

# WebCenter Admin: Employee Roles and Configs

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## What is the WebCenter Employee Portal?

The employee portal of WebCenter can give your employees access to quick information including past paycheck stubs, current assignment information, important documents, and more!

The screenshot displays the WebCenter 6 Employee Portal interface. At the top, there is a navigation bar with the WebCenter 6 logo and icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below the navigation bar, the main content area is divided into several sections:

- Your To Do List:** Includes links for [My Information](#), [Manage W-2s](#), [View 1095-Cs](#), [View 1099s](#), and [Manage Paystubs](#).
- (16) Pending Documents:** Includes a [Go To Documents](#) link.
- Current Assignments:** Lists three assignments:
  - Carpenter** - 2/1/2023, Venn Brewing Company, with a [Details >](#) link.
  - General Administrator II** - 1/5/2023, Primary, with a [Details >](#) link.
  - Admin.support/receptionist** - 2/1/2021, Tempworks Software, with a [Details >](#) link.
- Timecards:** Includes a [- Active](#) link and a list of statuses: Needs Attention, Submitted, and Completed.

On the right side of the interface, there is an **Availability** section with a [Check in as Available](#) button and a [Show Candidacies](#) link. Below that is a **Messages** section with a [Send message to staffing representative](#) link. A table shows a message received from Kyle Williams on 2/24/2023. The table has columns for Message, From, and Received. Below the table, there are navigation links: [Showing 1-1 of 1](#), [« Previous](#), [1](#), and [Next »](#). Below the message, there is a **From Kyle Williams on 2/24/2023** section with a [Test Web Message](#) link and a [Reply to Kyle Williams's Message >](#) link.

In this article, we will review roles & configuration options you have to customize the employee portal and set security around what they have access to. If you are looking for information from the employee's perspective, check out [Employee: Welcome to WebCenter](#).

This article includes:

1. [Setting up Employee WebCenter Roles](#)
2. [Additional Employee Portal Configurations](#)
3. [Giving Employees Access to the Employee Portal](#)

## Setting up Employee WebCenter Roles

WebCenter roles give you the ability to customize what each employee will have access to in the Employee Portal. It's important to review the role options before giving your employees access to the web portal.

## Employee Vs. Applicant

Since HRCenter and WebCenter both utilize the same web user credentials for applicants and employees, an applicant can technically have access to WebCenter as soon as they apply online through HRCenter.



*Applicants* can have access to documents, HRCenter, JobBoard, and profile information while *employees* can also be given access to options like assignments and timecards.

An applicant becomes an employee and is given the default employee role once their washed status is switched from 'Web Pending' to 'Familiar' in Enterprise or Beyond by default (keep in mind some systems may have a different customized setup).

## Setting Up Applicant's or Employee's WebCenter Roles

Before you can give an employee or applicant access to WebCenter, you need to decide what different security options you need to have in place and what the default options will be.

For example, you may have a default employee role that is given everything except the timecards tab. I might then have a second role that includes the timecards tab for those employees working where they are expected to fill out online timecards. Then, I might have a third role that is more limited for those employees who no longer work for my company but may still need access to just their paycheck stubs and W-2 information.

First look at all the permissions available & the default role and then decide how many roles or permission levels you may need to have for employees and applicants. Once you have decided this, you will navigate to the Roles tab in WebCenter Admin to set them up.

### To Find Employee Roles:

1. In WebCenter Admin, Select the Roles Tab
2. Choose the employee section
3. A list of Roles will be available

Applicant **Employee** Contact Vendor ServiceRep

Default	Name	Description	Actions
<input type="radio"/>	Employees - Demo Specific	Default role for Employees that log in to WebCenter.	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	Employee	Default role for Employees that log in to WebCenter.	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	Employee - No Timecards	Employee no timecards	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	Employee - Randalls Specific	Default role for Employees that log in to WebCenter.	<a href="#">Copy</a> <a href="#">✕</a>
<input checked="" type="radio"/>	Employee- Basic Access	This is a role that is setup for the user to be able to look at their current job and their pay history.	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	Employee- internal	Standard role for Memphis SW employees.	<a href="#">Copy</a> <a href="#">✕</a>

**To Create Your Own Role(s):**

If you want to customize the vendor portal for different users, you can create your own employee roles.

