", "Availability", "Jobs", and "Timesheets", each with an icon.

UNIVERSITY OF CAMBRIDGE

Home

Walter Strike Worker

Signed in successfully.

Welcome Walter Strike to your Cambridge University account

My Profile

Availability

Jobs

Timesheets

GENERAL

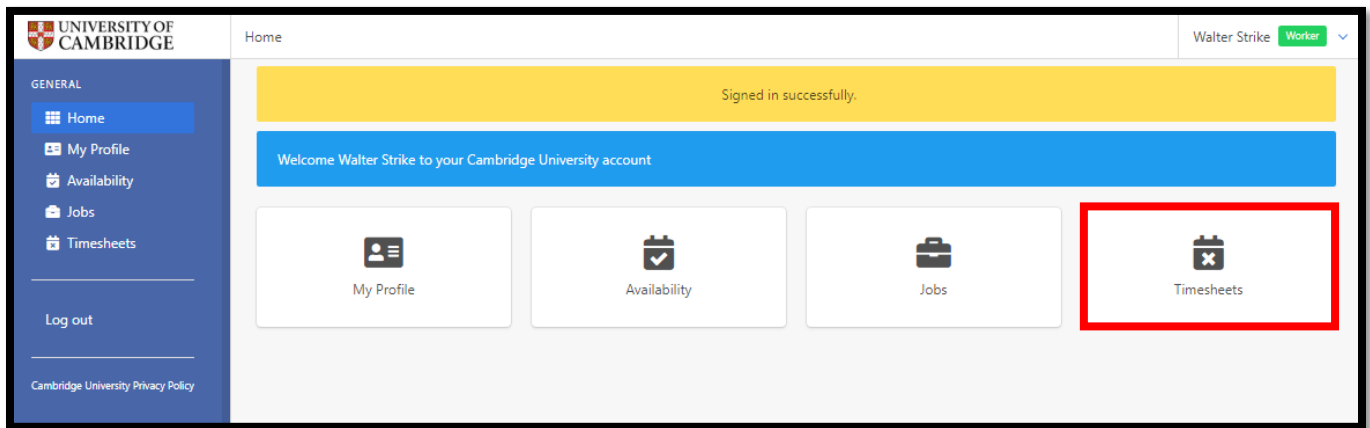
- Home
- My Profile
- Availability
- Jobs
- Timesheets

Log out

Cambridge University Privacy Policy

Step 2

Select the Timesheets button.



Step 3

The Timesheets page will display a list of outstanding Timesheets to submit.

UNIVERSITY OF CAMBRIDGE

GENERAL

Home

My Profile

Availability

Jobs

Timesheets

To Submit

Submitted

Disputed

Approved

Processed

Log out

Cambridge University Privacy Policy

Timesheets

Walter Strike Worker

Manage Timesheets

Booking Reference Match

Ref Match...

Department

Department Search...

Timesheet Date From:

From:

Booking Title

Title Search...

Location

Location Search...

Timesheet Date To:

To:

Booking Type

Booking Type Search...

Job Title

Job Search...

Timesheet Status

Status

Search

Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<div>edit</div> <div>expenses (0)</div> <div>notes (0)</div>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<div>edit</div> <div>expenses (0)</div> <div>notes (0)</div>
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	Submitted	<div>expenses (0)</div> <div>notes (0)</div>

Step 4

Locate the first Examiner Booking in number order from within the Ref column.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<div>edit</div> <div>expenses (0)</div> <div>notes (0)</div>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<div>edit</div> <div>expenses (0)</div> <div>notes (0)</div>
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	Submitted	<div>expenses (0)</div> <div>notes (0)</div>

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.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	edit expenses (0) notes (0)
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	edit expenses (0) notes (0)
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	Submitted	expenses (0) notes (0)

The **Edit Timesheet** page will be displayed.

Timesheets / Edit

Walter Strike Worker

Edit Timesheet

Booking Details:

Ref
209031

Booking Title
Examiner Booking

Booking Date
30/05/2022 - 05/06/2022

Expiry Date
20/05/2022 14:54

Contact

Booking Type
Direct Booking

Job
Examiner - External (SP49) (x 1)

Event

Dress Code

Instructions for Workers

Location
Department of Veterinary Medicine

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.

Total hours to be worked for this booking: 10

Total hours entered for this booking: 0

Hours remaining: 10

Add More

Date

Start Time

End Time

Unpaid Break

Actions

31/05/2022

00:00

00:00

No break

Update

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 31st May 2022 and Thursday 2nd June 2022, a total of 10 hours during the week as agreed.

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

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break ▼	Update

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.

TimesheetsWalter Strike Worker ▼

The timesheet has been updated.

Manage Timesheets

Booking Reference Match

Ref Match...

Department

Department Search...

Timesheet Date From:

From:

Booking Title

Title Search...

Location

Location Search...

Timesheet Date To:

To:

Booking Type

Booking Type Search...

