

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



UNIVERSITY OF
CAMBRIDGE

Information Services



DASHBOARD
TECHNOLOGY

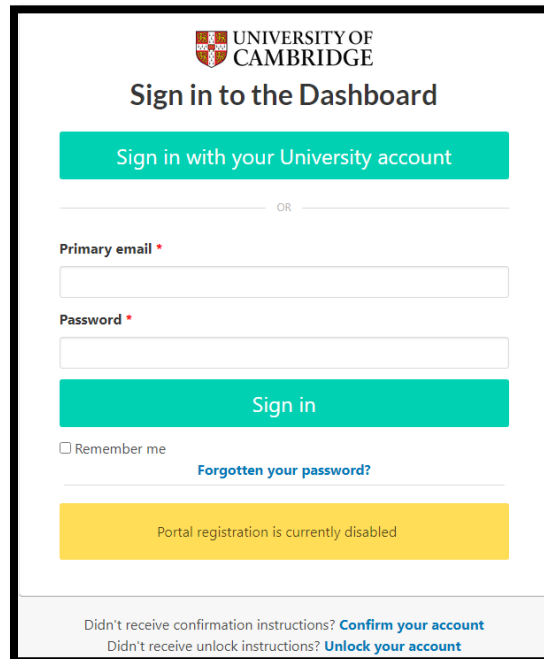
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

SUBMITTING A TIMESHEET FOR A FIXED FEE PAYMENT

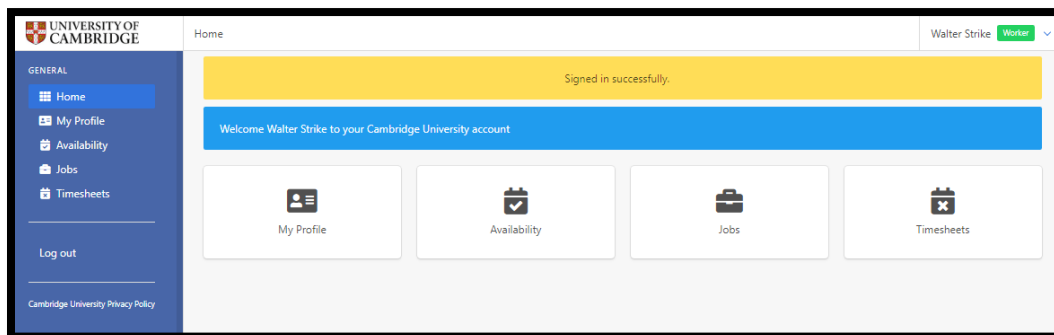
Step 1

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

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



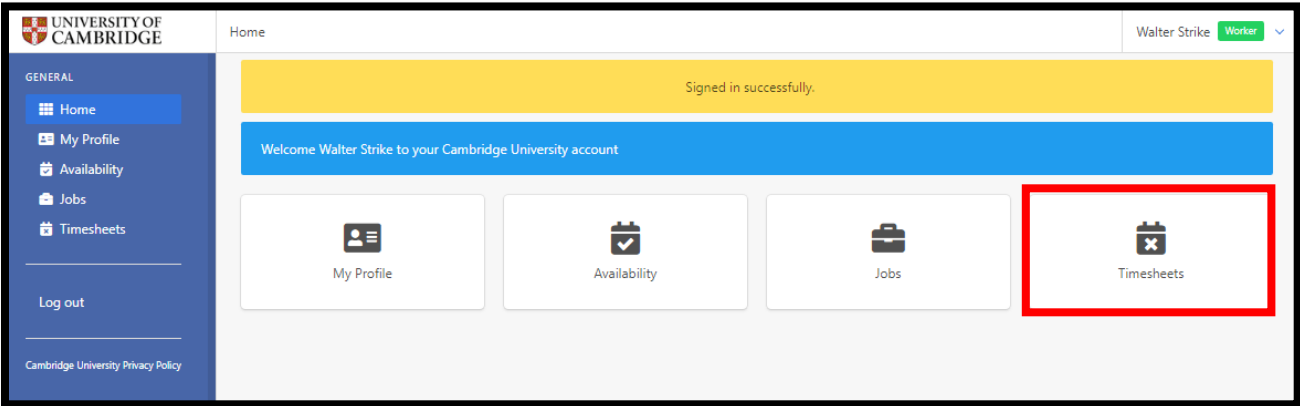
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge crest and logo. Below it, the text "Sign in to the Dashboard" is centered. A large teal button labeled "Sign in with your University account" is prominent. Below this button is a horizontal line with "OR" in the center. Underneath, there 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. Underneath the sign-in button is a checkbox labeled "Remember me" and a link "Forgotten your password?". At the bottom of the form is a yellow box with the text "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 sign-in. The top left corner features the University of Cambridge crest and logo. The top right corner shows the user's name "Walter Strike" and a green "Worker" status 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". The main content area has 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, there 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".

