

# DASHBOARD USER GUIDE SUBMITTING TIMESHEETS

## GUIDANCE FOR WORKERS SUBMITTING TIMESHEETS

### Contents

Submitting a Fixed Hours timesheet with no changes to original booking hours ..	2
Submitting an extra hour worked on a Fixed Hours timesheet.....	8
Submitting a Draw Down timesheet with no changes to original booking, but with travel expenses added .....	15
Submitting a Fixed Hours timesheet with a change to the hours worked and an added expense claim .....	30
Deleting a timesheet.....	41

# Submitting a Fixed Hours timesheet with no changes to original booking hours

## Introduction and Description

A Lecturer (Walter Strike) completed the booking for the Lecture from the Scenario 1 - Direct Booking Fixed Hours example below.

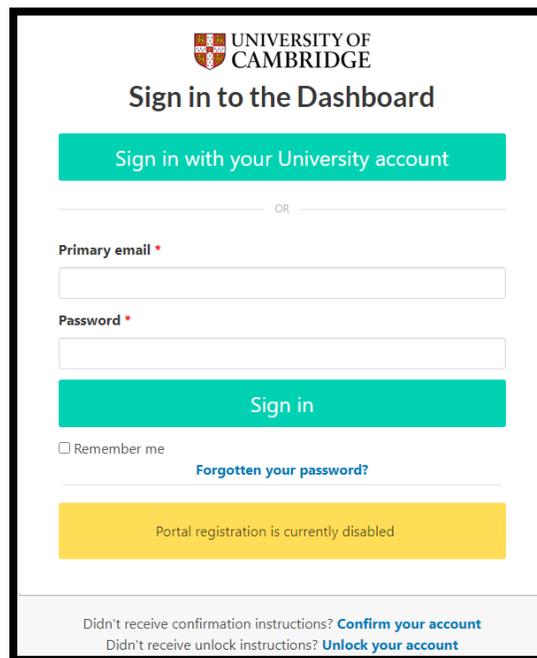
*The Department Coordinator wants to create a booking for a Lecturer Payrate £80.05 on Tuesday from 09.00 - 13.00 for one week only.*

*This Lecturer Payrate £80.05 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.*

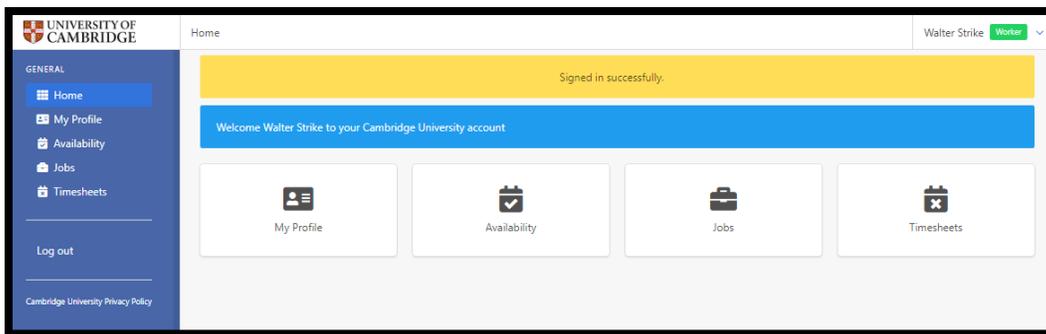
## Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>

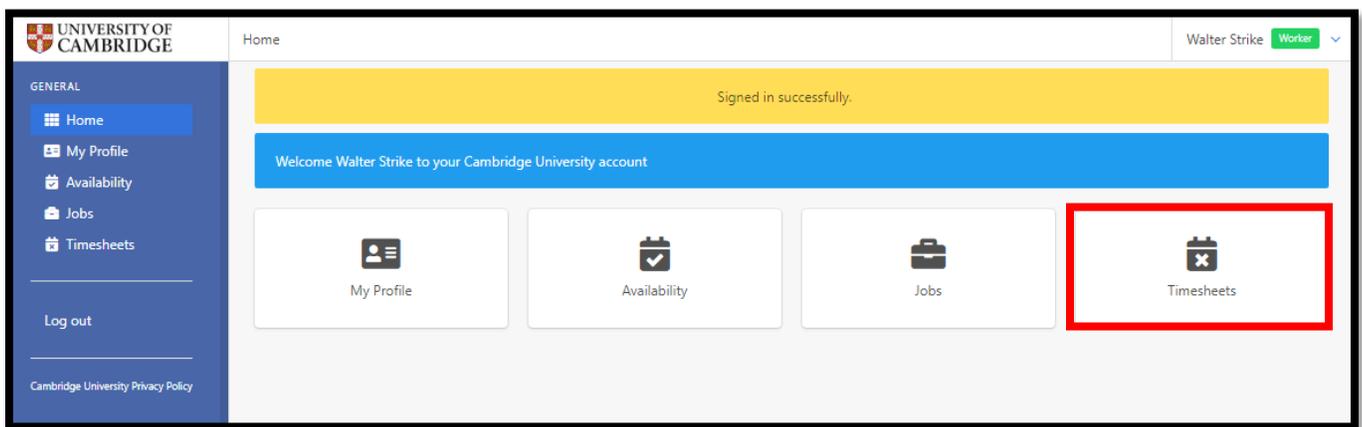


The screenshot shows the sign-in interface for the University of Cambridge dashboard. At the top, the University of Cambridge logo and name are displayed. Below this is the heading "Sign in to the Dashboard". A prominent teal button labeled "Sign in with your University account" is positioned above a horizontal line with "OR" in the center. Underneath, there are two input fields: "Primary email" and "Password", both marked with a red asterisk. A teal "Sign in" button is located below these fields. To the left of the button is a "Remember me" checkbox. To the right is a link for "Forgotten your password?". A yellow banner 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".



## Step 2

Select the Timesheets button



# Step 3

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

**UNIVERSITY OF CAMBRIDGE** Timesheets Walter Strike Worker ▾

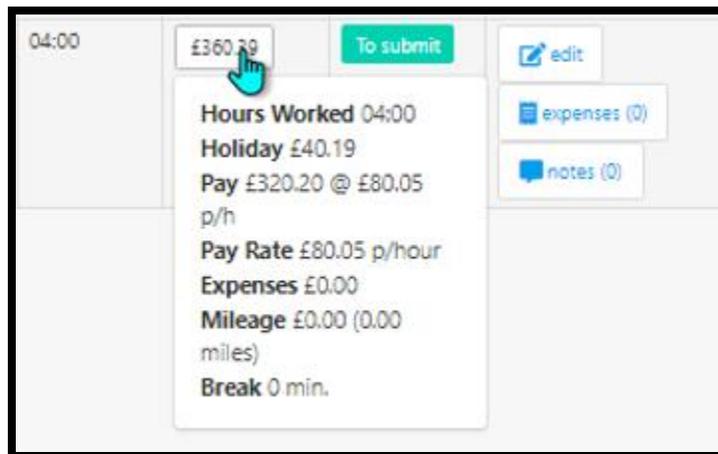
### Manage Timesheets

**Booking Reference Match**  **Department**  **Timesheet Date From:**   
**Booking Title**  **Location**  **Timesheet Date To:**   
**Booking Type**  **Job Title**  **Timesheet Status**

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209031	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>
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	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

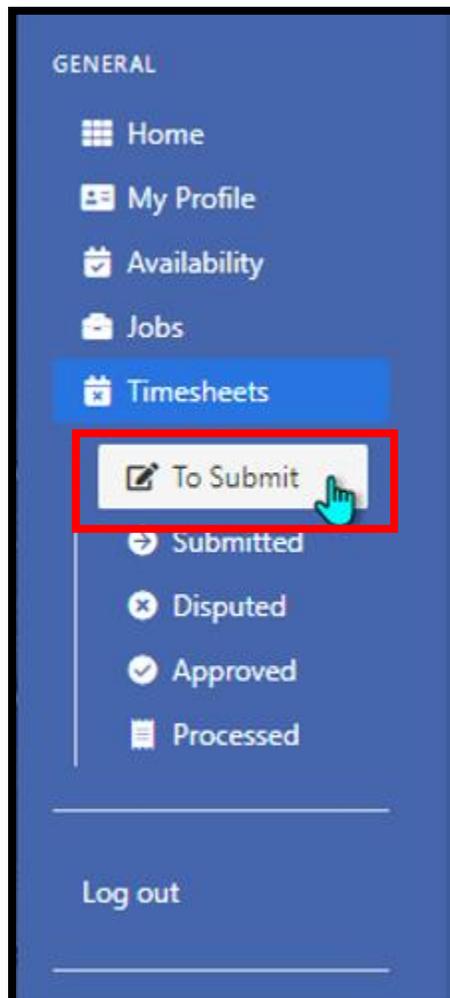
Displaying all 2 timesheets

Hovering the mouse over the **Total Pay** amount in the **Total Pay** column will display details of the pay earned.



## Step 4

To submit a Timesheet, select the **To Submit** button from the left-hand menu.



## Step 5

On the Timesheets page, tick the box next to the timesheet you want to submit and press the green **Submit** button at the bottom of the page.

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...

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"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
<input checked="" type="checkbox"/>	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	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

submit delete  
Displaying all 2 timesheets

Then press **OK**.

Please Confirm

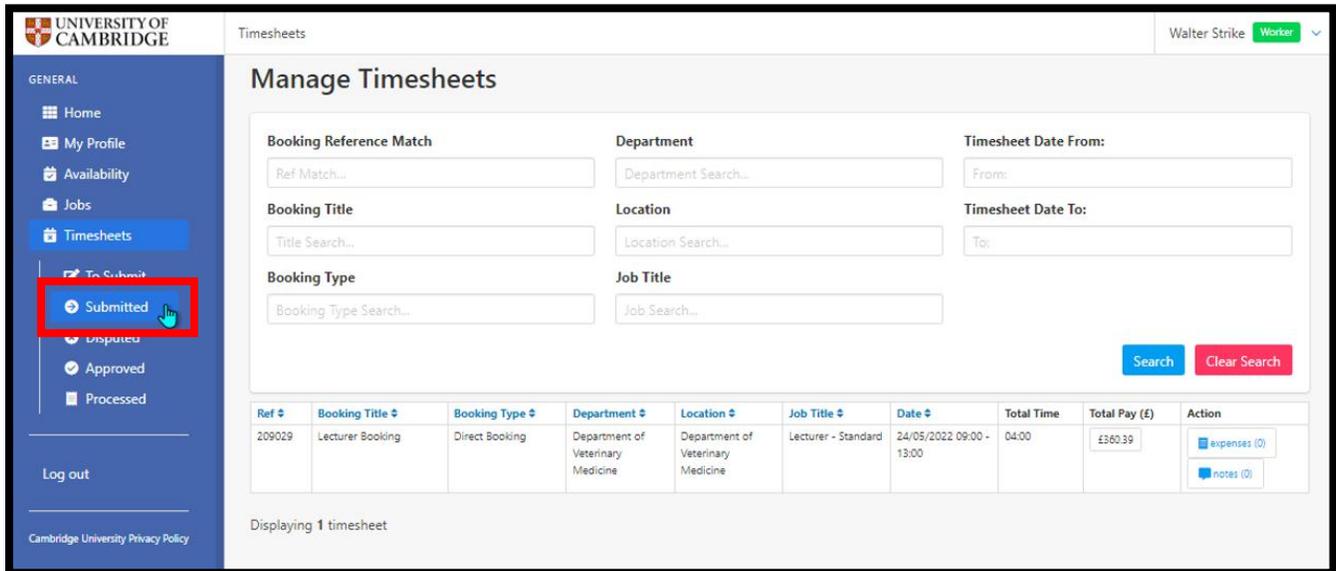
---

Are you sure you want to submit the selected timesheets?

