# (Legacy) Customer Portal - Your Client's Web Timecard Preferences

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If you are inviting your clients to utilize WebCenter time entry functionality, consider sending them the document below so they can specify *their* web timecard preferences. Then use the completed document to configure settings in WebCenter Administration to match their preferences.

#### Do you want your employees to enter in time online?

If yes, please select/highlight a timecard template from the options below.

#### **Basic Daily Template:**

Note: This can be setup as an eight day template (commonly used for employees working third shift) on request.

	Sun 12/9/2012	Mon 12/10/2012	Tue 12/11/2012	Wed 12/12/2012	Thu 12/13/2012	Fri 12/14/2012	Sat 12/15/2012
Total Time							
			Regular (	Overtime	Double Tim	e Total	Hours

#### Basic Federal Timecard Template (Most popular!):

	Mon 12/10/2012			
Punch In				
Lunch Out				
Lunch In				
Punch Out				

#### **Basic Salary Timecard Template:**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Days							
Worked							

## **Basic Weekly Total Timecard Template:**

	RT	от		DT	
Total Time					
			Double Time		

# Do you want to add any other customizations onto your timecard?

If yes, please select from the options below.

OPTION	DESCRIPTION	x
Adjustments	Allows employees to input items to be reimbursed for, like mileage, parking, per diem etc.	
Notes	Free text field that allows employees to input notes related to their timecard. One of our employees will be notified and able to review any timecards with notes.	
Show Pay Code(s)	Applicable to Employees that are paid different <i>types</i> of pay, such as Holiday, Vacation, Bonus, etc.	
Pay Rate	The employee's pay rate.	
Overtime Pay Rate	The employee's overtime pay rate.	
Double Time Pay Rate	The employee's double time pay rate.	

Document Upload	Allows employees to upload a document with their timecard, commonly used for receipts.	
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## What would you like your timecard approval process to look like?

Please select **one**.

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OPTION	DESCRIPTION	x
Time Fallback	The Supervisor is the main approver, with additional contacts able to approve at 5 and 10 hours.	
All Contacts	All WebCenter users will have the ability to approve timecards.	
Time Fallback "Report To"	Whomever the employee reports to is the main approver, with additional contacts at 1 and 3 hours.	
"Report To" Approval	Whomever the employee reports to is the approver of timecards.	
Supervisor Approval	The Supervisor is the approver of timecards.	
Instant Approval	The timecard is immediately approved after being submitted by the employee. One of our staff members will review all timecards.	
Two Tier	The Supervisor will first approve/reject timecards, and then the Hiring Manager will approve/reject.	

# List any contacts that will need the ability to approve timecards:

EMAIL ADDRESS	ROLE (i.e. Supervisor, "Report To", Alternate Approver, etc.)

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Would you like employees to have the ability edit/submit/delete timecards?

Yes No

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