Customer Portal - Reviewing and Approving WebCenter Timecards

Timecards & WebCenter

WebCenter offers users the capability to create, edit, submit, reject, and approve timecards. This document will walk users through the process of editing and submitting WebCenter timecards for approval.

> *Note* Unsure of where submitted timecards go? Ask your staffing provider, as every client may be setup slightly differently.

This article includes:

- Reviewing Timecards
- Creating Timecards
- Editing Timecards
- Approving or Rejecting Timecards

Reviewing Timecards

Log into WebCenter and navigate to the Timecards tab to see all timecards that have been created by your employees:

You can choose to see different sets of timecards via the Quick Filters at the top of the page:
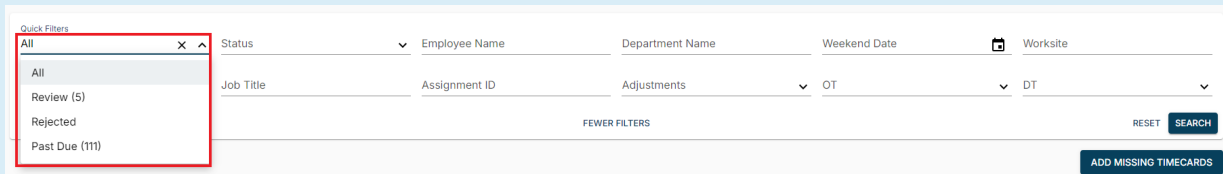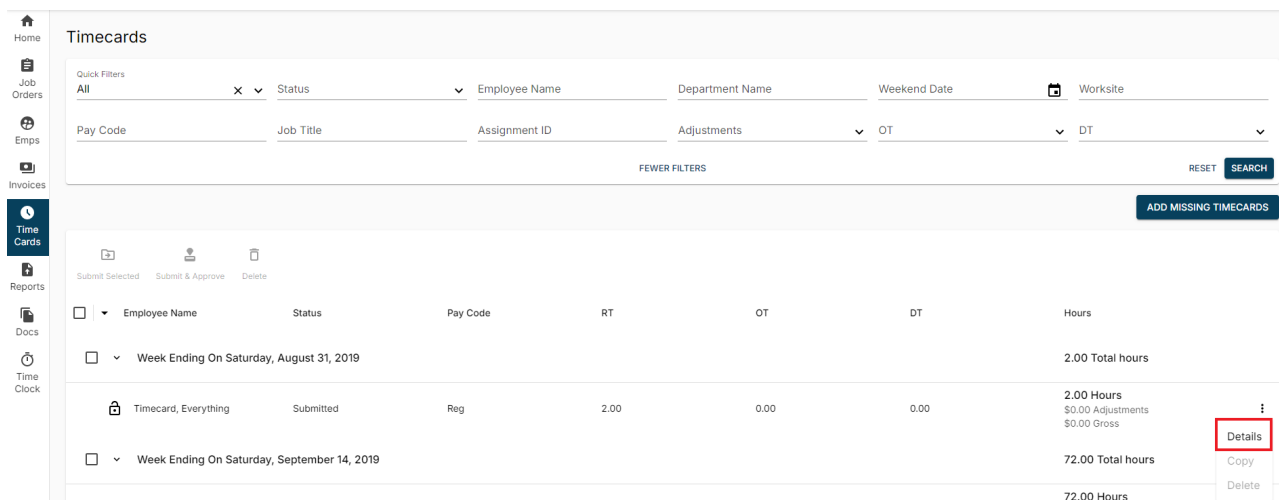
Note Selecting the "All" option within the first filter will allow you to select the following types of timecards to view:

- **All** - Allows you to see all timecards in all statuses, this is also where you can edit timecards.
- **Review** - Allows you to see all submitted timecards looking for approval. Timecards can be approved or rejected from this view.
- **Rejected** - Shows all rejected timecards.
- **Past Due** - Shows all late timecards that have not been completed (paid) yet.

