



Payment 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 are registered with your rca.ac.uk email address, you can click 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

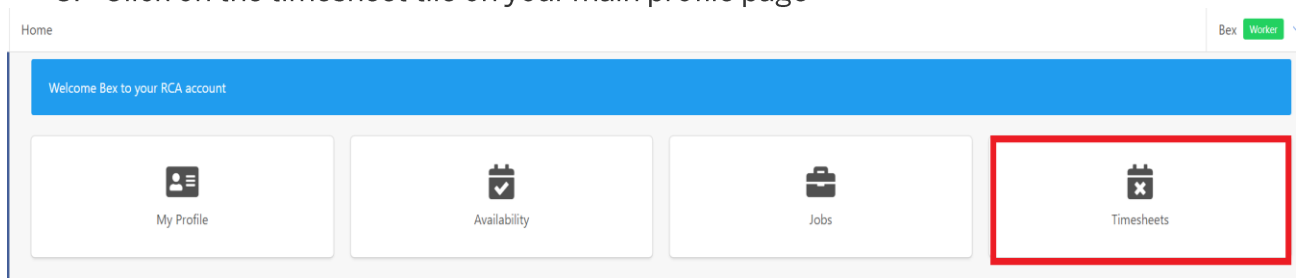
[Forgotten your password?](#)

[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. Timesheets are separated into different tabs relating to approval status:
 - **To Submit:** unsubmitted timesheets
 - **Submitted:** awaiting approval by the Timesheet Approver
 - **Disputed:** the Timesheet Approver has raised a query over the claim
 - **Approved:** approved by Timesheet Approver and verified by Department Manager.
 - **Processed:** fully approved and processed via payroll.

Manage Timesheets

GENERAL

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

Log out

UCA Privacy Policy

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
161152	Admin Support	First-accept, First-book	School of Architecture	Architecture	Visiting Lecturer	25/06/2021 09:30 - 17:30	07:00	£253.01	Submitted	Expenses (3) Notes (3)
161135	Admin Support	Direct Booking	School of Architecture	Environmental Architecture	Casual Worker	28/06/2021 09:30 - 17:30	07:00	£88.23	To submit	Expenses (3) Notes (3)
160686	Admin Support	Direct Booking	School of Architecture	Architecture	Visiting Lecturer	22/06/2021 12:30 - 17:00	04:30	£162.65	Submitted	Expenses (3) Notes (3)
134423	Admin Support	Direct Booking	Human Resources	Working Remotely	Visiting Lecturer	02/03/2021 19:00 - 21:00	02:00	£172.29	Approved	view Expenses (1) Notes (3)

- On the 'To Submit' page, review the details of the timesheets you wish to submit.
- Click the tick boxes on the left of the timesheets to highlight them. Scroll to the bottom of the page and press the "Submit" button.

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University of York Privacy Policy

Search: booking title

Show 25 entries

Select	Booking Ref	Booking Title	Booking Type	Location	Job Title	Date	Hours Worked	Total Pay (£)	Action
<input type="checkbox"/>	430	booking title	Standard	iPoint	Associate	27/06/2018 01:00 - 21:00	20:00	£203.40	edit Expenses (3) Notes (3)
<input checked="" type="checkbox"/>	123	booking title	Standard	Harold Wilson Building	Senior Student Ambassador	01/08/2018 11:00 - 11:30	00:30	£78.52	edit Expenses (1) Notes (3)

Showing 1 to 2 of 2 entries (filtered from 45 total entries)

Previous 1 Next

Submit Delete

The Timesheet will now be visible in the "Submitted" section.