CCWS HOW TO GUIDE SUBMITTING TIMESHEETS

UNIVERSITY OF CAMBRIDGE
Information Services

DASHBOARD TECHNOLOGY

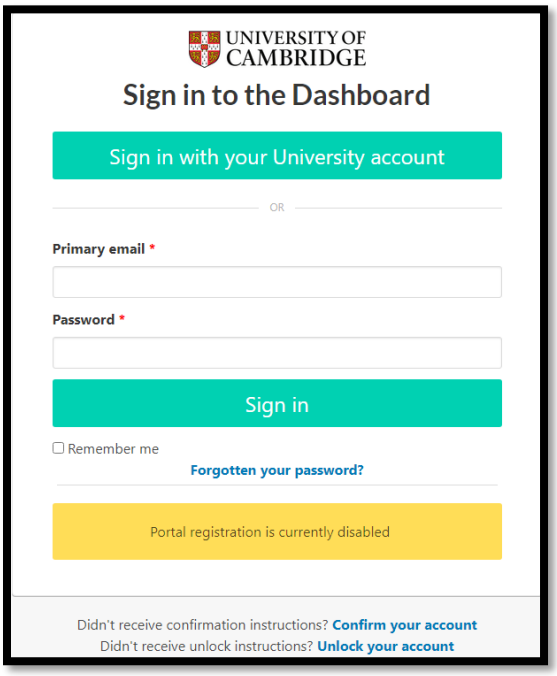
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

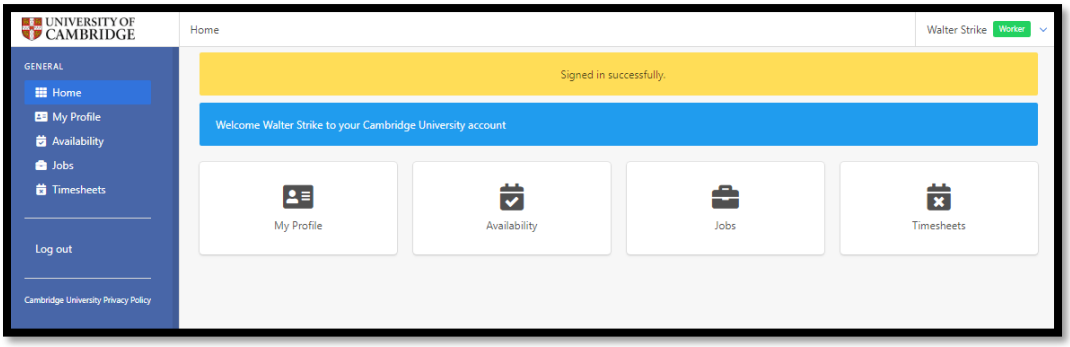
HOW TO SUBMIT A DRAW DOWN TIMESHEET WITH AN ADDED EXPENSE CLAIM

Step 1

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

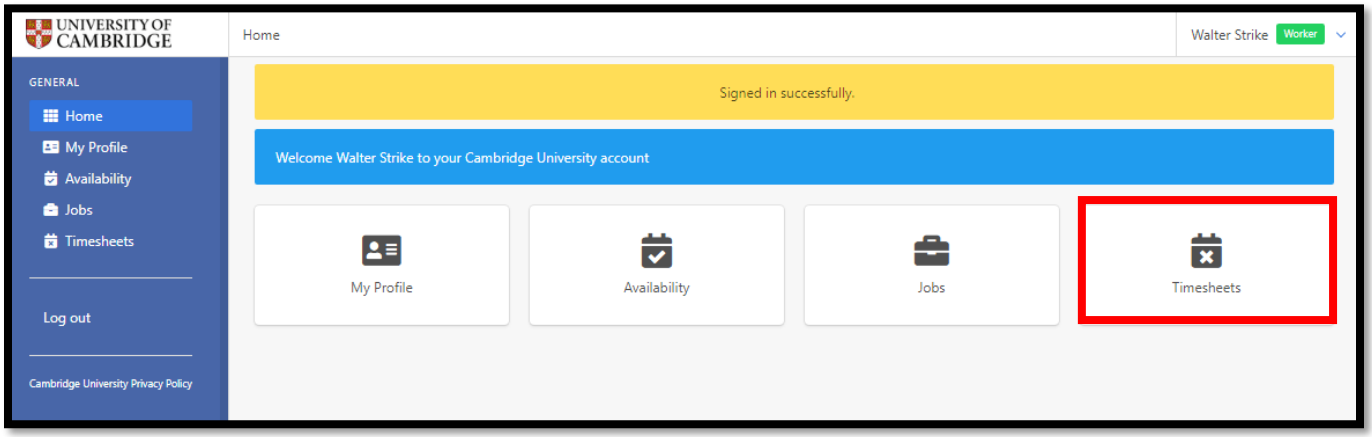
https://cambridge.dashboardtechnology.co.uk/





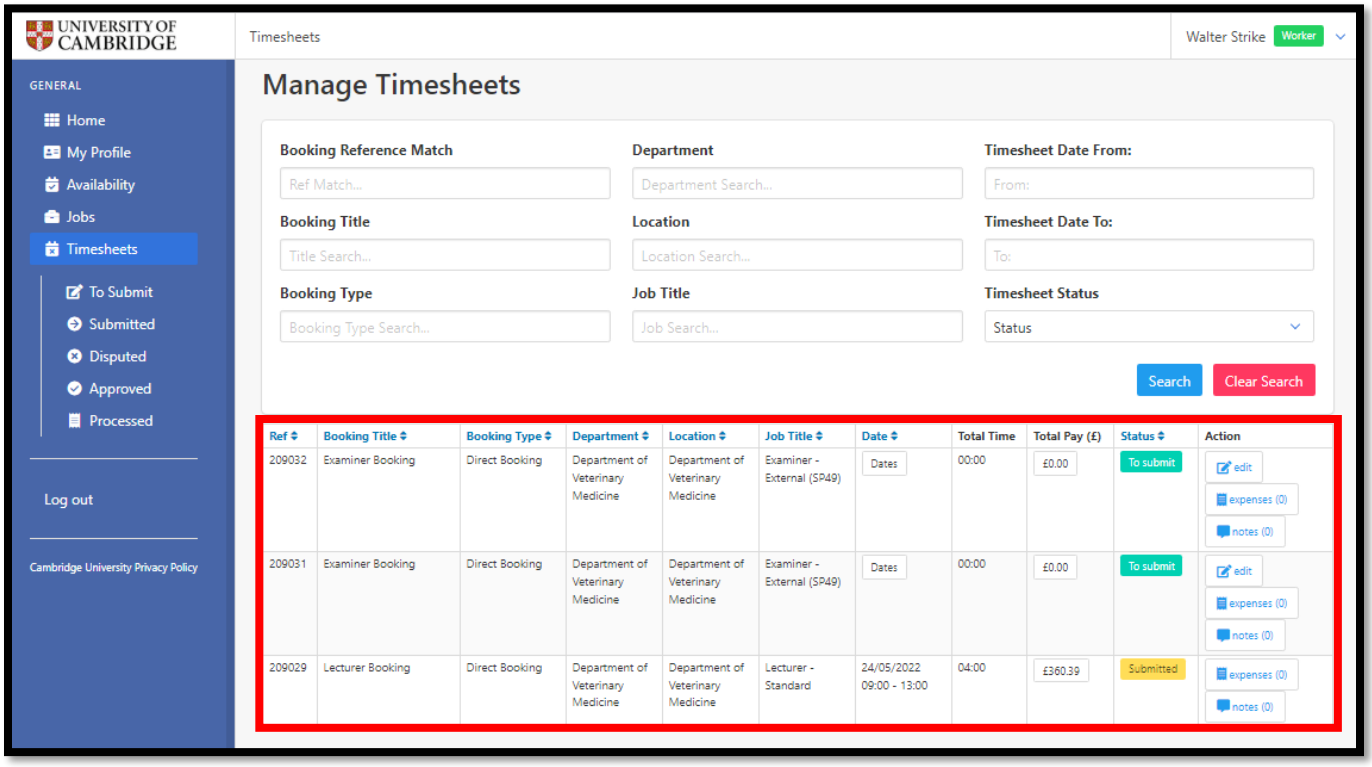
Step 2

Select the Timesheets button.



