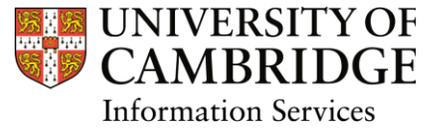


# CCWS HOW TO GUIDE SUBMITTING TIMESHEETS



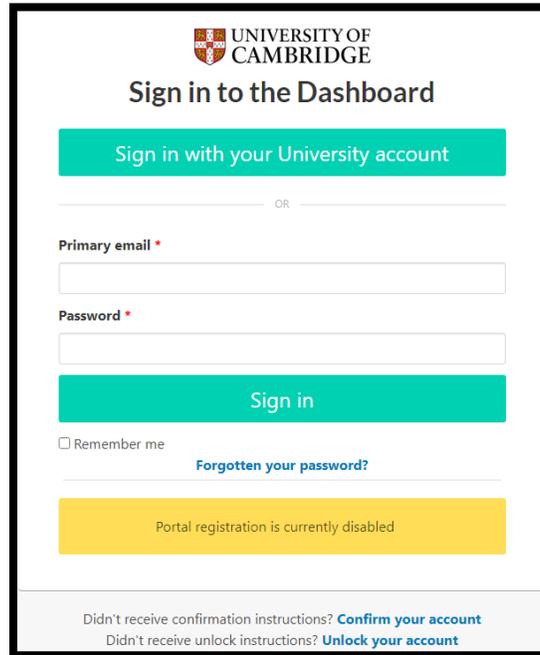
## CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

### HOW TO SUBMIT A TIMESHEET FOR A FIXED FEE PAYMENT

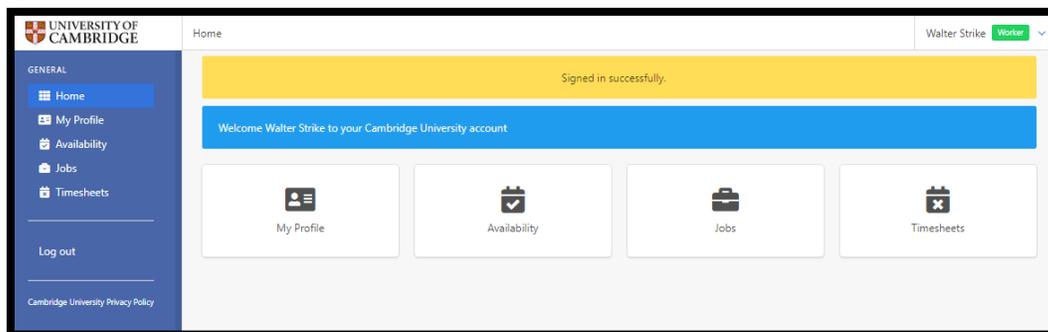
## Step 1

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

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



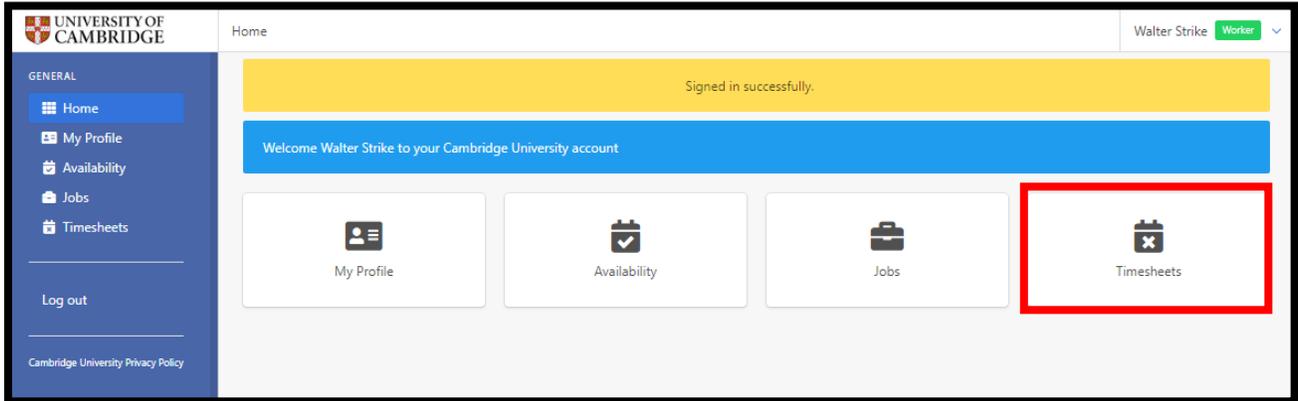
The screenshot shows the sign-in page for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. 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 labeled "Remember me" is present, along with a link "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 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.

