

# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS

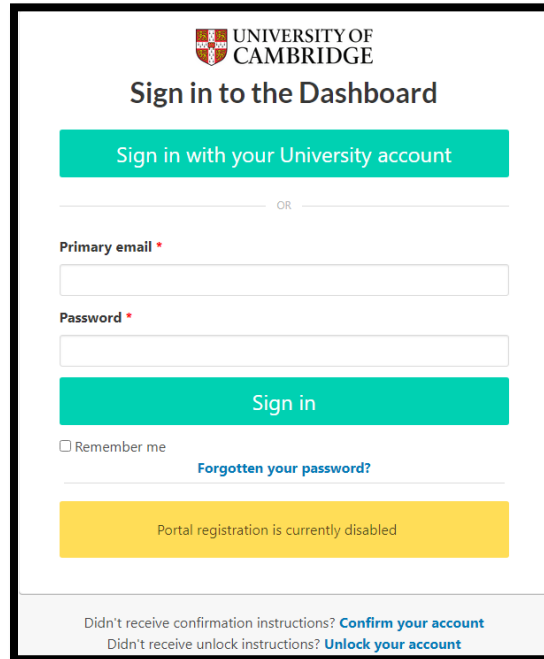
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

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

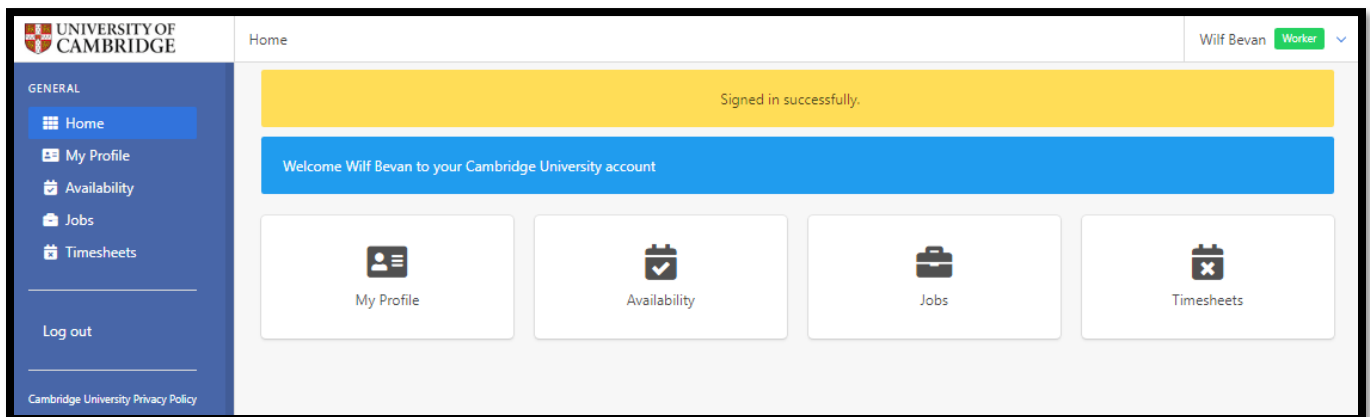
## Step 1

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

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



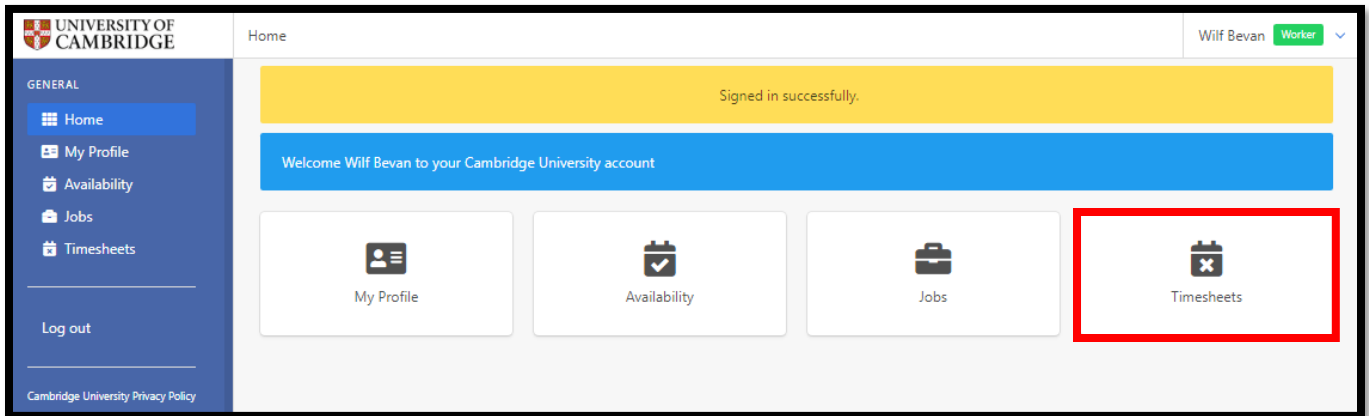
The screenshot shows the sign-in interface for the University of Cambridge. At the top is the University of Cambridge crest and logo. Below it is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath, there is an "OR" separator. The form includes fields for "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 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 displays the user's dashboard after a successful login. The top left corner features the University of Cambridge logo. The top right corner shows the user's name "Wilf Bevan" and a "Worker" role indicator with a dropdown arrow. The main content area is divided into several sections. A yellow banner at the top of the main area says "Signed in successfully.". Below that is a blue banner with the text "Welcome Wilf Bevan to your Cambridge University account". The dashboard is organized into four main functional areas, each with an icon and a label: "My Profile" (person icon), "Availability" (calendar with checkmark icon), "Jobs" (briefcase icon), and "Timesheets" (calendar with 'x' icon). On the left side, there is a dark blue sidebar menu under the heading "GENERAL" with links for "Home", "My Profile", "Availability", "Jobs", and "Timesheets". At the bottom of the sidebar, there is a "Log out" link and a link to the "Cambridge University Privacy Policy".

