

(Legacy) Customer Portal - 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:

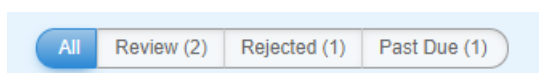
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Reviewing Timecards

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

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

ABCDEFGHIJKLMNOPQRSTUVWXYZ

☐ Select ALL

Search by name

☐ 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 »

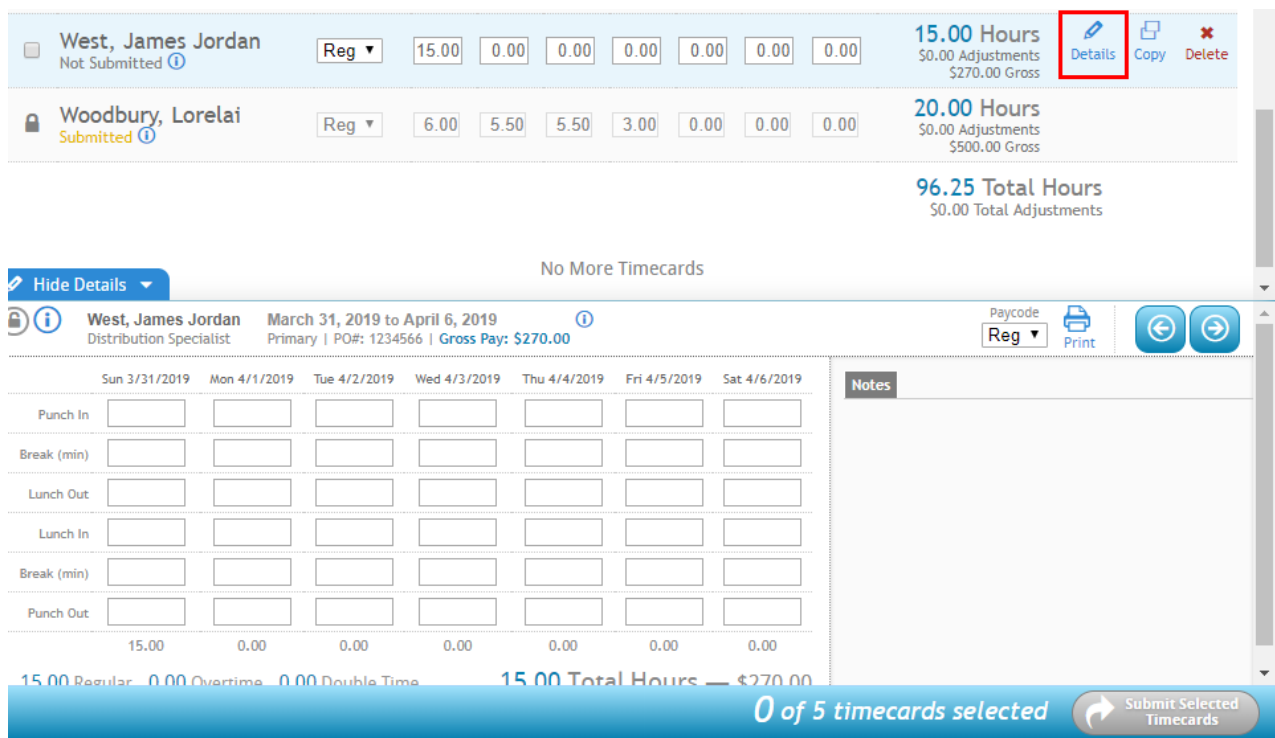
Editing Timecards

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 the timecard management interface. At the top, a list of timecards is shown. The first timecard is for 'West, James Jordan' (Not Submitted) with a total of 15.00 hours and a gross pay of \$270.00. The second timecard is for 'Woodbury, Lorelai' (Submitted) with a total of 20.00 hours and a gross pay of \$500.00. The total hours for all timecards is 96.25, with a total adjustments of \$0.00.

Below the list, the 'Details' button for the first timecard is highlighted with a red box. The detailed view for 'West, James Jordan' is shown below. It includes a 'Hide Details' button, the employee's name and title, the date range (March 31, 2019 to April 6, 2019), and the gross pay (\$270.00). The timecard is currently set to 'Reg' (Regular) with a total of 15.00 hours. The interface shows a grid for entering time for each day of the week, with columns for Sun 3/31/2019, Mon 4/1/2019, Tue 4/2/2019, Wed 4/3/2019, Thu 4/4/2019, Fri 4/5/2019, and Sat 4/6/2019. The grid includes rows for Punch In, Break (min), Lunch Out, Lunch In, Break (min), and Punch Out. The total hours for the week are 15.00 Regular, 0.00 Overtime, and 0.00 Double Time, totaling 15.00 hours and a gross pay of \$270.00. The bottom of the interface shows a blue bar with the text '0 of 5 timecards selected' and 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.



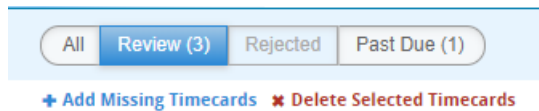
This screenshot shows the same timecard list as the previous one, but with the checkbox next to 'West, James Jordan' selected. The detailed view for this timecard is still visible. The bottom of the interface now shows a blue bar with the text '1 of 5 timecards selected' and a 'Submit Selected Timecards' button.

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

All Review (3) Rejected Past Due (1)				All	<input type="text"/>	<input type="button" value="Exact Matches Only"/>
				Approve Remaining Reject Remaining		
Details	Employee	Job Title / Department	Week Ending On	Hours / Adjustments		
<div><div></div><div></div><div></div><div></div></div>	Fontaine, Vince D	Primary Department Warehouse Worker	4/6/2019	29.00 Hours Reg \$0.00 Adjustments \$435.00 Gross <div>Approve Reject</div>		
<div><div></div><div></div><div></div><div></div></div>	Gilden, Harry	Primary Department Warehouse Worker	4/6/2019	32.25 Hours Reg \$0.00 Adjustments \$483.75 Gross		
<div><div></div><div></div><div></div><div></div></div>	Woodbury, Lorelai	Primary Department General Laborer	4/6/2019	20.00 Hours Reg \$0.00 Adjustments \$500.00 Gross		

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

Reject Timecards

Please enter your reasons:



Cancel Reject

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.

<input type="checkbox"/> Fontaine, Vince D Rejected	Reg ▼	3.75	6.75	8.25	0.00	0.00	3.00	7.25	29.00 Hours \$0.00 Adjustments \$435.00 Gross
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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:

 **Approve Timecards** 

What this Action will Do

You are about to approve 3 timecard(s).

Auclair, Neva (xxx-xx-7873) Reg 9/23/2015
Greene, Alexandra N (xxx-xx-8398) Reg 9/23/2015
Jenkins, Tiffany (xxx-xx-7895) Reg 9/23/2015

Cancel Approve

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

Related Articles