

# Employee: The Pay History Tab

Last Modified on 01/25/2024 4:23 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.

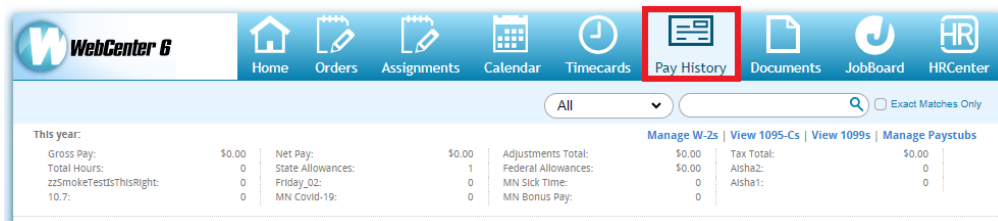
**\*Note\*** Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

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

## The Pay History Tab

The "Pay History" tab can be used by your employer to offer you the ability to access and view your pay checks in WebCenter. Within this article, we will teach you how to find and print those pay stubs.

You can easily locate your paychecks by interacting with the "Pay History" tab:

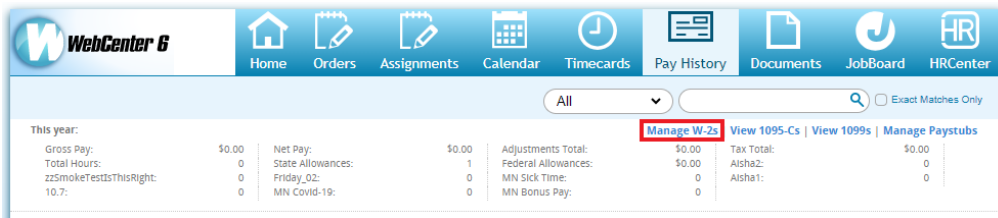


There are three distinct sections here to review:

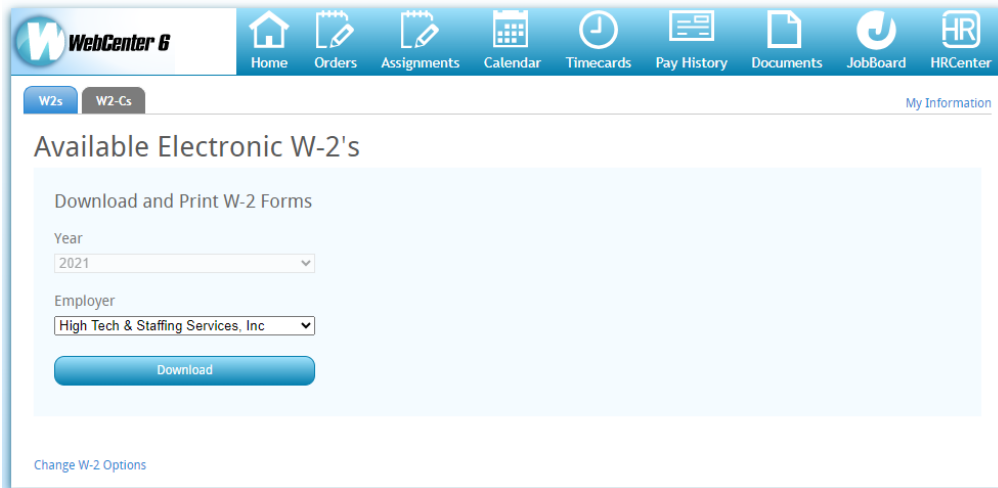
1. [Manage W-2s](#)
2. [Manage 1095-Cs and 1099s](#)
3. [Check info](#)

