

# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF  
CAMBRIDGE  
Information Services



DASHBOARD  
TECHNOLOGY

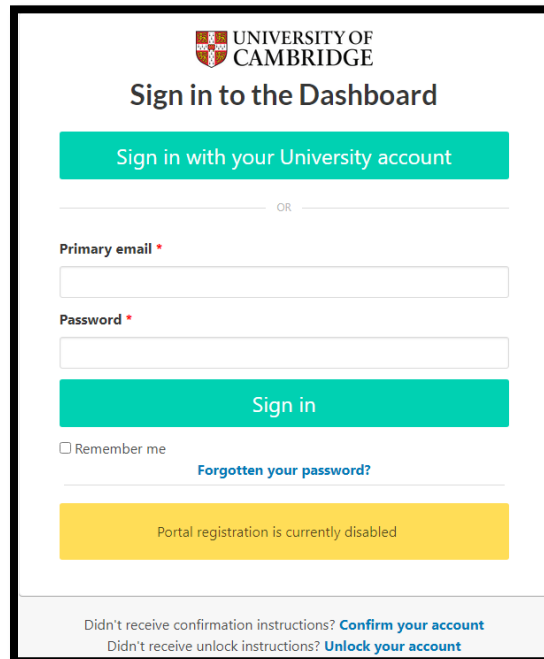
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