1. Select the Copy option next to any existing role
2. Update the name and description - this will be helpful when users are giving contacts access to the portal
3. Check or Uncheck the different Role Permissions (check out more details on permissions below)

<input type="radio"/>	Employee W/TimeEntry	Default role for Employees that log in to WebCenter.	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	NATIONWIDE PROVIDER	Role for working employees with no access to the Job board	<a href="#">Copy</a> <a href="#">✕</a>
<input type="radio"/>	Sub Teacher	Allows sub to accept orders	<a href="#">Copy</a> <a href="#">✕</a>

**Role Settings and Permissions**

Role Name: Employee W/TimeEntry [edit](#)

Role Description: Default role for Employees that log in to WebCenter. [edit](#)

**Role Permissions**

- Common - Functionality available to every type of user
- Employee - Assignments - Shows a list of employee assignments with directions and contact info
- Employee - Calendar - Shows an employee their assignment calendar
- Employee - Documents - Shows a list of documents an employee can download
- Employee - Home - Shows links to an employee's current assignments and timecards, and displays alerts and messages
- Employee - HR Center - Allows Employees to update documents in HR Center
- Employee - Job Board - Allows employees access to the Job Board

**Role Permissions Available:**

A Role will give a specific set of permissions to the employee. Each employee can be assigned a different role depending on the access you want to give them. Below we will review the permissions available.

1. **Common:** This option is needed for every role. It allows users to log in to the portal, etc.
2. **Employee - Assignments:** Will allow employees to access the assignments tab where they can see their assignment information. Check out [Employee: The Assignment and Calendar Tabs](#) for more information.
3. **Employee - Calendar:** Will allow employees to access the calendar tab where they can see which days and times they are expected to report for work (Days & times must be included on the order/assignment in order for them to show up here) and report their availability. Check out [Employee: The Assignment and Calendar Tabs](#) and [Enterprise - Tracking Employee Availability Using Activity Tracker](#) for more information.
4. **Employee - Documents:** Will give the employees access to the documents tab where you have important docs they can download at any time including an employee handbook, benefits, etc. Check out [WebCenter Admin - How to Add Documents to Portals](#) for more information.
5. **Employee - Home:** This option is needed for all roles and gives users access to the home page they will be brought to each time they log in.
6. **Employee - HRCenter:** Will give employees access to the HRCenter tab where they can see any outstanding HRCenter workflows/pages they need to fill out and complete them without ever leaving WebCenter. Check out [Employee: The HRCenter Tab](#).
7. **Employee - Jobboard:** Will give employees access to your TempWorks Job Board where they can browse web public jobs and make themselves candidates on orders. Check out [The Job Board](#) for more information.
8. **Employee - Orders:** Will give employees access to the orders tab. This is only available if you are utilizing the [Education Module](#).
9. **Employee - PayHistory:** Will give employees access to their past pay stub information. Check out [Employee: The Pay History Tab](#).
10. **Employee - Timecards:** Will give employees access to the timecards tab where they may be able to create their own timecards and submit their time electronically. Check out [Setting up Timecards in WebCenter](#) for more information.
11. **Profile - Address:** Will give the employee the option to view and update their current address on file from the home tab > my information.
12. **Profile - Employee:** Will give the employees the option to upload a new resume and other documents under the home tab > my information
13. **Profile - Info:** Will give the employees access to view and update their email and password information under the home tab > my information.
14. **Profile - Notifications:** Will give employees access to change their email notification preferences under the home tab > my information.


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## Additional Employee Portal Configurations

In addition to the role options available, you can also set WebCenter configurations to turn on/off specific features for employees. We recommend reviewing these configurations (configs) to determine what your employees should and should not be able to access specific features.

**Never used configs in WebCenter before?** Configs have a default value and additional exceptions or rules underneath them to turn features on and off for different sets of users. To learn more about config basics, check out [WebCenter Admin - Intro to Configurations](#).

Configurations are found under the Config tab in WebCenter admin. Below is a list of configs related to the employee portal access.



Category	Config Name	Default
Adjustments	<b>Applicant Home Show Candidacies</b> Allow applicants to see their candidacies, change their candidacy status to 'removed'	Default: <b>false</b>
Candidate Statuses		
Cost Centers	<b>Allow Employees To Delete Documents</b> Allow employees to delete documents	Default: <b>true</b>
Customer		
Customer Candidate	<b>Employee Home Show Candidacies</b> Allow employees to see their candidacies, change their candidacy status to 'removed'	Default: <b>false</b>
Document Types		
Employee	<b>Show Pay Stub Links</b> Allows an employee to manage their pay stub options	Default: <b>false</b>
Miscellaneous		
Notifications		

The list is broken down into the following groups:

1. [General/Home Page Configs](#)
2. [Document Related Configs](#)
3. [Assignment Related Configs](#)
4. [Payroll Related Configs](#)

### General/Home Page Configs

The following configurations can be found under the Employee category of the config tab in WebCenter Admin. All of the configs listed in this group relate to options available from the home page including the "my information", "manage pay stubs", and "manage W-2" links in the upper left.

- **Employee Home Show Availability:**

**Employee Home Show Availability**      Default: **true**      [Hide Rules \(5\) ▼](#)

Toggle whether or not the user will see the Availability checkin on the home page

**Rules**

When:  is  Use:  True  False [Add Rule](#)

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[Edit](#)    When **Employee** is **Austen, Kate (4295003726)** **Default - 1** ✘

Use **False**

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[Edit](#)    When **User Role** is **Employee Limited** **Default - 1** ✘

Use **False**

- This configuration, when set to true, will display a button on the home page for employees to mark themselves as available for that day. When they do this, it will log a message on the employee's record with the message action code of "Available" so that you can search and report on it.

