

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF
CAMBRIDGE

Information Services



DASHBOARD
TECHNOLOGY

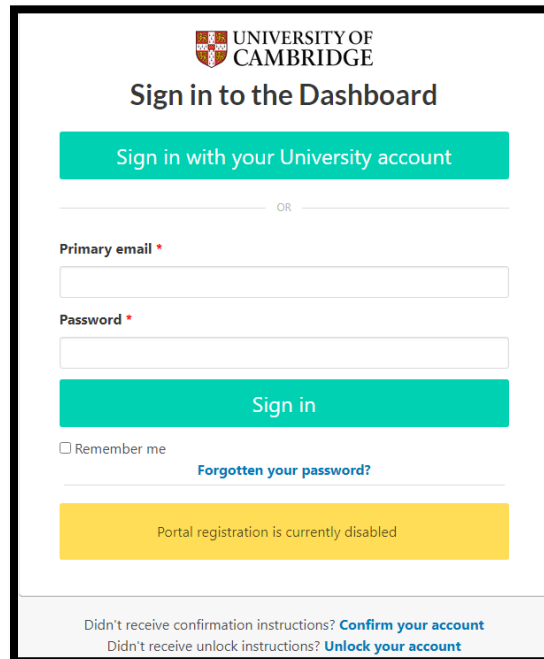
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

SUBMITTING A FIXED HOURS TIMESHEET WITH NO CHANGES TO ORIGINAL BOOKING HOURS

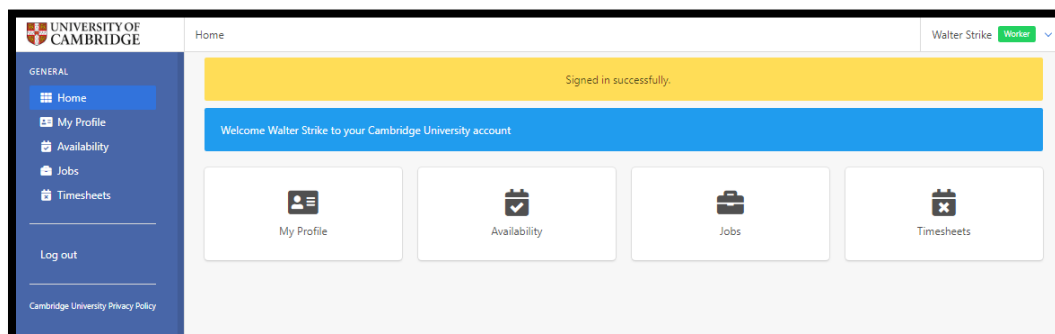
Step 1

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

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



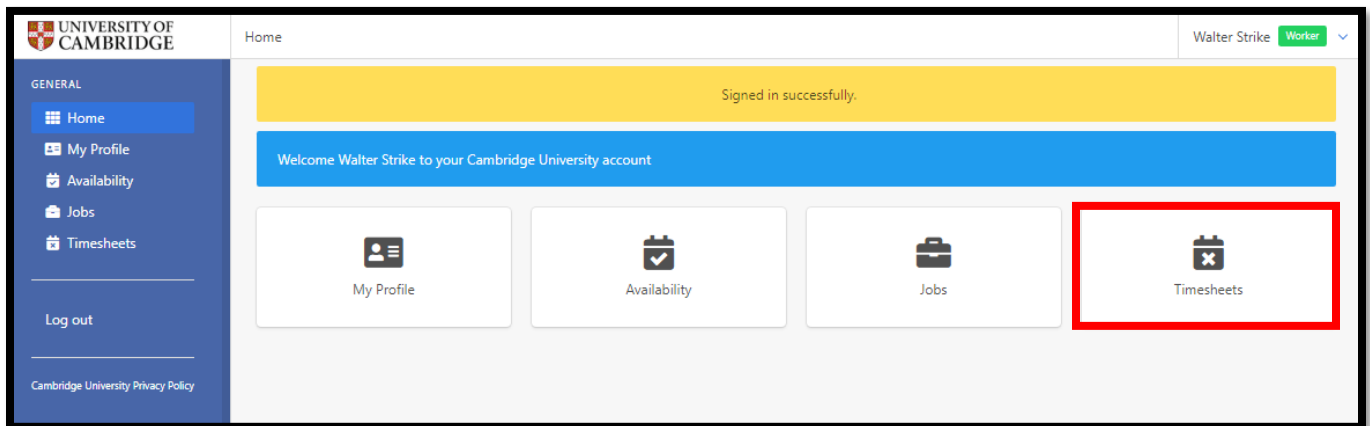
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and name. Below this is the heading "Sign in to the Dashboard". A large teal button says "Sign in with your University account". Below this is a horizontal line with "OR" in the center. There 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 for "Remember me" and a link for "Forgotten your password?". A yellow box below that states "Portal registration is currently disabled". At the 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 for a user named Walter Strike. The top left has the University of Cambridge logo. The top right shows the user's name "Walter Strike" and a "Worker" status with a dropdown arrow. Below the header is a yellow banner that says "Signed in successfully." followed by a blue banner that says "Welcome Walter Strike to your Cambridge University account". The main content area has four white boxes with icons and labels: "My Profile", "Availability", "Jobs", and "Timesheets". On the left side, there is a dark blue sidebar with the word "GENERAL" at the top, followed by links: "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.