OkCancel

## Step 6

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



The screenshot shows the 'Manage Timesheets' interface. On the left, a navigation menu includes 'Submitted' (highlighted with a red box), 'To Submit', 'Disputed', 'Approved', and 'Processed'. The main area contains search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, and Job Title, along with Timesheet Date From and To fields. A 'Search' button is present. Below the filters is a table with the following data:

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
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	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

Displaying 1 timesheet

## Finish

# Submitting an extra hour worked on a Fixed Hours timesheet

## Introduction and Description

The Front of House Support (Wilma May) stayed an extra hour in the Scenario 3 - Post Job with Fixed Hours example below.

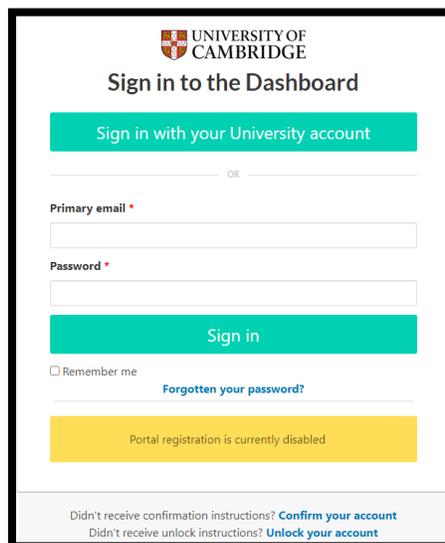
*The Department Coordinator wants to create a booking for a Front of House Support, Payrate £10.15 Thursday from 14.00 - 22.00.*

*The Department Coordinator has a number of workers registered who they want to advertise the role to, and then select from the pool of workers who have registered their interest in the job.*

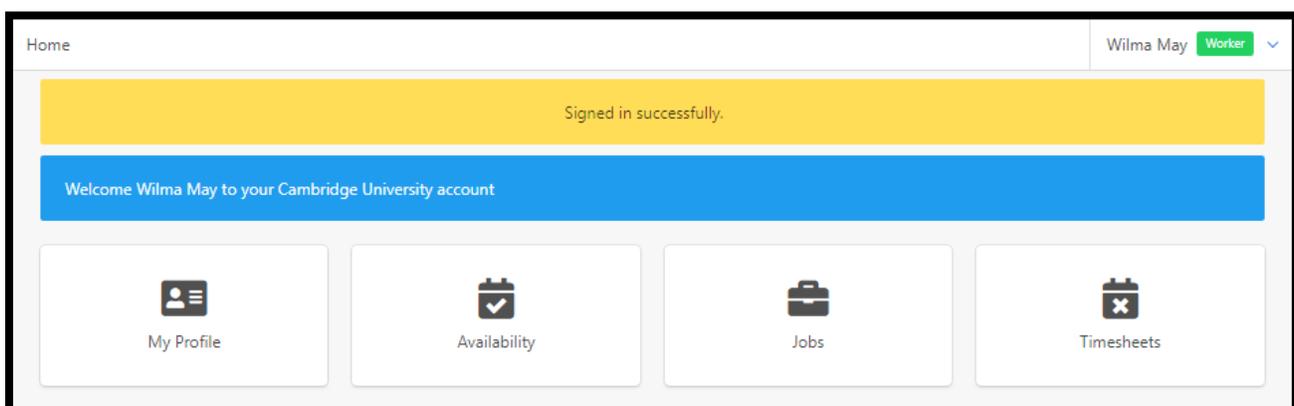
## Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>



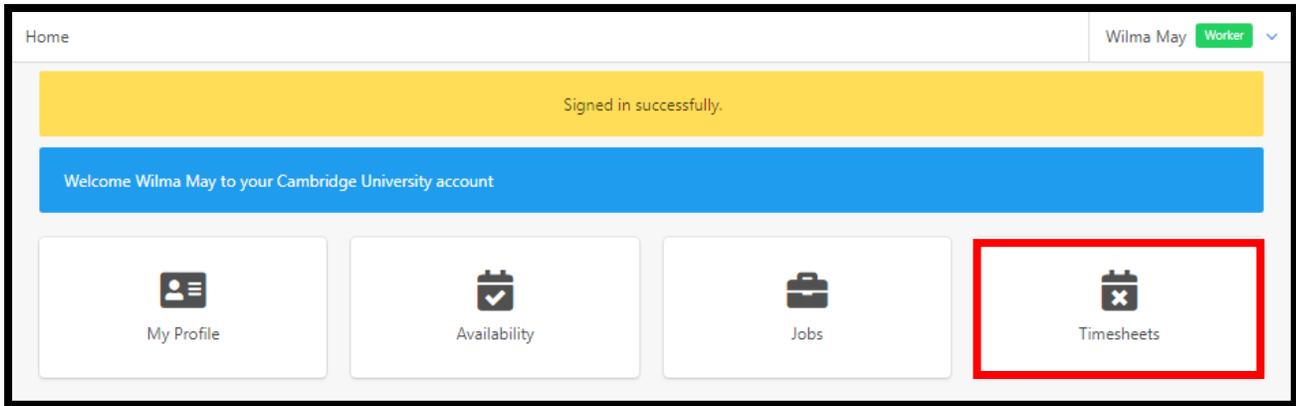
The screenshot shows the 'Sign in to the Dashboard' page for the University of Cambridge. At the top, there is the University of Cambridge logo and the text 'UNIVERSITY OF CAMBRIDGE'. Below this is the heading 'Sign in to the Dashboard'. A prominent teal button says 'Sign in with your University account'. Underneath, there is an 'OR' separator. The form includes fields for 'Primary email \*' and 'Password \*', both with asterisks indicating they are required. A teal '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 home page of the UAT Dashboard. The top left corner has a 'Home' link, and the top right corner shows the user's name 'Wilma May' and a dropdown menu with 'Worker' selected. A large yellow banner in the center says 'Signed in successfully.'. Below this is a blue banner that says 'Welcome Wilma May to your Cambridge University account'. The main content area features four white cards with icons and labels: 'My Profile' (person icon), 'Availability' (calendar with checkmark icon), 'Jobs' (briefcase icon), and 'Timesheets' (calendar with 'X' icon).

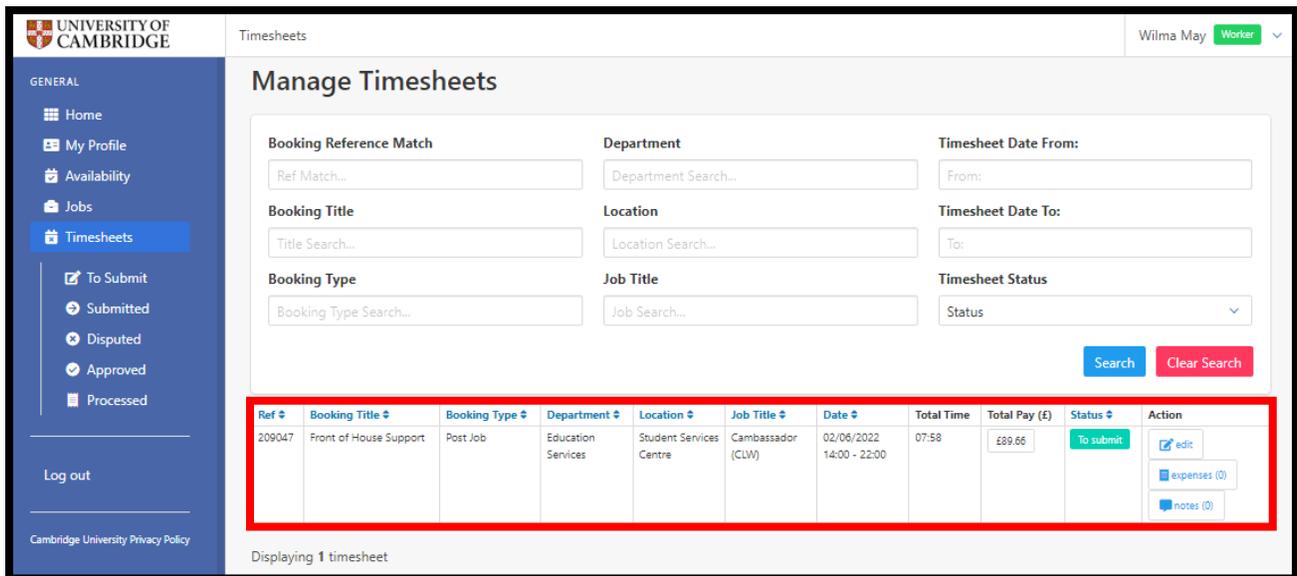
## Step 2

Select the Timesheets button



## Step 3

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



Hovering the mouse over the **Total Pay** amount in the **Total Pay** column will display details of the pay earned.

Total Pay (£)	Status	Action
£89.66	To submit	edit
<b>Hours Worked</b> 07:58 <b>Holiday</b> £10.00 <b>Pay</b> £79.67 @ £10.00 p/h <b>Pay Rate</b> £10.00 p/hour <b>Expenses</b> £0.00 <b>Mileage</b> £0.00 (0.00 miles) <b>Break</b> 2 min.		
expenses (0)		
notes (0)		

#### Step 4

In this case the Front of House Support stayed an extra hour, so the timesheet needs to be amended accordingly.

Press the **Edit** button at the right-hand end of the Timesheet.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 22:00	07:58	£89.66	To submit	edit expenses (0) notes (0)

## Step 5

The Edit Timesheet page will be displayed.

Timesheets / Edit Wilma May Worker ▾

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209047	<b>Title</b> Front of House Support	<b>Booking Date</b> 02/06/2022 14:00 - 22:00	<b>Expiry Date</b> 27/05/2022 09:00
<b>Contact</b>	<b>Booking Type</b> Post Job	<b>Job</b> Cambassador (CLW) ( x 1 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b>	<b>Location</b> Student Services Centre	

Remaining hours available for this week: 40:02

**Start time \***

**End time \***

**Mileage**

**Unpaid Break \***

Update

Update the End Time to 23:00 to reflect the extra hour worked and press the green **Update** button.

## Step 6

The Timesheet will refresh, and a yellow message will be displayed at the top stating that 'The timesheet has been updated'. The Total Pay figure will also be updated.

Timesheets Wilma May Worker ▾

The timesheet has been updated.

### Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

**Job Title**

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"/>	209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

submit delete

Displaying 1 timesheet

## Step 7

Tick the box at the far left-hand end of the Timesheet and press the green **Submit** button to submit the timesheet.

Timesheets Wilma May Worker ▾

Please select one or more items.

### Manage Timesheets

**Booking Reference Match**

**Booking Title**

**Booking Type**

**Department**

**Location**

**Job Title**

**Timesheet Date From:**

**Timesheet Date To:**

Search Clear Search

Select	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	<span style="font-size: 0.8em;">edit</span> <span style="font-size: 0.8em;">expenses (0)</span> <span style="font-size: 0.8em;">notes (0)</span>

Submit DeleteDisplaying 1 timesheet

Then press **OK**.

