

Customer: Timeclock Punch Approval

Last Modified on 08/04/2021 10:01 am CDT

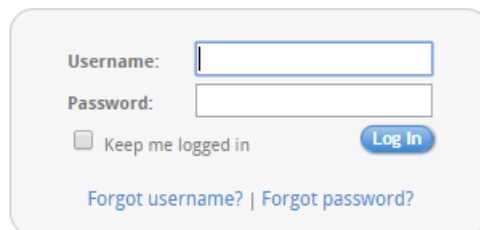
The timeclock section of WebCenter offers the capability to review timeclock punches, edit, remove, approve, and submit time. Whether you have your own timeclock(s) or utilize those provided by TempWorks, quick and easy access to the portal allows for faster approval and real time punch information.

Note If you are utilizing timeclocks not provided by TempWorks, please work with your account manager or project manager to ensure the timeclocks you are utilizing may be integrated with the WebCenter portal.

Logging In

Log in to the WebCenter portal by entering the Username and Password assigned to you by the staffing company. This will allow you to approve timeclock punches.

Welcome to WebCenter. Please log in.



A login form with a light gray background and rounded corners. It contains the following elements: a 'Username:' label followed by a text input field; a 'Password:' label followed by a text input field; a checkbox labeled 'Keep me logged in'; a blue 'Log In' button; and two links at the bottom: 'Forgot username?' and 'Forgot password?'.

Once logged in, navigate to the TimeClock tab icon:

WebCenter 6 Home Orders Employees Invoices Timecards Reports Documents **TimeClock**

[My Information](#)

Your To Do List

Timecards

- All
- Review
- Rejected
- Past Due

Orders

- All
- Unfilled (1)
- Pending (2)
- Filled (2)
- Closed (7)
- Review

Messages (54)

Send message to staffing representative

Message	From	Received
Merry christmas	alexander.swanson	2/15/2018
Office closed Friday	alexander.swanson	2/9/2018
Happy turkey Day!!!	alexander.swanson	11/17/2017
Our office is closed Friday...	alexander.swanson	10/26/2017
Pot luck this Friday!...	erika.winberg	10/17/2017

Showing 1-5 of 70 « Previous 1 2 3 4 5 Next »

From alexander.swanson on 2/15/2018

Merry christmas

[Reply to alexander.swanson's Message »](#)

Note If you are not seeing the 'TimeClock' tab, please work with your staffing company to ensure the correct WebCenter role has been assigned to you.

Note The TimeClock tab within WebCenter will also house the TimeClock timecards created from employees submitting punches via the [Mobile Time Punching in Buzz](#).

Navigating the Timeclock Filter/ Status Options

Within the timeclock tab, you may filter timeclock punches by a number of different filtering options. Simply select from the drop-down to modify your preferences:

WebCenter 6 Home Orders Employees Invoices Timecards Reports Documents TimeClock

All Incomplete (3) Warnings (4) Not Submitted (4) Submitted

Pay Week (1) Exact Matches Only

Week ending on January 20, 2018

4.00 Total Hours

Pint, Mary
xxx-xx-8534
321654
Warning

Hours 4.00hr

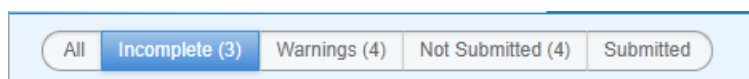
Within the search section (2), you may enter criteria based upon the filtering option (1) you have selected. In the

following example, the filter 'Employee Name' (1) was chosen and Barbara Pint (2) was entered thus displaying timecards only pertaining to the individual employee as shown:

The screenshot shows the WebCenter 6 interface with the 'TimeCards' menu selected. The search filter is set to 'Employee Name' (1) and the search term is 'Pint, Barbara' (2). The results are filtered by search. Two timecard entries are shown:

- Week ending on January 16, 2016**: Total Hours 12.50. The timecard for Pint, Barbara shows punches for Monday (07:45 AM to 12:00 PM, 01:00 PM to 05:00 PM) and Wednesday (03:00 PM to 03:15 PM, 06:00 PM to 10:00 PM).
- Week ending on May 7, 2016**: Total Hours 21.25. The timecard for Pint, Barbara shows punches for Monday (11:15 AM to 03:30 PM), Tuesday (08:00 AM to 08:13 AM, 05:00 PM), and Wednesday (09:00 AM to 05:00 PM).

