

Employee Portal - The Home Tab

Last Modified on 09/10/2025 11:16 am CDT

Overview

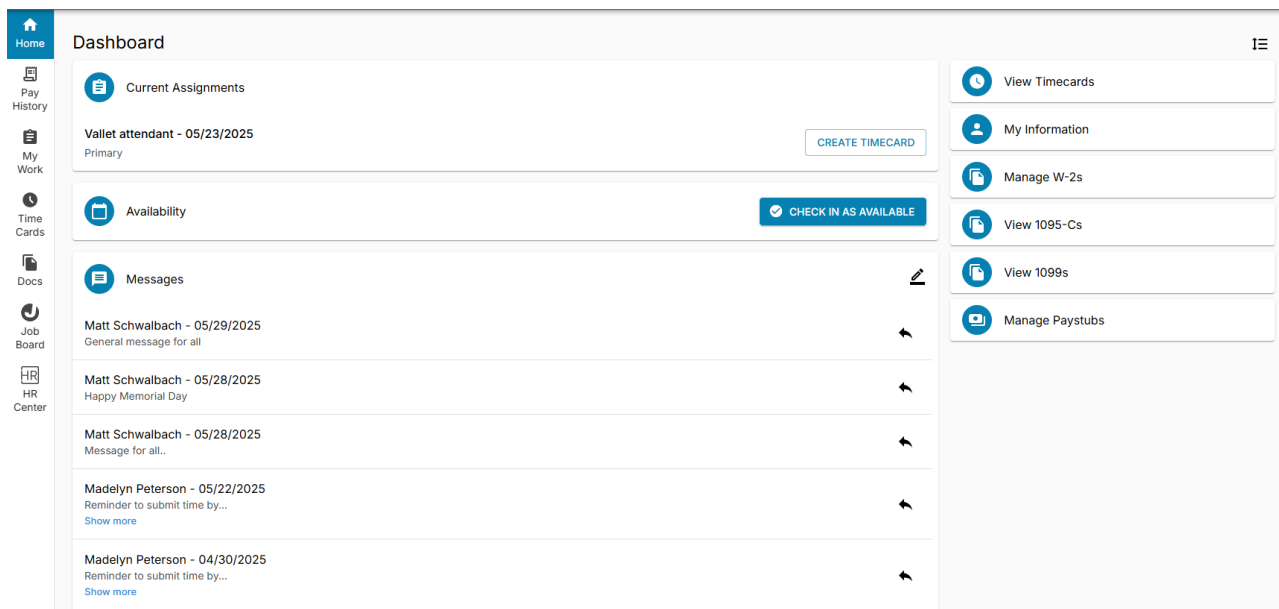
The home tab represents a space designed to give you a quick glance of all the important information going on with your record. It has several features that will allow you to keep tabs on your workload and responsibilities.

In this article we will take a closer look at specific sections of your home tab and how you can make the most of it.

Note What appears on your home screen may vary depending on how your configurations have been set by your staffing partner. If you have questions on what you are seeing, not seeing or have access to, please contact your staffing representative for assistance.

The Dashboard

When you first log in to WebCenter, you will be brought to your Dashboard, which looks something like this:



Within the Dashboard, you are able to interact with the following:

- Tab Navigation
- Current Assignments
- Availability
- Messages

- Sidebar & Personal Information

Tab Navigation

Utilize the options on the left to quickly navigate to the different tabs available to you in WebCenter. If you are missing any of the tabs shown above, please contact your staffing partner for help.

The screenshot shows the WebCenter Dashboard. On the left is a vertical sidebar with icons for Home, Pay History, My Work, Time Cards, Docs, Job Board, and HR Center. The HR Center icon is highlighted with a red box. The main content area is titled "Dashboard" and contains three sections: "Current Assignments", "Availability", and "Messages". The "Current Assignments" section shows a list of assignments, including "Vallet attendant - 05/23/2025" with a "CREATE TIMECARD" button. The "Availability" section has a "CHECK IN AS AVAILABLE" button. The "Messages" section lists several messages from Matt Schwalbach and Madelyn Peterson. On the right side of the dashboard, there is a vertical list of links: View Timecards, My Information, Manage W-2s, View 1095-Cs, View 1099s, and Manage Paystubs.

Current Assignments

The "Current Assignments" section allows you to quickly glance at your active assignment record(s) and create timecards.

