

# CCWS HOW TO GUIDE CANCELLING TIMESHEETS



UNIVERSITY OF  
CAMBRIDGE  
Information Services



**DASHBOARD**  
TECHNOLOGY

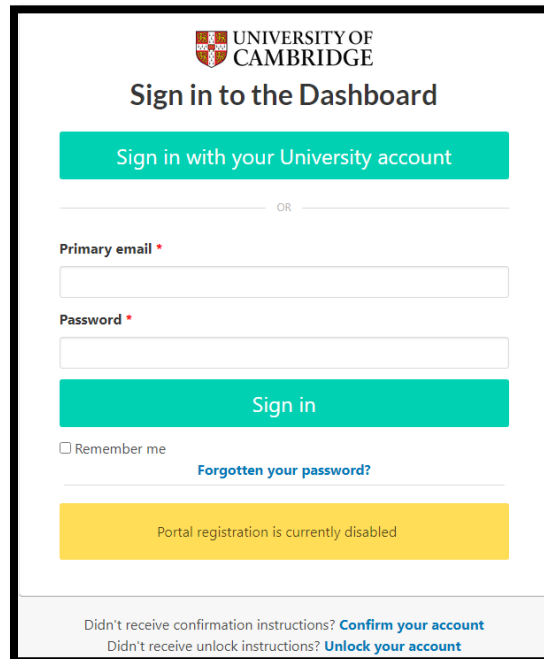
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### CANCELLING A TIMESHEET