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

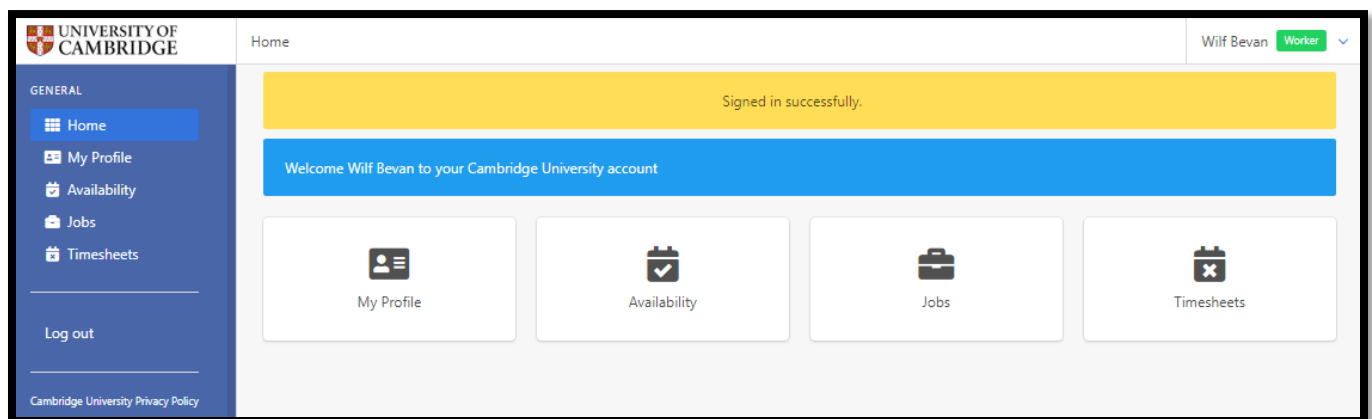
## Step 1

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

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



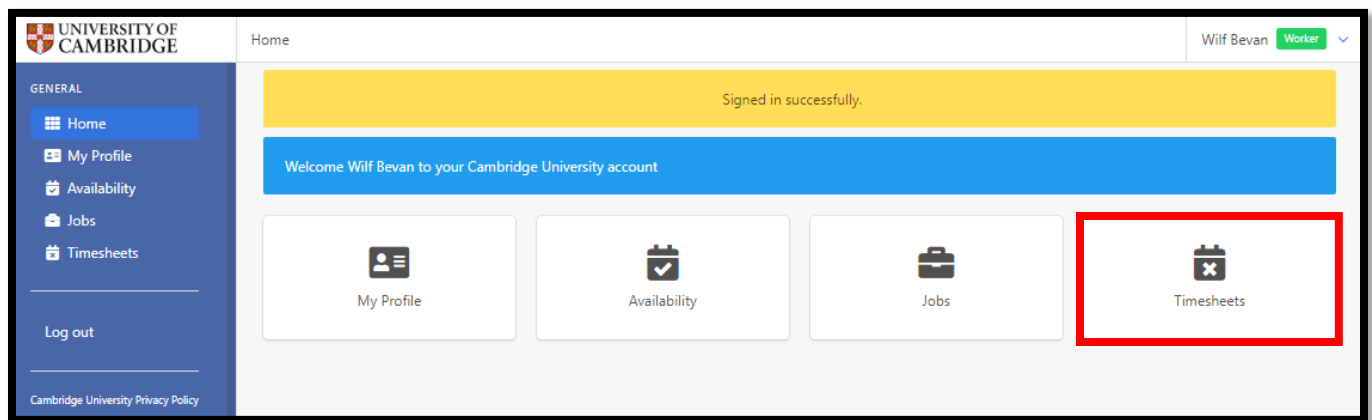
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and name. Below this is the heading "Sign in to the Dashboard". There are two main options for signing in: a green button labeled "Sign in with your University account" and a section separated by "OR" for email and password login. The email and password fields are labeled "Primary email" and "Password" respectively, 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 of the form is a yellow box stating "Portal registration is currently disabled". Below the form is a grey box with links for "Confirm your account" and "Unlock your account".



The image shows the dashboard of a Cambridge University account. At the top left is the University of Cambridge crest and name. To the right of this is the word "Home". Further right is the user's name "Wilf Bevan" and a green "Worker" button with a dropdown arrow. Below the header is a blue sidebar with the word "GENERAL" at the top. The sidebar contains links for "Home", "My Profile", "Availability", "Jobs", and "Timesheets". Below these links is a "Log out" button and a link to the "Cambridge University Privacy Policy". The main content area of the dashboard has a yellow banner that says "Signed in successfully.". Below this is a blue banner that says "Welcome Wilf Bevan to your Cambridge University account". At the bottom of the main content area are four white boxes, 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).

