

CCWS HOW TO GUIDE SUBMITTING TIMESHEETS

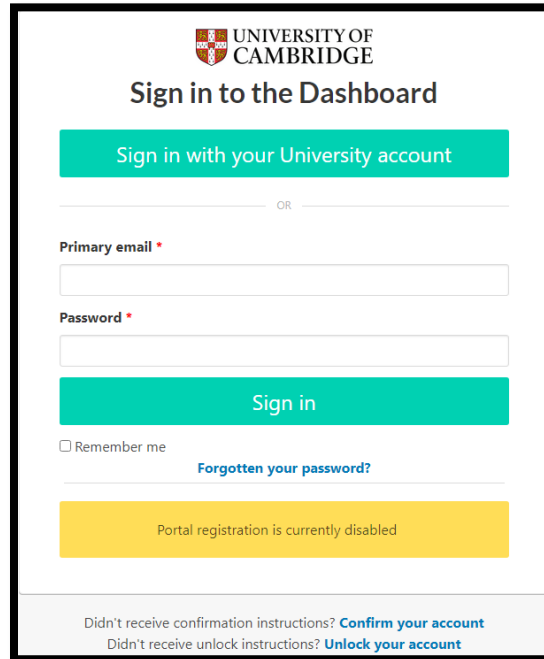
CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

HOW TO SUBMIT A TIMESHEET FOR A FIXED FEE PAYMENT AND HOURS WORKED

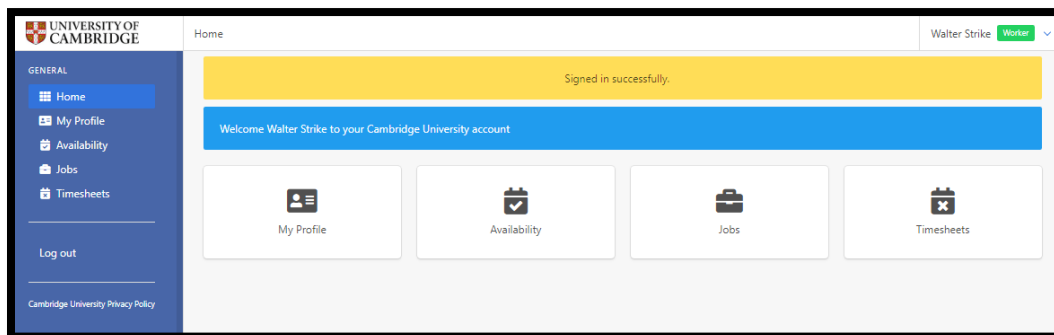
Step 1

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

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



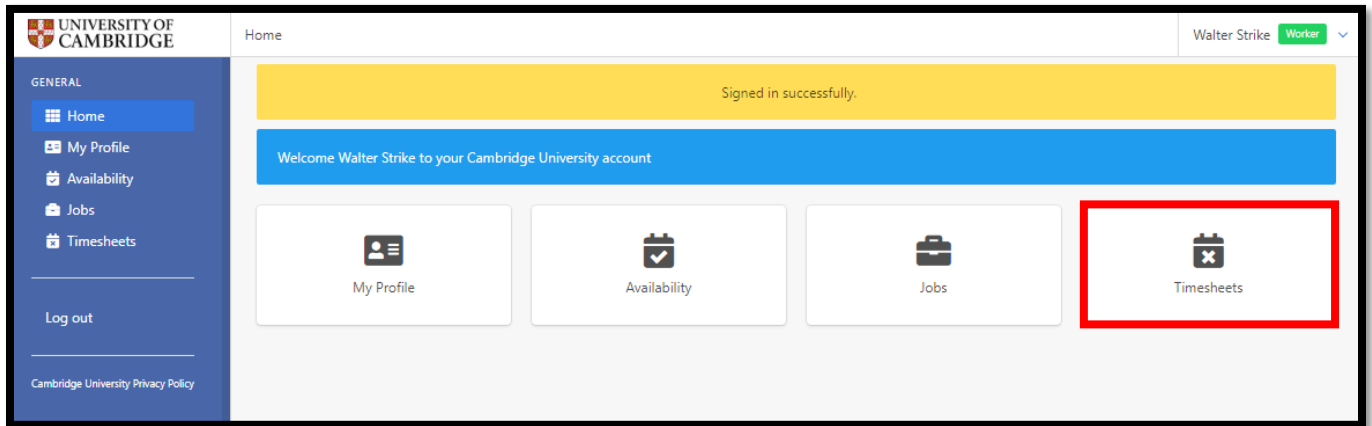
The screenshot shows the sign-in page for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal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