To see more details on the timecards, either double-click on the timecard within the list or select the ⋮ icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Timecard Details for Timecard, Everything ✕

Timecard, Everything
Unknown | Submitted
August 25, 2019 to August 31, 2019
Primary | PO # | Gross Pay $0.00
2.00 Regular | 0.00 Overtime | 0.00 Double Time

🖨

DAILY HOURS	WEEKLY HOURS

Daily hours

Sun 08/25/2019 - 2 hours	⌄
Mon 08/26/2019 - 0 hours	⌄
Tue 08/27/2019 - 0 hours	⌄
Wed 08/28/2019 - 0 hours	⌄
Thu 08/29/2019 - 0 hours	⌄
Fri 08/30/2019 - 0 hours	⌄
Sat 08/31/2019 - 0 hours	⌄

2.00 Total hours

Pay Code
Reg ⌄   Cost Center ⌄

ADJUSTMENTS	NOTES	CUSTOM

Amount
Adjustment ⌄   0.00   ✕

CANCEL   SAVE   SUBMIT

Note Your timecards may look different than the picture above based on the timecard template set up for you by your staffing provider.

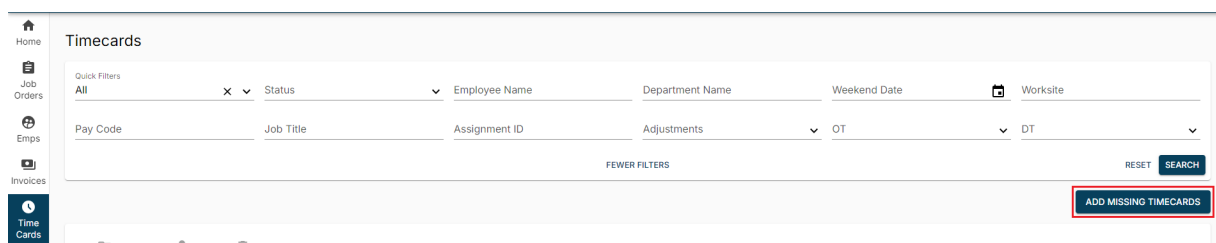*Note* If you having difficulty finding timecards from employee submitting time via Mobile Time Punching in
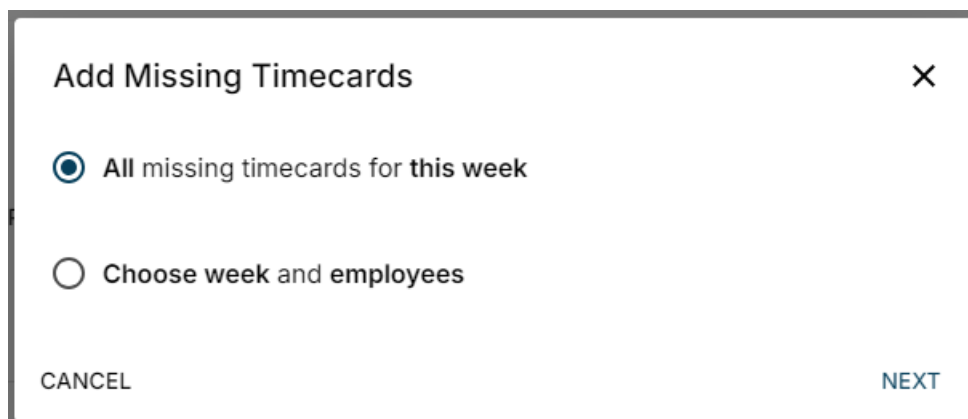
Creating Timecards for Employees

Have employees that forgot to create a timecard this week? Want to enter their hours for them? You can create timecards for your direct reports.

1. Navigate to the Timecards tab in WebCenter

2. Select the "Add Missing Timecards" button at the top right:

3. Select "All missing timecards for this week" to add any missing timecards for the current week:

4. Alternatively, select "Choose week and employees" to pick and choose the employees you want to add time for or to add a late timecard:
   - Select the appropriate Weekend Date and employees from the list and select "Next" once complete:

Add Missing Timecards ✕

1 ———————————— **2**

Select Employees   Confirmation

Weekend Date
08/10/2024 📅

Search by Name
🔍

☑ Select all

☐ Dish18, Pete test

☐ Dish18, Pete test

☑ Bjerknes, Jonell

☐ Dish18, Pete test

☑ Kluverzinger, Laura

☐ Timecard, Profession

☐ Timecard, Everything

☐ Timecard, Unit

☐ Timecard, SemiMonthl

☐ Timecard, Salary

☐ Timecard, DefaultFed

☐ Employee, Margaux

☐ Vision, Wanda tester

☐ solspark, solspark

CANCEL   NEXT ›

○ Within the confirmation window, select "Add Timecards":

Add Missing Timecards

✓ ──────────── 2

Select Employees   Confirmation

This action will create 2 timecard(s) for week ending on Saturday, August 10, 2024.

