DASHBOARD USER GUIDE SUBMITTING TIMESHEETS

UNIVERSITY OF CAMBRIDGE
Information Services

DASHBOARD TECHNOLOGY

GUIDANCE FOR WORKERS SUBMITTING TIMESHEETS

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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.

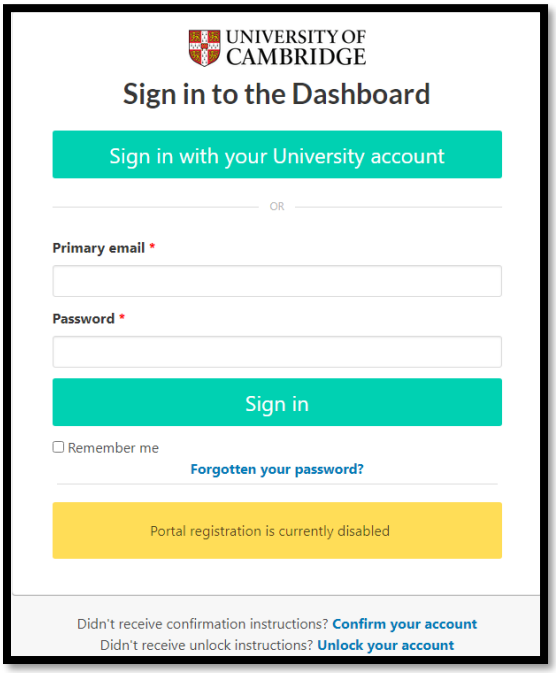
The Department Coordinator wants to create a booking for a Lecturer Payrate £80.05 on Tuesday from 09.00 - 13.00 for one week only.

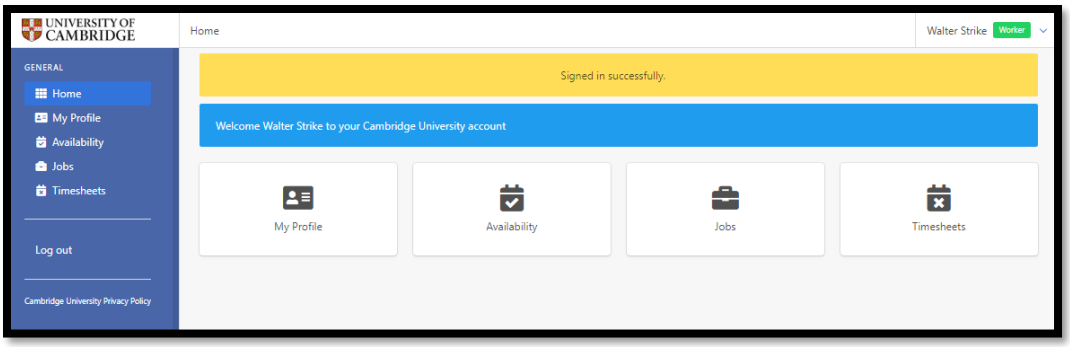
This Lecturer Payrate £80.05 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.

Step 1

Sign into the UAT Dashboard using your Worker account.

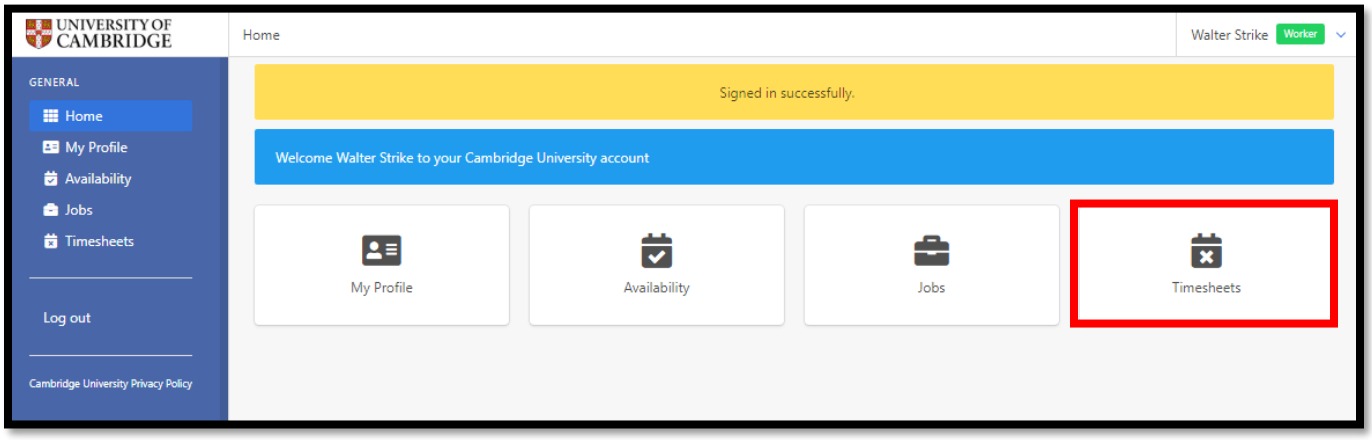
https://cambridgetest.demodashboardtechnology.co.uk





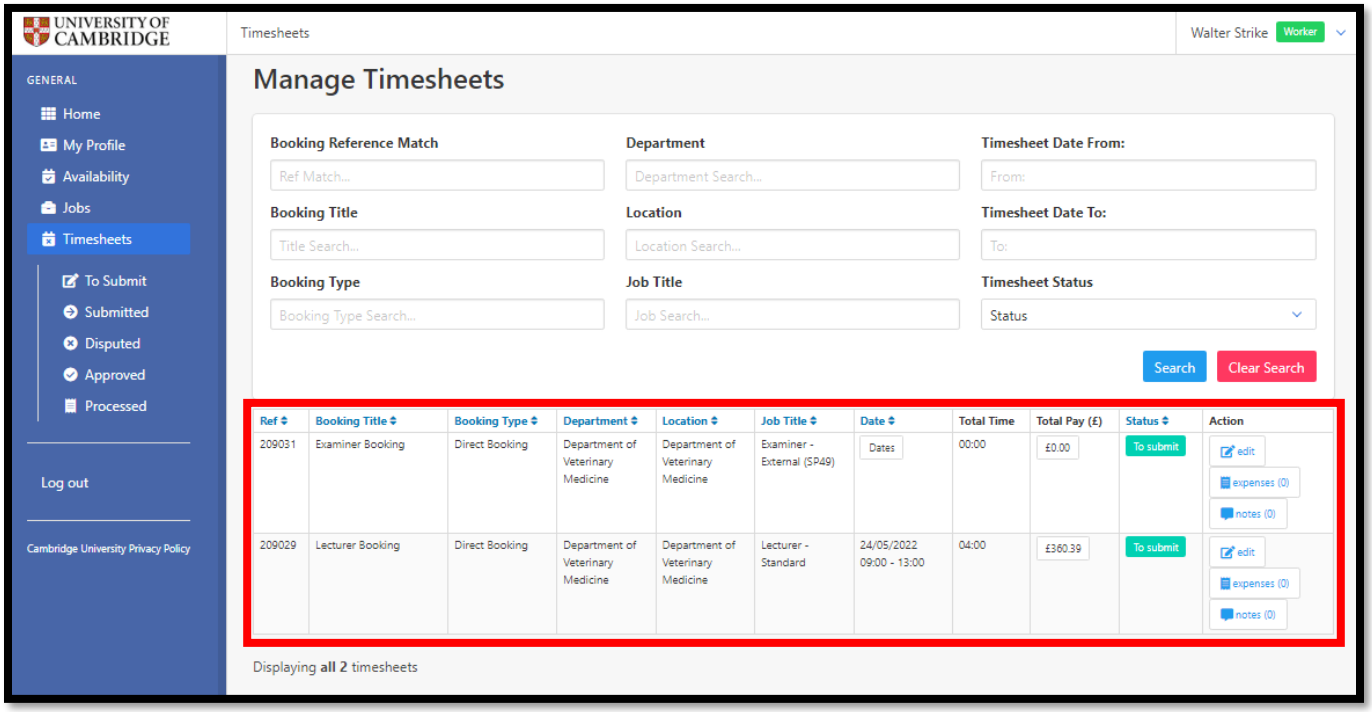
Step 2

Select the Timesheets button

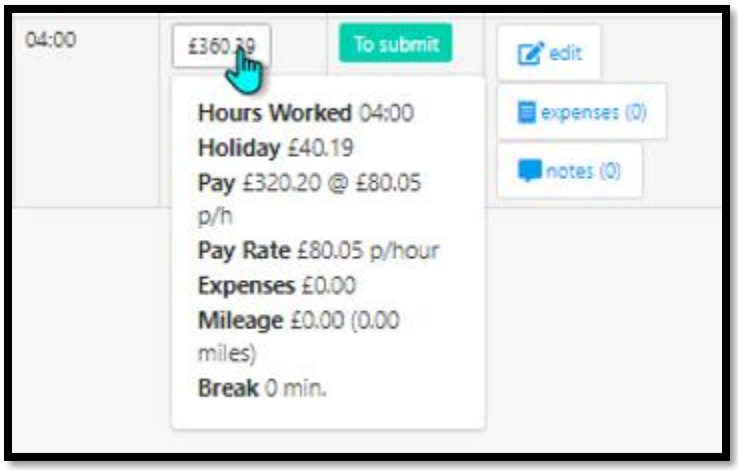


Step 3

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

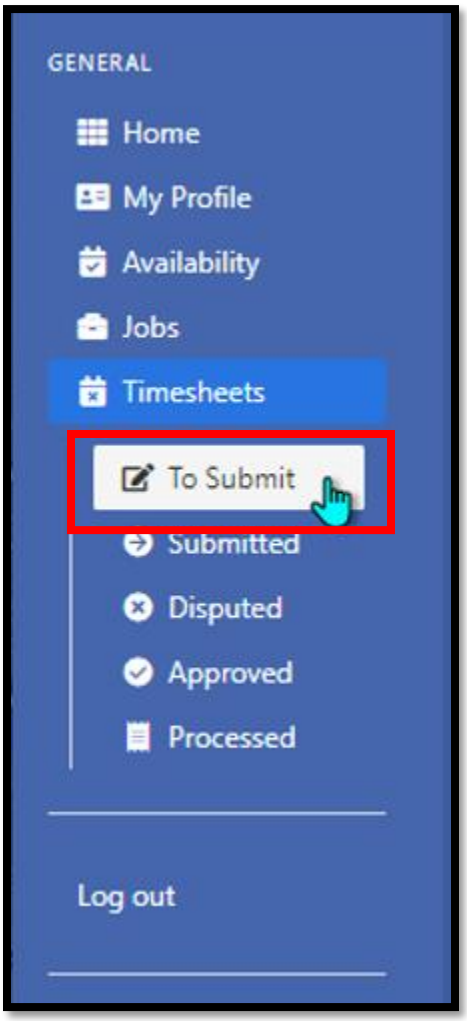


Hovering the mouse over the **Total Pay** amount in the **Total Pay** column will display details of the pay earned.



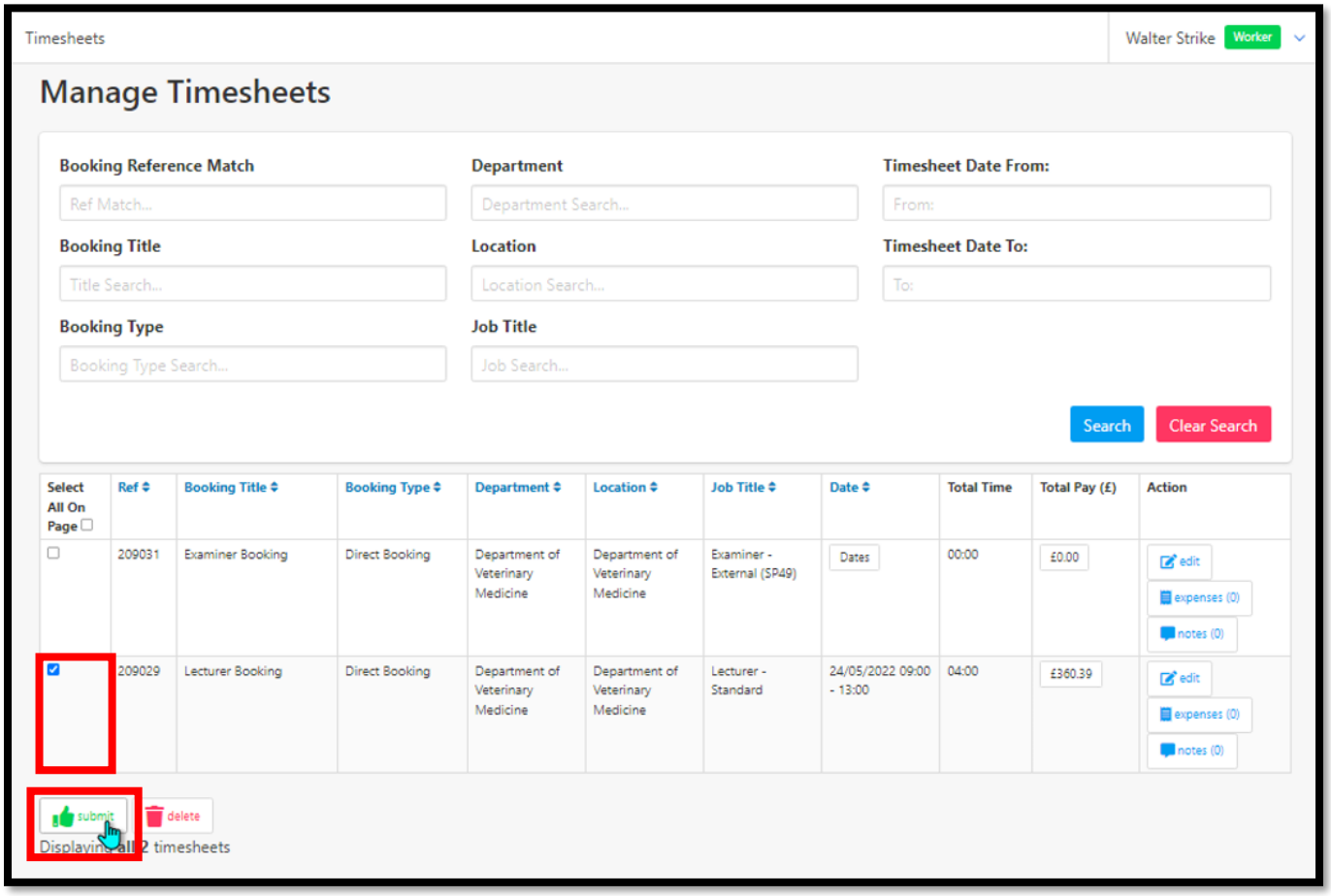
Step 4

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

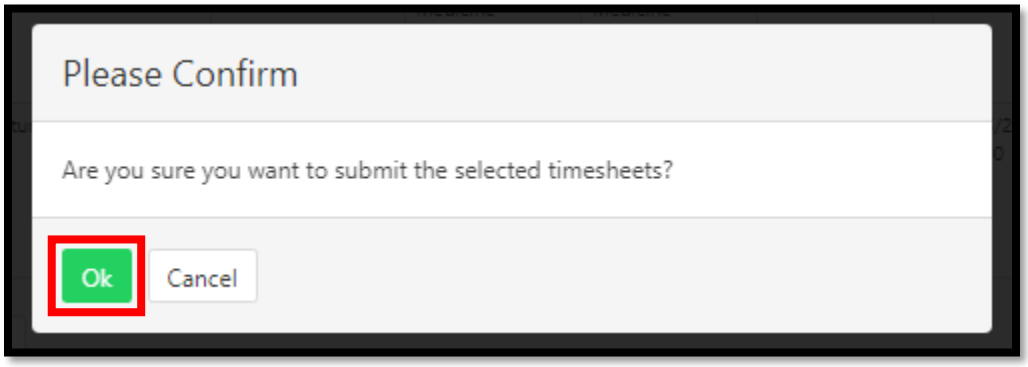


Step 5

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.

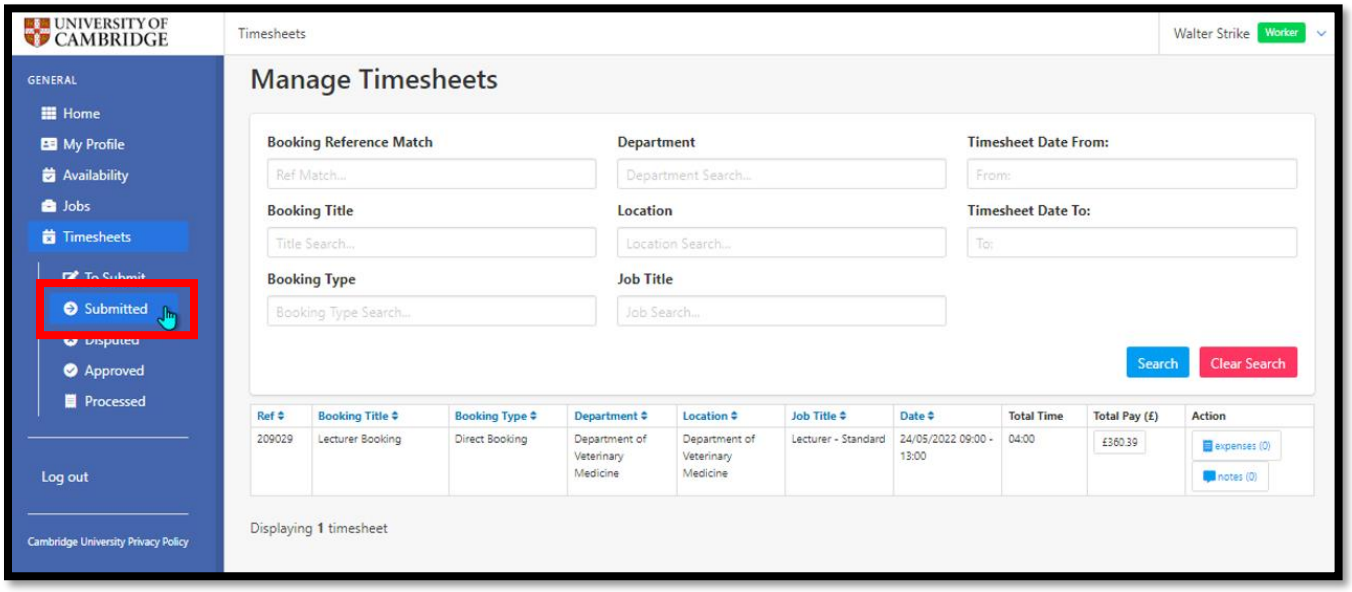


Then press **OK**.



Step 6

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



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.

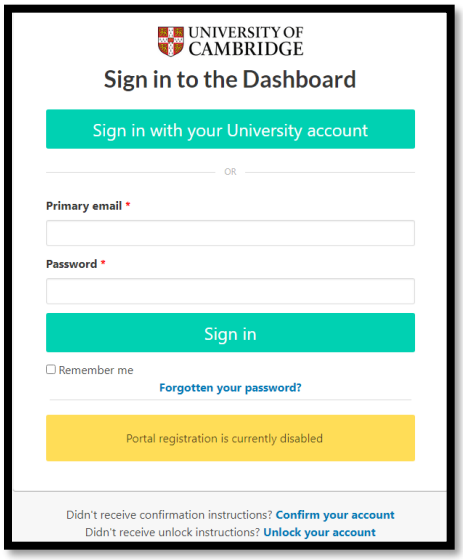
The Department Coordinator wants to create a booking for a Front of House Support, Payrate £10.15 Thursday from 14.00 - 22.00.

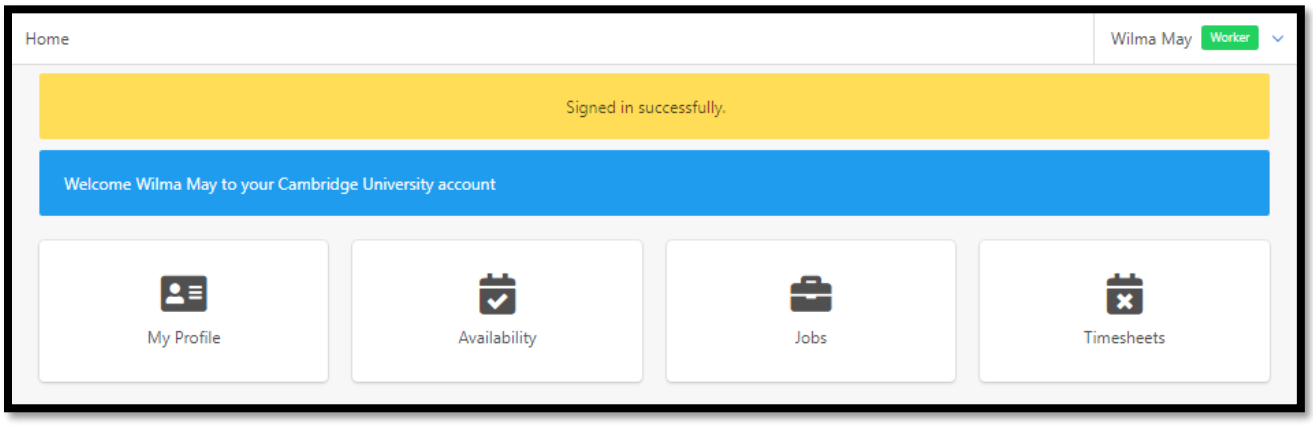
The Department Coordinator has a number of workers registered who they want to advertise the role to, and then select from the pool of workers who have registered their interest in the job.