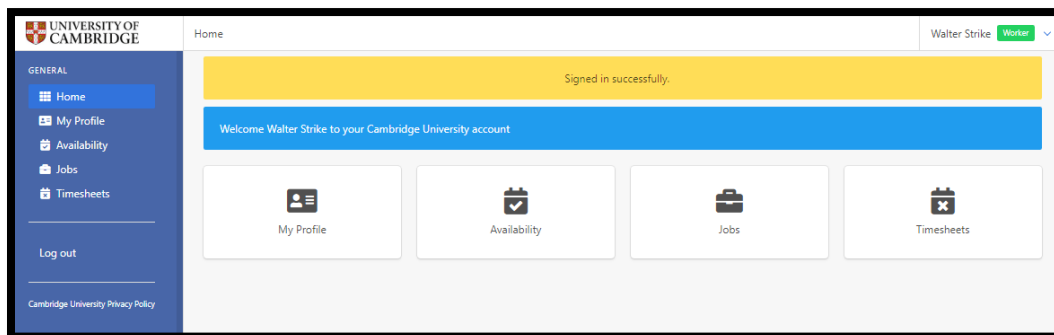
## Step 1

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

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



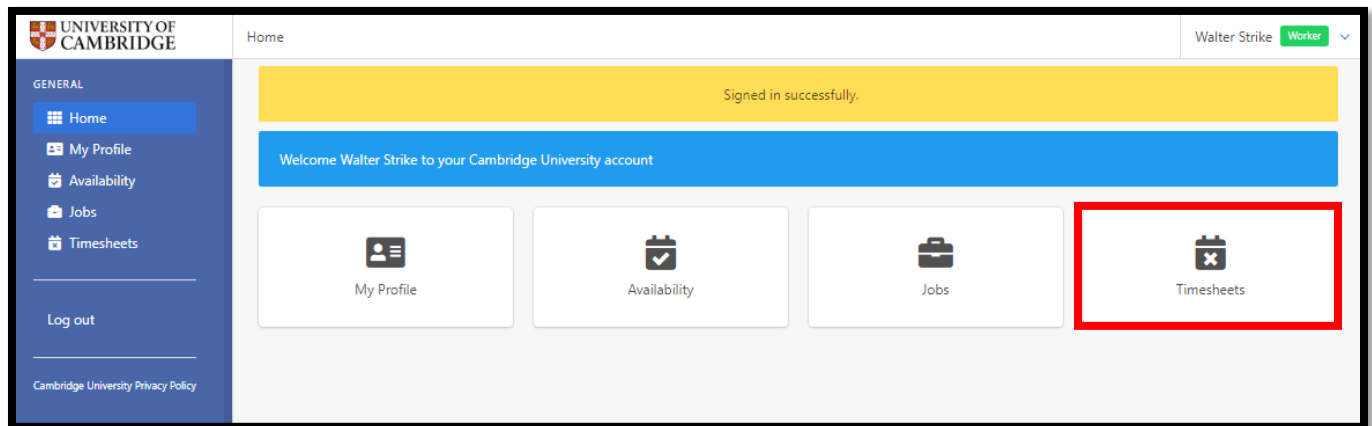
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and logo. Below it is the heading "Sign in to the Dashboard". There is a large teal button that says "Sign in with your University account". Below this is a horizontal line with "OR" in the center. Underneath are two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. Below the password field is a teal "Sign in" button. Under the sign-in button is a checkbox for "Remember me" and a link for "Forgotten your password?". At the bottom of the form is a yellow box that says "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 image shows the dashboard home page after a successful login. At the top left is the University of Cambridge crest and logo. To its right is the word "Home". At the top right is the user's name "Walter Strike" next to a green "Worker" status indicator with a dropdown arrow. Below the header is a yellow banner that says "Signed in successfully.". Underneath is a blue banner that says "Welcome Walter Strike to your Cambridge University account". Below these banners are four white boxes with icons and labels: "My Profile" (person icon), "Availability" (calendar with checkmark icon), "Jobs" (briefcase icon), and "Timesheets" (calendar with X icon). On the left side of the dashboard is a dark blue sidebar with the word "GENERAL" at the top. Below it are links: "Home", "My Profile", "Availability", "Jobs", and "Timesheets". At the bottom of the sidebar are "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.

Timesheets

Walter Strike **Worker**

### 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...

**Timesheet Status**  
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>
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 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.

Timesheets

Walter Strike Worker

### 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...

**Timesheet Status**  
Status

Search

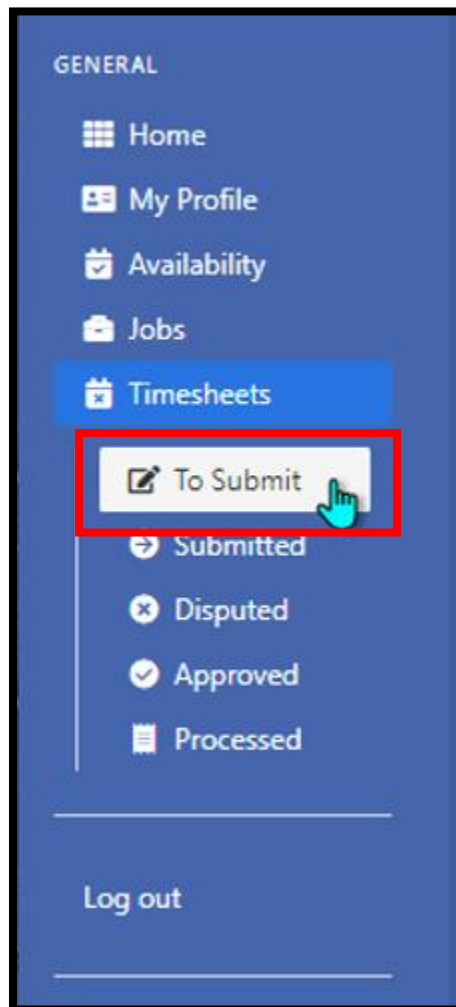
Clear Search

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	<div><div>edit</div><div>expenses (0)</div><div>notes (0)</div></div>
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£316.24	Submitted	<div><div>expenses (1)</div><div>notes (0)</div></div>
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	<div><div>expenses (0)</div><div>notes (0)</div></div>