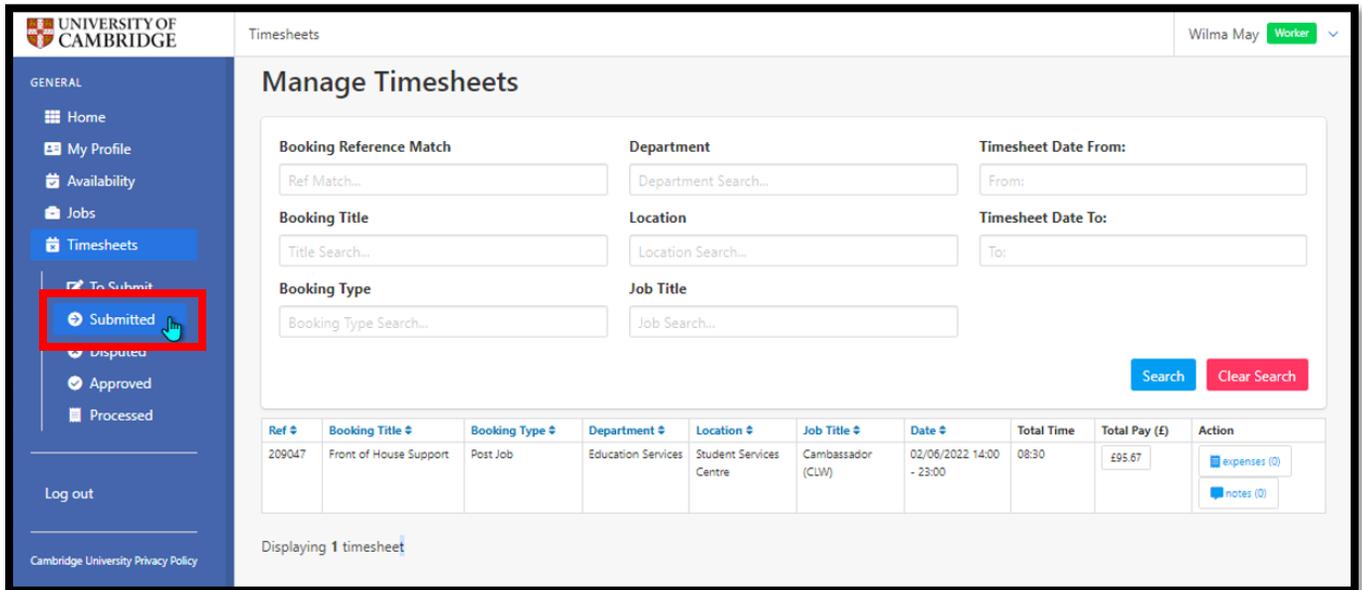
Please Confirm

Are you sure you want to submit the selected timesheets?

OkCancel

## Step 8

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



The screenshot shows the 'Manage Timesheets' interface. The left-hand navigation menu includes options like Home, My Profile, Availability, Jobs, Timesheets, To Submit, Disputed, Approved, and Processed. The 'Submitted' button is highlighted in a red box. The main content area features search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, and Job Title. Below the filters is a table with one row of data for a timesheet entry.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209047	Front of House Support	Post Job	Education Services	Student Services Centre	Cambassador (CLW)	02/06/2022 14:00 - 23:00	08:30	£95.67	<a href="#">expenses (0)</a> <a href="#">notes (0)</a>

Finish

# Submitting a Draw Down timesheet with no changes to original booking, but with travel expenses added

## Introduction and Description

The Examiner (Walter Strike) submits the same total 80 hours across their timesheets but wants to submit an expense for 100 miles travel to and from Cambridge, from the Scenario 2 - Direct Booking Draw Down example below.

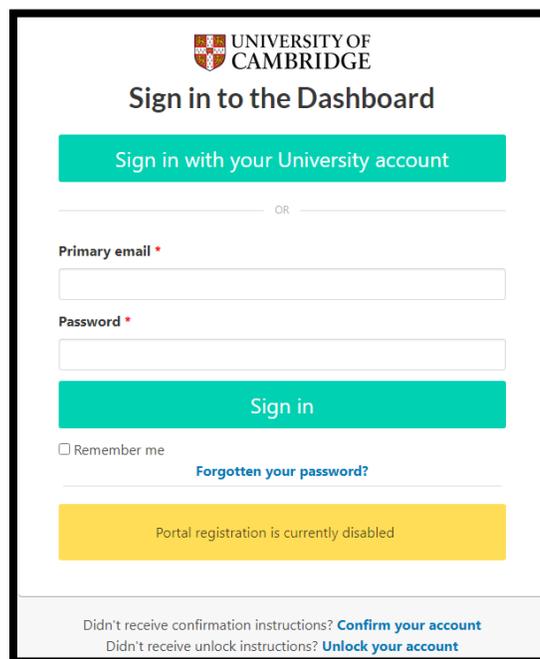
*The Department Coordinator wants to create a booking for an Examiner Payrate £22.24 for the next 8 weeks (one Term). The total amount of work to be completed is 80 hours (roughly 10 hours per week but it varies).*

*This Examiner Payrate £22.24 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.*

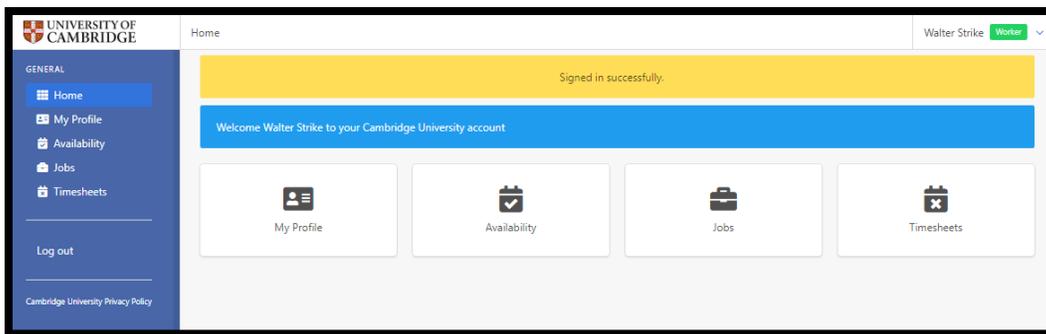
## Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>

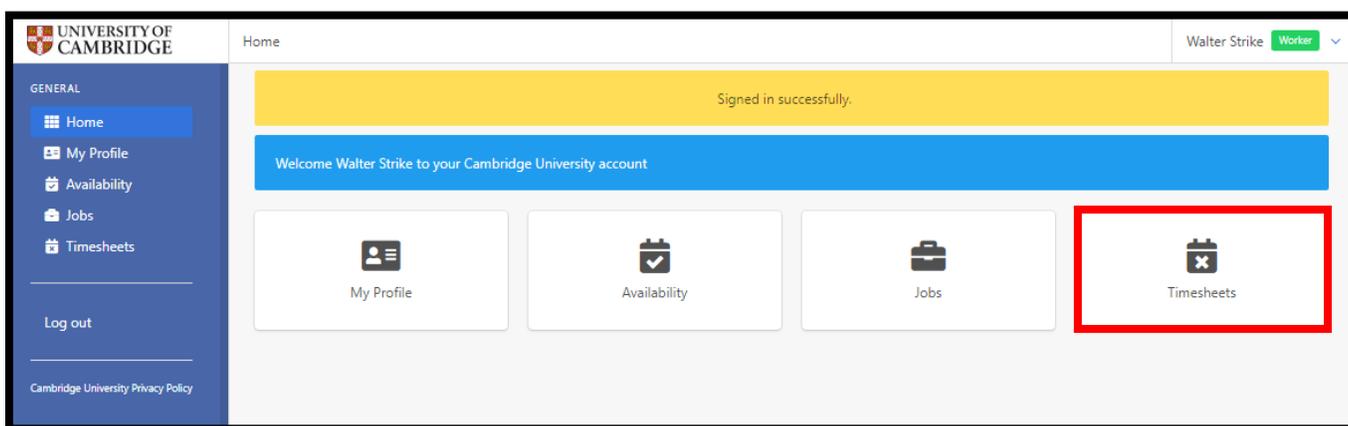


The screenshot shows the 'Sign in to the Dashboard' page for the University of Cambridge. At the top is the university's crest and name. Below that is the title 'Sign in to the Dashboard'. A teal button labeled 'Sign in with your University account' is prominent. Underneath, there is an 'OR' separator. The form includes fields for 'Primary email' and 'Password', both marked with a red asterisk. A teal 'Sign in' button is positioned below these fields. There is a 'Remember me' checkbox and a link for 'Forgotten your password?'. A yellow banner at the bottom of the form area states 'Portal registration is currently disabled'. At the very bottom of the page, there are two links: 'Didn't receive confirmation instructions? Confirm your account' and 'Didn't receive unlock instructions? Unlock your account'.



## Step 2

Select the Timesheets button



### Step 3

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

UNIVERSITY OF CAMBRIDGE

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	edit expenses (0) notes (0)
209031	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)
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	edit expenses (0) notes (0)

### Step 4

Locate the first Examiner Booking in number order from within the Ref column.

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	00:00	£0.00	To submit	edit expenses (0) 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	edit expenses (0) notes (0)

## Step 5

As this was a draw down booking, we first need to input the hours worked during this week. Select the **Edit** button from the far right-hand end of the timesheet.

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	00:00	£0.00	To submit	<a href="#">edit</a> <a href="#">expenses (0)</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>

The **Edit Timesheet** page will be displayed.

Timesheets / Edit Walter Strike **Worker** ▼

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209031	<b>Booking Title</b> Examiner Booking	<b>Booking Date</b> 30/05/2022 - 05/06/2022	<b>Expiry Date</b> 20/05/2022 14:54
<b>Contact</b>	<b>Booking Type</b> Direct Booking	<b>Job</b> Examiner - External (SP49) ( x 1 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b>	<b>Location</b> Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.  
Total hours to be worked for this booking: 10  
Total hours entered for this booking: 5  
Hours remaining: 5

[Add More](#)

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	00:00	00:00	No break ▼	<a href="#" style="background-color: #28a745; color: white; padding: 5px;">Update</a>

The page will contain a blue notice reminding the worker that this is a draw down booking and that multiple timesheets for this week can be created by selecting the **Add More** button.

## Step 6

In this case the Examiner worked from 09:00 to 14:00 on Tuesday and Thursday, a total of 10 hours during the week as agreed. He also wants to claim 50 miles travel expenses on each day. A total of 100 miles will be submitted for the week.

Enter the appropriate information in the timesheet fields, as shown below:

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break <span>▼</span>	<span>Update</span>

In this example, Tuesday 31/05/2022 has been selected with a Start Time of 09:00 and an End Time of 14:00.

Press the **Update** button.

The Manage Timesheets page will have been refreshed with a yellow message at the top stating that the timesheet has been updated. The total pay figure for that timesheet will also have been calculated.

Timesheets Walter Strike Worker ▼

The timesheet has been updated.

### Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

**Job Title**

Search Clear Search

Select All On Page <input type="checkbox"/>	Ref <span>↕</span>	Booking Title <span>↕</span>	Booking Type <span>↕</span>	Department <span>↕</span>	Location <span>↕</span>	Job Title <span>↕</span>	Date <span>↕</span>	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	<span>edit</span> <span>expenses (0)</span> <span>notes (0)</span>
<input type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	05:00	£146.87	<span>edit</span> <span>expenses (0)</span> <span>notes (0)</span>

submit delete

Displaying all 2 timesheets

## Step 7

The worker still needs to submit the hours worked on Thursday from 09:00 to 14:00.

To do this, select the **Edit** button from the far right-hand end of the timesheet for the same booking.

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"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	00:00	£0.00	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>
<input type="checkbox"/>	209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	05:00	£146.87	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

The Edit Timesheet page will be displayed. Select the **Add More** button.