Job Title

Job Search...

SearchClear Search

Select All On Page <input type="checkbox"/>	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	edit expenses (0) notes (0)
<input type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	05:00	£146.87	edit expenses (0) notes (0)

submitdelete

Displaying all 2 timesheets

Step 7

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

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

Select All On Page <input type="checkbox"/>	Ref ↕	Booking Title ↕	Booking Type ↕	Department ↕	Location ↕	Job Title ↕	Date ↕	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	edit expenses (0) notes (0)
<input type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	05:00	£146.87	edit expenses (0) notes (0)

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

Timesheets / Edit

Walter Strike Worker ▼

Edit Timesheet

Booking Details:

Ref
209031

Booking Title
Examiner Booking

Booking Date
30/05/2022 - 05/06/2022

Expiry Date
20/05/2022 14:54

Contact

Booking Type
Direct Booking

Job
Examiner - External (SP49) (x 1)

Event

Dress Code

Instructions for Workers

Location
Department of Veterinary Medicine

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.

Total hours to be worked for this booking: 10

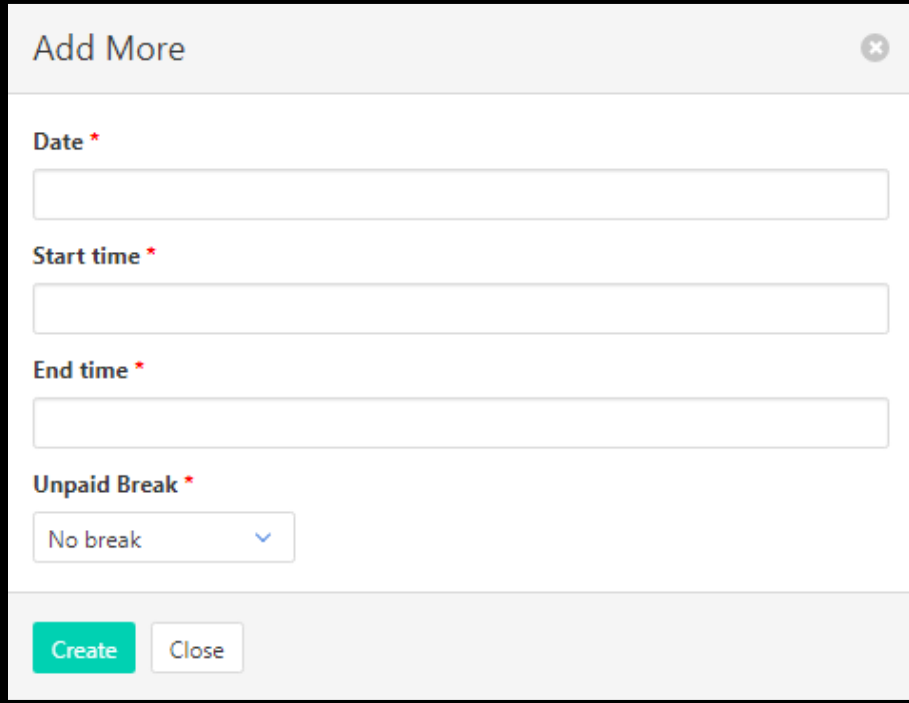
Total hours entered for this booking: 5

Hours remaining: 5

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break ▼	Update

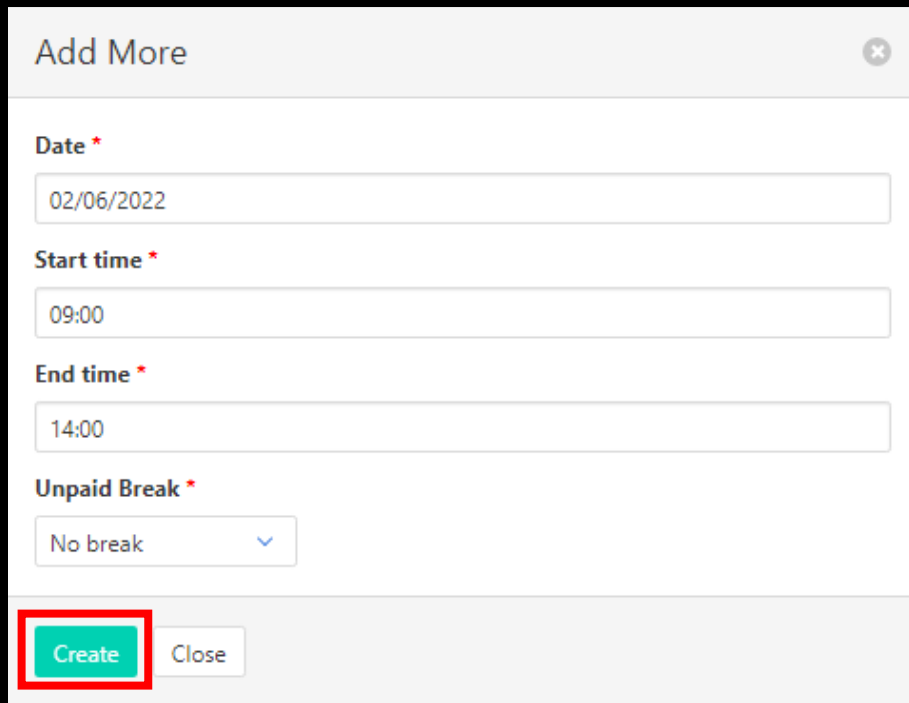
The **Add More** dialogue window will be displayed.