Step 1

Sign into the UAT Dashboard using your Worker account.

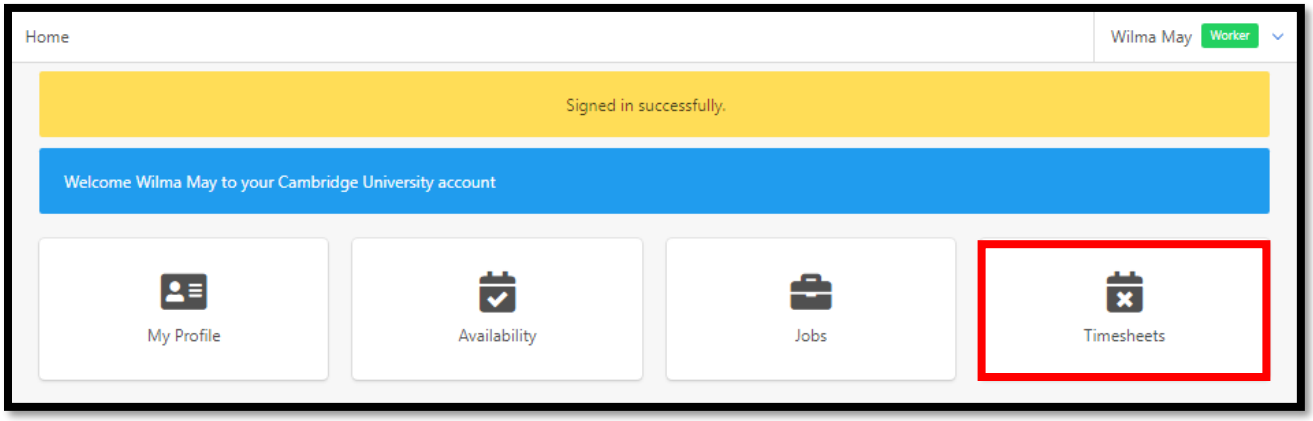
https://cambridgetest.demodashboardtechnology.co.uk





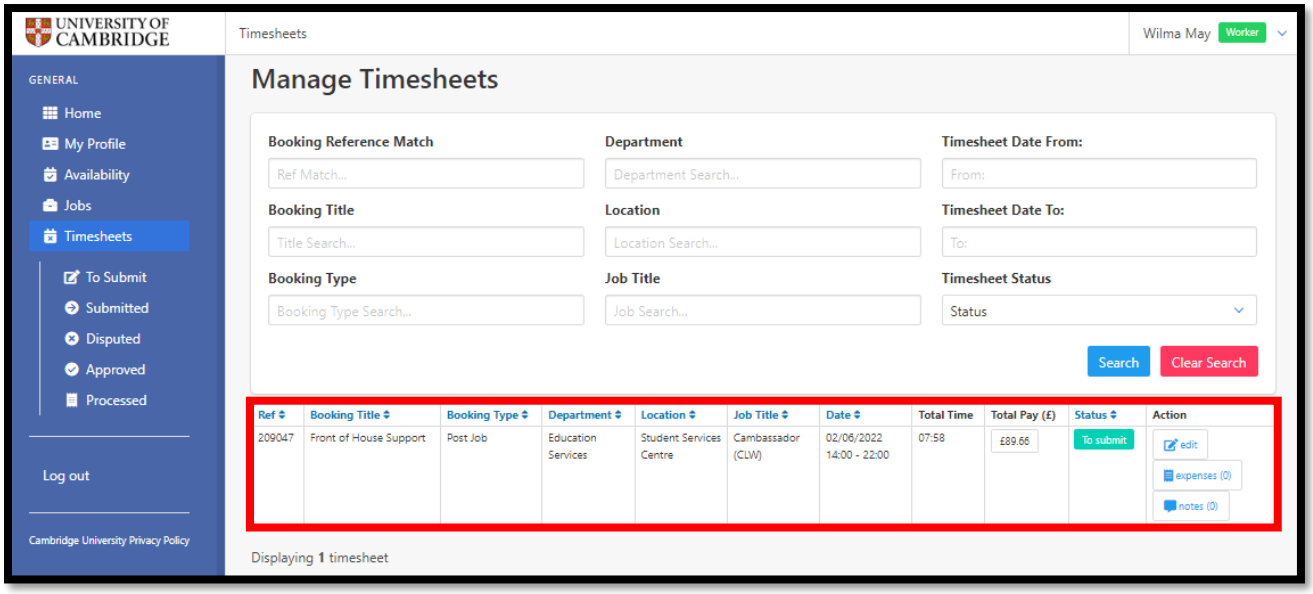
Step 2

Select the Timesheets button

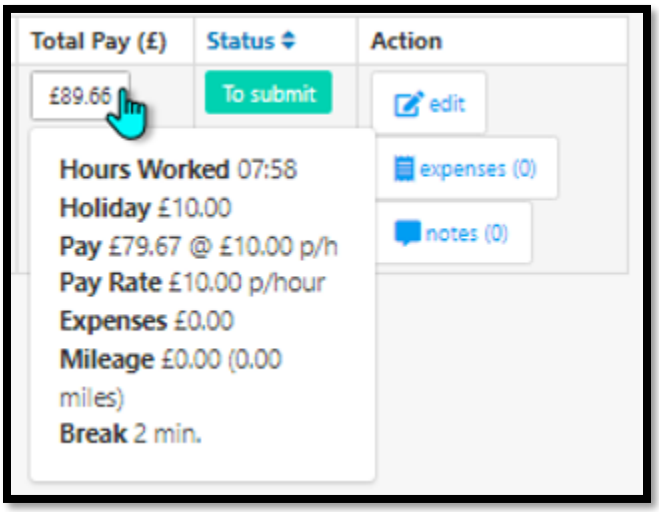


Step 3

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.



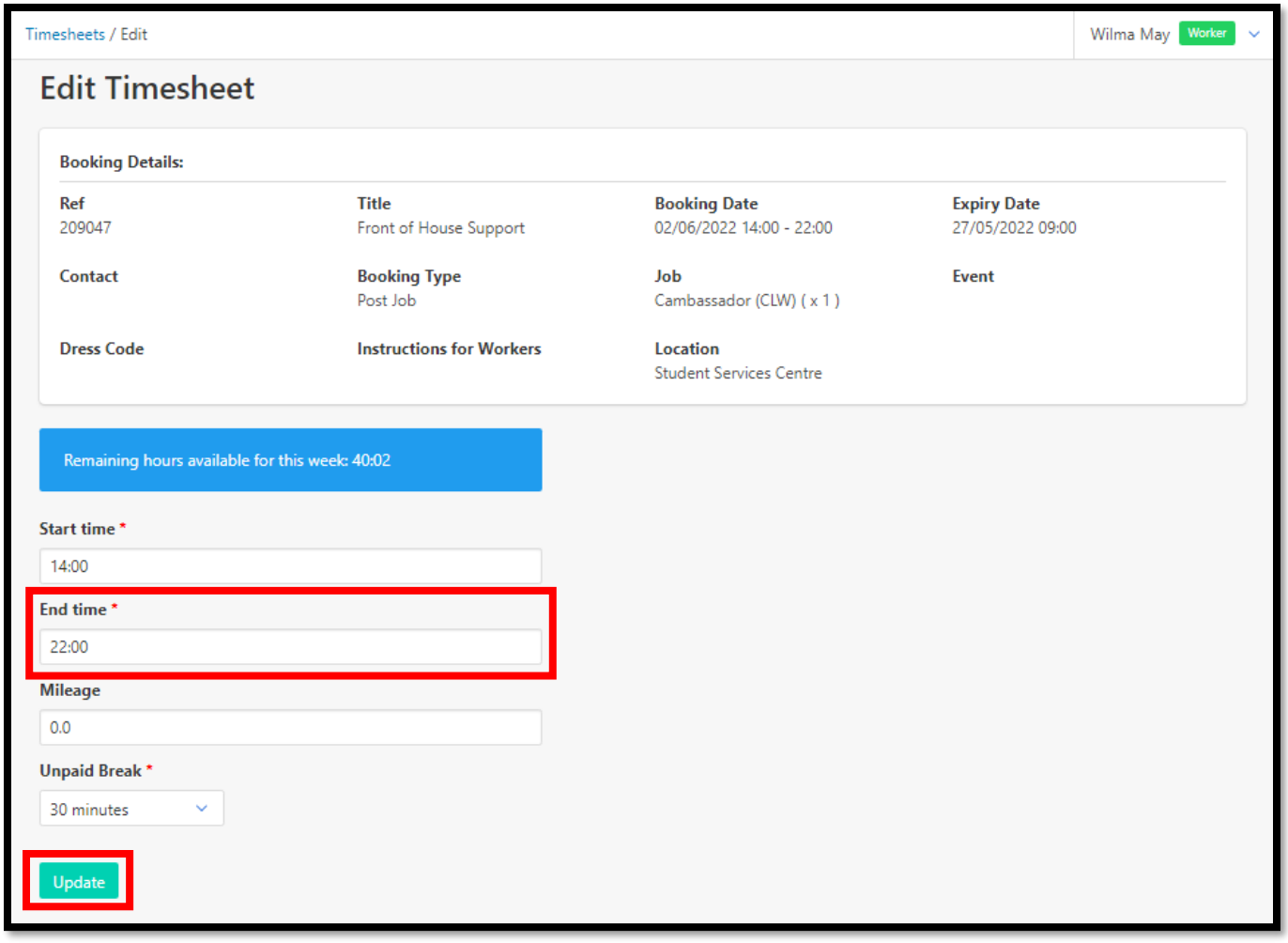
Step 4

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.

Step 5

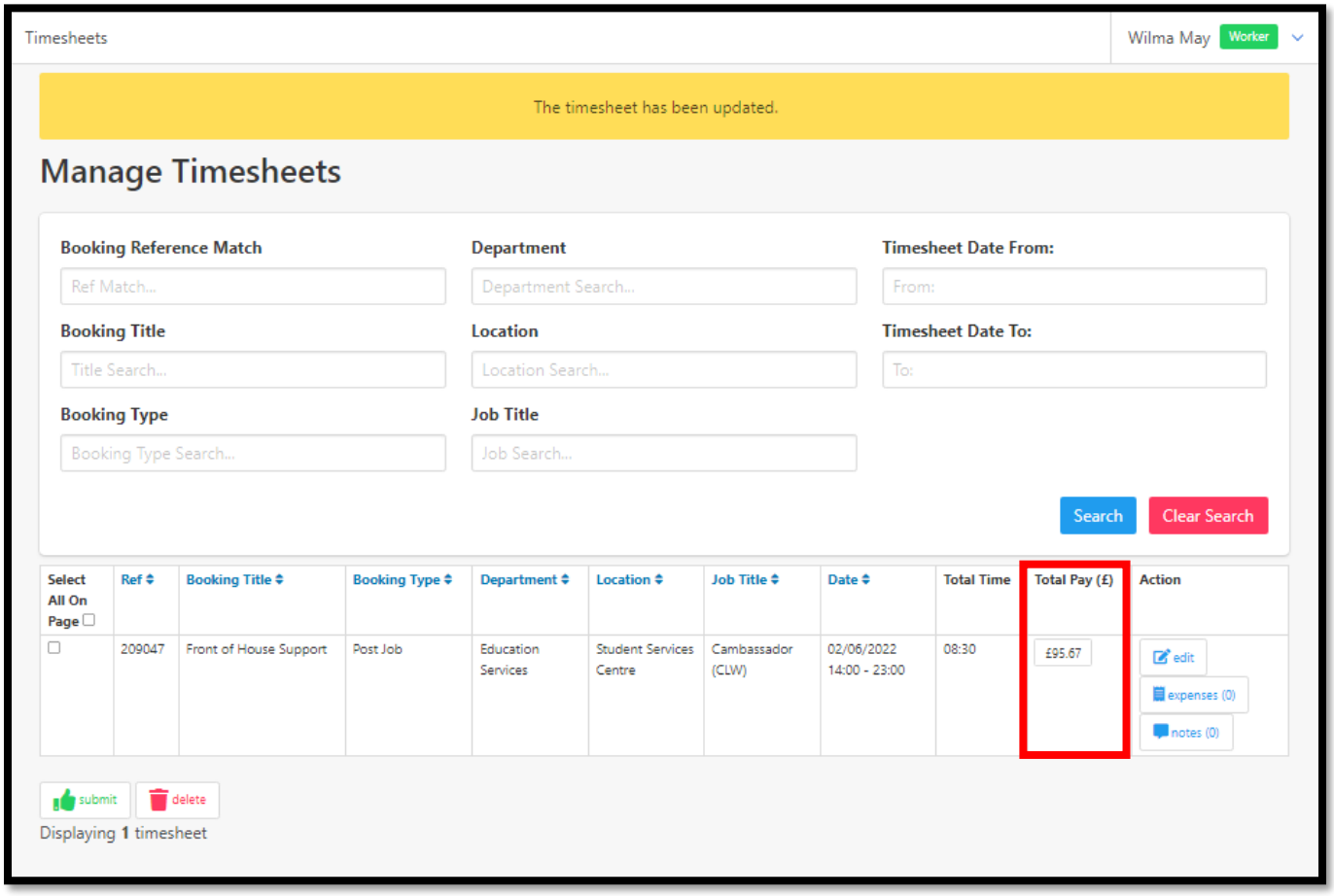
The Edit Timesheet page will be displayed.



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

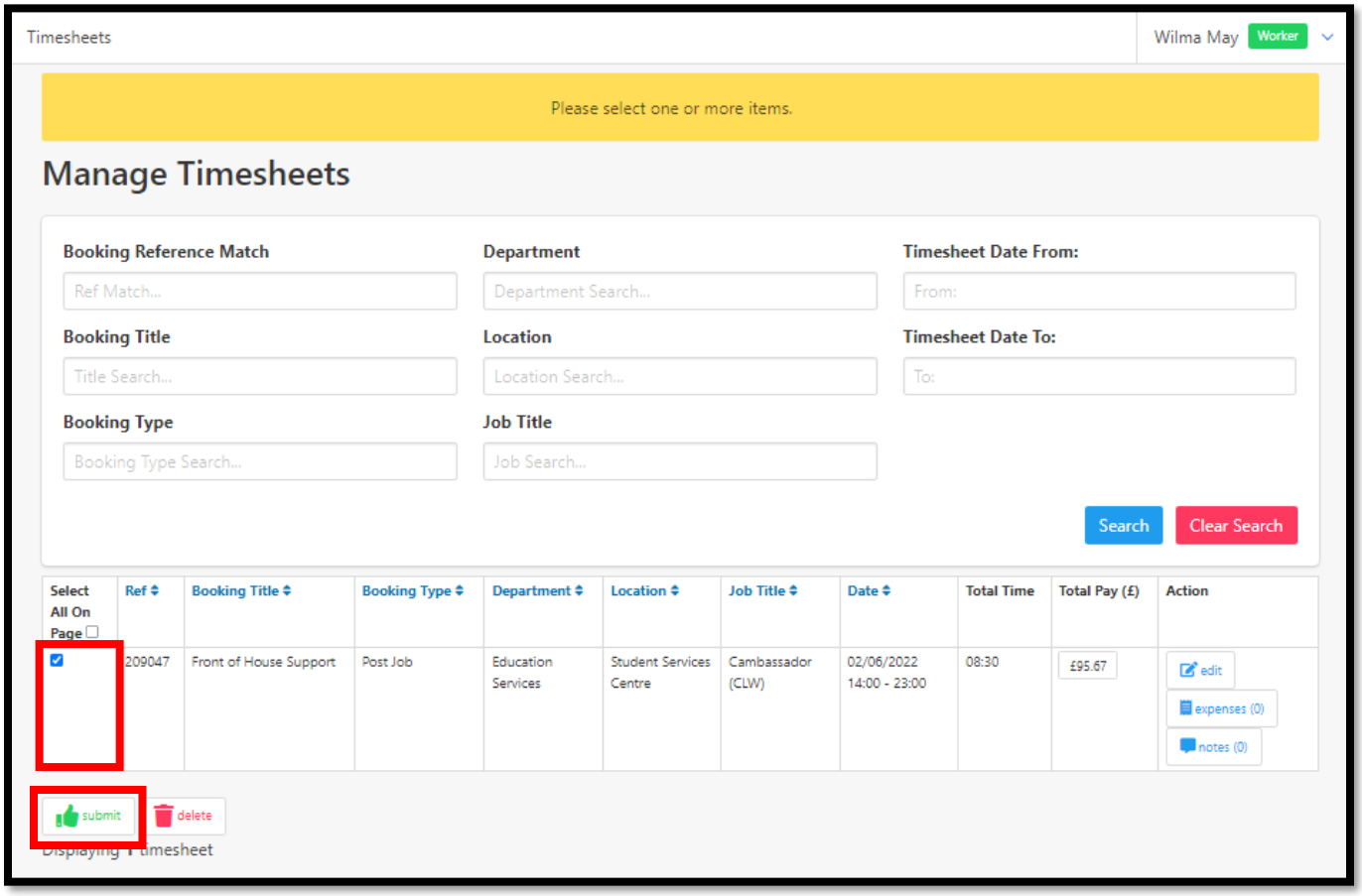
Step 6

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.

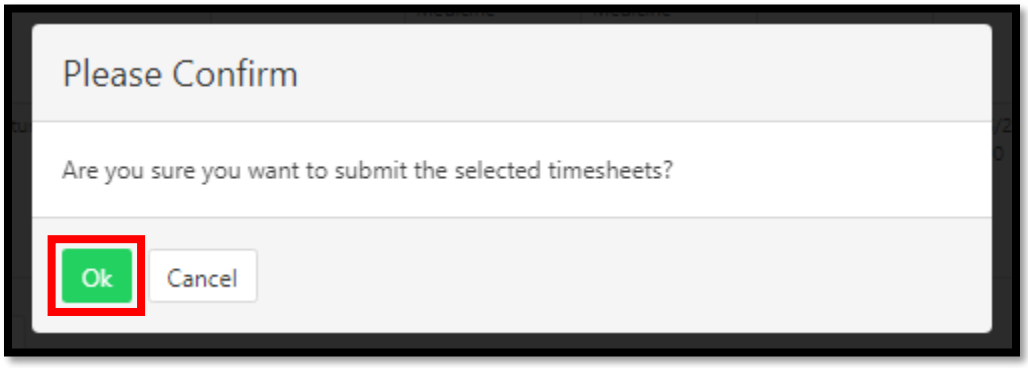


Step 7

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

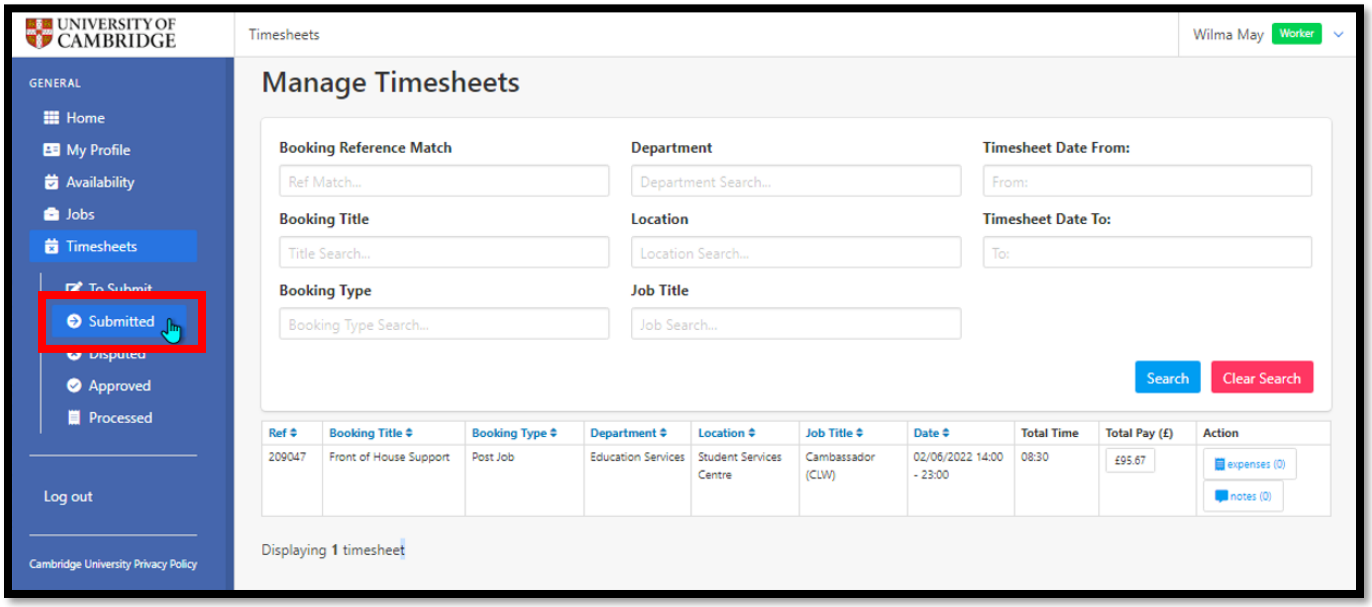


Then press **OK**.



