



Timesheets for work done from **16 September 2021** should be claimed through Dashboard.

At the end of your booking Dashboard will generate a timesheet for you. You can then confirm or amend the details on the timesheet and submit it for approval.

1. Go to https://dashboard.rca.ac.uk/users/sign_in
2. Enter your email address and a password and click sign in. If you registered using your rca.ac.uk email address, you can sign in with your University account.

Sign in to the Dashboard

Sign in with your University account

OR

Primary email *

example@rca.ac.uk

Password *

.....

Sign in

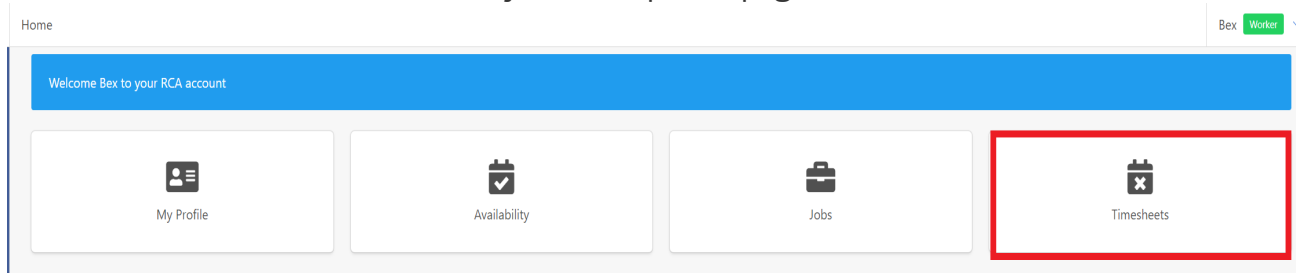
Remember me

[Forgotten your password?](#)

[Register as a Worker](#)

Didn't receive confirmation instructions? [Confirm your account](#)
Didn't receive unlock instructions? [Unlock your account](#)

3. Click on the timesheet tile on your main profile page



4. After clicking on the timesheet tile (in red above) you will be brought to a screen that shows all your timesheets and what stage each timesheet is in (to submit / to approve / approved). You will then need to go into the "To Submit" view.
5. To edit your timesheet prior to submission you can do so by hitting the edit button:

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"/>	168348	Admin Support - TEST	Direct Booking	School of Architecture	Interior Design	Visiting Lecturer - Grade 2	20/08/2021 12:45 - 17:45	05:00	£157.14	edit expenses (0) notes (0)

6. You can then adjust the start and / or end time of a standard booking:

Edit Timesheet

Booking Details:

Ref 168348	Session Title Admin Support - TEST	Date of session 20/08/2021 12:45 - 17:45	Expiry 26/07/2021 12:30
Job Contact	Booking Type Direct Booking	Session Type Visiting Lecturer - Grade 2 (x 2)	Event
Dress Code	Instructions/Notes relating to work	Location Interior Design	

Start time * 12:45
End time * 17:45
Unpaid Break * No break

[Update](#)

7. Once you have changed the times, click "update" to save the change.

8. Once you have updated your timesheet you will be brought back to the main timesheet page.

9. To submit this timesheet you will need to go into your "To Submit" view:

GENERAL

- [Home](#)
- [My Profile](#)
- [Availability](#)
- [Jobs](#)
- [Timesheets](#)
- [To Submit](#)
- [Submitted](#)
- [Disputed](#)
- [Approved](#)

Log out

Manage Timesheets

Booking Reference Match

Department

Timesheet Date From:

Booking Title

Location

Timesheet Date To:

Booking Type

Job Title

Select	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	9712	PT-2 hr DD for 2 wks, 1 hr/day, 2 days/wk	Direct Booking	Test Department	Test Location	CGP 1	Dates	00:00	£0.00	edit notes (0)

10. To submit a timesheet you will need to put a check box in the "select" column and hit submit.

Timesheets Clariel Abhorsen Worker v

Booking Title

Location

Timesheet Date To:

Booking Type

Job Title

Search Clear Search

Select	Ref	Booking Title	Booking Type	Department	Location	Job Title	Date	Total Time	Total Pay (£)	Action
<input type="checkbox"/>	9712	PT-2 hr DD for 2 wks, 1 hr/day, 2 days/wk	Direct Booking	Test Department	Test Location	CGP 1	<input type="text" value="Dates"/>	00:00	£0.00	edit notes (0)
<input checked="" type="checkbox"/>	9711	PT-2 hr DD for 2 wks, 1 hr/day, 2 days/wk	Direct Booking	Test Department	Test Location	CGP 1	<input type="text" value="Dates"/>	00:00	£0.00	edit notes (0)

submit delete

Displaying **all 2** timesheets