

# Customer: Reviewing and Approving WebCenter Timecards

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## Timecards & WebCenter

WebCenter offers users the capability to create, edit, submit, reject, and approve timecards. This document will walk users through the process of editing and submitting WebCenter timecards for approval.

**\*Note\*** Unsure of where submitted timecards go? Ask your staffing provider, as every client may be setup slightly differently.

### This article includes:

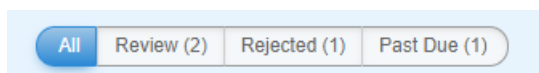
- [Reviewing Timecards](#)
- [Creating Timecards](#)
- [Editing Timecards](#)
- [Approving or Rejecting Timecards](#)

## Reviewing Timecards

Log into WebCenter and navigate to the Timecards tab to see all timecards that have been created by your employees.



### View Options:



In the upper left you can choose to see different sets of timecards

- All - Allows you to see all timecards in all statuses, this is also where you can edit timecards
- Review - allows you to see all submitted timecards looking for approval. Timecards can be approved or rejected from this view
- Rejected - shows all rejected timecards
- Past Due - shows all late timecards that have not been completed(paid) yet

To see more details on the timecards select the  **Details** button next to the timecard.

☐ Week ending on April 6, 2019
81.25 Total Hours ▾

	Paycode	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>Fontaine, Vince D</b> <small>Unlock Submitted ⓘ</small>	Reg ▾	3.75	6.75	8.25	0.00	0.00	3.00	7.25	<b>29.00 Hours</b> <small>\$0.00 Adjustments \$435.00 Gross</small>
<b>Gilden, Harry</b> <small>Unlock Submitted ⓘ</small>	Reg ▾	7.75	6.75	8.50	9.25	0.00	0.00	0.00	<b>32.25 Hours</b> <small>\$0.00 Adjustments \$483.75 Gross</small>
<b>Woodbury, Lorelai</b> <small>Unlock Submitted ⓘ</small>	Reg ▾	6.00	5.50	5.50	3.00	0.00	0.00	0.00	<b>20.00 Hours</b> <small>\$0.00 Adjustments \$500.00 Gross</small>

**81.25 Total Hours**  
\$0.00 Total Adjustments

No More Timecards

🔍 Hide Details ▾

**Fontaine, Vince D**  
Warehouse Worker

**March 31, 2019 to April 6, 2019**  
Primary | PO#: 1234566 | **Gross Pay: \$435.00**

Paycode  
 Reg ▾

Print

	Sun 3/31/2019	Mon 4/1/2019	Tue 4/2/2019	Wed 4/3/2019	Thu 4/4/2019	Fri 4/5/2019	Sat 4/6/2019
Punch In	2:00 PM	12:00 PM	12:00 PM			1:00 PM	12:00 PM
Break (min)	15	12	15				15
Lunch Out			4:00 PM				4:00 PM
Lunch In			4:30 PM				4:30 PM
Break (min)							
Punch Out	6:00 PM	7:00 PM	9:00 PM			4:00 PM	8:00 PM
	3.75	6.75	8.25	0.00	0.00	3.00	7.25

**29.00 Regular**   **0.00 Overtime**   **0.00 Double Time**   **29.00 Total Hours — \$435.00**

Notes

**\*Note\*** your timecards may look different than the picture above based on the timecard template set up for you by your staffing provider

**\*Note\*** If you having difficulty finding timecards from employee submitting time via [Mobile Time Punching in Buzz](#), these are classified as TimeClock Timecards in WebCenter. For more information, please see the article titled [Customer: Timeclock Punch Approval](#).

## Creating Timecards for Employees

Have employees that forgot to create a timecard this week? Want to enter their hours for them? You can create timecards for your direct reports.

1. Navigate to the Timecards tab in WebCenter
2. Select the '+ Add Missing Timecards' button below the all category in the upper left.

All Review (3) Rejected Past Due (1)  
[+ Add Missing Timecards](#) [✖ Delete Selected Timecards](#)

3. Select 'All missing timecards for this week' to add any missing timecards for the current week

🕒 ✖

## Add Missing Timecards

**All missing timecards for this week**  
 **Choose week and employees**

Next »

4. Select 'Choose week and employees' to pick and choose the employees you want to add time for or to add a late time card

- You will need to select employees on the left
- If you need to add a late timecard for an employee select the change button next to the dates

🕒 ✖

## Add Missing Timecards By Week

1 Select Employees
 2 Confirmation
 3 Results

📅 Change
3/31/2019 thru 4/6/2019

Assignments ending on Saturday

All ABC DEF GHI JKL MNO PQR STU VWX YZ

Select ALL


- Chandler, Ella
- Danes, Luke
- Fontaine, Vince D
- Gilden, Harry
- Haruko, Ivan H
- JONES, DUSHAWN
- Lancaster, Jeffrey T
- Mix, Meow
- Ruiz, Jose
- West, James Jordan
- Woodbury, Andrew


0 Selected


« Back
Confirmation »

## Editing Timecards

If you find any timecards that are incorrect or that you want to enter time for the employee on, then you will need to edit the timecard.