# Your To Do List

[My Information](#)  
[Manage W-2s](#)  
[View 1095-Cs](#)  
[View 1099s](#)  
[Manage Paystubs](#)

Availability:  Check in as Available  
[Show Candidacies](#)

- **Applicant Home Show Candidacies or Employee Home Show Candidacies:**

## Employee Home Show Candidacies

Default: false

[Hide Rules \(3\) ▼](#)

Allow employees to see their candidacies, change their candidacy status to 'removed'

### Rules

When:  is  Use:  True  False [Add Rule](#)

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<a href="#">Edit</a>	When <b>Employee</b> is <b>Abbott, Martha (27484)</b> <a href="#">Default - 1</a>	<a href="#">✕</a>
	Use <b>True</b>	
<a href="#">Edit</a>	When <b>User Role</b> is <b>Welsh, LeRoy (4294971693)</b> <a href="#">Default - 1</a>	<a href="#">✕</a>
	Use <b>True</b>	
<a href="#">Edit</a>	When <b>WebCenter Application Name</b> is <b>Default</b> <a href="#">Default - 1</a>	<a href="#">✕</a>
	Use <b>True</b>	

- These two configs behave the same way (one is for applicants and one is for employees). When this config is set to true, employees will be able to see which orders they are set as a candidate for (whether they added themselves from the job board or they were added by a recruiter). This will include public job descriptions and the option to remove themselves as a candidate.
- The "Show Candidacies" button appears above the messages section on the home page for the employee.

Candidacies
✕

Customer Service Representative - Candidate
✕ Remove Me

**Call Center Representative Job Responsibilities:**

- Determines requirements by working with customers.
- Answers inquiries by clarifying desired information by researching, locating, and providing information.
- Resolves problems by clarifying issues, researching and exploring answers and alternative solutions, implementing solutions, and escalating unresolved problems.
- Fulfills requests by clarifying desired information; completing transactions, and forwarding requests.
- Sells additional services by recognizing opportunities to up-sell accounts, and explains new features.
- Maintains call center database by entering information.
- Keeps equipment operational by following established procedures, and reporting malfunctions.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

**Call Center Representative Qualifications/Skills:**

- Excellent verbal communication skills
- Telephone skills
- Friendly and pleasant manner
- Data entry skills
- Typing and word processing skills
- Documentation skills
- Active listening skills
- Attention to detail
- Problem solving skills

**Education and Experience Requirements:**

- High school diploma
- One to two years of call center representative experience

**APPLY TODAY!**

Dog Groomer - Candidate
✕ Remove Me

Travel to homes with dog's and assist in cleaning, walking, feeding, and watching of the dog while owners are out of town.

- Show Pay Stub Links:

**Show Pay Stub Links**
Default: false
Hide Rules (7) ▼

Allows an employee to manage their pay stub options

### Rules

When: Select a filter.. is   Use:  True  False Add Rule

<a href="#">Edit</a>	When <b>User Role</b> is <b>Employee - No Timecards</b> <span style="float: right; border: 1px solid #0070c0; border-radius: 3px; padding: 2px;">Default - 1</span>	✕
	Use <b>True</b>	
<a href="#">Edit</a>	When <b>Employee</b> is <b>Marshall, Mathew (12320)</b> <span style="float: right; border: 1px solid #0070c0; border-radius: 3px; padding: 2px;">Default - 1</span>	✕
	Use <b>True</b>	

- This configuration, when set to true, will allow employees to manage whether they want their pay stubs via email or paper (found on the home page under "Manage Paystubs")



- Pay Stub Legal Agreement

**Pay Stub Legal Agreement** Hide Rules (1) ▼

This legal statement is displayed to an employee on the electronic pay stub opt out page.

**Rules**

When:  is  Use:  Text

---

[Edit](#) When User Role is Employee Default - 1 ✖

Use <p>If you have any questions or concerns regarding your paycheck, please call or email the payroll department within 7 days of receiving your check to ensure corrections are made in a timely manner.&nbsp;</p><p>Payroll department contact information</p><p>Phone: (111) 111-1111</p><p>Email: payroll@hightechstaffing.xom</p>

- This configuration will allow you to add a legal agreement or additional note for employees if they have the option to manage their paystub options

- Show W-2 Links:

**Show W-2 Links** Default: true Hide Rules (4) ▼

Allows an employee to manage their W-2 options

**Rules**

When:  is  Use:  True  False

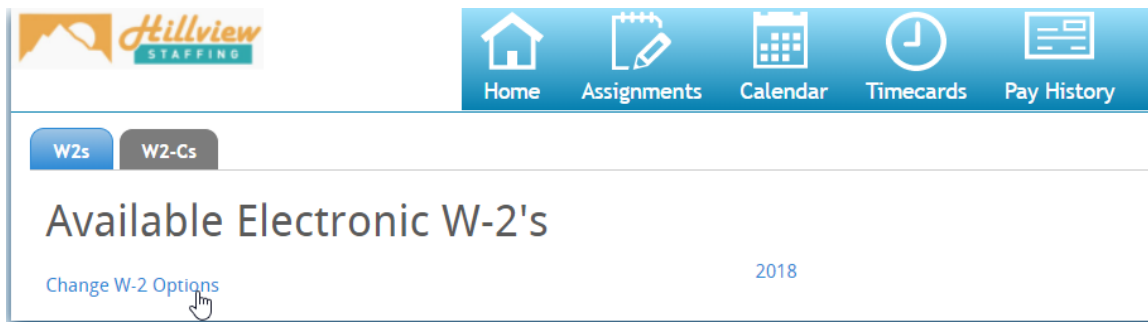
---

[Edit](#) When Employee is Abalos, Tyrone (16807) Default - 1 ✖

Use False

- Similar to Show Pay Stub Links, this option, when set to true, allows users to see any electronic W-2s and manage whether they want their W-2 sent electronically through WebCenter or only receive a

paper copy at the end of the year (found on the home page under "Manage W-2")



W2s W2-Cs

## Available Electronic W-2's

Change W-2 Options 2018

- **Show Generate Invite Code Link:**

**Show Generate Invite Code Link**

Default: **false**

Hide Rules (5) ▼

Toggle whether or not a user will have access to generate an invite code for Buzz.

### Rules

When:  is  Use:  True  False Add Rule

<a href="#">Edit</a>	When <b>Employee</b> is <b>Doe , Jane (4295079578)</b> <span>Default - 1</span>	<span>✖</span>
	Use <b>True</b>	
<a href="#">Edit</a>	When <b>User Role</b> is <b>Employee W/TimeEntry</b> <span>Default - 1</span>	<span>✖</span>
	Use <b>True</b>	
<a href="#">Edit</a>	When <b>Origin Type</b> is <b>Employee</b> <span>Default - 1</span>	<span>✖</span>
	Use <b>True</b>	

- If you are utilizing Buzz, the TempWorks mobile app, when this configuration is set to true, your employees will be able to generate an invite code to invite themselves to the app. The invite code is generated under the "My Information" section. Check out [Buzz - Inviting Employees to Buzz](#) for more information.

- **Show Pending HRCenter Workflows/Documents:**

**Show pending HRCenter workflows/documents**  
Allows an employee to see pending HRCenter workflows/documents

Default: **Display Linkout**

Hide Rules (3) ▾

### Rules

When:  is  Use:

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[Edit](#) When **Employee** is **West, James (4295080490)** Default - 1 ✕  
Use **Do Not Display**

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[Edit](#) When **Employee** is **Finch, Atticus (4295080433)** Default - 1 ✕  
Use **Display Linkout**

---

[Edit](#) When **Origin Type** is **Employee** Default - 1 ✕  
Use **Display Embedded**

- When set to "Do Not Display," the employee will not see a link on the home page for "Go To Documents" (keep in mind if you do not want them to have access to HRCenter from WebCenter at all, you will also want to update their role to not have the HRCenter tab)
- When set to "Display Linkout," when the employee clicks on the Go To Documents link from the home page, they will be brought to HRCenter in a separate tab.
- When set to "Display Embedded," when the employee clicks on the Go To Documents link from the home page, they will be brought to the HRCenter tab within WebCenter where they can view and manage workflows/documents while still in WebCenter.

Message	From	Received
Test Web Message	Kyle Williams	2/24/2023

- **Show Messages On Home Screens:**

- This config is found under the misc. category but will effect whether the employees see the messages section on the home page in WebCenter.

The screenshot displays the WebCenter 6 interface. At the top, there is a navigation bar with icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below this, the 'Your To Do List' section includes links for 'My Information', 'Manage W-2s', 'View 1095-Cs', 'View 1099s', and 'Manage Paystubs'. It lists '(16) Pending Documents' with a 'GoTo Documents' link, 'Current Assignments' for 'Carpenter' (2/1/2023, Venn Brewing Company), 'General Administrator II' (1/5/2023), and 'Admin.support/receptionist' (2/1/2021, Tempworks Software). The 'Timecards' section shows '- Active' and 'Needs Attention', 'Submitted', and 'Completed' options. On the right, an 'Availability' section has a 'Check in as Available' button and a 'Show Candidacies' link. The 'Messages' section, highlighted with a red box, shows a message from Kyle Williams received on 2/24/2023. It includes a 'Send message to staffing representative' link, a table with columns 'Message', 'From', and 'Received', and a 'Reply to Kyle Williams's Message' link.