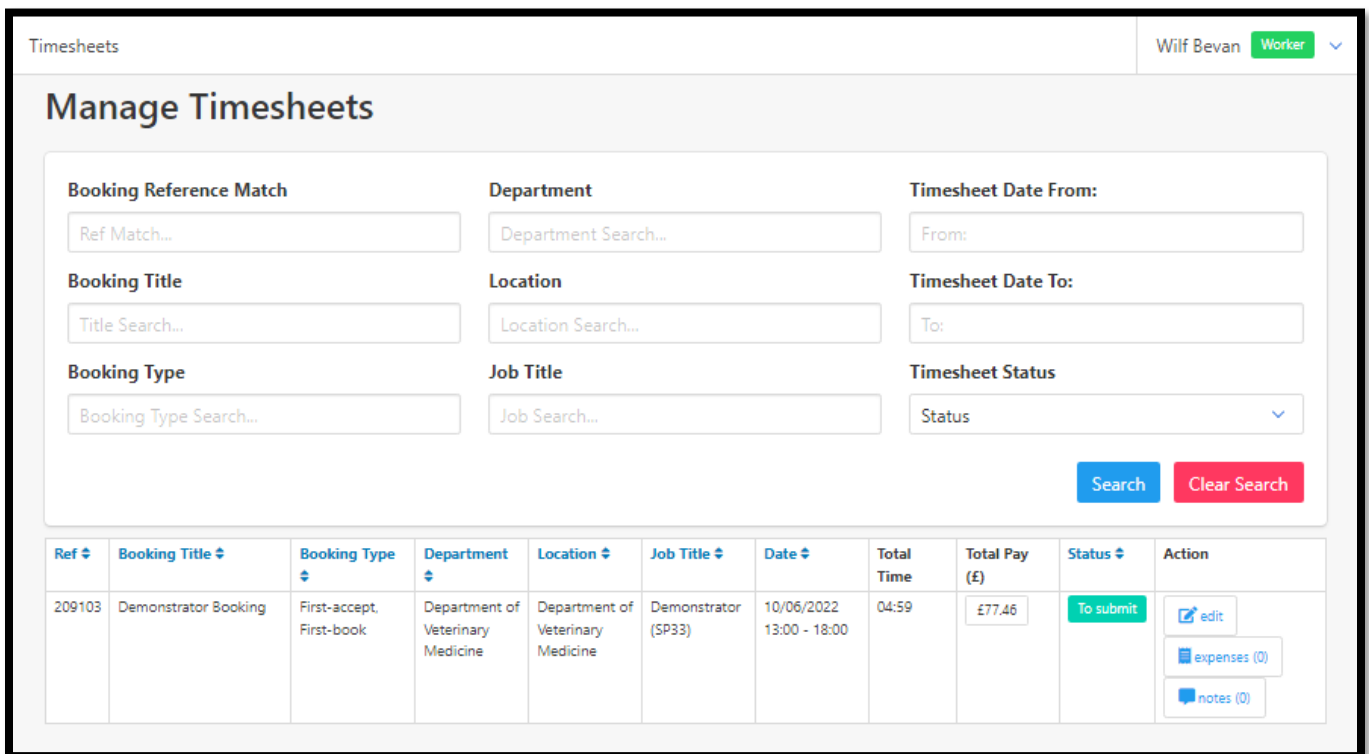
## Step 2

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.

