




WebCenter v. 5 Customer Portal

The following document will give you an overview of how the different functions work within the WebCenter v. 5 Customer Portal. You can also refer to the in-page help if you click on the [Help](#) link in the upper left corner on any page. Below is a picture of the **Home** page. This is the first page that you will see once you have logged into WebCenter.

The **Home** page contains messages that have been added for you to view and you can open an email and reply to these messages by clicking on the [Reply](#) link on the right. You will also be able to see the last time you logged into WebCenter and the name and contact information for your vendor account representative on the left of the screen.

Order ID	Job Title	Worksite	Start Date	Est. End Date	Start Time	End Time	Req	Asg	Bill Rate
4672	Executive Administrative Assistant	Site #6	2/12/2007		8:00 AM		2	3	\$0.00
Employee Name Start Date End Date Start Time									
	Abotina, Susie		3/5/2008		8:00 AM				
	Alabama, Morgan		3/5/2008		8:00 AM				
	Aaskon, Masters F		3/18/2008		8:00 AM				
4717	Forklift	Site #6	3/1/2007		8:00 A		1	1	\$20.00
4724	Forklift	Site #6	3/1/2007		8:00 A		1	8	\$20.00
5019	Admin. Assist.	Site #6	12/13/2007	4/14/2009			1	3	\$20.00
5268	Forklift	Corporate	2/11/2008	9/10/2008			4	4	\$18.00
4692	Forklift	Site #6	3/1/2007		8:00 AM		1	0	\$20.00
5264	Forklift	Corporate	1/1/2008	12/30/2008	9:00 AM	5:00 PM	3	0	\$18.00

The **Orders** page allows you to view order history for your department. You can expand on individual orders to see the employees who have been assigned by using the  button in front of the order number. Click on the  icon to view the details of the order. If you expanded to see the employees assigned you can use the  button to view the assignment details for that employee.


To submit a new job opening to your vendor select the link on the left called [Create Order Request](#). If you would just like to copy an existing order click on the [Copy Existing Order](#) link.


Create Order Request

Create New Order Request

Requested By:

Phone Number: *

Start Date:  *

Start Time:  *


Site Code: ▾

Duration: ▾

Number of Personnel Required: *

Pay Rate: *

Job Description:

End Date: 

Job Title: ▾

Shift: ▾


Once you have clicked on the link the page to the left will be displayed. Fill out all fields marked with an * as these fields are required. Once the fields have been populated, click on the *Submit Request* button (as circled in red below).


Copy Existing Order


Once you have clicked on the link the following page will be displayed. Select the job title of the previously submitted order that you would like to copy from the drop down menu at the top of the page. Fill out any fields in the form that are different than what was on the original order submission then click on the *Copy Order* button.

