

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



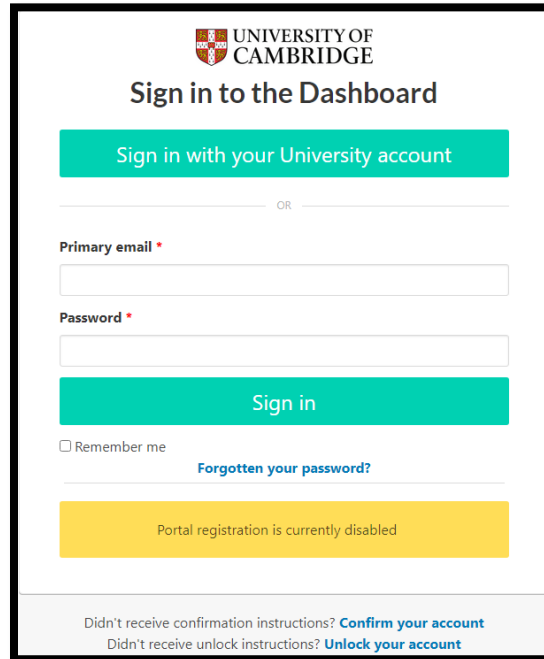
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

HOW TO SUBMIT A TIMESHEET FOR A FIXED FEE PAYMENT

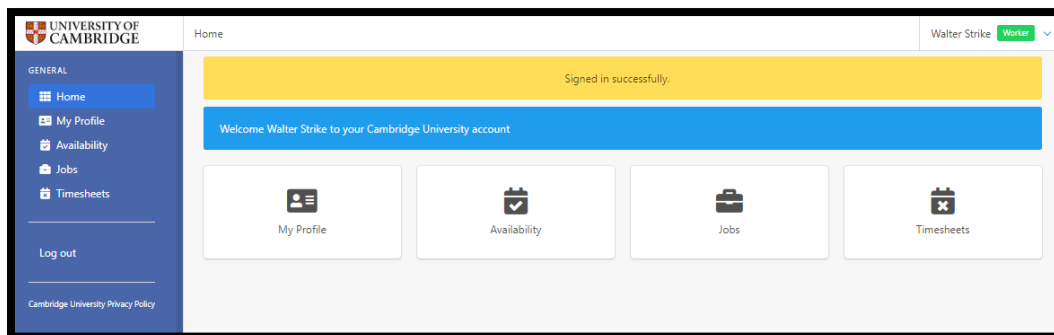
Step 1

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

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



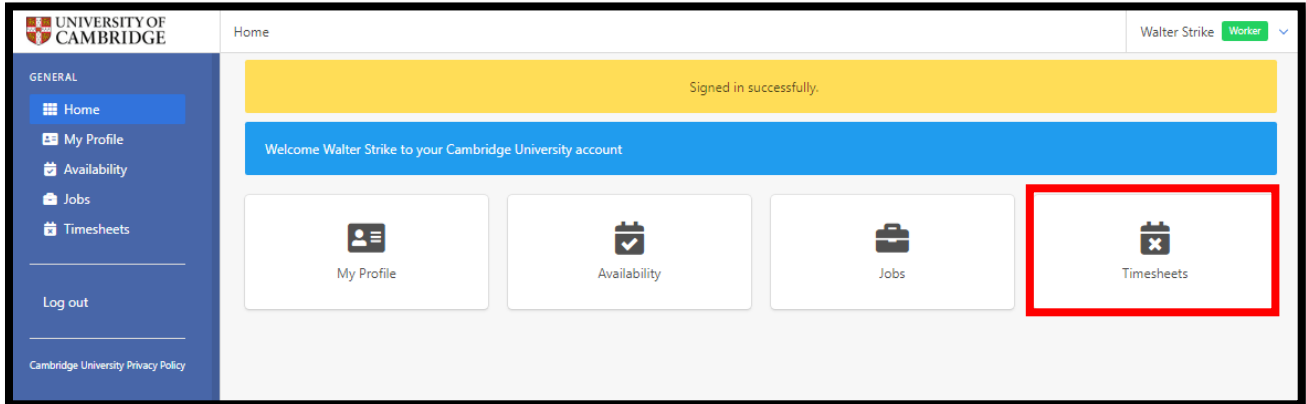
The screenshot shows the sign-in page for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. The form includes two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. A green "Sign in" button is positioned below the password field. There is a checkbox for "Remember me" and a link for "Forgotten your password?". A yellow box at the bottom of the form 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 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 label "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 boxes 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

