

Customer: How to Enter Time

Last Modified on 10/29/2020 10:22 am CDT

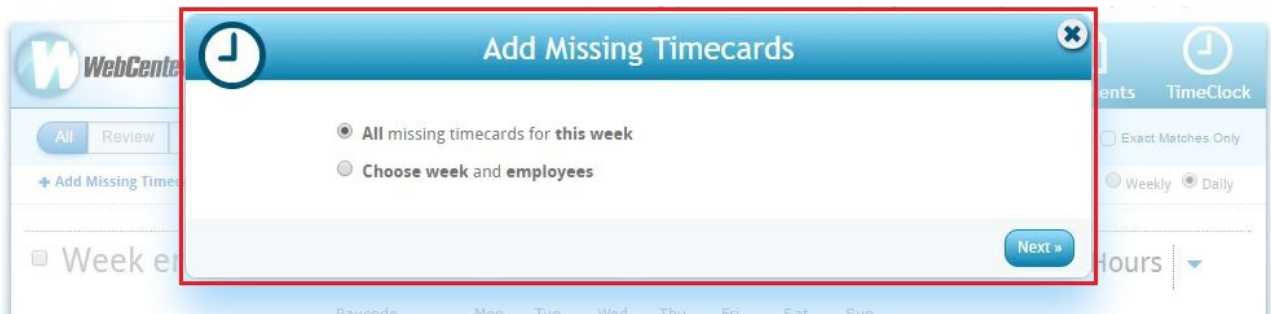
In order for you to enter in the hours your employees have worked, you'll need to create timecards in WebCenter. This is a two-step process:

Step 1: Create the timecard.

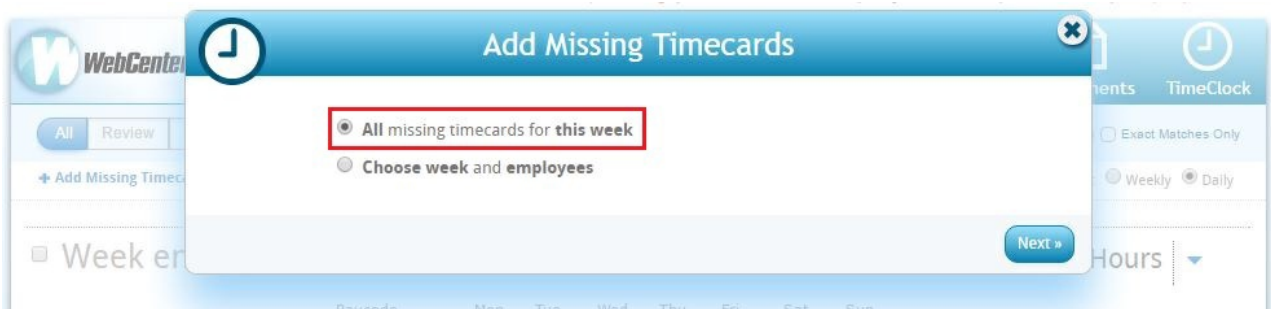
To create add timecards and enter hours for your employees, log in to WebCenter and navigate to the 1. 'Timecards' tab, then select 2. 'Add Missing Timecards'.



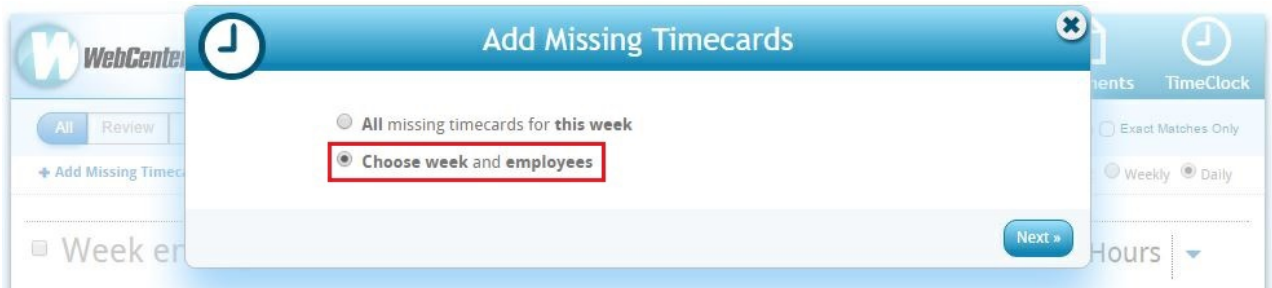
This will open a new window, allowing you to add all missing timecards from this week, or choose to add timecards for select week(s) and employee(s).