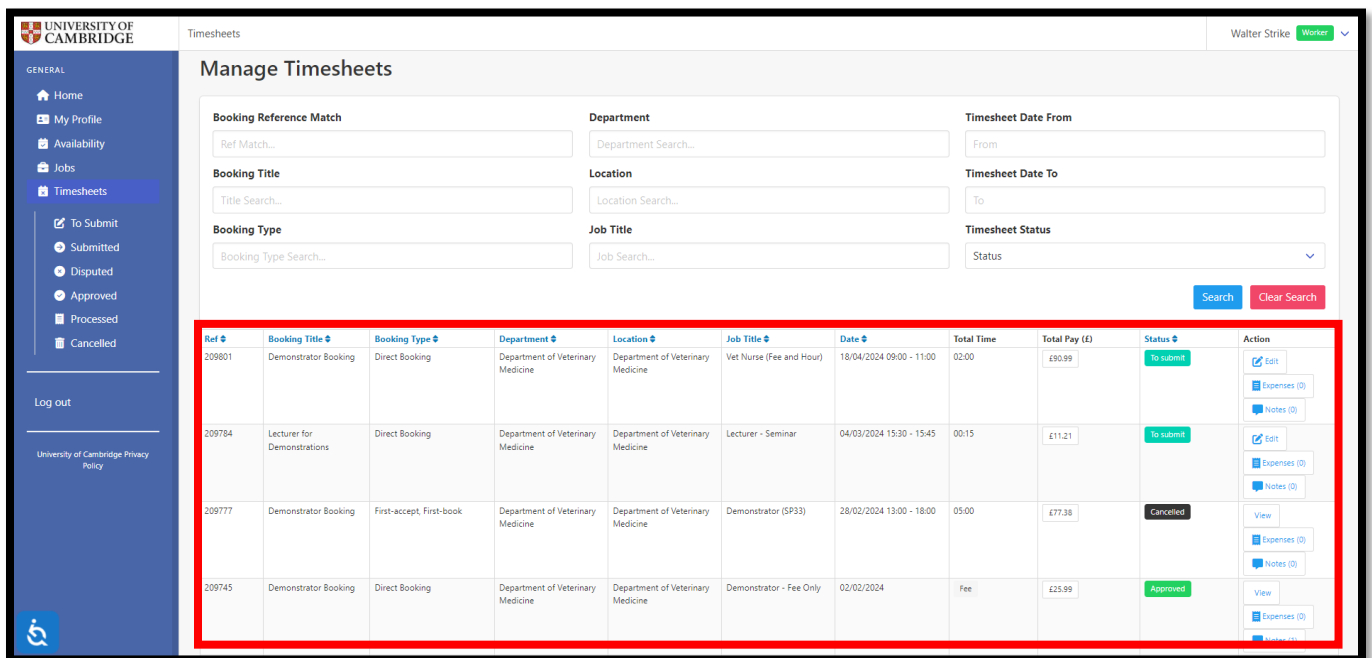
Step 2

Select the Timesheets button.



