

Administration: How to Process WebCenter and Electronic Timecards in Enterprise

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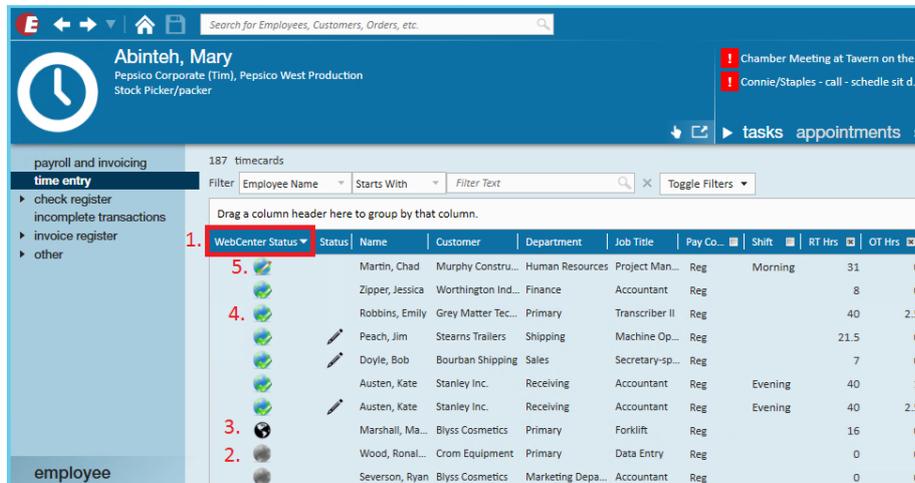
Timecards: WebCenter & Electronic Time Entry

WebCenter Timecards, and timecards entered through timeclocks or the Buzz mobile app are quick and easy because all of the time entry is done for you. The proofing and processing of the time will happen the same way as your manually entered time. This document outlines the steps you'll take to verify, approve and override your Web Time as well as how to pull that time into a Payroll Proofing session.

When a WebCenter timecard is created, you will be able to see the timecard as a transaction within time entry in Enterprise. You will also be able to see which step each WebCenter timecard is in at any moment.

WebCenter Timecard Statuses

1. Within the Time Entry area of Pay/Bill, you will see a column for WebCenter Status:



The screenshot shows the Enterprise Time Entry interface. At the top, there is a search bar and a user profile for Abinteh, Mary. Below that, there is a navigation menu with options like 'payroll and invoicing', 'time entry', 'check register', 'incomplete transactions', 'invoice register', and 'other'. The main area displays a table of 187 timecards. The table has columns for 'WebCenter Status', 'Status', 'Name', 'Customer', 'Department', 'Job Title', 'Pay Co.', 'Shift', 'RT Hrs', and 'OT Hrs'. The 'WebCenter Status' column is highlighted with a red box and a red '1.' next to it. The table contains several rows of timecard data, including names like Martin, Chad; Zipper, Jessica; Robbins, Emily; Peach, Jim; Doyle, Bob; Austen, Kate; Marshall, Ma...; Wood, Ronal...; and Severson, Ryan.

WebCenter Status	Status	Name	Customer	Department	Job Title	Pay Co.	Shift	RT Hrs	OT Hrs
5.		Martin, Chad	Murphy Constru...	Human Resources	Project Man...	Reg	Morning	31	0
		Zipper, Jessica	Worthington Ind...	Finance	Accountant	Reg		8	0
4.		Robbins, Emily	Grey Matter Tec...	Primary	Transcriber II	Reg		40	2.5
		Peach, Jim	Stearns Trailers	Shipping	Machine Op...	Reg		21.5	0
		Doyle, Bob	Bourban Shipping	Sales	Secretary-sp...	Reg		7	0
		Austen, Kate	Stanley Inc.	Receiving	Accountant	Reg	Evening	40	1
		Austen, Kate	Stanley Inc.	Receiving	Accountant	Reg	Evening	40	2.5
3.		Marshall, Ma...	Bliss Cosmetics	Primary	Forklift	Reg		16	0
2.		Wood, Ronal...	Crom Equipment	Primary	Data Entry	Reg		0	0
		Severson, Ryan	Bliss Cosmetics	Marketing Depa...	Accountant	Reg		0	0

Note If this column is not displayed, right-click on the column header and click on WebCenter Status so it has a check mark in front of it. This will make the column appear.