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 - 18:00	04:59	£77.46	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

## Step 5

The Edit Timesheet page will be displayed.

Timesheets / Edit Wilf Bevan Worker ▾

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209103	<b>Booking Title</b> Demonstrator Booking	<b>Booking Date</b> 10/06/2022 13:00 - 18:00	<b>Expiry Date</b> 03/06/2022 13:00
<b>Contact</b>	<b>Booking Type</b> First-accept, First-book	<b>Job</b> Demonstrator (SP33) ( x 4 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b> We need 4 Demonstrators on Friday from 13.00 - 18.00.	<b>Location</b> Department of Veterinary Medicine	

Remaining hours available for this week: 43:01

**Start time \***

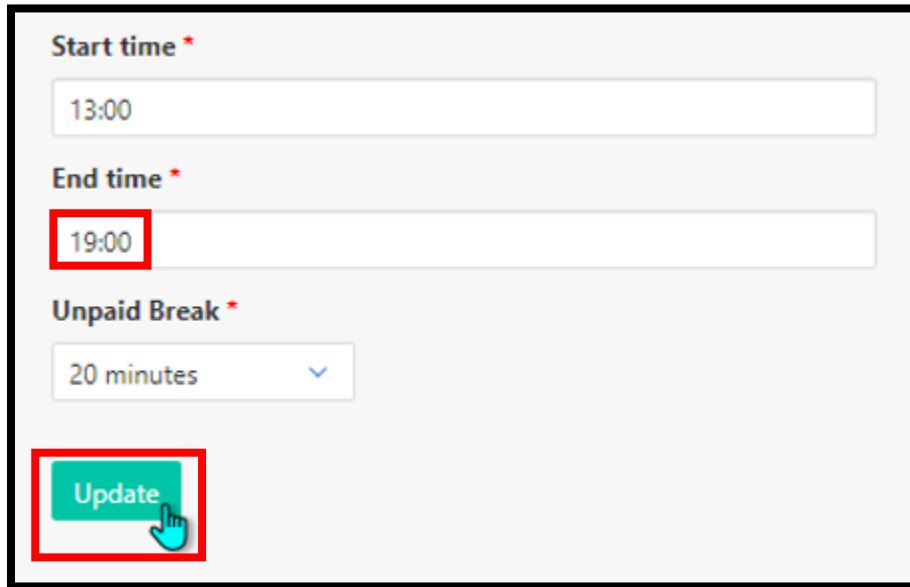
**End time \***

**Unpaid Break \***

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.