Timesheets / Edit Walter Strike Worker

### Edit Timesheet

**Booking Details:**

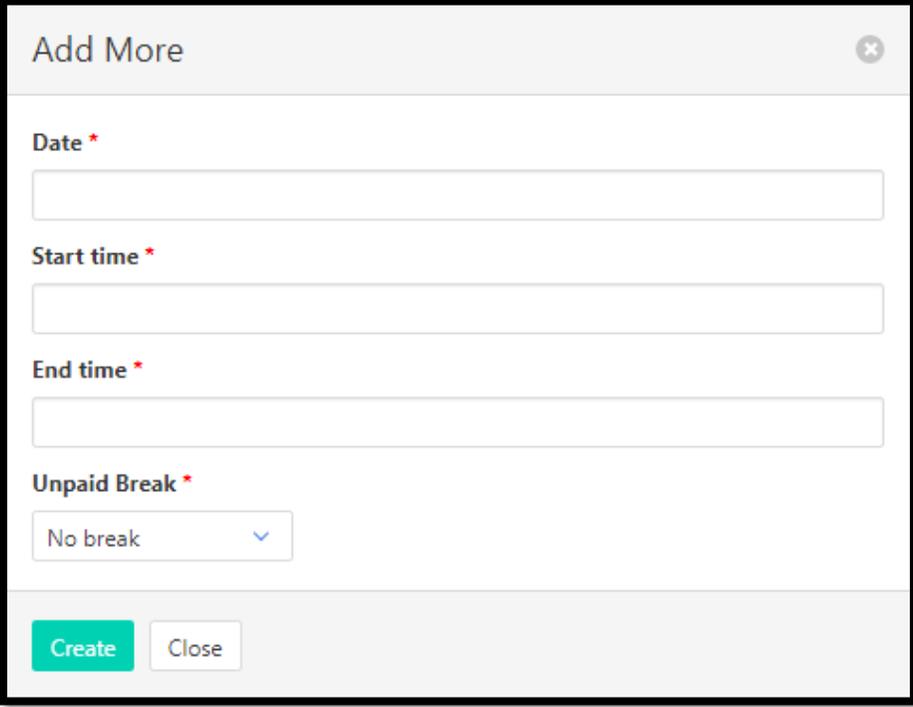
<b>Ref</b> 209031	<b>Booking Title</b> Examiner Booking	<b>Booking Date</b> 30/05/2022 - 05/06/2022	<b>Expiry Date</b> 20/05/2022 14:54
<b>Contact</b>	<b>Booking Type</b> Direct Booking	<b>Job</b> Examiner - External (SP49) ( x 1 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b>	<b>Location</b> Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.  
Total hours to be worked for this booking: 10  
Total hours entered for this booking: 5  
Hours remaining: 5

[Add More](#)

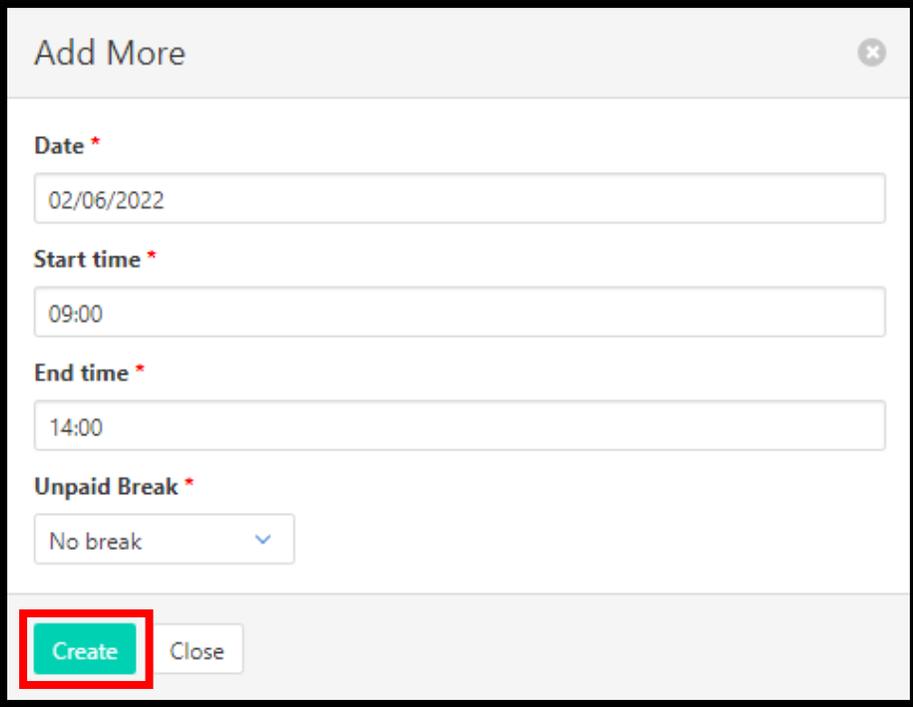
Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break <input type="checkbox"/>	<a href="#" style="background-color: #28a745; color: white; padding: 5px;">Update</a>

The **Add More** dialogue window will be displayed.



The screenshot shows a dialogue window titled "Add More" with a close button (X) in the top right corner. The window contains four input fields, each with a red asterisk indicating it is required: "Date \*", "Start time \*", "End time \*", and "Unpaid Break \*". The "Date" field is empty. The "Start time" and "End time" fields are empty. The "Unpaid Break" field is a dropdown menu with "No break" selected and a downward arrow. At the bottom of the window, there are two buttons: a green "Create" button and a white "Close" button.

The worker inputs the hours worked for Thursday from 09:00 to 14:00, as shown below:



The screenshot shows the same "Add More" dialogue window, but now the input fields are filled with data. The "Date" field contains "02/06/2022". The "Start time" field contains "09:00". The "End time" field contains "14:00". The "Unpaid Break" dropdown menu still shows "No break" with a downward arrow. The "Create" button is highlighted with a red rectangular box, indicating it should be pressed.

Finally, press the green **Create** button.

## Step 8

The Dashboard interface will return to the Edit Timesheets page with the additional timesheet displayed in the list.

A yellow message will be displayed at the top stating that the timesheet has been added.

Timesheets / Edit Walter Strike Worker ▾

The timesheet has been added.

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209031	<b>Booking Title</b> Examiner Booking	<b>Booking Date</b> 30/05/2022 - 05/06/2022	<b>Expiry Date</b> 20/05/2022 14:54
<b>Contact</b>	<b>Booking Type</b> Direct Booking	<b>Job</b> Examiner - External (SP49) ( x 1 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b>	<b>Location</b> Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.  
Total hours to be worked for this booking: 10  
Total hours entered for this booking: 10  
Hours remaining: 0

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break ▾	<span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 4px;">Update</span>
02/06/2022	09:00	14:00	No break ▾	<span style="background-color: #28a745; color: white; padding: 2px 10px; border-radius: 4px;">Update</span> <span style="background-color: #dc3545; color: white; padding: 2px 10px; border-radius: 4px; margin-left: 5px;">Delete</span>

## Step 9

Select **Timesheets** from the left-hand menu to navigate back to the Manage Timesheets page.

UNIVERSITY OF CAMBRIDGE

Timesheets / Edit

Walter Strike **Worker**

GENERAL

- Home
- My Profile
- Availability
- Jobs
- Timesheets**
- To Submit
- Submitted
- Disputed
- Approved
- Processed

Log out

Cambridge University Privacy Policy

The timesheet has been updated

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209031	<b>Booking Title</b> Examiner Booking	<b>Booking Date</b> 30/05/2022 - 05/06/2022	<b>Expiry Date</b> 20/05/2022 14:54
<b>Contact</b>	<b>Booking Type</b> Direct Booking	<b>Job</b> Examiner - External (SP49) ( x 1 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b>	<b>Location</b> Department of Veterinary Medicine	

This is a draw down booking. You can create multiple timesheets for the dates and times worked during the week using the 'Add More' button.  
Total hours to be worked for this booking: 10  
Total hours entered for this booking: 10  
Hours remaining: 0

Add More

Date	Start Time	End Time	Unpaid Break	Actions
31/05/2022	09:00	14:00	No break	Update
02/06/2022	09:00	14:00	No break	Update Delete

The Manage Timesheets page will now be refreshed to include the updated amount in the Total Pay column. Hovering over the amount will display additional information.

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	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 expenses (0) 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)

£271.24 To submit

Hours Worked 10:00  
Holiday £27.74  
Pay £221.00 @ £22.10 p/h  
Pay Rate £22.10 p/hour  
Expenses £0.00  
Break 0 min.

## Step 10

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. At the top right, it says 'Walter Strike Worker'. Below the title, there are search filters for Booking Reference Match, Department, Booking Title, Location, Booking Type, Job Title, Timesheet Date From, Timesheet Date To, and Timesheet Status. There are 'Search' and 'Clear Search' buttons. Below the filters is a table with columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. The table contains three rows of data. The second row has a red box around the 'expenses (0)' button in the Action column.

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	£271.24	To submit	<a href="#">edit</a> <a href="#">expenses (0)</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="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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. At the top right, it says 'Walter Strike Worker'. Below the title, there is a yellow banner with 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:

Timesheets / Expenses / New Expenses Walter Strike Worker

### Create new Expense

**Title \***

**Expense category \***  
Please Select

**Amount \***

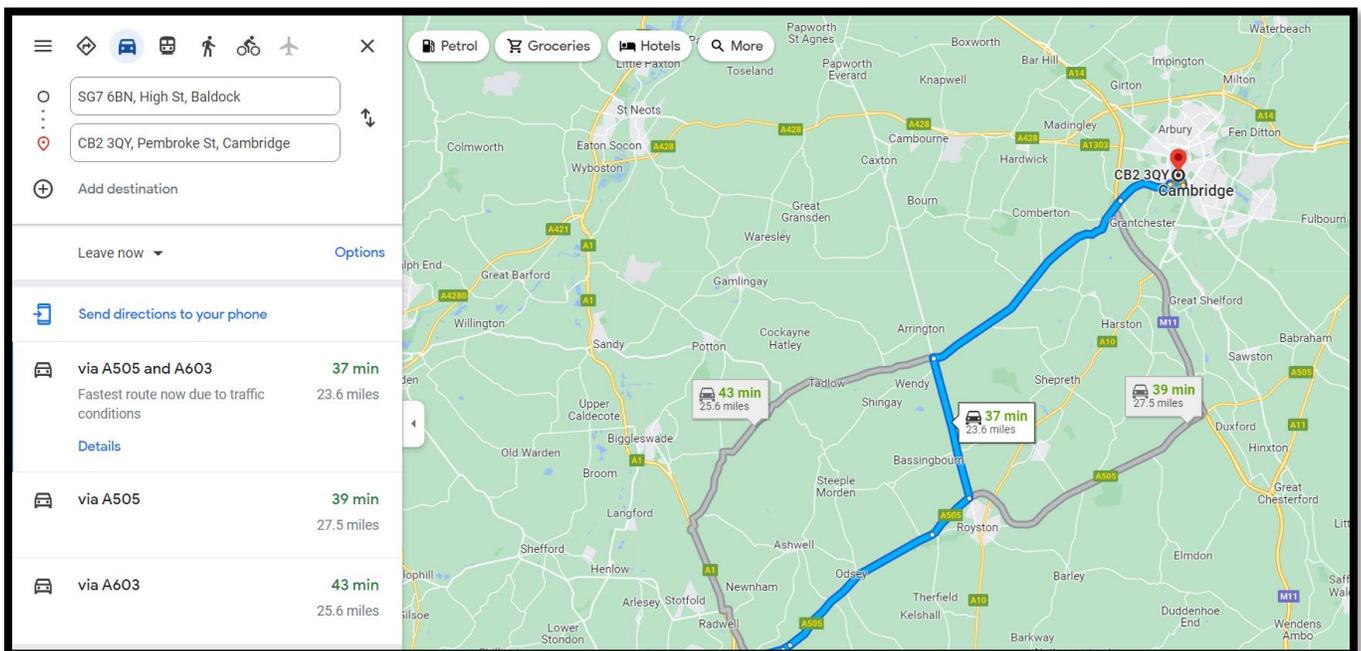
**Receipt date \***

**Please upload a copy of receipt \***  
Choose file No file chosen  
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Create

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.

