

# Employee: The Timecards Tab

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## What is WebCenter?

The employee portal of WebCenter gives you, the temp employee, access to important information including paycheck stubs, assignment info, and important documents.

**\*Note\*** Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

Check out [Employee: Welcome to WebCenter](#) for more information.

## The Timecards Tab

The 'Timecards' tab can be used by your employer to offer you the ability to create and submit your own timecards in WebCenter (known as WebCenter Timecards). Depending on your workflow, those submissions may go off to your supervisor for approval or may be approved directly by your employer. Within this article, we will teach you how to create your own WebCenter Timecards and how to interact with the tab that governs them.

**\*Note\*** This article is only for those whose employers have configured them for WebCenter timecards. If you are unable to see the 'Timecards' tab, your employer may not be using this feature.

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## Creating a Timecard in the Assignments Tab

Entering time via WebCenter is a quick and easy way to get your time to your supervisor and helps prevent losing paper timecards.

Before we begin we must create the time card:

1. Navigate to the 'Assignment' tab of your WebCenter.
2. From here, select the assignment you are working on. If working with multiple assignments, the selected assignment will be highlighted and the details for which will be displayed on the right.
3. Select 'Create NEW timecard for this Assignment':

The screenshot shows the WebCenter 6 interface. At the top, there are navigation icons for Home, Assignments (highlighted with a red box), Calendar, Timecards, Pay History, Documents, JobBoard, and HR Center. Below the navigation is a search bar with 'Asgn. ID' and a search icon. A table lists assignments with columns: Customer, Job Title, Worksite, Start Date, and Asgn. ID. The first row is highlighted with a red border: Calum Mechanical, Welder, Refinery, 4/9/2018, 4301401793. To the right of the table is a detailed view for the selected assignment, titled 'Welder' for 'Calum Mechanical'. It includes fields for Asgn ID, OrderID, Map, Address, Shift, Start Time, End Time, Start Date, Act. End Date, Dress Code, Safety Notes, Cost Center, SubEntity, and Pay Rate. A red arrow points to a '+ Create NEW timecard for this Assignment' link.

4. A wizard will guide you through creating your timecard.

- Confirm or select the week for which you'd like to create your timecard.
- If you would like to change the week the timecard is for (submit a late timecard, or create a timecard for a future week), select 'Change.'
- You will want to denote the "type" of timecard to be made, in most cases a reg (regular) timecard will suffice:

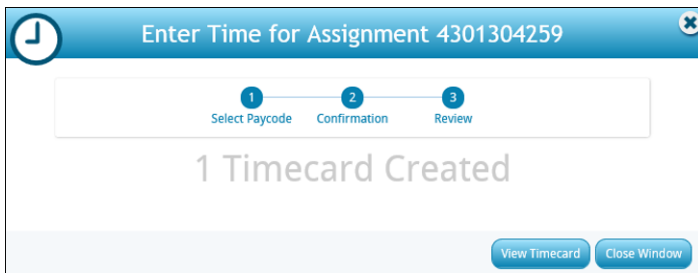
The screenshot shows a wizard window titled 'New Timecard for Assignment 4301401793'. It has a progress bar with three steps: 1. Select Paycode, 2. Confirmation, and 3. Review. The current step is 'Confirmation', showing a date range '10/8/2018 thru 10/14/2018' with a 'Change' button. Below the date range are two radio button options: 'Reg Regular earnings. Hard coded for payment of temp payroll' (selected) and 'Sick Sick Pay'. A 'Confirmation' button is at the bottom right.

**\*Note\*** Your employer may or may not allow you the ability to select different "types" of timecards, such as vacation, on-call pay, pto, etc...

The screenshot shows a wizard window titled 'New Timecard for Assignment 4301304259'. It has a progress bar with three steps: 1. Select Paycode, 2. Confirmation, and 3. Review. The current step is 'Confirmation', displaying a large message: 'What this Action will Do' followed by 'Create a new Reg timecard for week ending on Sunday, April 19, 2015.' At the bottom left is a 'Select Paycode' button and at the bottom right is a 'Create Timecard' button.