Copy Existing Order



Please select the order you would like to copy: ▾

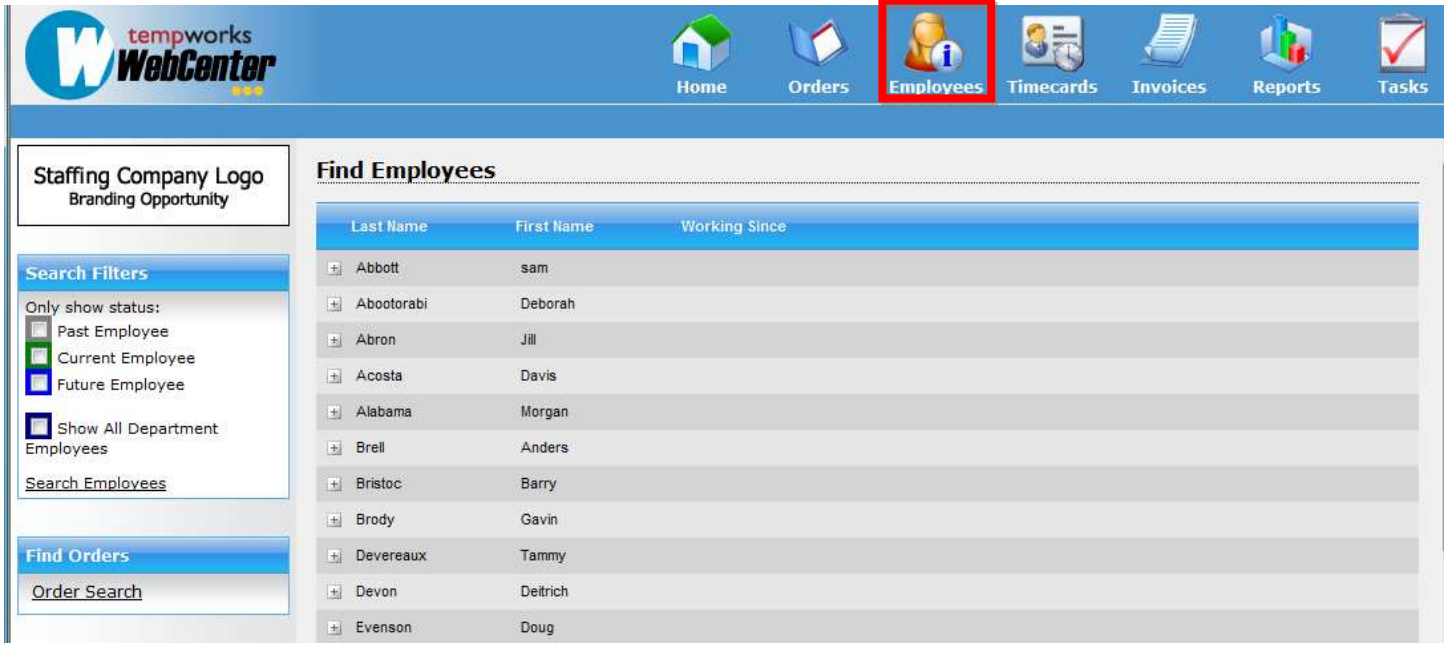
Please select the start date: 

Please enter a start time if it is different: 

Please enter an end time if it is different: 

Please select a worksite if it is different: ▾

The **Employees** page allows you to view the assignment information for any vendor employee that will be working for you in the near future, as well as currently working and previous employees. Click on the  button to expand and display the assignment summary for that employee. When their line is expanded, click on the  icon to view the assignment details.



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Home Orders **Employees** Timecards Invoices Reports Tasks

Staffing Company Logo
Branding Opportunity

Find Employees

Last Name	First Name	Working Since
+	Abbott	sam
+	Abotorabi	Deborah
+	Abron	Jill
+	Acosta	Davis
+	Alabama	Morgan
+	Brell	Anders
+	Bristoc	Barry
+	Brody	Gavin
+	Devereaux	Tammy
+	Devon	Deitrich
+	Evenson	Doug

Search Filters

Only show status:


- Past Employee
- Current Employee
- Future Employee

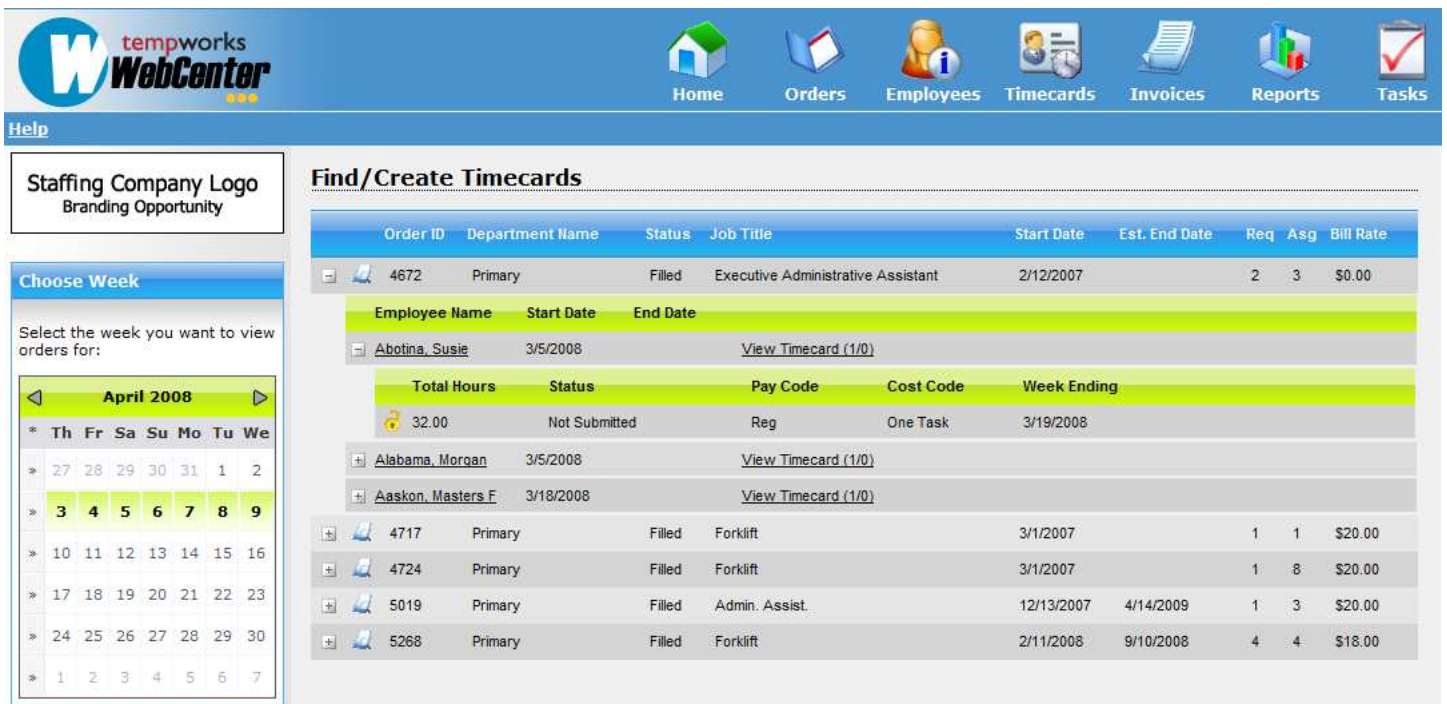
Show All Department Employees

[Search Employees](#)

Find Orders

[Order Search](#)

The **Timecards** page allows you to view timecard history. These are timecards that employees have submitted. This is not where you will go to approve employee time. To approve time submitted by employees navigate to the **Tasks** page. You can expand on an order by clicking on the  button for that line. Use the same button in front of the employee name to see individual employee timecards. To view the timecard details click on the [View Timecard](#) link.



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Home Orders Employees **Timecards** Invoices Reports Tasks

Help

Staffing Company Logo
Branding Opportunity

Find/Create Timecards

Order ID	Department Name	Status	Job Title	Start Date	Est. End Date	Req	Asg	Bill Rate	
+	4672	Primary	Filled	Executive Administrative Assistant	2/12/2007		2	3	\$0.00
			Employee Name	Start Date	End Date				
			Abotina, Susie	3/5/2008		View Timecard (1/0)			
			Total Hours	Status	Pay Code	Cost Code	Week Ending		
			32.00	Not Submitted	Reg	One Task	3/19/2008		
			+	Alabama, Morgan	3/5/2008	View Timecard (1/0)			
			+	Aaskon, Masters F	3/18/2008	View Timecard (1/0)			
+	4717	Primary	Filled	Forklift	3/1/2007		1	1	\$20.00
+	4724	Primary	Filled	Forklift	3/1/2007		1	8	\$20.00
+	5019	Primary	Filled	Admin. Assist.	12/13/2007	4/14/2009	1	3	\$20.00
+	5268	Primary	Filled	Forklift	2/11/2008	9/10/2008	4	4	\$18.00

Choose Week

Select the week you want to view orders for:

April 2008

Th	Fr	Sa	Su	Mo	Tu	We
>	27	28	29	30	31	1
>	3	4	5	6	7	8
>	10	11	12	13	14	15
>	17	18	19	20	21	22
>	24	25	26	27	28	29
>	1	2	3	4	5	6

The **Invoices** page allows you to view, print and export vendor invoices that have been issued to your department.

