

## WebCenter v. 5 Employee Portal

The following document will give you an overview of how the different functions work within the WebCenter v. 5 Employee 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 staffing representative on the left of the screen.

Assignment No.	Job Title	Customer	Pay Rate	
3726	Clerk I	Kateson Motors	\$10.00	<a href="#">View Details</a>
3783	Unknown	Kane Production	\$45,000.00	<a href="#">View Details</a>
3769	Access Operator	zzz	\$20.00	<a href="#">View Details</a>
3785	Unknown	Crom Equipment Incor	\$65,000.00	<a href="#">View Details</a>
3789	Unknown	Crom Equipment Incor	\$0.00	<a href="#">View Details</a>

Assignment No.	Job Title	Customer
No assignments found		

Assignment No.	Job Title	Customer	Pay Rate	
3647	Human Resource Consultant	Creative Solutions	\$30.00	<a href="#">View Details</a>

The **Assignments** page allows you to view your recent past, future and current assignment details. To display the assignment details for any order click on the [View Details](#) link for that assignment. A view similar to the one below will be displayed:

### Assignment Details

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Location	
<b>Company Name:</b>	Creative Solutions
<b>Address:</b>	123 Main St Eagan, MN 55121 <a href="#">Map It</a>
<b>Driving Directions:</b>	North on Hwy 10
<b>Office Phone:</b>	(651) 555-1212x123

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Job Information	
<b>Job Title:</b>	Human Resource Consultant
<b>Job Description:</b>	Consulting on employee salaries in HR.
<b>Report To:</b>	Irv Hampton
<b>Contact Information:</b>	
<b>Assignment ID:</b>	3647

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Schedule	
<b>First Day:</b>	1/1/2008
<b>Expected Last Day:</b>	2/11/2008
<b>Shift:</b>	A Shift
<b>Start Time:</b>	08:00
<b>End Time:</b>	16:00

[Back to Assignments](#)

The Assignment Details will list out the company that you're working for, their address, driving directions, and contact information.

You can also view the job title, description, and the person to check in with on your first day.

The bottom box displays your start and end dates for the assignment and your shift and/or start and end times.

To return to the previous screen, click on the *Back to Assignments* button.

The **Payroll** page allows you to view the details from paychecks that have been issued to you. You can print out a check stub or a W-2 for the previous year. You can search for specific paychecks on the left of the screen. You can also view your year to date payroll information and accrual summary for accrued vacation, sick leave, PTO, etc. on the left side.

**tempworks WebCenter**

Home Assignments **Payroll** Timecards

Help

**Search**

Payroll Date Range

Start Date:

End Date:

Show Payroll

Clear Search

**Recent Payroll History: Past 365 day(s)**

Check Number	Check Date	Gross Pay	Taxes	Net Pay	
209860	2/19/2008	\$900.00	\$254.74	\$495.26	<a href="#">View Detail</a>
209894	2/21/2008	\$2,100.00	\$741.89	\$1,208.11	<a href="#">View Detail</a>
	2/22/2008	\$200.00	\$30.92	\$84.54	<a href="#">View Detail</a>
209833	2/24/2008	\$400.00	\$166.60	\$128.70	<a href="#">View Detail</a>

**Year To Date Overview**

Gross Pay: \$3,600.00

Employee Tax: \$1,194.15

Adjustments: \$489.24

Net Pay: \$1,916.61

Total Hours: 230

**Accrual Summary**

There were no accruals records returned

**Archived W-2's**

2002

You must have the latest version of [Adobe Acrobat](#)

To print a W-2 click on the link for the Year of the W-2 form that you would like to print. You will need Adobe Acrobat on your computer because the W-2 will be displayed in PDF format. To open a specific check, click on the View Detail link for that paycheck. A page view similar to the one below will be displayed:

**Paycheck Overview**

Check Number: 209894

Check Date: 2/21/2008

Gross Pay: \$2,100.00

Tax Deducted: \$741.89

Adjustments: \$150.00

Net Pay: \$1,208.11

[View Printable Check Stub](#)

**Paycheck Summary**

**Tax Summary**

Employee Portion Social Security tax: \$130.20

Employee Portion Medicare tax: \$30.45

Hawaii: \$88.39

Iowa Single: \$50.00

Tennessee - No State Withholding: \$0.00

Federal-Single: \$442.85

**Adjustment Summary**

401(k) Employer Match: \$40.74

CHILD SUPPORT 1: \$100.00

CHILD SUPPORT 2: \$50.00

**Accrual Summary**

There were no accruals records returned

**Paycheck Detail - Timecard List**

Customer	Assignment Job Title	Weekend Date	Regular Hours	Overtime Hours	Gross
Kateson Motors	<a href="#">Clerk I</a>	3/9/2008	25.00 @ \$10.00/hr	30.00 @ \$15.00/hr	\$700.00
zzz	<a href="#">Access Operator</a>	3/9/2008	25.00 @ \$20.00/hr	30.00 @ \$30.00/hr	\$1,400.00


If you click on the [View Printable Check Stub](#) link on the left you will open the print preview version of the paycheck.

