UNIVERSITY OF CAMBRIDGE
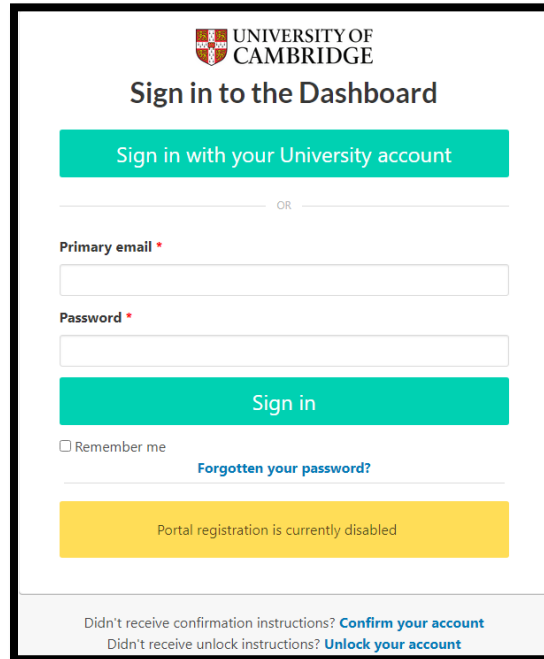Information Services

DASHBOARD
TECHNOLOGY

CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

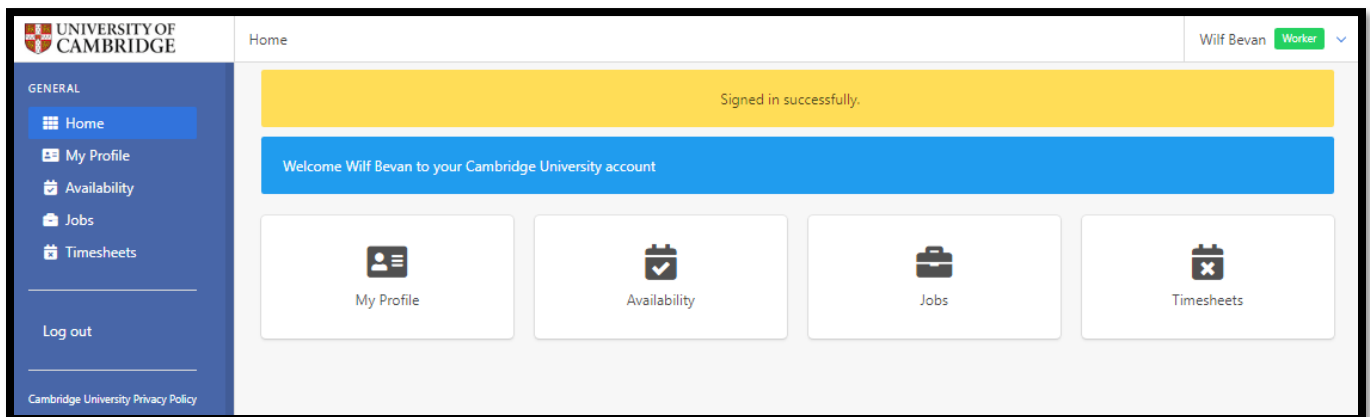## SUBMITTING A FIXED HOURS TIMESHEET WITH A CHANGE TO THE HOURS WORKED AND AN ADDED EXPENSE CLAIM

Step 1

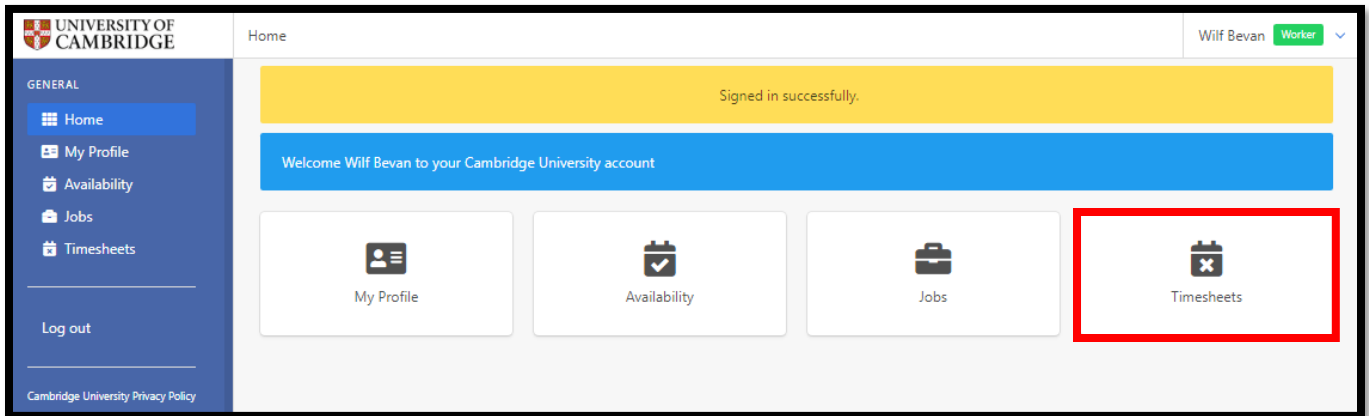Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.