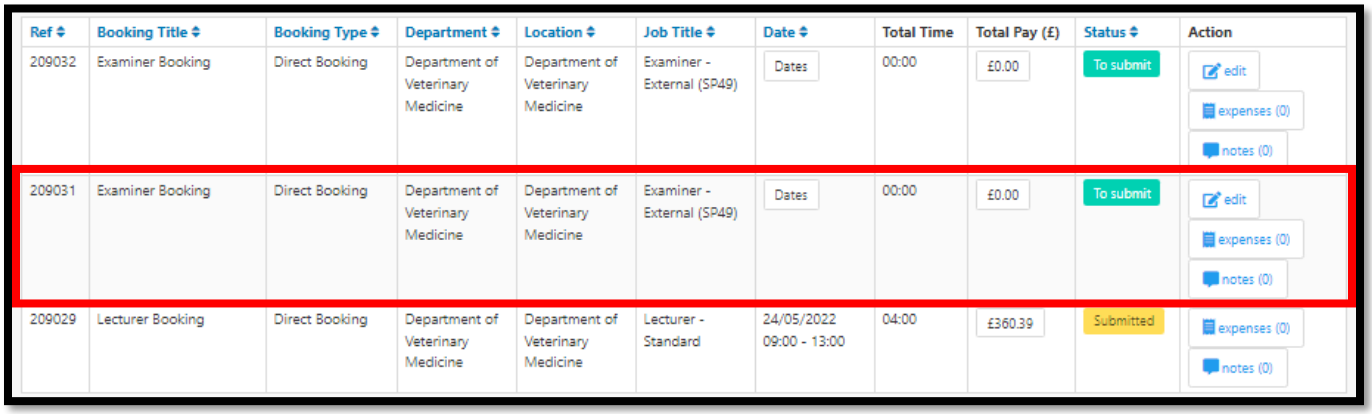
Step 3

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



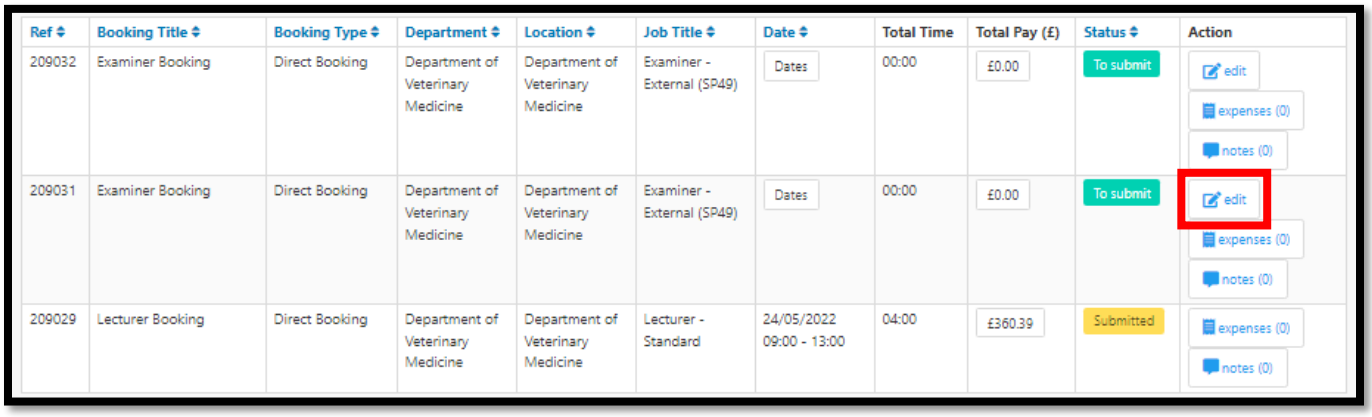
Step 4

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

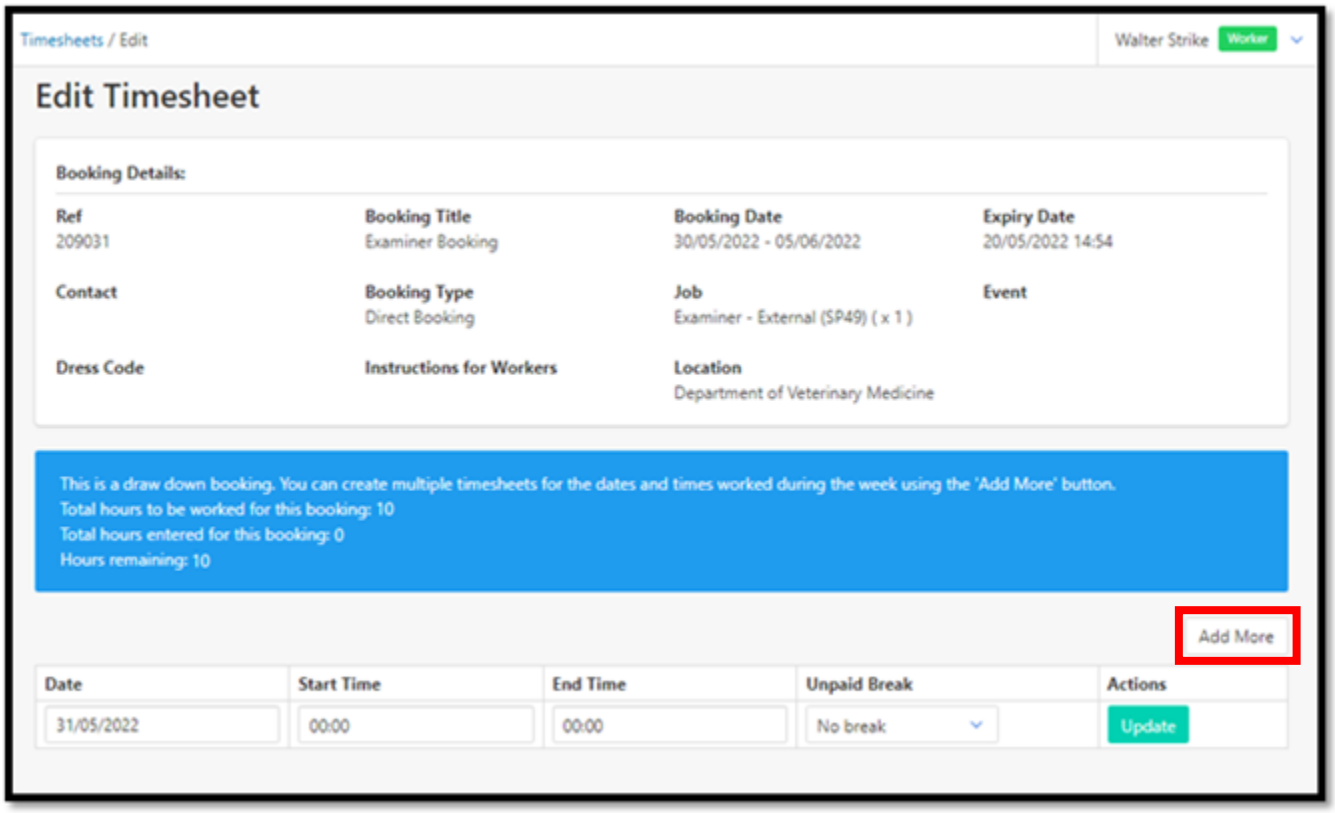


Step 5

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

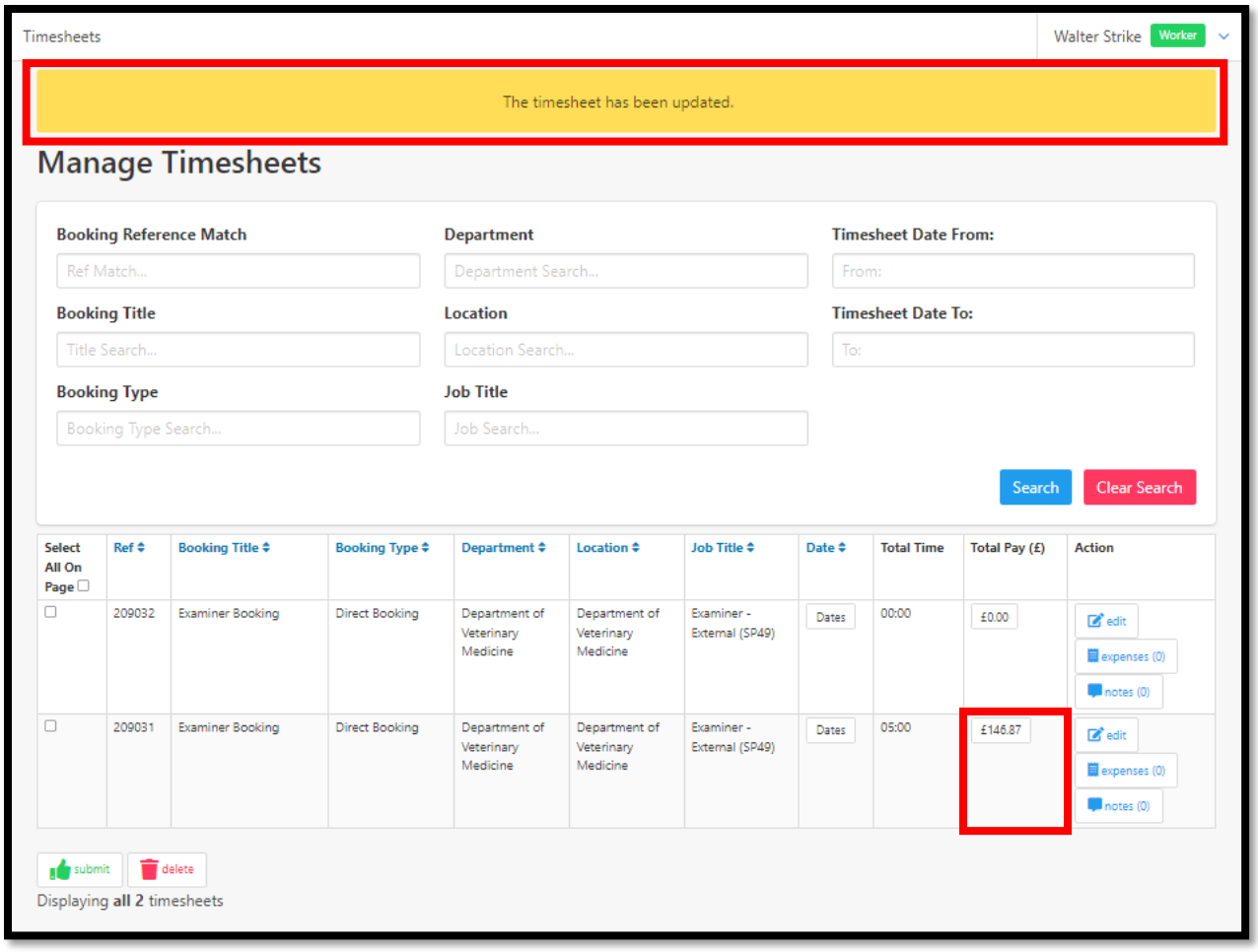
In this case the Examiner worked from 09:00 to 14:00 on Tuesday and Thursday, a total