



# Worker Registration

## User Guide May 2022

v.0.1

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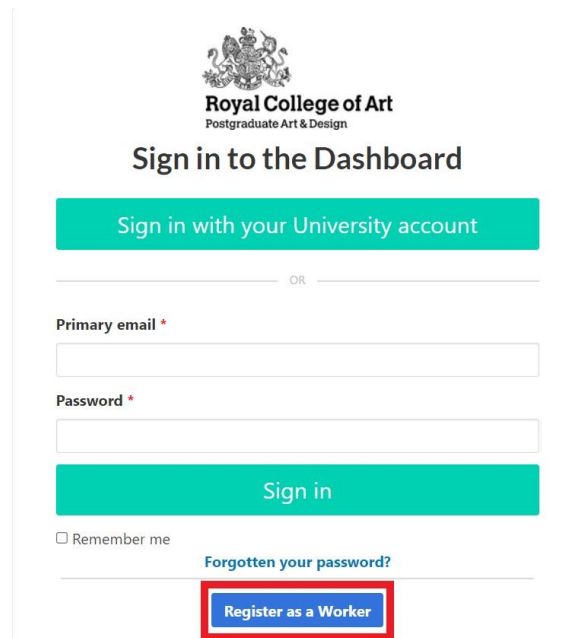
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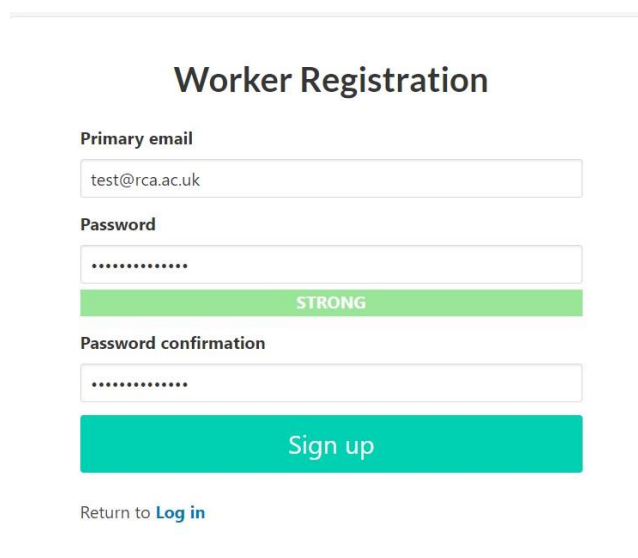
## Registration and Compliance

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](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.

Hi hr,

Thank you for registering with RCA!

To activate your account, please click the link below:

Click here to activate your account [Activation Link](#)