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.
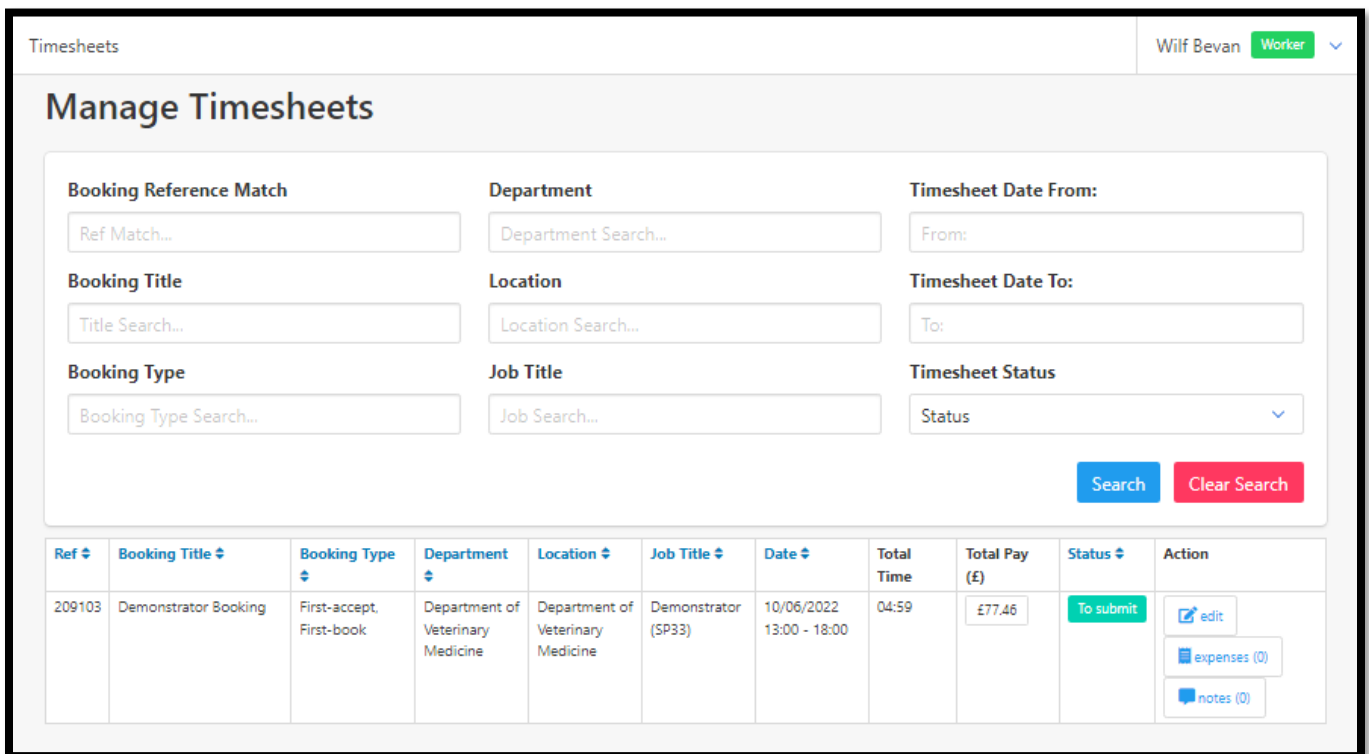
Step 4

First the worker needs to edit the timesheet to add the extra hour worked. To do this press the **edit** button at the far right-hand end of the timesheet.

