

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF
CAMBRIDGE
Information Services



DASHBOARD
TECHNOLOGY

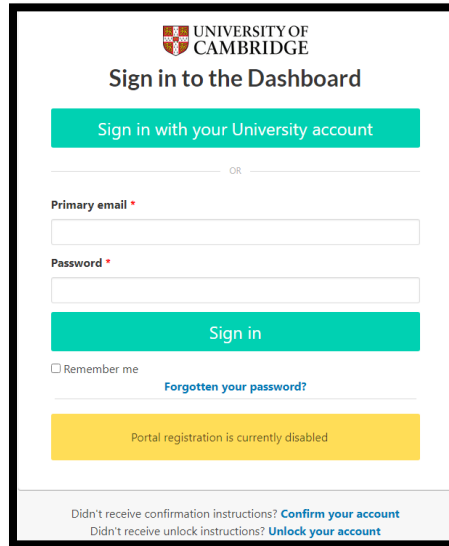
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

SUBMITTING A FIXED HOURS TIMESHEET WITH AN AMENDMENT TO THE HOURS WORKED

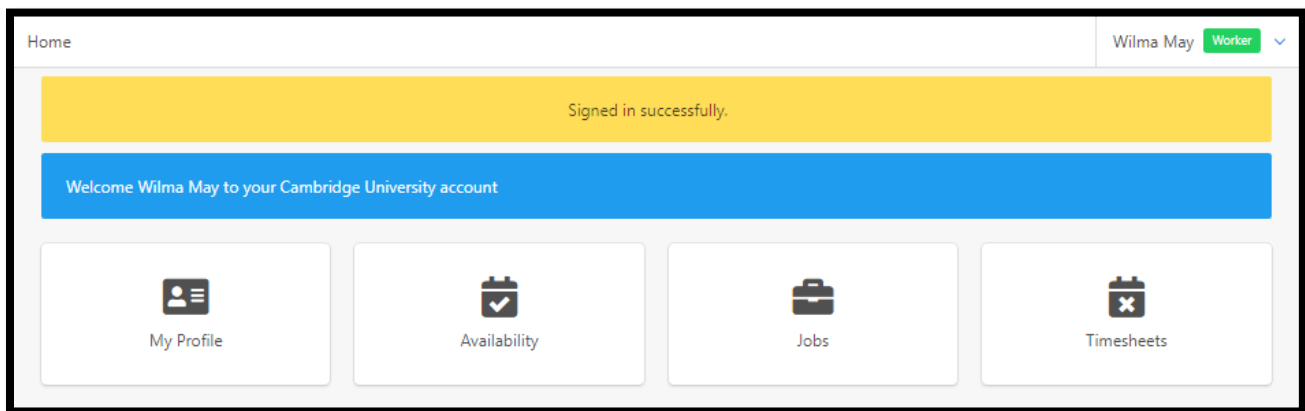
Step 1

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

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



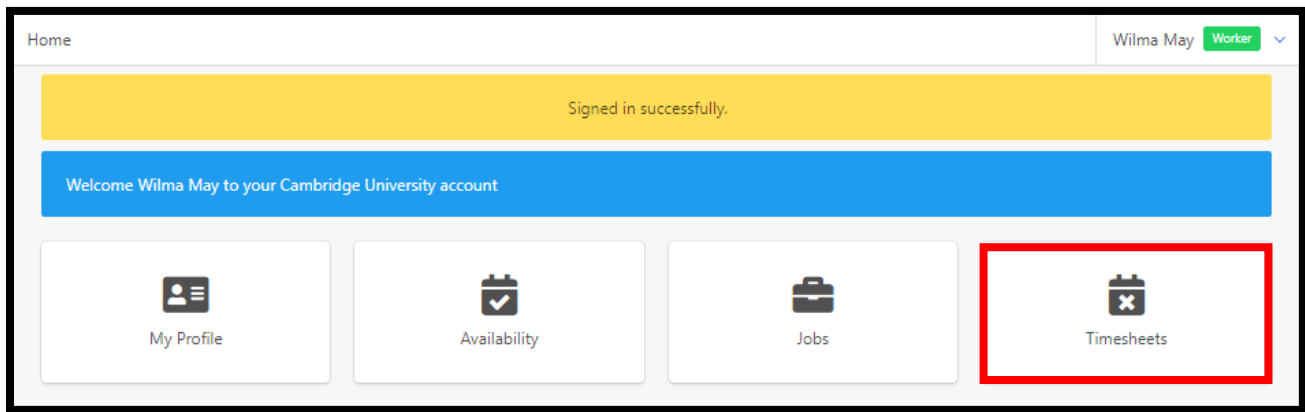
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and name. Below is the title "Sign in to the Dashboard". There are two main options: "Sign in with your University account" (a green button) and "OR" (a horizontal line). Below "OR" are fields for "Primary email" and "Password", both with red asterisks indicating they are required. Below these fields is a green "Sign in" button. There is a checkbox for "Remember me" and a link for "Forgotten your password?". At the bottom, there is a yellow box stating "Portal registration is currently disabled". Below that, 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 screen for Wilma May. At the top left is the word "Home". At the top right is the user's name "Wilma May" next to a green "Worker" button with a dropdown arrow. Below the header is a yellow banner that says "Signed in successfully.". Below that is a blue banner that says "Welcome Wilma May 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).