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Current Assignments" section. This section displays the assignment "Vallet attendant - 05/23/2025" and includes a "CREATE TIMECARD" button. The sidebar and other dashboard elements remain the same.

Note For more information on assignments and timecards within WebCenter, please see the articles titled:

- Employee Portal - The My Work Tab
- Employee Portal - The Timecards Tab

Availability

Utilize the Availability section to check-in to your staffing provider that you are available for work.

The screenshot shows the Employee Portal Dashboard. On the left is a sidebar with icons for Home, Pay History, My Work, Time Cards, Docs, Job Board, and HR Center. The main content area is titled 'Dashboard' and contains three sections: 'Current Assignments', 'Availability', and 'Messages'. The 'Current Assignments' section shows a primary assignment for 'Vallet attendant - 05/23/2025' with a 'CREATE TIMECARD' button. The 'Availability' section is highlighted with a red box and contains a 'CHECK IN AS AVAILABLE' button. The 'Messages' section lists several messages from Matt Schwalbach and Madelyn Peterson. On the right side of the dashboard, there is a vertical menu with links to 'View Timecards', 'My Information', 'Manage W-2s', 'View 1095-Cs', 'View 1099s', and 'Manage Paystubs'.

Message

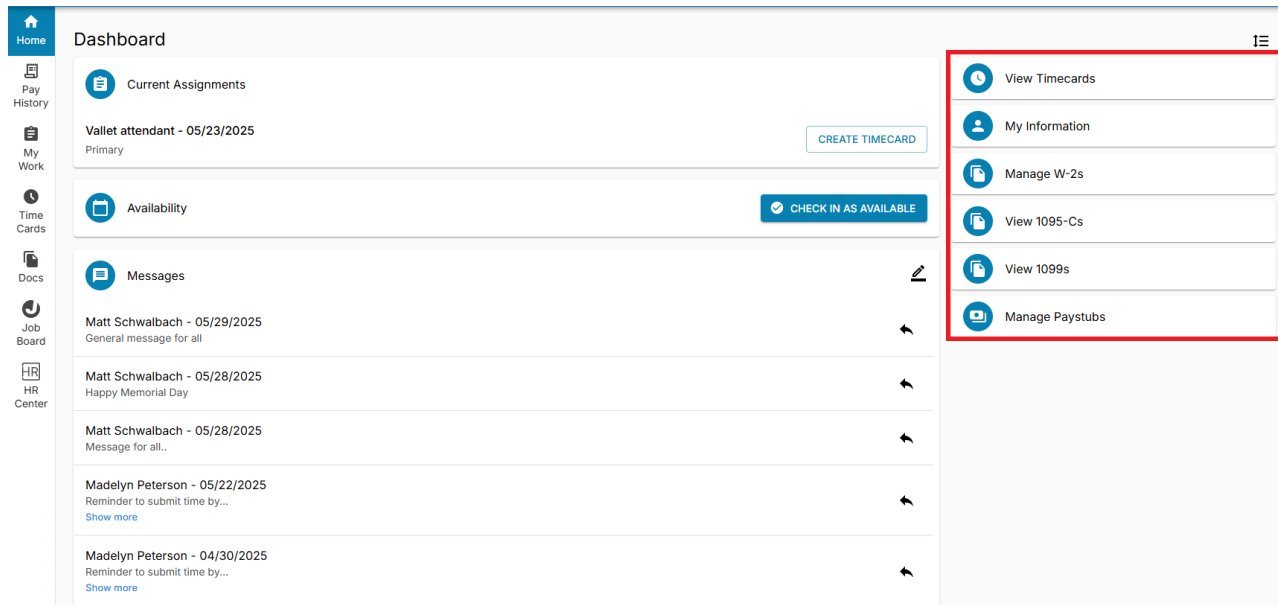
Utilize the Messages section to quickly see messages from your staffing partners, reply to those messages, and even send messages of your own.


This screenshot is identical to the one above, showing the Employee Portal Dashboard. The 'Messages' section is highlighted with a red box. It displays a list of messages: a general message from Matt Schwalbach on 05/29/2025, a Happy Memorial Day message from Matt Schwalbach on 05/28/2025, a message for all from Matt Schwalbach on 05/28/2025, a reminder to submit time by Madelyn Peterson on 05/22/2025, and another reminder from Madelyn Peterson on 04/30/2025. Each message has a 'Show more' link and a reply icon.