### Bonus Configuration: Notification Event: UserMessageServiceRep

This config, located under Notifications category, allows you to turn on a message feature which will allow your employee(s) to send their service rep a message (email). Please note this config also works for your customer contacts and vendor contacts.

<p><b>Notification Event:</b> <b>UserMessageServiceRep</b></p> <p>Enable or disables this notification event and will hide the links that allow an Employee or Customer Contacts or Vendor Contacts to use this event to message a service rep.</p>	<p>Default: <b>false</b></p>	<p><a href="#">Hide Rules (4) ▼</a></p>
---	------------------------------	---

By default, this config is set to false which means the message option will not appear unless you set a new rule to true.

### Setting this Config to True:

If you want to enable this feature, you will need to create a new rule to make sure this option is available to your employee(s). Reminder this config also works for your customer contacts and vendor contacts. Once you set a new rule to true, the employee should see the following option seen below:

**WebCenter 6**

Home Orders Assignments Calendar Timecards Pay History Documents JobBoard HRCenter

### Your To Do List

[My Information](#)  
[Manage W-2s](#)  
[View 1095-Cs](#)  
[View 1099s](#)  
[Manage Paystubs](#)

Availability:  Check in as Available [Show Candidacies](#)

### Messages

[Send message to staffing representative](#)

Message	From	Received
Test Web Message	Kyle Williams	2/24/2023

Showing 1-1 of 1 [« Previous](#) **1** [Next »](#)

**From Kyle Williams on 2/24/2023**

Test Web Message [Reply to Kyle Williams's Message »](#)

**(16) Pending Documents**  
[GoTo Documents](#)

**Current Assignments**

- Carpenter** - 2/1/2023  
Venn Brewing Company  
[Details »](#)
- General Administrator II** - 1/5/2023  
Primary  
[Details »](#)
- Admin.support/receptionist** - 2/1/2021  
Tempworks Software  
[Details »](#)

Upon selecting the "send message to staffing representative" they will be greeted with a message box (seen below). They can type in their message and hit send. A message will be logged on their employee record with the message action code of "Web Message."