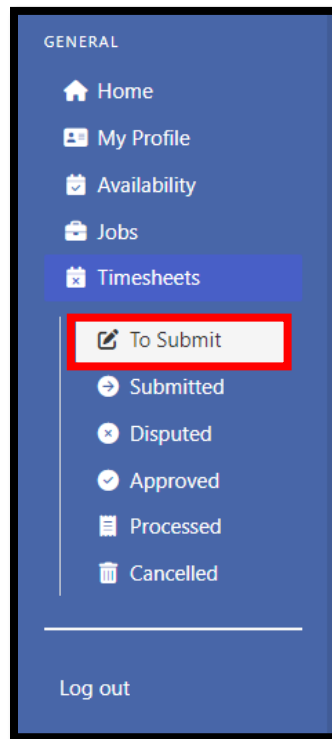
Step 3

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



Step 4

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



Step 5

If the hours of this booking have not changed from the original booking (and you do not need to add any expenses) you can move directly to **Step 6** below.

You can add any expenses to this timesheet by clicking on the '**Expenses**' button in the right-hand side of the timesheet and clicking on the yellow banner to create an expense, and when complete move to **Step 6**.

If the hours of this booking have changed from the original booking, you can edit the start and end time by clicking on '**Edit**' to the right-hand side of the timesheet.

You will then see a box confirming the original start/end time. You can amend either of these boxes, and add an unpaid break, if applicable.

Remaining hours available for this week 46

Start time *

End time *

Unpaid Break *

No Break ▼

Update

When complete, please click on “Update” to return to the main ‘**To Submit**’ menu in the Timesheets area of CCWS.

You can also add any expenses to this timesheet by clicking on the ‘**Expenses**’ button on the right-hand side of the timesheet and clicking on the yellow banner to create an expense.

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"/>	209801	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Vet Nurse (Fee and Hour)	18/04/2024 09:00 - 11:00	02:00	£90.99	Edit Expenses (0) Notes (0)

By hovering over “Total Pay” in the Timesheets menu you will see a breakdown for pay to include both the fee and hours worked, including holiday pay and any expenses.

Total Pay (£)	Action
£90.99	Edit <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Hours Worked 02:00</p> <p>Holiday £0.00</p> <p>Pay £40.44 @ £20.22</p> <p>Pay Rate £20.22 (Paid by the Hour and a Fee)</p> <p>Fee £50.55</p> <p>Expenses £0.00</p> <p>Break 0 min.</p> </div>

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 <input type="checkbox"/>	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209801	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Vet Nurse (Fee and Hour)	18/04/2024 09:00 - 11:00	02:00	£90.99	Edit Expenses (0) Notes (0)
<input type="checkbox"/>	209784	Lecturer for Demonstrations	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Lecturer - Seminar	04/03/2024 15:30 - 15:45	00:15	£11.21	Edit Expenses (0) Notes (0)

[submit](#) [cancel](#)

Displaying **all 2** Timesheets

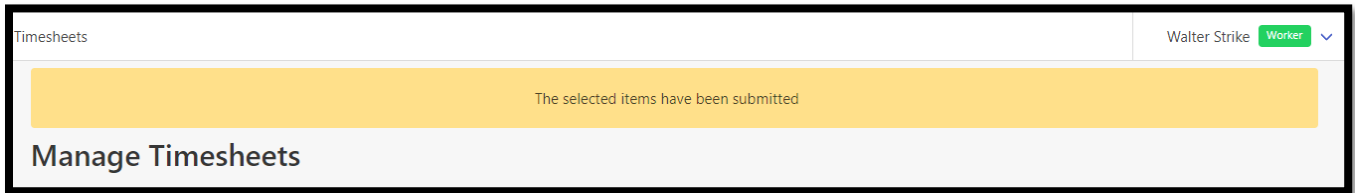
Then press **'OK'** to confirm.

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'.



Step 7

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

The screenshot shows the 'Submitted' view of the 'Manage Timesheets' page. The left-hand navigation menu has 'Submitted' highlighted with a red box. The main content area displays a table of submitted timesheets. The table has the following columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), and Action. The first row is highlighted with a red box.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209801	Demonstrator Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Vet Nurse (Fee and Hour)	18/04/2024 09:00 - 11:00	02:00	£90.99	Expenses (0) Notes (0)
209707	3 x Examiners @ Lensfield Road	Direct Booking	Department of Chemistry	Vusul 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