

# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS

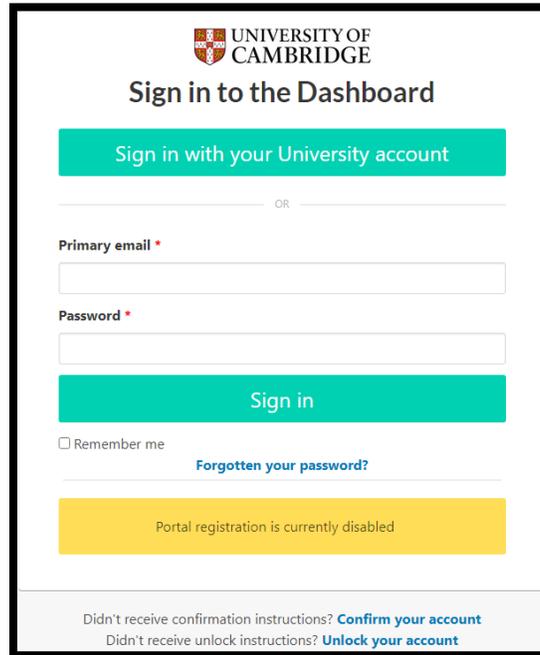
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

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

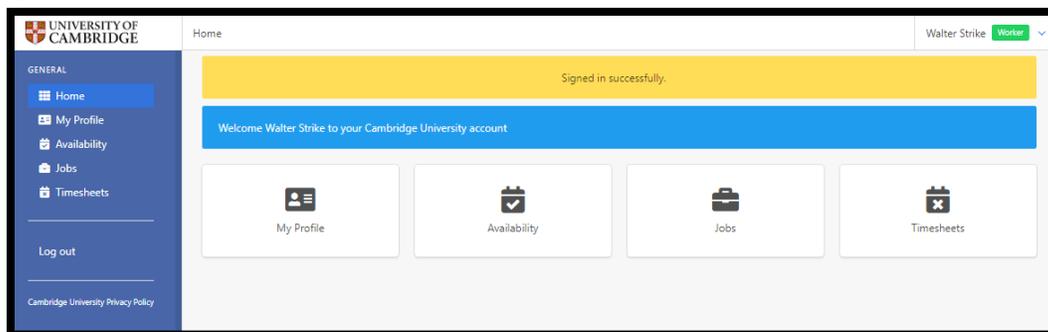
## Step 1

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

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



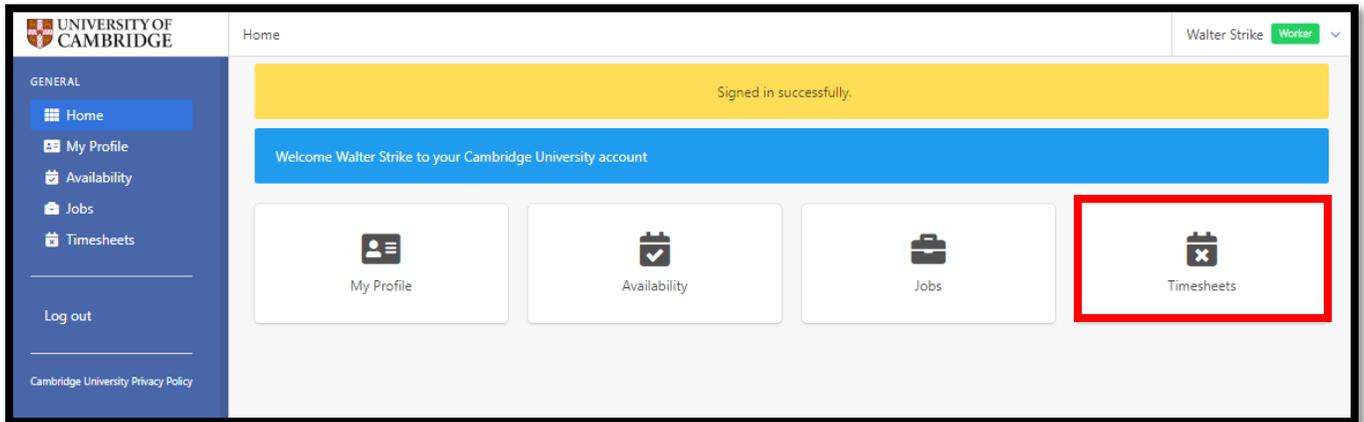
The screenshot shows the sign-in page for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. The form includes two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. A green "Sign in" button is positioned below the password field. There is a checkbox for "Remember me" and a link for "Forgotten your password?". A yellow box at the bottom of the form area states "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 screenshot shows the dashboard after a successful sign-in. The top left corner features the University of Cambridge logo. The top right corner shows the user's name "Walter Strike" and a dropdown menu with the label "Worker". A yellow banner across the top of the main content area says "Signed in successfully.". Below this is a blue banner that says "Welcome Walter Strike to your Cambridge University account". The main content area contains four white boxes with icons and labels: "My Profile" (person icon), "Availability" (calendar icon with checkmark), "Jobs" (briefcase icon), and "Timesheets" (calendar icon with 'x'). On the left side, there is a dark blue sidebar menu with the heading "GENERAL" and the following items: "Home", "My Profile", "Availability", "Jobs", "Timesheets", "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.