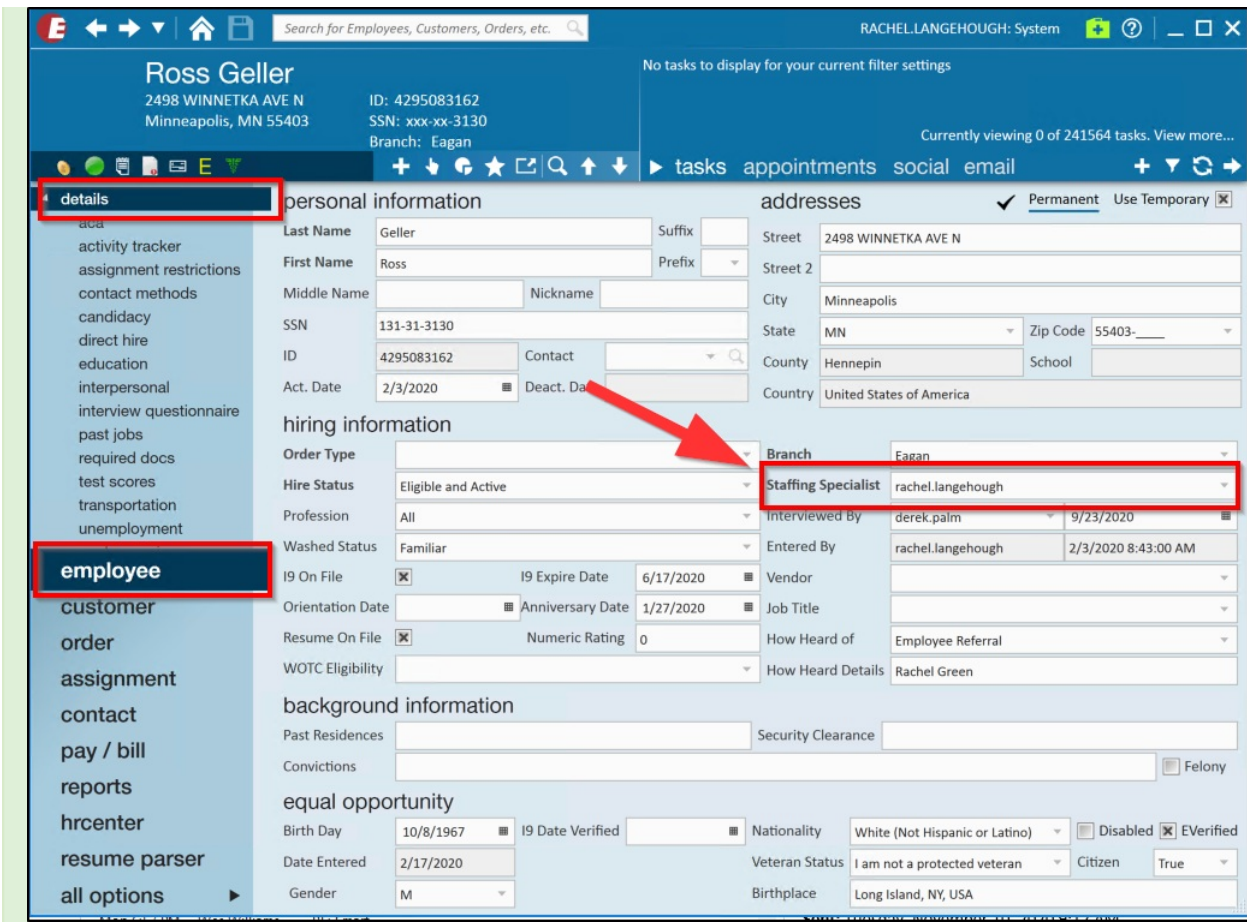
**Message**

type your message here

Send

Cancel

Where does this message go? This message will be sent to the email of the staffing representative/staffing specialist listed on their employee record. If this is a contact for a customer or vendor it will also be the staffing representative listed on their contact record (located under the details tab).



Unsure what your service rep email is? Please ask your admin. They can find your email under your service rep in administration. [Click Here to Learn More.](#)

## Document Related Configs

The following configurations under the employee category are related to the document options found under the home tab > my information. These configs are only necessary if you enable the "Profile - Employee" role option to allow the employees to upload documents.

# My Information

General Info

Address

Resumes

Other Documents

## Add a Resume

Title:

Description:

File:

Choose File No file chosen

Upload

### Allowed File Types

.XLS MS Excel Document .DOC MS Word .PDF Adobe Acrobat Document .TXT Text Document .PPT MS Pc Compressed Zip File .DOCX MS Word 2007 .RTF Rich Text Format .XLSX MS Excel 2007 Document

## Your Uploaded Resumes



Download

Lorelai's Resume - Last Updated 12/3/2019

- **Allow Employees to Delete Documents:**

Allow Employees To Delete Documents

Default: true

Hide Rules (1) ▼

Allow employees to delete documents

### Rules

When:  is  Use:  True  False

Add Rule

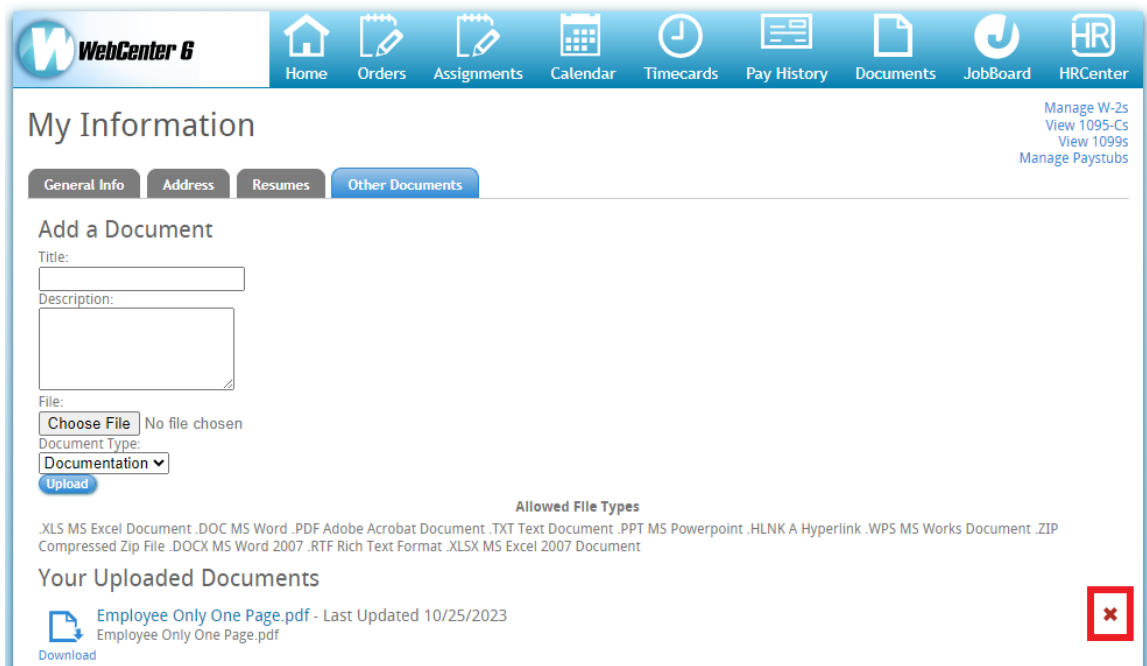
Edit

When WebCenter Application Name is Default **Default - 1**



Use False

- This config, when set to True, will allow employees to delete documents from their record and WebCenter



- **Employee Profile Documents - Show Resumes Only:**

**Employee Profile Documents - Show Resumes Only**

Default: **false**

Hide Rules (1) ▼

Hides the "Other Documents" tab on an Employee's profile so that they can only view and upload resumes (if "Profile - Employee" is enabled in their role).