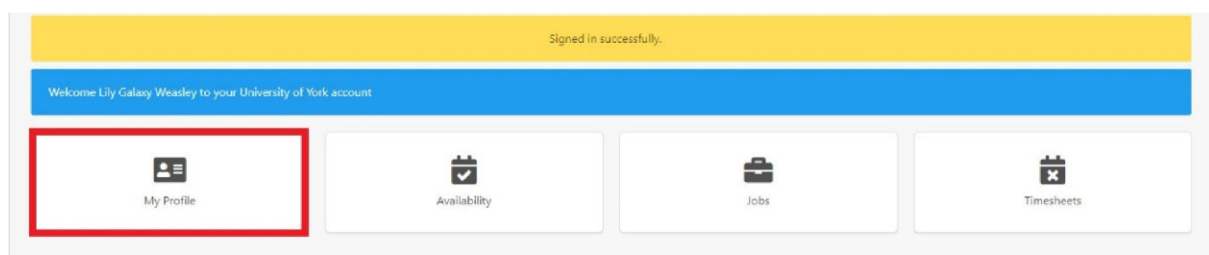
Kind regards,

The RCA team

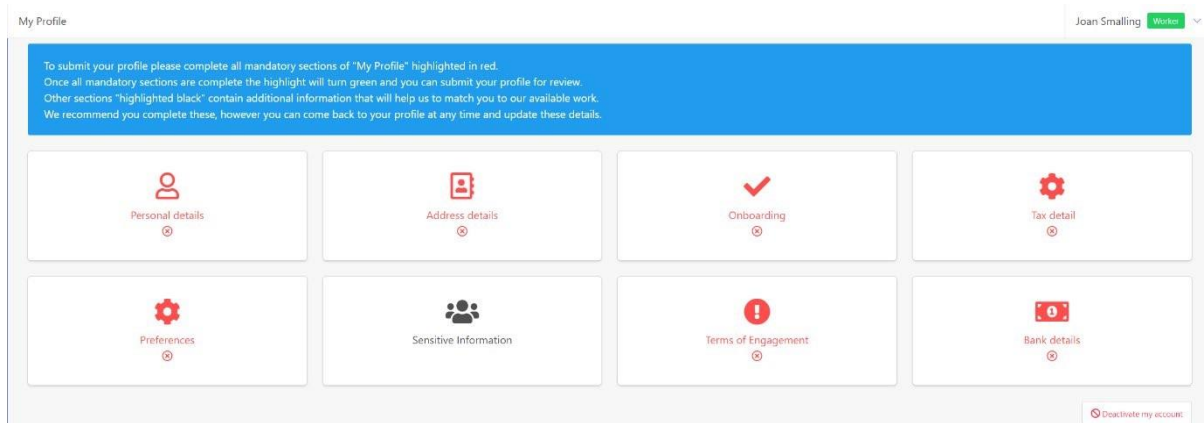
PLEASE DO NOT REPLY TO THIS EMAIL.

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

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.**

To submit your profile please complete all mandatory sections of "My Profile" highlighted in red.  
Once all mandatory sections are complete the highlight will turn green and you can submit your profile for review.  
Other sections "highlighted black" contain additional information that will help us to match you to our available work.  
We recommend you complete these, however you can come back to your profile at any time and update these details.

[Click here to Submit Profile for Approval.](#)

 Personal details ✔	 Address details ✔	 Onboarding ✔	 Tax detail ✔
 Preferences ✔	 Sensitive Information ✔	 Terms of Engagement ✔	 Bank details ✔

[Deactivate my account](#)

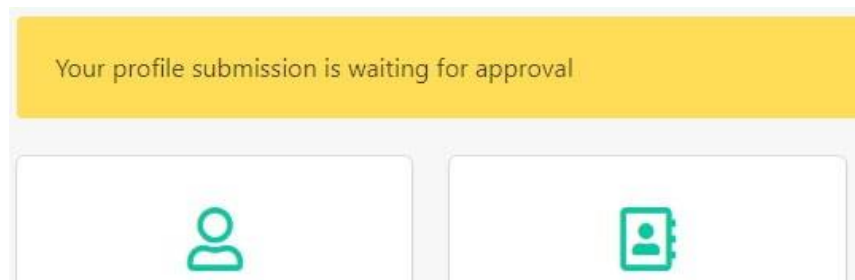
8. Clicking the 'Submit Profile for approval' button will bring up a confirmation step:

Please Confirm

Are you sure you want to submit your profile?

[Ok](#) [Cancel](#)

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.



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!

no-reply@dashboardmail.rca.ac.uk

to hr

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](https://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:



Home

Hazza Work

GENERAL

Home

My Profile

Availability

Jobs

Timesheets

Log out

RCA Privacy Policy

Welcome Hazza to your RCA account

My Profile

Availability

**Jobs**

Timesheets

### Manage Jobs

Booking Title

Job Title

Booking Date From:

Title Search...

Job Search...

From:

Booking Reference Match

Department

Booking Date To:

Ref Match...

Department Search...

To:

Status: All Statuses Canceled? Either Search Clear Search

Booking Title	Ref	Job Title	Department	Booking Date	Pay Rate	Status	Canceled	Action
<a href="#">preview</a>	122313	Visiting Lecturer - Grade 1	Human Resources	20/01/2021	£250.00 per day	Accepted	No	No Action
<a href="#">preview</a>	122315	Casual Worker - Grade 1	Human Resources	18/01/2021	£10.96 per hour	Accepted	No	No Action
<a href="#">preview</a>	124035	Visiting Lecturer - Grade 1	Human Resources	21/01/2021	£190.00 per day	Accepted	No	No Action
<a href="#">preview</a>	124036	Casual Worker - Grade 1	Human Resources	18/01/2021	£10.96 per hour	Accepted	No	No Action
<a href="#">preview</a>	124037	Visiting Lecturer - Grade 1	Human Resources	18/01/2021	£190.00 per day	Accepted	No	No Action
<a href="#">preview</a>	124117	Visiting Lecturer - Grade 1	Human Resources	22/01/2021	£190.00 per day	Accepted	No	No Action
<a href="#">preview</a>	124240	Casual Worker - Grade 1	Human Resources	23/01/2021	£10.96 per hour	Expired	No	No Action

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](#).