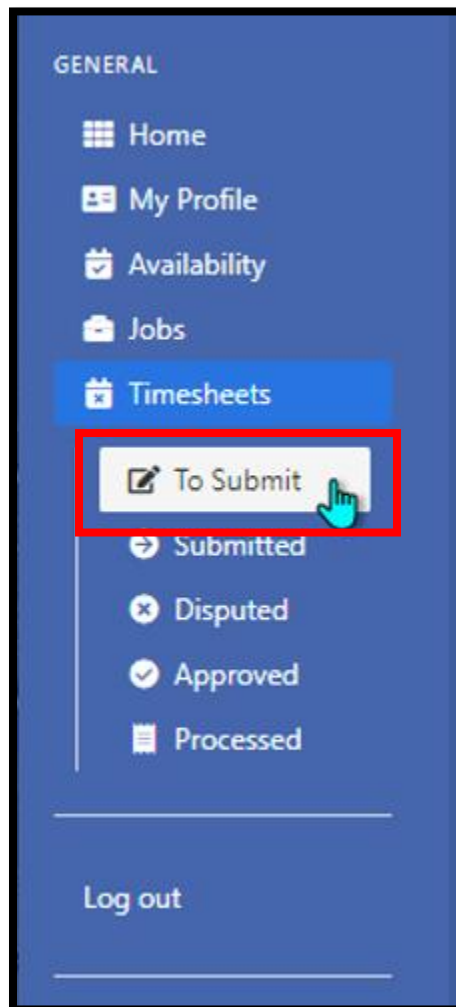
The Timesheets page will display a list of outstanding Timesheets to submit.

The screenshot shows the 'Manage Timesheets' page. It features a search and filter section at the top and a table of timesheets below. The table is highlighted with a red border. The table columns include ID, Booking Title, Booking Type, Department, Location, Job Title, Dates, Amount, Status, and Actions.

ID	Booking Title	Booking Type	Department	Location	Job Title	Dates	Amount	Status	Actions	
209745	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator - Fee Only	02/02/2024	Fee	£25.99	To submit	edit, expenses (0), notes (0)
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	Submitted	expenses (0), notes (0)
209656	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner	Dates	10:00	£271.83	Processed	view, expenses (1), notes (0)

Step 4

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



Step 5

Some types of Fee booking require you to enter the total number of hours worked:

To check whether this box requires completion, locate the timesheet you wish to submit and click on 'edit' 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	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

If you are required to enter the total number of hours worked the box below will appear.

Please enter in the hours spent on this booking as accurately as possible in the 'Hours worked' field. This information is for record purposes and will not affect your availability or actual hours worked.

Hours Worked *

[Update](#)

Please enter the hours spent on this booking. Please note this is for information only and will not affect the fee that is paid to you.

Once you have entered the total number of hours worked, please click on 'Update'. You will then be returned to the main 'To Submit' menu in CCWS.

If you receive the following error "**your timesheet is not able to be submitted. Please contact the department who created the booking (NMW)**" then please contact the department representative who invited you to complete this work. If you are unable to find contact details for this person, please advise the team at casual.workers@admin.cam.ac.uk who will provide you with these details.

If you are not required to enter the total number of hours worked, when you click on 'Edit' no box will appear. To exit this screen please click on 'Update' and you will be returned to the main **To Submit** menu in CCWS.

(Where this box is required, as it is a mandatory field, CCWS will prevent you from submitting your timesheet if it is not completed).

Step 6

Once returned to the **To Submit** screen, tick the box next to the timesheet you want to submit and press the green 'Submit' button at the bottom of the page.

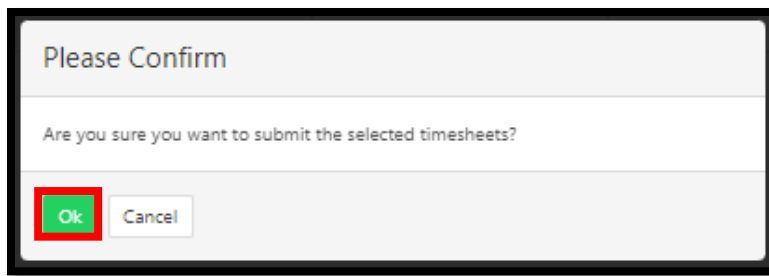
Manage Timesheets

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...	

