

Employee: The Assignment and Calendar Tabs

Last Modified on 01/25/2024 4:22 pm CST

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.

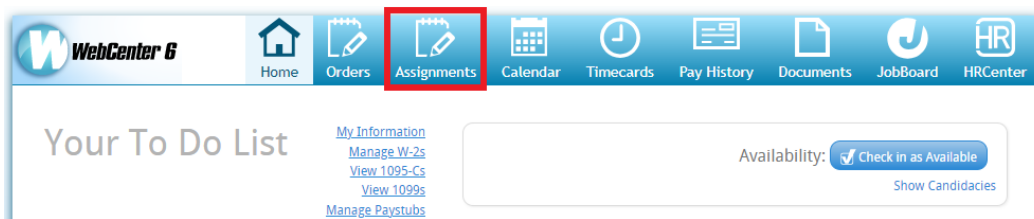
Note Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

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

The Assignments Tab

In WebCenter, you can easily and quickly access and print your assignment information. This can be done by accessing the 'Assignments' tab located at the top of the screen. Alternatively, your current assignments will also be displayed under your to do list.

Note Every WebCenter user is configured by your staffing company and you may notice differences between your experience and the screenshots displayed in this article.



Assignments can be filtered into three groups: All, Current, and Past. The assignment being viewed will be highlighted and its details will display on the right:

Current (1) Past (21) All

Asgn. ID Exact Matches Only

Showing 1-1 of 1

Customer	Job Title	Worksite	Start Date	Asgn. ID
Calum Mechanical	Welder	Refinery	4/9/2018	4301401793

Showing 1-1 of 1

« Previous 1 Next »

Welder

Calum Mechanical

Primary

Asgn ID:	4301401793	Start Date:	4/9/2018
OrderID:	4295088891	Act. End Date:	-
Map:	Bing Map Google Map	Dress Code:	
Address:	555 Opus Oakdale, MN 55042	Safety Notes:	
Shift:	2nd In	Cost Center:	
Start Time:	5:00 AM	SubEntity:	
End Time:	12:00 AM	Pay Rate:	\$15.00

[Job Description](#) [Contact Info](#) [Directions](#)

Per diem rate is xvz

Note Based on your employer's specifications, you may or may not see all of the details of the assignment.

While viewing an assignment, additional details at the bottom of the form can be seen. Here, you can see the job description, contact information for your supervisor and to whom you should report and the directions to this assignment:

Job Description Tab

[Job Description](#) [Contact Info](#) [Directions](#)

Must have 5 years experience Must know excel

Contact Info Tab

[Job Description](#) [Contact Info](#) [Directions](#)

Report To
Bob Becker
321-456-3455

Supervisor
Mary Smith
3216868458

Directions Tab

[Job Description](#) [Contact Info](#) [Directions](#)

Directions:
Go north on I95 to exit 156, turn left, go 30 miles to the big oak tree, building is pink on left

The Calendar Tab

If you would like to print your assignment(s), navigate to the 'Calendar' tab. Within the calendar tab, select the month and date which includes the start date of your assignment.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	3 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	4 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	5 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	6 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
7	8	9 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	10 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	11 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	12 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	13 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
14	15	16 <input checked="" type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	17 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	18 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	19 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	20 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery

Click to place a check in the box for the assignment(s) you would like to view and/or print.

Note Only one checkbox needs to be selected in order for that assignment to be found on the printed calendar:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	3 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	4 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	5 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	6 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
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14	15	16 <input checked="" type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	17 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	18 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	19 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	20 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
21	22	23 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	24 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	25 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	26 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	27 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
28	29	30 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	31 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	1 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	2 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	3 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery

The details of each selected assignment will be listed below:

14	15	16 <input checked="" type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	17 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	18 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	19 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	20 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
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Welder

Calum Mechanical

Asgn ID: 4301401793
Department: Primary
Shift: 2nd In
Start Time: 5:00 AM
End Time: 12:00 AM
Shift Date: 10/16/2018
Start Date: 4/9/2018
Act. End Date: -

Address: 555 Opus Oakdale, MN 55042
Map: [Bing Map / Google Map](#)
Directions:
 Door code:66676
Description: Per diem rate is xyz
Supervisor: Duke Wellington
 6516516565

Print your assignments by clicking to select Print Selected Assignments:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	3 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	4 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	5 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	6 <input type="checkbox"/> Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
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The printed version:

10/8/2018

WebCenter - Your Job Assignments

Bryan Boxes

October | 2018 | New Recurring Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	3 Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	4 Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	5 Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	6 Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
7	8	9 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	10 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	11 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	12 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	13 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
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Welder

Calum Mechanical

Asgn ID: 4301401793	Address: 555 Opus Oakdale, MN 55042
Department: Primary	Directions: Door code:66676
Shift: 2nd In	Description: Per diem rate is xyz
Start Time: 5:00 AM	Supervisor: Duke Wellington
End Time: 12:00 AM	6516516565
Shift Date: 10/16/2018	
Start Date: 4/9/2018	
Act. End Date: -	

Managing Availability in the Calendar

You may have the capability to edit/update their availability within the calendar section depending on the roles and configurations set up by your administrator.

WebCenter 6 Home Assignments Calendar Timecards Pay History Documents JobBoard

May 2016 New Recurring Availability Print Selected Assignments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <input type="checkbox"/> Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	3 <input type="checkbox"/> Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	4 <input type="checkbox"/> Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	5 <input type="checkbox"/> Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	6 <input type="checkbox"/> Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	7
8	9 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	10 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	11 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	12 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	13 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	14
15	16 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	17 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	18 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	19 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	20 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	21
22	23 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	24 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	25 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	26 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	27 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	28
29	30 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	31 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	1 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	2 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	3 <input type="checkbox"/> Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	4

Adding Availability

1. Double click on the day you want to add an availability option to
2. Choose whether you are available, partially available, or unavailable for that day

Edit Availability

Available

Partially Available

Unavailable

Note

This field is required.

Close Window

Save

Delete

- o If you choose partially available, add the times you are available to work

Edit Availability

- Available
- Partially Available
- Unavailable

Available Between [+Add Time Slot](#)

Start Time	End Time	
6:00 AM	1:00 PM	*Delete

Note

3. Add any additional notes
4. Select Save

Adding a Recurring Availability

If you are always available or unavailable on a certain day of the week, you can use the recurring availability option. Keep in mind the recurring option will only update from the current day and will not be added to past days.

1. From the calendar tab in WebCenter, select New Recurring Availability in the upper left

The screenshot shows the Hillview Staffing WebCenter interface. At the top, there is a navigation bar with icons for Home, Assignments, and Calendar. Below the navigation bar, there are dropdown menus for 'November' and '2018', and a title 'New Recurring Availability'. The main content area shows a calendar grid with columns for Sunday, Monday, Tuesday, and Wednesday, and rows for dates 28, 29, 30, and 31.

2. Enter the following information:
 - Start and End date
 - Reoccurrence
 - Days of the week
 - Availability
3. Optionally, add a note
4. Select Save

Note Employees in WebCenter will not have the ability to make changes to the assignment as can be made by recruiters and staffing specialists in Enterprise. Updates made to the WebCenter calendar will reflect within Enterprise [Activity Tracker](#).

Related Articles