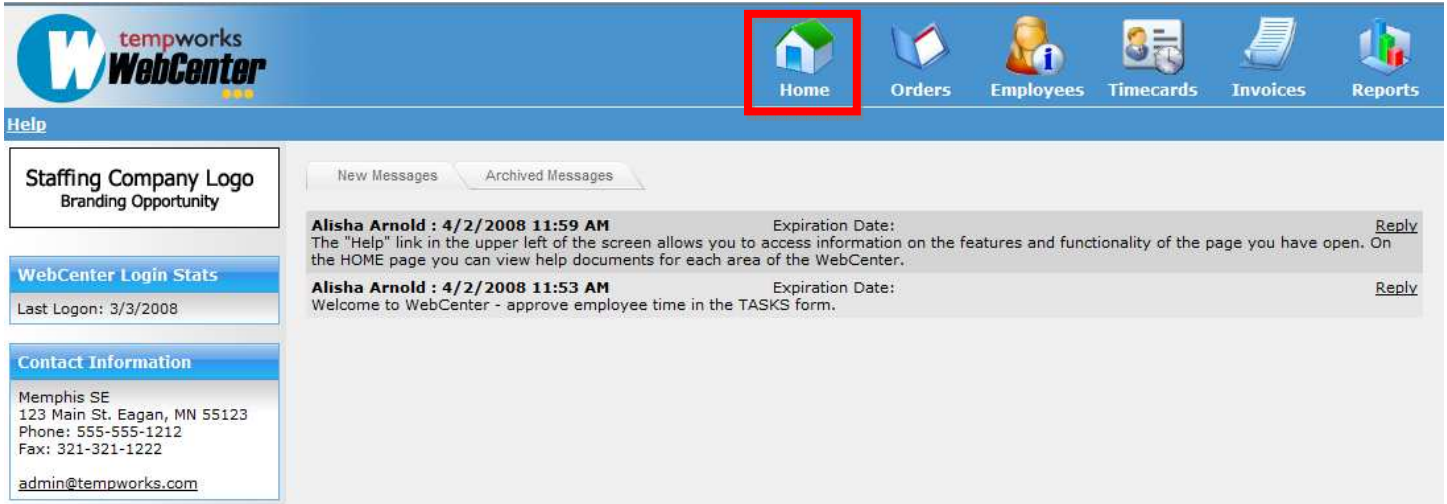
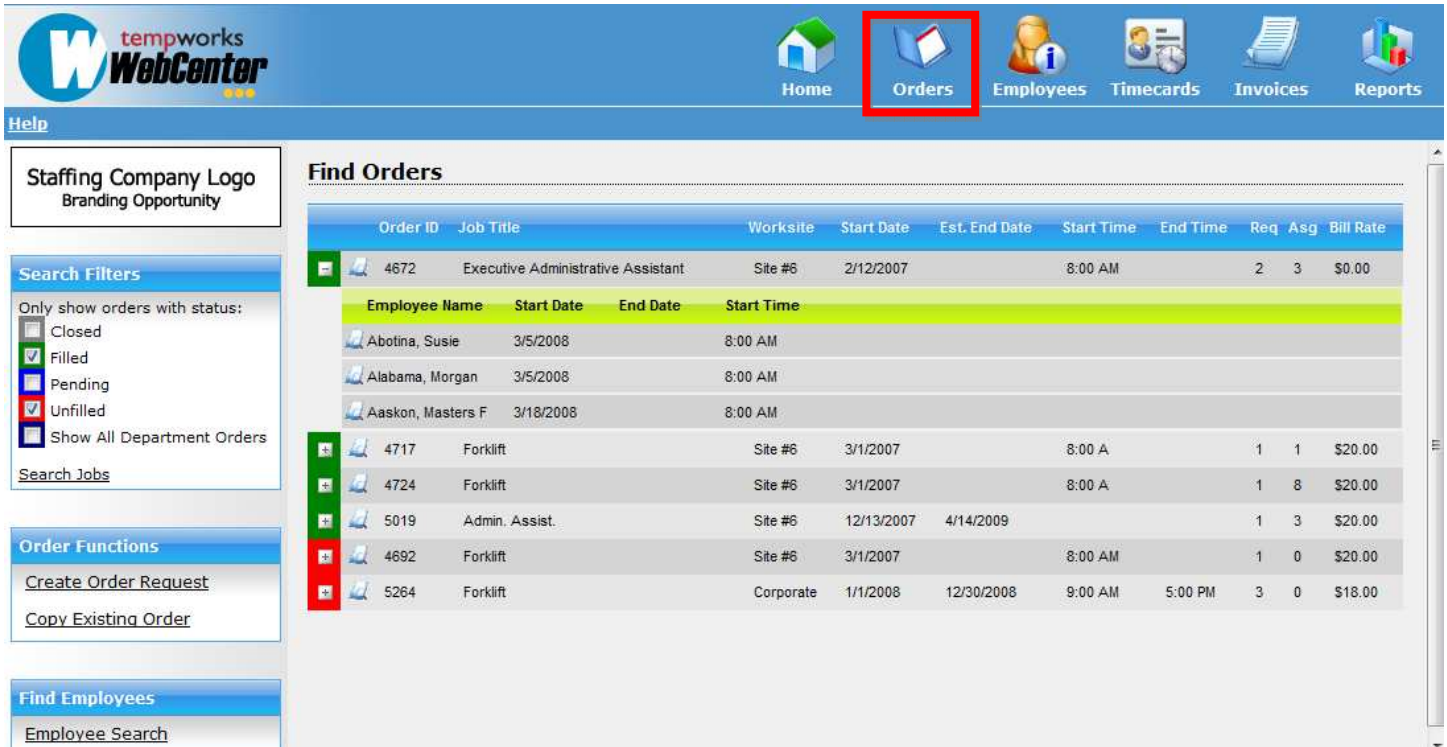


