Worker Registration

User Guide May 2022

v.0.1

Contents

Registration and Compliance
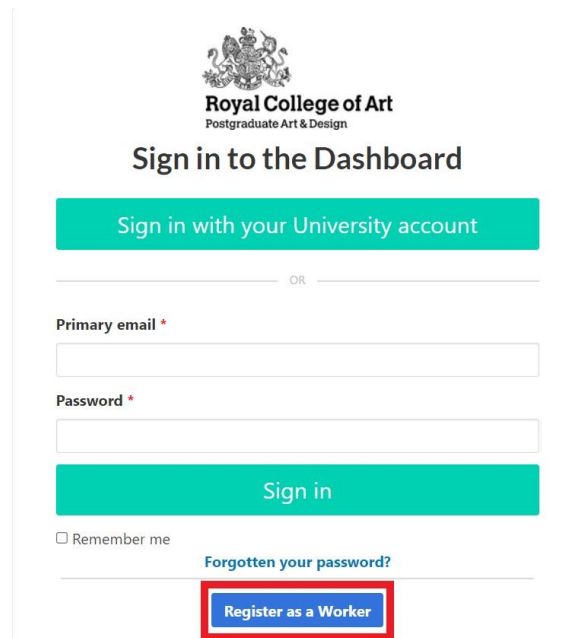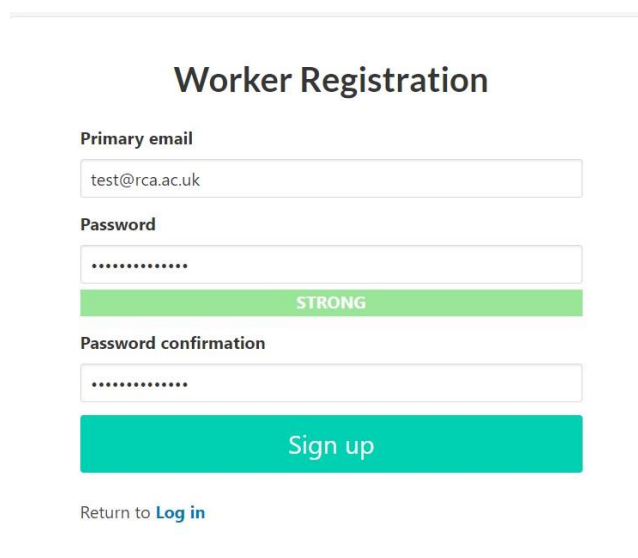
To work for the RCA as a Casual Worker or Visiting Lecturer you will need to register on the Dashboard platform: https://dashboard.rca.ac.uk/users/sign_in

1. Click **Register as a Worker**

2. Enter your email address and select a password that you can remember and click **Sign Up**

NB: Any email address can be used to register. However, if you have a 'rca.ac.uk' address, we recommend using that so you can access your account with your College login details.

3. You will receive an email notification to verify your email address. Click the link in the email received to activate your profile. Once you have activated your profile, log into Dashboard to complete your profile.

4. You will be returned to the sign-in page. Sign in using the email address and password you entered previously.

5. Once in your account, use the navigation tiles or the left hand menu to go to your 'My Profile' page.
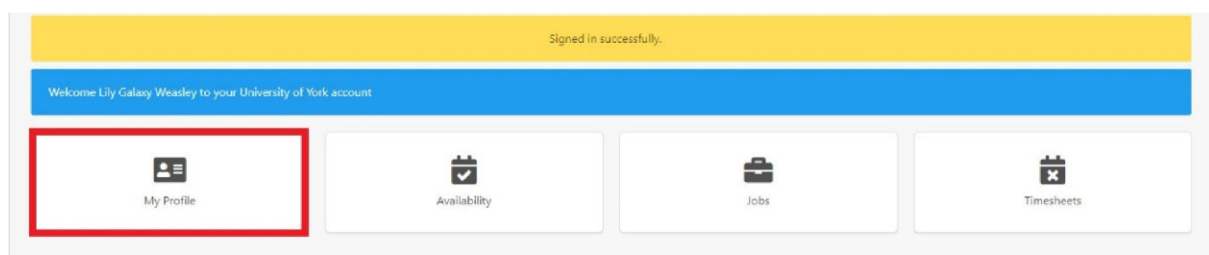
6. **Red** tile cards are mandatory and must be completed in order to submit your profile for Approval.
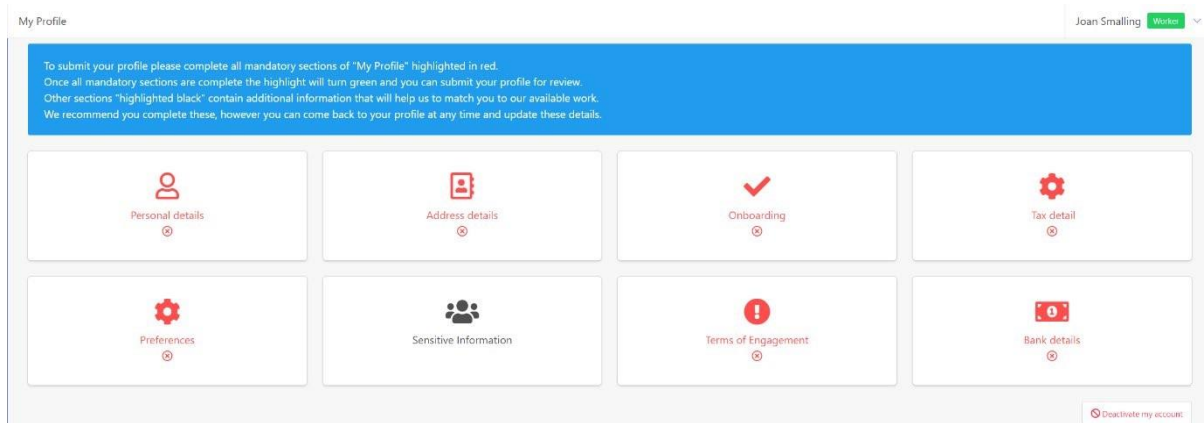
➢ Until completed, these sections are highlighted in red and with a cross. Within each section, mandatory fields are marked with an asterisk (*).