Start time \*

13:00

End time \*

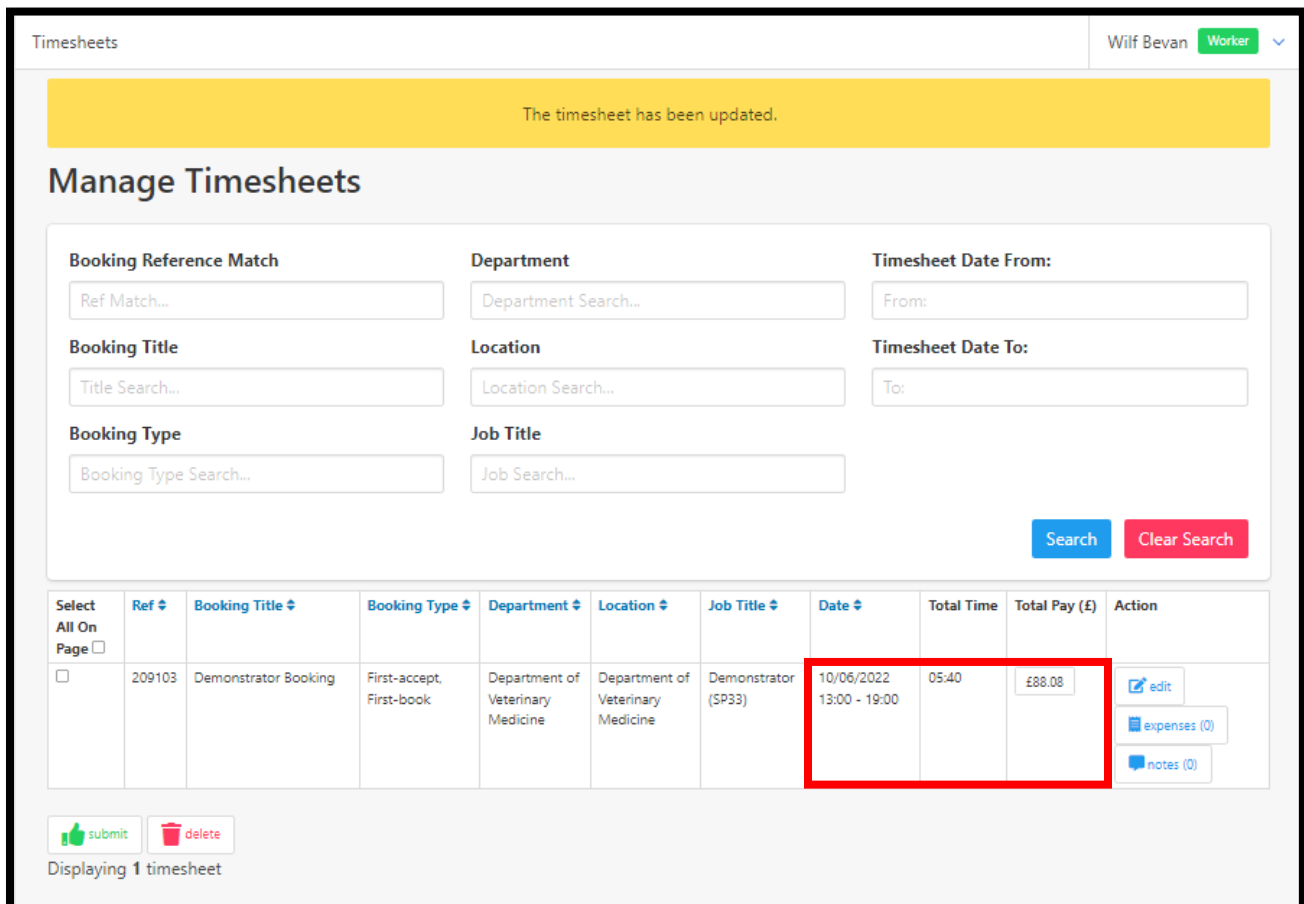
19:00

Unpaid Break \*

20 minutes

Update

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.



Timesheets

Wilf Bevan 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"/>	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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

submit delete

Displaying 1 timesheet

## 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 <input type="checkbox"/>	Ref ↕	Booking Title ↕	Booking Type ↕	Department ↕	Location ↕	Job Title ↕	Date ↕	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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 \***

No file chosen

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

## 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:

**Title \***  
Printing Expenses

**Expense category \***  
Other Business Expenses

**Amount \***  
3.50

**Receipt date \***  
10/06/2022

**Please upload a copy of receipt \***  
Choose file Printing Expenses.PNG  
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

**Create**

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.

Timesheets / Expenses Wilf Bevan Worker

Expenses has been successfully created.

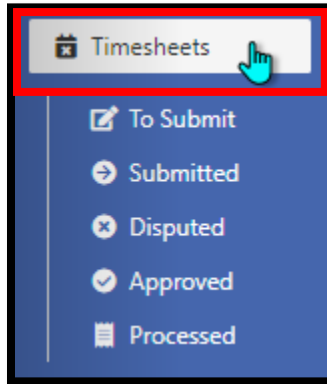
Expenses for Demonstrator Booking (10/06/2022 13:00 - 19:00)

Title	Expense Category	Amount	Receipt Date	Last Modified	Actions
Printing Expenses	Other Business Expenses	£3.50	10/06/2022	13/06/2022 10:04:36	<a href="#">Edit</a> <a href="#">Delete</a>

[Create a new Expense](#)

## Step 9

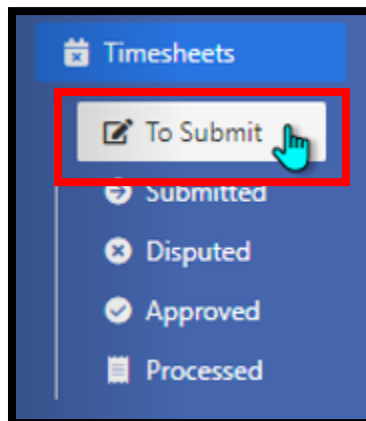
Selecting the **Timesheets** button from the left-hand menu will display the Manage Timesheets page. Note the expenses button now has a 1 on it, indicating one expense has been added to this timesheet.