### Earnings Statement

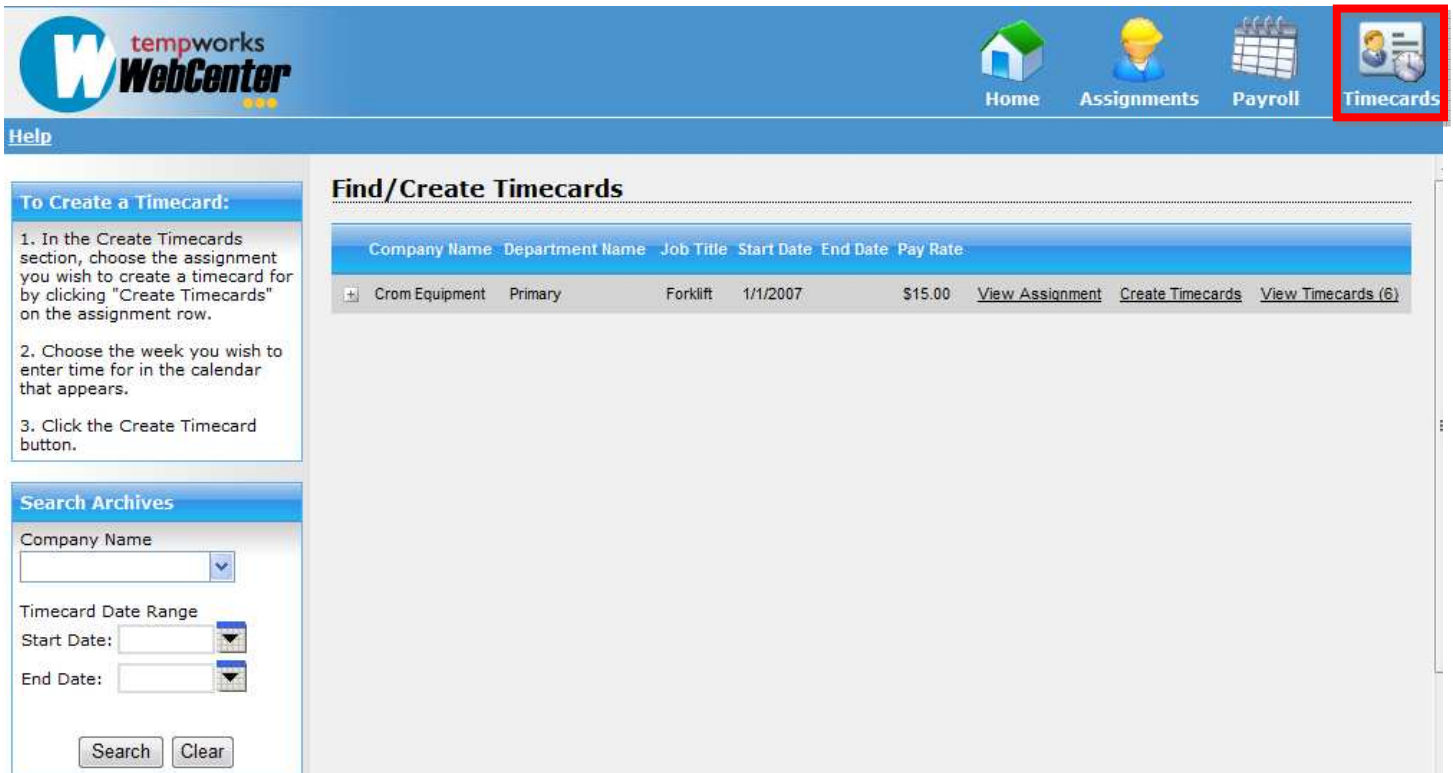
Employee	Aident	SSN	Check Date	Check Number	Gross Pay	Net Pay	YTD Gross
Nick A Alabama 456 Main St, Faribault, MN 55021	5025	xxx-xx-5565	2/21/2008	209894	\$2,100.00	\$1,208.11	\$3,400.00