## Manage W-2s

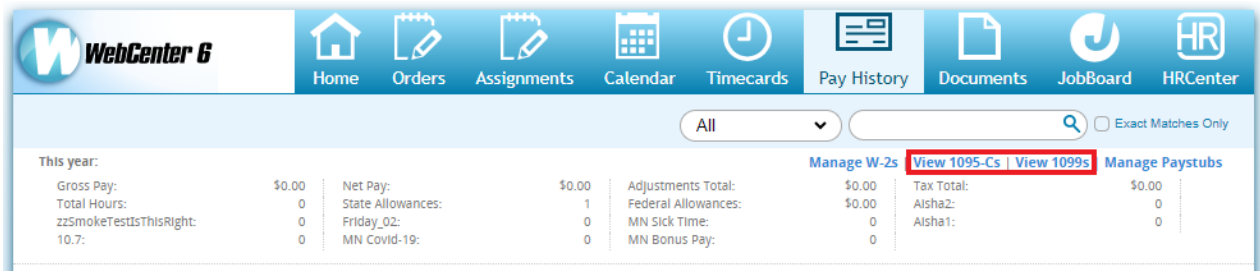
The top section contains working year-to-date information about your pay information including gross pay, net pay, and tax info derivative from your W-4. Here, you may also view W-2s from past years by selecting "Manage W-2's":



Once you have selected "Manage W-2s", you will be taken to a page displaying available W-2s and/or W2-Cs for print/review:



## Manage 1095-Cs and 1099s



Selecting the "View 1095-Cs" or "View 1099s" option will navigate you to a page that displays the 1095-Cs or 1099s that you have available to download.

**\*Note\*** 2023 and future years 1095-Cs and 1099s are available to access and download from WebCenter.

The screenshot shows the WebCenter 6 interface. At the top, there is a navigation bar with icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below the navigation bar, the page title is '1095-C' and 'My Information' is visible in the top right corner. The main heading is 'Available Electronic 1095-C's'. Below this heading, there is a section titled 'Download and Print 1095-C Forms'. This section contains two dropdown menus: 'Year' with '2023' selected and 'Employer' with 'Internals Testss' selected. A blue 'Download' button is positioned below the dropdowns.

In the event you do not have any forms to download, you will receive the following message upon selecting one of the options:

The screenshot shows the WebCenter 6 interface. At the top, there is a navigation bar with icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below the navigation bar, the page title is '1099s' and 'My Information' is visible in the top right corner. The main heading is 'Available Electronic 1099s'. Below this heading, there is a section titled 'Download and Print 1099 Forms'. This section contains the text 'There are no 1099's on file.'

## Check Info

In the lower portion on the left side, past paychecks will be displayed.

To view a paycheck, select the check line item. The highlighted paycheck will display on the right side.

If you would like to print the stub, select "View printable version":

The screenshot shows the WebCenter 6 HR system interface. At the top, there is a navigation bar with icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below the navigation bar, there is a search bar and a dropdown menu set to 'All'. The main content area is divided into two sections. The left section displays a summary for 'This year:' with various financial metrics such as Gross Pay, Total Hours, Net Pay, State Allowances, Adjustments Total, Federal Allowances, MN Sick Time, MN Bonus Pay, Tax Total, and Alshat. The right section displays a list of paychecks for 10/6/2021, with columns for Pay Date, Net Pay, Adjustments, and Check Number. A 'View Printable Version' link is highlighted in a red box. Below the list, there are tabs for Timecards, Adjustments, Taxes, and Accruals.

The printable version of this paycheck will open in a separate tab and can be exported (or downloaded) as a PDF by selecting the export icon.

Additionally, the details of your paycheck stub can reveal useful information by selecting the desired tab:

- **Timecards** - The timecards that compose this paycheck.
- **Adjustments** - All deductions and reimbursements that effect this check.
- **Taxes** - All taxes withheld for this check.
- **Accruals** - If your employer offers any PTO, or "sick time", the amount accrued by this check.

The screenshot shows the 'Paycheck for 10/6/2021' details page. At the top, there are links for 'View all Timecards' and 'View Printable Version'. The main content area displays the paycheck summary with Gross Pay, Adjustment Deductions, Tax Deductions, and Net Pay. Below the summary, there are tabs for Timecards, Adjustments, Taxes, and Accruals. The 'Adjustments' tab is selected and highlighted in a red box. Below the tabs, there is a table showing adjustment types and amounts.

Adjustment Types	Benefit Amount	Amount
ACAFamily ACA Dependent and Spouse		\$50.00
ACAEmployr ACA Employer Portion	\$50.00	

## Related Articles