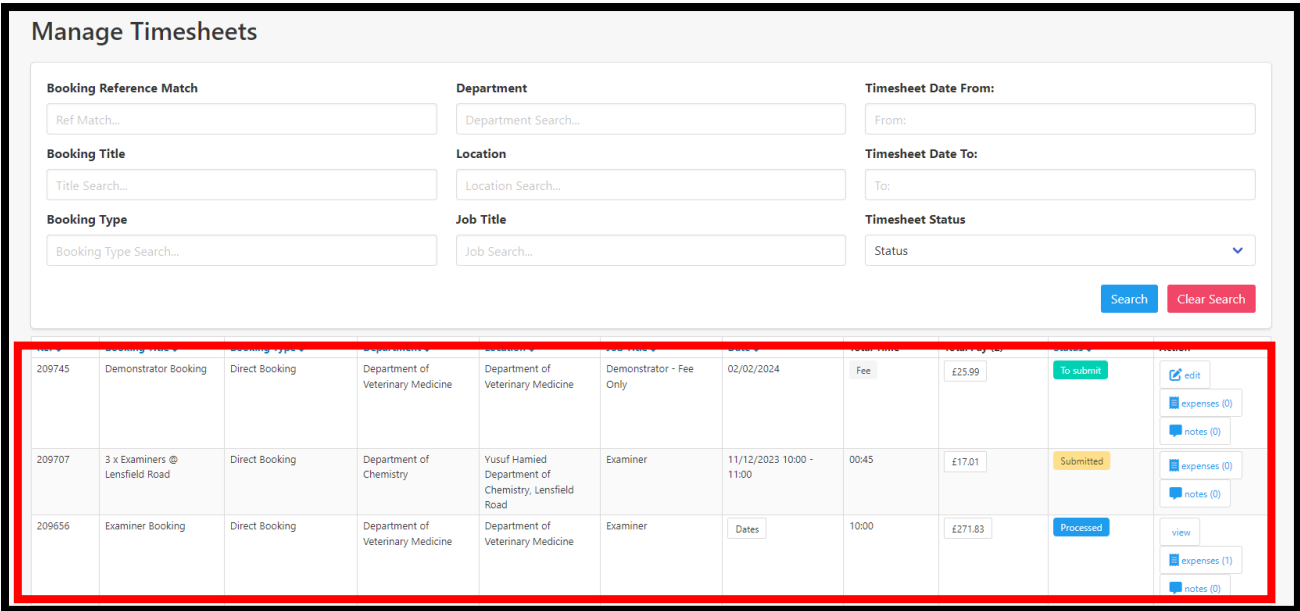
Step 2

Select the Timesheets button.