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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	Booking Title	Booking Date	Expiry Date
209031	Examiner Booking	30/05/2022 - 05/06/2022	20/05/2022 14:54
Contact	Booking Type	Job	Event
	Direct Booking	Examiner - External (SP49) ( x 1 )	
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 <span>▼</span>	<a href="#" style="background-color: #28a745; color: white; padding: 5px;">Update</a>

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 <input type="button" value="v"/>	<input type="button" value="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

<b>Booking Reference Match</b> <input type="text" value="Ref Match..."/>	<b>Department</b> <input type="text" value="Department Search..."/>	<b>Timesheet Date From:</b> <input type="text" value="From:"/>
<b>Booking Title</b> <input type="text" value="Title Search..."/>	<b>Location</b> <input type="text" value="Location Search..."/>	<b>Timesheet Date To:</b> <input type="text" value="To:"/>
<b>Booking Type</b> <input type="text" value="Booking Type Search..."/>	<b>Job Title</b> <input type="text" value="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	<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>

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	<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. Select the **Add More** button.

## 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: 5  
Hours remaining: 5

[Add More](#)

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

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

The screenshot shows a modal window titled "Add More" with a close button in the top right corner. It contains four input fields: "Date \*", "Start time \*", "End time \*", and "Unpaid Break \*". The "Date" field is empty. The "Start time" and "End time" fields are also empty. The "Unpaid Break" field is a dropdown menu with "No break" selected. At the bottom, there are two buttons: a green "Create" button and a white "Close" button.

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

The screenshot shows the same "Add More" modal window, but now the input fields are filled with data. The "Date" field contains "02/06/2022". The "Start time" field contains "09:00". The "End time" field contains "14:00". The "Unpaid Break" dropdown menu still shows "No break". The "Create" button is highlighted with a red rectangular border.

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.

The screenshot shows the 'Edit Timesheet' page for 'Walter Strike' (Worker). A yellow message at the top states 'The timesheet has been added.' Below this, the 'Booking Details' section shows:

Ref	Booking Title	Booking Date	Expiry Date
209031	Examiner Booking	30/05/2022 - 05/06/2022	20/05/2022 14:54

Additional details include: Contact: Direct Booking; Job: Examiner - External (SP49) ( x 1 ); Location: Department of Veterinary Medicine.

A blue box provides information: '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.'

An 'Add More' button is located at the bottom right. Below it is a table of timesheet entries:

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break	<a href="#">Update</a>
02/06/2022	09:00	14:00	No break	<a href="#">Update</a> <a href="#">Delete</a>

## Step 9

Select **Timesheets** from the left-hand menu to navigate back to the Manage Timesheets page.

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Timesheets / Edit

Walter Strike **Worker**

The timesheet has been updated

### 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

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.

The screenshot shows the 'Manage Timesheets' interface for user 'Walter Strike'. It features search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From/To, and Timesheet Status. Below the filters is a table of bookings with columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. The second row (Ref: 209031) has its 'expenses (0)' link highlighted with a red box.

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, <b>expenses (0)</b> , 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.

