

# Customer Portal - Reviewing and Approving WebCenter Timecards

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## 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:

Home

Job Orders

Emps

Invoices

**Time Cards**

Reports

Docs

Time Clock

Timecards

Quick Filters

All

×

▼

Status

▼

Employee Name

Department Name

Weekend Date

📅

Worksite

Pay Code

Job Title

Assignment ID

Adjustments

▼

OT

▼

DT

▼

FEWER FILTERS

RESET

SEARCH

ADD MISSING TIMECARDS

Submit Selected

Submit & Approve

Delete

<input type="checkbox"/>	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	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

You can choose to see different sets of timecards via the Quick Filters at the top of the page:

Timecards

Quick Filters

All

×

▼

Status

▼

Employee Name

Department Name

Weekend Date

📅

Worksite

Pay Code

Job Title

Assignment ID

Adjustments

▼

OT

▼

DT

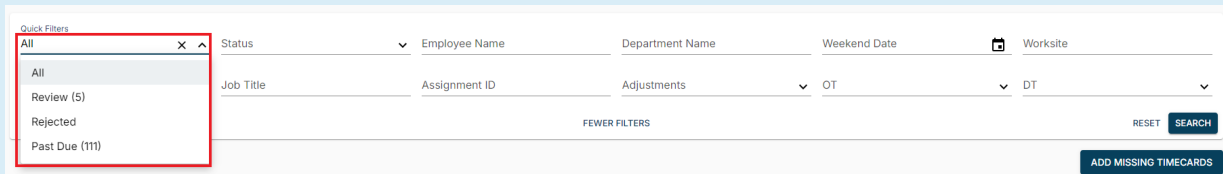
▼

FEWER FILTERS

RESET


SEARCH

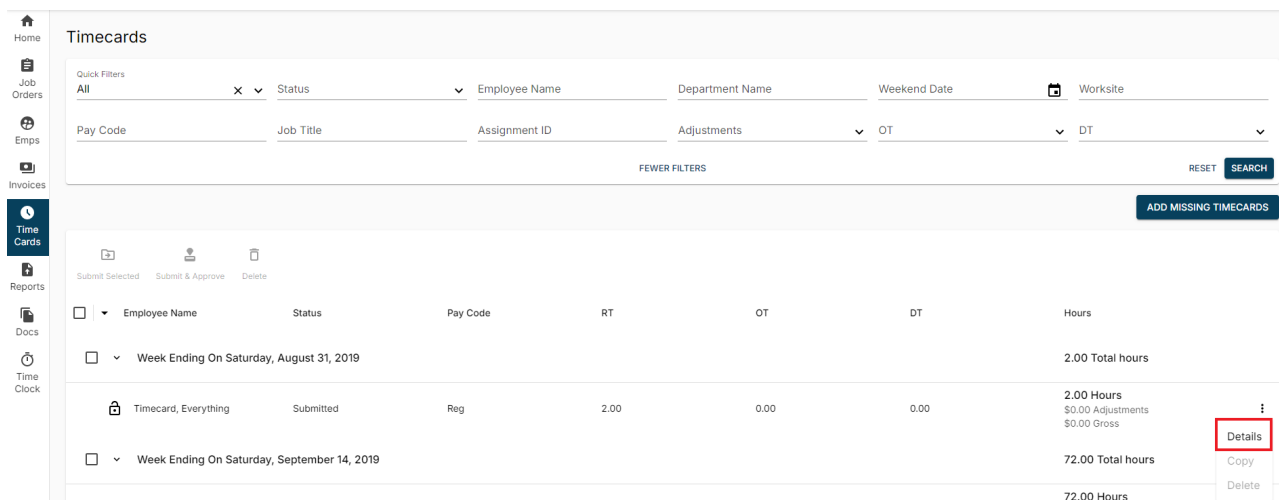
**\*Note\*** Selecting the "All" option within the first filter will allow you to select the following types of timecards to view:



The screenshot shows a filter dropdown menu for the 'All' option. The menu is open, showing the following options: All, Review (5), Rejected, and Past Due (111). The 'All' option is highlighted. The background shows a filter bar with fields for Status, Employee Name, Department Name, Weekend Date, and Worksite. There are also buttons for 'RESET', 'SEARCH', and 'ADD MISSING TIMECARDS'.