Date	Customer	Type	RHours	OHours	DHours	PayRate	Salary	AdjGrMisc	Units	URate	Asg#	TotalPay
3/9/2008	Kateson Motors	Reg	\$25.00	\$30.00	\$0.00	\$10.00	\$0.00	\$0.00	0.00	\$0.00	3726	\$700.00
3/9/2008	zzz	Reg	\$25.00	\$30.00	\$0.00	\$20.00	\$0.00	\$0.00	0.00	\$0.00	3751	\$1,400.00

Taxes and adjustments on this check				Current tax and adjustment YTD totals*				
Tax Type	Amt Taxable	Amt Tax	Adjustment Type	Amount	Tax Type	YTD Total	Adjustment Type	YTD Total
EFica	\$2,100.00	\$130.20	401kMatch	\$40.74	EFica	\$223.20	401kMatch	\$72.17
EMed	\$2,100.00	\$30.45	ChildSupt1	\$100.00	EMed	\$52.20	ChildSupt1	\$334.16
HIMAR	\$2,100.00	\$88.39	ChildSupt2	\$50.00	HIMAR	\$125.25	ChildSupt2	\$167.08
IASINGLE	\$1,400.00	\$50.00	<b>Total:</b>	<b>\$190.74</b>	IASINGLE	\$50.00	CRC	(\$12.00)
TNNA	\$700.00	\$0.00			OHNA	\$14.11	<b>Total:</b>	<b>\$561.41</b>
USS	\$2,100.00	\$442.85			TNNA	\$24.00		
<b>Total:</b>		<b>\$741.89</b>			USS	\$690.89		
					XOHU79519	\$14.50		
					<b>Total:</b>	<b>\$1,194.15</b>		

To print your check stub, click on the  icon at the top of the page.

In the **Timecards** page you can create timecard entry forms and enter the hours you've worked. These timecards can then be submitted to your assignment supervisor or hiring manager for approval.



The screenshot shows the TempWorks WebCenter interface. At the top, there is a navigation bar with icons for Home, Assignments, Payroll, and Timecards (which is highlighted with a red box). Below the navigation bar, there is a "Find/Create Timecards" section. On the left, there is a "To Create a Timecard:" section with three numbered steps: 1. In the Create Timecards section, choose the assignment you wish to create a timecard for by clicking "Create Timecards" on the assignment row. 2. Choose the week you wish to enter time for in the calendar that appears. 3. Click the Create Timecard button. Below this is a "Search Archives" section with a "Company Name" dropdown, "Timecard Date Range" with "Start Date" and "End Date" dropdowns, and "Search" and "Clear" buttons. On the right, the "Find/Create Timecards" section displays a table with columns: Company Name, Department Name, Job Title, Start Date, End Date, Pay Rate. The table contains one row: Crom Equipment, Primary, Forklift, 1/1/2007, \$15.00. Below the table are links: View Assignment, Create Timecards, and View Timecards (6).


To enter time, click on the [Create Timecards](#) link on the row for the assignment where the hours were completed. If you would like to view timecards that you have already created click on the [View Timecards](#) link. When the [Create Timecards](#) link is selected it will display the calendar where you will select the week that the hours were worked as shown below:

### Find/Create Timecards

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate	
<input type="checkbox"/> Crom Equipment	Primary	Forklift	1/1/2007		\$15.00	<a href="#">View Assignment</a> <a href="#">Create Timecards</a> <a href="#">View Timecards (6)</a>

April 2008						
* Mo	Tu	We	Th	Fr	Sa	Su
» 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	8	9	10	11

Choose the week you wish to enter time for, then click the Create Timecard button below.