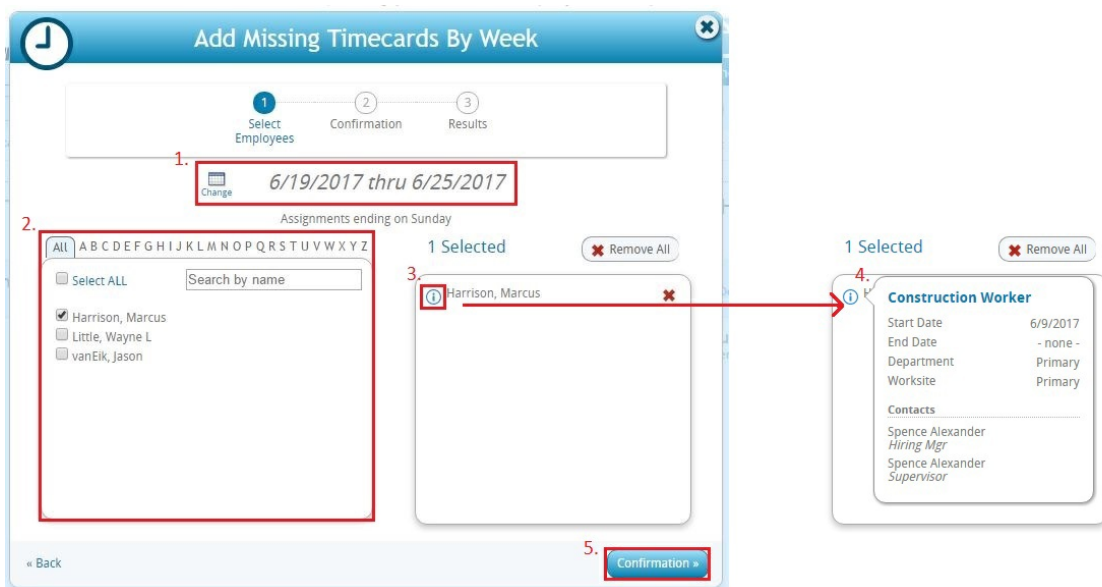
Note Selecting to add 'All missing timecards for this week' will create a timecard for every open and active assignment.



Note Selecting to 'Choose week and employees' will let you decide which employees need timecards and in what week timecards are needed for that employee.



If you choose the week and employees to enter time for, you will be brought to this screen. Here you may select the 1. week (date range) and 2. employee. Once the employee is selected, you may over over the 3. 'i' button to the left of their name. This will show you 4. details regarding the assignment for which you are about to enter time.



Once you have selected the week and employees you want to enter time for, select 5. 'Confirmation'. This will move you through the next stage and confirm the number of timecards you created for that weekend date.

Next, select, 'Add Timecards'.

Add Missing Timecards By Week

1 Select Employees → 2 Confirmation → 3 Results

What this Action will Do

Create 1 timecard(s) for week ending on June 25, 2017.

« Choose Employees Add Timecards

Right away, you are moved to the 'Results' stage and will notice the new timecard(s) appearing in the background, where you will be able to enter in time for that employee:

Add Missing Timecards By Week

1 Select Employees → 2 Confirmation → 3 Results

1 Timecard Created

Create More Timecards Close Window

39.50 Total Hours
50.00 Total Adjustments

	Paycode	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	
Week ending on June 25, 2017 0.00 Total Hours										
<input type="checkbox"/>	Harrison, Marcus Not Submitted ⓘ	Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 Hours 50.00 Adjustments 50.00 Gross
									0.00 Total Hours 50.00 Total Adjustments	

Show More Timecards ▾

Once the timecard has been created, it's time to enter in the hours the employee(s) worked.

Step 2: Enter time.

Note The format of your timecard has been formatted by your staffing company, so if you have questions on how you are required to enter time, please contact your staffing representative. In this example, we can enter in **1.** total hours worked in a day, or **2./3.** expand the details of the timecard and enter the specific times that employee clocked in and out each day.

The image shows two screenshots of a timecard entry system. The top screenshot shows a summary view for the week ending June 25, 2017, for employee Harrison, Marcus. A red box labeled '1.' highlights the 'Paycode' dropdown menu (set to 'Reg') and the daily hour input fields (all set to 0.00). The total hours are shown as 0.00. A 'Show Details' button is highlighted with a red box and labeled '2.'. The bottom screenshot shows the detailed view for the week of June 19, 2017, to June 25, 2017. A red box labeled '3.' highlights the 'Hide Details' button. The detailed view includes a table for daily entries with columns for each day and rows for Punch In, Break (minutes), Lunch Out, Lunch In, Break (min), and Punch Out. The total hours are shown as 0.00. A 'Submit Selected Timecards' button is visible at the bottom of both screenshots.

Paycode	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Mon 6/19/2017	Tue 6/20/2017	Wed 6/21/2017	Thu 6/22/2017	Fri 6/23/2017	Sat 6/24/2017	Sun 6/25/2017
Punch In							
Break (minutes)							
Lunch Out							
Lunch In							
Break (min)							
Punch Out							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Once you have entered in either the total hours worked in a day or the time in and out for each day of the week on your timecard, you may submit the time to the staffing company. You will notice that as you enter time, the total number of hours automatically calculates (**1.**).

Once you are ready to submit, select the **2.** check box next to the employee name(s) - you may submit multiple at a time by selecting multiple check boxes - then select **3.** 'Submit Selected Timecards'.

Week ending on June 25, 2017 39.50 Total Hours

Paycode	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
<input checked="" type="checkbox"/> Harrison, Marcus Not Submitted ⓘ	Reg	8.00	8.00	7.50	7.75	8.25	0.00	0.00	39.50 Hours \$0.00 Adjustments \$790.00 Gross	Details Copy Delete

1. **39.50 Total Hours**
\$0.00 Total Adjustments

No More Timecards

[Show Details](#)

3. **Submit Selected Timecards**

1 of 1 timecards selected

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