of 10 hours during the week as agreed. He also wants to claim 50 miles travel expenses on each day. A total of 100 miles will be submitted for the week.

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

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.

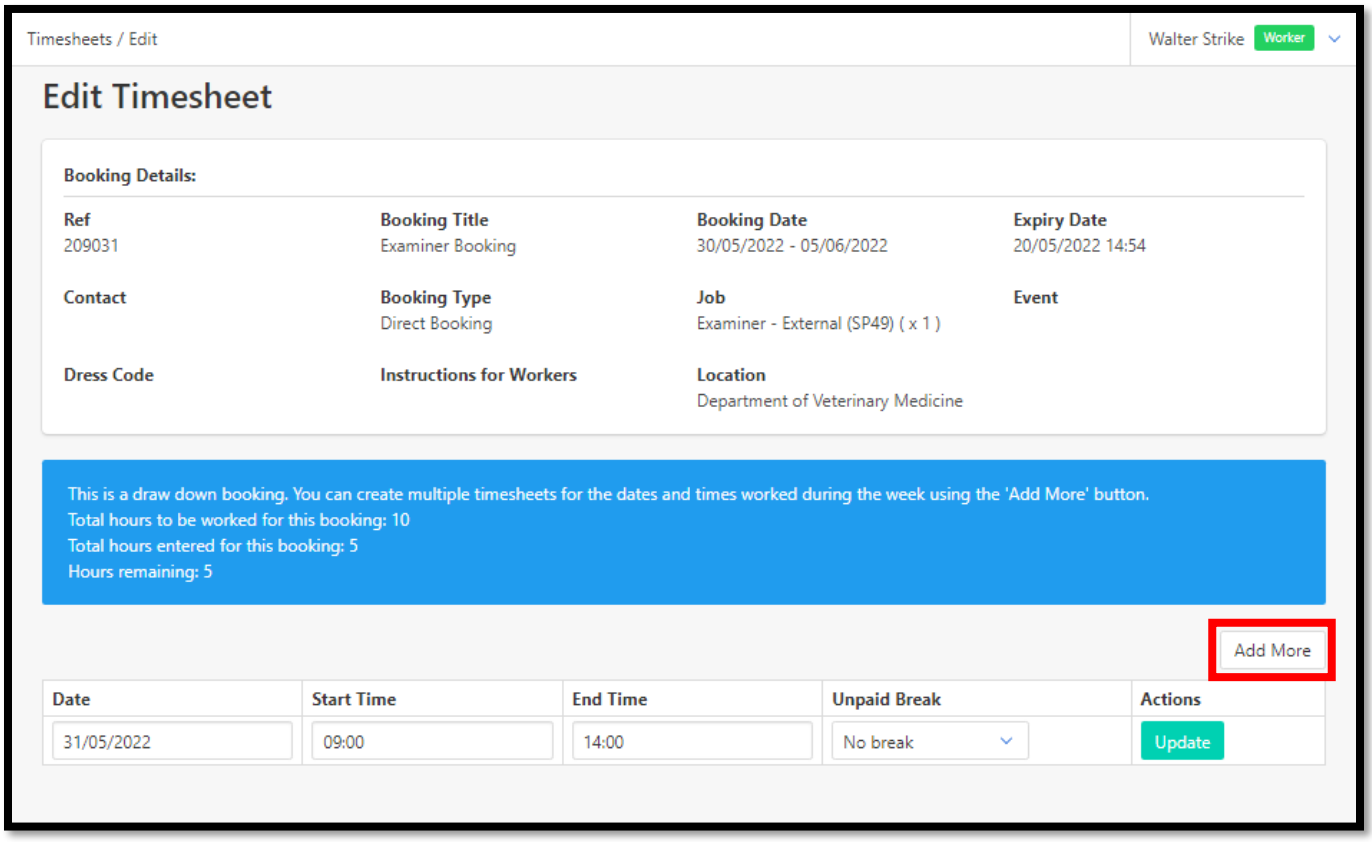


Step 7

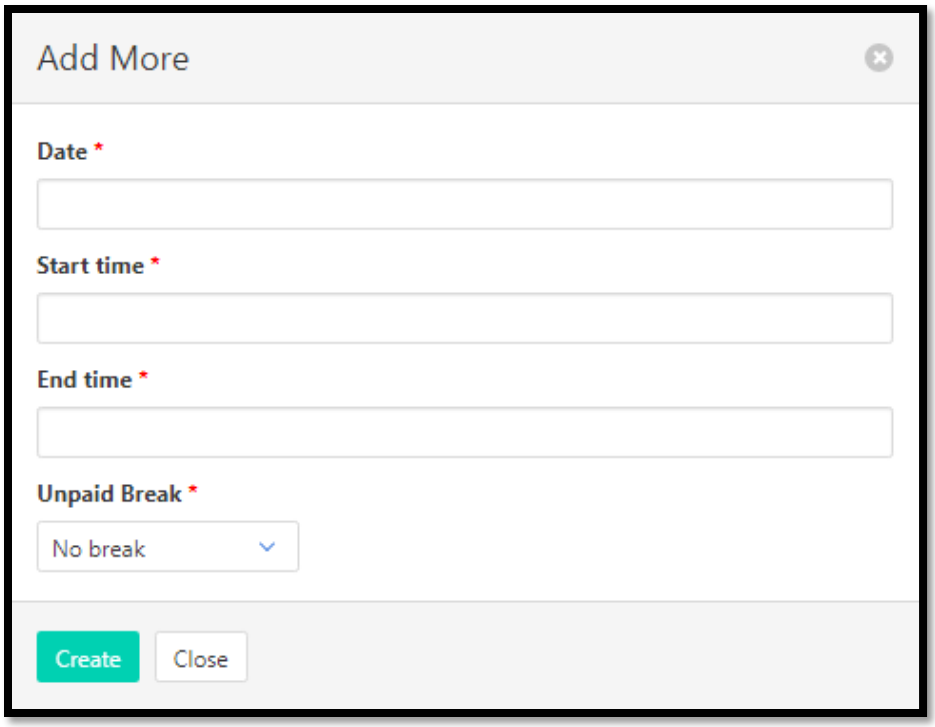
The worker still needs to submit the hours worked on Thursday from 09:00 to 14:00.