Step 8

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



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.

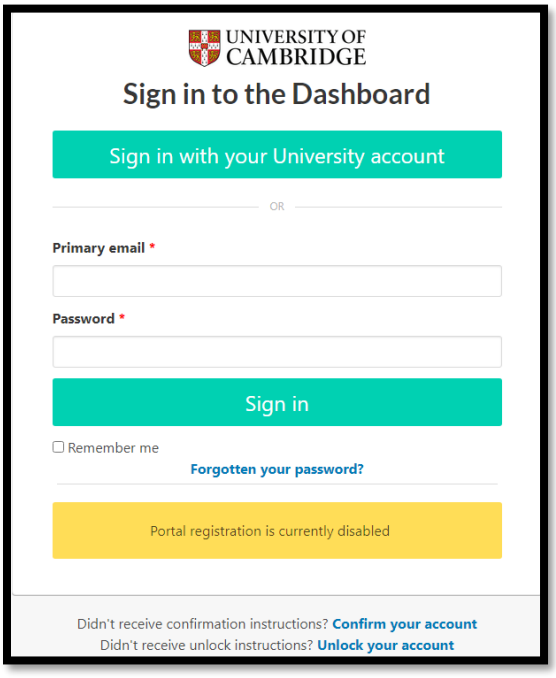
The Department Coordinator wants to create a booking for an Examiner Payrate £22.24 for the next 8 weeks (one Term). The total amount of work to be completed is 80 hours (roughly 10 hours per week but it varies).

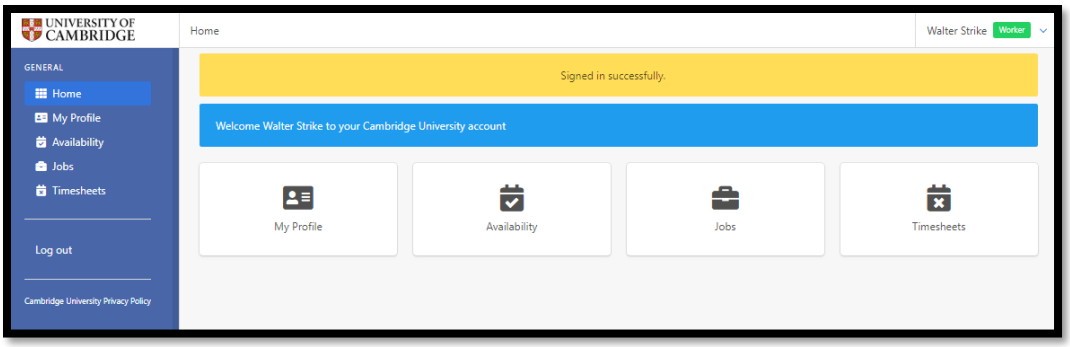
This Examiner Payrate £22.24 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.

Step 1

Sign into the UAT Dashboard using your Worker account.

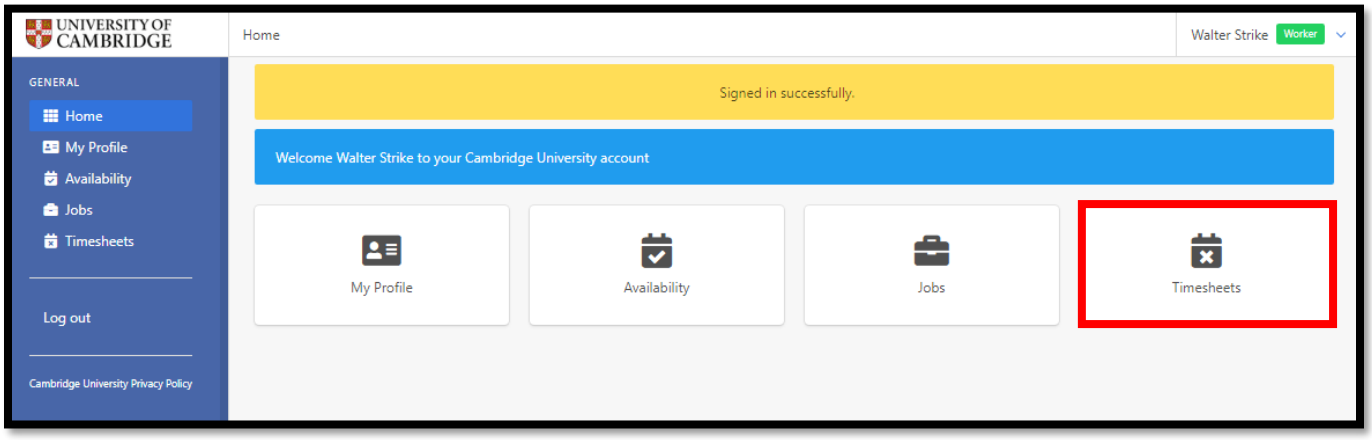
https://cambridgetest.demodashboardtechnology.co.uk





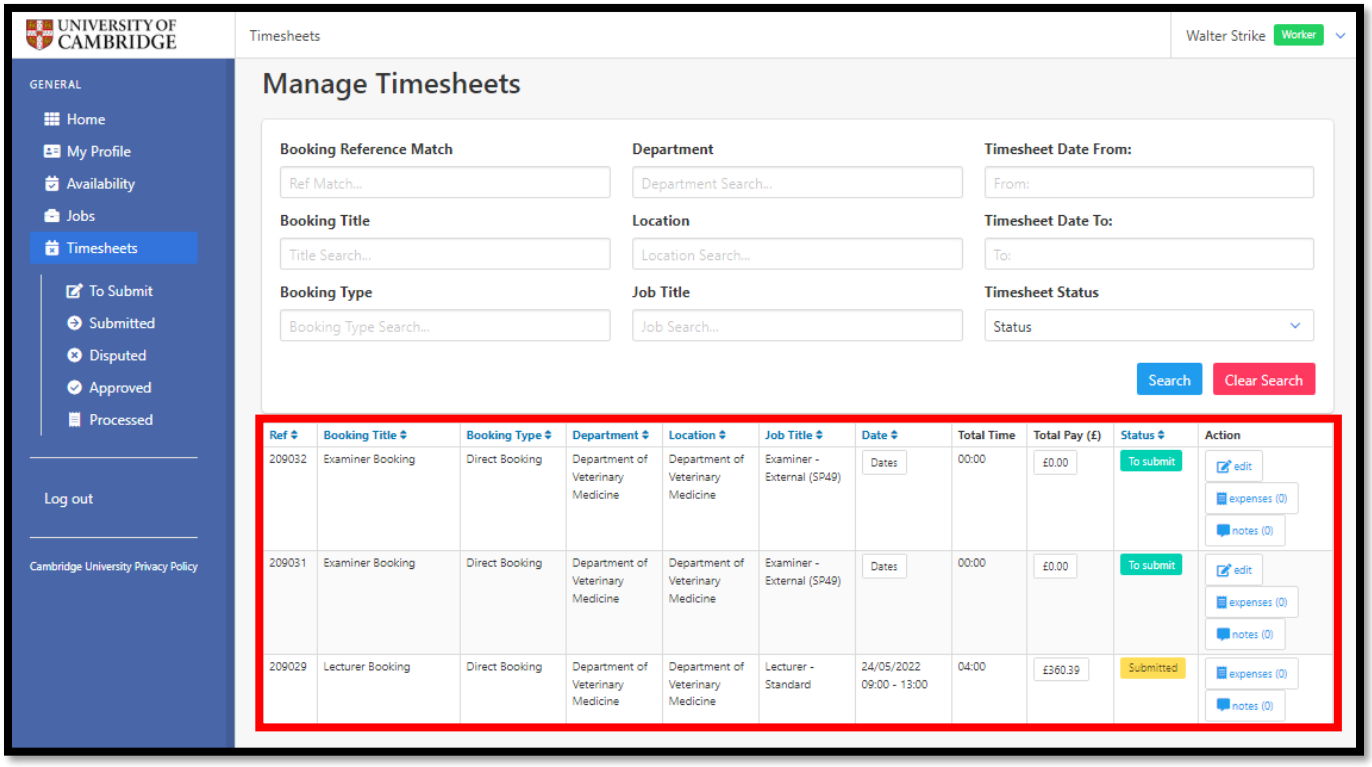
Step 2

Select the Timesheets button



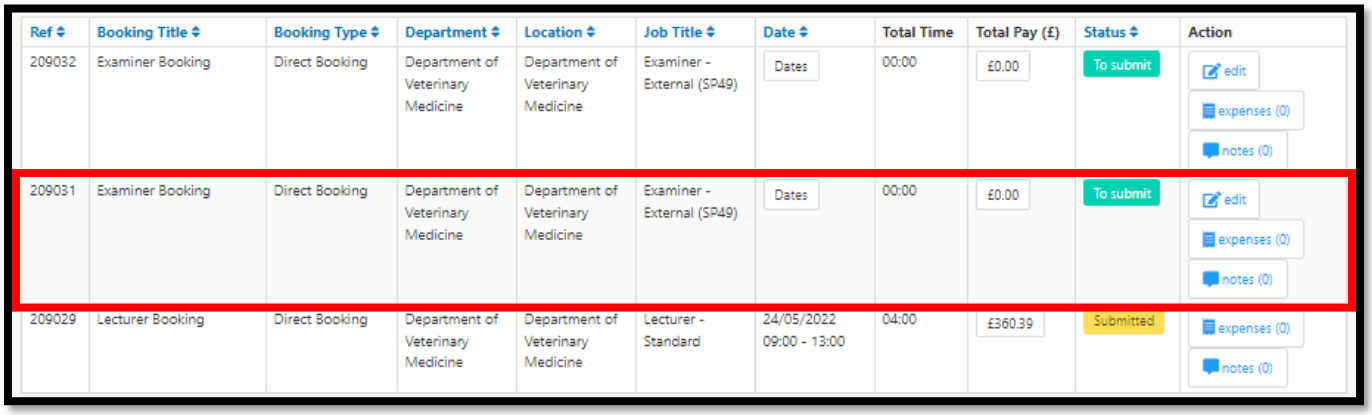
Step 3

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



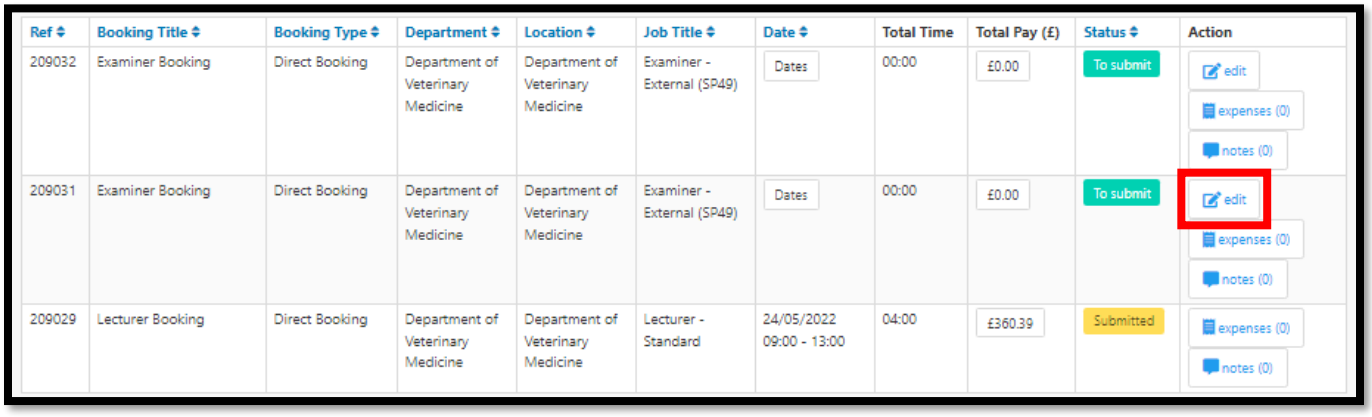
Step 4

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

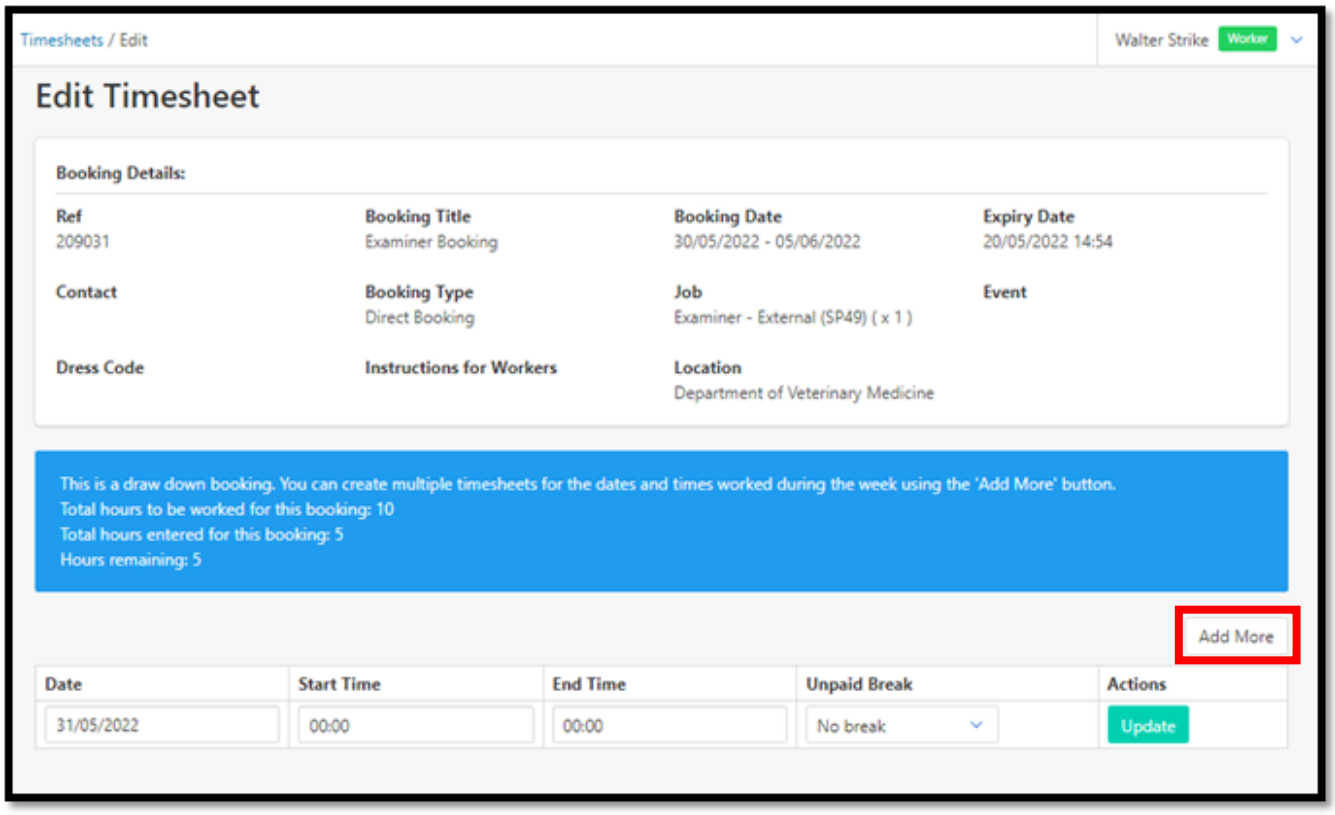


Step 5

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.



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



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

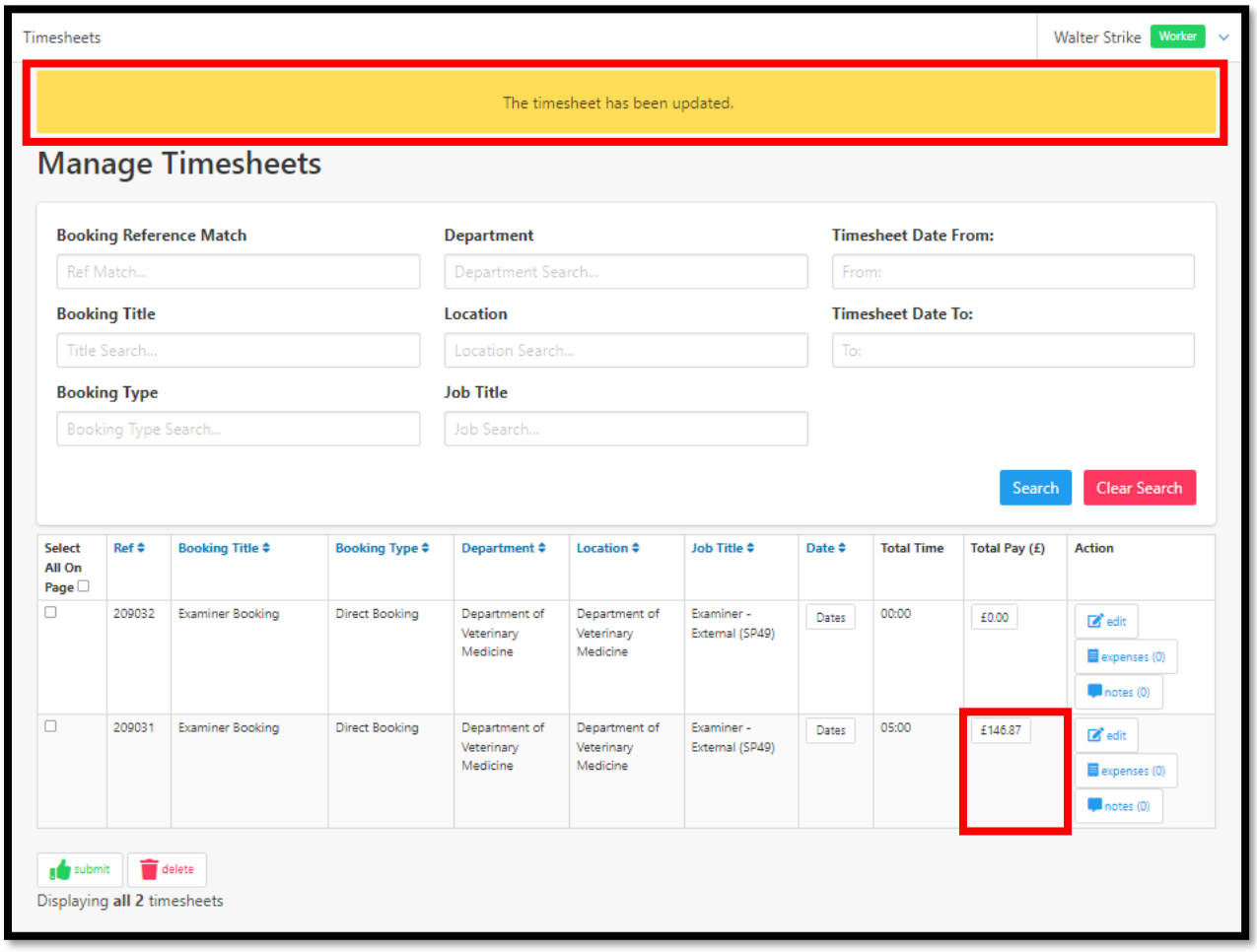
In this case the Examiner worked from 09:00 to 14:00 on Tuesday and Thursday, a total of 10 hours during the week as agreed. He also wants to claim 50 miles travel expenses on each day. A total of 100 miles will be submitted for the week.

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

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.