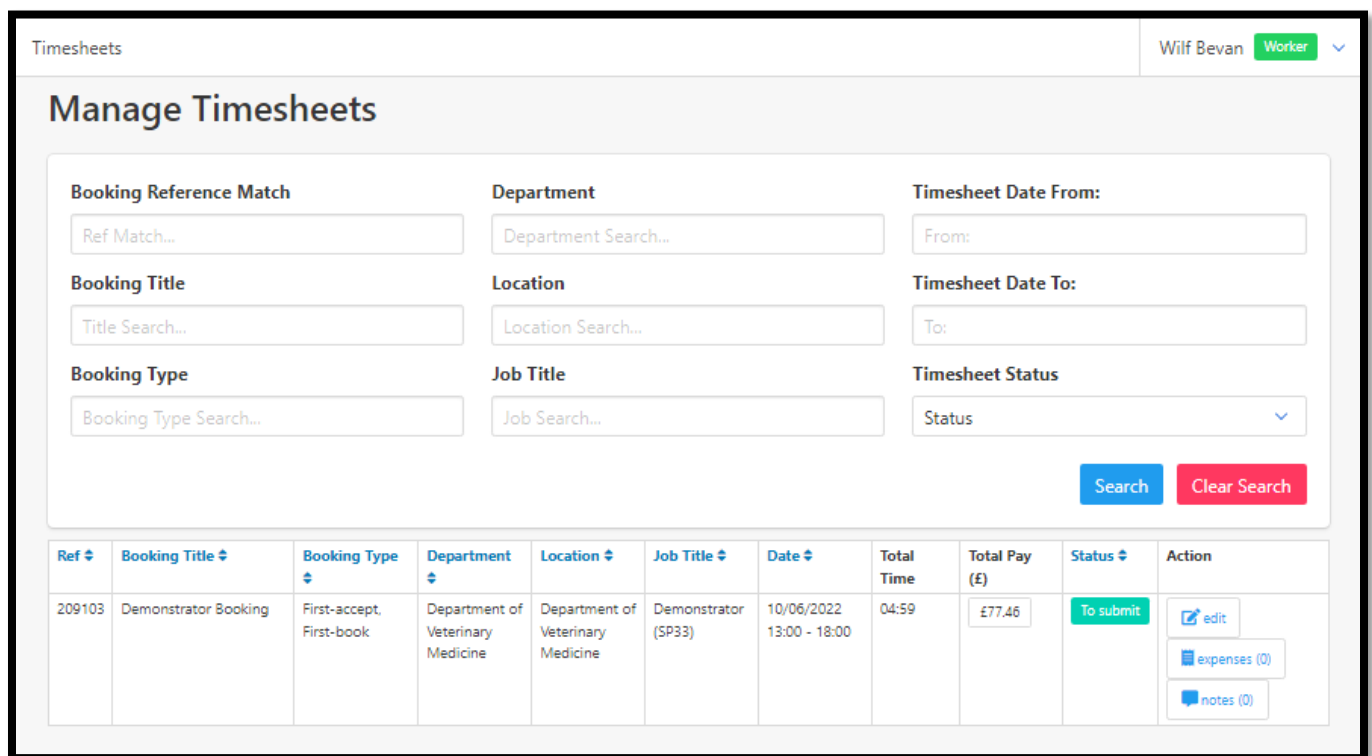
## Step 2

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	<div><div>edit</div><div>expenses (0)</div><div>notes (0)</div></div>

## Step 5

The Edit Timesheet page will be displayed.