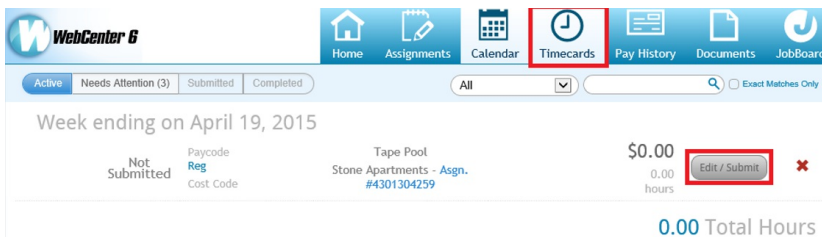
Once the timecard is created you can choose to view the timecard or close the window and return later to your

timecard:



If 'View Timecard' is selected, your timecard will open immediately. If you opt to close the window and come back to your timecard later, it can be found within the 'Timecards' tab.

Open your timecard by clicking on 'Edit/Submit':



## Entering Time

When putting your time into your timecard, you will see various fields. Timecards vary greatly. When entering time for the first time, work with your employer to cover any additional fields you will be required to fill out.

Additional fields may include but are not limited to:

- Cost Center
- Adjustments (mileage, per diem, parking reimbursements)
- Badge ID#
- Uploading Documents
- Notes

**\*Note\*** Additional fields may be optional or required.

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## Enter Time for Assignment 4301401509

General Laborer for Calum Mechanical Primary Department from 9/10/2018 to 9/16/2018

**REG** Cost Center:

	Mon 9/10/2018	Tue 9/11/2018	Wed 9/12/2018	Thu 9/13/2018	Fri 9/14/2018	Sat 9/15/2018	Sun 9/16/2018
Punch In	8:00 AM		8:00 AM	8:15 AM			
Break (min)	10		10	14			
Lunch Out	12:00 PM		12:00 PM	12:00 PM			
Lunch In	1:00 PM		1:00 PM	1:00 PM			
Punch Out	5:00 PM		4:00 PM	5:00 PM			
	7.75	0.00	6.75	7.50	0.00	0.00	0.00

22.00 Regular 0.00 Overtime 0.00 Double Time 22.00 Total Hours

Upload Document:  No file chosen

Badge ID #:

MISC:   DELIV 1  DELIV 1/2  TRAIN  TELE Reimbursements: \$0.00

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### Adjustments

\$0.00 Total Adjustments

Create Another Timecard

Timecards may be setup to request time as weekly or daily totals depending on your employer's preferences.

In the example below, you would enter the time you arrived and left work. In other timecard formats, you may be required to enter the total number of hours working in a day or a week (see below).

Once complete, if you would like to wait to submit your timecard at a later time, click to select the 'Save and Close' button. If your timecard is complete and you are ready to submit it for approval, click to select the 'Submit Timecard' button:

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## Enter Time for Assignment 4301401509

General Laborer for Calum Mechanical Primary Department from 9/10/2018 to 9/16/2018

**REG** Cost Center:

	Mon 9/10/2018	Tue 9/11/2018	Wed 9/12/2018	Thu 9/13/2018	Fri 9/14/2018	Sat 9/15/2018	Sun 9/16/2018
Punch In	8:00 AM		8:00 AM	8:15 AM			
Break (min)	10		10	14			
Lunch Out	12:00 PM		12:00 PM	12:00 PM			
Lunch In	1:00 PM		1:00 PM	1:00 PM			
Punch Out	5:00 PM		4:00 PM	5:00 PM			
	7.75	0.00	6.75	7.50	0.00	0.00	0.00

22.00 Regular 0.00 Overtime 0.00 Double Time 22.00 Total Hours

Upload Document:  No file chosen

Badge ID #:

MISC:   DELIV 1  DELIV 1/2  TRAIN  TELE Reimbursements: \$0.00

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### Adjustments

\$0.00 Total Adjustments

Create Another Timecard

**\*Note\*** You may want to enter your time on a daily basis, save your timecard, and submit it at the end of the week. The status of your timecard will change according to the actions which have taken place.

