

# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



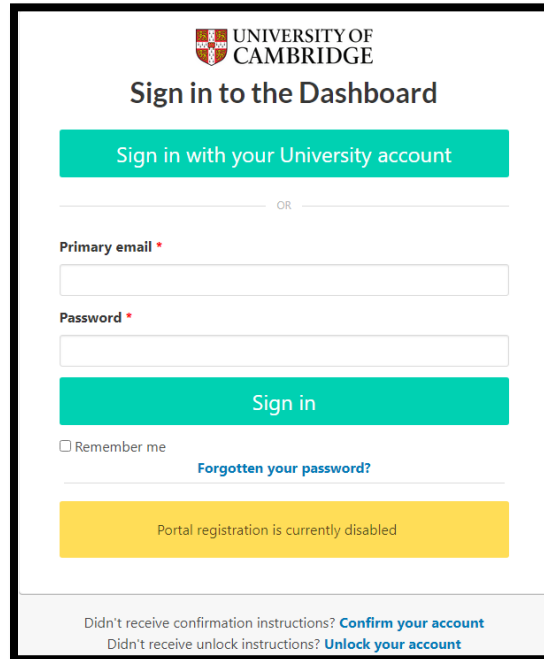
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### DELETING A TIMESHEET

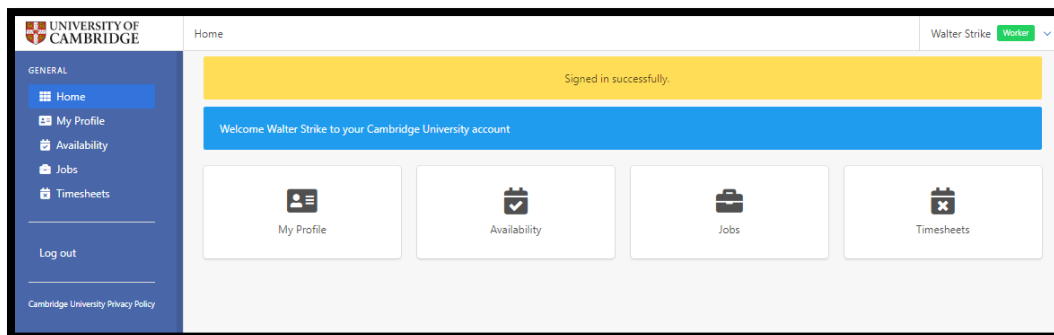
## Step 1

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

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



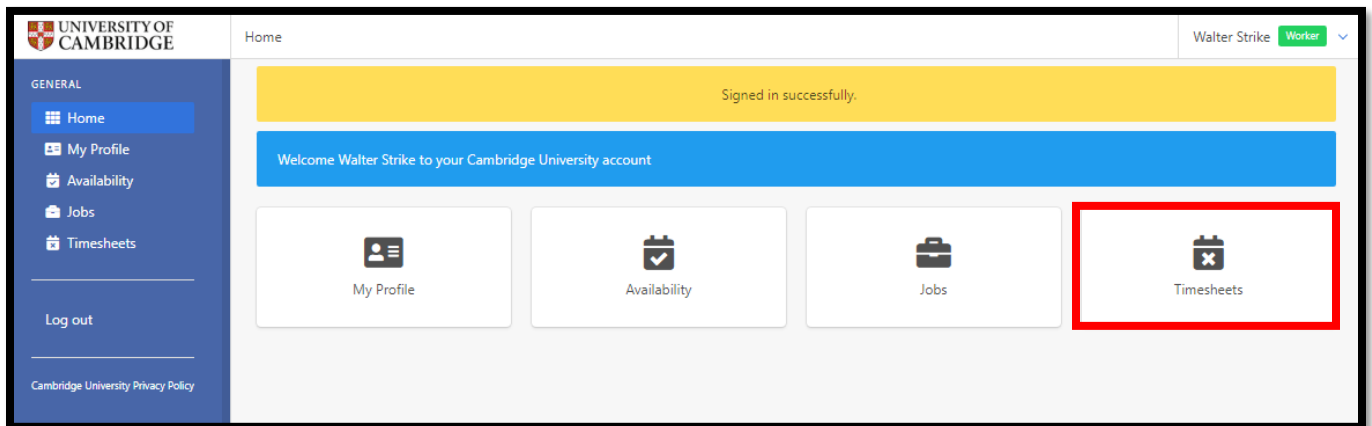
The screenshot shows the sign-in page for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal 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 green "Sign in" button. A checkbox for "Remember me" is present, along with a link for "Forgotten your password?". A yellow box at the bottom of the form area 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 shows the dashboard home page after a successful sign-in. The top left corner features the University of Cambridge logo. The top right corner shows the user's name "Walter Strike" and a dropdown menu with the role "Worker". A yellow banner across the top of the main content area says "Signed in successfully.". Below this is a blue banner that says "Welcome Walter Strike to your Cambridge University account". The main content area contains four white cards with icons and labels: "My Profile" (person icon), "Availability" (calendar icon with checkmark), "Jobs" (briefcase icon), and "Timesheets" (calendar icon with 'x'). On the left side, there is a dark blue sidebar menu with the heading "GENERAL" and items: "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 Timesheets to submit and ones which have been submitted.