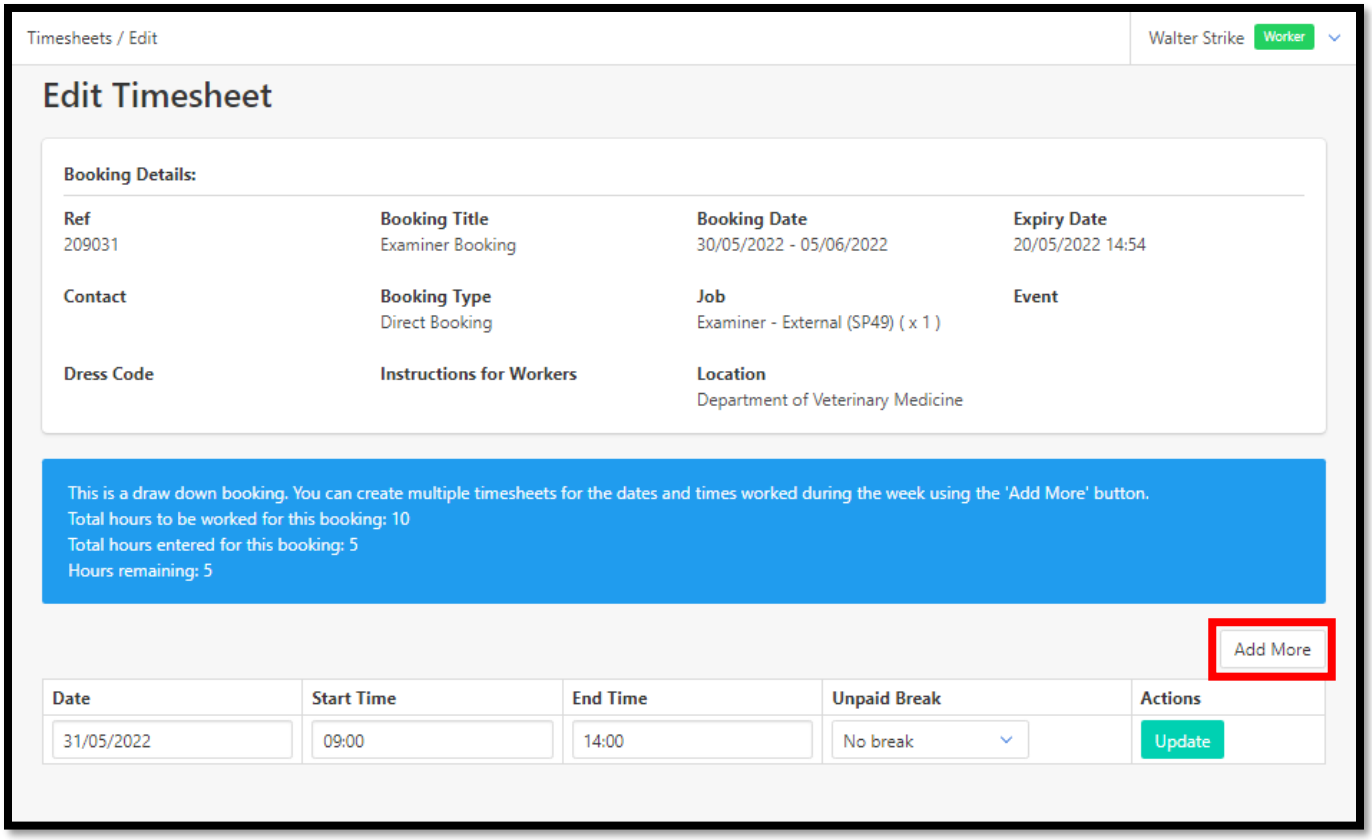


Step 7

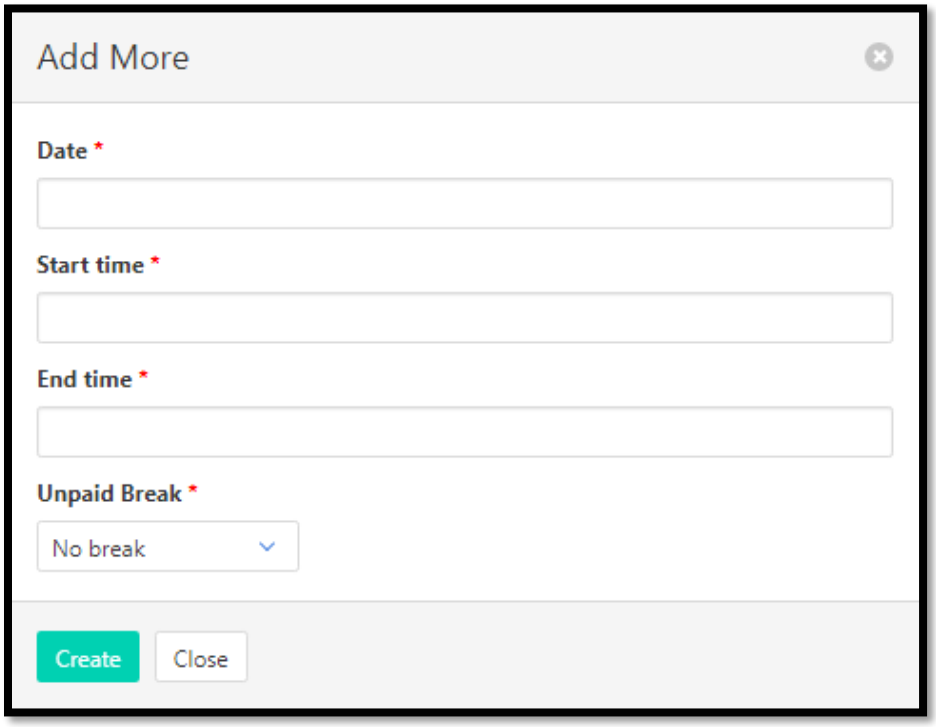
The worker still needs to submit the hours worked on Thursday from 09:00 to 14:00.

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

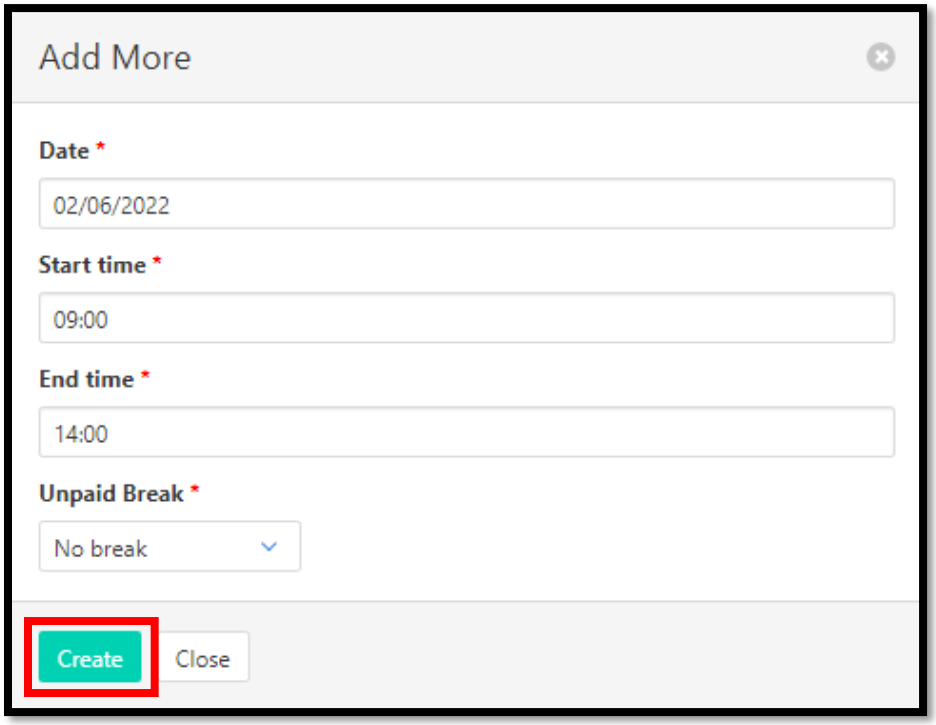
The Edit Timesheet page will be displayed. Select the **Add More** button.



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



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

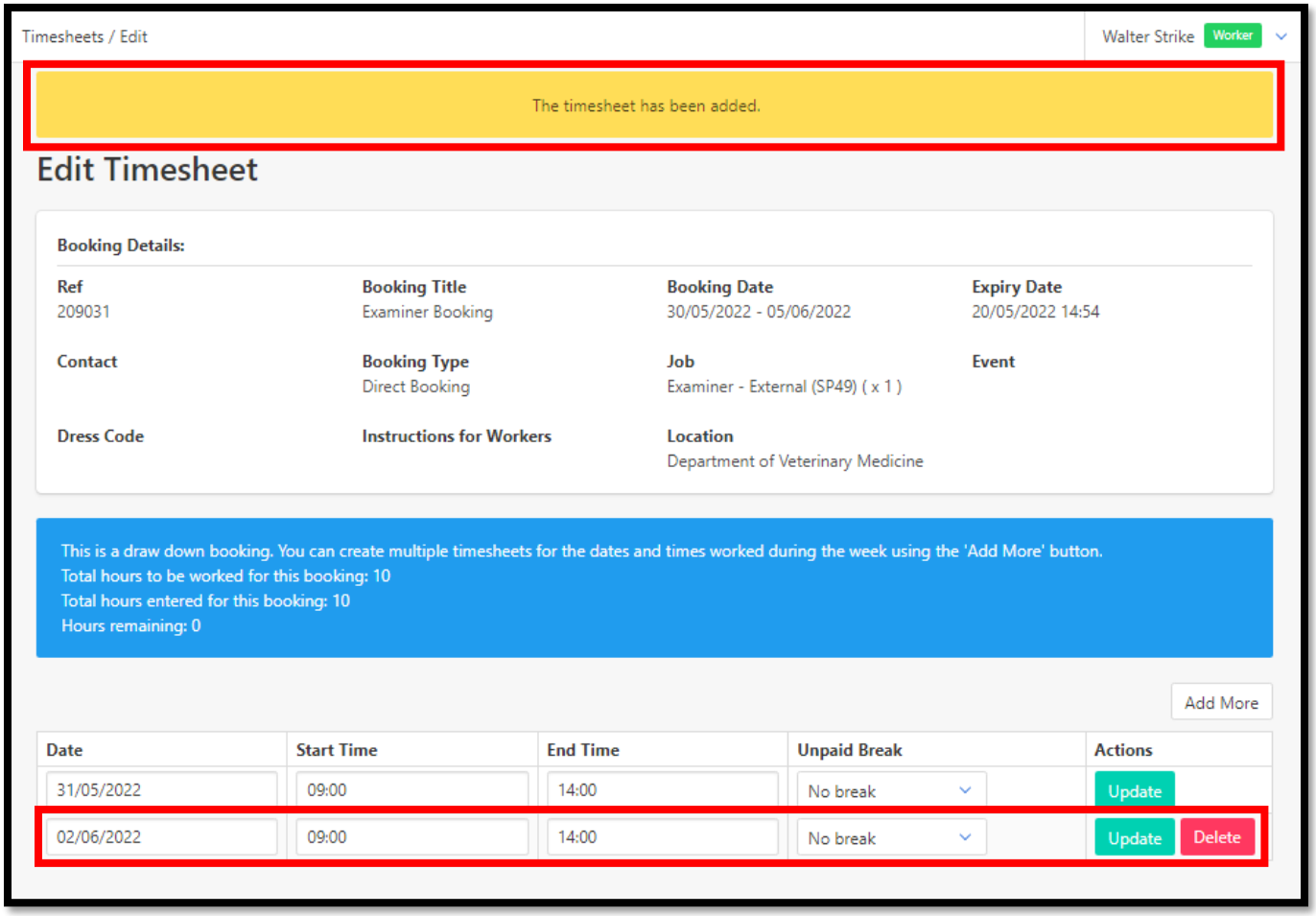


Finally, press the green **Create** button.

Step 8

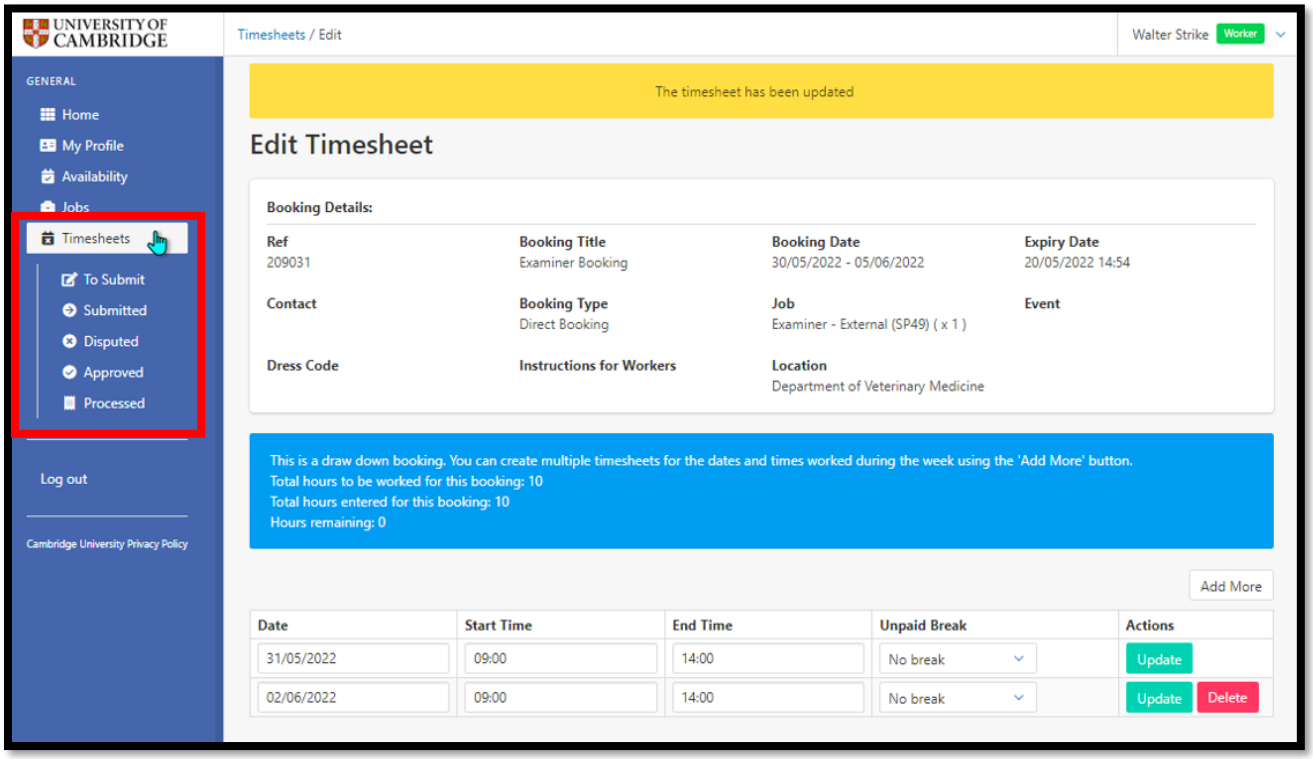
The Dashboard interface will return to the Edit Timesheets page with the additional timesheet displayed in the list.

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

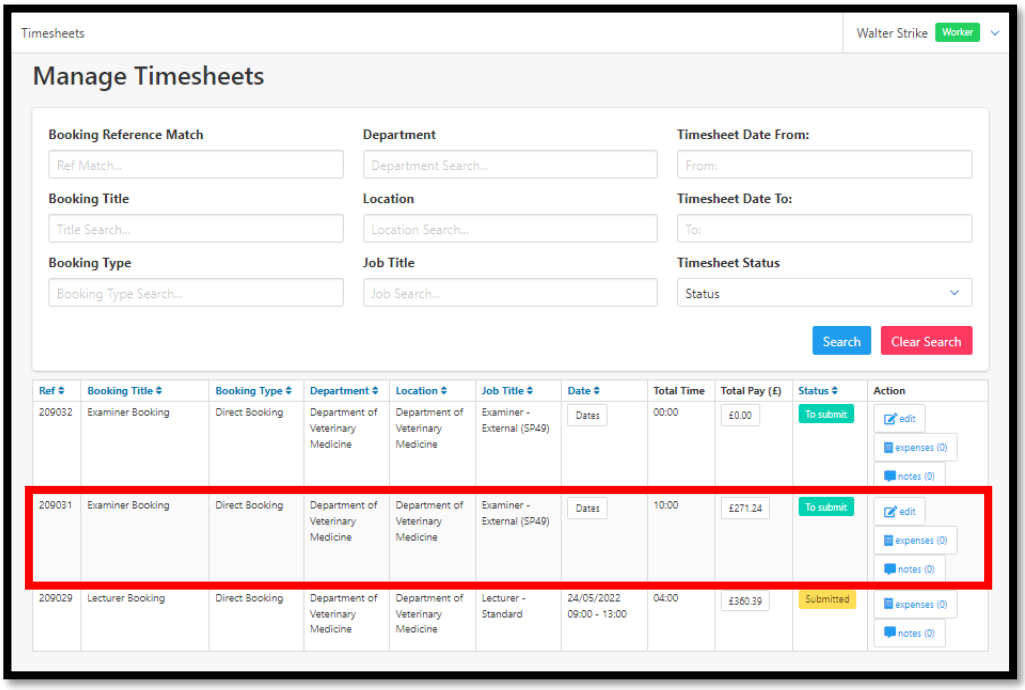


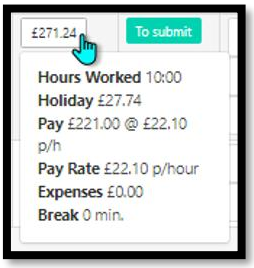
Step 9

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 in the Total Pay column. Hovering over the amount will display additional information.

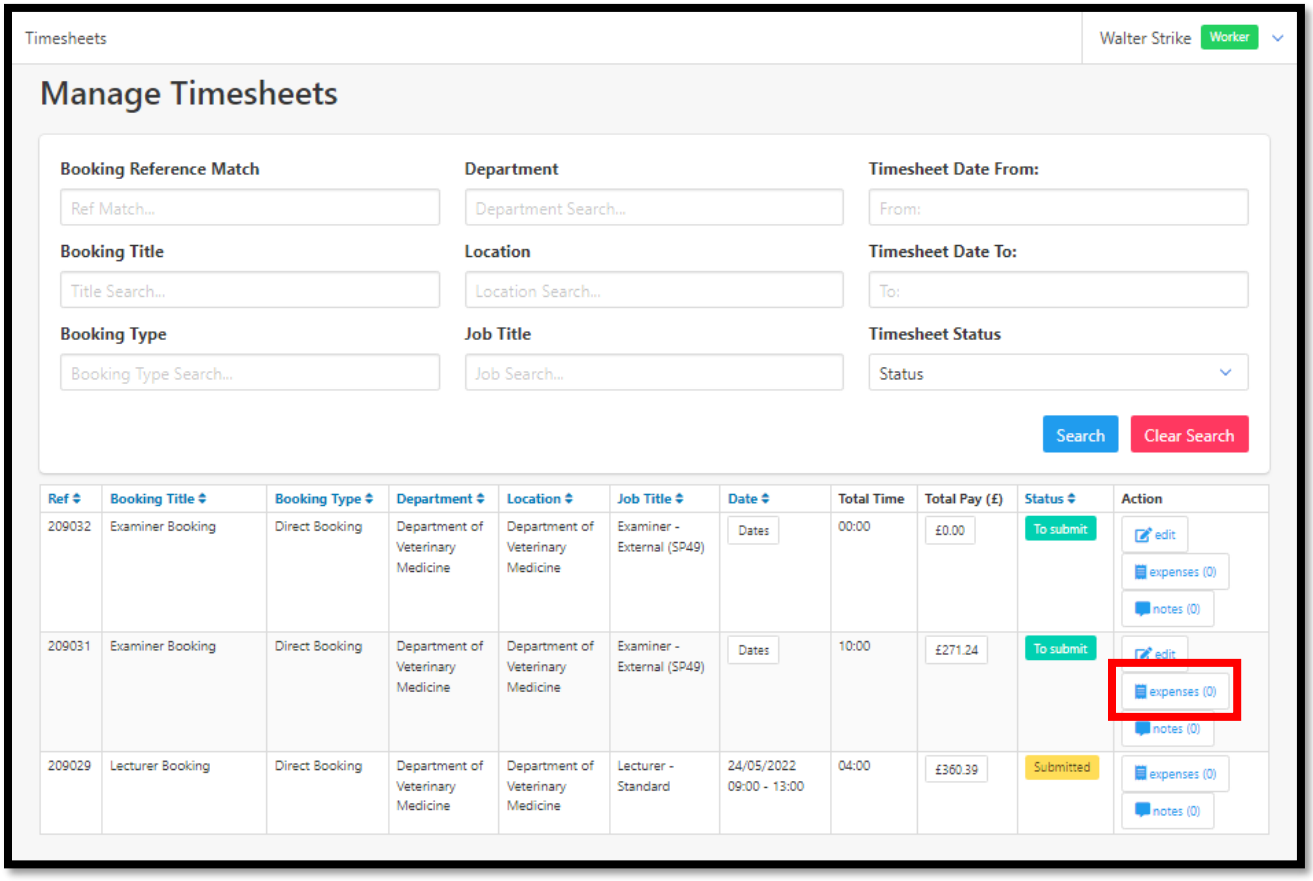




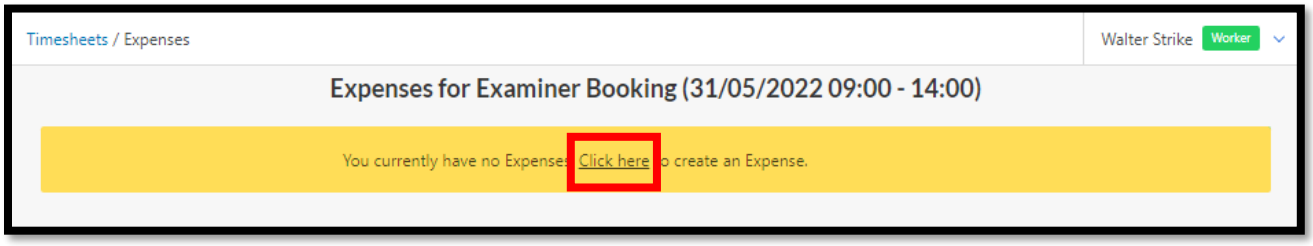
Step 10

The worker now needs to add the Mileage Expenses.