- **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:



The screenshot shows the 'Timecards' section of the application. It includes a filter bar at the top with fields for Status, Employee Name, Department Name, Weekend Date, and Worksite. Below the filter bar is a table of timecards. The table has columns for Employee Name, Status, Pay Code, RT, OT, DT, and Hours. The first row shows a timecard for 'Week Ending On Saturday, August 31, 2019' with a total of 2.00 hours. The second row shows a timecard for 'Week Ending On Saturday, September 14, 2019' with a total of 72.00 hours. A 'Details' button is visible next to the second row, highlighted with a red box.

Employee Name	Status	Pay Code	RT	OT	DT	Hours
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
Week Ending On Saturday, September 14, 2019						72.00 Total hours
						72.00 Hours

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

Adjustment

▼

Amount

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.

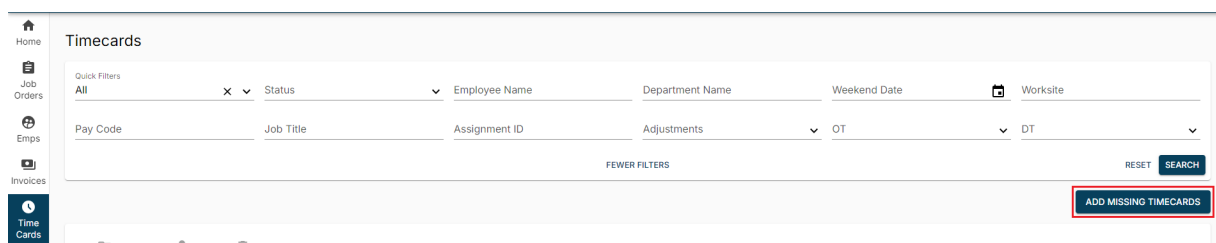
**\*Note\*** If you having difficulty finding timecards from employee submitting time via [Mobile Time Punching in](#)

Buzz, these are classified as TimeClock Timecards in WebCenter. For more information, please see the article titled [Customer Portal - Timeclock Punch Approval](#).

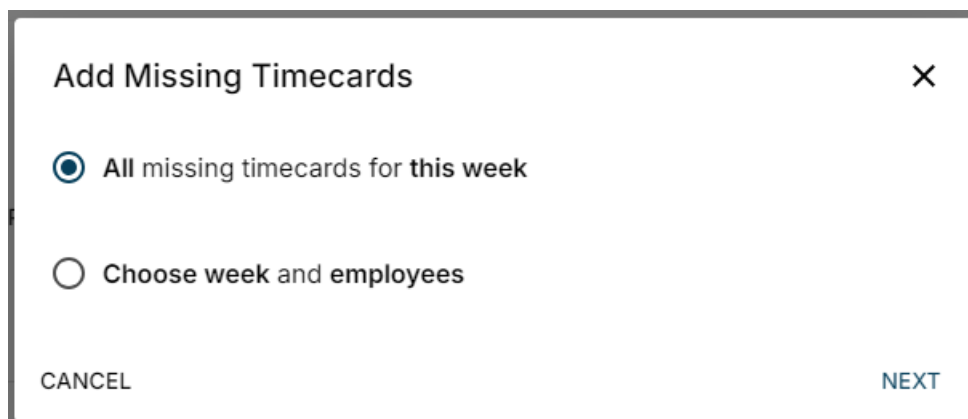
## Creating Timecards for Employees

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 EmployeesConfirmation

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

☐ Timecard, DefaultFed

CANCEL

NEXT >

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

## Add Missing Timecards

✓

2


Select EmployeesConfirmation


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


CANCELBACKADD 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:

<input type="checkbox"/>	Week Ending On Saturday, August 31, 2019						2.00 Total hours
	Timecard, Everything	Submitted	Reg	2.00	0.00	0.00	<b>2.00 Hours</b> \$0.00 Adjustments \$0.00 Gross

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

Timecards							
<div>Quick Filters</div> <div>All <input type="checkbox"/> Status <input type="checkbox"/> Employee Name <input type="checkbox"/> Department Name <input type="checkbox"/> Weekend Date <input type="checkbox"/> Worksite <input type="checkbox"/></div> <div>MORE FILTERS</div> <div>RESET</div> <div>SEARCH</div>							
<div>ADD MISSING TIMECARDS</div>							
<div>Submit Selected Delete</div>							
<input type="checkbox"/>	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	Week Ending On Saturday, May 4, 2024						30.00 Total hours
	Timecard, DailyTotal	In Payroll	Reg	20.00	0.00	0.00	<b>20.00 Hours</b> \$21.00 Adjustments \$381.00 Gross
<input type="checkbox"/>	Timecard, DailyTotal	Past Due	ELTRA	0.00	0.00	0.00	<b>0.00 Hours</b> \$0.00 Adjustments \$0.00 Gross
<input type="checkbox"/>	Timecard, DailyTotal	Past Due	ELTELE	0.00	0.00	0.00	<b>0.00 Hours</b> \$0.00 Adjustments \$0.00 Gross

