CAMBRIDGE CASUAL WORKER SYSTEM
HOW TO GUIDE

CANCELLING A TIMESHEET
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 Timesheets to submit and ones which have been submitted.
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 cancel the timesheet for that week.

To cancel a 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.

![Manage Timesheets screenshot](image)

Please note! A timesheet can only be cancelled from the "to submit" menu. A worker cannot cancel a timesheet that has been disputed and is therefore in the "disputed" menu in Timesheets.
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 cancel. Make sure it is the correct timesheet if there is more than one. Press the red Cancel button at the bottom of the page.
Step 7
A message will appear asking if you are sure you want to delete the selected timesheets.

Follow the prompt and type `delete` into the field and press the green **Confirm** button.
Step 8

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

Finish