The screenshot shows the 'Manage Timesheets' page. The page title is 'Manage Timesheets'. The user is logged in as Walter Strike, a Worker. The page displays search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. The search filters are highlighted with a red box. Below the search filters is a table of timesheets. The table is highlighted with a red box.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£316.24	Submitted	<a href="#">expenses (1)</a> <a href="#">notes (0)</a>
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	Submitted	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

## Step 4

If a worker does not work any hours during one of the weeks they were booked to work, they will still have an outstanding timesheet in their list of timesheets to manage. In this situation the worker can delete the timesheet for that week.

To delete timesheet with zero hours, first locate the timesheet in the Manage Timesheets list making a note of the timesheet reference number in the Ref column.

Timesheets Walter Strike Worker ▼

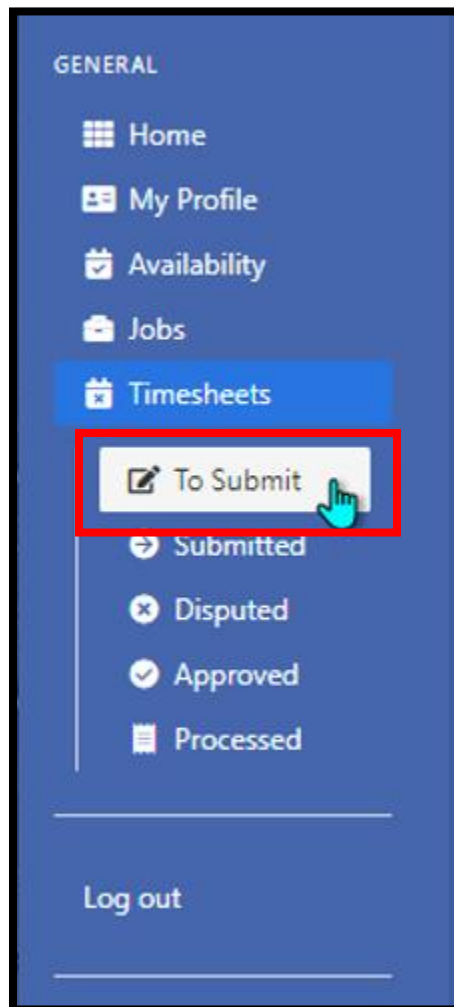
### Manage Timesheets

**Booking Reference Match**  **Department**  **Timesheet Date From:**   
**Booking Title**  **Location**  **Timesheet Date To:**   
**Booking Type**  **Job Title**  **Timesheet Status**   
Search Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
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## Step 5

Select the **To Submit** button from the left-hand menu.