Docs


Time Clock

Timecard, DailyTotal

This timecard is currently being processed and cannot be unlocked





Timecard, DailyTotal

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:

☐ Week Ending On Thursday, August 15, 2024

0.00 Total hours

<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	
<input type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	
<input type="checkbox"/>	Dish18, Pete test	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	
<input type="checkbox"/>	Employee, Margaux	Past Due	Reg	0.00	0.00	0.00	0.00 Hours \$0.00 Adjustments \$0.00 Gross	<div>Details Copy Delete</div>
<input type="checkbox"/>				0.00	0.00	0.00	0.00 Hours	

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

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

Notes

\* Required

Fri 2

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

Notes

\* Required

Sat 3

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

Notes

\* Required

Sun 4

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

Notes

\* Required

Mon 5

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

Notes

\* Required

Tue 6

Pay Code

Reg

▼

RT

0.00

OT

0.00

DT

0.00

CHOOSE FILE

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  
Reg ▼
RT  
0.00
OT  
0.00
DT  
0.00
Notes  
N/A

Mon 12
[CHOOSE FILE](#)

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

Tue 13
[CHOOSE FILE](#)

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

Wed 14
[CHOOSE FILE](#)

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

Thu 15
[CHOOSE FILE](#)

Pay Code  
Reg ▼
RT  
8.00
OT  
0.00
DT  
0.00
Notes  
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:

<div> <div>Submit Selected</div> <div>Submit &amp; Approve</div> <div>Delete</div> </div>							
<input type="checkbox"/>	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	>	Week Ending On Saturday, August 31, 2019					2.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, September 14, 2019					72.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, January 1, 2022					153.00 Total hours
<input type="checkbox"/>	>	Week Ending On Monday, January 31, 2022					8.00 Total hours
<input checked="" type="checkbox"/>	>	Week Ending On Saturday, March 16, 2024					9.00 Total hours
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

## To Delete a Timecard

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

<div> <div>Submit Selected</div> <div>Submit &amp; Approve</div> <div>Delete</div> </div>							
<input type="checkbox"/>	Employee Name	Status	Pay Code	RT	OT	DT	Hours
<input type="checkbox"/>	>	Week Ending On Saturday, August 31, 2019					2.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, September 14, 2019					72.00 Total hours
<input type="checkbox"/>	>	Week Ending On Saturday, January 1, 2022					153.00 Total hours
<input type="checkbox"/>	>	Week Ending On Monday, January 31, 2022					8.00 Total hours
<input checked="" type="checkbox"/>	>	Week Ending On Saturday, March 16, 2024					9.00 Total hours
<input checked="" type="checkbox"/>	Bjerknes, Jonell	Past Due	Reg	9.00	0.00	0.00	9.00 Hours \$0.00 Adjustments \$0.00 Gross

## 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:

Home

Job Orders

Emps

Invoices

Time Cards

Reports

Docs

Time Clock

### Timecards

Quick Filters

Review (5) X

Status

Employee Name

Department Name

Weekend Date

Worksite

Pay Code

Job Title

Assignment ID

Adjustments

OT

DT


























FEWER FILTERS

RESET

SEARCH

APPROVE REMAINING

REJECT REMAINING

Details	Employee Name	Status	Job Title / Department	Week Ending On	Hours / Adjustments	
   	Bjerknes, Jonell	Submitted	Utility Worker Primary	8/24/2024	\$48.00 Hours \$0.00 Adjustments	
   	Employee, Margaux	Submitted	Administrative Support Primary	8/15/2024	\$0.00 Hours \$0.00 Adjustments	
   	Kluverzinger, Laura	Submitted	Forklift Primary	5/25/2024	\$40.00 Hours \$0.00 Adjustments	
   	Timecard, Profession	Submitted	Unknown Primary	5/25/2024	\$7.00 Hours \$123,456.00 Adjustments	
   	Timecard, Everything	Submitted	Unknown Primary	8/31/2019	\$2.00 Hours \$0.00 Adjustments	