The screenshot shows the 'Manage Timesheets' page in the University of Cambridge system. The left sidebar contains navigation links: Home, My Profile, Availability, Jobs, Timesheets (selected), To Submit, Submitted, Disputed, Approved, and Processed. The main area has 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 timesheets. The table has columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. Two timesheets are listed: 209031 (Examiner Booking) and 209029 (Lecturer Booking). The 'Total Pay' column for the second timesheet is highlighted with a red box, and a tooltip is shown hovering over it.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
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	To submit	edit, expenses (0), notes (0)

Displaying all 2 timesheets

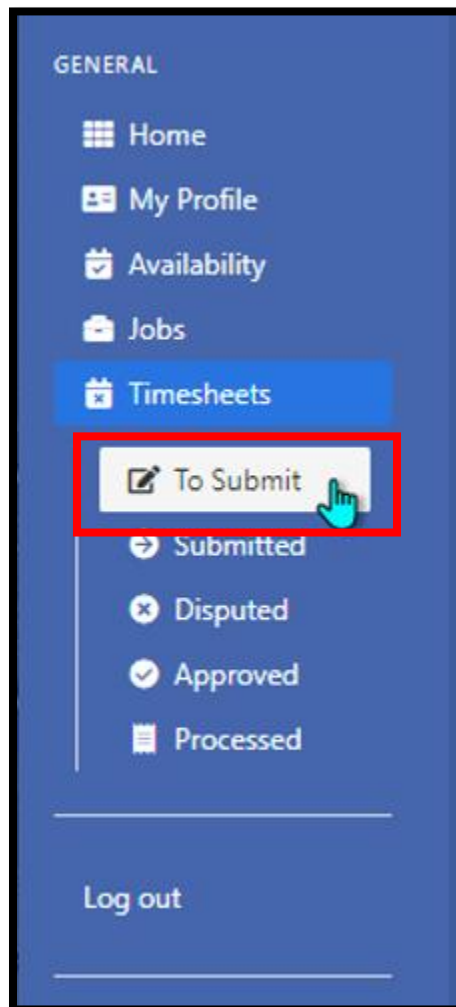
Hovering the mouse over the **Total Pay** amount in the **Total Pay** column will display details of the pay earned.

The tooltip displays the following details for the timesheet entry:

- Hours Worked 04:00
- Holiday £40.19
- Pay £320.20 @ £80.05 p/h
- Pay Rate £80.05 p/hour
- Expenses £0.00
- Mileage £0.00 (0.00 miles)
- Break 0 min.

Step 4

To submit a Timesheet, select the **To Submit** button from the left-hand menu.



Step 5

On the Timesheets page, tick the box next to the timesheet you want to submit and press the green **Submit** button at the bottom of the page.

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"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	<input type="button" value="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"/>	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	<input type="button" value="edit"/> <input type="button" value="expenses (0)"/> <input type="button" value="notes (0)"/>

Displaying all 2 timesheets

Then press **OK**.

Please Confirm

Are you sure you want to submit the selected timesheets?

Step 6

You can view all submitted timesheets by selecting the **Submitted** button from the left-hand menu.

The screenshot shows the 'Manage Timesheets' interface. On the left, the 'Submitted' button in the navigation menu is highlighted. The main content area includes search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, and Job Title, along with date range selectors. Below the filters are 'Search' and 'Clear Search' buttons. A table displays the search results, showing one timesheet entry.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
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 1 timesheet

Finish