## Step 6

On the Manage Timesheets page, tick the box next to the timesheet you want to delete. Make sure it is the correct timesheet if there is more than one. Press the red **Delete** 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**

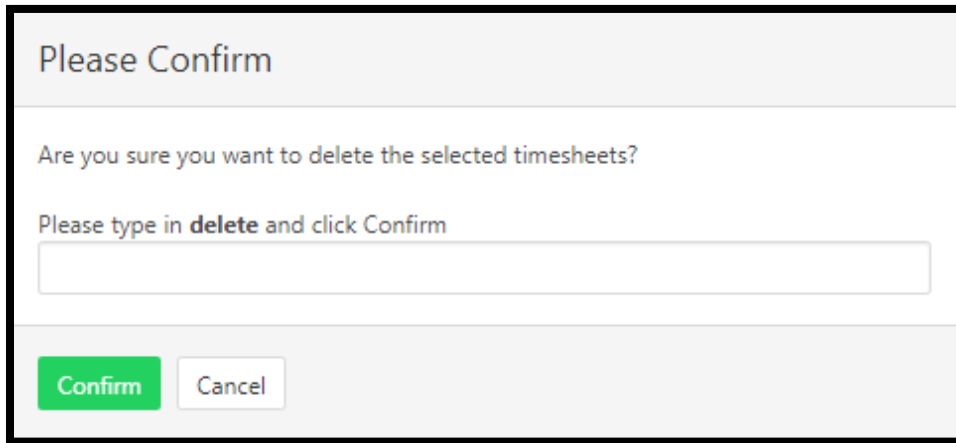
**Job Title**

Select All On Page <input type="checkbox"/>	Ref <span>▼</span>	Booking Title <span>▼</span>	Booking Type <span>▼</span>	Department <span>▼</span>	Location <span>▼</span>	Job Title <span>▼</span>	Date <span>▼</span>	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209032	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)"/>

Displaying 1 timesheet

## Step 7

A message will appear asking if you are sure you want to delete the selected timesheets.



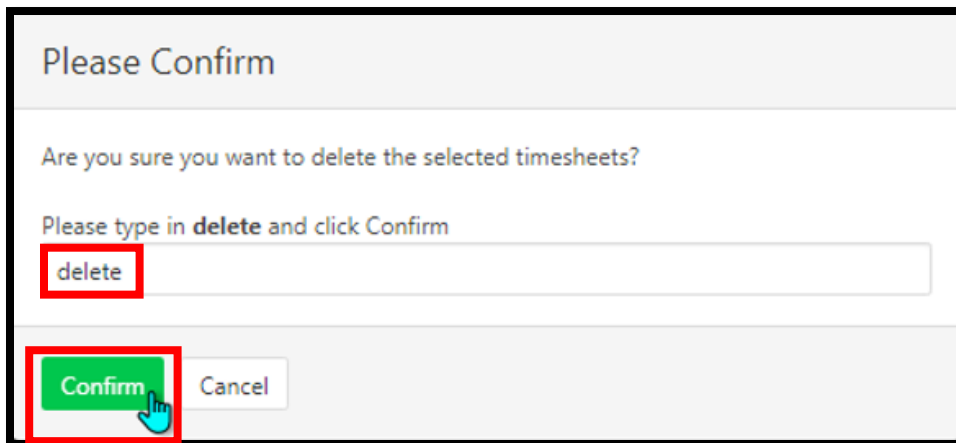
Please Confirm

Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

**Confirm** Cancel

Follow the prompt and type **delete** into the field and press the green **Confirm** button.



Please Confirm

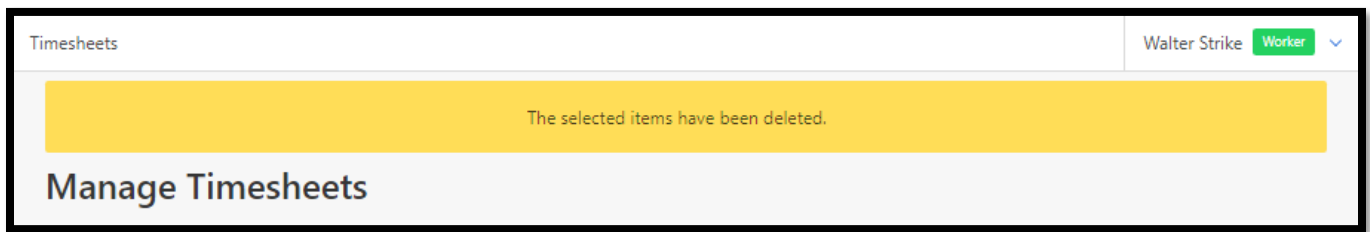
Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

**Confirm** Cancel

## Step 8

The screen will refresh to show a yellow message at the top of the screen stating that 'The selected items have been deleted'.



## Finish