Submitted timecards may need to be unlocked first by selecting the  icon next to the timecard.

Timecards with the  icon are restricted and you will not be able to make any changes.

Any unlocked timecard will be editable. For a more detailed timecard view select the  option.

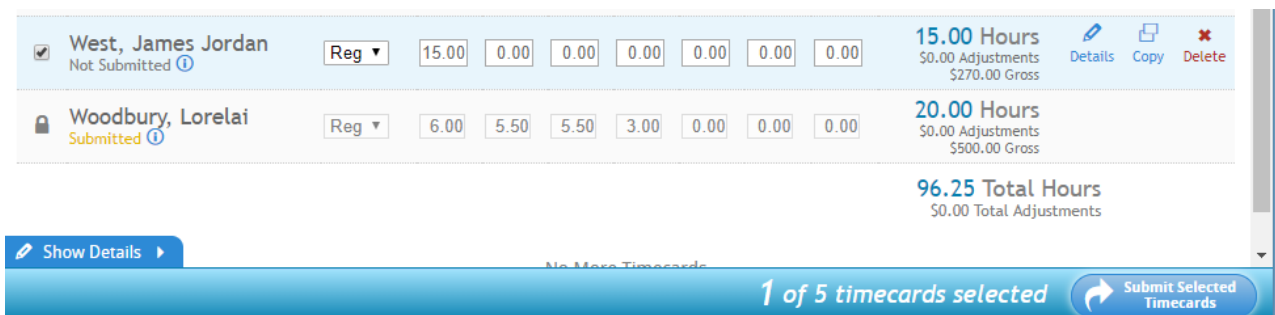


The screenshot displays a timecard management interface. At the top, there is a list of timecards for two employees: James Jordan (Not Submitted) and Lorelai Woodbury (Submitted). James Jordan's timecard is selected, and its 'Details' button is highlighted with a red box. Below the list, a detailed view for James Jordan is shown for the period of March 31, 2019, to April 6, 2019. The interface includes a grid for entering time for each day, with columns for 'Punch In', 'Break (min)', 'Lunch Out', 'Lunch In', 'Break (min)', and 'Punch Out'. The total hours for the selected timecard are 15.00, and the gross pay is \$270.00. A blue bar at the bottom indicates '0 of 5 timecards selected' and features a 'Submit Selected Timecards' button.

Any changes made are saved instantly. Once all changes needed have been made, timecards must be submitted again to be moved to the review tab for approval.

### To Submit a Timecard:

Select the checkbox next to the edited/unsubmitted timecard(s) and choose the 'Submit Selected Timecards' option in the bottom right.



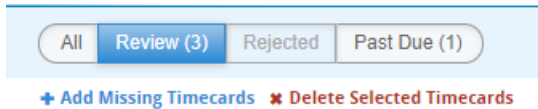
This screenshot shows the same timecard list as the previous image, but with the checkbox next to James Jordan's timecard checked. The 'Submit Selected Timecards' button is now highlighted in blue. The bottom bar shows '1 of 5 timecards selected'.

# Approving or Rejecting Timecards

Timecards submitted by your employees need to be reviewed and approved or rejected.

## To Approve or Reject Submitted Timecards:

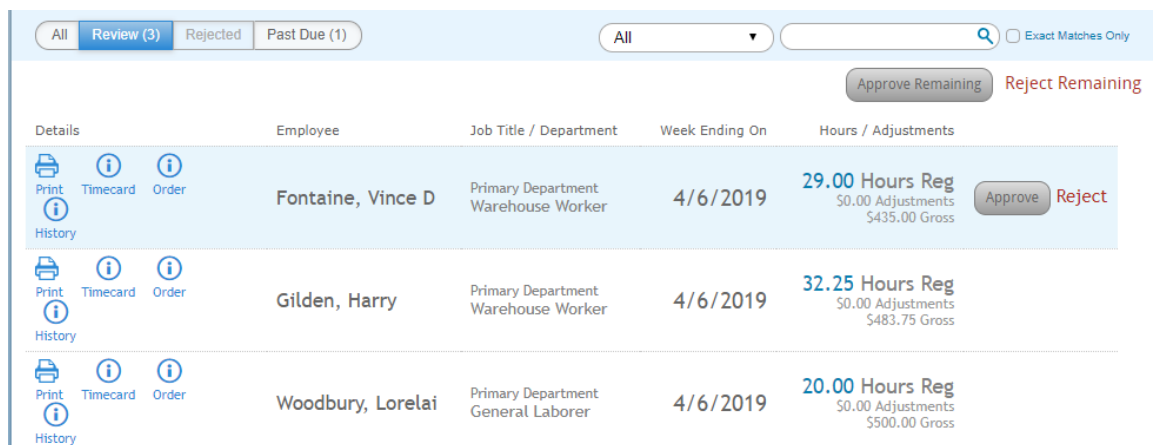
1. Navigate to the Review section of the timecards tab