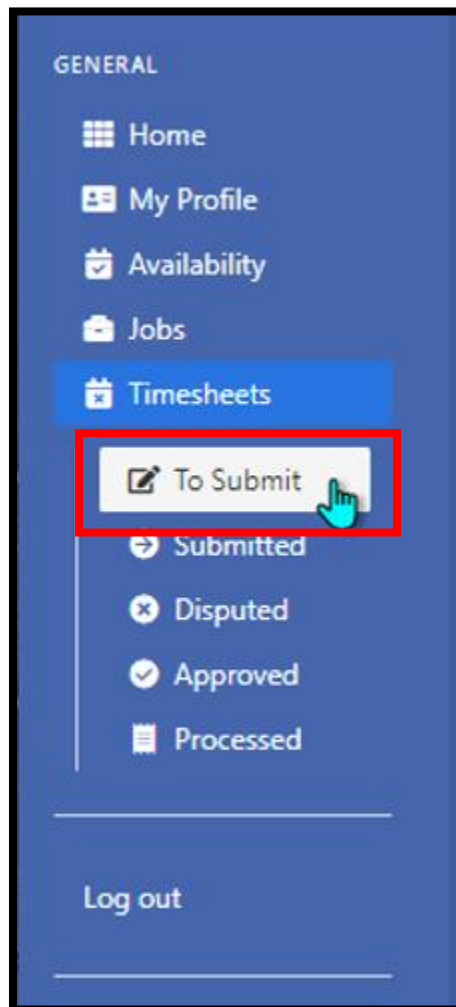
Step 3

The Timesheets page will display a list of outstanding Timesheets to submit.



Step 4

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



Step 5

Locate the timesheet you wish to submit and click on the **notes** button to the right-hand side of the screen.

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"/> | 209745 | Demonstrator Booking | Direct Booking | Department of Veterinary Medicine | Department of Veterinary Medicine | Demonstrator - Fee Only | 02/02/2024 | Fee | £25.99 | edit expenses (0) notes (0) |

submit cancel
Displaying 1 timesheet

The page will refresh by displaying a yellow banner along the top of the screen. Press **Click here** to create a new note.

Timesheets / Notes Walter Strike Worker

Notes for Demonstrator Booking (02/02/2024 00:00 - 00:00)

There are currently no notes. [Click here](#) to create a note.

Add the total number of hours you have worked for this fee payment and press the **Create** button.

Timesheets / Notes / New Note

Create new Note

Title *
Demonstrator Booking

Notes *
1 hour worked

Create

The page will refresh by displaying a yellow banner along the top of the screen, stating that the 'Note has been successfully created'.

Timesheets / Notes Walter Strike Worker

Note has been successfully created.

Notes for Demonstrator Booking (02/02/2024 00:00 - 00:00)

Create a new Note

| Title | Notes | Created By | Created On | Last Modified | Actions |
|----------------------|---------------|---------------|---------------------|---------------------|---------------------------------------|
| Demonstrator Booking | 1 hour worked | Walter Strike | 07/02/2024 14:24:48 | 07/02/2024 14:24:48 | Edit Delete |

Step 6

Select the **To Submit** screen from the left-hand menu. Then tick the box next to the timesheet you want to submit and press the green **Submit** button at the bottom of the page.

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 | Ref | Booking Title | Booking Type | Department | Location | Job Title | Date | Total Time | Total Pay (£) | Action |
|-------------------------------------|--------|----------------------|----------------|-----------------------------------|-----------------------------------|-------------------------|------------|------------|---------------|--|
| <input checked="" type="checkbox"/> | 209745 | Demonstrator Booking | Direct Booking | Department of Veterinary Medicine | Department of Veterinary Medicine | Demonstrator - Fee Only | 02/02/2024 | Fee | £25.99 | edit expenses (0) notes (1) |

submit cancel

Displaying 1 timesheet

Then press **OK** to confirm.

Please Confirm

Are you sure you want to submit the selected timesheets?

Ok Cancel

The page will refresh by displaying a yellow banner along the top of the screen, stating that 'The selected items have been submitted'.

Timesheets

Walter Strike Worker

The selected items have been submitted

Manage Timesheets

You currently have no timesheets with status To submit.

Step 7

You can view all submitted timesheets by selecting the **Submitted** button from the left-hand menu.

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

| Ref | Booking Title | Booking Type | Department | Location | Job Title | Date | Total Time | Total Pay (£) | Action |
|--------|--------------------------------|--------------------------|-----------------------------------|--|-------------------------|--------------------------|------------|---------------|---------------------------|
| 209745 | Demonstrator Booking | Direct Booking | Department of Veterinary Medicine | Department of Veterinary Medicine | Demonstrator - Fee Only | 02/02/2024 | Fee | £25.99 | expenses (0) notes (1) |
| 209707 | 3 x Examiners @ Lensfield Road | Direct Booking | Department of Chemistry | Yusuf Hamied Department of Chemistry, Lensfield Road | Examiner | 11/12/2023 10:00 - 11:00 | 00:45 | £17.01 | expenses (0) notes (0) |
| 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 | expenses (0) notes (0) |

Displaying all 3 timesheets

Finish