### Rules

When: Select a filter.. is  Use:  True  False Add Rule

---

Edit When **Branch Name** is **Memphis NE** Default - 1 ✕

Use **True**

- This config, when set to true, will hide the "Other Documents" tab so employees will only be able to see or upload resume documents.

## Assignment Related Configs

The following configurations are related to Assignment tab in the Employee Portal and can be found under configs > Employee category in WebCenter Admin.

- **Employee Assignment Details Contact Phone Number:**



**Employee Assignment Details Contact Phone Number**

Default: **true**

Hide Rules (2) ▼

Toggle whether or not a user will see the Contact's Phone Number for an Assignment

### Rules

When:  is  Use:  True  False

---

[Edit](#) When **Entity** is **High Tech Staffing Inc** Default - 1 ✕

Use **False**

- When this config is set to **true**, employees will be able to see the phone number for the supervisor as long as they can see the contact info tab on their assignment.

- **Employee Assignment Details Hide Contact Tab:**

**Employee Assignment Details Hide Contact Tab**

Default: **false**

Hide Rules (3) ▼

Toggle whether or not the user will see the Contact tab in the Assignment Details section

### Rules

When:  is  Use:  True  False

---

[Edit](#) When **Employee** is **Finch, Atticus (4295080433)** Default - 1 ✕

Use **True**

- When this config is set to **false**, employees will be able to see the contact tab under their assignment details.

Assignments Calendar Timecards Pay History Documents JobBoard HRCenter

Asgn. ID   Exact Matches Only

« Previous 1 Next »

Start Date	Asgn. ID
6/10/2019	4301406279
7/4/2018	4301404257
7/3/2018	4301404249
7/28/2018	4301404173
7/28/2018	4301404179
7/6/2018	4301403891
7/5/2018	4301404296
7/30/2018	4301403768
7/24/2018	4301403528
7/2/2018	4301403323
7/1/2018	4301402995

[View Timecards for this Assignment](#)  
[+ Create NEW timecard for this Assignment](#)

### Housekeeper

*Hotel Denouement*  
**Primary**

Asgn ID:	4301406279	Start Date:	6/10/2019
OrderID:	4295091321	Est. End Date:	-
Map:	<a href="#">Bing Map</a> <a href="#">Google Map</a>	Act. End Date:	-
Address:	123 Main St. Eagan, MN 55123	Dress Code:	Black shirt - no jeans. Uniform supplied
Shift:	1	Safety Notes:	
Start Time:	8:00 AM	Cost Center:	
End Time:	4:30 PM	SubEntity:	
		Pay Rate:	\$20.00

**Job Description** **Contact Info** **Directions**

Supervisor  
Dewey Denouement  
789/4546560

- Employee Assignment Details Show Expected End Date:

**Employee Assignment Details Show Expected End Date** Default: true [Hide Rules \(4\) ▼](#)

Toggle whether or not a user will see the Expected End Date in Assignment Detail Form

### Rules

When:  is  Use:  True  False [Add Rule](#)

<a href="#">Edit</a>	When <b>Customer</b> is <b>Creative Solutions (778501)</b> <b>Default - 1</b>	<b>✘</b>
	Use <b>False</b>	
<a href="#">Edit</a>	When <b>Branch Name</b> is <b>Minneapolis</b> <b>Default - 1</b>	<b>✘</b>
	Use <b>False</b>	

- When this config is set to true, the employee will be able to see the expected end date if one is entered for their assignment.

[Assignments](#)
[Calendar](#)
[Timecards](#)
[Pay History](#)
[Documents](#)
[JobBoard](#)
[HRCenter](#)

Asgn. ID   Exact Matches Only

« Previous **1** Next »

Start Date	Asgn. ID
10/2019	4301406279
4/2018	4301404257
3/2018	4301404249
28/2018	4301404173
28/2018	4301404179

[View Timecards for this Assignment](#)  
[Create NEW timecard for this Assignment](#)

### Welder

*Floyd's Farming*

**Primary**

Asgn ID:	4301404257	Start Date:	12/4/2018
OrderID:	4295090398	<b>Est. End Date:</b>	<b>12/4/2018</b>
Map:	<a href="#">Bing Map</a> <a href="#">Google Map</a>	Act. End Date:	12/4/2018
Address:	555 Paul Street FARM MN	Dress Code:	
		Safety Notes:	

- **Hide Salary Payrate**

**Hide Salary Payrate**      Default: False      [Hide Rules \(3\) ▼](#)  
 Hide Salary Payrate from Employees under assignment details

#### Rules

When:  is  Use:  True  False [Add Rule](#)

<a href="#">Edit</a>	When Department is (North St. Paul High) (4295012535) <b>Default - 1</b>	<b>✘</b>
	Use True	
<a href="#">Edit</a>	When Customer is Real Steel (4295012443) <b>Default - 1</b>	<b>✘</b>
	Use True	

- When this config is set to **true**, employees will not see their pay rate listed under assignment details

## Payroll Related Configs

The following configurations are related to the Pay History tab on the Employee's record.