NB: A national insurance number is required by Dashboard. If you do not have a national insurance number, please populate the field with an alpha-numeric combination that satisfies this requirement.

➢ Once complete, mandatory sections will be highlighted in green and with a tick.
➢ The non mandatory-sections of your profile let you provide additional information that support reporting across the College. We recommend you complete these sections, but you can return to update these details at any time.

IMPORTANT: When you register the system will complete the First Name and Last Name fields of your "Personal Details" section with your email address. You **must** change these fields from your email address to your legal name.

7. On completion of the mandatory screens, a big **Green** button will become available that says **Click here to Submit Profile for Approval.**


8. Clicking the 'Submit Profile for approval' button will bring up a confirmation step:

9. Click OK to submit your profile to HR for Approval.

10. After submitting your profile you will see a message informing you that 'Your Profile is waiting for approval'. You will also receive an email confirming that your profile has been submitted and providing you with instructions on how to have your right to work documentation checked.

> Your profile submission is waiting for approval
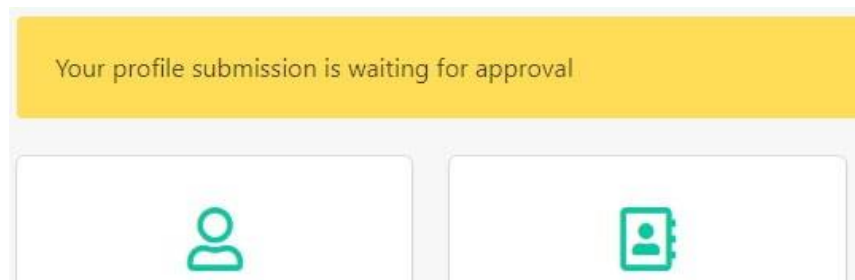
11. Once your right to work check is complete, we will approve your profile and notify you by e-mail. You will then be able to accept/reject jobs offered to you.

Further information on Right to Work checks and the documents accepted can be found here https://intranet.rca.ac.uk/right-work-uk/

Jobs

When you are assigned a job by a school/department you will be notified by email. The email will outline the following details:

- Reference
- Job Title
- Rate of Pay
- Date and Time of the job
- Department
- Name of person who created the job
- Location
- Job contact
- Total number of days/hours assigned

RCA job offer 176244 confirmed!

Hi Harry,

Your RCA job offer 176244 has been confirmed!

Booking details are below:

Job Title: Visiting Lecturer - Grade 2
Pay: £220.00 per day
Company: RCA
Coordinator who requested work: Rebecca Gibbs
Department: TEST DEPARTMENT
Location: School of Architecture
Contact: -
Dress Code: n/a
Notes: n/a

Start Time: 09:30
End Time: 16:30
Dates: Tuesday - 14/09/2021
Total Number of Days: 1

Also, just to remind you that you can get full details of this booking by visiting dashboard.rca.ac.uk

Note: A timesheet will be generated after each individual time you have worked so that you can submit it for approval. Timesheets must be submitted by the 10th of each month.

Kind regards

The RCA team

PLEASE DO NOT REPLY TO THIS EMAIL.

THE EMAIL IS AUTOMATICALLY GENERATED AND NO-ONE IS MONITORING RESPONSES.

You can view details of all pending, accepted and rejected job offers on Dashboard under the Jobs section:

Once a job has been assigned, you are expected to undertake the work outlined in the job offer.

Timesheets

At the end time of your booking, you will need to log your time through iTrent. Please see user guide available on [Visiting Lecturers and Casual Workers Information](#).