Step 5

The Edit Timesheet page will be displayed.
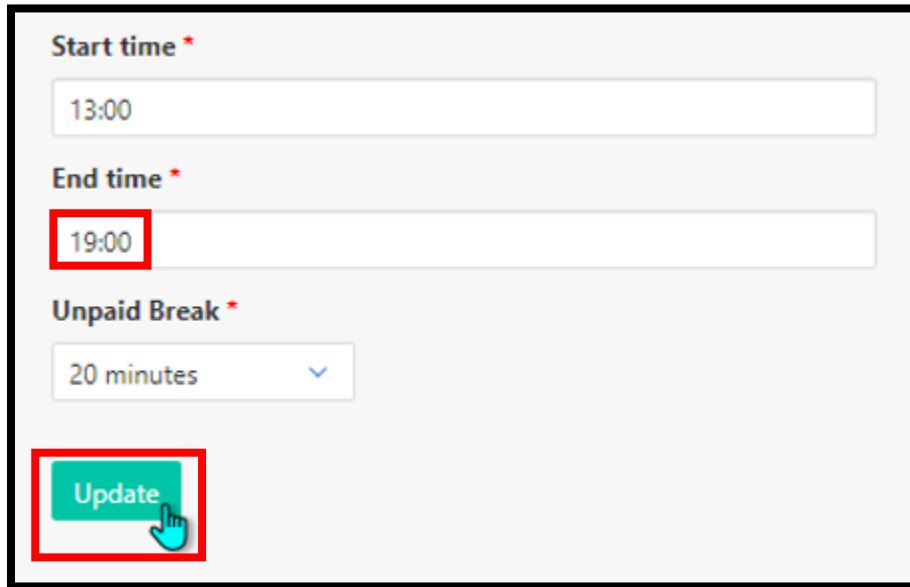
Details of the job are shown at the top of the page while the Start and End times are displayed at the bottom. A blue message also displays the workers remaining available hours for the week.

Step 6

Adjust the **End time** from 18:00 to 19:00 and press the green **Update** button.

The page will refresh to display the Manage Timesheets page. A yellow note at the top states that 'The timesheet has been updated'. The new start and end time, total time and updated total pay figure is now displayed.

Step 7

Secondly the worker needs to edit the timesheet to add the printing expenses of £3.50.

Press the expenses button at the far right-hand end of the timesheet.

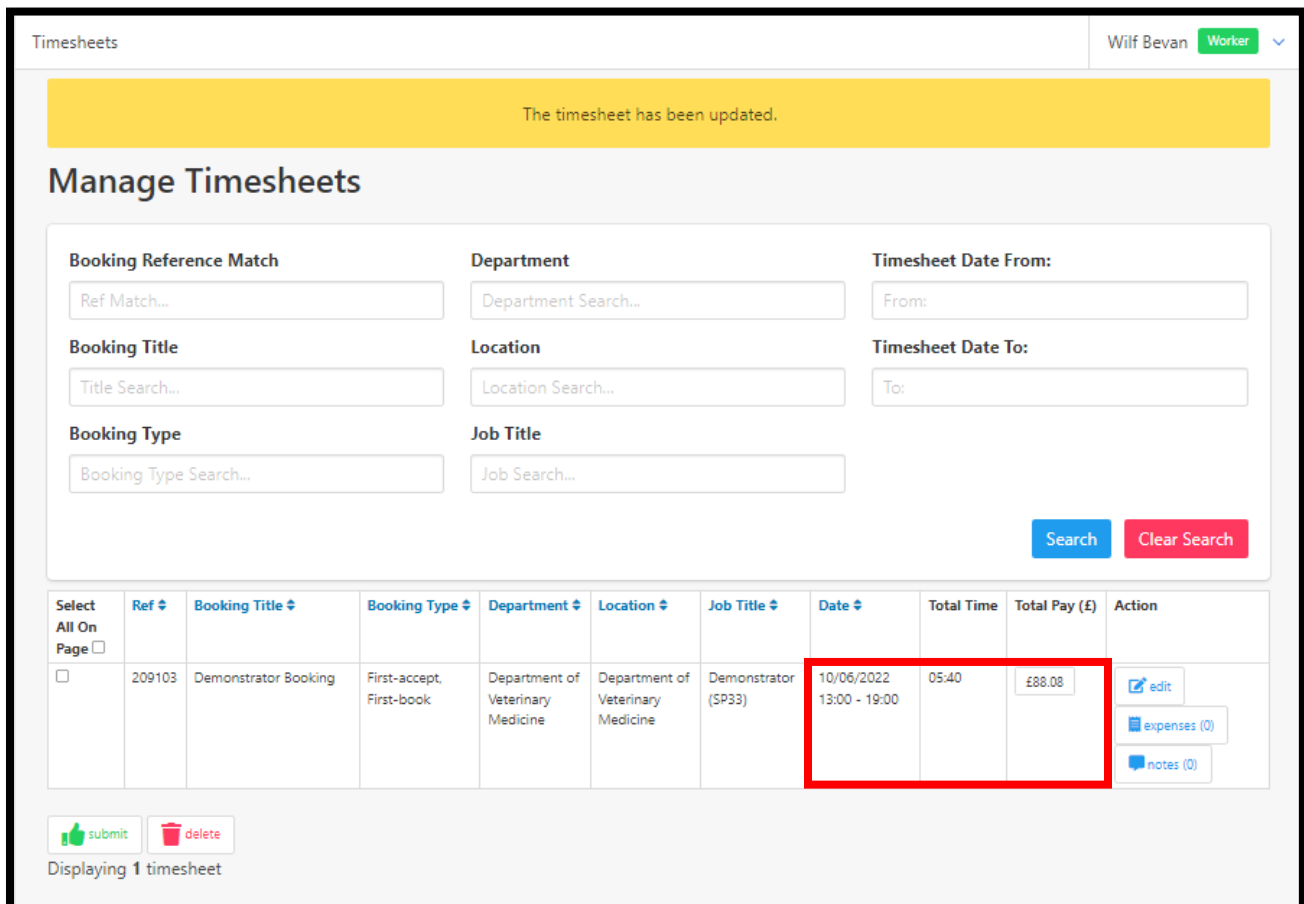| Select All On Page ☐	Ref ⬍	Booking Title ⬍	Booking Type ⬍	Department ⬍	Location ⬍	Job Title ⬍	Date ⬍	Total Time	Total Pay (£)	Action
☐	209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	✎ edit 📘 expenses (0) 💬 notes (0)

