

# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF  
CAMBRIDGE

Information Services



**DASHBOARD**  
TECHNOLOGY

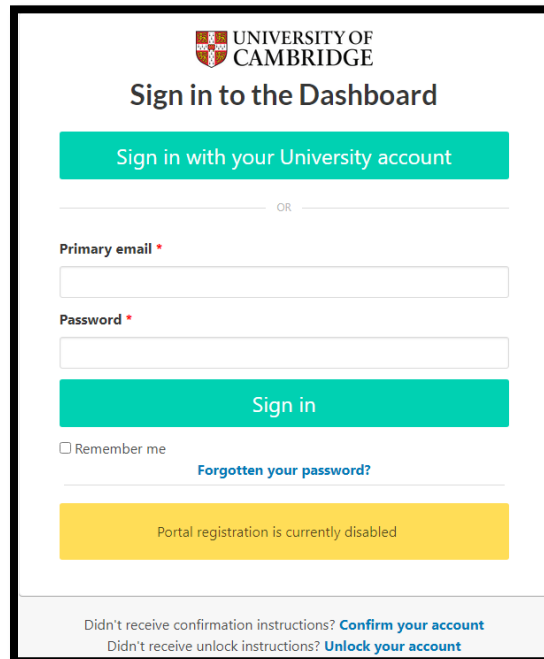
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### HOW TO SUBMIT A DRAW DOWN TIMESHEET

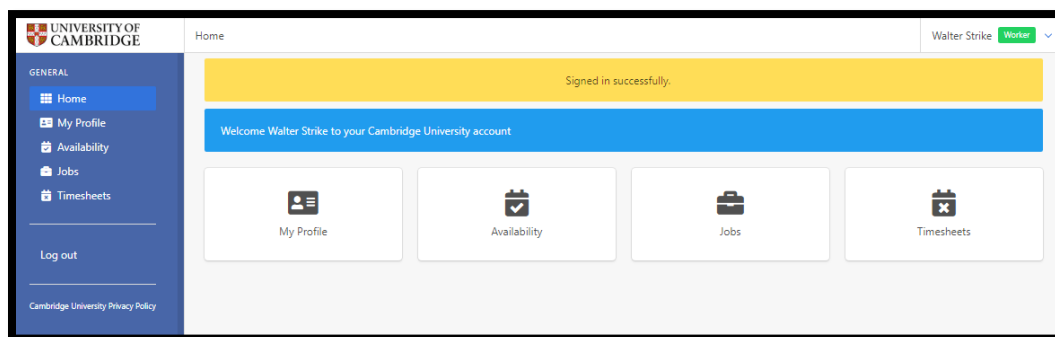
## Step 1

Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.

<https://cambridge.dashboardtechnology.co.uk/>



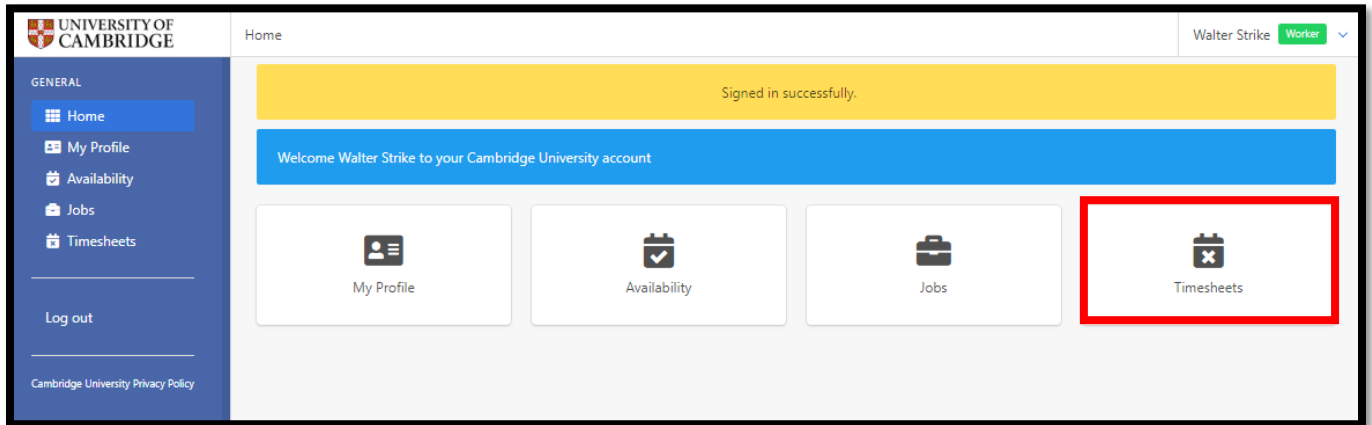
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and logo. Below it is the heading "Sign in to the Dashboard". There is a large teal button that says "Sign in with your University account". Below this is a horizontal line with "OR" in the center. Underneath are two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. Below the password field is a teal "Sign in" button. Under the button is a checkbox for "Remember me" and a link for "Forgotten your password?". At the bottom of the form is a yellow box stating "Portal registration is currently disabled". At the very bottom, there are two links: "Didn't receive confirmation instructions? Confirm your account" and "Didn't receive unlock instructions? Unlock your account".