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	<a href="#">edit</a> <a href="#">expenses (1)</a> <a href="#">notes (0)</a>

## 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:

Timesheets Wilf Bevan Worker ▾

### Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

**Job Title**

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 checked="" type="checkbox"/>	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	<a href="#">edit</a> <a href="#">expenses (1)</a> <a href="#">notes (0)</a>

submit delete

Displaying 1 timesheet

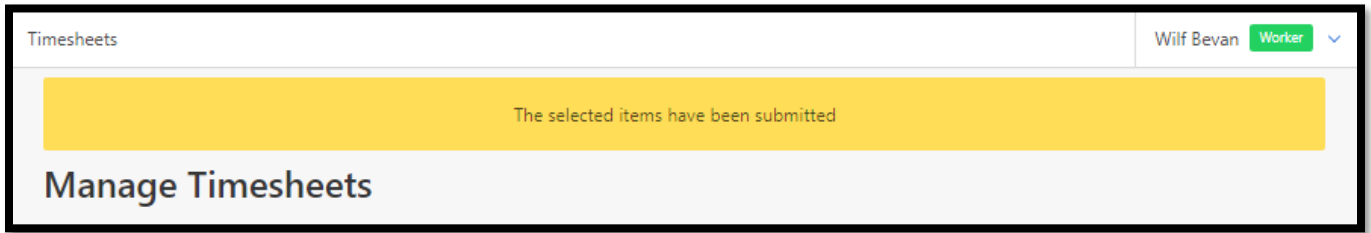
And press OK again.

Please Confirm

Are you sure you want to submit the selected timesheets?

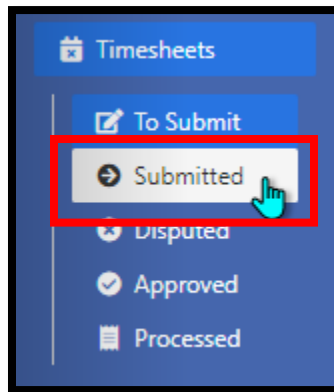
Ok Cancel

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

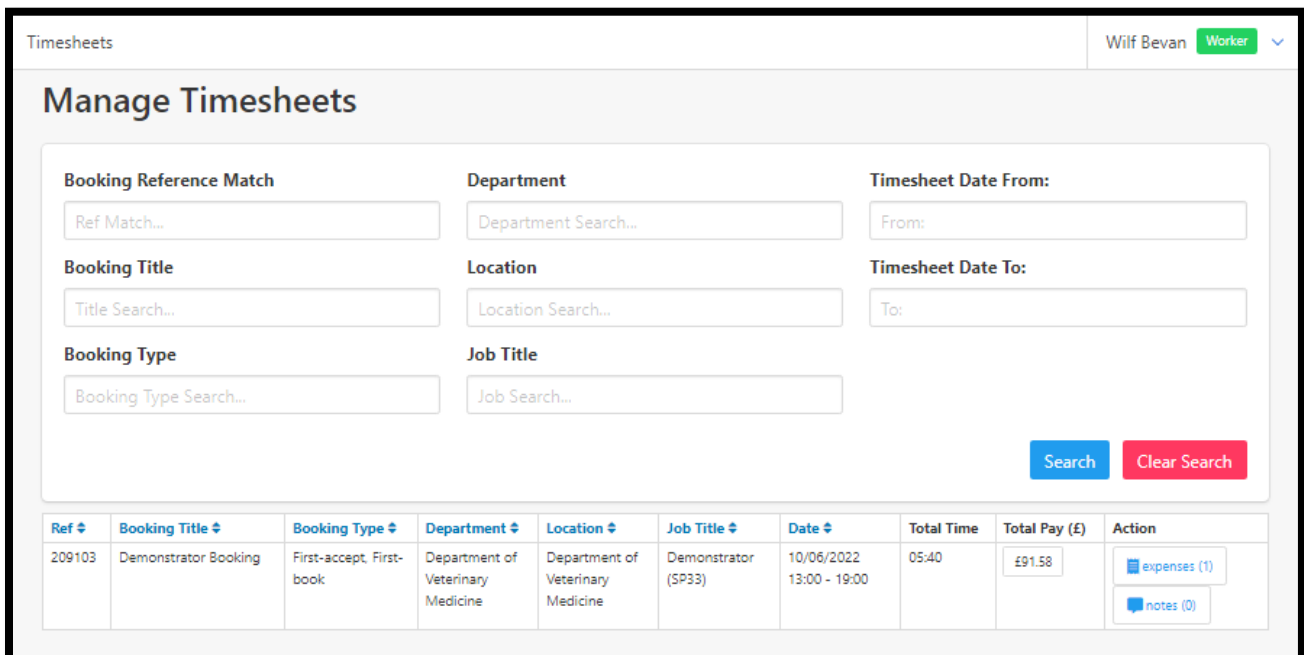


## Step 12

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	<a href="#">expenses (1)</a> <a href="#">notes (0)</a>

Finish