

Setting up Timecards in WebCenter

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WebCenter Timecards

WebCenter can be configured to allow employees to enter and submit their time. Submitted time is then approved by their supervisor and directly sent & entered into Time Entry for your back office payroll processors to complete. For information on how to process payroll for these timecards, see [How to Process WebCenter Timecards in Enterprise](#).

This article provides an overview of the required steps in order to set up timecards in WebCenter.

1. [Set up Timecard Templates](#)
2. [Review Timecard Configurations](#)
3. [Set Up Employee Access](#)
4. [Set Up Contact Access](#)

Setting up Timecard Templates

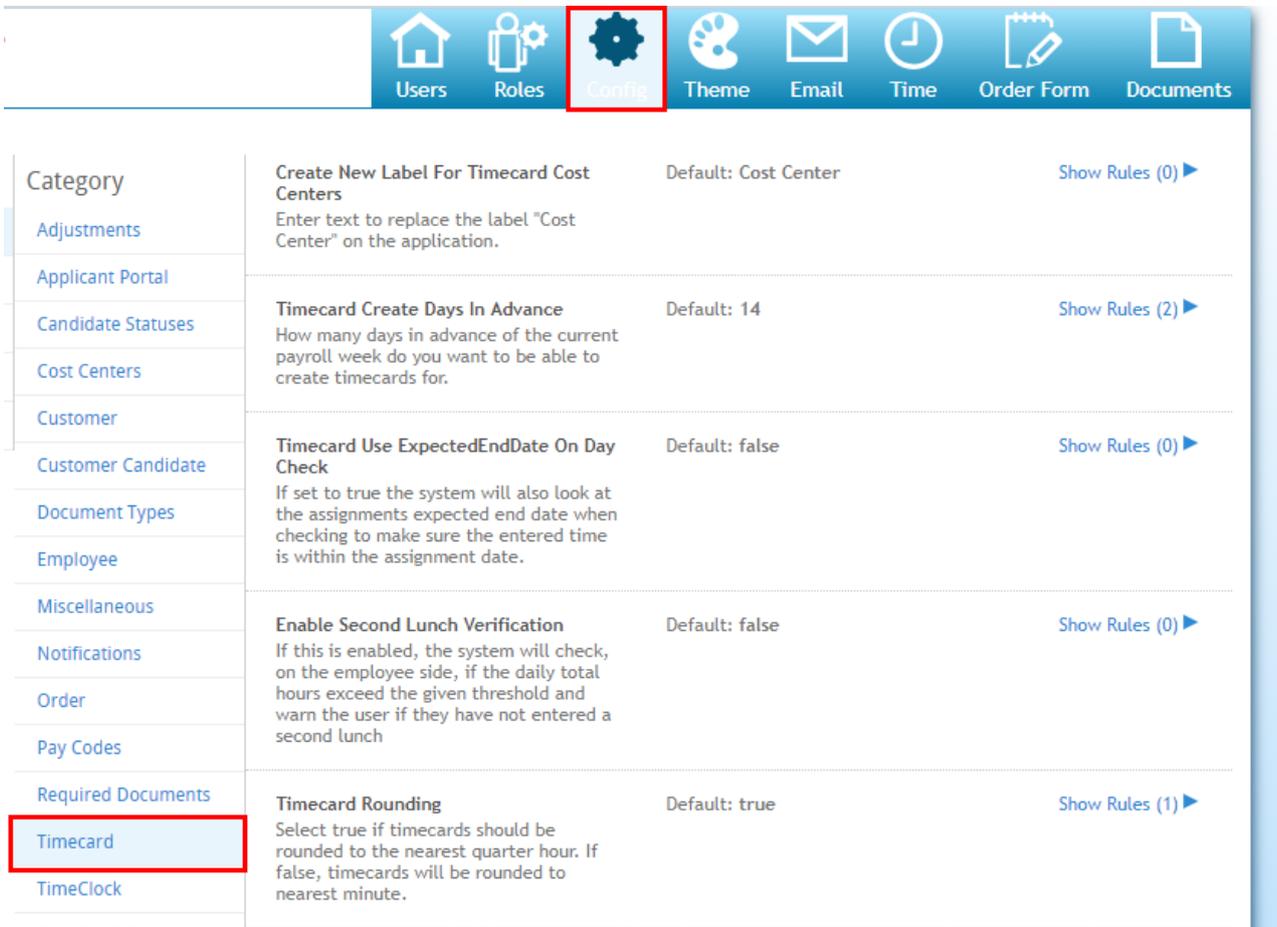
Timecard templates allow you to customize what timecards look like for an employee to fill out. These can be customized per customer or even per employee as needed. You need at least 1 timecard template in order to process WebCenter timecards. You will also need to apply that timecard template to a group of employees by creating a rule under timecard template config.

For step by step instructions check out: [Configuring Timecard Templates](#).

Timecard Configurations to Consider

Timecard Configurations allow you to customize how timecards behave.

You can find a list of timecard configurations by navigating to the 'Config' tab in WebCenter Admin and selecting the 'Timecard' category on the left.



