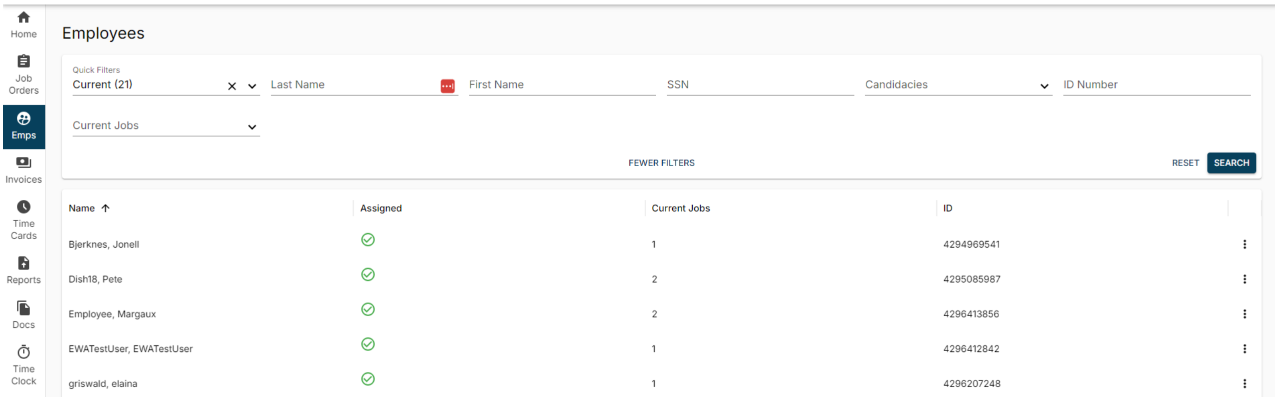
Customer Portal - Managing Employee Records

Last Modified on 04/21/2025 3:37 pm CDT

Overview

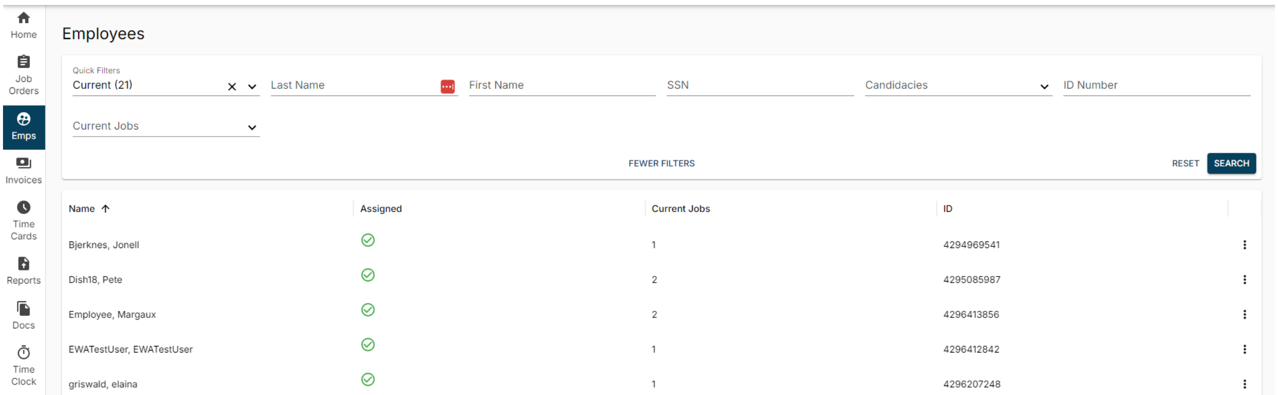
If you are given access to the Emps (Employees) tab in WebCenter, you will be able to review employee records.

Note Please contact your Staffing Provider in the event you require access to the Emps (Employees) tab.



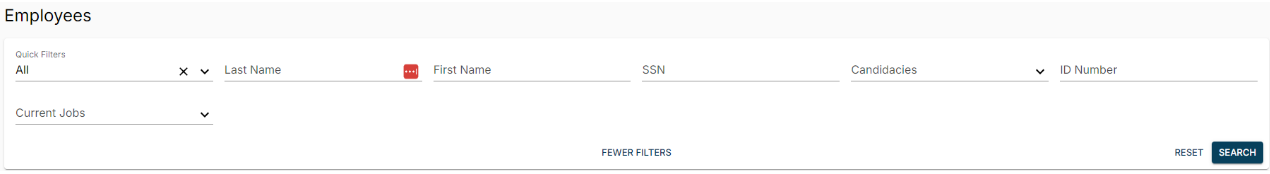
Accessing Employee Records

Selecting the "Emps" tab on the left will navigate you to the employees' window, allowing you to search for and review employee records that you have access to:

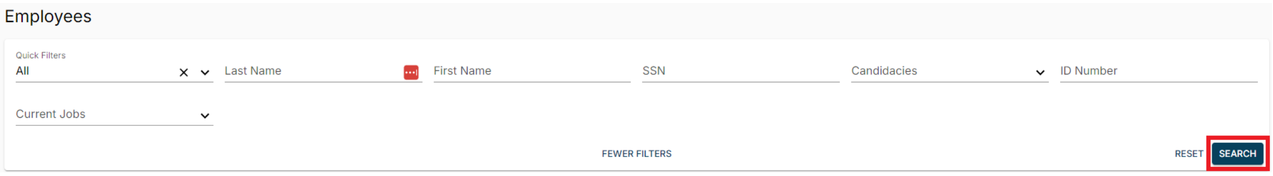


Searching for Employees

You can search for employees by first and last name, SSN, candidacies, ID number, and/or whether the employee is currently on an assignment:

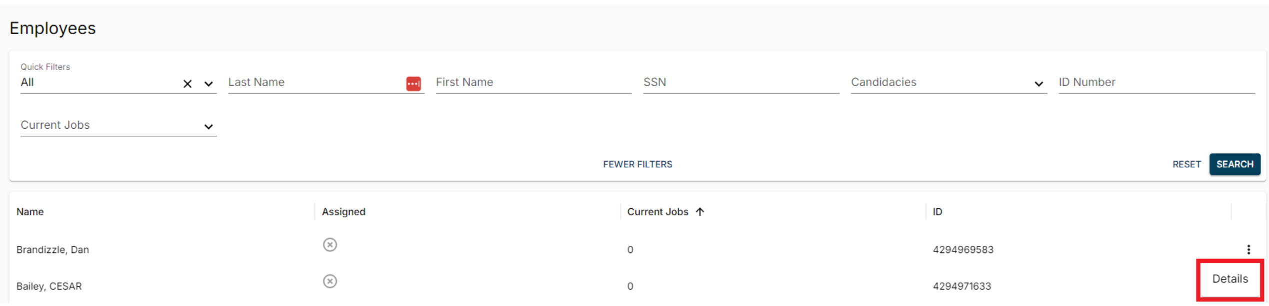


Once information has been entered within the filters, select "Search" to find the intended employee(s):



Reviewing Employee Records

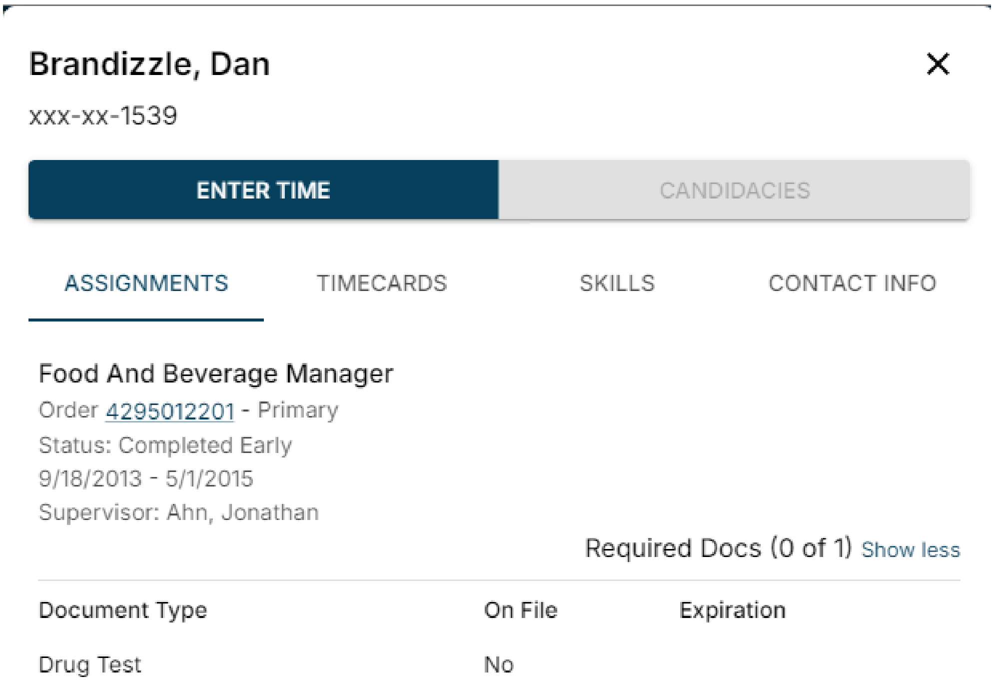
Once the intended employee record has been found, you can open the details by double-clicking on the employee or selecting the ⋮ icon and selecting "Details":