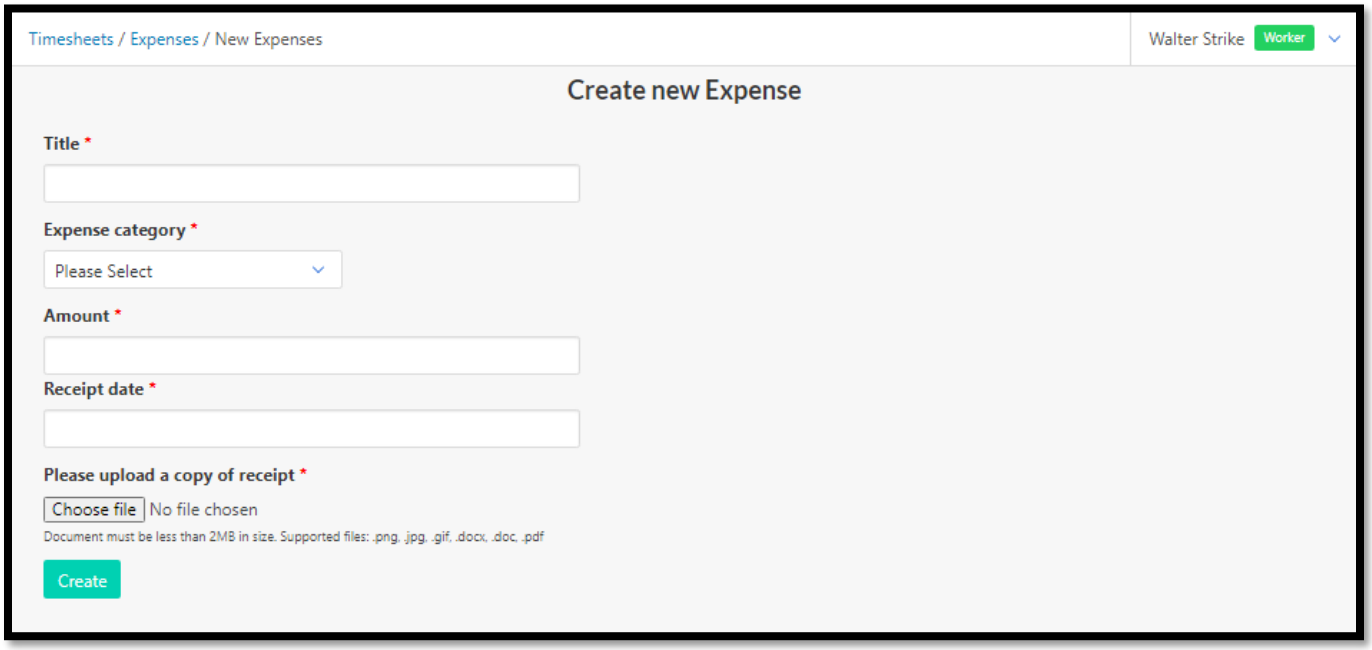
To do this select the **Expenses** button at the far right-hand end of the Timesheet.



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

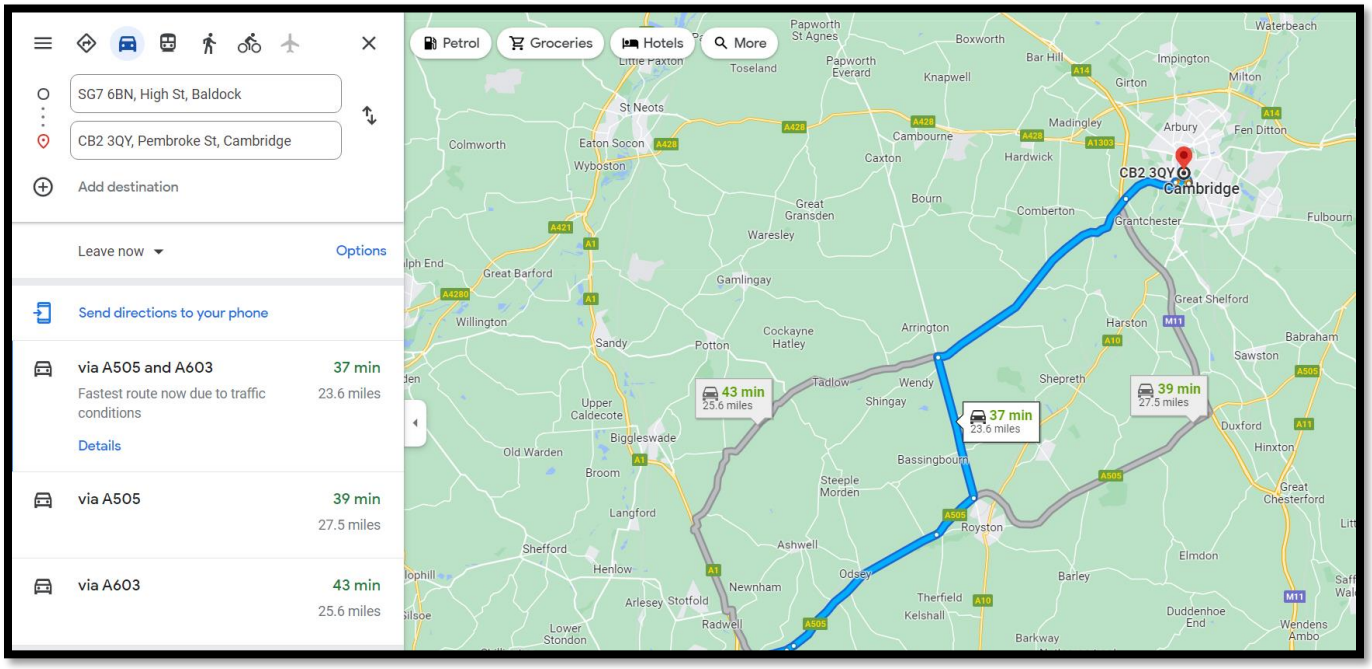


The Create new Expense page will be displayed, as shown below:

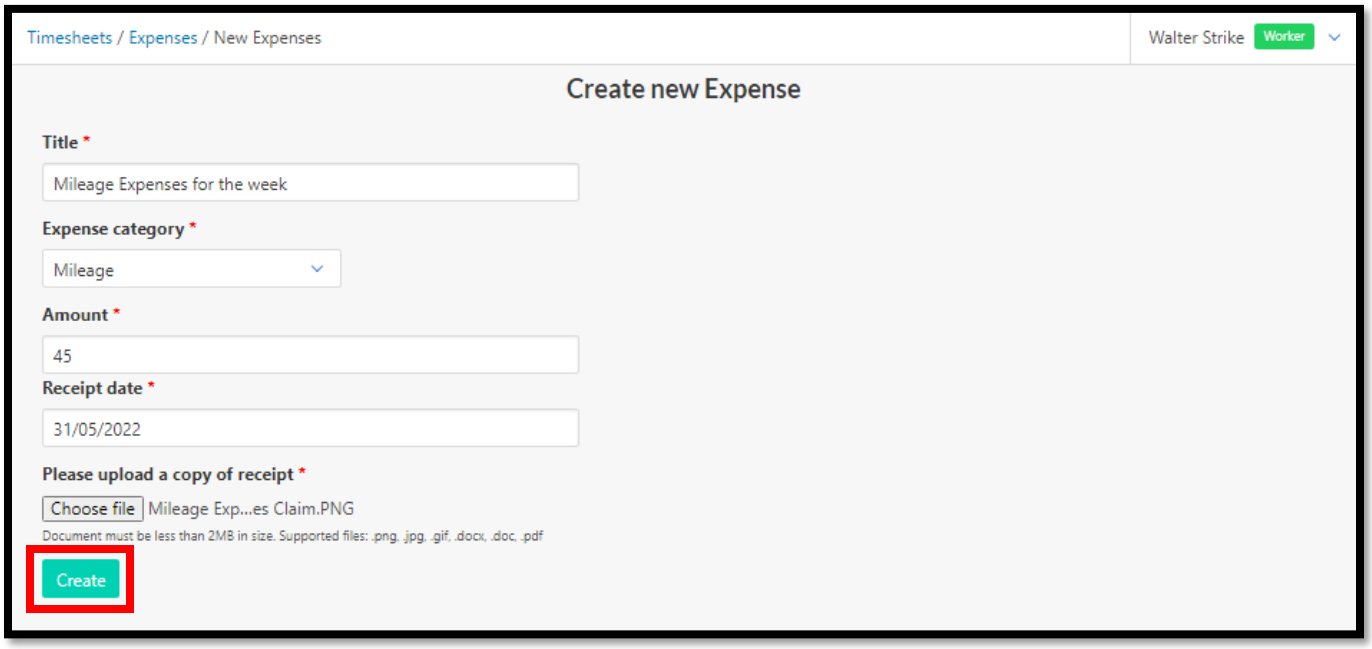


In this case the Worker is claiming Mileage of 100 miles for the week. A worker is allowed to claim 45 pence per mile. The amount needs to be calculated before it can be entered on the form. The Dashboard system does not do this automatically, so the worker needs to calculate this. 100 miles x 45p per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

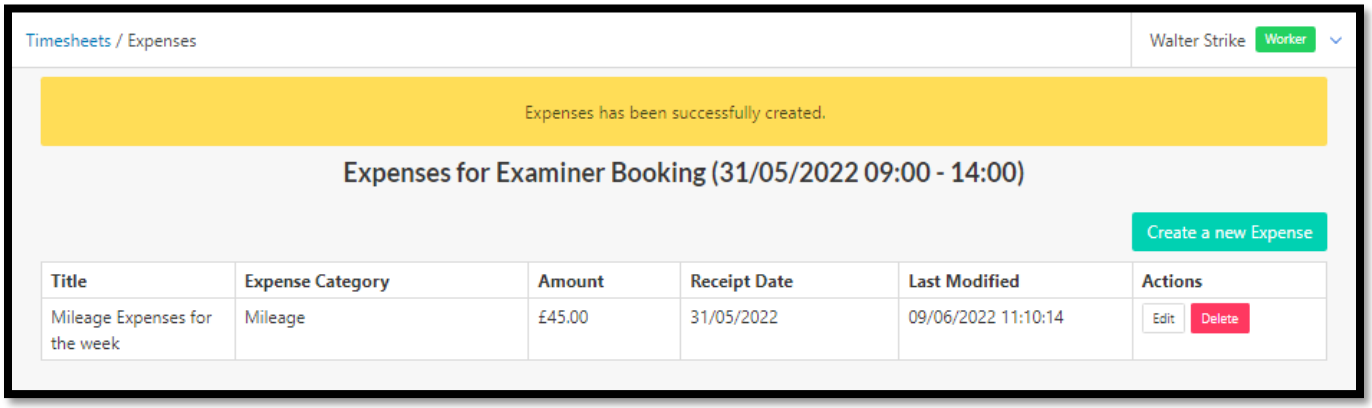


Complete the ‘Create new Expense’ form adding a Title, the appropriate Expense category selected from the drop-down menu, the Amount being claimed in £, the Receipt date (this can be the first date travelled that week) and the Google Maps screenshot uploaded, as shown below:



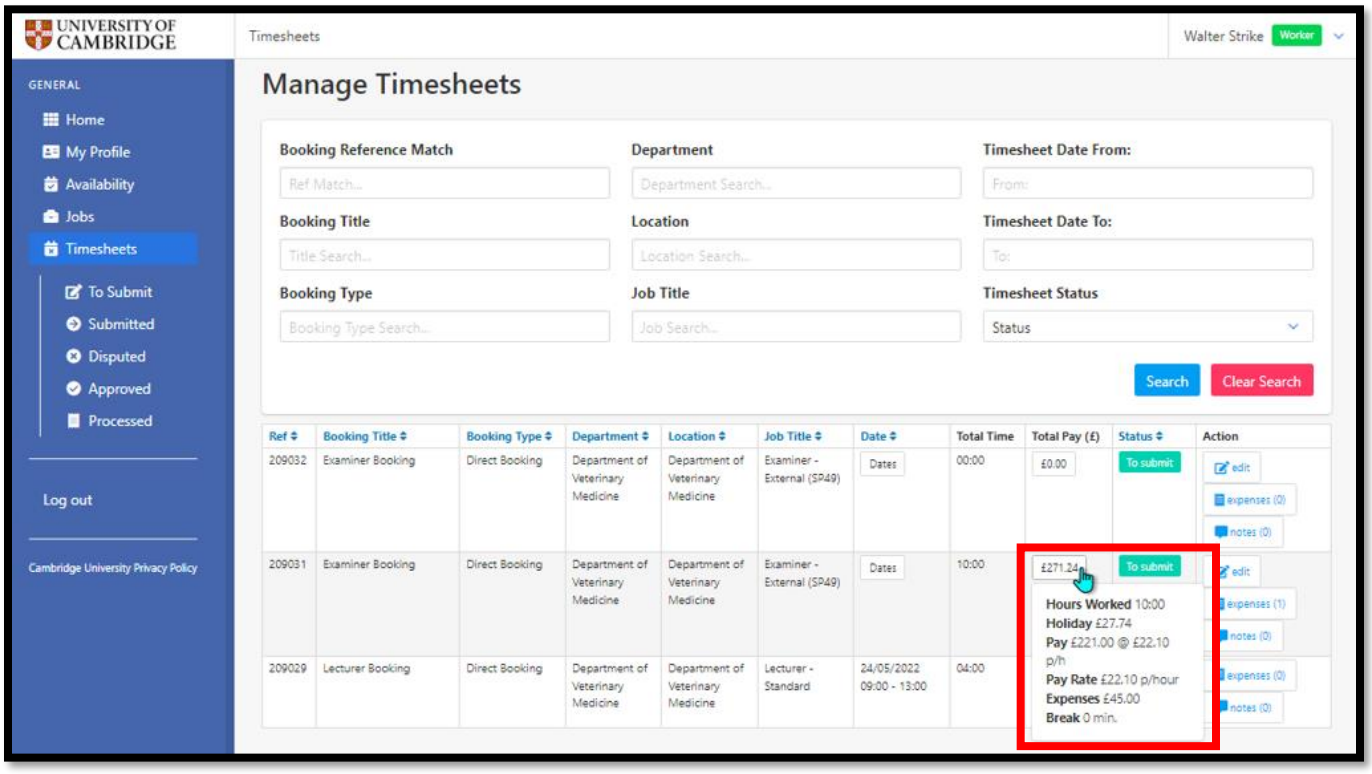
Lastly press the green **Create** button.

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



Step 11

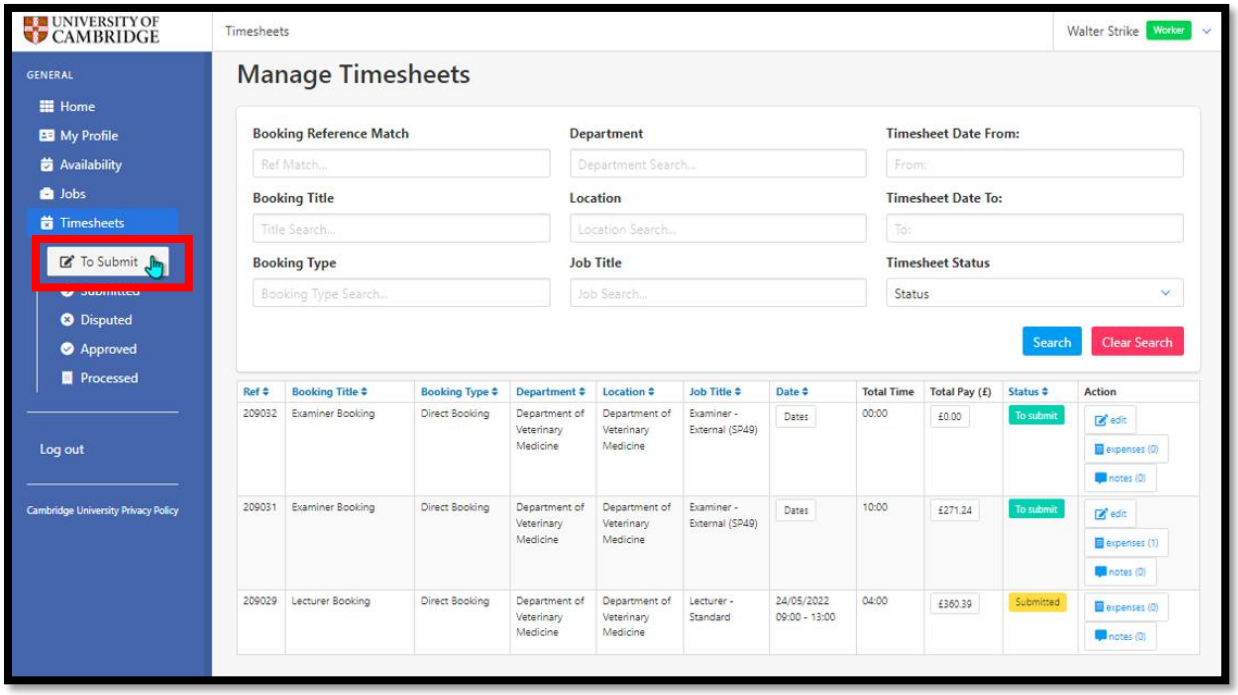
Select Timesheets from the left-hand menu to navigate back to the Manage Timesheets page. The Manage Timesheets page will now be refreshed to include the updated amount including Expenses in the Total Pay column. Hovering over the amount will display additional information.



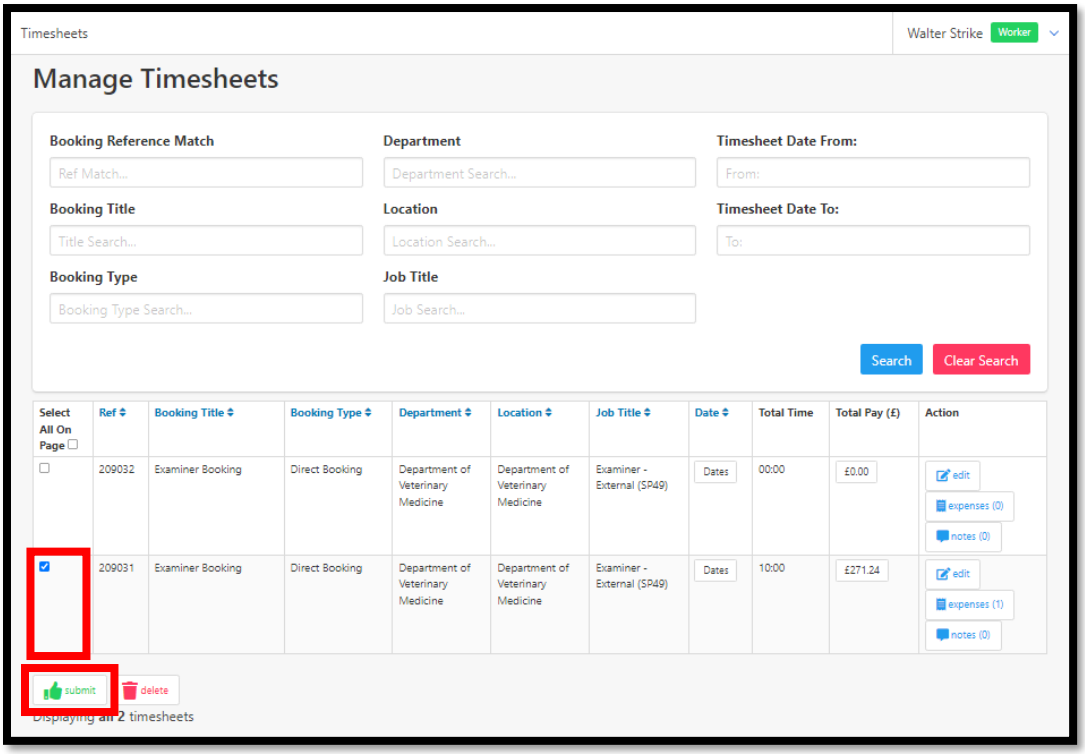
Step 12

The Timesheet is now ready to be submitted.

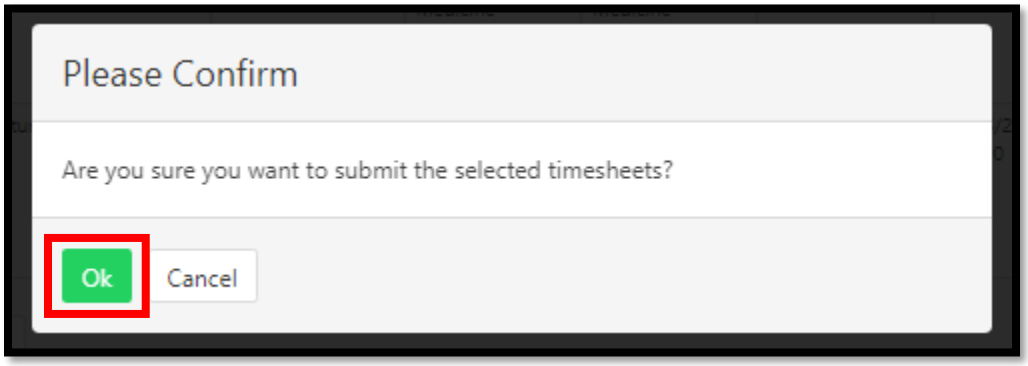
To do this select the **To Submit** button from the left-hand menu.



