

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF
CAMBRIDGE
Information Services



DASHBOARD
TECHNOLOGY

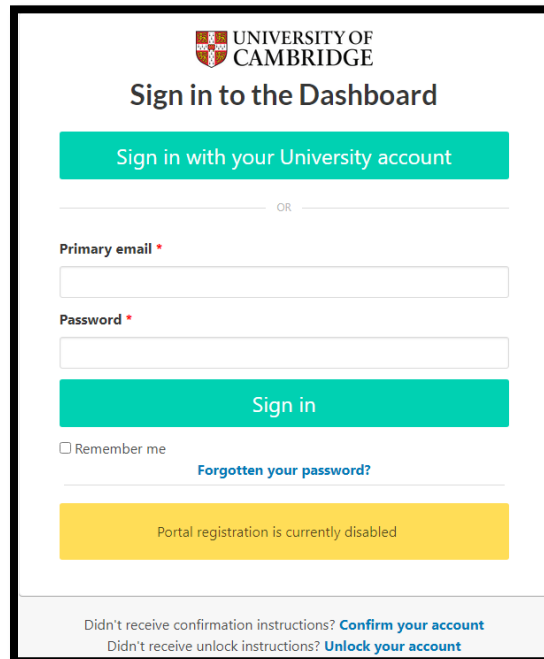
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

HOW TO SUBMIT A DRAW DOWN TIMESHEET WITH AN ADDED EXPENSE CLAIM

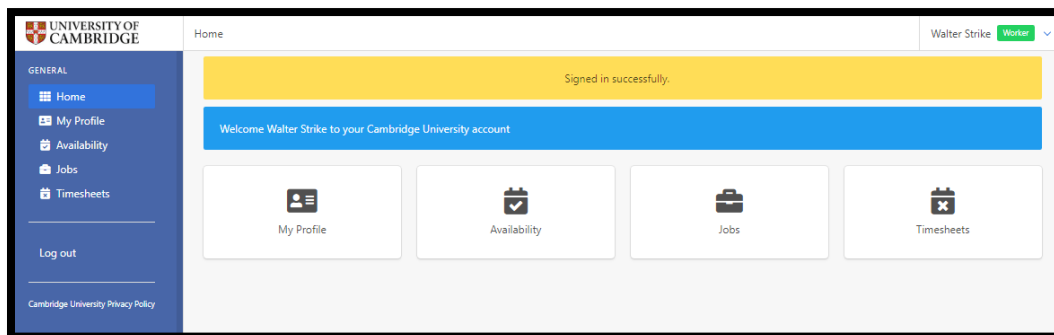
Step 1

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

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



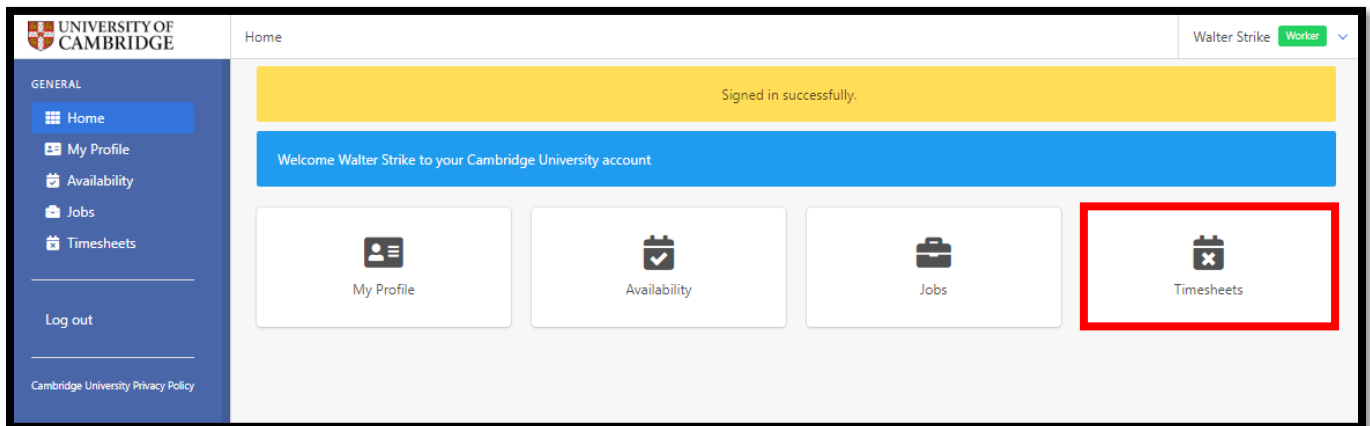
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and logo. Below it is the title "Sign in to the Dashboard". There is a large teal button labeled "Sign in with your University account". Below this is a horizontal line with "OR" in the center. 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. Underneath the button is a checkbox labeled "Remember me" and a link "Forgotten your password?". At the bottom of the form is a yellow box with the text "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 sign-in. At the top left is the University of Cambridge crest and logo. To its right is the word "Home". At the top right is the user's name "Walter Strike" next to a green "Worker" badge and a dropdown arrow. Below the header is a yellow banner that says "Signed in successfully.". Below that is a blue banner that says "Welcome Walter Strike to your Cambridge University account". Below the 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

