



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

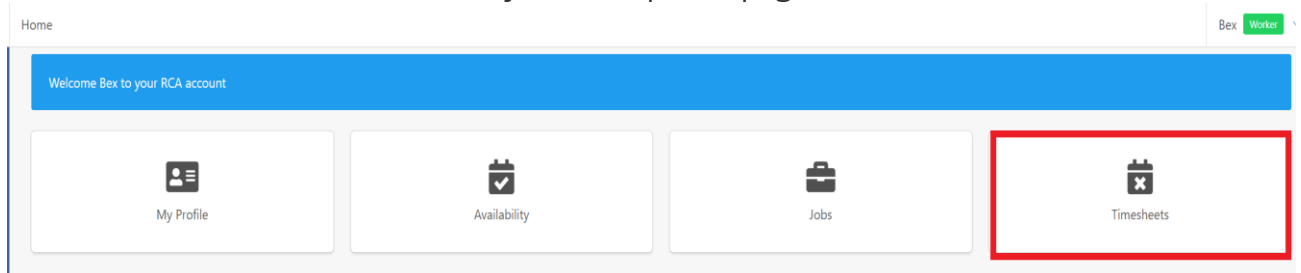
Remember me

[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 add an expense claim to your Timesheet, select the appropriate Timesheet and click the "Expenses" button:

<input type="checkbox"/>	168348	Admin Support - TEST	Direct Booking	School of Architecture	Interior Design	Visiting Lecturer - Grade 2	20/08/2021 14:00 - 17:30	03:30	£110.00	edit expenses (0) notes (0)
--------------------------	--------	----------------------	----------------	------------------------	-----------------	-----------------------------	-----------------------------	-------	---------	---

- You can then add a claim. You must ensure that the claim is in line with the Finance Regulation and upload a copy of the receipt.
- Follow the prompts on screen to to create an Expense Claim.

Expenses for Admin Support - TEST (20/08/2021 14:00 - 17:30)

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

Create new Expense

Title *

Expense category *

Amount *

Receipt date *

Please upload a copy of receipt *

 VL.PNG
Document must be less than 2MB in size. Supported files: .png, .jpg, .gif, .docx, .doc, .pdf

Create

- Once you have completed all of the mandatory fields, click "Create" the times, click "update" to save the change.
- Once you have updated your timesheet you will be brought back to the main timesheet page.
- To submit this timesheet you will need to go into your "To Submit" view:

Manage Timesheets

GENERAL

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

Log out

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	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	<input type="checkbox"/> edit <input type="checkbox"/> notes (0)

11. 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
Title Search...

Location
Location Search...

Timesheet Date To:
To:

Booking Type
Booking Type Search...

Job Title
Job Search...

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	Dates	00:00	£0.00	<input type="checkbox"/> edit <input type="checkbox"/> 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	Dates	00:00	£0.00	<input type="checkbox"/> edit <input type="checkbox"/> notes (0)

submit delete

Displaying all 2 timesheets