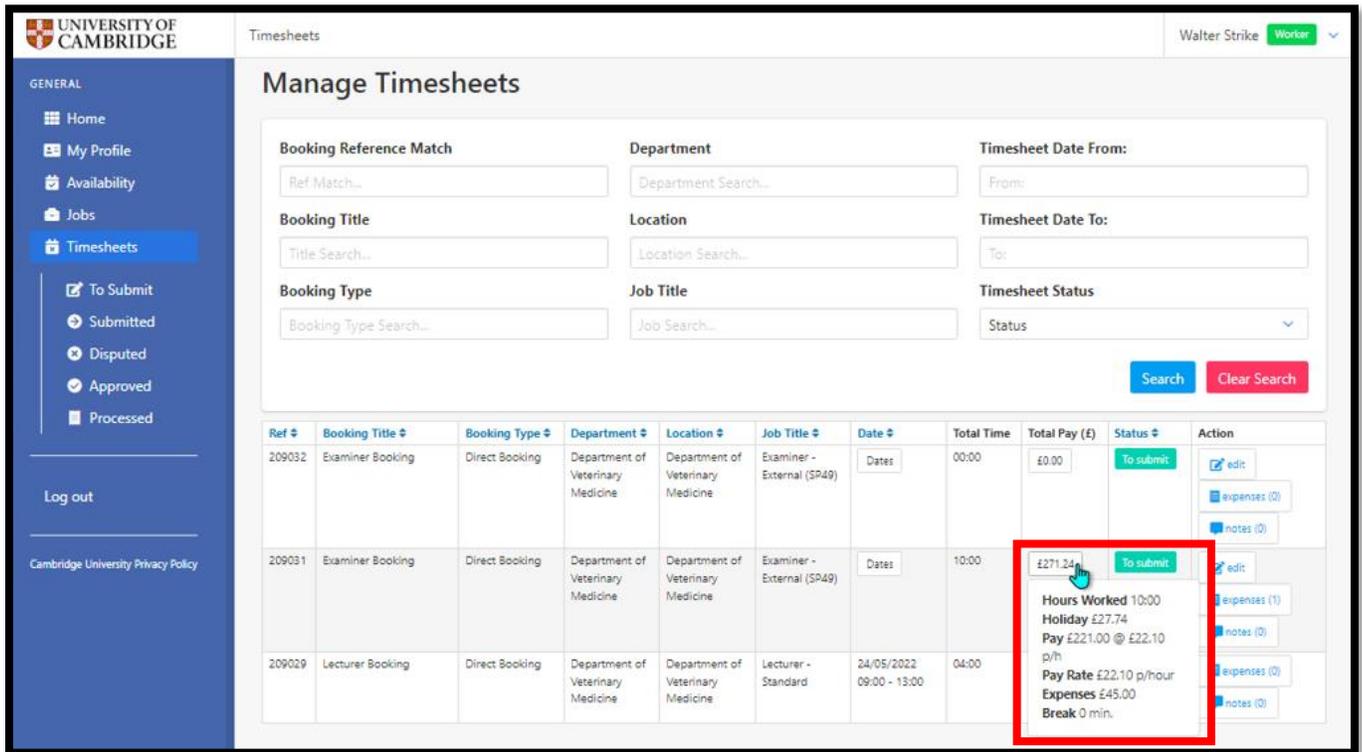
### Expenses for Examiner Booking (31/05/2022 09:00 - 14:00)

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	<span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>

## Step 11

Select Timesheets from the left-hand menu to navigate back to the Manage Timesheets page. The Manage Timesheets page will now be refreshed to include the updated amount including Expenses in the Total Pay column. Hovering over the amount will display additional information.



The screenshot displays the 'Manage Timesheets' interface for the University of Cambridge. The left-hand menu includes options like Home, My Profile, Availability, Jobs, and Timesheets. The main area features search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From/To, and Timesheet Status. A table lists timesheet entries with columns for Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. A tooltip is shown over the 'Total Pay (£)' cell for entry 209031, providing a detailed breakdown of the pay components.

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, expenses (1), 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			edit, expenses (0), notes (0)

**Tooltip for entry 209031:**

- Hours Worked 10:00
- Holiday £27.74
- Pay £221.00 @ £22.10 p/h
- Pay Rate £22.10 p/hour
- Expenses £45.00
- Break 0 min.

## Step 12

The Timesheet is now ready to be submitted.

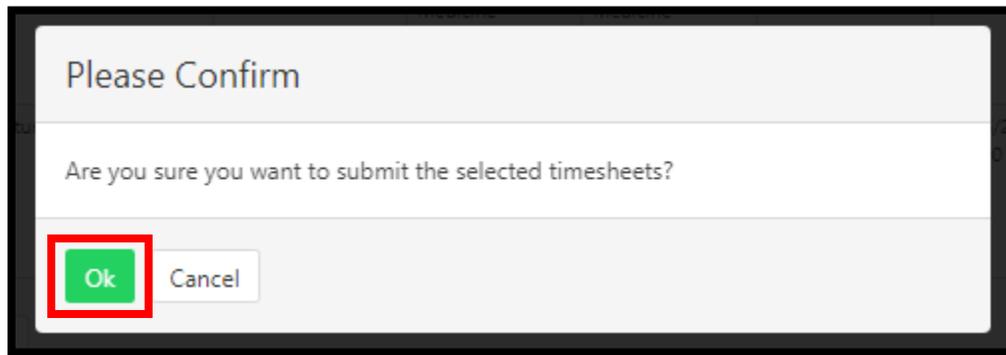
To do this select the **To Submit** button from the left-hand menu.

The screenshot shows the 'Manage Timesheets' interface. On the left, a navigation menu includes 'Home', 'My Profile', 'Availability', 'Jobs', 'Timesheets', and 'To Submit' (highlighted with a red box). Below the menu are 'Log out' and 'Cambridge University Privacy Policy' links. The main content area has search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, and Timesheet Date. A table lists timesheet entries with columns for Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. The table contains three rows: 209032 (Examining Booking, Direct Booking, £0.00, To submit), 209031 (Examining Booking, Direct Booking, £271.24, To submit), and 209029 (Lecturer Booking, Direct Booking, £360.39, Submitted).

On the following page, tick the Expense claim to be submitted and press the green **Submit** button.

The screenshot shows the 'Manage Timesheets' interface. The left-hand menu is visible, with the 'submit' button highlighted in a red box. The main content area has search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, and Timesheet Date. A table lists timesheet entries with columns for Select All On Page, Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), and Action. The table contains three rows: 209032 (Examining Booking, Direct Booking, £0.00, To submit), 209031 (Examining Booking, Direct Booking, £271.24, To submit), and 209029 (Lecturer Booking, Direct Booking, £360.39, Submitted). The 'submit' button is highlighted in a red box.

And press OK again.



## Step 13

To view all submitted timesheets, select the **Submitted** button from the left-hand menu.

UNIVERSITY OF CAMBRIDGE

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...

Search Clear Search

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209031	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	Dates	10:00	£316.24	expenses (1) 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	expenses (0) notes (0)

Displaying all 2 timesheets

Finish

## Submitting a Fixed Hours timesheet with a change to the hours worked and an added expense claim

### Introduction and Description

A worker submits a Fixed Hours timesheet with changes to the hours worked and an expense claim for printing costs.

One of the four Demonstrators (Wilf Bevan) from the 1st Accept, 1st Book with Fixed Hours example submits an extra hour (stayed until 19.00) and submits an expense for printing some paperwork for a student (£3.50), from Scenario 5 - 1st Accept, 1st Book with Fixed Hours example below.

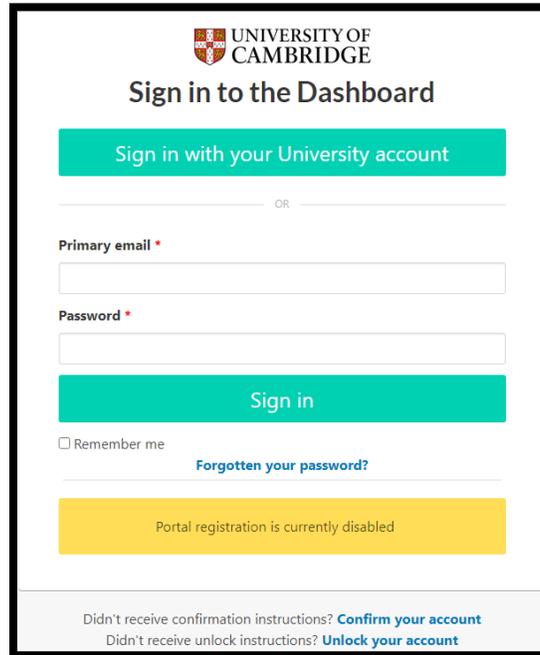
*The Department Coordinator wants to create a booking for FOUR Demonstrators Payrate £13.82 on Friday from 13.00 - 18.00.*

*The Department Coordinator has a number of PhD students registered as workers on Dashboard who they want to advertise the role to. They don't mind who accepts the role and are happy for the first FOUR workers to accept it, to take the booking.*

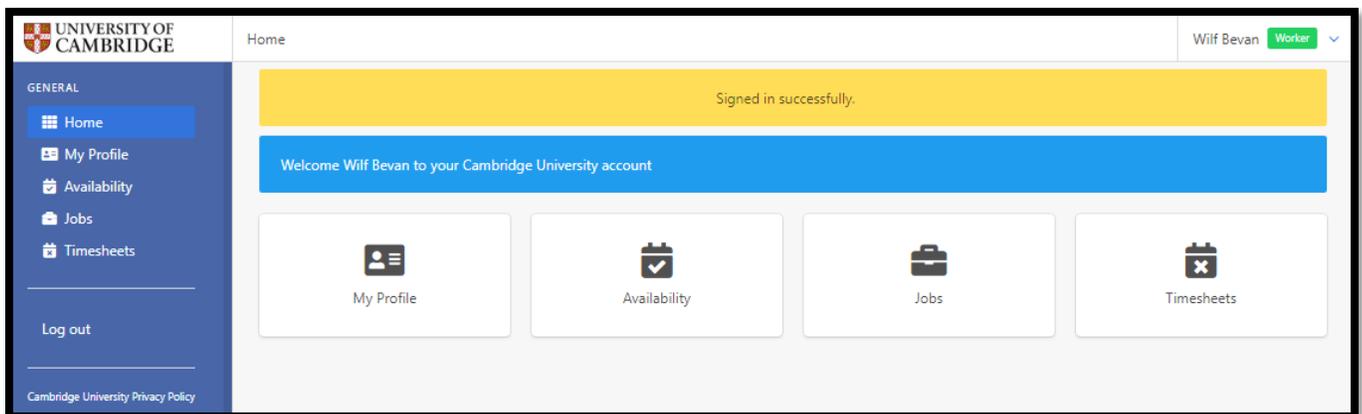
## Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>