Sidebar

Utilize the sidebar section to quickly view all information related to that specific type including:

- Viewing/Managing Timecards
- Accessing/updating personal information including email, password, theme, etc.
- Managing W-2's, 1095-C's, 1099's, Paystubs



Note You can re-order the options within the sidebar to your preference by utilizing the  icon.

Personal Information

Within the "My Information" page, you will have the ability to update profile information and set notification preferences.

You can access the "My Information" page by selecting the "My Information" option to the right of the "Home" tab or by selecting the person icon at the top right and selecting "My Information":

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Dashboard

Current Assignments

Vallet attendant - 05/23/2025

Primary

CREATE TIMECARD

Availability

CHECK IN AS AVAILABLE

Messages

Matt Schwalbach - 05/29/2025

General message for all

Matt Schwalbach - 05/28/2025

Happy Memorial Day

Matt Schwalbach - 05/28/2025

Message for all..

Madelyn Peterson - 05/22/2025

Reminder to submit time by...

Show more

Madelyn Peterson - 04/30/2025

Reminder to submit time by...

Show more

View Timecards

My Information

Manage W-2s

View 1095-Cs

View 1099s

Manage Paystubs

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

My Information

Email Address

testmail@mail.com

Phone Number

Current phone number: --

Password

Address

Street Address: 484723 Main St.

City: Columbus

State: MN

Zip Code: 55437

Buzz Invite Code

Generate Invite Code

Theme

* Light Mode

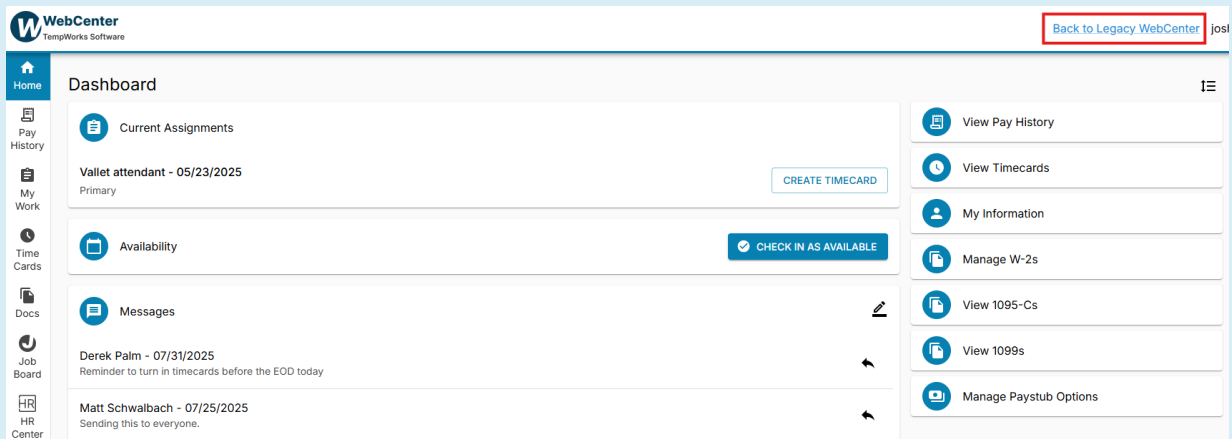
Notifications

Manage your notifications by selecting the ones you want to receive and deselecting those that you want to unsubscribe from.

<input checked="" type="checkbox"/> Select All	
<input checked="" type="checkbox"/> EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.
<input checked="" type="checkbox"/> EvaluationThankYou	Sent when a user completes the evaluation.
<input checked="" type="checkbox"/> Ew2Invite	Sent to invite an employee to sign up for electronic W-2's
<input checked="" type="checkbox"/> PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/> TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/> TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/> TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/> W2Posted	Sent when a W2 has been posted and is available to be viewed in WebCenter
<input checked="" type="checkbox"/> WebCenterInvitationForEmployee	Sent when an employee is given WebCenter login credentials from a service rep through Enterprise

Note For more information, please see the article titled [Employee Portal - My Information & Notification Preferences](#).

Note The updated WebCenter Employee 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 [Employee Portal - Navigating to Legacy & Feedback Survey](#).

Related Articles