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

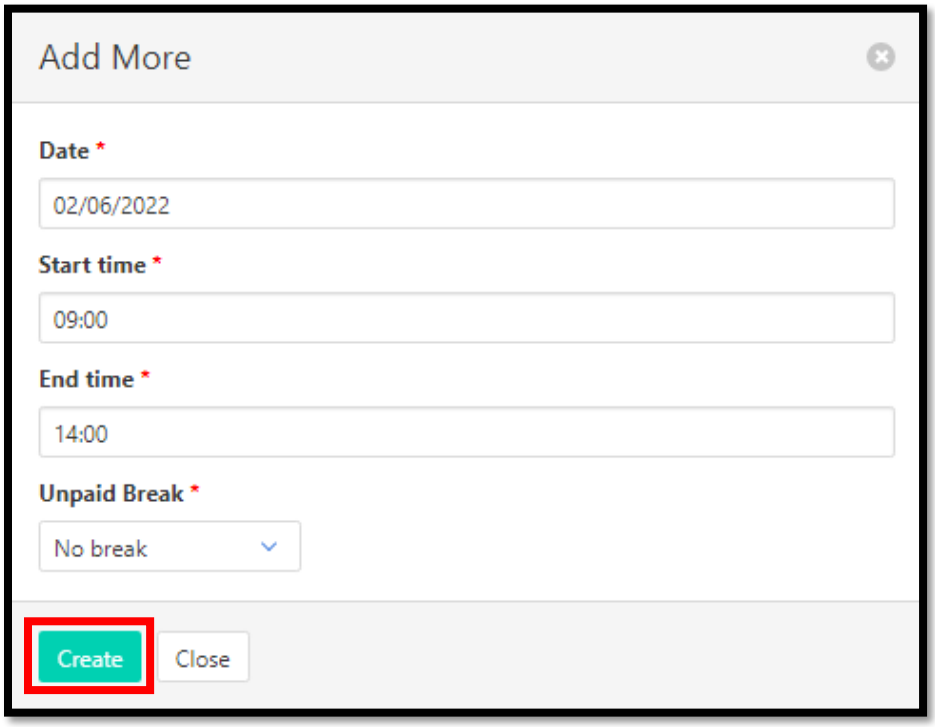
The Edit Timesheet page will be displayed. Select the **Add More** button.



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



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

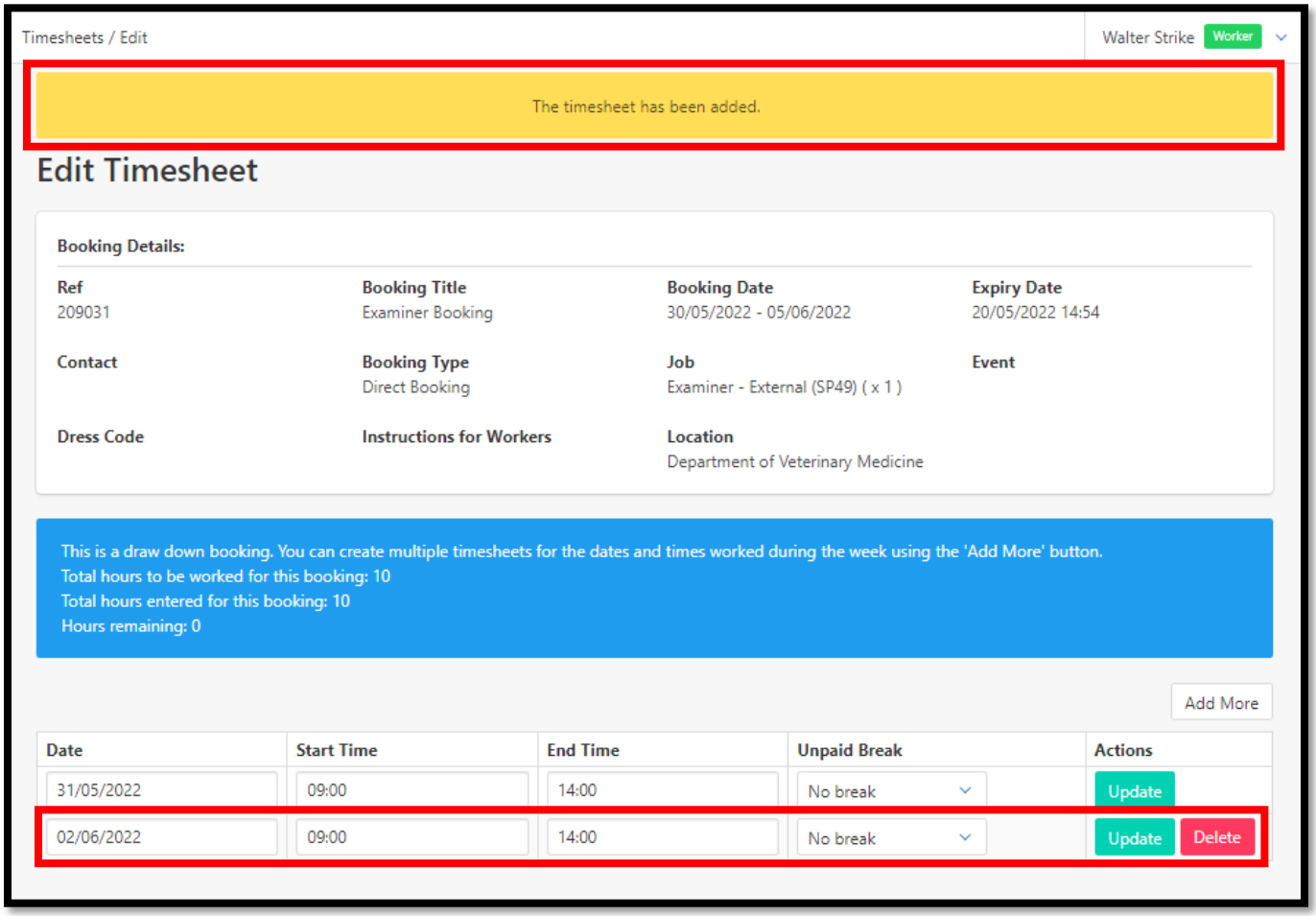


Finally, press the green **Create** button.

Step 8

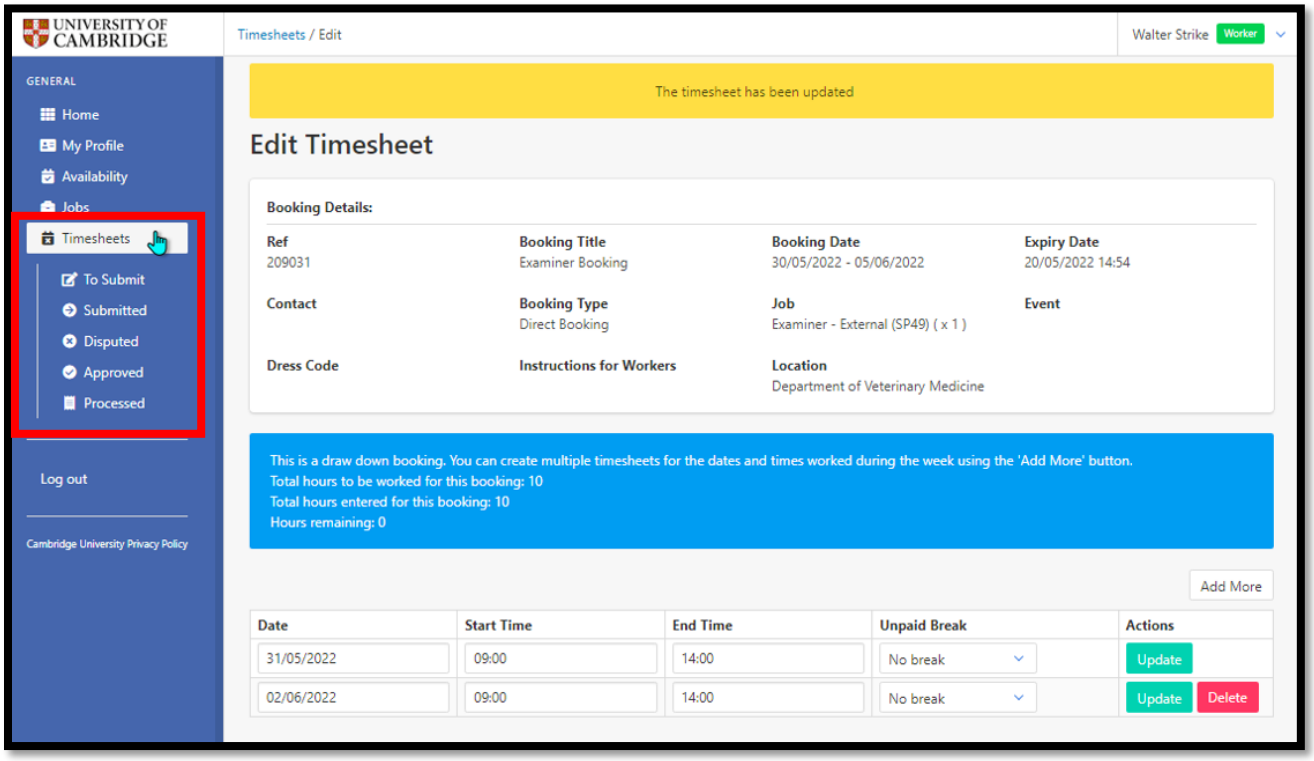
The Dashboard interface will return to the Edit Timesheets page with the additional timesheet displayed in the list.