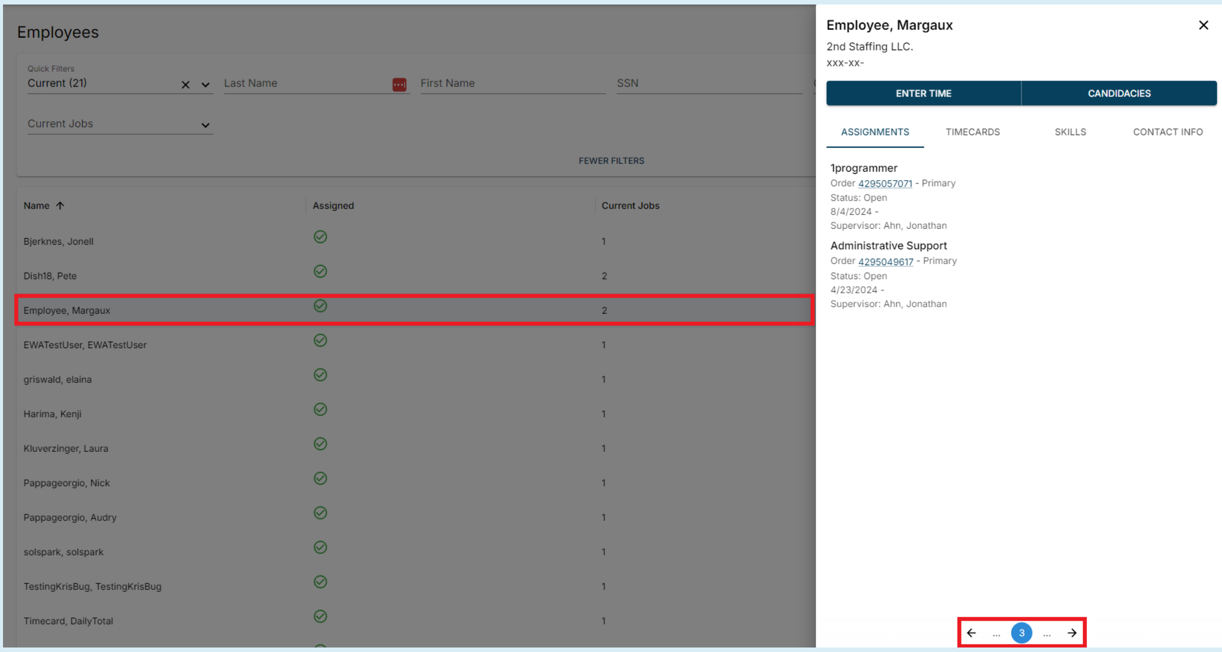
Within the employee details, you can do the following:

- Review assignments, timecards, skills, contact information, and required documents
- Create timecards
- Add candidacies

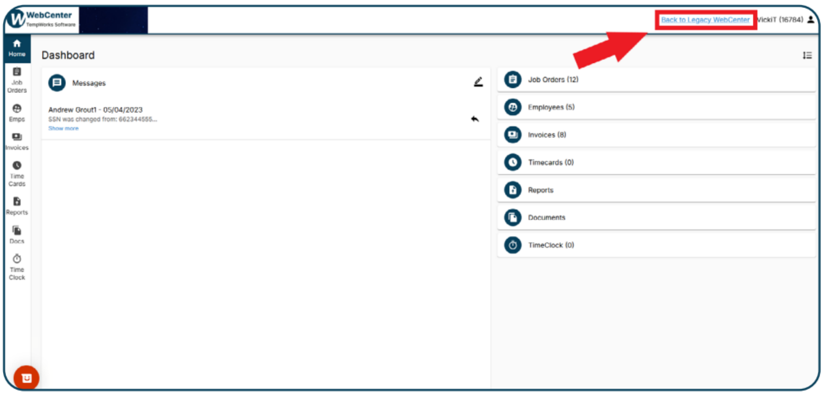
> ***Note*** For more information on entering time within WebCenter, please see the article titled Customer Portal - How to Enter Time.



Note Selecting the arrows at the bottom of the employee details allows you to quickly navigate between employee records while also showing your current location within the list:



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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