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Home Orders Employees Timecards **Invoices** Reports Tasks

Help

Staffing Company Logo
Branding Opportunity

Invoices

Invoice Number	Date	Due Date	PO Number	Amount	Balance
5551552	3/27/2008	4/16/2008	556767	\$41,122.24	\$41,122.24
5551553	3/27/2008	4/16/2008		\$9.80	\$9.80
5551545	3/20/2008	4/9/2008		\$1,067.50	\$1,067.50
5551527	2/20/2008	3/11/2008	556767	\$13,993.26	\$13,993.26
5551528	2/20/2008	3/11/2008		\$68.60	\$68.60
5551529	2/20/2008	3/11/2008		\$220,720.50	\$220,720.50
5551513	2/16/2008	3/7/2008	556767	\$12,288.83	\$12,288.83
5551514	2/16/2008	3/7/2008		\$548.80	\$548.80
5551515	2/16/2008	3/7/2008		\$126,126.00	\$126,126.00

Search

Invoice Number Range: -

Invoice Date Range: -

Invoice Amount Range: -

PO Number:

Assignment Number:

Search

You can use the search functionality on the left side of the screen to locate specific invoices. To open and view an invoice, click on the link for the Invoice Number. Once an invoice has been selected a view similar to the one below will be displayed.

Invoice Details

Customer

Crom Equipment, Primary
Attn: Bob Smith
3300 Enterprise Drive
Fort Pierce, 34951

Invoice Details

Invoice Number: 5551527
 Invoice Date: 2/20/2008
 Due Date: 3/11/2008
 PO Number: 556767
 Invoice Amount: \$13,993.26


Employee	Description	Dept	Date	Shift	Quantity	PayCode	Rate	Total
Anderson, John		Primary	3/2/2008	1	30	Reg	\$29.00	\$870.00
Brell, Anders		Primary	3/2/2008	Bob	10	Reg	\$43.50	\$435.00
Brell, Anders		Primary	3/2/2008	Bob	40	Reg	\$29.00	\$1,160.00
Coaster, Kevin		Primary	3/2/2008	1	10	Reg	\$60.00	\$600.00
Coaster, Kevin		Primary	3/2/2008	1	40	Reg	\$40.00	\$1,600.00
Greene, Stephanie k		Primary	3/2/2008	1	10	Reg	\$40.50	\$405.00
Greene, Stephanie k		Primary	3/2/2008	1	40	Reg	\$29.00	\$1,160.00
Helgren, Richard		Primary	3/2/2008	Bob	10	Reg	\$43.50	\$435.00
Helgren, Richard		Primary	3/2/2008	Bob	40	Reg	\$29.00	\$1,160.00

You can view the assignment details for the employee by clicking their name link.



If the time was submitted via the WebCenter the right side of the page would have a [View Timecard](#) link.





To print a copy of the invoice, click on the icon. Once the invoice print preview is displayed click on the button to print or you can select the export format from the drop down menu. Then click on the link for *Export*.

In the **Reports** page you can view, print and export your own reports with real-time data so you can be proactive about your business needs and cost-tracking.



Select a report by clicking on the  icon in front of the report name. When the report opens enter any report parameters required (ie. date range, department name, etc.) and then click on the button to *View Report*. You can also select to export the report. Choose the format that the report should be exported into and then click on the *Export* link.

Report: Assignment History by Department

Start Date  End Date  [View Report](#)