WebCenter v. 5 Customer Portal




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
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:

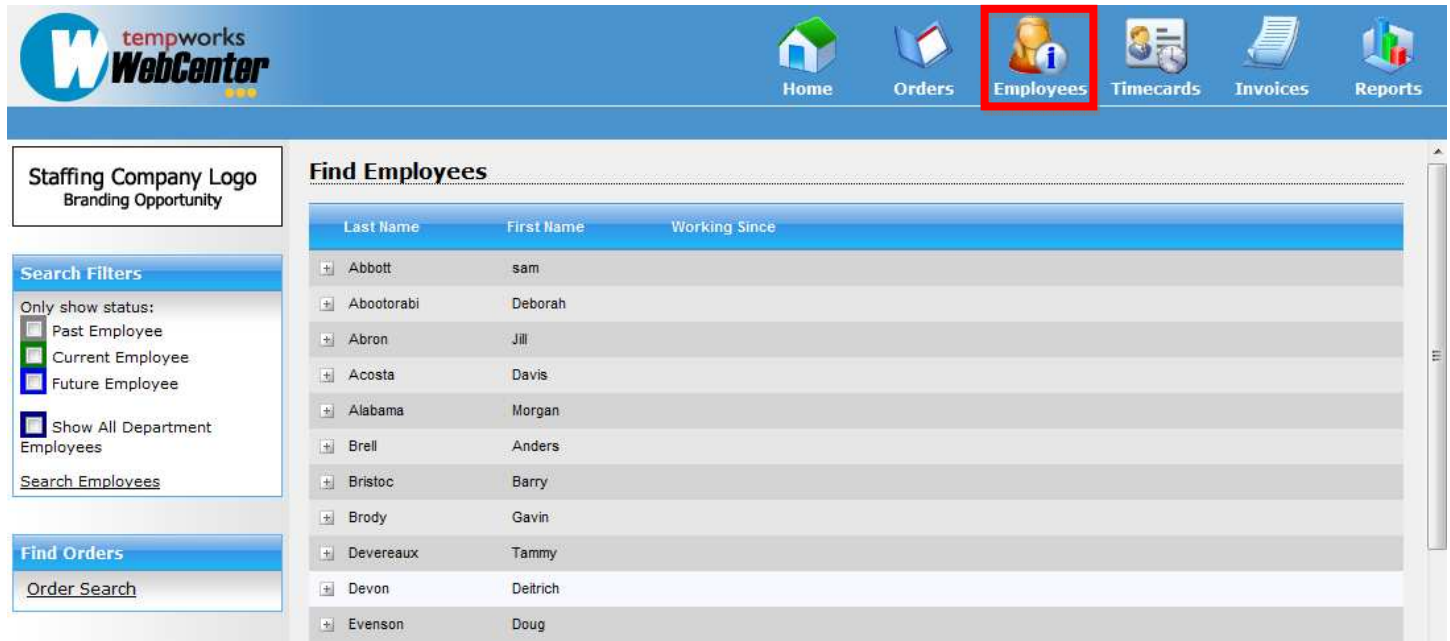
Please select the start date:

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.



tempworks WebCenter

Home Orders **Employees** Timecards Invoices Reports

Staffing Company Logo
Branding Opportunity

Find Employees

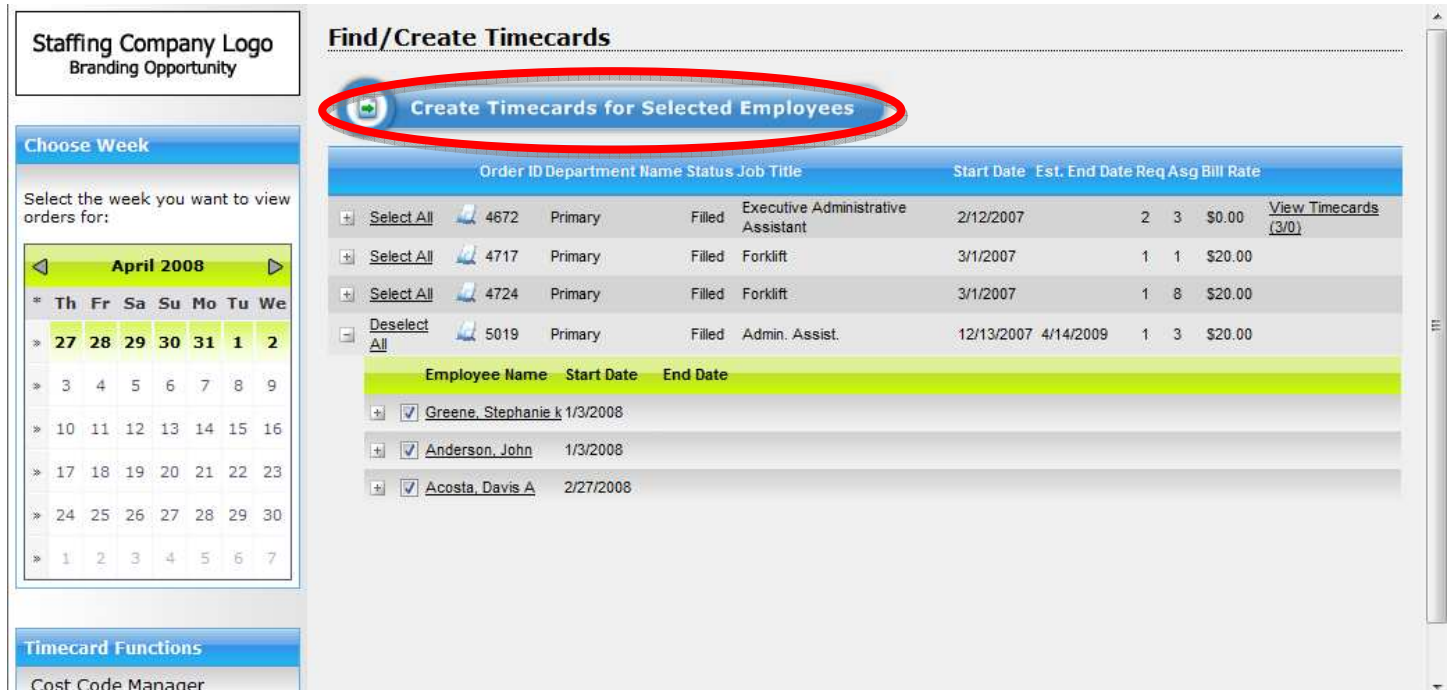
Last Name	First Name	Working Since
Abbott	sam	
Abootorabi	Deborah	
Abron	Jill	
Acosta	Davis	
Alabama	Morgan	
Brell	Anders	
Bristoc	Barry	
Brody	Gavin	
Devreaux	Tammy	
Devon	Detrich	
Evenson	Doug	

Search Filters
Only show status:
 Past Employee
 Current Employee
 Future Employee
 Show All Department Employees
[Search Employees](#)

Find Orders
[Order Search](#)