Timesheets / Edit

Wilf Bevan Worker

### Edit Timesheet

**Booking Details:**

**Ref**  
209103

**Booking Title**  
Demonstrator Booking

**Booking Date**  
10/06/2022 13:00 - 18:00

**Expiry Date**  
03/06/2022 13:00

**Contact**

**Booking Type**  
First-accept, First-book

**Job**  
Demonstrator (SP33) ( x 4 )

**Event**

**Dress Code**

**Instructions for Workers**  
We need 4 Demonstrators on Friday from 13.00 - 18.00.

**Location**  
Department of Veterinary Medicine

Remaining hours available for this week: 43:01

**Start time \***  
13:00

**End time \***  
18:00

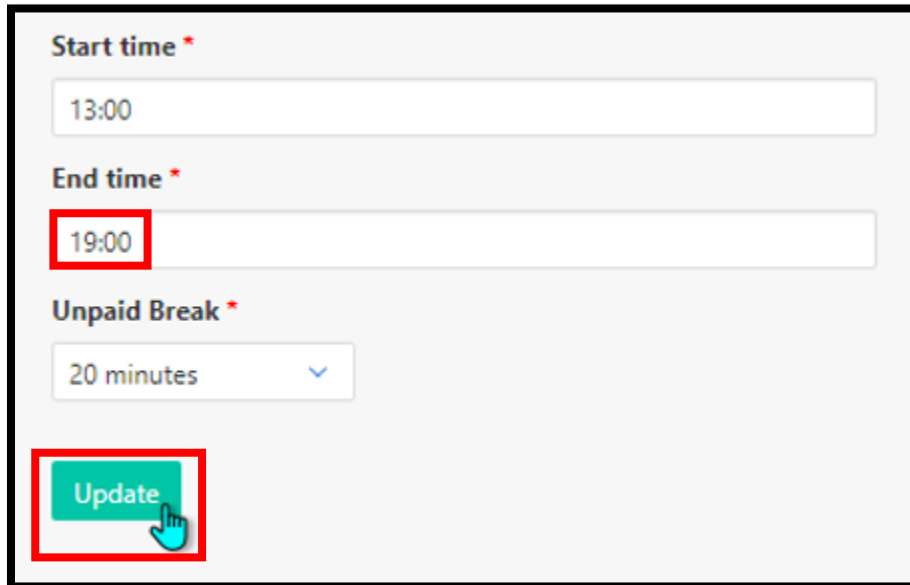
**Unpaid Break \***  
20 minutes