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

Timesheets / Expenses   Wilf Bevan [Worker] ⌄

Expenses for Demonstrator Booking (10/06/2022 13:00 - 19:00)

You currently have no Expenses. Click here to create an Expense.

The page will refresh displaying the 'Create new Expense' page.

Timesheets / Expenses / New Expenses   Wilf Bevan [Worker] ⌄

Create new Expense

Title *

_____

Expense category *

[Please Select   ⌄]

Amount *

_____

Receipt date *

_____

Please upload a copy of receipt *

[Choose file] No file chosen

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

[Create]

Step 8

Fill in the 'Create new Expense' form with a Title, the type of expense from the Expense Category drop-down provided, the Amount, Receipt date and a copy of the receipt uploaded, as shown below:

Finally press the green **Create** button.

The page will refresh displaying the created expense. There are buttons for **creating another new expense** or **editing** and **deleting** previously created expenses.

Step 9

Selecting the **Timesheets** button from the left-hand menu will display the Manage Timesheets page. Note the expenses button now has a 1 on it, indicating one expense has been added to this timesheet.
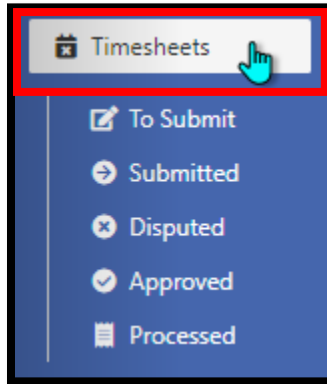
| Ref ⇕	Booking Title ⇕	Booking Type ⇕	Department ⇕	Location ⇕	Job Title ⇕	Date ⇕	Total Time	Total Pay (£)	Status ⇕	Action
209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	To submit	✎ edit 📄 expenses (1) 💬 notes (0)

Step 10

Now the worker can submit this timesheet. To do this select the **To Submit** button from the left-hand menu.
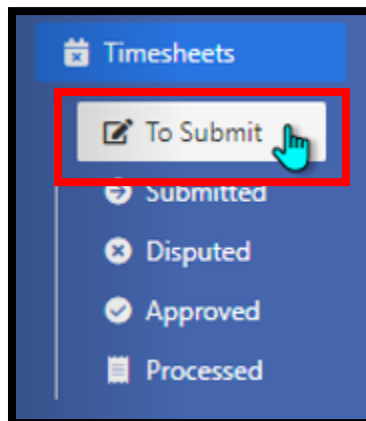
Step 11

The page will refresh to display the Manage Timesheets page.

Tick the box to the left-hand end for the timesheet that needs to be submitted and press the green Submit button, as shown below:

And press OK again.

