**Email Template for Departments to use to send to new Workers**

Dear {name of worker},

{I/We} have been informed that you have agreed to undertake future Temporary Work Assignment/s at the University of Cambridge.

I am writing to ask you to register on the Cambridge Casual Worker System (CCWS), the system we use to manage and process our casual workforce. You should follow the instructions found here <https://www.hr.admin.cam.ac.uk/information-workers> to create your own personal account and access the system.

Once you have submitted your profile, we will review it, organise for a Right to Work check to be completed and send you details of future Temporary Work Assignments.

When completing your profile on CCWS, under the ‘Preferences’ tab, please select {Department name as it appears in CCWS} in the ‘Main Department of work’ field to ensure that your profile is sent to us for approval.

Once your CCWS account is approved, you can use it to review details of Temporary Assignments you have been booked to complete, submit timesheets and expenses and keep us up to date with your personal details.

If you need any support when registering on CCWS, please use the training materials found here: [Training Materials](https://www.training.cam.ac.uk/ucs/search?query=ccWS&instructorLed=on&selfTaught=on&includeUnpublished=on&course_type_facet_shown=true&scheduled=on&course_date_facet_shown=true&course_availability_facet_shown=&scrollPos=0) or contact the HR Systems Service Desk (CHRIS.Helpdesk@admin.cam.ac.uk).

Kind regards,

{Department Contact Details}

**Email Template for Departments to use to send to Workers in an active assignment during transition from UPS2 to CCWS**

Dear {name of worker},

You are currently working for us in your role as {Job Title} on a Workers Agreement sent to you on {DATE}.

The University of Cambridge is in the process of updating and improving its systems for processing the payment for its Workers. This involves the rollout of the new Cambridge Casual Worker System (CCWS) from 2 January 2023 onwards.

As your Workers Agreement with us continues beyond 2 January 2023, we have to process payments to you using the new system, rather than the current paper-based claim forms.

Therefore, I am writing to ask you to register on the Cambridge Casual Worker System (CCWS) so that we can continue to process monthly payments for you beyond January. You should follow the instructions found here <https://www.hr.admin.cam.ac.uk/information-workers> to create your own personal account and access the system.

Once you have submitted your profile, we will approve it (there is no requirement for us to conduct further Right to Work checks but you will have to upload your Right to Work in the UK document) and send you details of your Work Assignments beyond 2 January 2023.

You will receive a new Workers Agreement for any work beyond 2 January 2023. This new Workers Agreement supersedes any previous Workers Agreement you have been sent and does not constitute an additional contract with the University.

When completing your profile on CCWS, under the ‘Preferences’ tab, please select {Department name as it appears in CCWS} in the ‘Main Department of work’ field to ensure that your profile is sent to us for approval.

Once your CCWS account is approved, you can use it to review details of Temporary Assignments you have been booked to complete, submit timesheets and expenses and keep us up to date with your personal details.

If you need any support when registering on CCWS, please use the training materials found here: [Training Materials](https://www.training.cam.ac.uk/ucs/search?query=ccWS&instructorLed=on&selfTaught=on&includeUnpublished=on&course_type_facet_shown=true&scheduled=on&course_date_facet_shown=true&course_availability_facet_shown=&scrollPos=0) or contact the HR Systems Service Desk (CHRIS.Helpdesk@admin.cam.ac.uk).

Kind regards,

{Department Contact Details}