

Employee: The Home Tab

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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 Home Tab

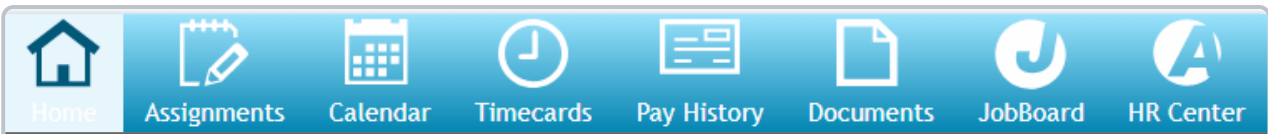
The home tab represents a space designed to give you a quick glance of all the important information going on with your record. It has several features that will allow you to keep tabs on your workload and responsibilities.

In this article we will take a closer look at specific sections of your home tab and how you can make the most of it.

Note Every WebCenter user is configured by your staffing company and you may notice differences between your experience and the screenshots displayed in this article.

There are four basic areas found on every WebCenter home page:

1. The Navigation Tabs




This section serves as the directory for your account. This lists every section that you have access to. Simply select the tab you wish to navigate to, for example you may view your pay history by selecting that tab. The current tab will be displayed as highlighted.

2. Your To Do List


Your To Do List

[My Information](#)
[Manage W-2s](#)
[Manage Paystubs](#)



(2) Pending Documents


[GoTo Documents](#)



Current Assignments

Forklift - 9/11/2018
Site 102
[Details »](#)

Laborer - 6/6/2018
Primary
[Details »](#)



Timecards

- Active
Needs Attention
- Submitted (1)
- Completed

This section represents items that need your attention. This area also houses your information, the management of your W2's, and paystubs.

3. The Availability Button

Availability: Check in as Available

Once every 24 hours you have the opportunity to let your staffing company know you are looking and ready for jobs. Marking yourself as available is a great way to let your staffing specialists know your ready for whatever they send your way.

4. The Message Board

Messages (152)

Message	From	Received
REMINDER: Our office will...	rod.barsness	12/19/2018
Reminder the office is closed...	alexander.swanson	11/27/2018
Have a great Thanksgiving!...	hosteval19	11/13/2018
	hosteval16	11/13/2018
You forgot your paperwork at...	ann.waskosky	11/13/2018
Have a happy Thanksgiving!	ann.waskosky	11/13/2018
Reminder to drive safe and...	Dominic.Reinke	10/30/2018
Office Closed in observance of...	alexander.swanson	9/13/2018
Please contact your supervisor for...	ann.waskosky	8/30/2018
Office Closed Monday	alexander.swanson	8/16/2018

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From rod.barsness on 12/19/2018

REMINDER: Our office will be closed for the Christmas holiday on Monday, December 24th, and Tuesday, December 25th. Our office will reopen at 8 am Wednesday, December 26th. Please ensure all timecards are submitted by 12 noon on Wednesday to ensure timely payment. Thank you.

This is a general message board your staffing specialist/agency might use to post useful reminders.

Related Articles