On the left choose the week that the hours were worked by clicking on the  button to the left of the week. Once the week has been selected, click on the [Create Timecard](#) button. This will open a new timecard where you can enter hours as shown below:

Time Adjustment History

Calculate & Save Submit Selected Timecards Delete Timecard

Add Timecard Deselect All

	1/28/2008 Mon/Tue	1/29/2008 Tue/Wed	1/30/2008 Wed/Thu	1/31/2008 Thu/Fri	2/1/2008 Fri/Sat	2/2/2008 Sat/Sun	2/3/2008 Sun/Mon
Time In	8:00 AM	7:45 AM	8:00 AM	8:00 AM	8:15 AM	8:00 AM	
Break 1	0	0	0	0	0	0	0
Lunch Out	12:00 PM	11:50 AM	12:00 PM	11:30 AM	12:00 PM		
Lunch In	12:30 PM	12:30 PM	12:20 PM	12:30 PM	12:45 PM		
Break 2	0	0	0	0	0	0	0
Time Out	4:30 PM	4:30 PM	4:30 PM	5:00 PM	5:00 PM	11:30 AM	
Totals:	8.00	8.08	8.17	8.00	8.00	3.50	0.00
Weekly Totals:	Regular Hours: 40.00		Overtime: 3.75		Double: 0.00		Total: 43.75
Pay Code	Reg						
Cost Code							

Your timecard view may include fields like *Day Total*, *Time In*, *Time Out*, *Lunch In*, *Lunch Out*, *Break 1*, etc. If your timecard has a start and end time, lunches, and/or breaks you need to enter the appropriate times into those fields. If your timecard only asks for a *Day Total* you can just enter the total number of hours worked for the day.

To add adjustments (ie. mileage, meals, per diem, etc.) click on the tab for *Adjustment*. A view similar to the one below will be displayed:

Time Adjustment History

Status	Total Hours	Pay Code	Cost Code
+ Not Submitted	43.75	Reg	<a href="#">Add Adjustment (0)</a>

To enter an adjustment, click on the link to [Add Adjustment](#). Select the *Adjustment Type* from the drop down menu and then add the *Amount*. After these fields have been populated click on the [Add Adjustment](#) link as circled below.

Time Adjustment History

Status	Total Hours	Pay Code	Cost Code
+ Not Submitted	43.75	Reg	<a href="#">Add Adjustment (0)</a>

Add Adjustment:

Adjustment Type: Mileage Reimbursement

Amount: 15.00

Note:

Cancel [Add Adjustment](#)

Anytime you would like to save the selected timecards click on the *Calculate & 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.

When a timecard has been saved the following view will be displayed:

When a timecard has been submitted you will see the following information:

If your supervisor or hiring manager rejects your timecard you will see a "Rejected" timecard in your **Timecards** page.

## Find/Create Timecards

Company Name	Department Name	Job Title	Start Date	End Date	Pay Rate	
<input type="checkbox"/> Crom Equipment	Primary	Forklift	1/1/2007		\$15.00	<a href="#">View Assignment</a> <a href="#">Create Timecards</a> <a href="#">View Timecards (4)</a>
Total Hours	Status	Pay Code	Cost Code	Week Ending		
0.00	Not Submitted	Reg		2/10/2008		<a href="#">View Timecard</a>
0.00	Not Submitted	Reg		2/10/2008		<a href="#">View Timecard</a>
43.75	Rejected	Reg		2/3/2008		<a href="#">View Timecard</a>
45.00	Submitted	Vac2		1/27/2008		<a href="#">View Timecard</a>

Click on the [View Timecard](#) link for the rejected timecard to view the reason that it was rejected.

Time
Adjustment
History

**Rejected By:** Williams, Leonard  
**Reason:** Time out on Saturday not accurate.

Calculate & Save

Submit Selected Timecards

Delete Timecard

Add Timecard

Deselect All

	1/28/2008 Mon/Tue	1/29/2008 Tue/Wed	1/30/2008 Wed/Thu	1/31/2008 Thu/Fri	2/1/2008 Fri/Sat	2/2/2008 Sat/Sun	2/3/2008 Sun/Mon
Time In	8:00 AM	7:45 AM	8:00 AM	8:00 AM	8:15 AM	8:00 AM	
Break 1	0	0	0	0	0	0	0
Lunch Out	12:00 PM	11:50 AM	12:00 PM	11:30 AM	12:00 PM		
Lunch In	12:30 PM	12:30 PM	12:20 PM	12:30 PM	12:45 PM		
Break 2	0	0	0	0	0	0	0
Time Out	4:30 PM	4:30 PM	4:30 PM	5:00 PM	5:00 PM	11:30 AM	
<b>Totals:</b>	8.00	8.08	8.17	8.00	8.00	3.50	0.00
<b>Weekly Totals:</b>	<b>Regular Hours: 40.00</b>		<b>Overtime: 3.75</b>		<b>Double: 0.00</b>		<b>Total: 43.75</b>
Pay Code	Reg <input type="text"/>						

Fix whatever information was wrong and then click on the *Submit Selected Timecards* button to resubmit to your supervisor.