CANCEL   BACK   ADD TIMECARDS

Editing Timecards

If you find any timecards that are incorrect or that you want to enter time for the employee on, then you will need to edit the timecard.

Note Submitted timecards may need to be unlocked first by selecting the 🔓 icon to the left of the timecard:

☐ ⌄ Week Ending On Saturday, August 31, 2019					2.00 Total hours
🔓 Timecard, Everything	Submitted	Reg	2.00	0.00	0.00	2.00 Hours $0.00 Adjustments $0.00 Gross ⋮

Timecards with the 🔒 icon are restricted and you will not be able to make any changes:

Timecards

Quick Filters
All ✕ ⌄ | Status ⌄ | Employee Name | Department Name | Weekend Date 📅 | Worksite

MORE FILTERS   RESET SEARCH

ADD MISSING TIMECARDS

⊞ Submit Selected   🗑 Delete

☐ ⌄	Employee Name	Status	Pay Code	RT	OT	DT	Hours	
☐ ⌄	Week Ending On Saturday, May 4, 2024						30.00 Total hours	
🔒	Timecard, DailyTotal	In Payroll	Reg	20.00	0.00	0.00	20.00 Hours $21.00 Adjustments $381.00 Gross	⋮
☐	Timecard, DailyTotal	Past Due	ELTRAI	0.00	0.00	0.00	0.00 Hours $0.00 Adjustments $0.00 Gross	⋮
☐	Timecard, DailyTotal	Past Due	ELTELE	0.00	0.00	0.00	0.00 Hours $0.00 Adjustments $0.00 Gross	⋮

Any unlocked timecard will be editable.

To see more details on the timecards, either double-click on the timecard within the list or select the ⋮ icon to the right of the timecard and select "Details" to open the "Timecard Details" window:

Within the "Timecard Details" window, you can add/edit the hours for the days of the week, upload files, add notes, and add/edit adjustments.

Timecard Details for Employee, Margaux   ✕

Employee, Margaux
1programmer | Not Submitted
August 01, 2024 to August 16, 2024   🖨
Primary | PO # | Gross Pay $0.00
0.00 Regular | 0.00 Overtime | 0.00 Double Time

SemiMonthly Hours

Thu 1   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes
* Required

Fri 2   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes
* Required

Sat 3   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes
* Required

Sun 4   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes
* Required

Mon 5   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes
* Required

Tue 6   CHOOSE FILE

Pay Code	RT	OT	DT
Reg ⌄	0.00	0.00	0.00

Notes

CANCEL   SAVE   SUBMIT

Once all changes needed have been made, select "Submit" to submit the timecard for approval.

Timecard Details for Employee, Margaux   ✕

Sun 11   CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	0.00	0.00	0.00	N/A

Mon 12   CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Tue 13   CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Wed 14   CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

Thu 15   CHOOSE FILE

Pay Code	RT	OT	DT	Notes
Reg ⌄	8.00	0.00	0.00	Worked

0.00 Total hours

ADJUSTMENTS

Adjustment	⌄	Amount 0.00	✕

ADD ADJUSTMENT

Equipment - $50.00 ⊗

$50.00 Total Adjustments

CANCEL   SAVE   SUBMIT

To Submit a Timecard

Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Submit Selected" option at the top left:

To Delete a Timecard

Select the checkbox next to the edited/unsubmitted timecard(s) and choose the "Delete" option at the top left:

Approving or Rejecting Timecards

Timecards submitted by your employees need to be reviewed and approved or rejected.

1. Navigate to the Timecards tab, select "Review" within the "All" filter, and select "Search" to find all timecards that need to be reviewed:

2. Review the timecard information by double-clicking on the timecard within the list to open the "Timecard Details" window:

Timecard Details for Bjerknes, Jonell

Bjerknes, Jonell
Utility Worker | Submitted
August 18, 2024 to August 24, 2024
Primary | PO # | Gross Pay $0.00
40.00 Regular | 8.00 Overtime | 0.00 Double Time

Daily hours

Sat 8/17/2024
8.00

Sun 8/18/2024
8.00

Mon 8/19/2024
8.00

Tue 8/20/2024
8.00

Wed 8/21/2024
8.00

Thur 8/22/2024
8.00

Fri 8/23/2024
0.00

Sat 8/24/2024
0.00

48.00 Total hours

Pay Code
Reg ⌄   Cost Center ⌄

ADJUSTMENTS   NOTES   CUSTOM

CANCEL   SAVE   SUBMIT

- Timecard information can be viewed at a glance by hovering your mouse cursor over the
  🕐 📋 🕘 icons to the left of the timecard:

3. Approve or reject the timcard(s)

    ○ Individually approve or reject by selecting the ⋮ button to the right of the timecard and selecting either "Approve timecard" or "Reject timecard":

    ○ Mass approve or reject by selecting either the "Approve Remaining" or "Reject Remaining" option at the top right:

Rejected timecards will require you to enter a reason for rejection:

Note Rejected timecards are sent back to the employee to update and resubmit. If configured, they will receive an email alert letting them know that their timecard was rejected.

Timecards that are not approved will not be paid. If you would rather fix the timecard instead of having them resubmit their timecard for approval, you may edit the timecard by double-clicking on the timecard within the list to open the "Timecard Details" window:

Timecard Details for Bjerknes, Jonell ✕

Bjerknes, Jonell
Utility Worker | Submitted
August 18, 2024 to August 24, 2024
Primary | PO # | Gross Pay $0.00
40.00 Regular | 8.00 Overtime | 0.00 Double Time

Daily hours

Sat 8/17/2024
8.00

Sun 8/18/2024
8.00

Mon 8/19/2024
8.00

Tue 8/20/2024
8.00

Wed 8/21/2024
8.00

Thur 8/22/2024
8.00

Fri 8/23/2024
0.00

Sat 8/24/2024
0.00

48.00 Total hours

Pay Code
Reg ⌄   Cost Center ⌄

ADJUSTMENTS   NOTES   CUSTOM

CANCEL   SAVE   SUBMIT

Once the information has been edited, select "Submit". The timecard can now be approved following the process outlined above.

When approving timecards, you will get a confirmation screen before finalizing:

Approve Timecards

You are about to approve **5 Timecards.**

Bjerknes, Jonell
xxx-xx-8310

Paycode: Reg
08/24/2024

Employee, Margaux
xxx-xx-

Paycode:
08/15/2024

Kluverzinger, Laura
xxx-xx-4878

Paycode: Reg
05/25/2024

Timecard, Everything
xxx-xx-

Paycode: Reg
08/31/2019

Timecard, Profession
xxx-xx-

Paycode: Reg
05/25/2024

CANCEL   APPROVE

Once a timecard is approved, your staffing provider will be able to complete the payroll process.

Note The updated WebCenter Customer Portal contains all the functionality as Legacy WebCenter, but in the event you need to navigate back to Legacy, you can select the "Back to Legacy WebCenter" option to the top right of the WebCenter window:
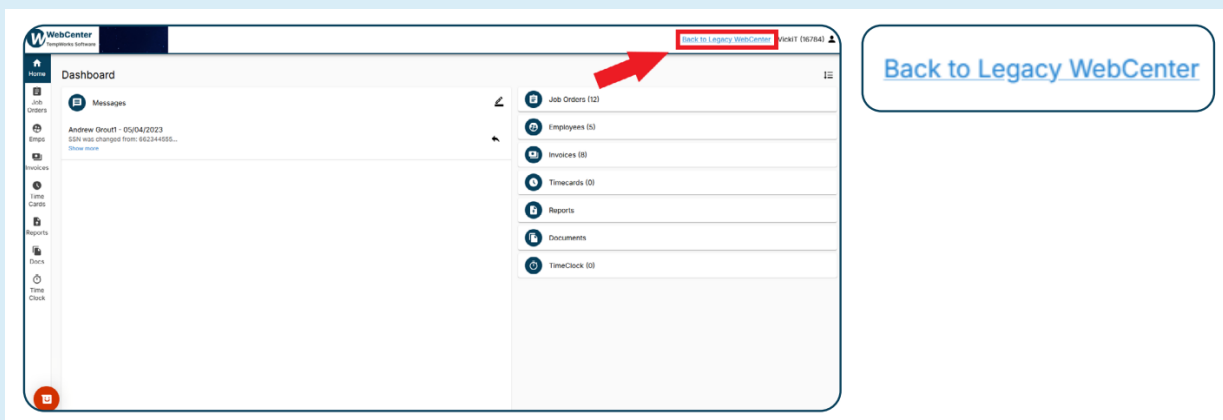
For more information on navigating to the Legacy WebCenter, along with the feedback survey, please see the article titled Customer Portal - Navigating to Legacy & Feedback Survey.

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