Utilize the timecard status filtering options to find timecards that have incomplete punches, warnings, haven't been submitted, etc.:



Incomplete- This will display timeclock punches with an odd number of punches.

Warnings- This will display early and late arrivals and departures (based on timeclock configuration setup). If you are not sure how to setup configurations, please follow [TimeClock Prime](#)

Not Submitted- Before you review the timecard, you can adjust time punch times and will be prompted to fix missing punches.

Submitted- These have been approved by you and sent to the staffing company for processing.

TimeClock Punch Editing

Select to edit the timecard to make any changes to the timeclock punches, including the ability to add punches:

Pint, Barbara xxx-xx-5134 3453 ▲ Incomplete ▲ Warning	--	--	--	--	02:00 PM	--	--	 
Hours Adjustments	--	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--	0.00 Hours


Once in the 'Edit TimeClock Timecard Punches' wizard, you may select to add a punch, modify the warnings, and add adjustments to the punch. In the following example, Barbara's timecard is missing a punch. Select 'Add Punch':

Edit TimeClock Timecard Punches ✕


Week of February 18, 2018 to February 24, 2018

Barbara Pint
Forklift - Primary - Primary
Cost Center: 3453

Thursday 8:00 AM to 5:00 PM
▲ Incomplete
2/22/2018 2:00 PM Nearest Interval Snap

[+ Add Punch](#) [Edit](#) 

Warnings [+ Add Warning](#)

▲ Late Arrival Warning 

Adjustments [+ Add Adjustment](#)

Total Hours 0.00 hrs

[Close Window](#)

From here, you may modify the date as well as the time the punch recording should be for. Click 'Save':

Thursday 8:00 AM to 5:00 PM
▲ Incomplete

2/22/2018 [Save](#) [Cancel](#)

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Total Hours 0.00 hrs

Thursday 8:00 AM to 5:00 PM
▲ Incomplete

2/22/2018 [Save](#) [Cancel](#)

2/22/2018 2:00 PM Nearest Interval Snap

Notice that the 'Incomplete' warning disappears once the punch has an even amount of punches:

Thursday 8:00 AM to 5:00 PM + Add Punch

2/22/2018	2:00 PM	Nearest Interval Snap	Edit	✕
2/22/2018	3:15 PM		Edit	✕

Total Hours 1.25 hrs

If adjustments need to be added, simply select 'Add Adjustment,' and apply all those needed for the individual:

Thursday 8:00 AM to 5:00 PM + Add Punch

2/22/2018	2:00 PM	Nearest Interval Snap	Edit	✕
2/22/2018	3:15 PM		Edit	✕

Total Hours 1.25 hrs

Warnings + Add Warning

▲ Late Arrival Warning ✕

▲ Early Departure Warning ✕

Adjustments + Add Adjustment

Note If you are not seeing adjustments, refer to the timeclock rules section of [TimeClock Prime](#)

Once the timecard punches are completed, the total hours will display for the punch. You may return back to the main screen to review all other timeclock punches:

Week ending on February 24, 2018 1.25 Total Hours ▾

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input type="checkbox"/> Pint, Barbara xxx-xx-5134 3453 ▲ Warning	--	--	--	--	02:00 PM 03:15 PM	--	--	Edit ✕ Delete
Hours	--	--	--	--	1.25hr	--	--	1.25hr
Adjustments	--	--	--	--	--	--	--	--
Total	--	--	--	--	1.25hr	--	--	1.25 Hours
<input type="checkbox"/> Pint, Corey xxx-xx-8412 321654 ▲ Incomplete ▲ Warning	--	--	--	--	02:00 PM	--	--	
Hours	--	--	--	--	--	--	--	--
Adjustments	--	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--	0.00 Hours
<input type="checkbox"/> Pint, Mary xxx-xx-8534 321654 ▲ Incomplete ▲ Warning	--	--	--	--	02:00 PM	--	--	
Hours	--	--	--	--	--	--	--	--
Adjustments	--	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--	0.00 Hours

If the correct amount of punches allotted for the timecard are inputted but the shift is incorrect, you may make modifications to the individual transaction that is incorrect. For example, Mary's punch has the correct number of punches but incorrect time. Select 'Edit Shift' as shown:

□ Week ending on January 20, 2018

	Sun	Mon	Tue	Wed	Thu
<input type="checkbox"/> Pint, Mary xxx-xx-8534 321654 ▲ Warning	--	--	--	--	09:45 AM 01:40 PM Edit Shift
Hours	--	--	--	--	4.00hr
Adjustments	--	--	--	--	--
Total	--	--	--	--	4.00hr

Modify either date or time as needed. In this example, Mary punched out at 1:40 PM but stayed another hour for clean up. Click 'Save' once the punch is corrected:

<input type="checkbox"/> Pint, Mary xxx-xx-8534 321654 ▲ Warning	--	--	--	<table border="1"> <tr> <td>1/18/2018</td> <td>09:45 AM</td> </tr> <tr> <td>1/18/2018</td> <td>01:40 PM</td> </tr> </table> <table border="0"> <tr> <td>Add Punch</td> </tr> <tr> <td>Save Cancel</td> </tr> </table>	1/18/2018	09:45 AM	1/18/2018	01:40 PM	Add Punch	Save Cancel
1/18/2018	09:45 AM									
1/18/2018	01:40 PM									
Add Punch										
Save Cancel										

<input type="checkbox"/> Pint, Mary xxx-xx-8534 321654 ▲ Warning	--	--	--	<table border="1"> <tr> <td>1/18/2018</td> <td>09:45 AM</td> </tr> <tr> <td>1/18/2018</td> <td>2:40 PM</td> </tr> </table> <table border="0"> <tr> <td>Add Punch</td> </tr> <tr> <td>Save Cancel</td> </tr> </table>	1/18/2018	09:45 AM	1/18/2018	2:40 PM	Add Punch	Save Cancel
1/18/2018	09:45 AM									
1/18/2018	2:40 PM									
Add Punch										
Save Cancel										

Updated time →

If the entire punch should not exist, you may select to delete the punch all together. If this is selected, this will permanently delete the punch:

<input type="checkbox"/> Pint, Corey xxx-xx-8412 321654 ▲ Incomplete ▲ Warning	--	--	--	02:00 PM	--	--	<table border="0"> <tr> <td>Edit</td> <td>Delete</td> </tr> </table>	Edit	Delete
Edit	Delete								
Hours	--	--	--	--	--	--	--		
Adjustments	--	--	--	--	--	--	--		
Total	--	--	--	--	--	--	0.00 Hours		

Submitting Punches

When punches are verified and meet your approval, you may either choose to individually select the checkbox for the employee (1) or select the 'Week ending on' box (2) to group all those that have been approved:

2. Week ending on February 24, 2018

	Sun	Mon	Tue	Wed	Thu
1. <input type="checkbox"/> Pint, Barbara xxx-xx-5134 3453 ▲ Warning	--	--	--	--	02:00 PM 03:15 PM
Hours	--	--	--	--	1.25hr
Adjustments	--	--	--	--	--
Total	--	--	--	--	1.25hr
<input type="checkbox"/> Pint, Corey xxx-xx-8412 321654 ▲ Warning	--	--	--	--	02:00 PM 03:15 PM
Hours	--	--	--	--	1.25hr
Adjustments	--	--	--	--	--
Total	--	--	--	--	1.25hr

Those that can be submitted to the staffing company are marked. Select 'Submit Selected Timecards' to send to the staffing company to begin the proofing and payroll side of the punch:

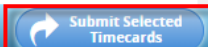
Week ending on February 24, 2018

2.50 Total Hours ▾

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> Pint, Barbara xxx-xx-5134 3453 ▲ Warning	--	--	--	--	02:00 PM 03:15 PM	--	--
Hours	--	--	--	--	1.25hr	--	--
Adjustments	--	--	--	--	--	--	--
Total	--	--	--	--	1.25hr	--	--
<input checked="" type="checkbox"/> Pint, Corey xxx-xx-8412 321654 ▲ Warning	--	--	--	--	02:00 PM 03:15 PM	--	--
Hours	--	--	--	--	1.25hr	--	--
Adjustments	--	--	--	--	--	--	--
Total	--	--	--	--	1.25hr	--	--
Pint, Mary xxx-xx-8534 321654 ▲ Incomplete ▲ Warning	--	--	--	--	02:00 PM	--	--
Hours	--	--	--	--	--	--	--
Adjustments	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--

2.50 Total Hours
0.00 hrs Total Adjustments

2 of 4 timecards selected

 Submit Selected Timecards

Related Articles