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

Date

31/05/2022

Start Time

00:00

End Time

00:00

Unpaid Break

No break

Actions

Update

Add More

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 and Thursday, a total of 10 hours during the week as agreed. He also wants to claim 50 miles travel expenses on each day. A total of 100 miles will be submitted for the week.

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 with a Start Time of 09:00 and an End Time of 14:00.

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 ↕	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)

submit delete

Displaying all 2 timesheets

Step 7

The worker still needs to submit the hours worked on Thursday 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. 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

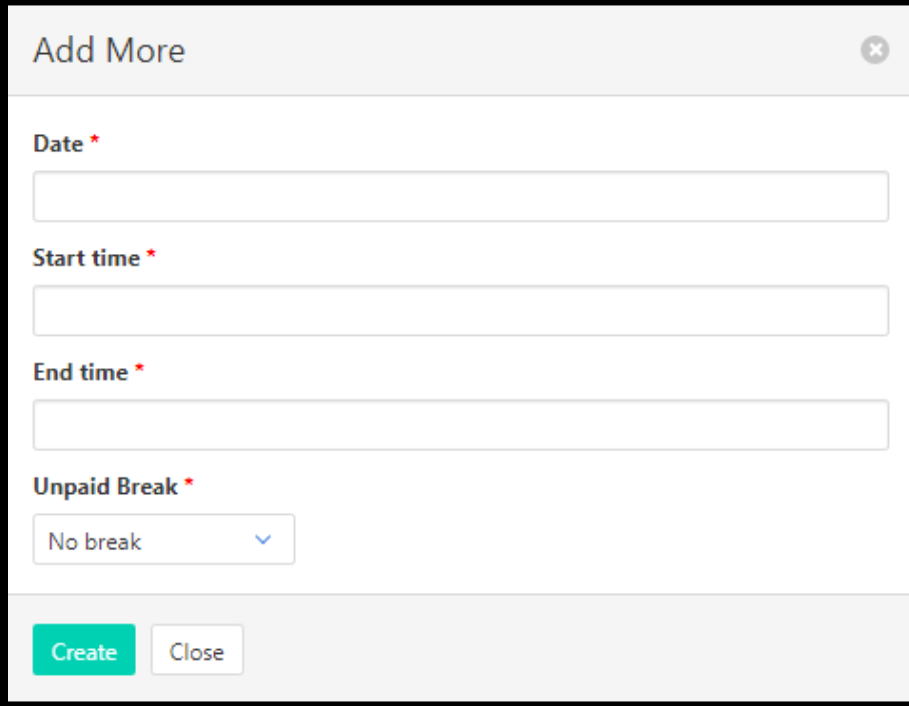
Total hours entered for this booking: 5

Hours remaining: 5

Add More

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

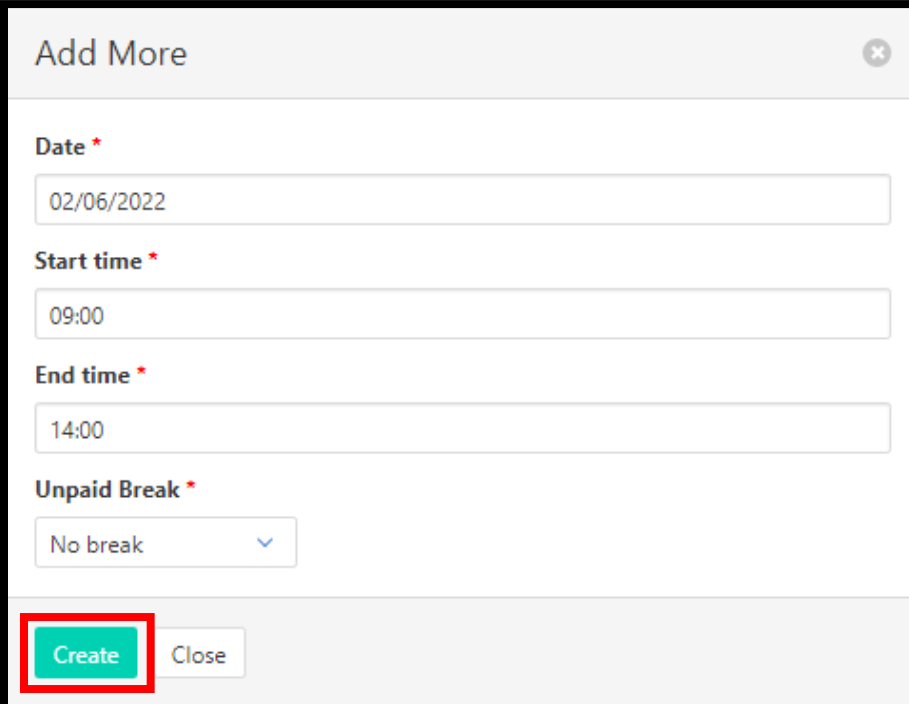
The **Add More** dialogue window will be displayed.



The 'Add More' dialogue window 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 and a blue downward arrow.
- Buttons**: A green 'Create' button and a grey 'Close' button.

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



