

(Legacy) Employee Portal - 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

WebCenter 6

Home Orders Assignments Calendar Timecards Pay History Documents JobBoard HRCenter

My Information

Manage W-2s
View 1095-Cs
View 1099s
Manage Paystubs

General Info Address Resumes Other Documents

Email Address

Current email address: [REDACTED] - [Update Email Address](#)

Cell Phone Preference

Current cell phone preference: 4653444549, None, Receive Texts: No - [Update Cell Phone Preference](#)

Buzz

[Generate Invite Code](#)

Password

[Change Your Password](#)

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.

<input checked="" type="checkbox"/>	EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.
<input checked="" type="checkbox"/>	EvaluationThankYou	Sent when a user completes the evaluation.
<input checked="" type="checkbox"/>	Ew2Invite	Sent to invite an employee to sign up for electronic W-2's
<input checked="" type="checkbox"/>	PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/>	TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/>	TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/>	TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/>	W2Posted	Sent when a W2 has been posted and is available to be viewed in WebCenter
<input checked="" type="checkbox"/>	WebCenterInvitationForEmployee	Sent when an employee is given WebCenter login credentials from a service rep through Enterprise

Check All - Uncheck All

[Update](#)

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: [REDACTED] - [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.

- | | | |
|-------------------------------------|--------------------------------|--|
| <input checked="" type="checkbox"/> | ApplicationRegisteredNewUser | Sent when an applicant starts an application through AppPortal and receives login credentials |
| <input checked="" type="checkbox"/> | EvaluationAssignmentFinished | Sent when an assignment ends to employees and contacts on that assignment. |
| <input checked="" type="checkbox"/> | EvaluationThankYou | Sent when a user completes the evaluation. |
| <input checked="" type="checkbox"/> | Ew2Invite | Sent to invite an employee to sign up for electronic W-2's |
| <input checked="" type="checkbox"/> | PasswordRequest | Sent when a user requests to change their password |
| <input checked="" type="checkbox"/> | TimeCardApprovedEvent | Sent when a timecard is approved |
| <input checked="" type="checkbox"/> | TimeCardRejectedEvent | Sent when a timecard is rejected |
| <input checked="" type="checkbox"/> | TimeCardSubmittedEvent | Sent when a timecard is submitted |
| <input checked="" type="checkbox"/> | WebCenterInvitationForEmployee | Sent when an employee is given WebCenter login credentials from a service rep through Enterprise |

[Check All](#) - [Uncheck All](#)

Related Articles