The status of the WebCenter timecard is represented by a symbol of a globe. As each timecard flows through the process of being created, time being entered, submitted and approved the globe will change.

Icon	Summary	Description
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	UnSubmitted WebCenter Timecard	This timecard has been created but has not yet been submitted by the employee to the timecard approver for approval in WebCenter.
	UnApproved WebCenter Timecard	This timecard has been submitted to the timecard approver, but has not yet been approved in WebCenter.
	Approved WebCenter Timecard	This timecard has been approved by the timecard approver in WebCenter and is ready for payroll.
	Overridden WebCenter Timecard	This timecard was approved but was then edited in Enterprise after approval.
	Rejected WebCenter Timecard	This timecard has been submitted by the employee and rejected by the timecard approver.

For more information on timecard icons, see [Timecard Icons and Their Meanings](#).

WebCenter Timecards Life Cycle:

1. Time is entered by the employee (or supervisor) & submitted for approval (for more information see [Employee: The Timecards Tab](#))
2. Timecard is reviewed by Supervisor (contact must be set as supervisor for the order in order to see submitted timecard)
3. Timecard is approved by Supervisor (See [Customer: How to Edit and Submit Timecards](#))
4. Timecard is pushed into a WebCenter proofing session by a payroll processor
5. Timecard is paid & invoiced with all other timecards by payroll processor/billing clerk

Manual Timecard Updates

In order to proof WebCenter timecards, the timecard must be set to approved. In case the designated supervisor can not approve or reject a timecard or make necessary changes, payroll processors can edit/override WebCenter timecards.

Navigate to Time Entry in Enterprise and double click on a WebCenter timecard to open the detailed timecard view.

Angelucci's Flowers Downtown L... Minneapolis Jones, Oliver Reg 40.00

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Webcenter time - Submitted

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day In	08:00	08:00	08:00	08:00	08:00		
Break 1					0		
Lunch 1 Out	12:00	12:00	12:00	12:00	12:00		
Lunch 1 In	13:00	13:00	13:00	13:00	13:00		
Day Out	17:00	17:00	17:00	17:00	17:00		
Totals	8.00	8.00	8.00	8.00	8.00	0.00	0.00

Reg Hrs	40.00	Units	0.00
OT Hrs	0.00	Unit Bill	\$0.00
DT Hrs	0.00	Unit Pay	0.0000
Salary	0.0000	<input type="checkbox"/> Salary Approved	
Salary Bill	0.0000		

No WebCenter Comment

Bill Rate	\$29.70
OT Bill	\$40.50
DT Bill	\$72.00
Pay Rate	\$18.00
OT Pay	\$27.00
DT Pay	\$36.00
Adj Gross	\$0.00
Adj Net	\$0.00
OT Plan	PlanSTD

Icon	Description
	Updates the timecard from a status of Submitted to Approved
	Rejects/resets the timecard to an resubmitted status. Once reset, the employee can update and resubmit hours from WebCenter.
	Allows the timecard details to be edited. *Note* Only the daily and weekly totals of the timecard can be overridden. If a Federal timecard format has been used to create this timecard, the individual entries may not be overridden.
	Allows users to review edits and updates made to the WebCenter timecard.
	Runs the "Consultant Time Log Verification" report which displays all activity that has taken place on the timecard, including the details within each step.