Entering Time for Employees – Timecards

To enter time for your employees, click on **Timecards** at the top of the page. This will display something similar to the page below:



Staffing Company Logo
Branding Opportunity

Find/Create Timecards

 **Create Timecards for Selected Employees**



Order ID	Department Name	Status	Job Title	Start Date	Est. End Date	Req	Asg	Bill Rate
Select All 4672	Primary	Filled	Executive Administrative Assistant	2/12/2007		2	3	\$0.00
Select All 4717	Primary	Filled	Forklift	3/1/2007		1	1	\$20.00
Select All 4724	Primary	Filled	Forklift	3/1/2007		1	8	\$20.00
Deselect All 5019	Primary	Filled	Admin. Assist.	12/13/2007	4/14/2009	1	3	\$20.00

[View Timecards \(3/0\)](#)


Employee Name	Start Date	End Date
<input checked="" type="checkbox"/> Greene, Stephanie	1/3/2008	
<input checked="" type="checkbox"/> Anderson, John	1/3/2008	
<input checked="" type="checkbox"/> Acosta, Davis A	2/27/2008	

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 2
» 3 4 5 6 7 8 9
» 10 11 12 13 14 15 16
» 17 18 19 20 21 22 23
» 24 25 26 27 28 29 30
» 1 2 3 4 5 6 7


Timecard Functions
[Cost Code Manager](#)





On the left choose the week that the employee(s) worked by clicking on the  button to the left of the week. If you would like to see the employees you will be entering time for prior to creating the timecards click on the  button for the order line. Clicking on that same button in front of the employee name will display information about timecards that have been created for that employee. You can select an employee individually by placing a in front of their name or for the entire group by clicking on the [Select All](#) link. Once the employee(s) have been selected, click the *Create Timecards for Selected Employees* button.

When timecards have been created successfully the following view will be displayed:

 **Created 3 new timecard(s).**

Find/Create Timecards


 **Create Timecards for Selected Employees**


	Order ID	Department	Name	Status	Job Title	Start Date	Est. End Date	Req	Asg	Bill Rate	
<input checked="" type="checkbox"/> Select All	 4672	Primary		Filled	Executive Administrative Assistant	2/12/2007		2	3	\$0.00	View Timecards (3/0)
<input checked="" type="checkbox"/> Select All	 4717	Primary		Filled	Forklift	3/1/2007		1	1	\$20.00	
<input checked="" type="checkbox"/> Select All	 4724	Primary		Filled	Forklift	3/1/2007		1	8	\$20.00	
<input checked="" type="checkbox"/> Select All	 5019	Primary		Filled	Admin. Assist.	12/13/2007	4/14/2009	1	3	\$20.00	View Timecards (3/0)


Then click on the [View Timecards](#) link to enter time for the employee(s) as shown below.


Timecard


Time
Adjustment

 **Calculate & Save**

 **Submit Selected Timecards**

 **Delete Timecard**

 **Deselect All**

<input checked="" type="checkbox"/>  Acosta, Davis; Admin. Assist.: Reg	Thursday 2/28/2008	Friday 2/29/2008	Saturday 3/1/2008	Sunday 3/2/2008	Monday 3/3/2008	Tuesday 3/4/2008	Wednesday 3/5/2008
Day Total	8.0	8.0	0.0	0.0	8.0	8.0	8.0
Weekly Totals:	Regular Hours: 0.00		Overtime: 0.00		Double: 0.00		Total: 0.00
Pay Code	Reg <input type="text"/>						
Cost Code	Test <input type="text"/>						
Notes:							

Your timecard view may include fields like *Time In*, *Time Out*, *Lunch In*, *Lunch Out*, *Break 1*, etc. The timecard format above allows for entry of a *Day Total*. Just enter the total number of hours for each day. If you're tracking start and end time,

lunches, and/or breaks you will enter the appropriate times into those fields. Any time you would like to save the selected employee timecards click on the *Calculate and Save* button. When all selected timecards are ready for submission, click on the button for *Submit Selected Timecards*. You can also delete timecards that are not needed by placing a on the appropriate timecard and clicking on the *Delete Timecard* button. Once timecards have been submitted your staffing vendor can process employee payroll and invoices for your company.

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

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

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.


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 

of 1

Assignment History by Department

Employee	OrderID	Job Title	Start Date	End Date	Bill Rate
Department: Primary					
Abootorabi, 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