The 'Add More' dialog box is shown with the following fields:

- Date ***: An empty text input field.
- Start time ***: An empty text input field.
- End time ***: An empty text input field.
- Unpaid Break ***: A dropdown menu with 'No break' selected.
- Create**: A green button.
- Close**: A white button.

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



The 'Add More' dialog box is shown with the following fields filled:

- Date ***: 02/06/2022
- Start time ***: 09:00
- End time ***: 14:00
- Unpaid Break ***: No break
- Create**: A green button, highlighted with a red rectangle.
- Close**: A white button.

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.

Timesheets / Edit

Walter Strike Worker

The timesheet has been added.

Edit Timesheet

Booking Details:

Ref 209031	Booking Title Examiner Booking	Booking Date 30/05/2022 - 05/06/2022	Expiry Date 20/05/2022 14:54
Contact	Booking Type Direct Booking	Job Examiner - External (SP49) (x 1)	Event
Dress Code	Instructions for Workers	Location Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.

Total hours to be worked for this booking: 10
Total hours entered for this booking: 10
Hours remaining: 0

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break	Update
02/06/2022	09:00	14:00	No break	Update Delete

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.

UNIVERSITY OF CAMBRIDGE Timesheets / Edit Walter Strike Worker

The timesheet has been updated

Edit Timesheet

Booking Details:

Ref 209031	Booking Title Examiner Booking	Booking Date 30/05/2022 - 05/06/2022	Expiry Date 20/05/2022 14:54
Contact	Booking Type Direct Booking	Job Examiner - External (SP49) (x 1)	Event
Dress Code	Instructions for Workers	Location Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.
 Total hours to be worked for this booking: 10
 Total hours entered for this booking: 10
 Hours remaining: 0

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break	Update
02/06/2022	09:00	14:00	No break	Update Delete

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.

Manage Timesheets Walter Strike Worker

Booking Reference Match Ref Match... **Department** Department Search... **Timesheet Date From:** From: **Timesheet Date To:** To: **Timesheet Status** Status

Booking Title Title Search... **Location** Location Search... **Job Title** Job Search...

Search Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	edit expenses (0) notes (0)
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£271.24	To submit	edit expenses (0) notes (0)
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	Submitted	edit expenses (0) notes (0)

Tooltip: £271.24 To submit
 Hours Worked 10:00
 Holiday £27.74
 Pay £221.00 @ £22.10 p/h
 Pay Rate £22.10 p/hour
 Expenses £0.00
 Break 0 min.

Step 10

The Timesheet is now ready to be submitted.

To do this select the **To Submit** button from the left-hand menu.

University of Cambridge Timesheets interface. The left-hand menu shows the 'To Submit' button highlighted with a red box. The main area displays the 'Manage Timesheets' section with search filters and a table of timesheets.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	edit , expenses (0) , notes (0)
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£271.24	To submit	edit , expenses (1) , notes (0)
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	Submitted	expenses (0) , notes (0)

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

University of Cambridge Timesheets interface. The left-hand menu shows the 'Submit' button highlighted with a red box. The main area displays the 'Manage Timesheets' section with search filters and a table of timesheets.

Select All On Page	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	edit , expenses (0) , notes (0)
<input checked="" type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£271.24	edit , expenses (1) , notes (0)

submit delete

Displaying all 2 timesheets

And press OK again.

Please Confirm

Are you sure you want to submit the selected timesheets?

Ok

Cancel

Step 11

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

UNIVERSITY OF CAMBRIDGE

GENERAL

Home

My Profile

Availability

Jobs

Timesheets

Submitted

Disputed

Approved

Processed

Log out

Cambridge University Privacy Policy

Timesheets

Walter Strike Worker

Manage Timesheets

Booking Reference Match

Ref Match...

Department

Department Search...

Timesheet Date From:

From:

Booking Title

Title Search...

Location

Location Search...

Timesheet Date To:

To:

Booking Type

Booking Type Search...

Job Title

Job Search...

Search

Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£316.24	<div>expenses (1)</div> <div>notes (0)</div>
209029	Lecturer Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Standard	24/05/2022 09:00 - 13:00	04:00	£360.39	<div>expenses (0)</div> <div>notes (0)</div>

Displaying all 2 timesheets

Finish