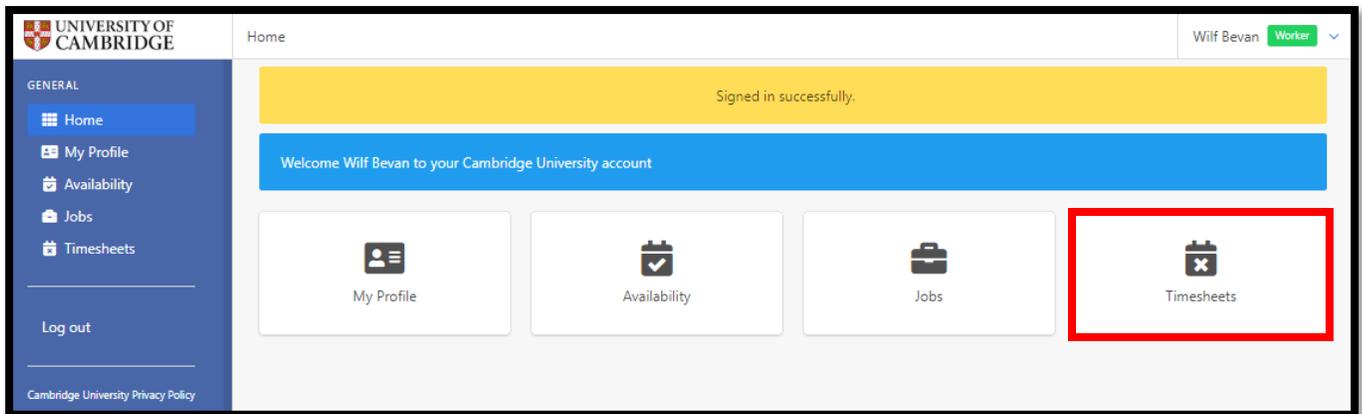
The image shows a sign-in form for the University of Cambridge. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is an "OR" separator. 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 "Remember me" checkbox 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 image shows the dashboard home page for a user named Wilf Bevan, who is logged in as a "Worker". The page features a blue navigation sidebar on the left with the University of Cambridge logo and the following menu items: "Home", "My Profile", "Availability", "Jobs", "Timesheets", and "Log out". At the bottom of the sidebar is a link to the "Cambridge University Privacy Policy". The main content area has a "Home" header and a user profile "Wilf Bevan" with a "Worker" role indicator. A yellow banner at the top of the main area says "Signed in successfully.". Below this is a blue banner that says "Welcome Wilf Bevan to your Cambridge University account". The dashboard contains four main tiles: "My Profile" (with a person icon), "Availability" (with a calendar icon and a checkmark), "Jobs" (with a briefcase icon), and "Timesheets" (with a calendar icon and an 'x').

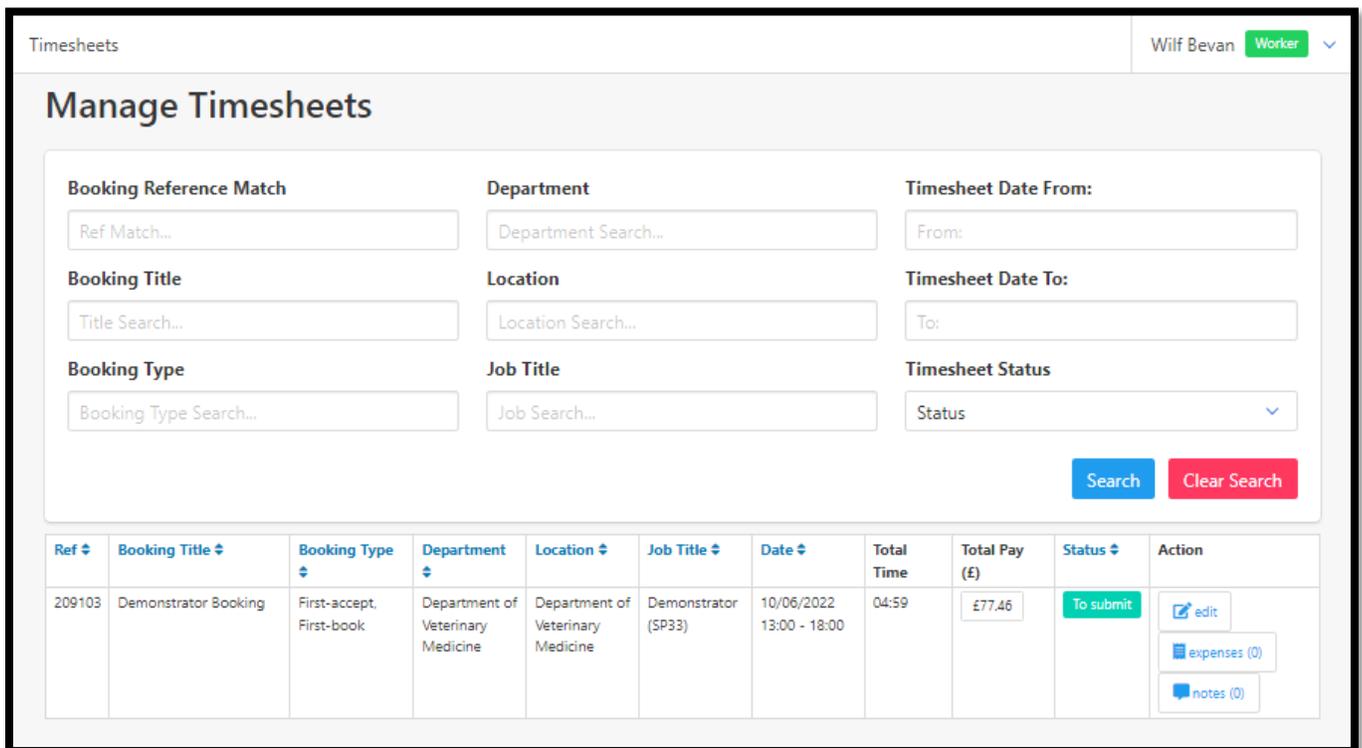
## Step 2

Select the Timesheets button



## Step 3

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



## Step 4

First the worker needs to edit the timesheet to add the extra hour worked. To do this press the **edit** button at the far right-hand end of the timesheet.

Ref ↕	Booking Title ↕	Booking Type ↕	Department ↕	Location ↕	Job Title ↕	Date ↕	Total Time	Total Pay (£)	Status ↕	Action
209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 18:00	04:59	£77.46	To submit	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

## Step 5

The Edit Timesheet page will be displayed.

Timesheets / Edit Wilf Bevan Worker ▾

### Edit Timesheet

**Booking Details:**

<b>Ref</b> 209103	<b>Booking Title</b> Demonstrator Booking	<b>Booking Date</b> 10/06/2022 13:00 - 18:00	<b>Expiry Date</b> 03/06/2022 13:00
<b>Contact</b>	<b>Booking Type</b> First-accept, First-book	<b>Job</b> Demonstrator (SP33) ( x 4 )	<b>Event</b>
<b>Dress Code</b>	<b>Instructions for Workers</b> We need 4 Demonstrators on Friday from 13.00 - 18.00.	<b>Location</b> Department of Veterinary Medicine	

Remaining hours available for this week: 43:01

**Start time \***

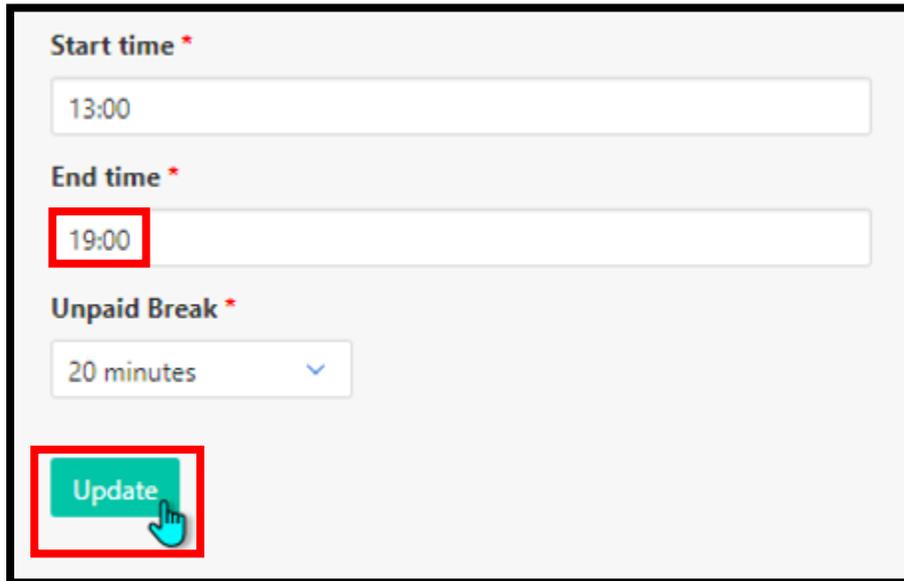
**End time \***

**Unpaid Break \***

Details of the job are shown at the top of the page while the Start and End times are displayed at the bottom. A blue message also displays the workers remaining available hours for the week.

## Step 6

Adjust the **End time** from 18:00 to 19:00 and press the green **Update** button.



Start time \*

13:00

End time \*

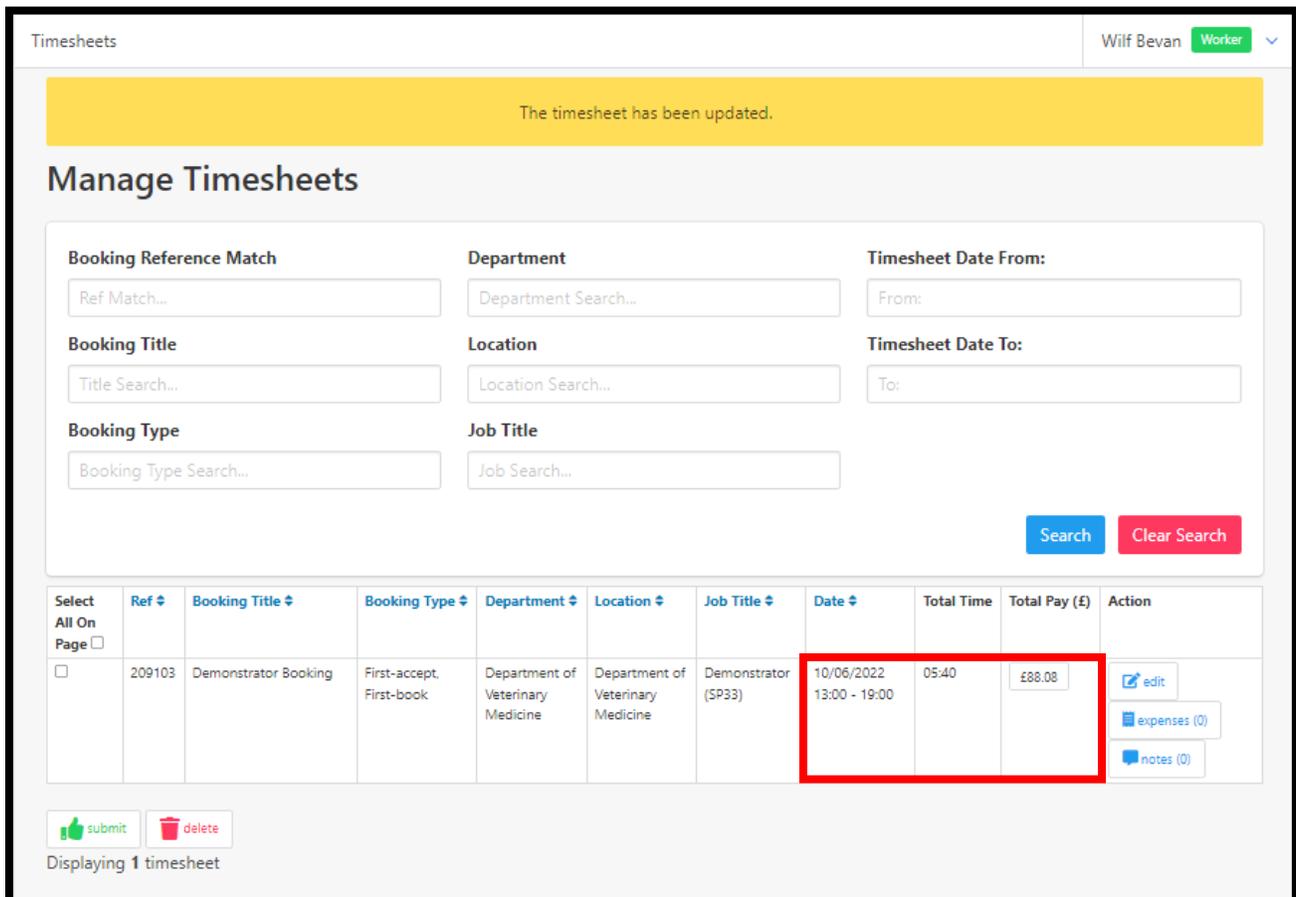
19:00

Unpaid Break \*

20 minutes

Update

The page will refresh to display the Manage Timesheets page. A yellow note at the top states that 'The timesheet has been updated'. The new start and end time, total time and updated total pay figure is now displayed.



