

(Legacy) Employee Portal - The Assignment and Calendar Tabs

Last Modified on 10/02/2025 1:08 pm CDT

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.

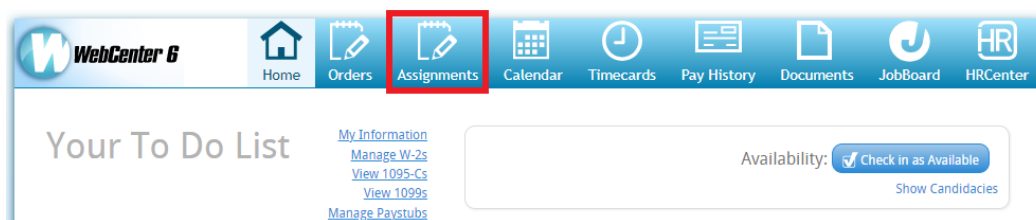
Note Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

Check out [\(Legacy\) Employee Portal - 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

« Previous 1 Next »

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

OrderID: 4295088891

Map: [Bing Map](#) [Google Map](#)

Address: 555 Opus Oakdale, MN 55042

Shift: 2nd In

Start Time: 5:00 AM

End Time: 12:00 AM

Start Date: 4/9/2018

Act. End Date: -

Dress Code:

Safety Notes:

Cost Center:

SubEntity:

Pay Rate: \$15.00

Job Description

Contact Info

Directions

Per diem rate is xvz

View Timecards for this Assignment

Create NEW timecard for this Assignment

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.

October 2018		New Recurring Availability					Print Selected Assignments	
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 5:00 AM - 12:00 AM Refinery	10 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	11 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	12 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	13 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery		
14	15	16 <input checked="" type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	17 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	18 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	19 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	20 <input type="checkbox"/> Welder at Calum Mechanical Primary 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
7	8	9 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	10 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	11 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	12 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	13 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
14	15	16 <input checked="" type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	17 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	18 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	19 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	20 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
21	22	23 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	24 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	25 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	26 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	27 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery
28	29	30 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	31 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	1 <input type="checkbox"/> Welder at Calum Mechanical Primary 5:00 AM - 12:00 AM Refinery	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

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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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

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:

October 2018 New Recurring Availability 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
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

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
14	15	16 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	17 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	18 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	19 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	20 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
21	22	23 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	24 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	25 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	26 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	27 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery
28	29	30 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	31 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	1 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	2 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery	3 Welder at Calum Mechanical Primary Welder 5:00 AM - 12:00 AM Refinery

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 Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	3 Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	4 Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	5 Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	6 Race Car Driver at Nemo Primary 8:00 AM - 4:30 PM Worksite	7		
8	9 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	10 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	11 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	12 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	13 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	14		
15	16 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	17 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	18 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	19 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	20 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	21		
22	23 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	24 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	25 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	26 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	27 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	28		
29	30 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	31 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	1 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	2 Race Car Driver at Nemo Primary Race Car Driver 8:00 AM - 4:30 PM Worksite	3 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

Home
Assignments
Calendar

November
2018

[New Recurring Availability](#)

Sunday	Monday	Tuesday	Wednesday
28	29	30	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