

Customer Portal - Timeclock Punch Approval

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Overview

The timeclock section of WebCenter offers the capability to review timeclock punches, edit, remove, approve, and submit time. Whether you have your own timeclock(s) or utilize those provided by TempWorks, quick and easy access to the portal allows for faster approval and real time punch information.

Note TempWorks Software is no longer selling physical TimeClocks.

While physical TimeClocks are still in the [Extended Support](#) product life cycle, it is recommended that clients utilizing physical TimeClocks begin to research and plan for future TimeClock solutions.

Please contact [TempWorks Account Management](#) to discuss new solutions including the [On-Site TimeClock](#) that utilizes our Buzz application.

Note If you are utilizing timeclocks not provided by TempWorks, please work with your account manager or project manager to ensure the timeclocks you are utilizing may be integrated with the WebCenter portal.

Accessing TimeClock Timecards

Within WebCenter, navigate to the TimeClock tab to the left:

Note Please contact your Staffing Provider in the event you require access to the TimeClock tab.

TimeClock

Quick Filters: Employee Name Department Name Worksite Pay Week Adjustments

Submit Selected Select All

☐ Week ending on November 26, 2011 8.25 Total Hours -0.25 hrs Total Adjustments

☐ Week ending on November 27, 2011 43.25 Total Hours 1.50 hrs Total Adjustments

Employee Name	MON	TUE	WED	THUR	FRI	SAT	SUN
Jackson, Joe XXX-XX-3212 Warning	--	10:25 PM 1:00 AM 1:30 AM 3:00 AM	--	7:00 AM 2:00 PM 3:00 PM 4:00 PM	--	--	--
Hours	--	4.00	--	8.00	--	--	12.00
Adjustments	--	--	--	--	--	--	--
Total	--	4.00	--	8.00	--	--	12.00 Hours

Note If you are not seeing the TimeClock tab, please work with your Staffing Company to ensure the correct WebCenter Role has been assigned to you.

Note The TimeClock tab within WebCenter will also house the TimeClock timecards created from employees submitting punches via the [Mobile Time Punching in Buzz](#).

Navigating the Timeclock Filter/ Status Options

Within the TimeClock tab, you may filter timeclock punches by a number of different filtering options. Simply select from the drop-down to modify your preferences:

- **Incomplete** - This will display timeclock punches with an odd number of punches.
- **Warnings** - This will display early and late arrivals and departures (based on timeclock configuration setup). If you are not sure how to setup configurations, please follow [TimeClock Prime](#).
- **Not Submitted** - Before you review the timecard, you can adjust time punch times and will be prompted to fix missing punches.
- **Submitted** - These have been approved by you and sent to the staffing company for processing.

TimeClock

Quick Filters: Warnings (3) Employee Name Department Name Worksite Pay Week Adjustments

All
Incomplete (16)
Warnings (3)
Not Submitted (5)
Submitted (115)

RESET SEARCH

Within the search section, you may enter criteria based upon the filtering option you have selected. In the following example, the filter "Employee Name" was chosen, and Jeanne was entered thus displaying timecards only

pertaining to the individual employee as shown:

TimeClock

Quick Filters

Warnings (3)

×

Employee Name

Jeanne

×

Department Name

Worksite

Pay Week

📅

Adjustments

▼

RESET

SEARCH

+

Submit Selected

🗪

Select All

☐ Week ending on March 5, 2016

18.00 Total Hours


0.00 hrs Total Adjustments

<input type="checkbox"/>	Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT		
<input type="checkbox"/>	Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	4:00 AM 6:00 AM	Shift 1 4:00 AM 5:00 AM Shift 2 1:00 PM 3:00 PM	--	--	Shift 1 2:00 AM 6:00 AM Shift 2 2:00 PM 11:00 PM		
	Hours	--	--	2.00	3.00	--	--	13.00	18.00	
	Adjustments	--	--	--	--	--	--	--	--	
	Total	--	--	2.00	3.00	--	--	13.00	18.00 Hours	

TimeClock Punch Editing

Select the pencil icon within the punch to edit the timecard:

Week ending on March 5, 2016								18.00 Total Hours		0.00 hrs Total Adjustments	
<input type="checkbox"/>	Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT			
<input type="checkbox"/>	Bullock, Jeanne XXX-XX-9444 Warning	--	--	4:00 AM 6:00 AM	Shift 1 4:00 AM 5:00 AM Shift 2 1:00 PM 3:00 PM	--	--	Shift 1 2:00 AM 6:00 AM Shift 2 2:00 PM 11:00 PM			
	Hours	--	--	2.00	3.00	--	--	13.00	18.00		
	Adjustments	--	--	--	--	--	--	--	--		
	Total	--	--	2.00	3.00	--	--	13.00	18.00 Hours		

Alternatively, you can select the  icon and select "Details" to then be able to update all editable punches within the timecard:

☐ Week ending on March 5, 2016

	SUN	MON	TUE	WED	THU	FRI	SAT		
<input type="checkbox"/> Employee Name	--	--				--			
<input type="checkbox"/> Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	<div>4:00 AM</div> <div>6:00 AM</div>	<div>Shift 1</div> <div>4:00 AM</div> <div>5:00 AM</div> <div>Shift 2</div> <div>1:00 PM</div> <div>3:00 PM</div>	--	--	<div>Shift 1</div> <div>2:00 AM</div> <div>6:00 AM</div> <div>Shift 2</div> <div>2:00 PM</div> <div>11:00 PM</div>	<div>18.00 Total Hours</div> <div>0.00 hrs Total Adjustments</div> <div>Details</div>	
Hours	--	--	2.00	3.00	--	--	13.00	18.00	
Adjustments	--	--	--	--	--	--	--	--	
Total	--	--	2.00	3.00	--	--	13.00	18.00 Hours	

Note Timecards with punches that contain the eye icon are unable to be edited and are "view only":

<input type="checkbox"/> Employee Name	MON	TUE	WED	THUR	FRI	SAT	SUN	
<input type="checkbox"/> Jackson, Joe XXX-XX-3212 ⚠ Warning	--	<div>Shift 1 3:30 AM 7:02 AM 8:00 AM 2:00 PM</div> <div>Shift 2 10:25 PM 7:30 AM</div>	--	<div>12:30 PM 4:00 PM</div>	<div>8:00 AM 12:00 PM</div>	--	<div>3:00 PM 5:00 PM</div>	:
Hours	--	18.58 (0.58)	--	3.50 (0.25)	4.00 (1.25)	--	2.00 (0.25)	28.08 (2.33)
Adjustments	--	--	--	--	--	--	--	--
Total	--	18.00	--	3.25	2.75	--	1.75	25.75 Hours

Once in the "Edit TimeClock Timecard Punches" window, you may select to add a punch, modify the warnings, and add adjustments to the punch. In the following example, Jeanne's timecard is missing a punch. Select the "+" at the top right of the shift to add a punch:

Saturday (2nd Shift)

+

⚠ This shift has an uneven number of punches. Please add or delete a punch to complete the shift.

✎ Saturday 03/05/2016 11:00 PM

⊖

9.00 Total hours

+ Add Warning

⚠ Early Departure Warning ⊗

+ Add Adjustment

Auto Lunch Adjustment - 0 mins ⊗

You may modify the date as well as the time the punch recording should be for. Once the information has been entered, select "Save Punch":

Saturday (2nd Shift)
+

! This shift has an uneven number of punches. Please add or delete a punch to complete the shift.

Saturday 03/05/2016 11:00 PM
-

New Punch

Date
03/05/2016

Time
02:00 PM

* Required

* Required

Cost Center
test lean mobile III

X
v

CANCEL
SAVE PUNCH

9.00 Total hours

+ Add Warning

! Early Departure Warning
X

+ Add Adjustment

Auto Lunch Adjustment - 0 mins
X

Notice that the "Incomplete" warning disappears once the punch has an even number of punches.

If adjustments need to be added, simply select 'Add Adjustment,' and apply all those needed for the individual:

Edit Shift - 03/02/2016
X

Wednesday (1st Shift) - 3:00 PM to 11:00 PM
+

Wednesday 03/02/2016 2:00 AM
-

Wednesday 03/02/2016 4:00 AM
-

2.00 Total hours

+ Add Warning

! Early Departure Warning
X

+ Add Adjustment

No adjustments

CLOSE WINDOW

Note If you are not seeing adjustments, refer to the timeclock rules section of [TimeClock Prime](#).

Once the timecard punches are completed, the total hours will display for the punch. You may return back to the main screen to review all other timeclock punches:

☐ Week ending on March 5, 2016 23.00 Total Hours
0.00 hrs Total Adjustments ^

<input type="checkbox"/> Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT		
<input type="checkbox"/> Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	--	<div>Shift 1 2:00 AM 4:00 AM</div> <div>Shift 2 5:00 AM 1:00 PM</div>	--	--	<div>Shift 1 2:00 AM 6:00 AM</div> <div>Shift 2 2:00 PM 11:00 PM</div>		
Hours	--	--	--	10.00	--	--	13.00	23.00	
Adjustments	--	--	--	--	--	--	--	--	
Total	--	--	--	10.00	--	--	13.00	23.00 Hours	

If the correct number of punches allotted for the timecard are inputted but the **shift** is incorrect, you may make modifications to the individual transaction that is incorrect. For example, Jeanne's punch has the correct number of punches but an incorrect time.