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. On the left is a sidebar with a 'GENERAL' section containing links to Home, My Profile, Availability, Jobs, and Timesheets (which is highlighted). Below these are status filters: To Submit, Submitted, Disputed, Approved, and Processed. At the bottom of the sidebar is a 'Log out' link and a 'Cambridge University Privacy Policy' link. The main content area has a header 'Timesheets' and a user profile for 'Wilma May' with a 'Worker' role. Below the header is the 'Manage Timesheets' section, which includes search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. There are 'Search' and 'Clear Search' buttons. Below the filters is a table of timesheets. The first row is highlighted with a red box. The table has columns for 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
209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 22:00	07:58	£89.66	To submit	edit expenses (0) notes (0)

Displaying 1 timesheet

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

Total Pay (£)	Status	Action
£89.66	To submit	edit
<div> <div> Hours Worked 07:58 Holiday £10.00 Pay £79.67 @ £10.00 p/h Pay Rate £10.00 p/hour Expenses £0.00 Mileage £0.00 (0.00 miles) Break 2 min. </div> <div> expenses (0) notes (0) </div> </div>		

Step 4

In this case the Front of House Support stayed an extra hour, so the timesheet needs to be amended accordingly.

Press the **Edit** button at the right-hand end of the Timesheet.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 22:00	07:58	£89.66	To submit	edit
										expenses (0)
										notes (0)

Step 5

The Edit Timesheet page will be displayed.

Timesheets / Edit

Wilma May Worker

Edit Timesheet

Booking Details:

Ref 209047	Title Front of House Support	Booking Date 02/06/2022 14:00 - 22:00	Expiry Date 27/05/2022 09:00
Contact	Booking Type Post Job	Job Cambassador (CLW) (x 1)	Event
Dress Code	Instructions for Workers	Location Student Services Centre	

Remaining hours available for this week: 40:02

Start time *
14:00

End time *
22:00

Mileage
0.0

Unpaid Break *
30 minutes

Update

Update the End Time to reflect the extra hour worked and press the green **Update** button.

Note. In this scenario we are adding one extra hour thus changing the End Time from 22:00 to 23:00.

Step 6

The Timesheet will refresh, and a yellow message will be displayed at the top stating that 'The timesheet has been updated'. The Total Pay figure will also be updated.

Timesheets

Wilma May 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"/>	209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	<div><div>edit</div><div>expenses (0)</div><div>notes (0)</div></div>

submit

delete

Displaying 1 timesheet

Step 7

Tick the box at the far left-hand end of the Timesheet and press the green **Submit** button to submit the timesheet.

Timesheets Wilma May Worker

Please select one or more items.

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	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	edit expenses (0) notes (0)

Displaying 1 timesheet

Then press **OK**.

Please Confirm

Are you sure you want to submit the selected timesheets?

Step 8

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 with a red rectangle and a mouse cursor. The main content area features search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, and Job Title, along with date range selectors. Below the filters is a table displaying timesheet data.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	expenses (0) notes (0)

Displaying 1 timesheet

Finish