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

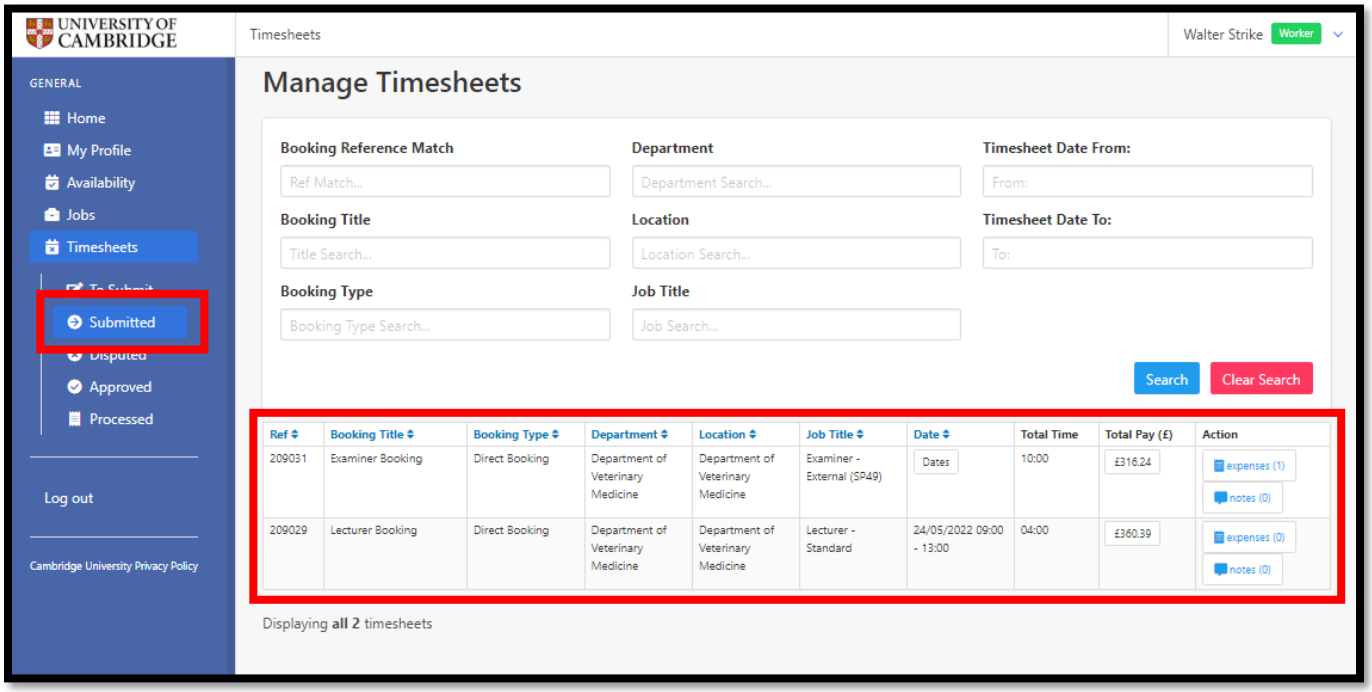


And press OK again.



Step 13

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



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.

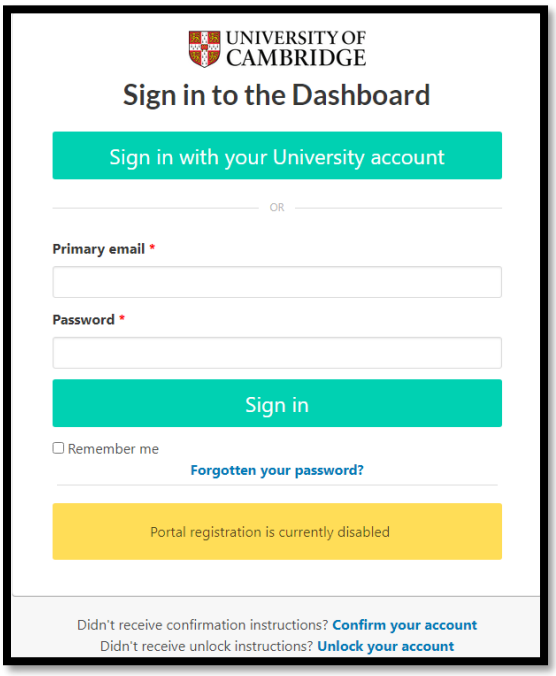
The Department Coordinator wants to create a booking for FOUR Demonstrators Payrate £13.82 on Friday from 13.00 - 18.00.

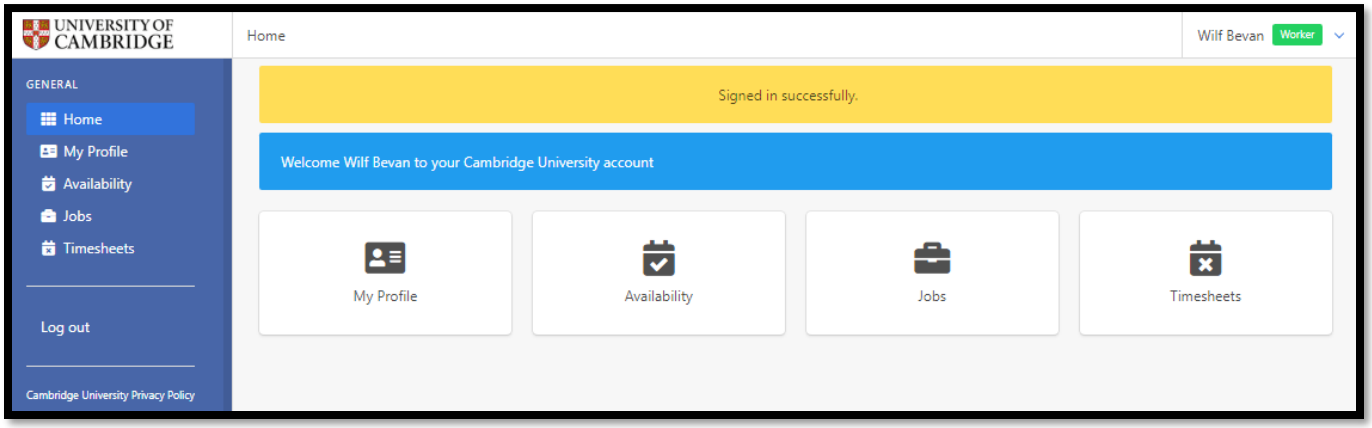
The Department Coordinator has a number of PhD students registered as workers on Dashboard who they want to advertise the role to. They don't mind who accepts the role and are happy for the first FOUR workers to accept it, to take the booking.

Step 1

Sign into the UAT Dashboard using your Worker account.

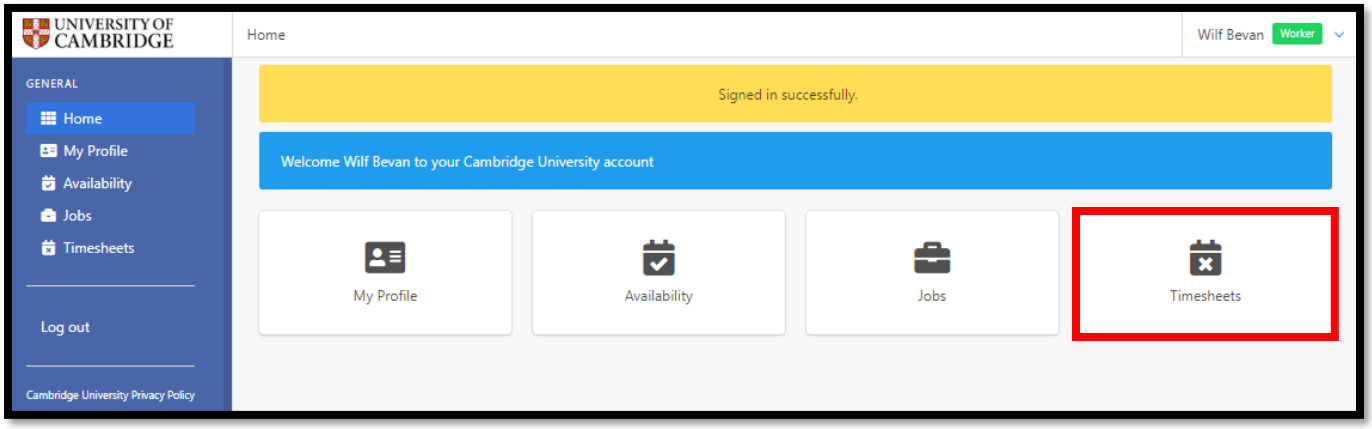
https://cambridgetest.demodashboardtechnology.co.uk





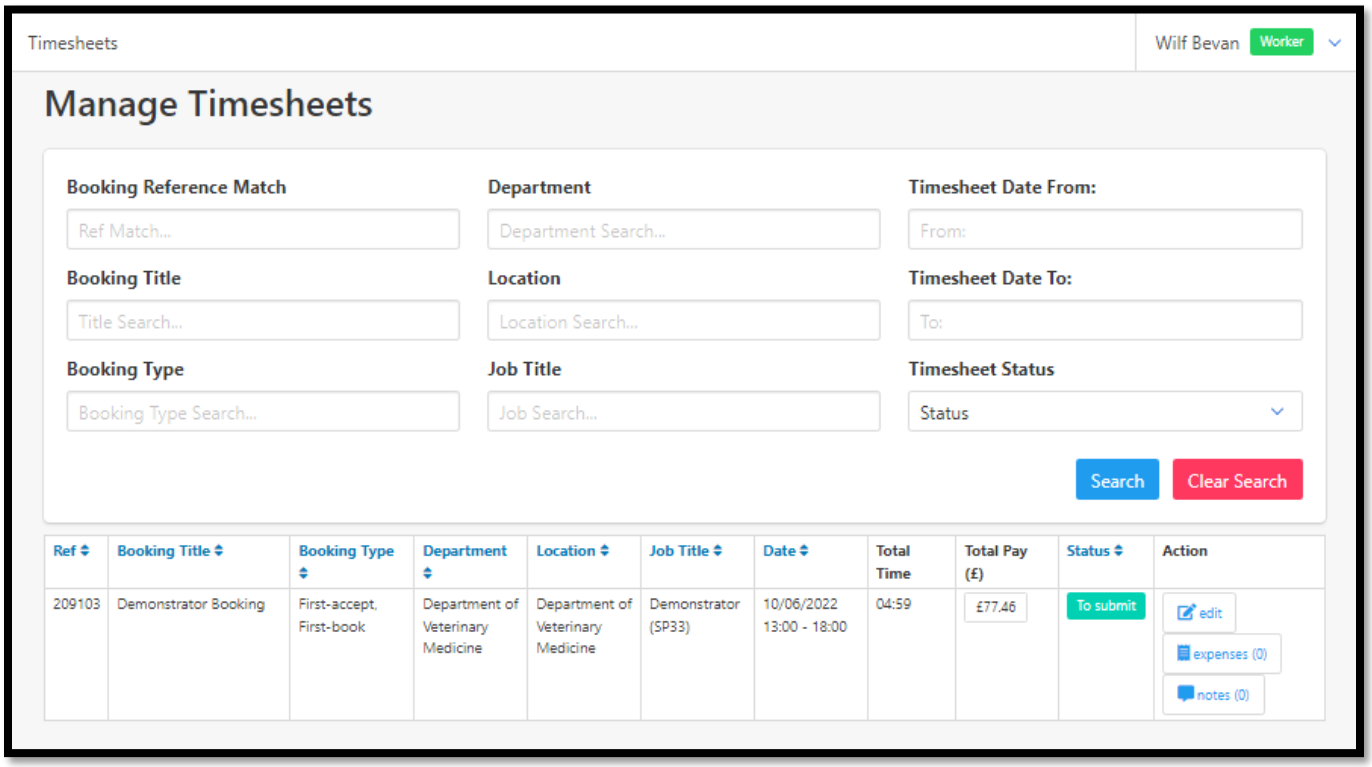
Step 2

Select the Timesheets button



Step 3

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

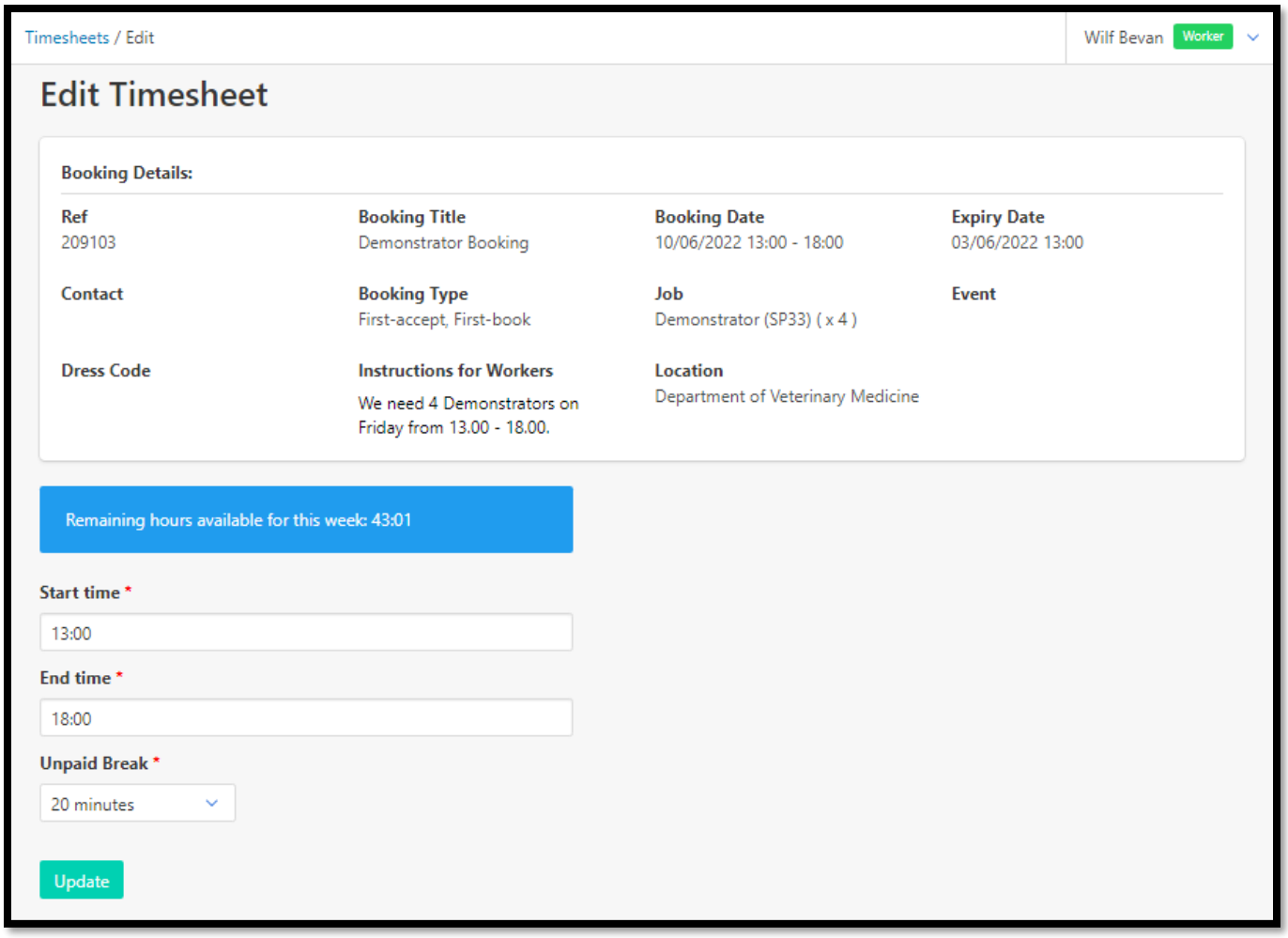


Step 4

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.

Step 5

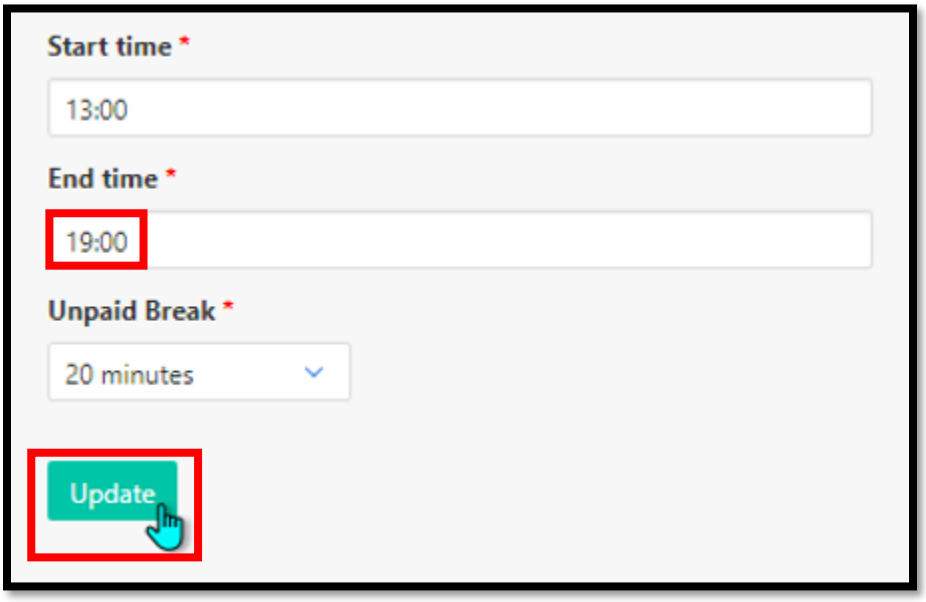
The Edit Timesheet page will be displayed.



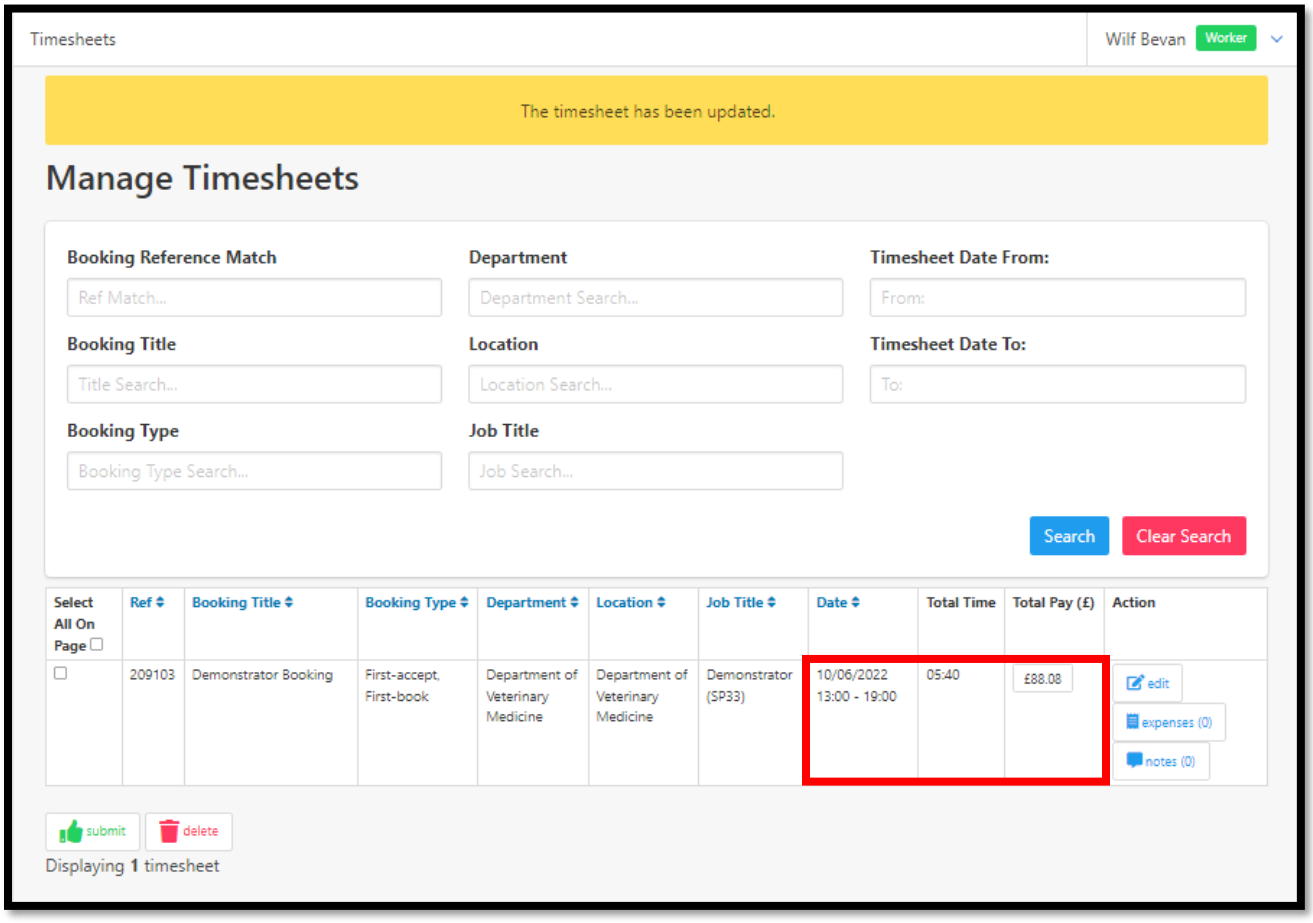
Details of the job are shown at the top of the page while the Start and End times are displayed at the bottom. A blue message also displays the workers remaining available hours for the week.