Open the shift by selecting the pencil to the top right within the timecard and then select the pencil to the left of the punch to edit the individual punch:

☐ Week ending on March 5, 2016 23.00 Total Hours
0.00 hrs Total Adjustments ^

<input type="checkbox"/> Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT		
<input type="checkbox"/> Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	--	<div>Shift 1 </div> <div>Shift 2 </div>	--	--	<div>Shift 1 </div> <div>Shift 2 </div>		
Hours	--	--	--	10.00	--	--	13.00	23.00	
Adjustments	--	--	--	--	--	--	--	--	
Total	--	--	--	10.00	--	--	13.00	23.00 Hours	

Edit Shift - 03/02/2016 ✕

Wednesday (1st Shift) - 3:00 PM to 11:00 PM +

Wednesday 03/02/2016 2:00 AM ⊖

Wednesday 03/02/2016 4:00 AM ⊖

2.00 Total hours

+ Add Warning ⚠ Early Departure Warning ✕

+ Add Adjustment No adjustments

CLOSE WINDOW

Modify either date or time as needed and once complete, select "Save Punch":

Edit Shift - 03/02/2016

×

Wednesday (1st Shift) - 3:00 PM to 11:00 PM

+

Edit Punch

Date

03/02/2016

📅

Time

01:00 AM

🕒

* Required

* Required

Cost Center

test lean mobile III

×

▼

CANCEL

SAVE PUNCH

✎

Wednesday 03/02/2016 4:00 AM

⊖

2.00 Total hours

+ Add Warning

⚠ Early Departure Warning ✕

+ Add Adjustment

No adjustments

CLOSE WINDOW

If the entire punch should not exist, you may select to delete the punch all together. If this is selected, this will permanently delete the punch:

Edit Shift - 03/02/2016

×

Wednesday (1st Shift) - 3:00 PM to 11:00 PM

+

✎

Wednesday 03/02/2016 1:00 AM

⊖

✎

Wednesday 03/02/2016 4:00 AM

⊖

3.00 Total hours

+ Add Warning

⚠ Early Departure Warning ✕

+ Add Adjustment

No adjustments

CLOSE WINDOW

Submitting Punches

When punches are verified and meet your approval, you may either choose to individually select the checkbox for the employee or select the "Week ending on" box to group all those that have been approved:

☐ Week ending on March 5, 2016 24.00 Total Hours
0.00 hrs Total Adjustments

Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT		
Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	--	<div>Shift 1 1:00 AM 4:00 AM</div> <div>Shift 2 5:00 AM 1:00 PM</div>	--	--	<div>Shift 1 2:00 AM 6:00 AM</div> <div>Shift 2 2:00 PM 11:00 PM</div>		
Hours	--	--	--	11.00	--	--	13.00	24.00	
Adjustments	--	--	--	--	--	--	--	--	
Total	--	--	--	11.00	--	--	13.00	24.00 Hours	

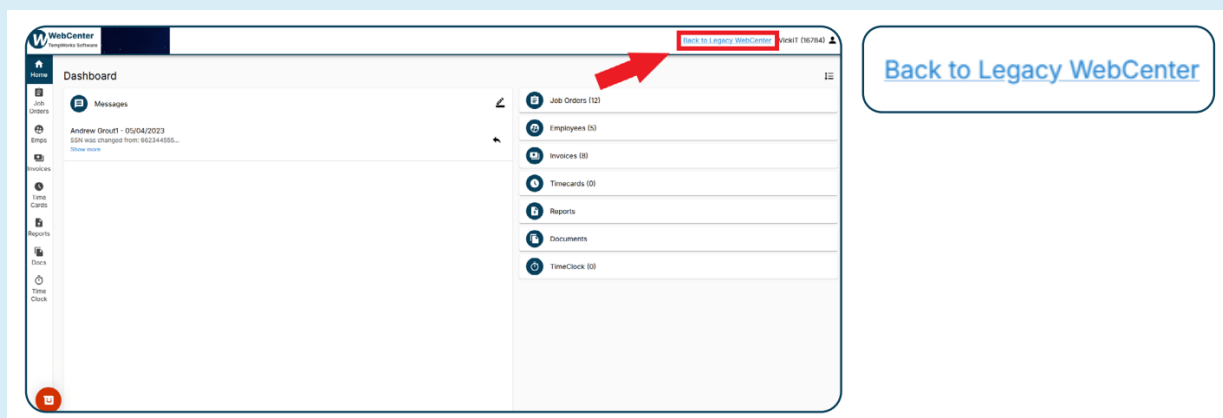
Those that can be submitted to the staffing company are marked. Select "Submit Selected" to send to the staffing company to begin the proofing and payroll side of the punch:

☒ Submit Selected ☐ Select All

☒ Week ending on March 5, 2016 24.00 Total Hours
0.00 hrs Total Adjustments

Employee Name	SUN	MON	TUE	WED	THU	FRI	SAT		
<input checked="" type="checkbox"/> Bullock, Jeanne XXX-XX-9444 ⚠ Warning	--	--	--	<div>Shift 1 1:00 AM 4:00 AM</div> <div>Shift 2 5:00 AM 1:00 PM</div>	--	--	<div>Shift 1 2:00 AM 6:00 AM</div> <div>Shift 2 2:00 PM 11:00 PM</div>		
Hours	--	--	--	11.00	--	--	13.00	24.00	
Adjustments	--	--	--	--	--	--	--	--	
Total	--	--	--	11.00	--	--	13.00	24.00 Hours	

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