- **Employee Payroll Detail Show Accruals**

**Employee Payroll Detail Show Accruals**      Default: true      [Hide Rules \(1\) ▼](#)  
 Toggle whether or not a user will see the Accrual breakdown in Payroll Detail Form

#### Rules

When:  is  Use:  True  False [Add Rule](#)

<a href="#">Edit</a>	When Branch Name is HappyFaces <b>Default - 1</b>	<b>✘</b>
	Use False	

- When this config is set to **true**, employees will be able to see any accrual information on their paycheck stub

Paycheck for 10/6/2021 Check # 302406

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Gross Pay	\$600.00
Adjustment Deductions	\$50.00
Tax Deductions	\$100.78
<b>Net Pay</b>	<b>\$449.22</b>

Timecards
Adjustments
Taxes
Accruals

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Hourly	2.40
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- **Employee Payroll Detail Show Adjustments**

- When this config is set to **true**, employees will be able to see any adjustments made on their paycheck under the adjustments tab

Paycheck for 10/6/2021 Check # 302406

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Gross Pay	\$600.00
Adjustment Deductions	\$50.00
Tax Deductions	\$100.78
<b>Net Pay</b>	<b>\$449.22</b>

Timecards
Adjustments
Taxes
Accruals

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Adjustment Types	Benefit Amount	Amount
ACAFamily ACA Dependent and Spouse		\$50.00
ACAEmployr ACA Employer Portion	\$50.00	

- **Employee Payroll Detail Show Tax**

**Employee Payroll Detail Show Tax**

Toggle whether or not a user will see the Tax breakdown in Payroll Detail Form. 1-Yes, 0 - No

Default: true

[Hide Rules \(1\) ▼](#)

**Rules**

When: Select a filter.. is Select a value... Use:  True  False Add Rule

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[Edit](#) When Employee is Finch, Atticus (4295080433) Default - 1 ✕

Use False

- When this config is set to **true**, employees will be able to see any taxes taken out of their paycheck under the taxes tab.

Paycheck for 10/6/2021 Check # 302406

Gross Pay	\$600.00
Adjustment Deductions	\$50.00
Tax Deductions	\$100.78
<b>Net Pay</b>	<b>\$449.22</b>

**Taxes**

Minnesota Single	\$25.49
Federal-Single	\$33.21
Employee Portion Social Security tax	\$34.10
Employee Portion Medicare tax	\$7.98

- **Employee Payroll Paycheck**

**Employee Payroll Paycheck** Default: false [Hide Rules \(1\) ▼](#)

Toggle whether or not the user will see a paycheck as soon as it is created.

**Rules**

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

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[Edit](#) When Employee is Finch, Atticus (4295080433) Default: - 1 [✕](#)

Use True

- When this config is set to **true**, employees will be able to see a paycheck as soon as it's created (staged).

## Giving Employees Access to the Employee Portal

Now that you've set up the roles and configs the way you want them, you can give your employees access to their WebCenter Employee Portal. Keep in mind, log in information is the same as their HRCenter account.

### From WebCenter Admin

If you are already in WebCenter Admin, you can create a web user account for an employee by navigating to the User tab and searching for the user in the employee section

The screenshot shows the tempworks software interface. At the top, there is a navigation bar with icons for Users, Roles, Config, Theme, Email, Time, and Order Form. Below this is a search bar with filters for Applicant (Employee, Customer, Vendor, Administrator), Last Name (west), and checkboxes for Exact Match and WebCenter. The search results are filtered by 'west', showing a table with columns for First Name, Last Name, Username, and Company Name. The first row is 'Ava West'. To the right of the table is a detailed view for 'Ava West' with fields for Username (Create WebCenter Account), Password, and Application.

The "Create WebCenter Account" will be available if the do not already have an account set up. You will be prompted to enter username and password for the user.

If the employee already has an account, you can update their password or change their role by selecting the edit options next the to details.

The screenshot shows the user profile for 'James West'. The details are as follows:

- Username: james.west
- Password: \*\*\*\*\* Edit
- Application: Default - 1 Edit
- Role: Employee Edit
- HierId: 5
- Last Activity: 6/4/2020
- ID: 4295080490

## From Enterprise or Beyond

The people who have access to WebCenter Admin might not be the same as the recruiters who are onboarding new employees. Recruiters can give employees access

- Enterprise: [Manage Web User Account](#)
- Beyond: [Beyond - Managing Web User Account](#)

## Related Articles