Manage Timesheets

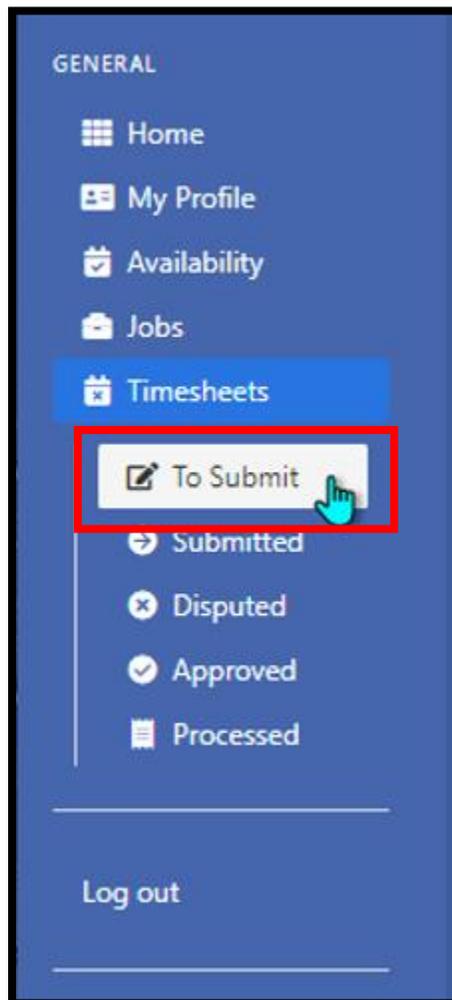
Booking Reference Match: Ref Match...  
Booking Title: Title Search...  
Booking Type: Booking Type Search...  
Department: Department Search...  
Location: Location Search...  
Job Title: Job Search...  
Timesheet Date From: From:  
Timesheet Date To: To:  
Timesheet Status: Status

Search Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
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

You can move directly to **Step 6** if you do not need to add expenses.

Optionally, you can add any expenses to this timesheet by clicking on the **'Expenses'** button.

For example, in this additional scenario the worker now needs to add the Mileage Expenses.

To do this, select the **'Expenses'** button at the far right-hand end of the Timesheet.

The screenshot shows the 'Manage Timesheets' interface for 'Walter Strike' (Worker). It features a search filter section with fields for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. Below the filters is a table of bookings. The second row, for 'Examiner Booking' (Ref: 209031), has its 'expenses (0)' button 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	edit, expenses (0), notes (0)
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£271.24	To submit	edit, <b>expenses (0)</b> , notes (0)
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	expenses (0), notes (0)

The following screen will be displayed. Select the **'Click here'** link.

The screenshot shows the 'Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)' screen. A yellow banner at the bottom contains the text: 'You currently have no Expenses. [Click here](#) to create an Expense.' The 'Click here' link is highlighted with a red box.

The Create new Expense page will be displayed, as shown below:

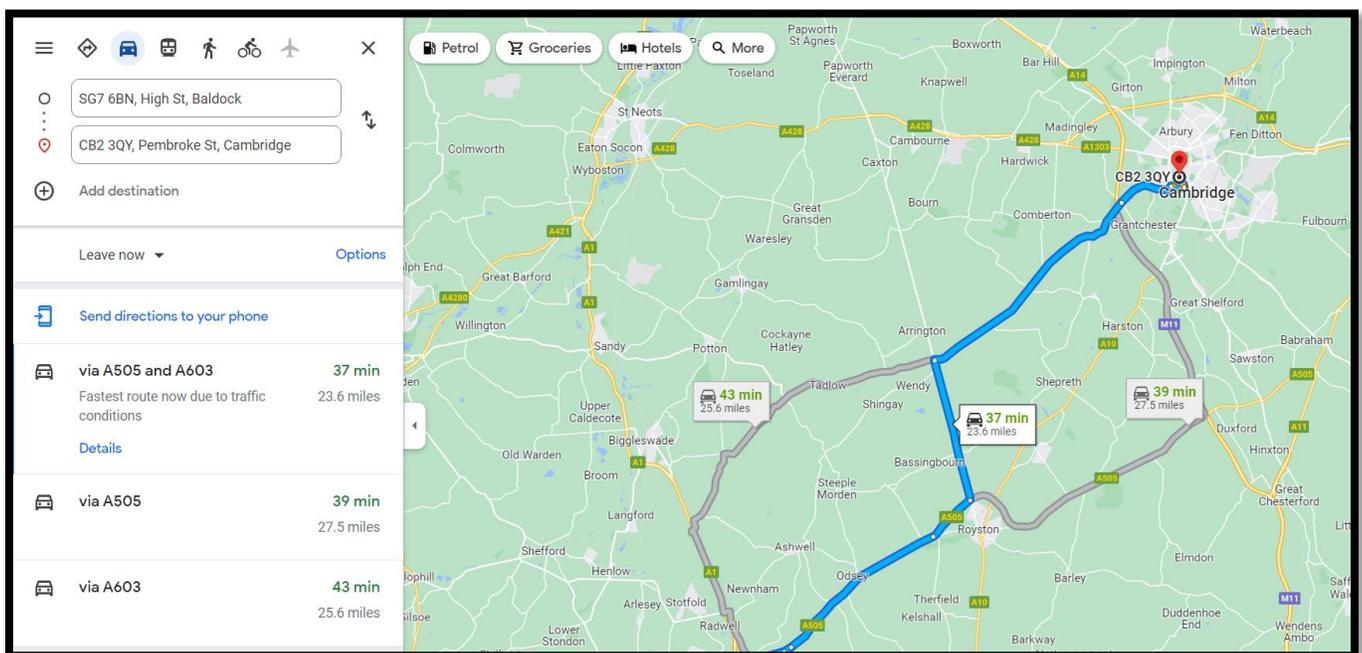
The screenshot shows a web form titled "Create new Expense" with the following fields and options:

- Title \***: A text input field.
- Expense category \***: A dropdown menu with "Please Select" as the current selection.
- Amount \***: A text input field.
- Receipt date \***: A text input field.
- Please upload a copy of receipt \***: A file upload section with a "Choose file" button, "No file chosen" text, and a note: "Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf".
- Create**: A green button at the bottom left.

The top of the page shows the breadcrumb "Timesheets / Expenses / New Expenses" and the user profile "Walter Strike Worker".

In this case the Worker is claiming Mileage of 100 miles for the week. A worker is allowed to claim 45 pence per mile. The amount needs to be calculated before it can be entered on the form. The Dashboard system does not do this automatically, so the worker needs to calculate this.  $100 \text{ miles} \times 45\text{p per mile} = \text{£}45$ .

This page also requests that a copy of the receipt is uploaded. This should be a screenshot of Google maps showing the route taken. An example is shown below:



Complete the 'Create new Expense' form adding a Title, the appropriate Expense category selected from the drop-down menu, the Amount being claimed in £, the Receipt date (this can be the first date travelled that week) and the Google Maps screenshot uploaded, as shown below:

Timesheets / Expenses / New Expenses Walter Strike Worker ▾

### Create new Expense

**Title \***

**Expense category \***

**Amount \***

**Receipt date \***

**Please upload a copy of receipt \***  
 Mileage Exp...es Claim.PNG  
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Create

Lastly press the green 'Create' button.

The page will refresh with a yellow message at the top stating that 'Expenses has been successfully created'.

Timesheets / Expenses Walter Strike Worker ▾

Expenses has been successfully created.

### Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)

Create a new Expense

Title	Expense Category	Amount	Receipt Date	Last Modified	Actions
Mileage Expenses for the week	Mileage	£45.00	31/05/2022	09/06/2022 11:10:14	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Step 6

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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

[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](mailto: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 7

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**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

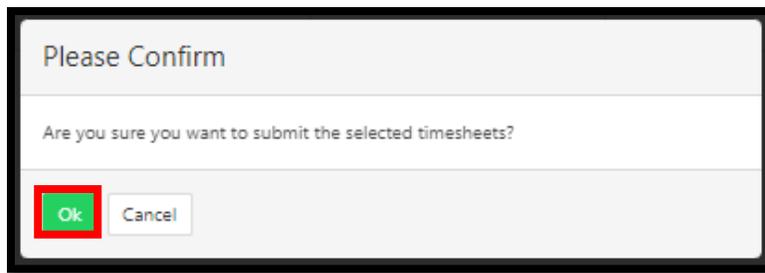
**Booking Type**

**Job Title**

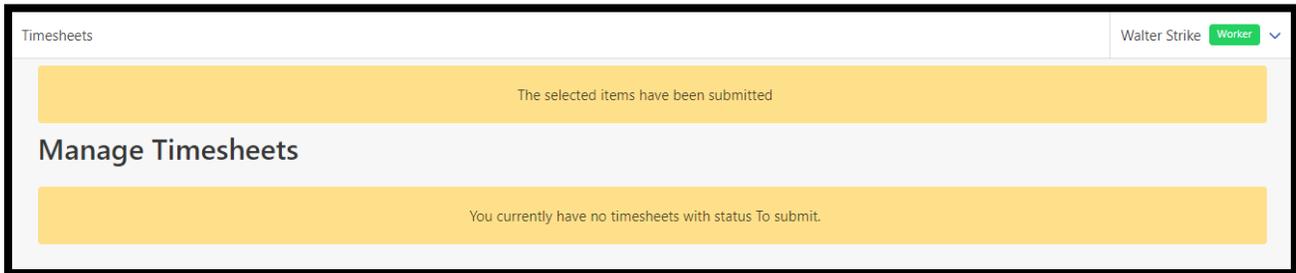
Select All On Page <input type="checkbox"/>	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209745	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator - 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 8

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

**Manage Timesheets**

Booking Reference Match:  Department:  Timesheet Date From:

Booking Title:  Location:  Timesheet Date To:

Booking Type:  Job Title:

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