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

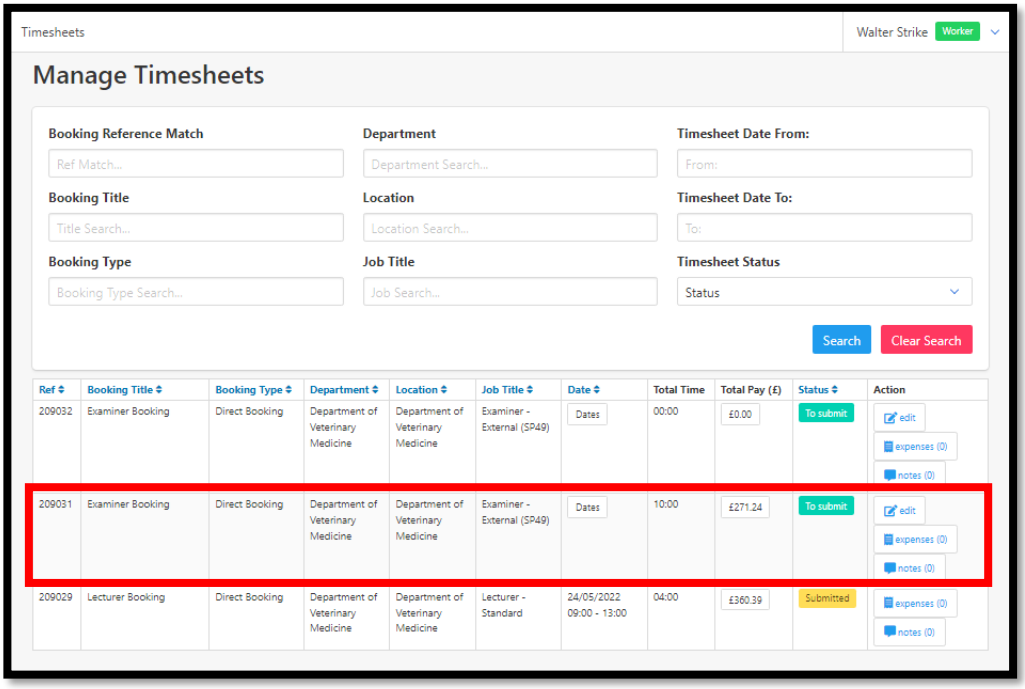


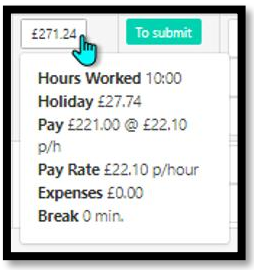
Step 9

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.

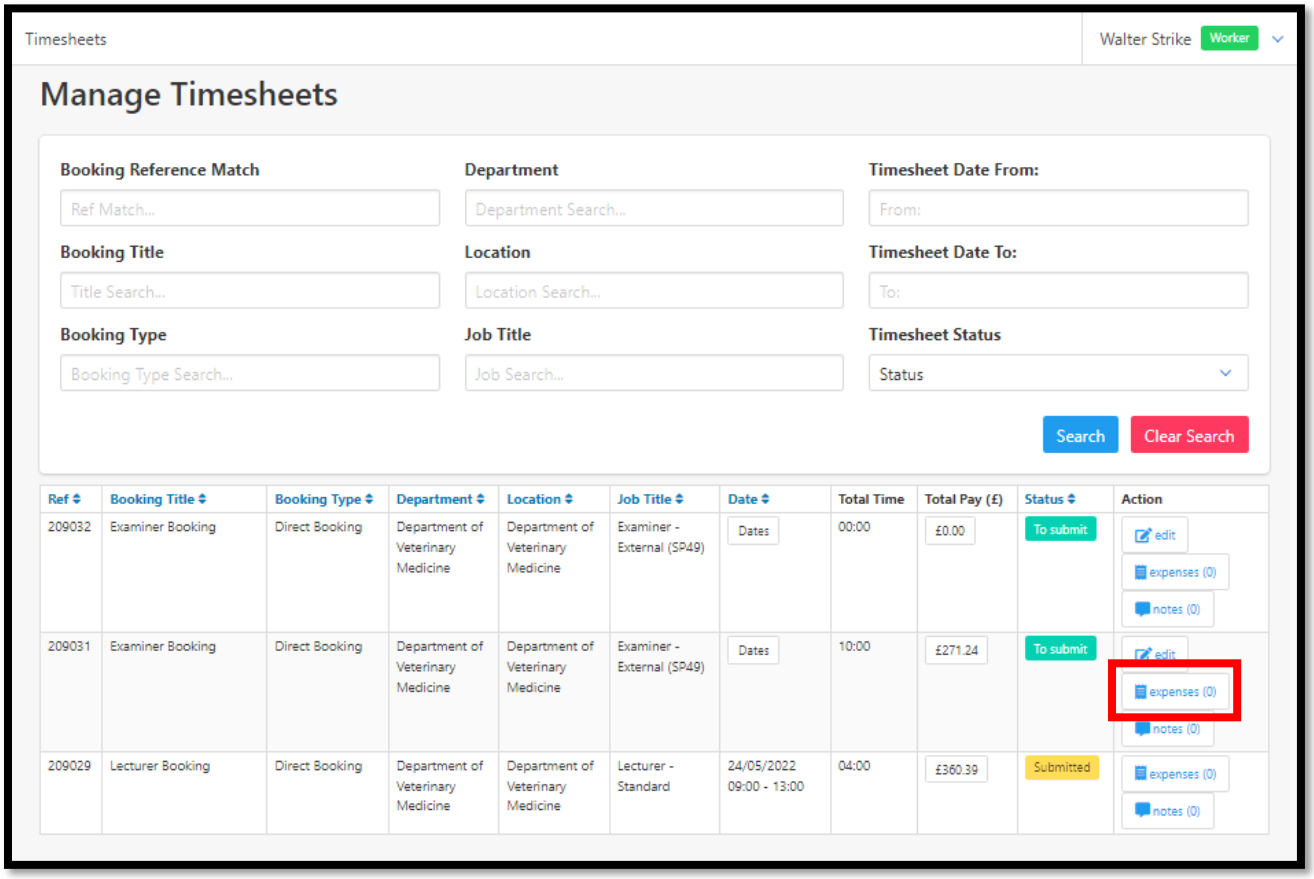




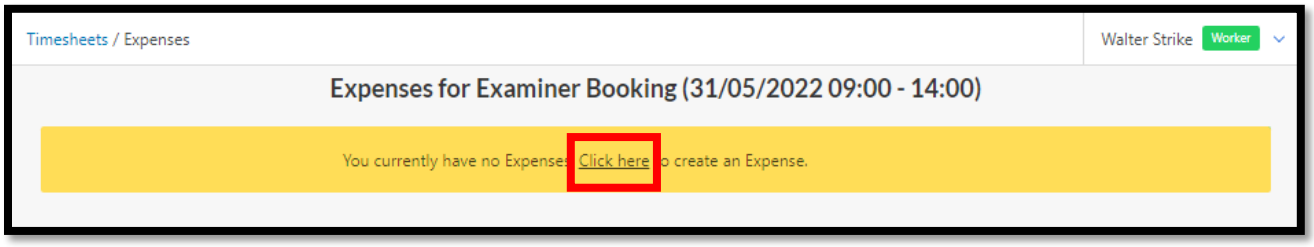
Step 10

The worker now needs to add the Mileage Expenses.