Timesheets Wilf Bevan Worker

The timesheet has been updated.

### 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"/>	209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

submit delete

Displaying 1 timesheet

## Step 7

Secondly the worker needs to edit the timesheet to add the printing expenses of £3.50. Press the expenses button at the far right-hand end of the timesheet.

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"/>	209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	<a href="#">edit</a> <a href="#">expenses (0)</a> <a href="#">notes (0)</a>

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

Timesheets / Expenses Wilf Bevan Worker ▾

### Expenses for Demonstrator Booking (10/06/2022 13:00 - 19:00)

You currently have no Expenses. [Click here](#) to create an Expense.

The page will refresh displaying the 'Create new Expense' page.

Timesheets / Expenses / New Expenses Wilf Bevan Worker ▾

### Create new Expense

**Title \***

**Expense category \***

**Amount \***

**Receipt date \***

**Please upload a copy of receipt \***  
 No file chosen  
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

## Step 8

Fill in the 'Create new Expense' form with a Title, the type of expense from the Expense Category drop-down provided, the Amount, Receipt date and a copy of the receipt uploaded, as shown below:

**Title \***  
Printing Expenses

**Expense category \***  
Other Business Expenses

**Amount \***  
3.50

**Receipt date \***  
10/06/2022

**Please upload a copy of receipt \***  
Choose file Printing Expenses.PNG  
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

**Create**

Finally press the green **Create** button.

The page will refresh displaying the created expense. There are buttons for **creating another new expense** or **editing** and **deleting** previously created expenses.

Timesheets / Expenses Wilf Bevan Worker

Expenses has been successfully created.

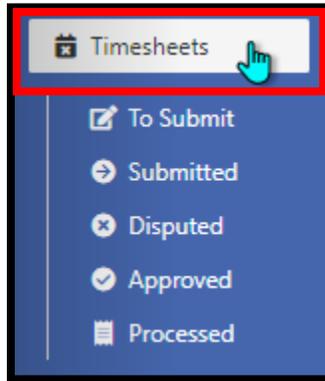
Expenses for Demonstrator Booking (10/06/2022 13:00 - 19:00)

Title	Expense Category	Amount	Receipt Date	Last Modified	Actions
Printing Expenses	Other Business Expenses	£3.50	10/06/2022	13/06/2022 10:04:36	<a href="#">Edit</a> <a href="#">Delete</a>

[Create a new Expense](#)

## Step 9

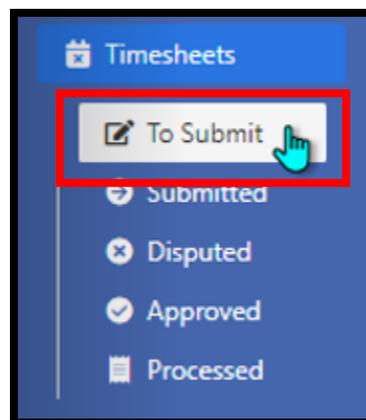
Selecting the **Timesheets** button from the left-hand menu will display the Manage Timesheets page. Note the expenses button now has a 1 on it, indicating one expense has been added to this timesheet.



Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Status	Action
209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	To submit	<a href="#">edit</a> <a href="#">expenses (1)</a> <a href="#">notes (0)</a>

## Step 10

Now the worker can submit this timesheet. To do this select the **To Submit** button from the left-hand menu.



## Step 11

The page will refresh to display the Manage Timesheets page.

Tick the box to the left-hand end for the timesheet that needs to be submitted and press the green Submit button, as shown below:

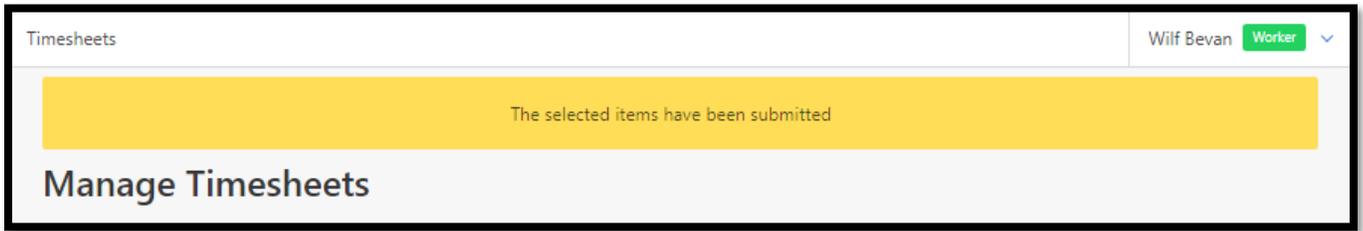
The screenshot shows the 'Manage Timesheets' interface. At the top right, the user 'Wilf Bevan' is logged in as a 'Worker'. The page contains several search filters: 'Booking Reference Match', 'Department', 'Timesheet Date From', 'Booking Title', 'Location', 'Timesheet Date To', 'Booking Type', and 'Job Title'. Below these filters are 'Search' and 'Clear Search' buttons. A table lists timesheet entries with columns for 'Select All On Page', 'Ref', 'Booking Title', 'Booking Type', 'Department', 'Location', 'Job Title', 'Date', 'Total Time', 'Total Pay (£)', and 'Action'. The first entry is selected, and a red box highlights the 'Submit' button in the bottom left corner of the table area.

Select All On Page	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£88.08	<a href="#">edit</a> <a href="#">expenses (1)</a> <a href="#">notes (0)</a>

And press OK again.

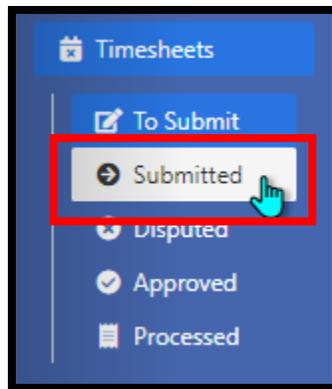
The dialog box is titled 'Please Confirm' and contains the text 'Are you sure you want to submit the selected timesheets?'. At the bottom, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a red box.

The page will refresh displaying a yellow message stating the timesheet has been submitted.

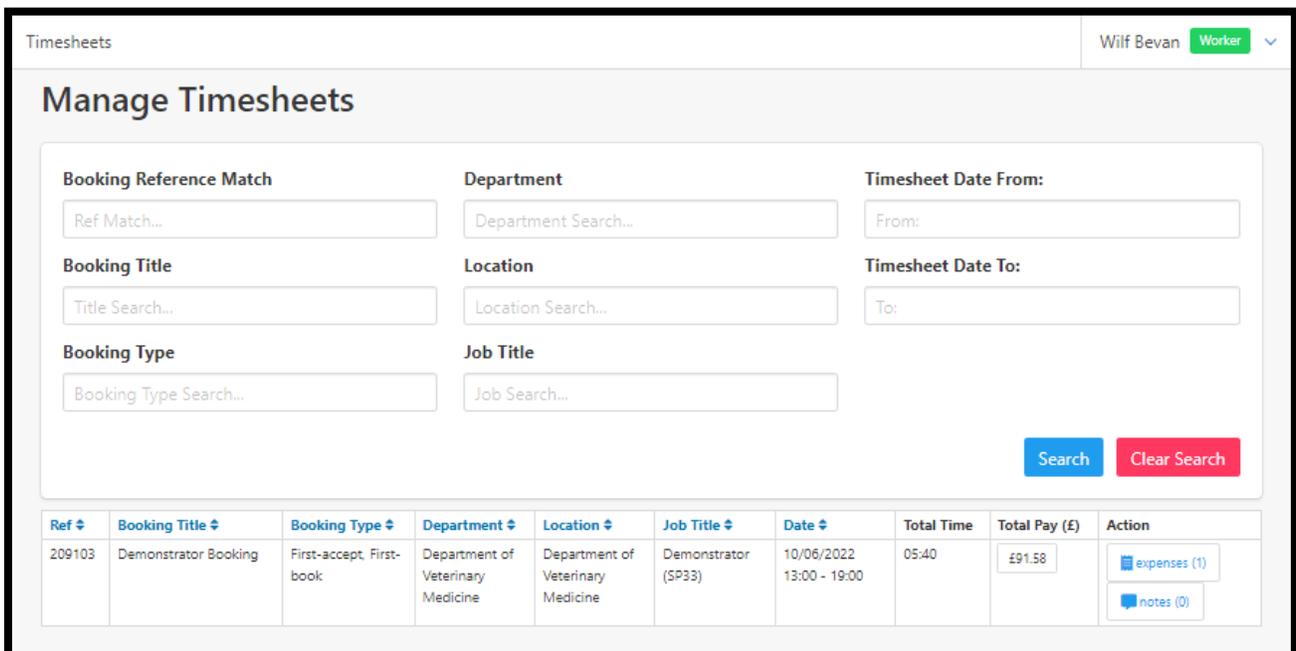


## Step 12

To view submitted timesheets press the **Submitted** button from the left-hand menu.



The Manage Timesheets page will be displayed showing the submitted timesheet.



Note the Total pay figure has been updated to include the expense.

Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
209103	Demonstrator Booking	First-accept, First-book	Department of Veterinary Medicine	Department of Veterinary Medicine	Demonstrator (SP33)	10/06/2022 13:00 - 19:00	05:40	£91.58	<a href="#">expenses (1)</a> <a href="#">notes (0)</a>

Finish

## Deleting a timesheet

### Introduction and Description

#### A worker wants to delete their timesheet.

The Examiner (Walter Strike) did not work any hours in one of the weeks (and did more in another week) so wants to delete that timesheet entirely, from Scenario 2 - Direct Booking Draw Down example below.