The 'Add More' dialogue window is shown with the following fields filled:

- Date ***: 02/06/2022
- Start time ***: 09:00
- End time ***: 14:00
- Unpaid Break ***: No break (with a blue downward arrow)
- Buttons**: A green 'Create' button (highlighted with a red rectangle) and a grey 'Close' 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.

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

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 worker now needs to add the Mileage Expenses.

To do this select the **Expenses** button at the far right-hand end of the Timesheet.

Timesheets Walter Strike Worker ▼

Manage Timesheets

Booking Reference Match

Department

Timesheet Date From:

Booking Title

Location

Timesheet Date To:

Booking Type

Job Title

Timesheet 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)	<input type="text" value="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)	<input type="text" value="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	expenses (0) notes (0)

The following screen will be displayed. Select the **Click here** link.

Timesheets / Expenses Walter Strike Worker ▼

Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)

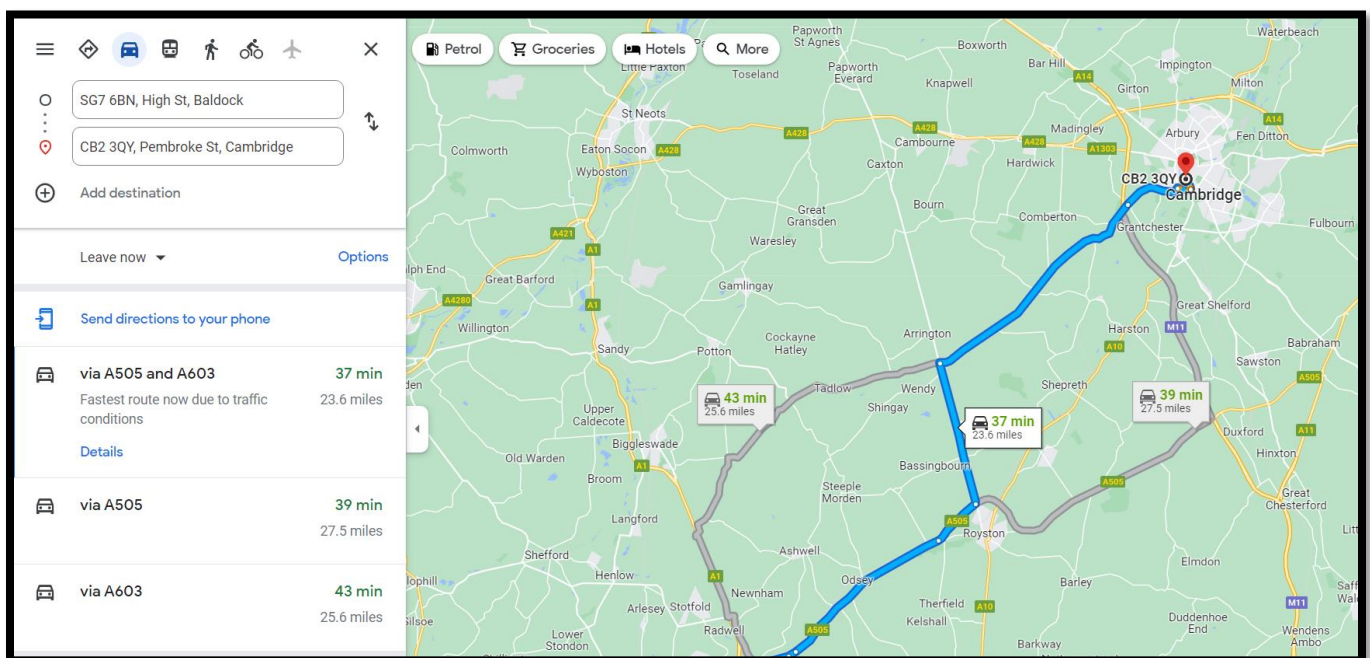
You currently have no Expenses. [Click here](#) to create an Expense.