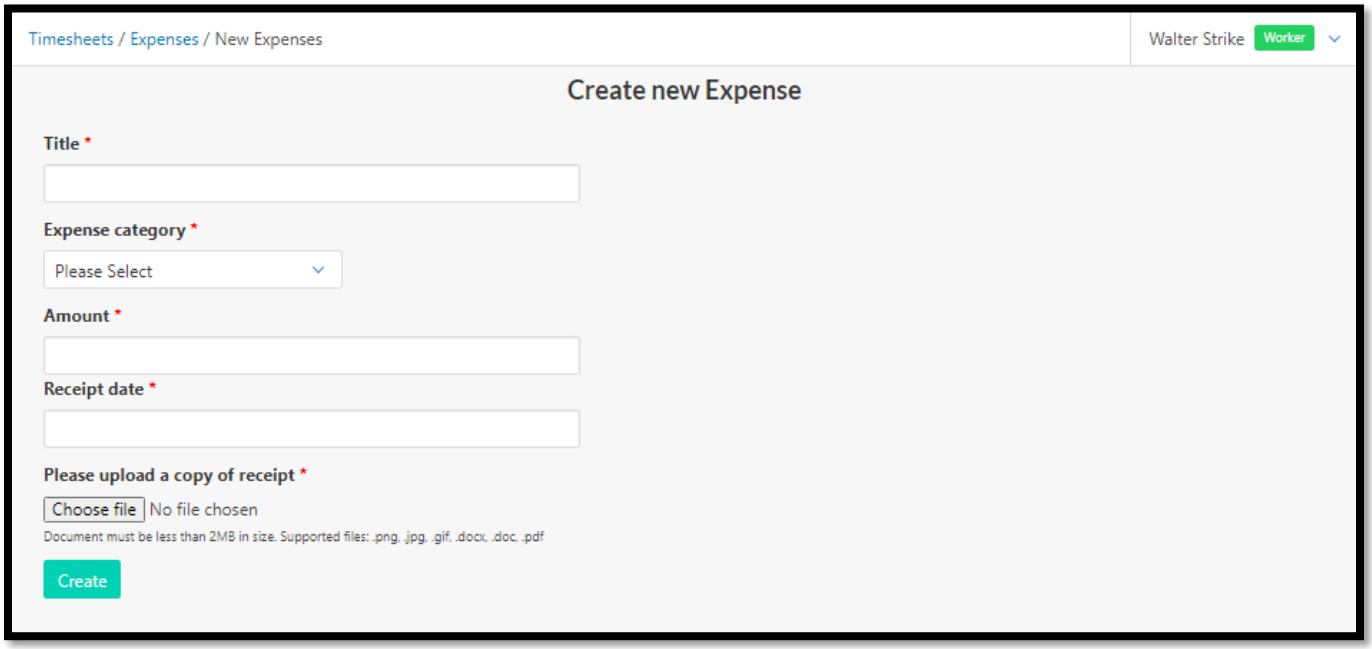
To do this select the **Expenses** button at the far right-hand end of the Timesheet.



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

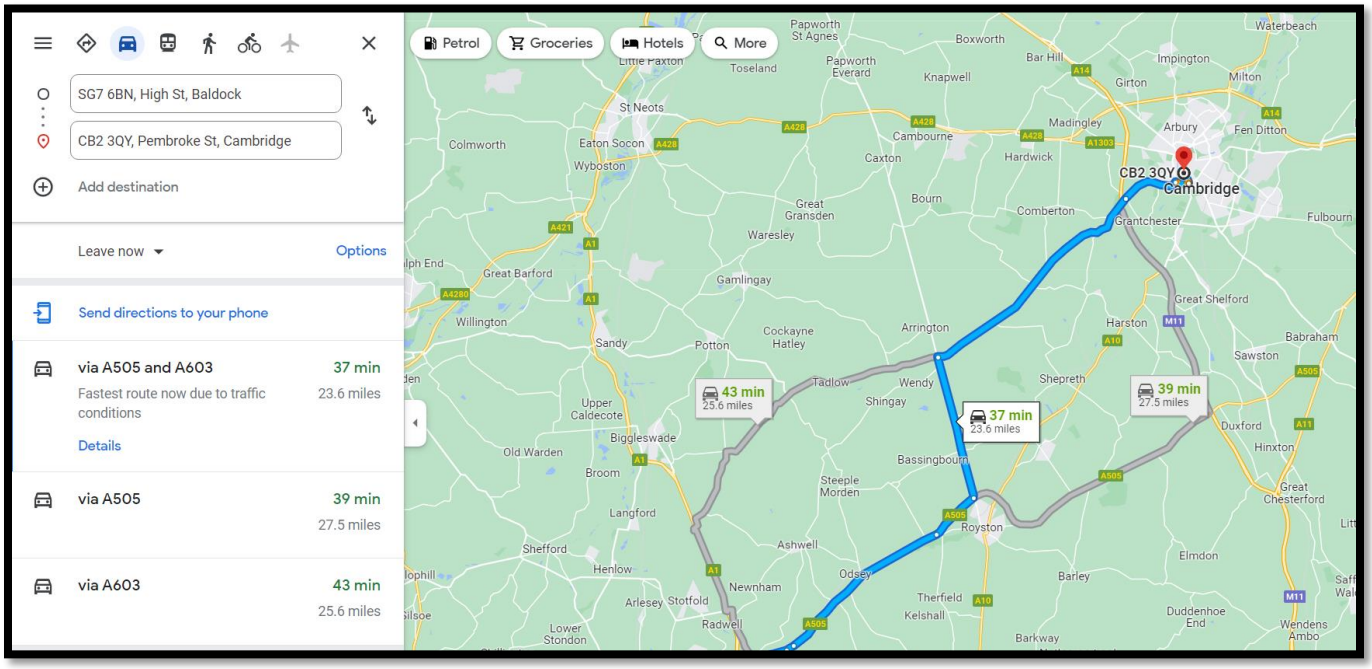


The Create new Expense page will be displayed, as shown below:

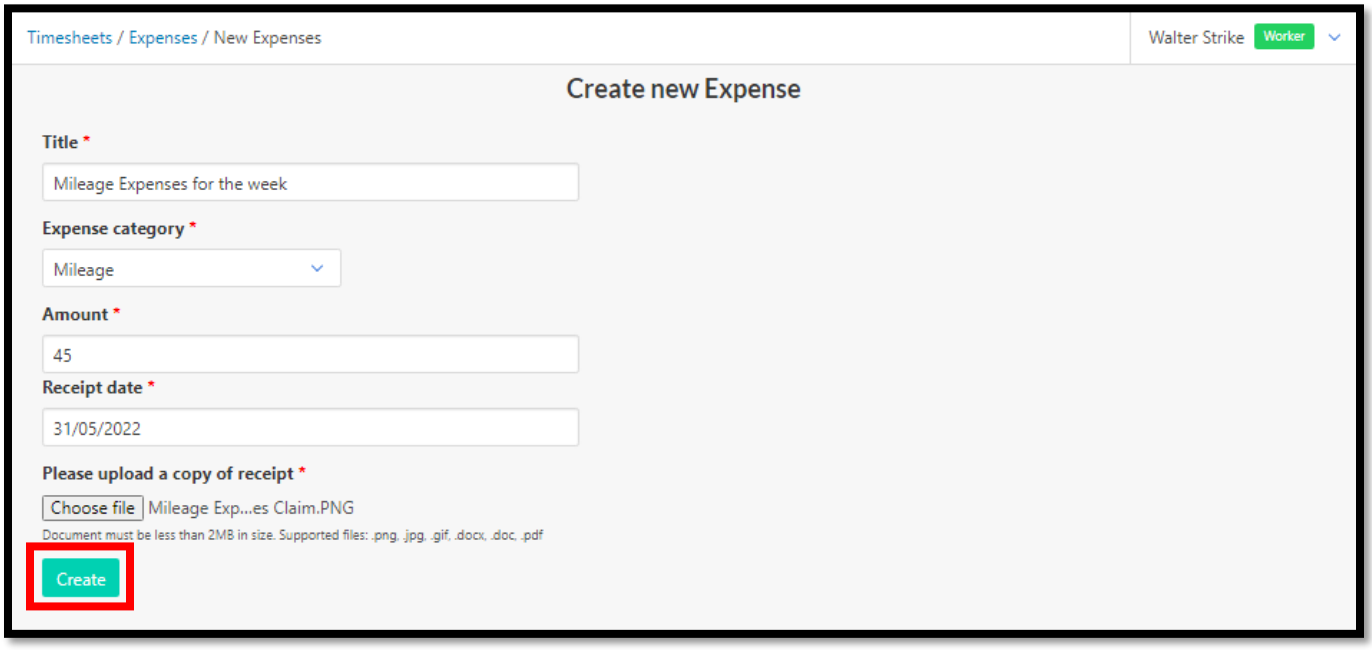


In this case the Worker is claiming Mileage of 100 miles for the week. A worker is allowed to claim 45 pence per mile. The amount needs to be calculated before it can be entered on the form. The Dashboard system does not do this automatically, so the worker needs to calculate this. 100 miles x 45p per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

