

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.

Home	Employees				
Job Orders	Quick Filters				
Emps	Current (21) x v Last Name First Name SSN Candidacies ID Number				
Invoices	Current Jobs v				
Time Cards	FEWER FILTERS				
Reports	RESET SEARCH				
Docs					
Time Clock					
	Name ↑	Assigned	Current Jobs	ID	
	Bjerknes, Jonell	✓	1	4294969541	⋮
	Dish18, Pete	✓	2	4295085987	⋮
	Employee, Margaux	✓	2	4296413856	⋮
	EWATestUser, EWATestUser	✓	1	4296412842	⋮
	griswald, elaina	✓	1	4296207248	⋮

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:

Home	Employees				
Job Orders	Quick Filters				
Emps	Current (21) x v Last Name First Name SSN Candidacies ID Number				
Invoices	Current Jobs v				
Time Cards	FEWER FILTERS				
Reports	RESET SEARCH				
Docs					
Time Clock					
	Name ↑	Assigned	Current Jobs	ID	
	Bjerknes, Jonell	✓	1	4294969541	⋮
	Dish18, Pete	✓	2	4295085987	⋮
	Employee, Margaux	✓	2	4296413856	⋮
	EWATestUser, EWATestUser	✓	1	4296412842	⋮
	griswald, elaina	✓	1	4296207248	⋮

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:

Employees

Quick Filters

All ✕ ▼

Last Name 🔴

First Name

SSN

Candidacies ▼

ID Number

Current Jobs ▼

FEWER FILTERS

RESET SEARCH

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

Employees

Quick Filters

All ✕ ▼

Last Name 🔴

First Name

SSN

Candidacies ▼

ID Number

Current Jobs ▼

FEWER FILTERS

RESET SEARCH

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":

Employees

Quick Filters

All ✕ ▼

Last Name 🔴

First Name

SSN

Candidacies ▼

ID Number

Current Jobs ▼

FEWER FILTERS

RESET SEARCH

Name	Assigned	Current Jobs ↑	ID	
Brandizzle, Dan	⊕	0	4294969583	
Bailey, CESAR	⊗	0	4294971633	⋮

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](#).

Brandizzle, Dan

xxx-xx-1539

ENTER TIME

CANDIDACIES

ASSIGNMENTS

TIMECARDS

SKILLS

CONTACT INFO

Food And Beverage Manager

Order [4295012201](#) - Primary

Status: Completed Early

9/18/2013 - 5/1/2015

Supervisor: Ahn, Jonathan

Required Docs (0 of 1) [Show less](#)

Document Type	On File	Expiration
Drug Test	No	

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:

Employees

Quick Filters

Current (21)

Last Name

First Name

SSN

Current Jobs

FEWER FILTERS

Name ↑	Assigned	Current Jobs
Bjerknes, Jonell	✓	1
Dish18, Pete	✓	2
Employee, Margaux	✓	2
EWATestUser, EWATestUser	✓	1
griswald, elaina	✓	1
Harima, Kenji	✓	1
Kluverzinger, Laura	✓	1
Pappageorgio, Nick	✓	1
Pappageorgio, Audry	✓	1
solspark, solspark	✓	1
TestingKrisBug, TestingKrisBug	✓	1
Timecard, DailyTotal	✓	1

Employee, Margaux

2nd Staffing LLC.

xxx-xx-

ENTER TIME

CANDIDACIES

ASSIGNMENTS

TIMECARDS

SKILLS

CONTACT INFO

1programmer

Order [4295057071](#) - Primary

Status: Open

8/4/2024 -

Supervisor: Ahn, Jonathan

Administrative Support

Order [4295049617](#) - Primary

Status: Open

4/23/2024 -

Supervisor: Ahn, Jonathan

←

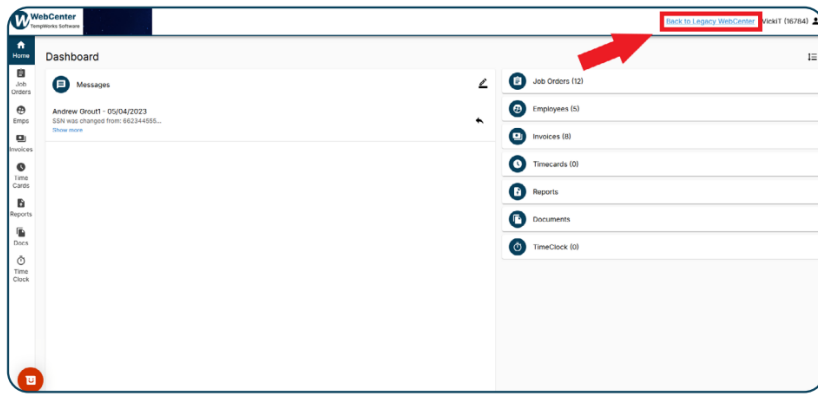
...

3

...

→

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:



[Back to Legacy WebCenter](#)

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