 of 1 



 Find | Next

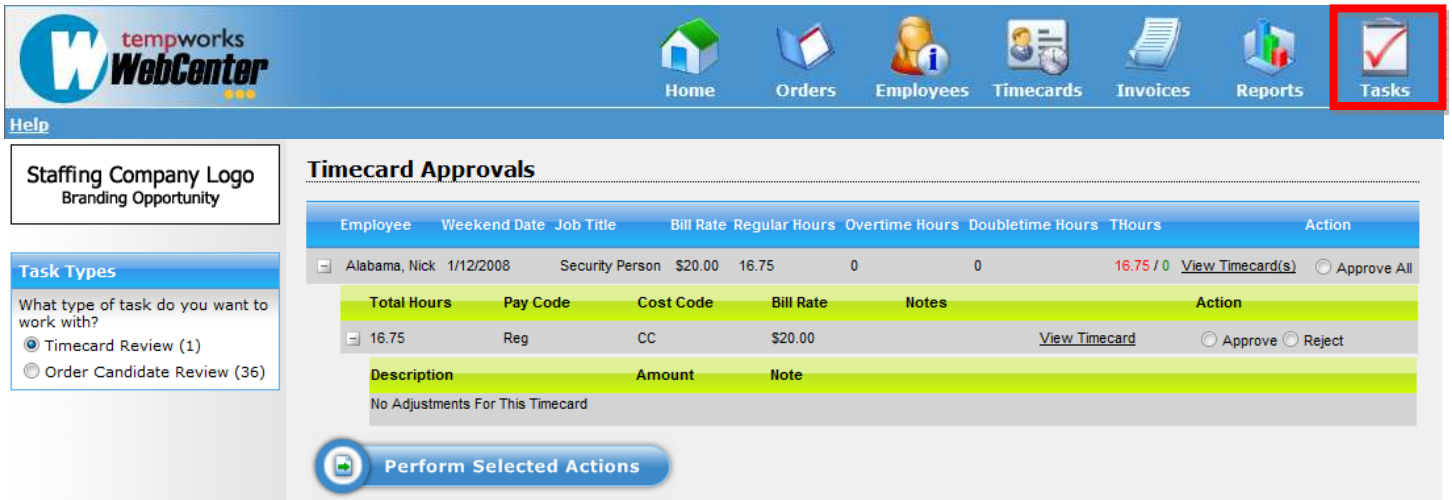
[Export](#)



Assignment History by Department

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Department: Primary					
Abotorabi, Debbie	4470	Data Entry	6/15/2007		\$0.00
Abron, Jill	4470	Data Entry	6/15/2007		\$0.00
Arnold, Alisha	4452	Admin. Assist.	5/8/2007	7/27/2007	\$54.00
Barker, Shannon	4448	Data Entry Clerk	5/7/2007		\$34.00
Gannon, Susie	4448	Data Entry Clerk	5/7/2007		\$34.00
Wood, Ali	4448	Data Entry Clerk	4/1/2007		\$40.00

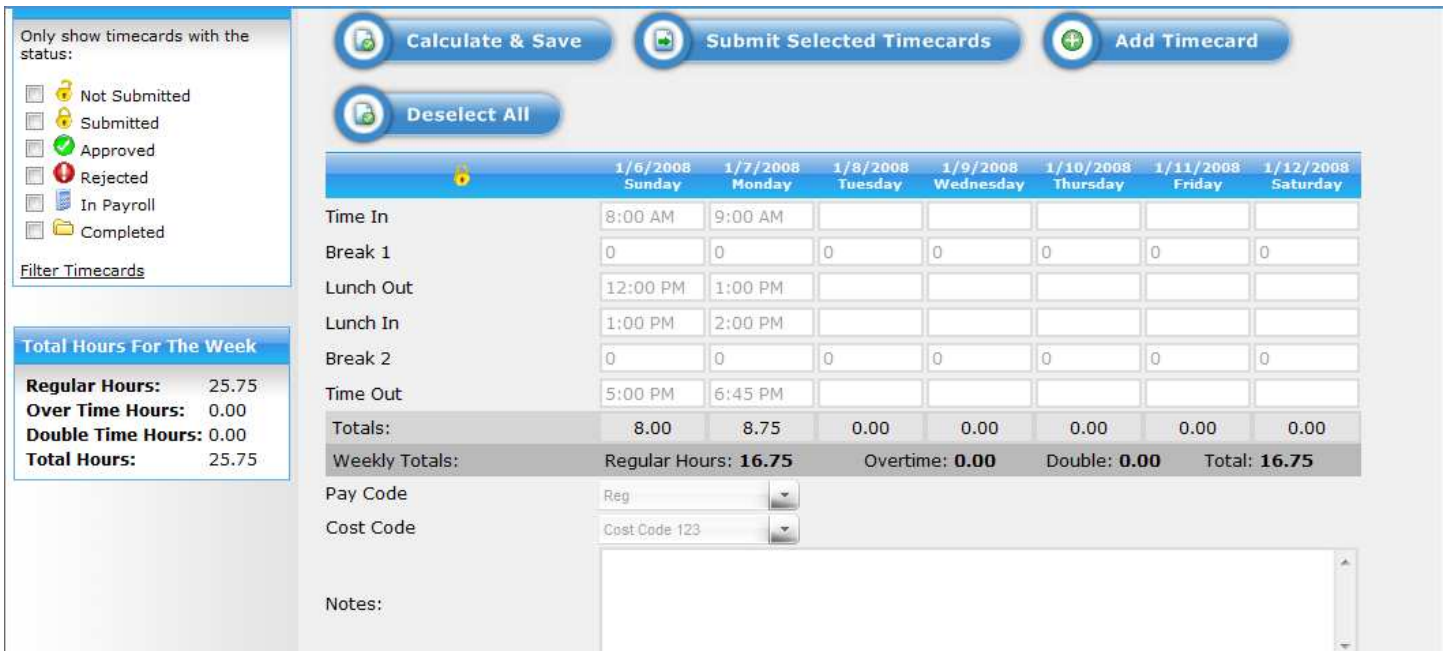
page 1 of 1 report generated 4/2/2008 2:17:50 PM