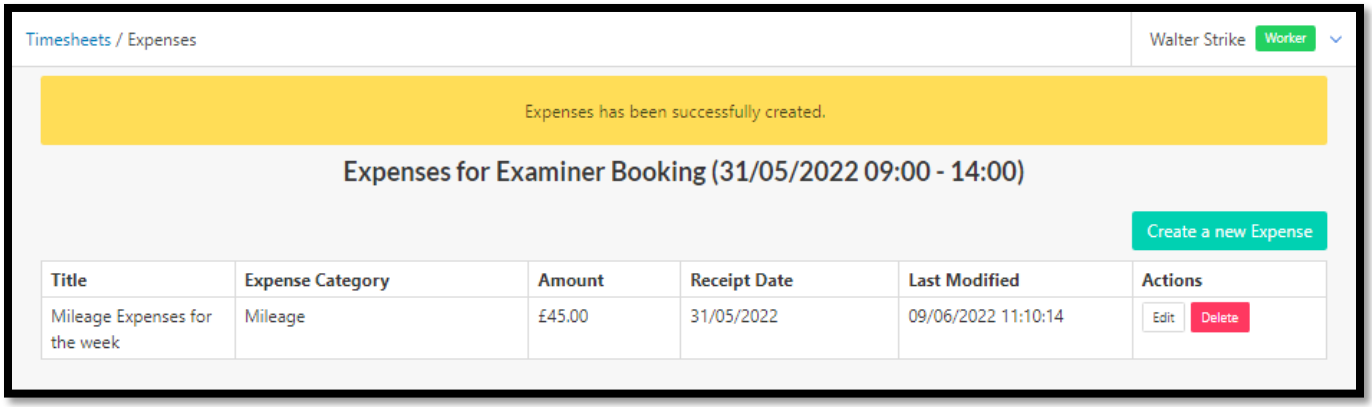


Complete the ‘Create new Expense’ form adding a Title, the appropriate Expense category selected from the drop-down menu, the Amount being claimed in £, the Receipt date (this can be the first date travelled that week) and the Google Maps screenshot uploaded, as shown below:



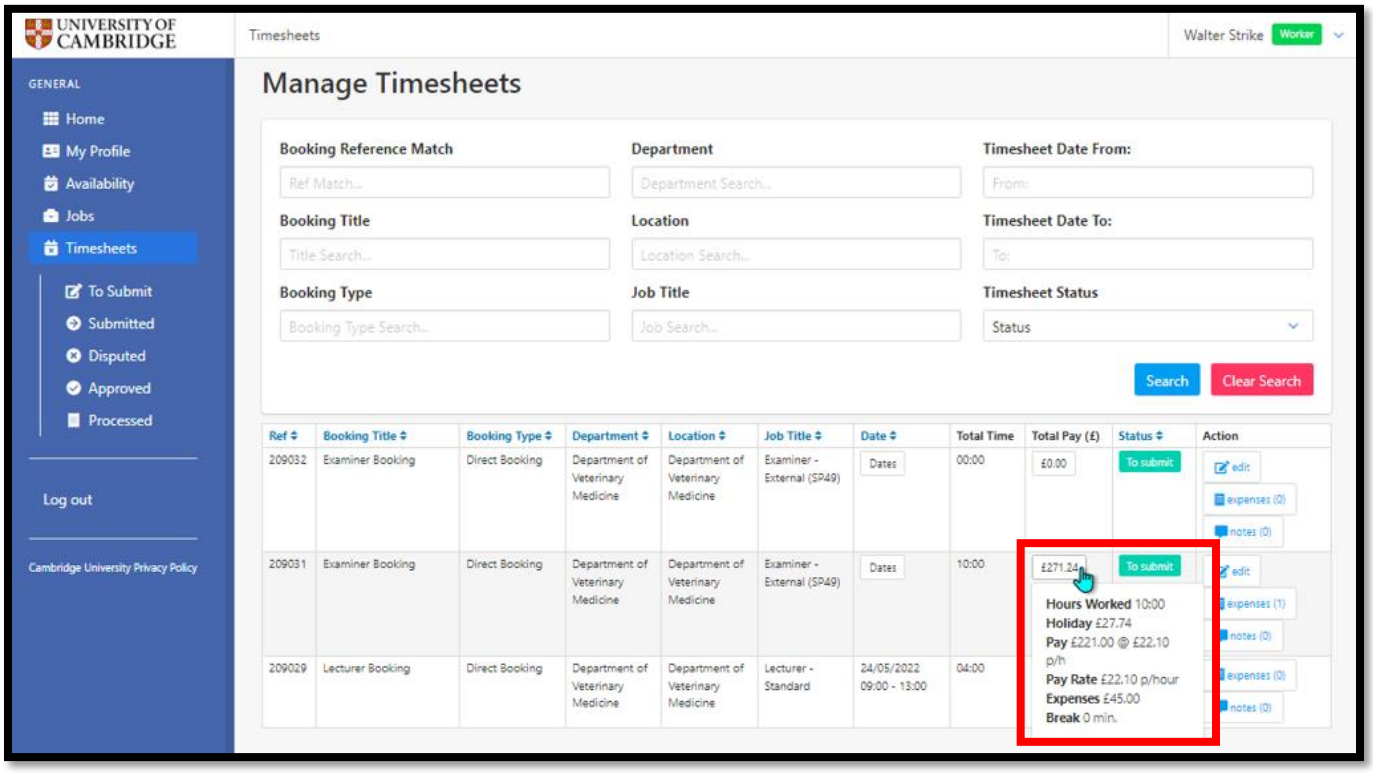
Lastly press the green **Create** button.

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



Step 11

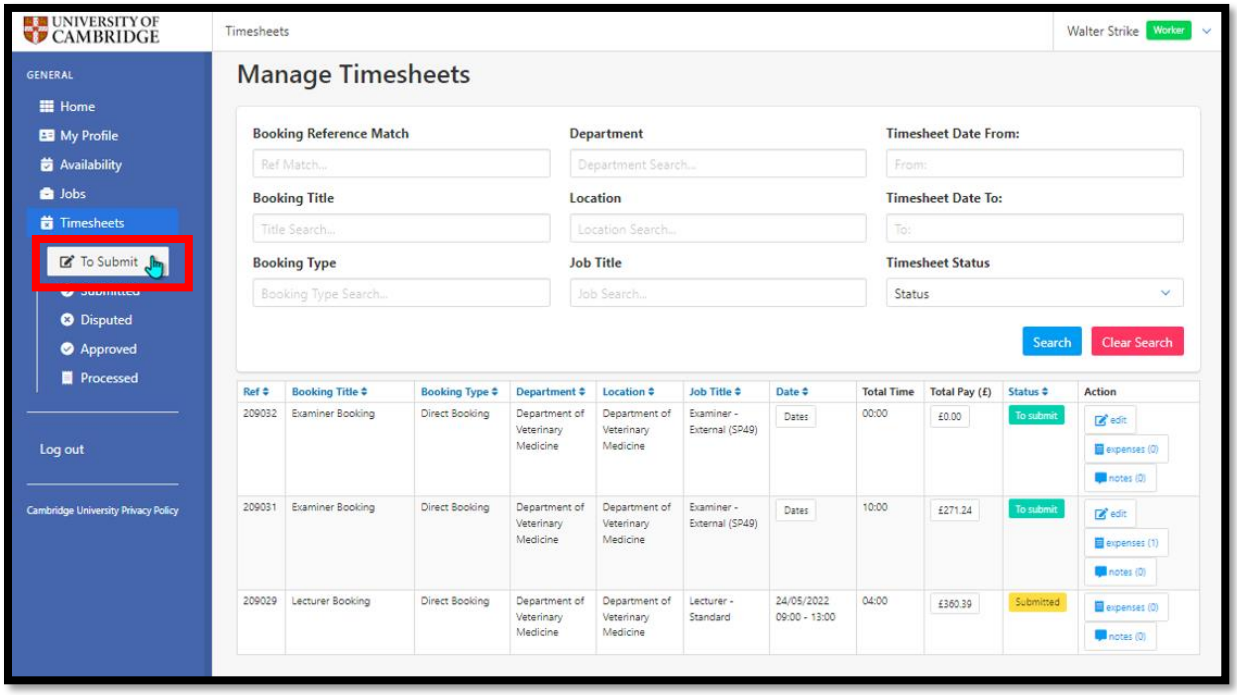
Select Timesheets from the left-hand menu to navigate back to the Manage Timesheets page. The Manage Timesheets page will now be refreshed to include the updated amount including Expenses in the Total Pay column. Hovering over the amount will display additional information.