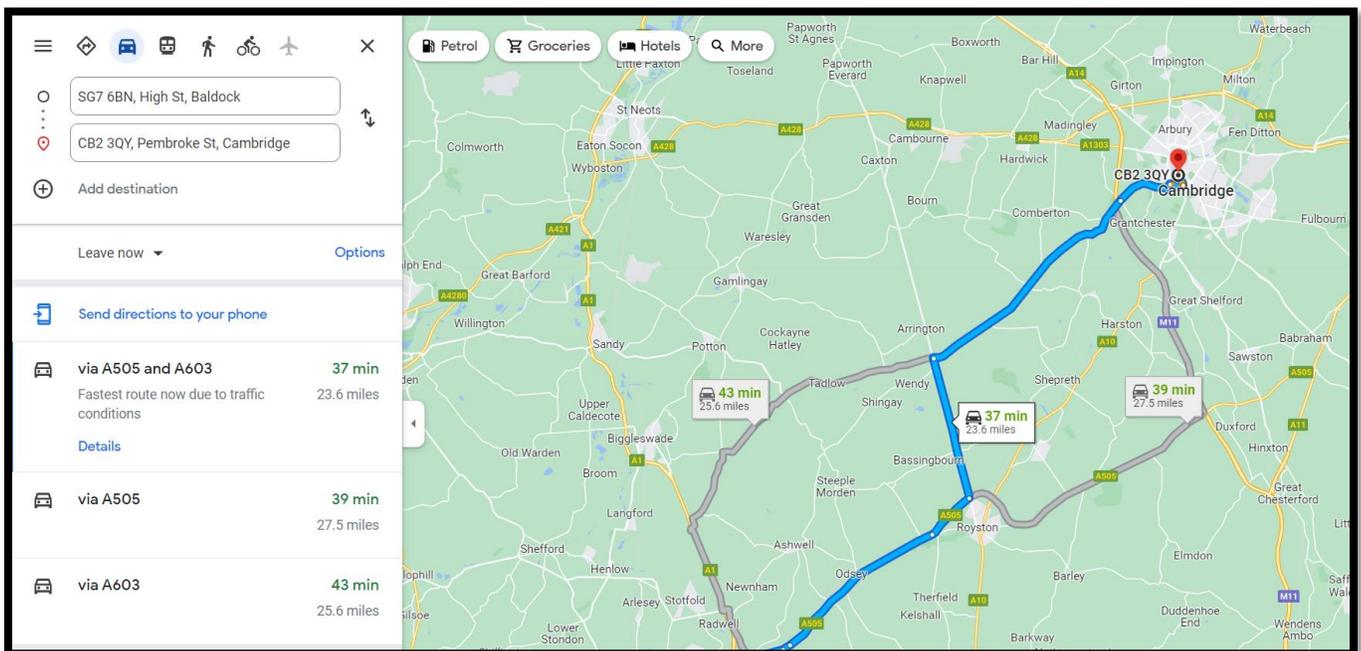
The screenshot shows the 'Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)' screen. A yellow banner at the bottom contains the text: 'You currently have no Expenses. [Click here](#) to create an Expense.' The 'Click here' link is highlighted with a red box.

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

The screenshot shows a web form titled "Create new Expense" within a navigation bar that includes "Timesheets / Expenses / New Expenses" and a user profile for "Walter Strike" with a "Worker" role. The form contains several input fields: a "Title" field, an "Expense category" dropdown menu currently set to "Please Select", an "Amount" field, and a "Receipt date" field. Below these is a section for uploading a receipt, with a "Choose file" button and the text "No file chosen". A note specifies that documents must be less than 2MB and lists supported file types: .png, .jpg, .gif, .docx, .doc, .pdf. A green "Create" button is located at the bottom left of the form.

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 \***

**Expense category \***

**Amount \***

**Receipt date \***

**Please upload a copy of receipt \***  
 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	<input type="button" value="Edit"/> <input type="button" value="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' page for the University of Cambridge. The page includes a search filter section at the top with the following fields:

- 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 (dropdown)

Search buttons: Search (blue), Clear Search (red).

The table below shows the following data:

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 breakdown:

- 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 navigation menu includes 'Home', 'My Profile', 'Availability', 'Jobs', 'Timesheets', and 'To Submit' (highlighted with a red box). The main area contains search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, Job Title, and Timesheet Date. Below the filters is a table with the following data:

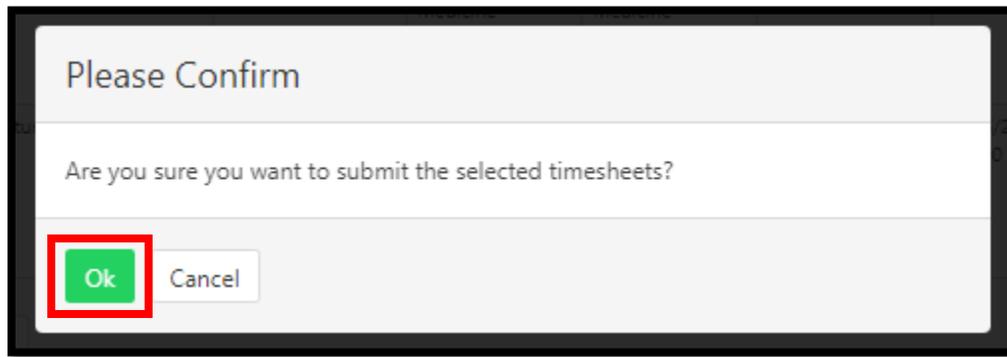
Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	edit, expenses (0), notes (0)
209031	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 with the table from the previous step. The checkbox for the 209031 entry is checked and highlighted with a red box. The 'Submit' button at the bottom left is also highlighted with a red box. The table data is as follows:

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)

And press OK again.



## Step 13

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

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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 (SP48)	Dates	10:00	£316.24	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	expenses (0) notes (0)

Displaying all 2 timesheets

Finish