Step 6

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



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.

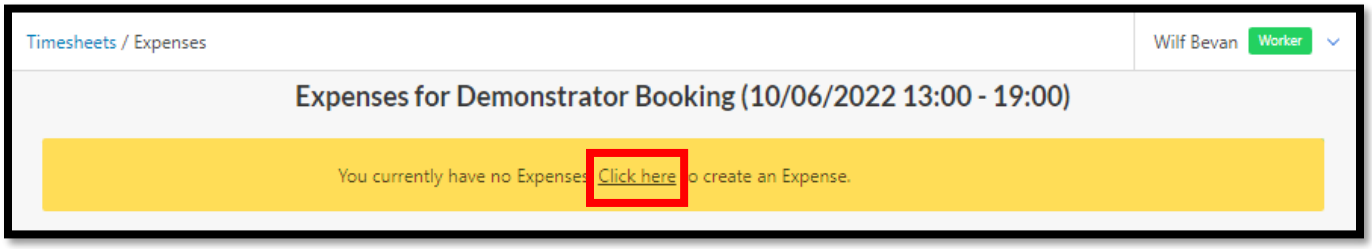


Step 7

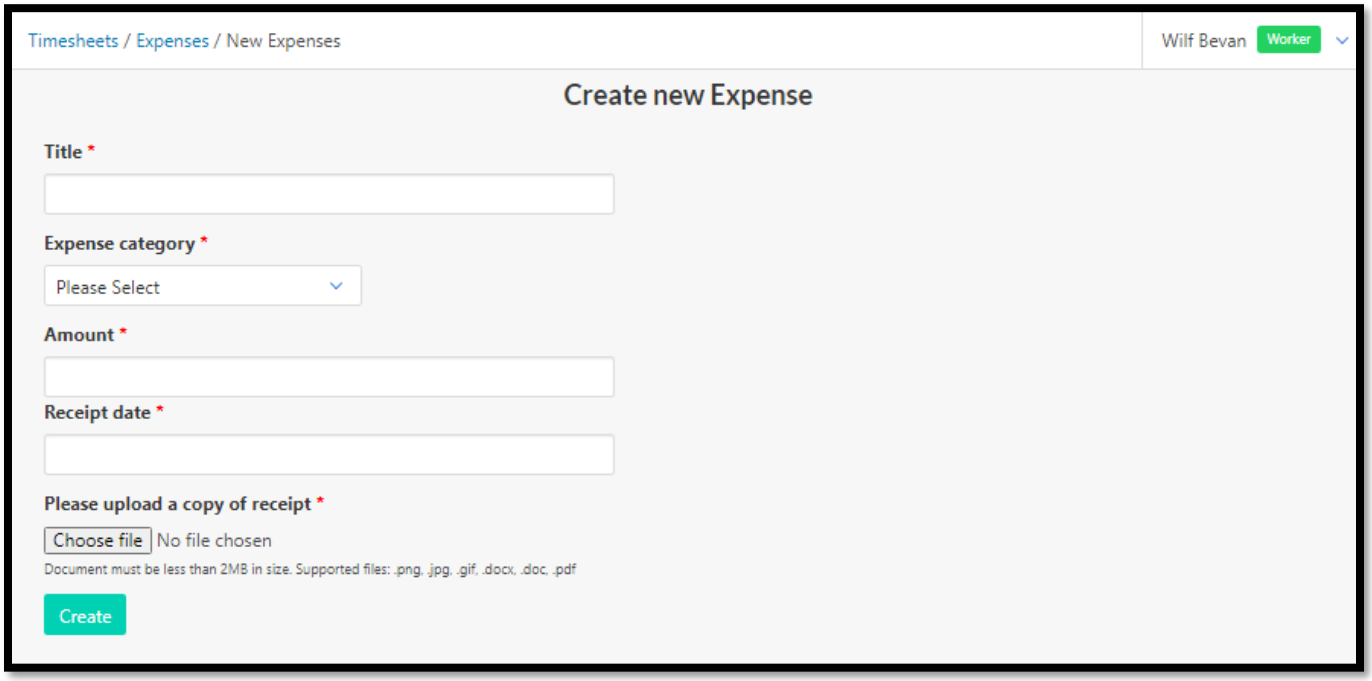
Secondly the worker needs to edit the timesheet to add the printing expenses of £3.50.

Press the expenses button at the far right-hand end of the timesheet.

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

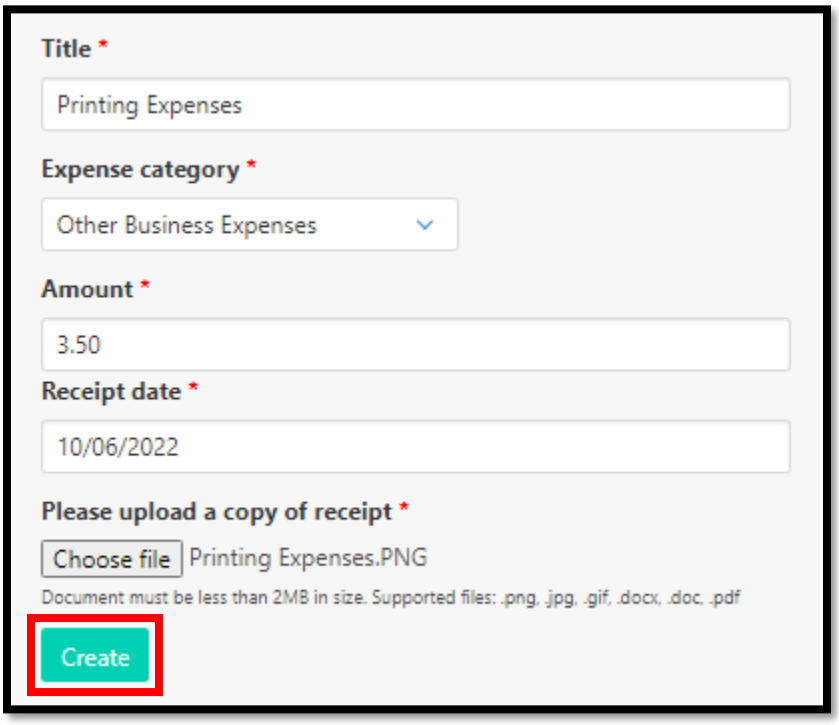


The page will refresh displaying the ‘Create new Expense’ page.



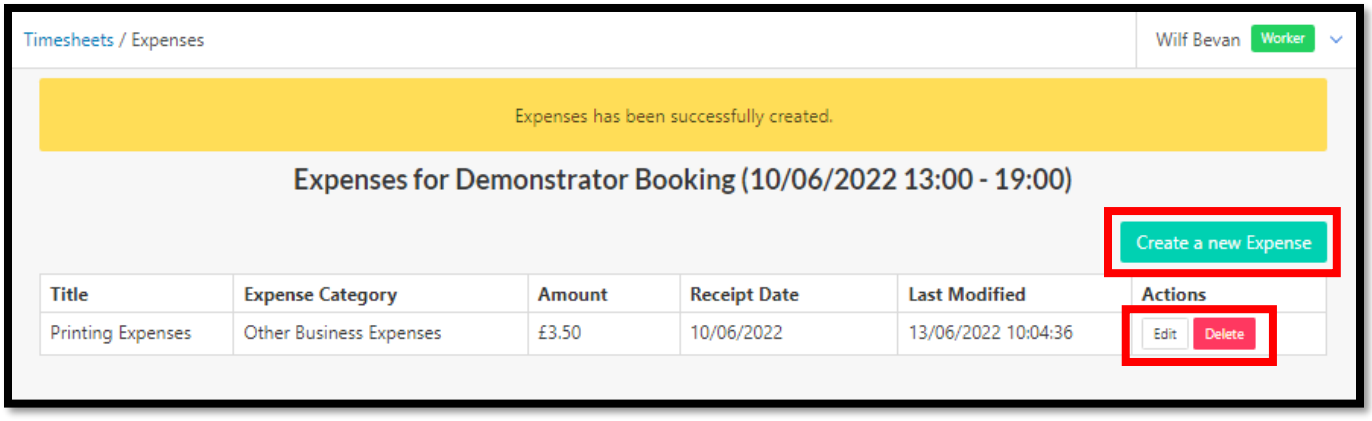
Step 8

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:



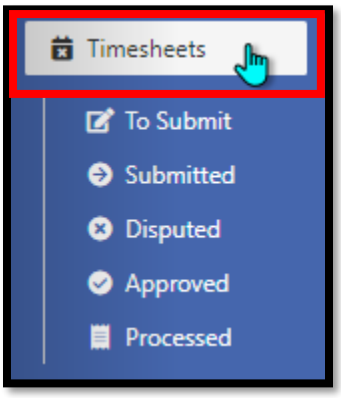
Finally press the green **Create** button.

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



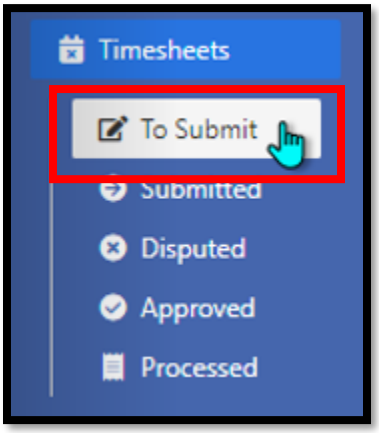
Step 9

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.



Step 10

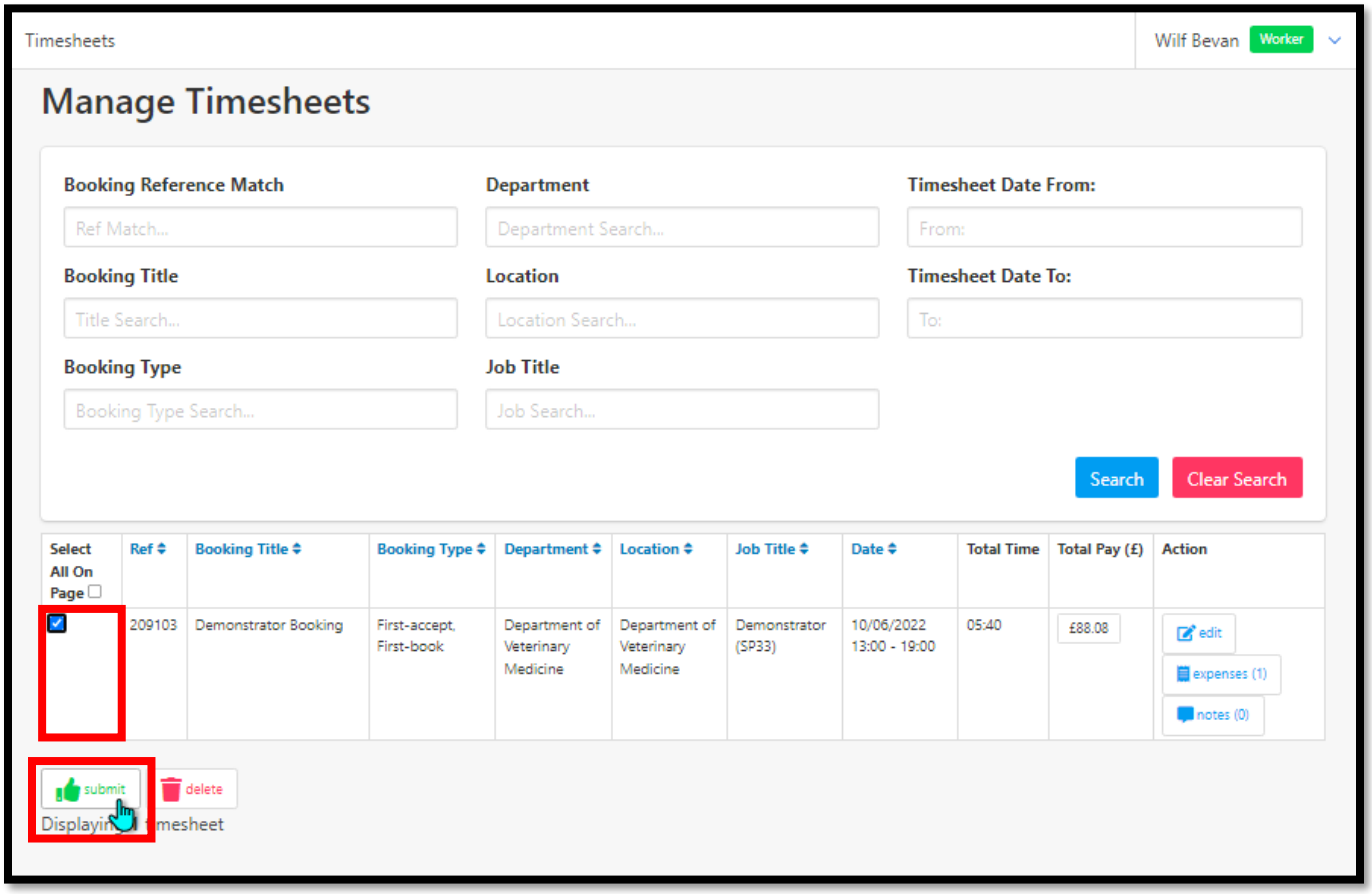
Now the worker can submit this timesheet. To do this select the **To Submit** button from the left-hand menu.



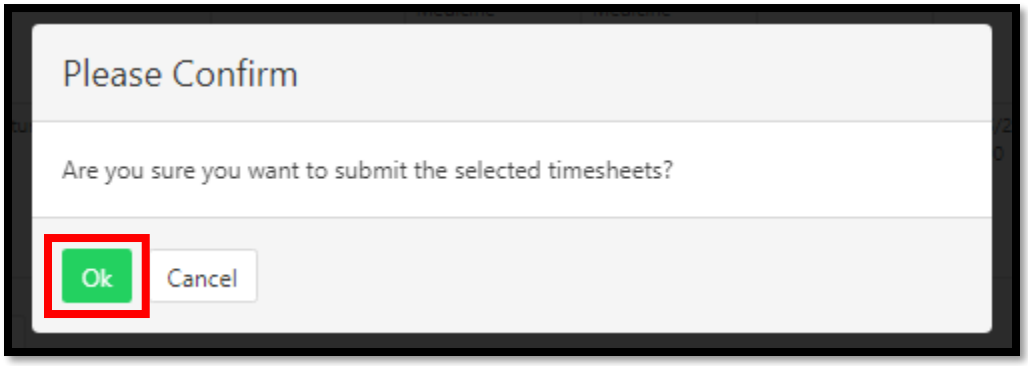
Step 11

The page will refresh to display the Manage Timesheets page.

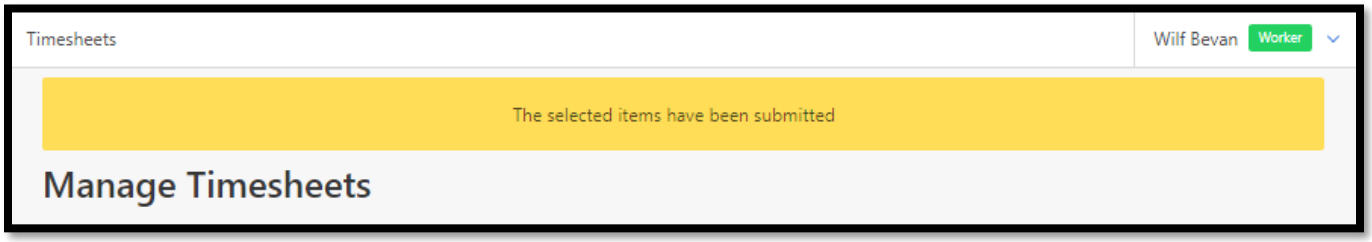
Tick the box to the left-hand end for the timesheet that needs to be submitted and press the green Submit button, as shown below:



And press OK again.

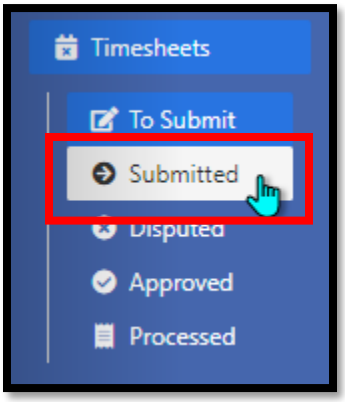


The page will refresh displaying a yellow message stating the timesheet has been submitted.

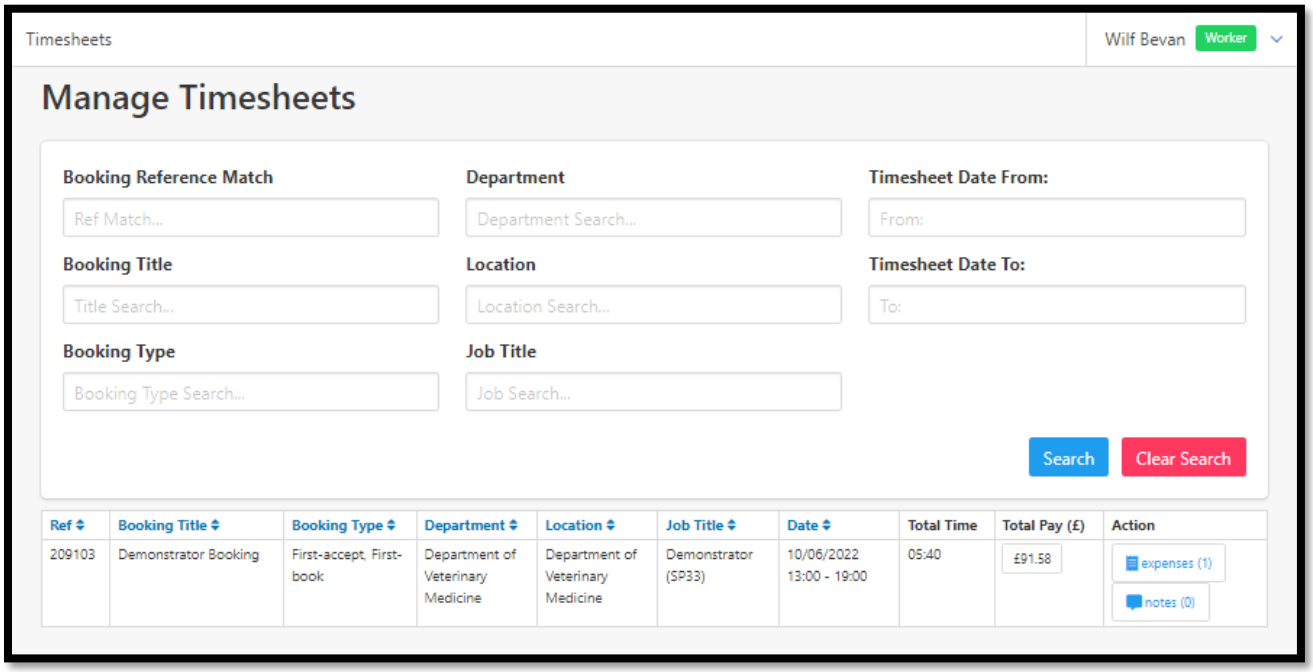


Step 12

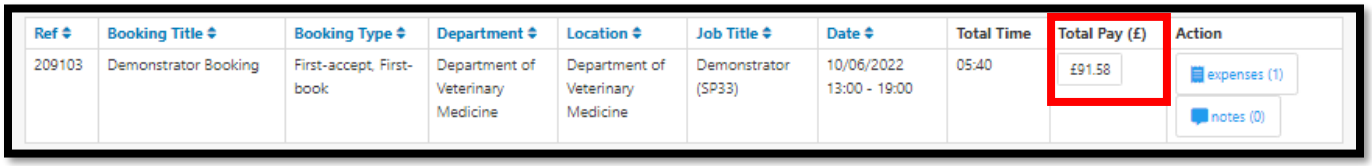
To view submitted timesheets press the **Submitted** button from the left-hand menu.



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	expenses (1) notes (0)

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.