The page will refresh displaying a yellow message stating the timesheet has been submitted.
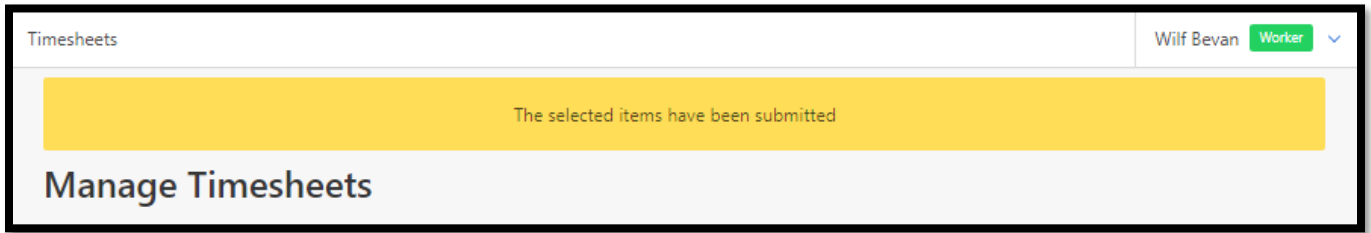
Step 12

To view submitted timesheets press the **Submitted** button from the left-hand menu.

The Manage Timesheets page will be displayed showing the submitted timesheet.

Note the Total pay figure has been updated to include the expense.

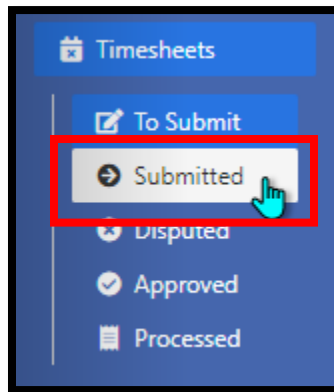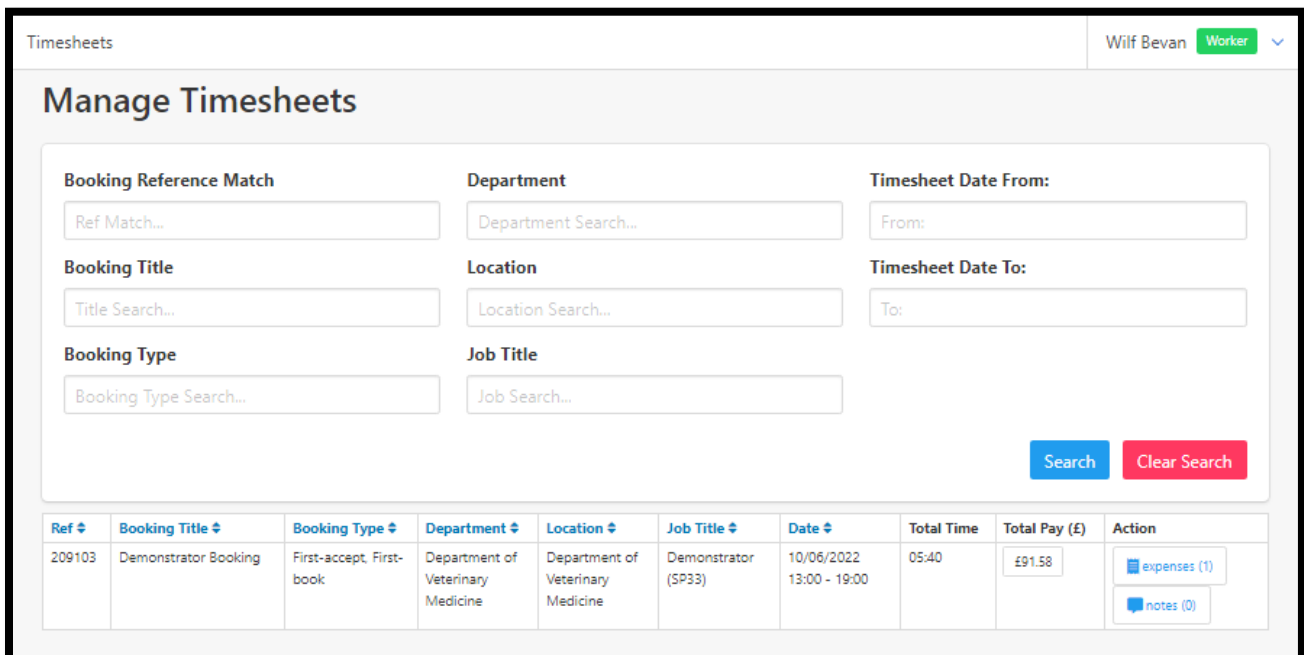| Ref ⇕	Booking Title ⇕	Booking Type ⇕	Department ⇕	Location ⇕	Job Title ⇕	Date ⇕	Total Time	Total Pay (£)	Action
209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£91.58	📊 expenses (1) 💬 notes (0)

Finish