Category	Name	Description	Default	Show Rules
Adjustments	Create New Label For Timecard Cost Centers	Enter text to replace the label "Cost Center" on the application.	Default: Cost Center	Show Rules (0) ▶
Candidate Statuses	Timecard Create Days In Advance	How many days in advance of the current payroll week do you want to be able to create timecards for.	Default: 14	Show Rules (2) ▶
Customer Candidate	Timecard Use ExpectedEndDate On Day Check	If set to true the system will also look at the assignments expected end date when checking to make sure the entered time is within the assignment date.	Default: false	Show Rules (0) ▶
Miscellaneous	Enable Second Lunch Verification	If this is enabled, the system will check, on the employee side, if the daily total hours exceed the given threshold and warn the user if they have not entered a second lunch	Default: false	Show Rules (0) ▶
Required Documents	Timecard Rounding	Select true if timecards should be rounded to the nearest quarter hour. If false, timecards will be rounded to nearest minute.	Default: true	Show Rules (1) ▶

Each config will have a default setting. Exceptions can be made by selecting 'Show Rules' and adding a rule based on different criteria (ex. customer or employee name).

Here are few timecard configurations to consider:

- **Timecard Create**
 - This option allows employees or supervisors to create a timecard.
 - By default, this is set to 'True'. Each employee will need to navigate to their assignment and choose the 'Create NEW timecard from this Assignment' option to create a new timecard each week.

Timecard Create

Default: true

Hide Rules (4) ▼

Allows a user to create timecards. This will also affect employees being able to create timecards for certain customers if the rules are applied to the customer.

Rules

When: is Use: True False

[Edit](#) When Customer is 456 Incorporated (4295010441) Default - 1 ✕

Use False

- **Auto Create Timecards**

- This option when set to 'True' will automatically create a timecard for each open assignment during the current weekend bill. When you select the create timecards from assignments that will apply to the qualifying WebCenter timecards.

Auto Create Timecards

Default: false

Hide Rules (4) ▼

Using this will auto create web timecards when starting a new week.

Rules

When: is Use: True False

[Edit](#) When Department is Andersen Elementary (4295012545) Default - 1 ✕

Use True

- **Timecard Create Days in Advanced**

- This option sets the number of days ahead of payroll that a timecard can be created. This is great for employees that like to look ahead and start up their timecard early but you may want to limit the number of days to ensure they aren't creating timecards for months ahead of schedule.

Timecard Create Days In Advance Default: 14 [Hide Rules \(2\) ▾](#)
How many days in advance of the current payroll week do you want to be able to create timecards for.

Rules

When: **Customer** ▾ is **Buy N Large (4295013744)** ▾ Use: [Add Rule](#)

[Edit](#) When Customer is Hanover Manufacturing (4295012661) **Default - 1** [✕](#)
Use 0

- **Timecard Rounding**

- When set to 'True', the timecards will be rounded to the nearest quarter hour.
- If 'False', then timecards will be rounded to the nearest minute.

Timecard Rounding Default: true [Hide Rules \(1\) ▾](#)
Select true if timecards should be rounded to the nearest quarter hour. If false, timecards will be rounded to nearest minute.

Rules

When: **Select a filter..** ▾ is ▾ Use: True False [Add Rule](#)

[Edit](#) When Customer is Lightning's Computer Repair (4295013389) **Default - 1** [✕](#)
Use False

- **Timecard Edit Mode**

- Choose who can edit, submit, or delete a timecard

Timecard Edit Mode Default: Employee + All Contacts [Hide Rules \(2\) ▾](#)
Choose who can edit/submit/delete timecards

Rules

When: **Select a filter..** ▾ is ▾ Use: **Select a value...** ▾ [Add Rule](#)

[Edit](#) When Contact is Newton, Teddy (11137) **Default - 1** [✕](#)
Use Employee + Supervisor

- **Timecard Workflow Type**

- Do you want customer contacts to approve timecards submitted by employees? Choose workflow types for each customer here:

Timecard Workflow Type

Default: All Contacts
(All order contacts
will have ability to
approve timecard.)

Hide Rules (12) ▼

Rules

When: is Use:

Edit	When Employee is Allan , Dean (4295003612) Default - 1 ✘ Use Instant Approval (Automatically approves submitted timecard.)
Edit	When Department is Andersen Elementary (4295012545) Default - 1 ✘ Use Instant Approval (Automatically approves submitted timecard.)
Edit	When Customer is A&A Music Factory (4295011819) Default - 1 ✘ Use Two Tier Timecard Fallback (Two Tier Workflow for timecards with Supervisor and Hiring Manager approval with fallbacks to the Alt1 and Alt2 contacts at 5 hours)

- For more information on workflow types see [WebCenter Contact Roles](#).

Set Up Employees to Access Timecards

Employees need to be set up to utilize WebCenter with Timecards in order to be able to fill out their timecards.

Every employee you want to have access to entering time will need:

1. Web User Account - username & password to log into WebCenter (see [Manage Web User Account](#) for Enterprise instructions or [Beyond - Managing Web User Account](#) for Beyond)
2. A WebCenter employee role that allows access to the 'Timecards' tab

For instructions on how employees fill out time, see [Employee: The Timecards Tab](#).

Set Up Customer Contacts to Approve Timecards

Customers need to be set up to utilize WebCenter with Timecards in order to approve

and view timecards.

Every customer contact you want to approve timecards will need:

1. Web User Account - username & password to log into WebCenter (see [Manage Web User Account](#) for Enterprise instructions or [Beyond - Managing Web User Account](#))
2. A WebCenter contact role that allows timecard tab
3. On the applicable orders, the customer contact needs to be set up under the 'Contact Roles'. The role they need to be set to depends on the Timecard Workflow you are utilizing. See [WebCenter Contact Roles](#) for more information.

For instructions on how Customer Contacts approve time, see [Customer: Reviewing and Approving WebCenter Timecards](#).

Related Articles