The image shows the dashboard home page after a successful login. At the top left is the University of Cambridge logo. To its right is the word "Home". At the top right is the user's name "Walter Strike" next to a green "Worker" status button with a dropdown arrow. Below the header is a yellow banner that says "Signed in successfully.". Underneath is a blue banner that says "Welcome Walter Strike to your Cambridge University account". Below these banners are four white boxes with icons and labels: "My Profile" (person icon), "Availability" (calendar with checkmark icon), "Jobs" (briefcase icon), and "Timesheets" (calendar with X icon). On the left side of the dashboard is a dark blue sidebar with the word "GENERAL" at the top. Below it are links: "Home", "My Profile", "Availability", "Jobs", and "Timesheets". At the bottom of the sidebar are "Log out" and "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**

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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
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	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

## 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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
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	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

## 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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
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	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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	<div>Update</div>

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<sup>st</sup> May 2022 and Thursday 2<sup>nd</sup> 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 <span>▼</span>	<span>Update</span>

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.

Timesheets

Walter 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...

Search Clear Search

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

submit delete

Displaying all 2 timesheets

## Step 7

The worker still needs to submit the hours worked on Thursday 2<sup>nd</sup> 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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
<input type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	05:00	£146.87	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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

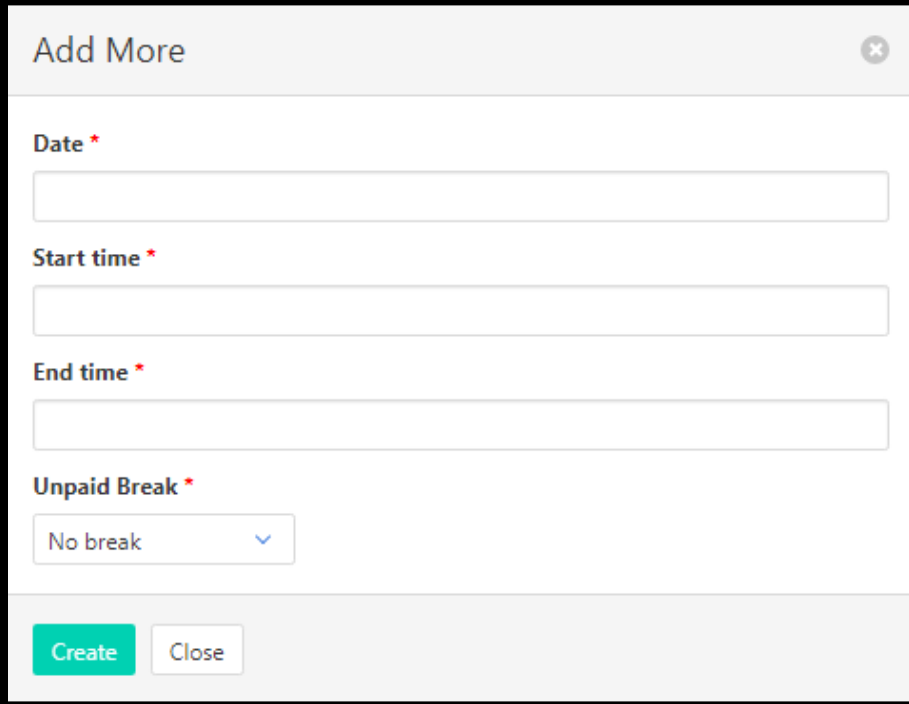
Total hours entered for this booking: 5

Hours remaining: 5

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break <span>▼</span>	<a href="#">Update</a>

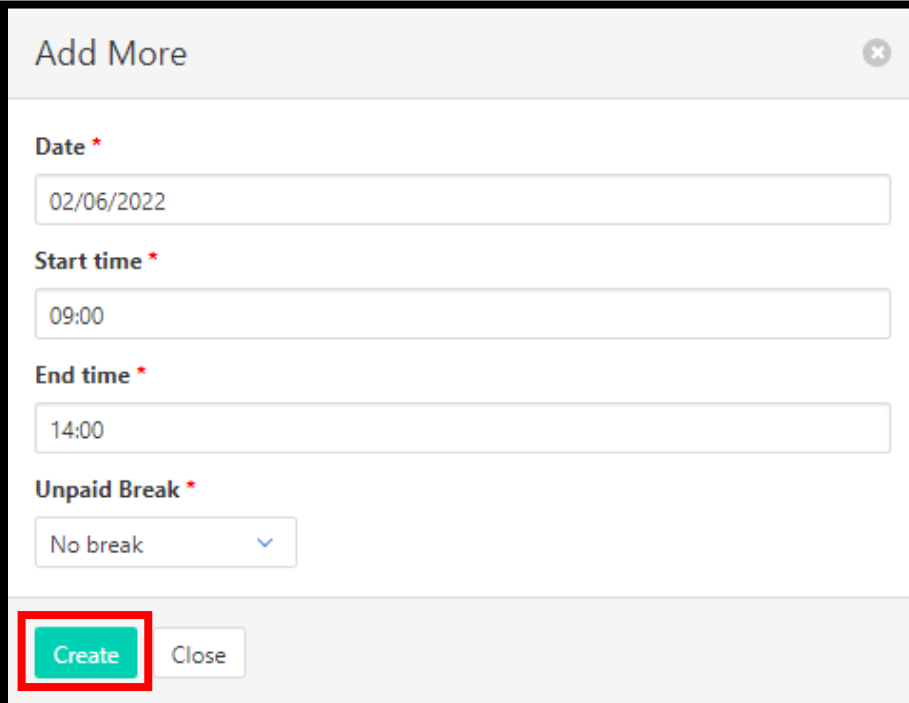
The **Add More** dialogue window will be displayed.



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 2<sup>nd</sup> June 2022 from 09:00 to 14:00, as shown below:



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

- 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:**

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

## 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**

GENERAL

- Home
- My Profile
- Availability
- Jobs
- Timesheets**
- To Submit
- Submitted
- Disputed
- Approved
- Processed

Log out

Cambridge University Privacy Policy

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.

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	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)

£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.

The screenshot shows the 'Manage Timesheets' interface. On the left, the 'To Submit' button in the navigation menu is highlighted with a red rectangle and a mouse cursor. The main content area features search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date, and Timesheet Status. Below the filters is a table of timesheet entries.

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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£271.24	To submit	<a href="#">edit</a> <a href="#">expenses (1)</a> <a href="#">notes (0)</a>
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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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

Timesheets
Walter Strike
Worker

## Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

**Job Title**

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	<input type="button" value="edit"/> <input type="button" value="expenses (0)"/> <input type="button" value="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	<input type="button" value="edit"/> <input type="button" value="expenses (1)"/> <input type="button" value="notes (0)"/>

Displaying all 2 timesheets

And press OK again.

Please Confirm

Are you sure you want to submit the selected timesheets?

# 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

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...

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