The Create new Expense page will be displayed, as shown below:

The screenshot shows a web application interface for creating a new expense. At the top, there is a breadcrumb trail 'Timesheets / Expenses / New Expenses' and a user profile 'Walter Strike' with a 'Worker' role. The main heading is 'Create new Expense'. The form contains several fields: 'Title' with a text input, 'Expense category' with a dropdown menu showing 'Please Select', 'Amount' with a text input, and 'Receipt date' with a text input. Below these is a section for uploading a receipt, with a 'Choose file' button and the text 'No file chosen'. A note states 'Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf'. At the bottom of the form is a green 'Create' button.

In this case the Worker is claiming Mileage of 100 miles for the week. A worker is allowed to claim 45 pence per mile. The amount needs to be calculated before it can be entered on the form. The Dashboard system does not do this automatically, so the worker needs to calculate this. $100 \text{ miles} \times 45\text{p per mile} = \text{£}45$.

This page also requests that a copy of the receipt is uploaded. This should be a screenshot of Google maps showing the route taken. An example is shown below:



Complete the 'Create new Expense' form adding a Title, the appropriate Expense category selected from the drop-down menu, the Amount being claimed in £, the Receipt date (this can be the first date travelled that week) and the Google Maps screenshot uploaded, as shown below:

Timesheets / Expenses / New Expenses

Walter Strike Worker

Create new Expense

Title *

Mileage Expenses for the week

Expense category *

Mileage

Amount *

45

Receipt date *

31/05/2022

Please upload a copy of receipt *

[Choose file](#) Mileage Exp...es Claim.PNG

Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Create

Lastly press the green **Create** button.

The page will refresh with a yellow message at the top stating that 'Expenses has been successfully created'.

Timesheets / Expenses

Walter Strike Worker

Expenses has been successfully created.

Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)

[Create a new Expense](#)

Title	Expense Category	Amount	Receipt Date	Last Modified	Actions
Mileage Expenses for the week	Mileage	£45.00	31/05/2022	09/06/2022 11:10:14	Edit Delete

Step 11

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 including Expenses in the Total Pay column. Hovering over the amount will display additional information.

The screenshot displays the 'Manage Timesheets' interface for the University of Cambridge. On the left is a navigation menu with options like Home, My Profile, Availability, Jobs, and Timesheets (which is selected). The main area contains 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 with columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action.

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			edit, expenses (0), notes (0)

The tooltip for entry 209031 shows the following details:

- Hours Worked 10:00
- Holiday £27.74
- Pay £221.00 @ £22.10 p/h
- Pay Rate £22.10 p/hour
- Expenses £45.00
- Break 0 min.

Step 12

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, a sidebar menu contains options: Home, My Profile, Availability, Jobs, Timesheets, **To Submit** (highlighted with a red box), Submitted, Disputed, Approved, and Processed. The main content area has search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. Below the filters is 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	edit, expenses (0), notes (0)

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

The screenshot shows the 'Manage Timesheets' interface. On the left, a sidebar menu contains options: Home, My Profile, Availability, Jobs, Timesheets, **To Submit** (highlighted with a red box), Submitted, Disputed, Approved, and Processed. The main content area has search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. Below the filters is 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)

At the bottom left, there is a red box around the 'submit' button and a 'delete' button. The text 'Displaying all 2 timesheets' is visible at the bottom.

And press OK again.

Please Confirm

Are you sure you want to submit the selected timesheets?

Ok

Cancel

Step 13

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