In the **Tasks** page you can select *Timecard Review* to display all timecards that require approval. To expand on an employee record, click on the  button. To view the timecard details click on the [View Timecard](#) link. You can expand on the timecard line to see if any adjustments have been submitted by the employee (ie. mileage, meals, per diem, etc.).



The screenshot shows the TempWorks WebCenter interface. The 'Tasks' menu item is highlighted in a red box. Below it, the 'Timecard Approvals' page is displayed. On the left, there are sections for 'Staffing Company Logo Branding Opportunity' and 'Task Types' (Timecard Review (1), Order Candidate Review (36)). The main area shows a table of timecard entries for 'Alabama, Nick' on '1/12/2008' as a 'Security Person' with a 'Bill Rate' of '\$20.00' and 'Regular Hours' of '16.75'. A 'View Timecard(s)' link is visible. Below the table, there are buttons for 'Perform Selected Actions' and 'Approve All'.

When the [View Timecard](#) link is clicked it will display a view similar to the one below:



The screenshot shows the 'View Timecard' page. On the left, there is a filter section for 'Only show timecards with the status:' with options like 'Not Submitted', 'Submitted', 'Approved', 'Rejected', 'In Payroll', and 'Completed'. Below this is a 'Total Hours For The Week' summary showing 'Regular Hours: 25.75', 'Over Time Hours: 0.00', 'Double Time Hours: 0.00', and 'Total Hours: 25.75'. The main area features buttons for 'Calculate & Save', 'Submit Selected Timecards', 'Add Timecard', and 'Deselect All'. A table displays the timecard details for the week of 1/6/2008 to 1/12/2008, including 'Time In', 'Break 1', 'Lunch Out', 'Lunch In', 'Break 2', and 'Time Out' for each day. The 'Totals' row shows 'Regular Hours: 8.00', '8.75', '0.00', '0.00', '0.00', '0.00', '0.00'. The 'Weekly Totals' row shows 'Regular Hours: 16.75', 'Overtime: 0.00', 'Double: 0.00', and 'Total: 16.75'. Below the table are dropdown menus for 'Pay Code' (Reg) and 'Cost Code' (Cost Code 123), and a 'Notes' field.

Verify that the time submitted by the employee is correct and then navigate back to the timecard approvals page by using your browser's *Back* button.



This is a close-up of the 'Action' section of the timecard entry. It shows two radio buttons: 'Approve' (which is selected) and 'Reject'.

To approve the timecard click in the open circle in front of the "Approve" and then click on the *Perform Selected Actions* button.

Action

Approve Reject


To reject the timecard click in the open circle in front of the “Reject” and then click on the *Perform Selected Actions* button. You can also enter text in the white box to explain to the employee why their timecard was rejected (ie. lunch break not entered).

Once time has been approved the following view will be displayed:

Approved 1 timecard(s)

Timecard Approvals

Employee	Weekend Date	Job Title	Bill Rate	Regular Hours	Overtime Hours	Doubletime Hours	THours	Action
Time timecards found								

 **Perform Selected Actions**

Once timecards have been submitted your staffing vendor can process employee payroll and invoices for your company.