## The Timecards Tab

This tab allows you to track your current timecards. Every timecard in this tab will have a status associated with it.

- **Not Submitted** - Time card for the current week that still needs to be submitted.
- **Past Due** - Time card that has yet to be submitted but was for a previous week
- **Submitted** - A time card that is pending approval by your supervisor.
- **Approved** - A time card that has been approved by your supervisor and is ready to be processed.
- **Rejected** - A time card that has been rejected and will need to be resubmitted. This may be accompanied with a reason.
- **Cancelled** - A time card that has been overridden by your employer.
- **Completed** - A time card that has been processed by your employer and paid.

Depending on the status, the timecard may appear in one of the filters listed above.

The screenshot shows the Timecards Tab interface. At the top, there are filter buttons: 'Active', 'Needs Attention (2)', 'Submitted (1)', and 'Completed'. A search bar and a dropdown menu are also visible. The main content area displays a list of timecards for different weeks. The first timecard is for the week ending on October 14, 2018, with a status of 'Not Submitted'. The second timecard is for the week ending on September 16, 2018, with a status of 'Submitted'. The third timecard is for the week ending on July 1, 2018, with a status of 'Cancelled'. The fourth timecard is for the week ending on July 1, 2018, with a status of 'Rejected'. The total hours for each week are displayed on the right side of the list. The total hours for the week ending on September 16, 2018, is 0.00. The total hours for the week ending on July 1, 2018, is 22.00. The total hours for the week ending on July 1, 2018, is 22.25. The total hours for the week ending on July 1, 2018, is 22.25. The total hours for the week ending on July 1, 2018, is 44.50. The interface also includes buttons for 'Edit / Submit', 'View Details', and 'Unlock'.

Week ending on	Status	Paycode	Reg	Cost Center	Primary - Asgn. #	Hours	Actions
October 14, 2018	Not Submitted	Welder	Reg	Primary - Asgn. #4301401793	0.00 hours	Edit / Submit	✖
September 16, 2018	Submitted	General Laborer	Reg	Primary - Asgn. #4301401509	22.00 hours	View Details	Unlock
July 1, 2018	Cancelled	General Laborer	Reg	Primary - Asgn. #4301401509	22.25 hours	View Details	Unlock
July 1, 2018	Rejected	Welder	Reg	Primary - Asgn. #4301401793	22.25 hours	Edit / Submit	✖

Any timecard that has been submitted may be unlocked by the employee by selecting the 'unlock' icon, provided the ability has been given.

This is a close-up screenshot of a submitted timecard entry. The status is 'Submitted'. The timecard is for the week ending on September 16, 2018. The paycode is 'General Laborer', the reg is 'Reg', and the cost center is 'Primary - Asgn. #4301401509'. The hours are 22.00. There are buttons for 'View Details' and 'Unlock'. A red arrow points to the 'Unlock' icon.

Week ending on	Status	Paycode	Reg	Cost Center	Primary - Asgn. #	Hours	Actions
September 16, 2018	Submitted	General Laborer	Reg	Primary - Asgn. #4301401509	22.00 hours	View Details	Unlock

**\*Note\*** You may opt to use different types of timecards, therefore, your timecard may look like any variation of the examples below.

## Basic Timecard Formats

### Federal Timecard:

**REG**

	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
Punch In							
Lunch Out							
Lunch In							
Punch Out							

Regular Overtime Double Time **Total Hours**

**Notes:**  
Your comment goes here.

Adjustments **\$0.00** Total Adjustments

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### Daily Timecard:

**REG**

	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 Time **Total Hours**

**Notes:**  
Your comment goes here.

Adjustments **\$0.00** Total Adjustments

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### Weekly Timecard:

	RT	OT	DT
Total Time			

Regular Overtime Double Time **Total Hours**

**Notes:**  
Your comment goes here.

Adjustments **\$0.00** Total Adjustments

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### Salary Timecard:

**REG**

	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
Days Worked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:	<input type="text" value="Your comment goes here."/>						

Adjustments **\$0.00** Total Adjustments

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