Update

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 \*

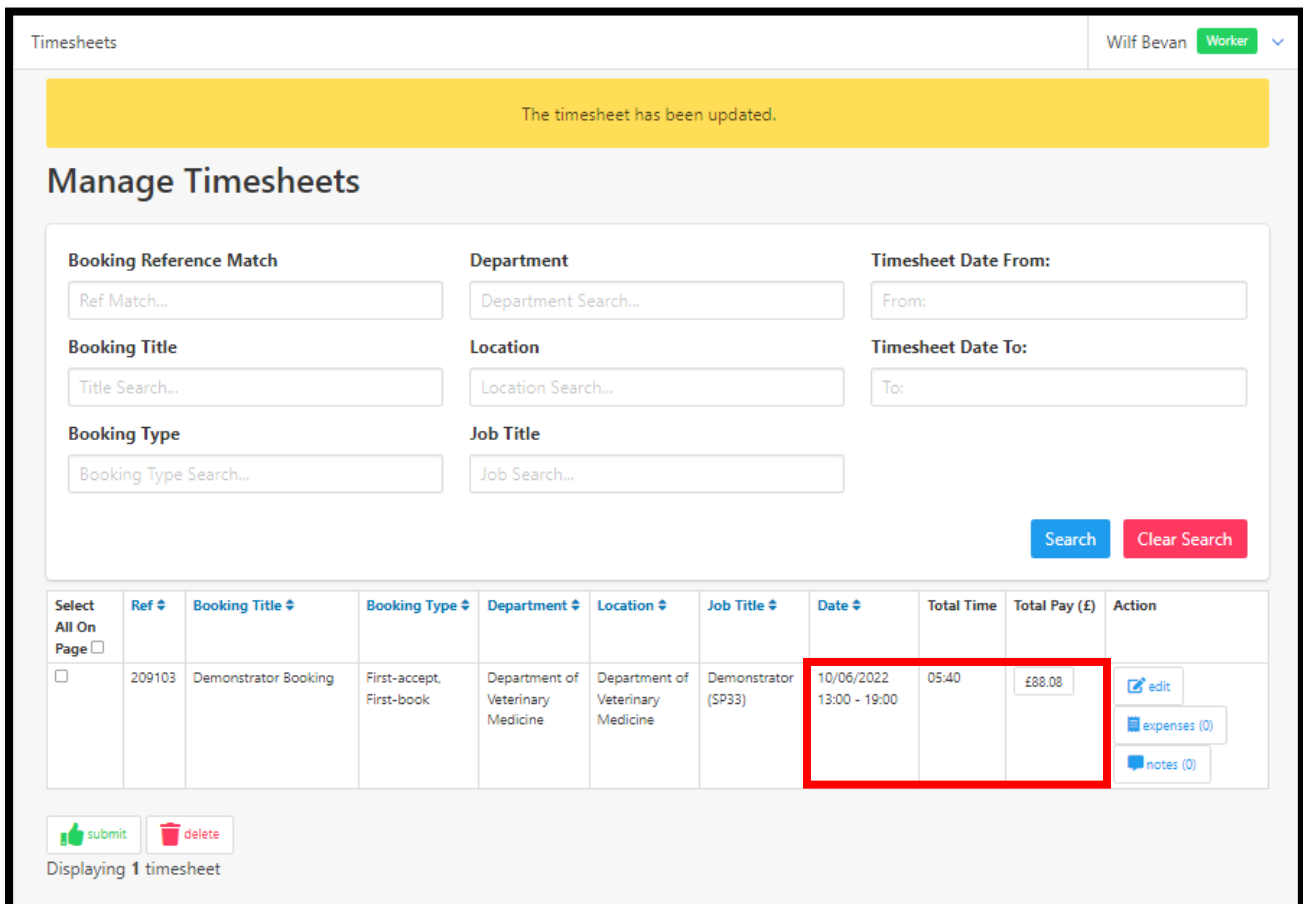
19:00

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 \*

Choose file

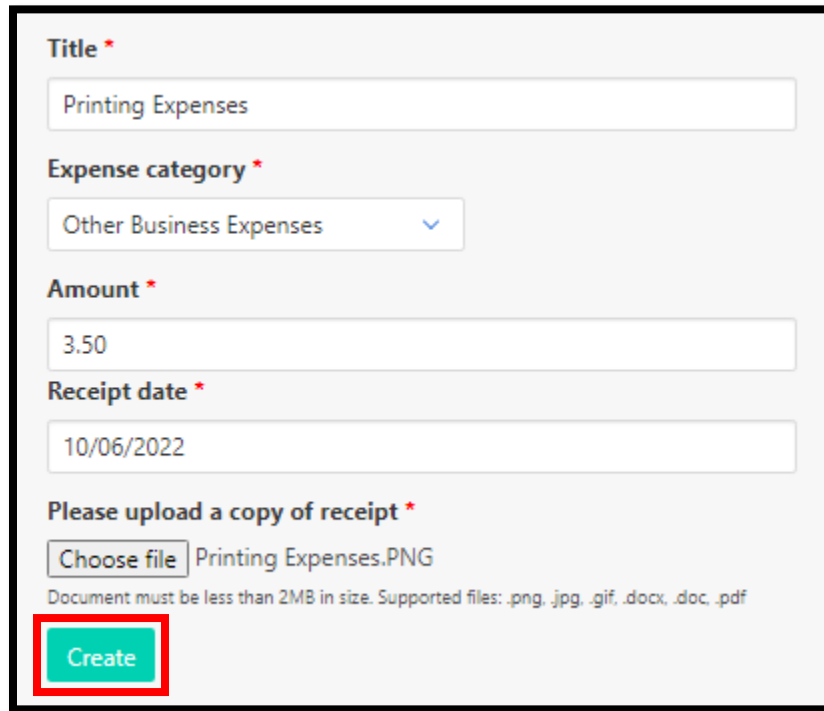
No file chosen

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:



**Title \***  
Printing Expenses

**Expense category \***  
Other Business Expenses

**Amount \***  
3.50

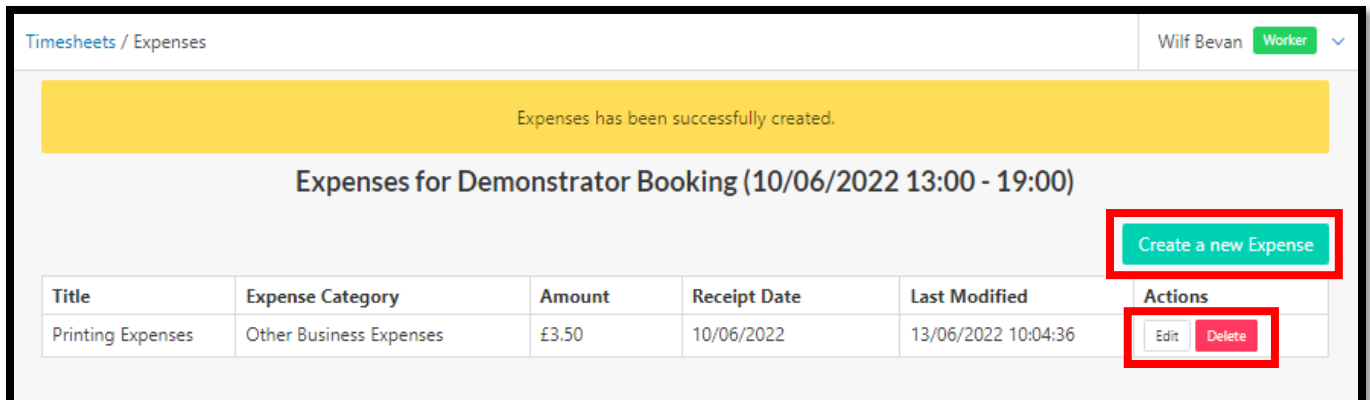
**Receipt date \***  
10/06/2022

**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.

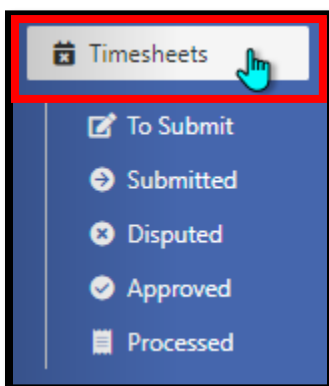
Expenses for Demonstrator Booking (10/06/2022 13:00 - 19:00)