Rows per page: 20 1-5 of 5 < >

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

×



40.00 Regular | 8.00 Overtime | 0.00 Double Time

## 8.00

8.00

8.00

8.00

8.00

8.00

0.00

0.00



SUBMIT


- 



icons to the left of the timecard:

						APPROVE REMAINING	REJECT REMAINING
Time Cards	Details	Employee Name	Status	Job Title / Department	Week Ending On	Hours / Adjustments	
Reports	<div><div></div><div></div><div></div><div></div></div>	Bjerknes, Jonell	Submitted	Utility Worker Primary	8/24/2024	\$48.00 Hours \$0.00 Adjustments	:
	Utility Worker						:
	Asg. 4302499210						:
	Employee, Margaux						:
	Submitted						:
Hours		Gruverzinger, Laura	Submitted	Forklift Primary	5/25/2024	\$40.00 Hours \$0.00 Adjustments	:
	Adjustments						:
Adjustments		Unknown Primary	Submitted	Unknown Primary	5/25/2024	\$7.00 Hours \$123,456.00 Adjustments	:
	Total Bill Amount \$0.00						:
Notes	Timecard, Profession						:

### 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":

Details	Employee Name	Status	Job Title / Department	Week Ending On	Hours / Adjustments	
   	Bjerknes, Jonell	Submitted	Utility Worker Primary	8/24/2024	\$48.00 Hours \$0.00 Adjustments	
   	Employee, Margaux	Submitted	Administrative Support Primary	8/15/2024	\$0.00 Hours \$0.00 Adjustments	<div>Approve timecard Reject timecard</div>

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

Home

Job Orders

Emps

Invoices

Time Cards

Reports

Docs

## Timecards

Quick Filters  
Review (5)

Status

Employee Name

Department Name

Weekend Date

Worksite

Pay Code

Job Title

Assignment ID

Adjustments

OT

DT











FEWER FILTERS

RESET

SEARCH


APPROVE REMAINING

REJECT REMAINING

Details	Employee Name	Status	Job Title / Department	Week Ending On	Hours / Adjustments	
   	Bjerknes, Jonell	Submitted	Utility Worker Primary	8/24/2024	\$48.00 Hours \$0.00 Adjustments	
   	Employee, Margaux	Submitted	Administrative Support Primary	8/15/2024	\$0.00 Hours \$0.00 Adjustments	

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

## Reject Timecards



Please explain why you are rejecting these timecards.

Reasoning

CANCEL

REJECT

**\*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

×

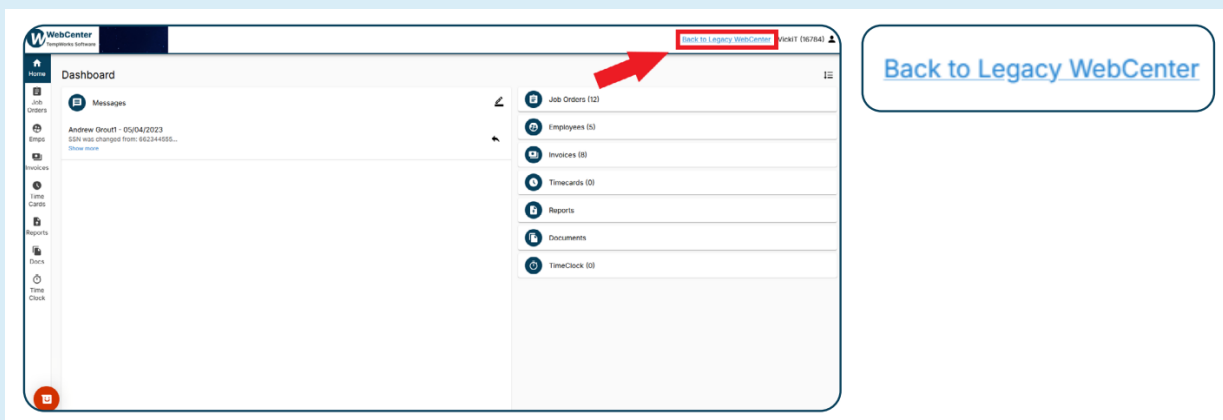
You are about to approve **5 Timecards**.

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](#).

## Related Articles