Reviewing Timecard Log:

Because payroll processors can help manually adjust WebCenter timecards as needed, it's important to see who made what changes. Select the  icon under the detailed timecard to see a view of all changes made on a timecard:

Time	Event	Log
1/10/2019 7:53:00 AM	Timecard Created	Timecard Created by Employee: Jones, Oliver [Username: oliverj...
1/10/2019 7:54:00 AM	Timecard Submitted	Timecard was submitted by Employee: Jones, Oliver
4/5/2019 3:11:00 PM	Timecard Approved	Timecard Approved by amelia.stout

WebCenter Proofing Session

Once all of the time has been entered, submitted and approved, it is processed like all other timecards. However, WebCenter timecards do not automatically drop into a proofing session. WebCenter timecards must be manually pushed into a proofing session.

Note For employees who are utilizing the [Mobile Time Punching](#) functionality within the Buzz application, the proofing process is slightly different. These timecards will need to be pulled into a TimeClock Proofing Session.

For more information on this process, please see the article titled [Processing TimeClock Timecards](#).

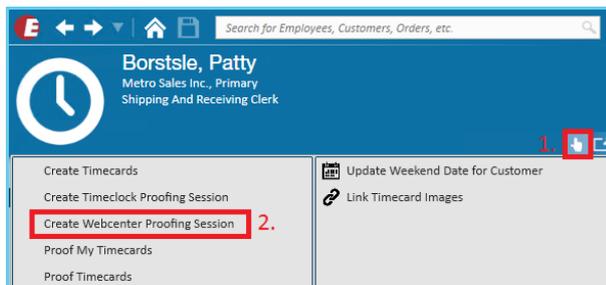
If you do not see this option, please contact [TempWorks Support](#).

Users have two options that will bring WebCenter timecards into a proofing session.

1. You can pull all WebCenter timecards into a proofing session at once
2. You can individually pick and choose the transactions you would like to bring into a proofing session

Proofing All Timecards at Once

If you want to push all approved Web Center timecards, click the action's menu and select 'Create WebCenter



Proofing Session!:

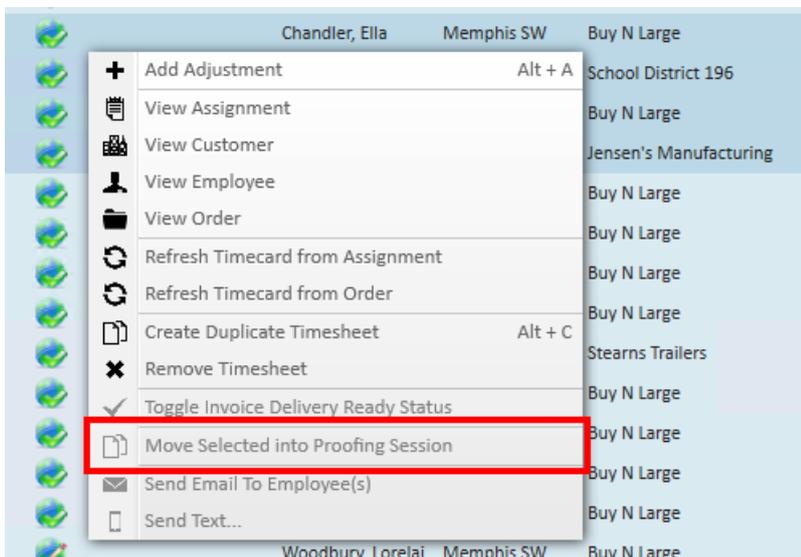
This will create a new proofing session and push all 'Approved' WebCenter timecards into that session.

Note If you already have a proofing session open, this method will create an additional proofing session, therefore, a pay clerk may have more than one proofing session.

Proofing Individual Timecards

Proofing individual timecards can be helpful if you are ready to start processing payroll and billing for one group of transactions, but not all.

Select the WebCenter timecards you would like to push into a proofing session by holding down your Shift (or Ctrl key) and clicking to select each transaction with your mouse. Once all desired timecards are highlighted, right-click your mouse and select 'Move Selected into Proofing Session':



This will push ONLY the timecards selected into a proofing session so long as they are approved.

Note If you already have a proofing session open, this method will create an additional proofing session, therefore, a pay clerk may have more than one proofing session.

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