Create a new Expense

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	Edit Delete

## Step 9

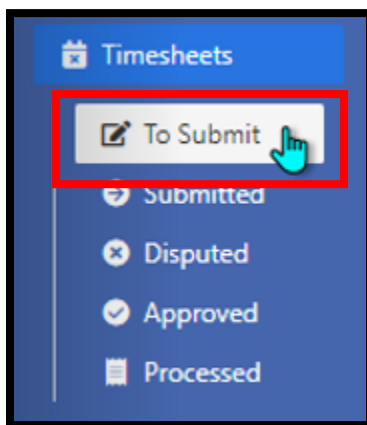
Selecting the **Timesheets** button from the left-hand menu will display the Manage Timesheets page. Note the expenses button now has a 1 on it, indicating one expense has been added to this timesheet.



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	<div><div>edit</div><div>expenses (1)</div><div>notes (0)</div></div>

## 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:

The screenshot shows the 'Manage Timesheets' interface. At the top, there's a header with 'Timesheets' and a user profile 'Wilf Bevan' with a 'Worker' role. Below the header is a search section with filters for Booking Reference Match, Department, Timesheet Date From, Booking Title, Location, Timesheet Date To, Booking Type, and Job Title. There are 'Search' and 'Clear Search' buttons. Below the search section is a table with the following columns: Select All On Page, Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), and Action. The first row of the table is highlighted with a red box around the 'Select All On Page' checkbox, which is checked. The row data is: Ref 209103, Booking Title Demonstrator Booking, Booking Type First-accept, First-book, Department Department of Veterinary Medicine, Location Department of Veterinary Medicine, Job Title Demonstrator (SP33), Date 10/06/2022 13:00 - 19:00, Total Time 05:40, Total Pay (£) £88.08, and Action buttons for edit, expenses (1), and notes (0). Below the table, there are 'submit' and 'delete' buttons. The 'submit' button is highlighted with a red box and a hand cursor. Below the buttons, it says 'Displaying 1 timesheet'.

Select All On Page	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>

Displaying 1 timesheet

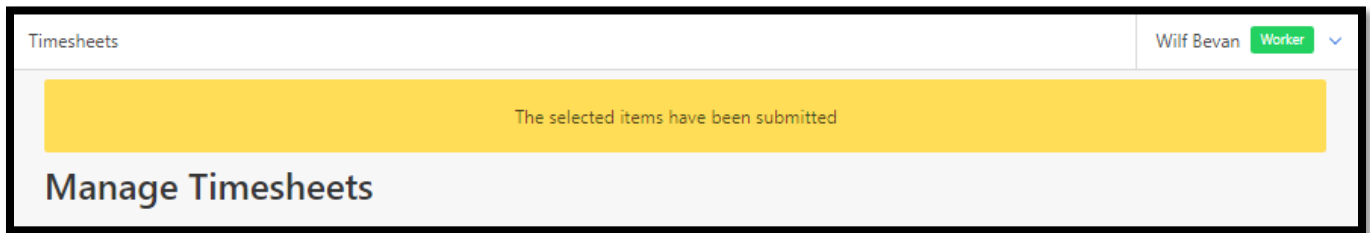
And press OK again.

The screenshot shows a 'Please Confirm' dialog box. The text inside says 'Are you sure you want to submit the selected timesheets?'. At the bottom, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red box.

Please Confirm

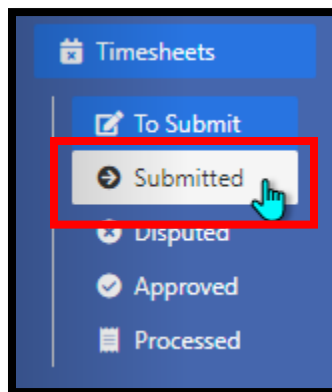
Are you sure you want to submit the selected timesheets?

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.

The screenshot shows the 'Manage Timesheets' page. It features a search section with filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, and Timesheet Date. Below the search filters is a table displaying a list of submitted timesheets. The table has columns for Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), and Action. The first row shows a timesheet for 'Demonstrator Booking' on 10/06/2022.

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>

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