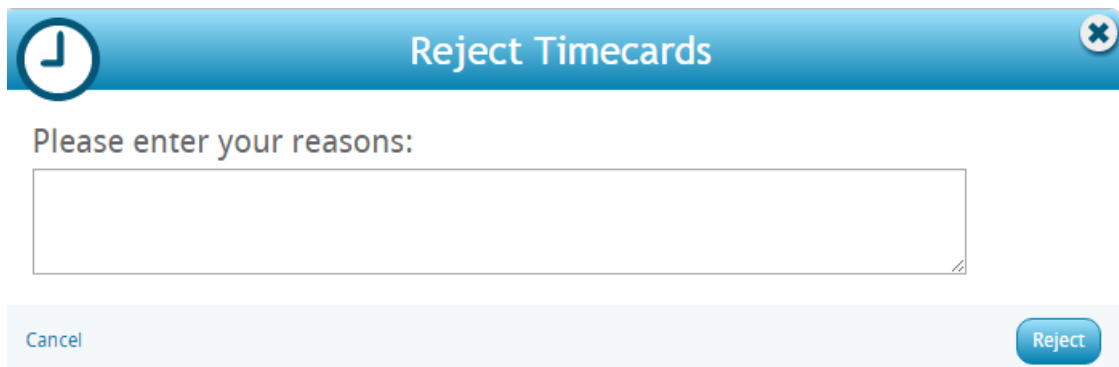
2. Review the timecard information

3. Approve or reject

1. Individually approve or reject by selecting the button options next to each timecard
2. Mass approve or reject by selecting the options at the top



Rejected timecards will require you to enter a reason for rejection:

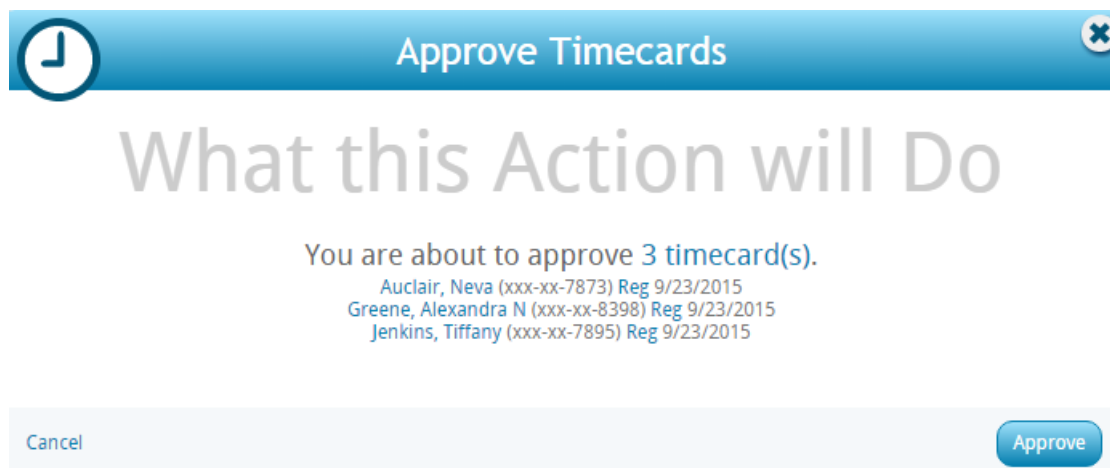


Rejected timecards are sent back to the employee to update and resubmit. If configured, they will receive an email alert letting them know that their timecard was rejected.



Timecards that are not approved will not be paid. If you would rather fix the timecard instead of having them resubmit their timecard for approval, you may edit the timecard under the all view and resubmit & approve it.

When approving timecards, you will get a confirmation screen before finalizing:



Once a timecard is approved, your staffing provider will be able to complete the payroll process.

## Related Articles