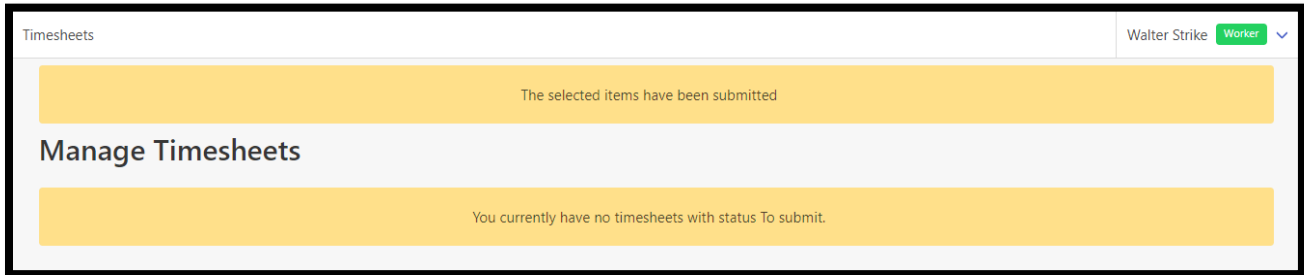
Select All On Page <input type="checkbox"/>	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209745	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator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

Displaying 1 timesheet

Then press 'OK' to confirm.

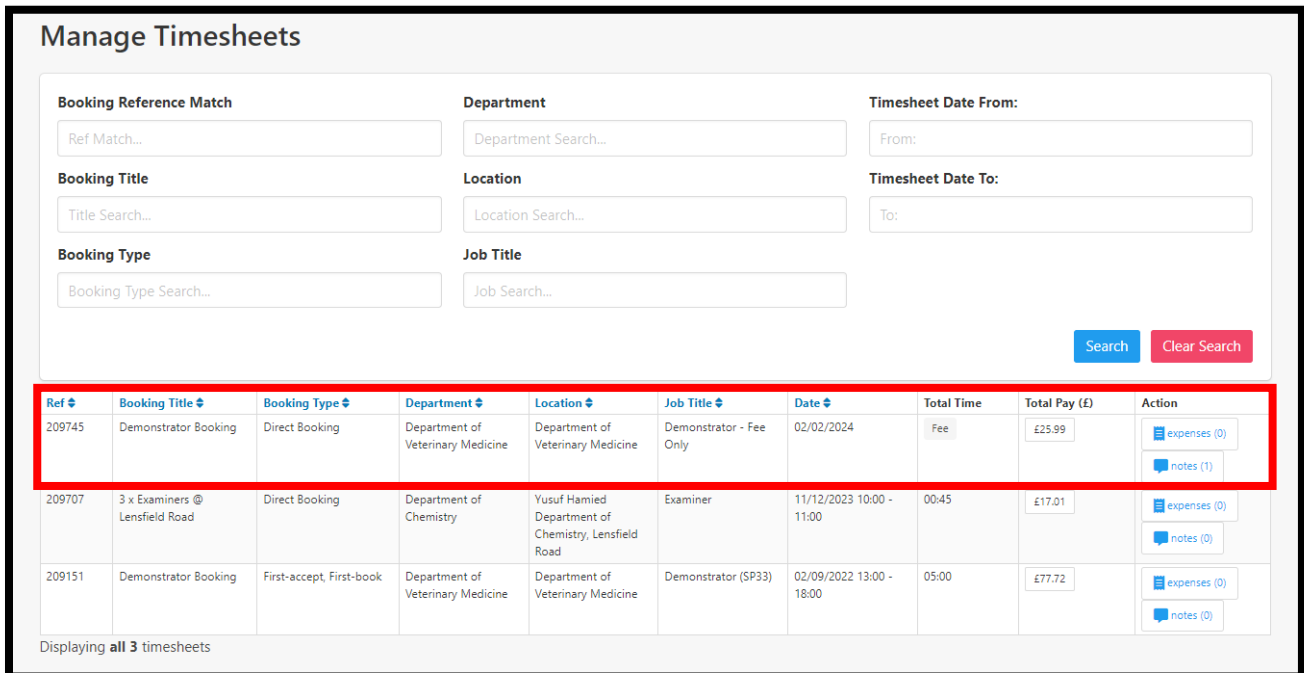


The page will refresh by displaying a yellow banner along the top of the screen, stating that 'The selected items have been submitted'.



Step 7

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



Finish