**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.

### Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

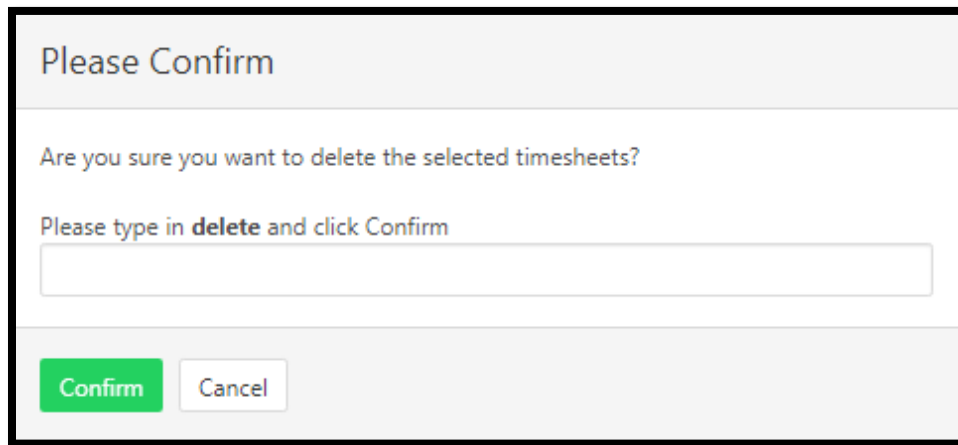
**Job Title**

Select All On Page <input type="checkbox"/>	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	209392	Fee Test 1	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator - Fee Only	18/04/2023	Fee	£25.99	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
<input checked="" type="checkbox"/>	209151	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	02/09/2022 13:00 - 18:00	05:00	£77.72	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

Displaying all 2 timesheets

## Step 7

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

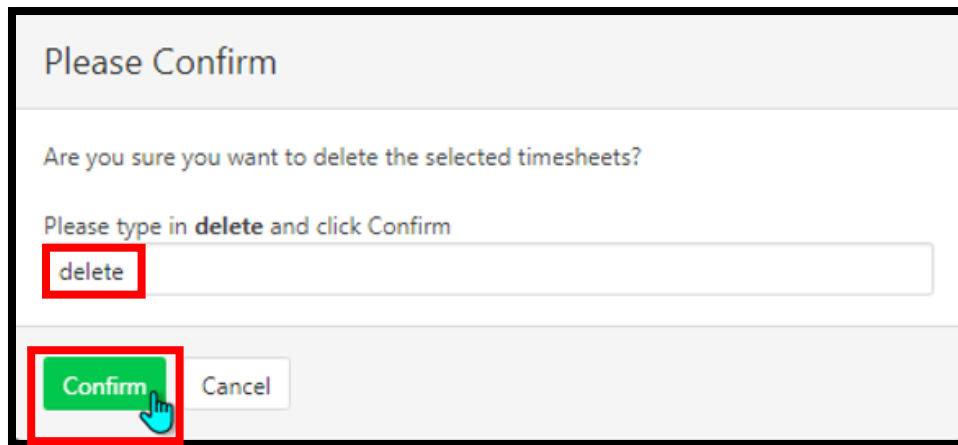


Please Confirm

Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

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



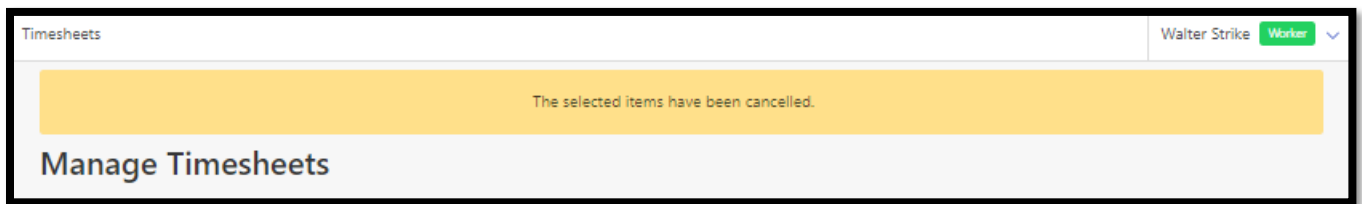
Please Confirm

Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

## 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