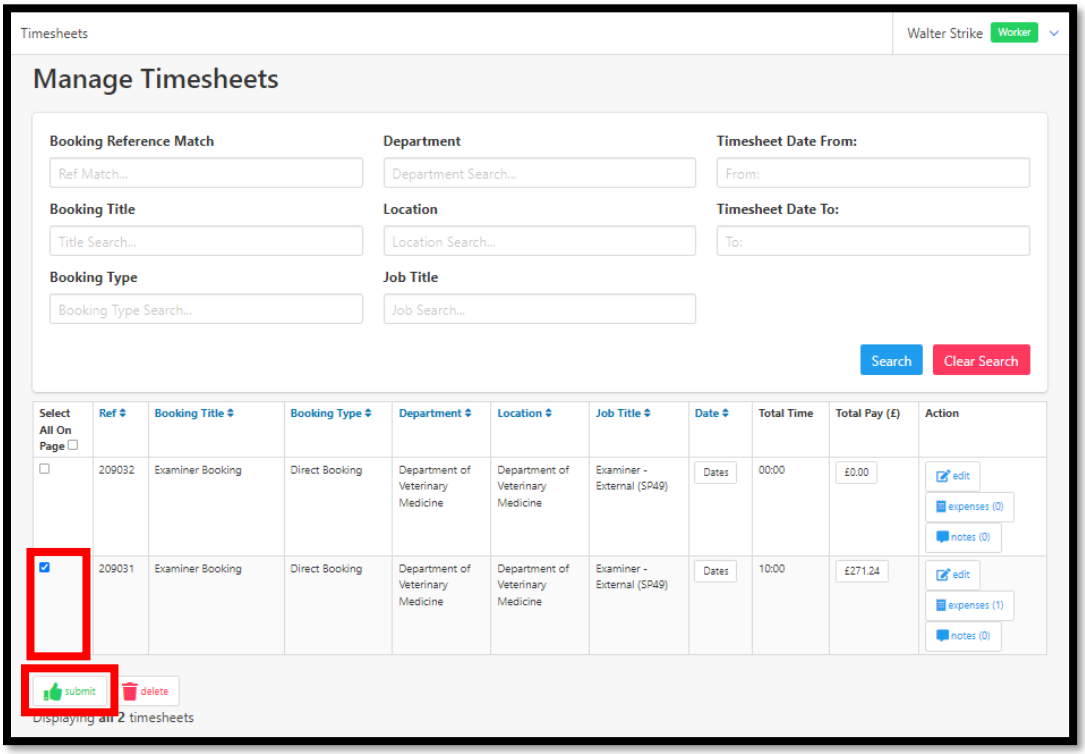
Step 12

The Timesheet is now ready to be submitted.

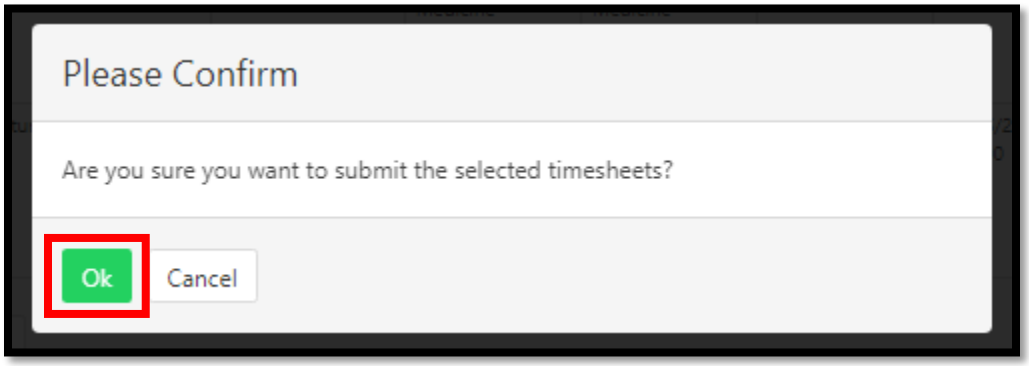
To do this select the **To Submit** button from the left-hand menu.



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

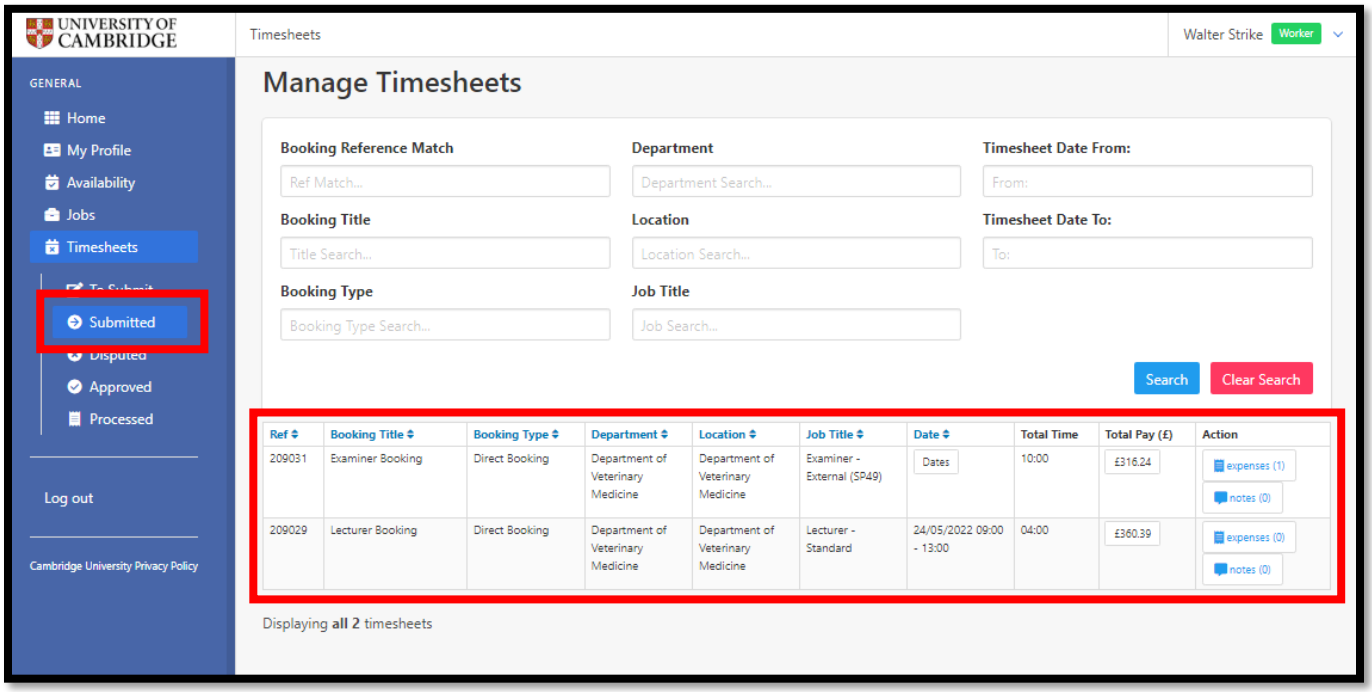


And press OK again.



Step 13

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



Finish