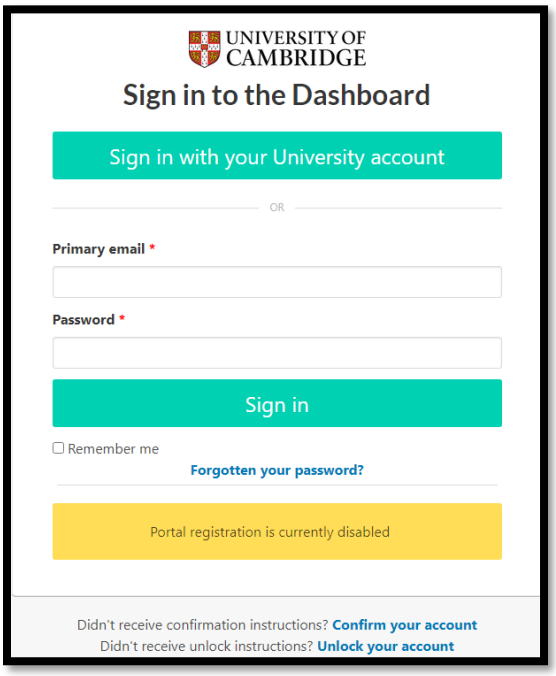
The Department Coordinator wants to create a booking for an Examiner Payrate £22.24 for the next 8 weeks (one Term). The total amount of work to be completed is 80 hours (roughly 10 hours per week but it varies).

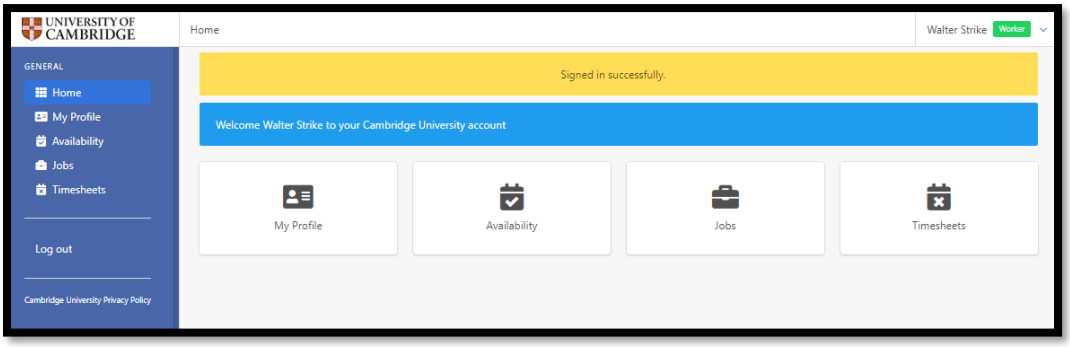
This Examiner Payrate £22.24 has already agreed to the booking with the course organiser, so the Department Coordinator only wants to send it to one worker.

Step 1

Sign into the UAT Dashboard using your Worker account.

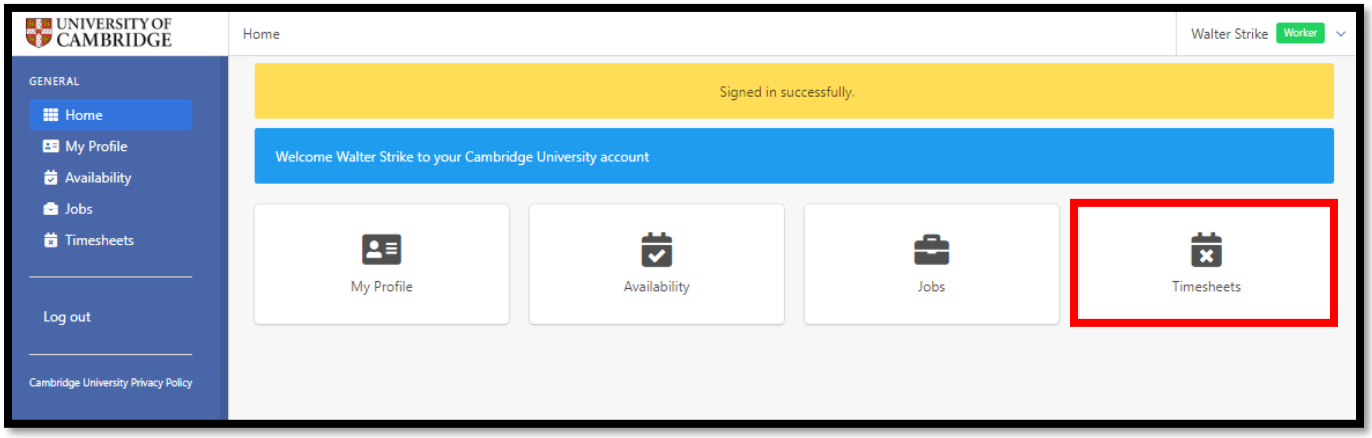
https://cambridgetest.demodashboardtechnology.co.uk





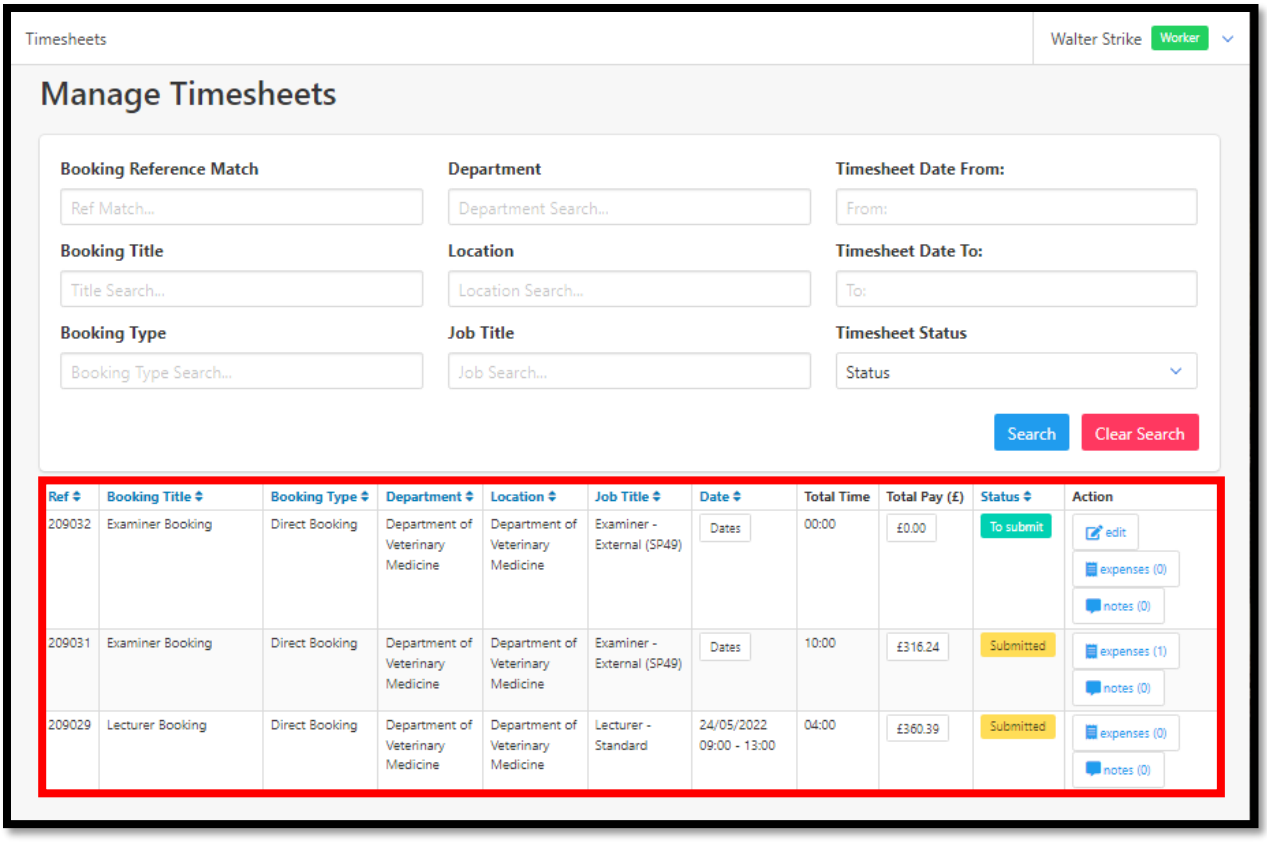
Step 2

Select the Timesheets button



Step 3

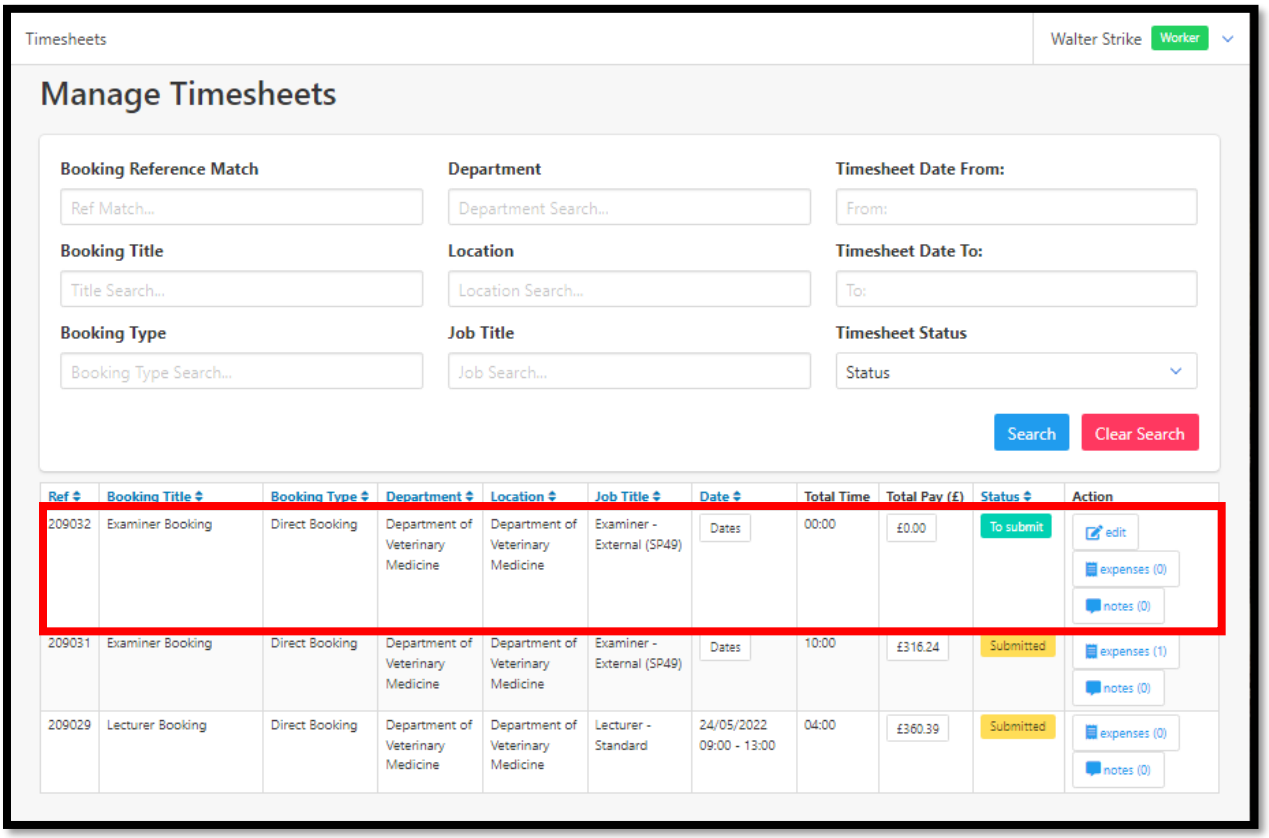
The Timesheets page will display a list of Timesheets to submit and ones which have been submitted.



Step 4

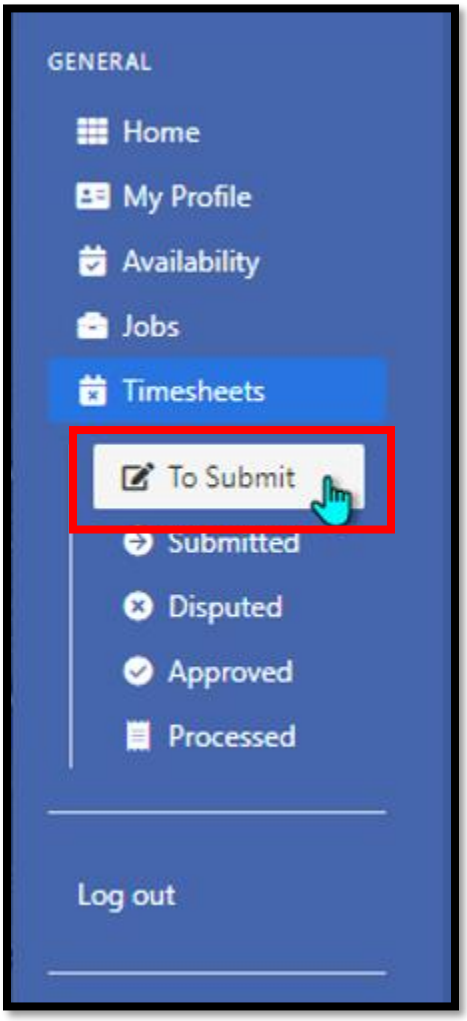
If a worker does not work any hours during one of the weeks they were booked to work, they will still have an outstanding timesheet in their list of timesheets to manage. In this situation the worker can delete the timesheet for that week.

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.



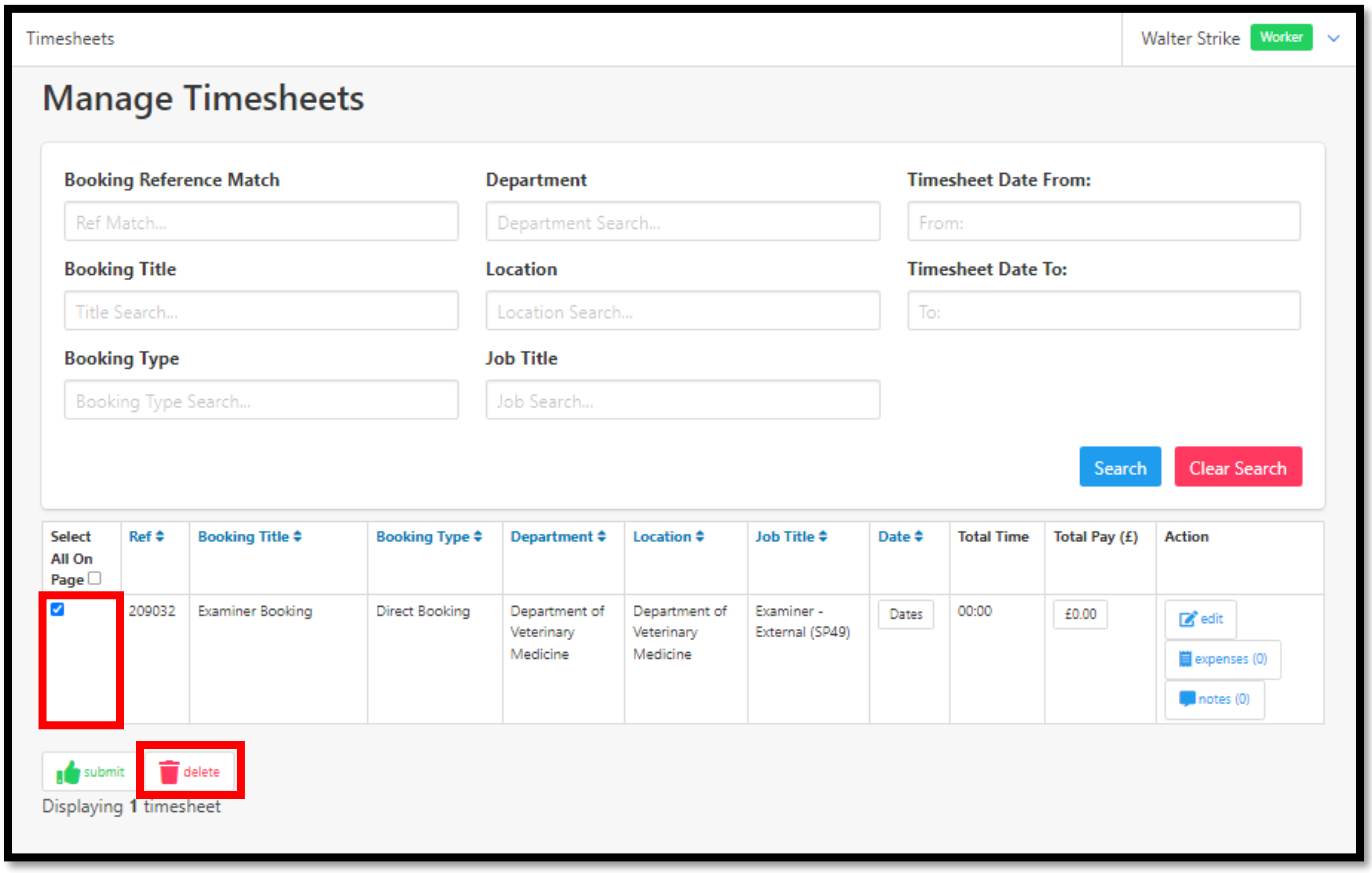
Step 5

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



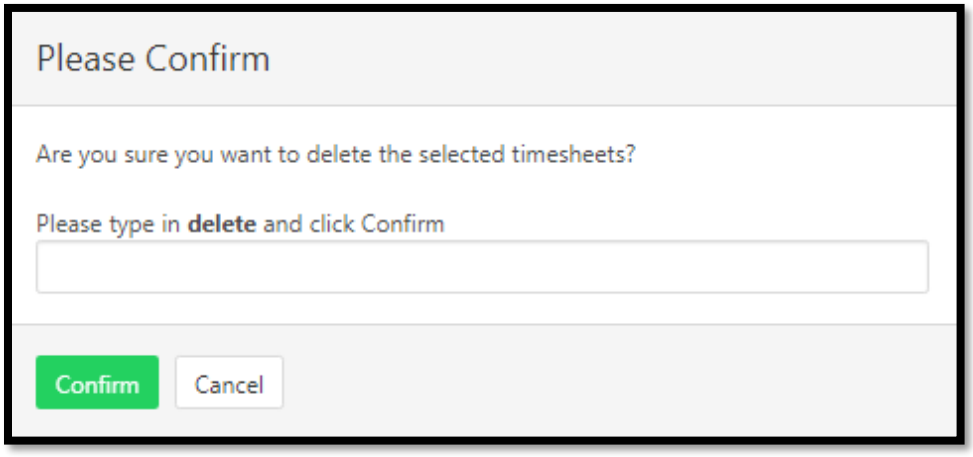
Step 6

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.

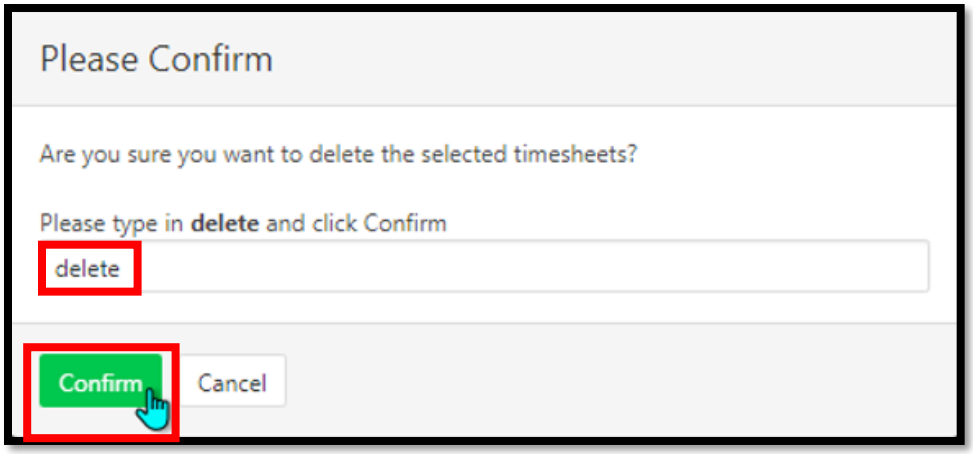


Step 7

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

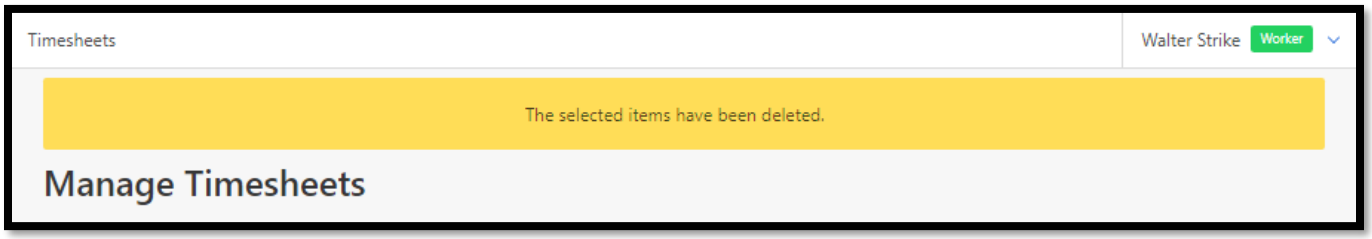


Follow the prompt and type **delete** into the field and press the green **Confirm** button.



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