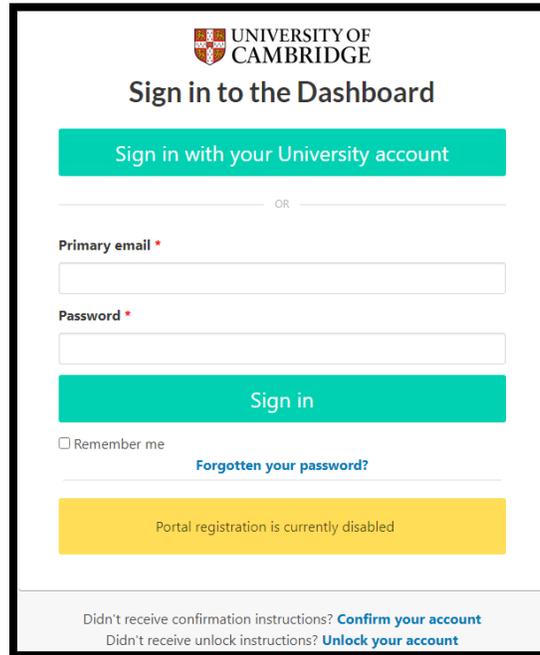
*The Department Coordinator wants to create a booking for an Examiner Payrate £22.24 for the next 8 weeks (one Term). The total amount of work to be completed is 80 hours (roughly 10 hours per week but it varies).*

*This Examiner Payrate £22.24 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.*

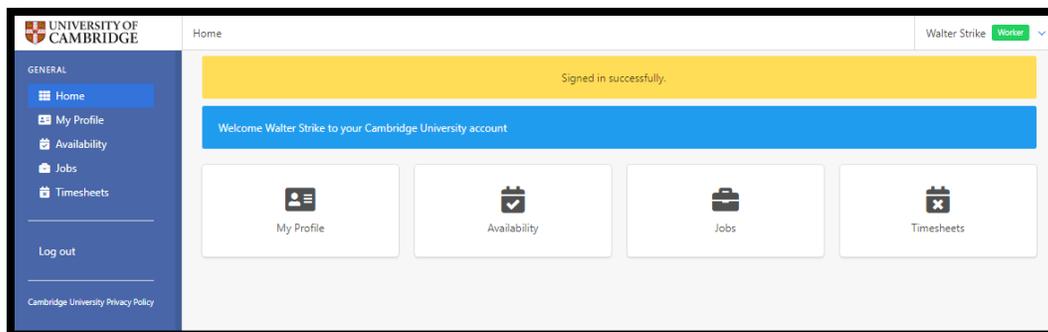
## Step 1

Sign into the UAT Dashboard using your Worker account.

<https://cambridgetest.demodashboardtechnology.co.uk>



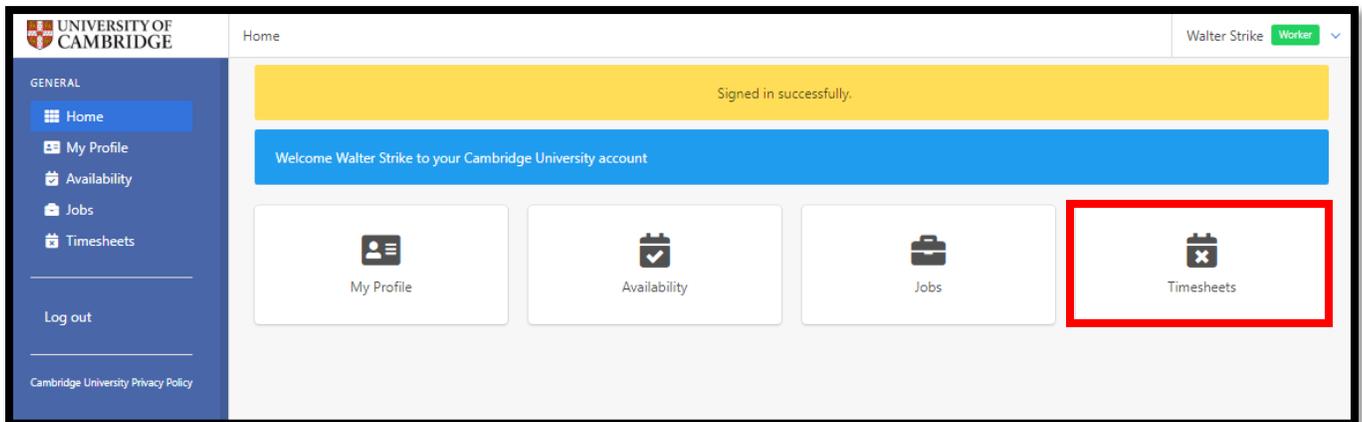
The screenshot shows the sign-in page for the University of Cambridge dashboard. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is an "OR" separator. There are 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. Below the sign-in button is a checkbox for "Remember me" and 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 of the page, 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 home page for a user named Walter Strike, who has a "Worker" role. The page features a blue sidebar on the left with the University of Cambridge logo and a "GENERAL" section containing links for "Home", "My Profile", "Availability", "Jobs", and "Timesheets". Below these links are "Log out" and "Cambridge University Privacy Policy". The main content area has a yellow header bar with "Home" on the left and "Walter Strike Worker" on the right. A yellow banner below the header says "Signed in successfully.". A blue banner below that says "Welcome Walter Strike to your Cambridge University account". The main content area contains four white cards with icons and labels: "My Profile", "Availability", "Jobs", and "Timesheets".

## 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.

The screenshot shows the 'Manage Timesheets' page. 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 search filters is a table of timesheet entries. The table is highlighted with a red border.

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 delete the timesheet for that week.

To delete 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 ▾

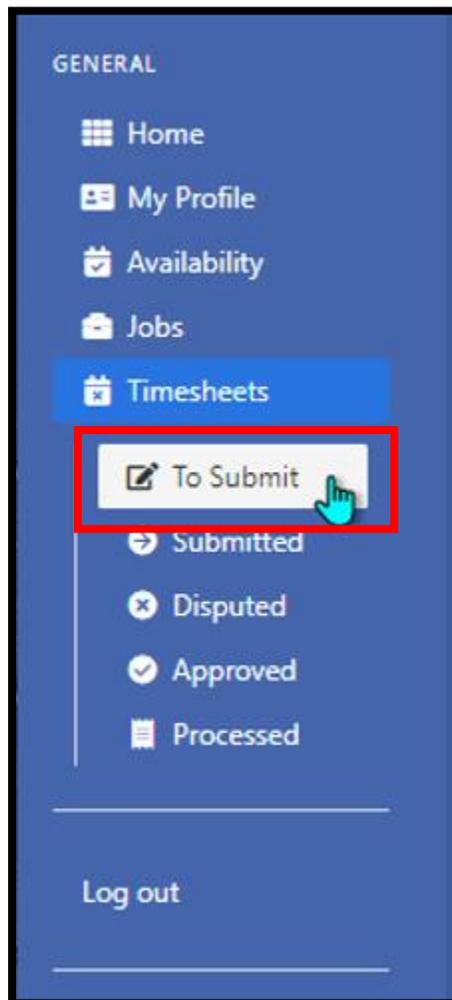
### Manage Timesheets

**Booking Reference Match**  **Department**  **Timesheet Date From:**   
**Booking Title**  **Location**  **Timesheet Date To:**   
**Booking Type**  **Job Title**  **Timesheet 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 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 delete. Make sure it is the correct timesheet if there is more than one. Press the red **Delete** button at the bottom of the page.

Timesheets Walter Strike Worker ▼

### Manage Timesheets

**Booking Reference Match**

**Department**

**Timesheet Date From:**

**Booking Title**

**Location**

**Timesheet Date To:**

**Booking Type**

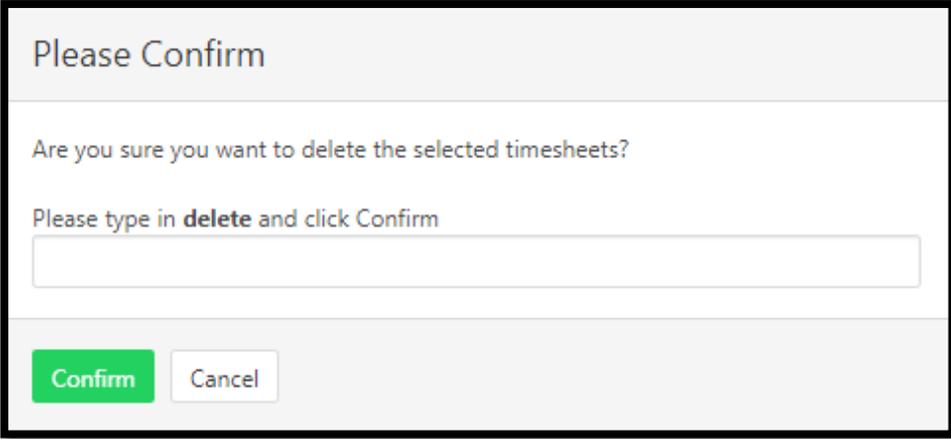
**Job Title**

Select All On Page <input type="checkbox"/>	Ref <span>▼</span>	Booking Title <span>▼</span>	Booking Type <span>▼</span>	Department <span>▼</span>	Location <span>▼</span>	Job Title <span>▼</span>	Date <span>▼</span>	Total Time	Total Pay (£)	Action
<input checked="" type="checkbox"/>	209032	Examiner Booking	Direct Booking	Department of Veterinary Medicine	Department of Veterinary Medicine	Examiner - External (SP49)	<input type="button" value="Dates"/>	00:00	£0.00	<input type="button" value="edit"/> <input type="button" value="expenses (0)"/> <input type="button" value="notes (0)"/>

Displaying 1 timesheet

## Step 7

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



Please Confirm

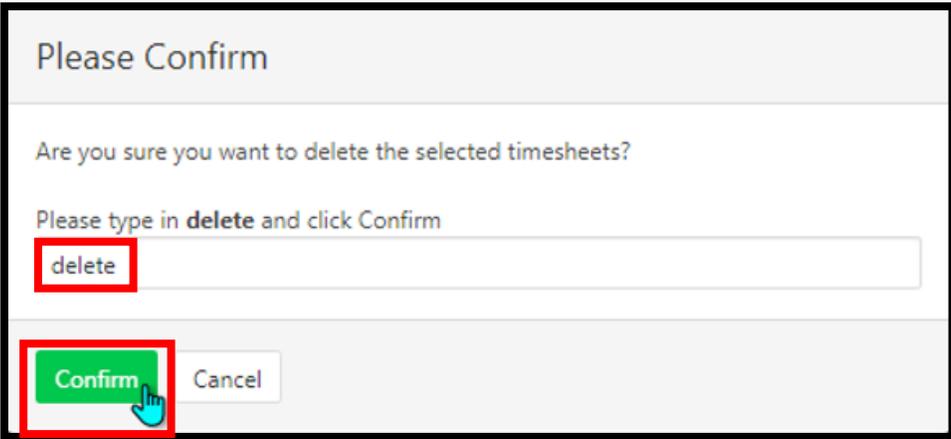
Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

Confirm Cancel

This image shows a confirmation dialog box with a light gray background. At the top, it says "Please Confirm". Below that is the question "Are you sure you want to delete the selected timesheets?". Underneath is a prompt "Please type in **delete** and click Confirm" followed by an empty text input field. At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button with a gray border.

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?

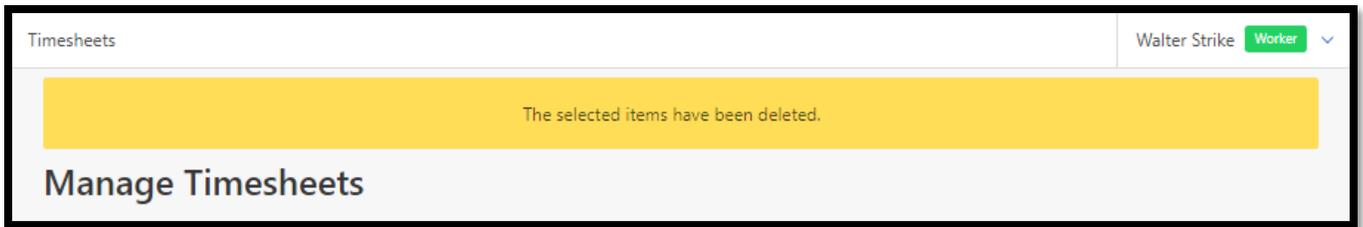
Please type in **delete** and click Confirm

Confirm Cancel

This image shows the same confirmation dialog box as above, but now the text "delete" has been entered into the input field. A red rectangular box highlights the word "delete" in the input field. Another red rectangular box highlights the green "Confirm" button, which has a blue mouse cursor icon pointing at it. The "Cancel" button remains unhighlighted.

## Step 8

The screen will refresh to show a yellow message at the top of the screen stating that 'The selected items have been deleted'.



## Finish