Employee: WebCenter Notifications

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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.

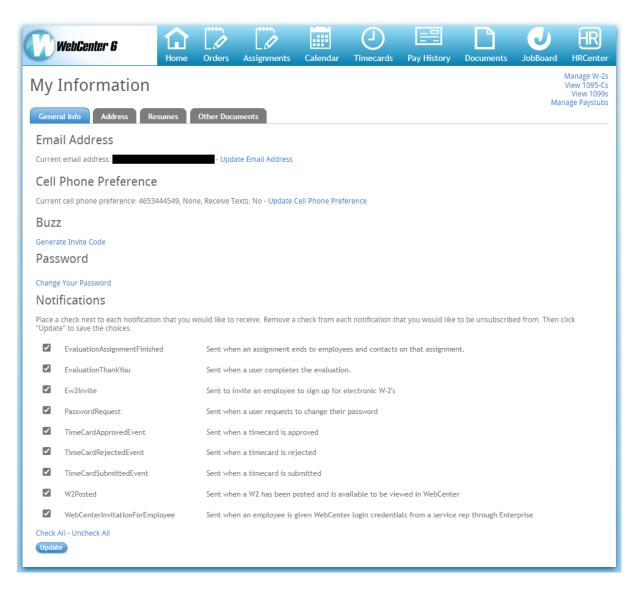
Note Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

WebCenter Notifications

Each employee may receive email notifications related to important information in WebCenter. Each employee will have the ability to customize which notifications they are receiving.

To Find Notification Preferences:

- 1. Log into WebCenter (as an employee)
- 2. Select the My Information option from the Home page next to Your To Do List
- 3. Scroll down to Notifications



On this screen you can update your email address. Any updated email address will save on your record for your Recruiter (or Staffing Specialist).

Email Address Current email address: - Update Email Address

You will also have a selection of notification options that you can review. Uncheck any option that you do not want to receive email notifications about.

Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

ApplicationRegisteredNewUser
Sent when an applicant starts an application through AppPortal and receives login credentials

EvaluationAssignmentFinished
Sent when an assignment ends to employees and contacts on that assignment.

■ Ew2Invite Sent to invite an employee to sign up for electronic W-2's

☑ TimeCardApprovedEvent Sent when a timecard is approved

▼ TimeCardRejectedEvent Sent when a timecard is rejected

✓ TimeCardSubmittedEvent Sent when a timecard is submitted.

WebCenterInvitationForEmployee
Sent when an employee is given WebCenter login credentials from a service rep through Enterprise

Check All - Uncheck All

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