

Employee Portal - Welcome to WebCenter

Last Modified on 09/11/2025 9:17 am CDT

Welcome to WebCenter

The employee portal of WebCenter gives you, the temp employee, access to important information including paycheck stubs, assignment info, and important documents.

Note Each staffing company has a unique URL link to WebCenter and will need to provide you with log in credentials. These same credentials are used to log into HRCenter.

Note Keep in mind that you may not be able to see all the options available as WebCenter can be limited by [Roles](#) and [Configurations](#).

Enabling Access to Enhanced Employee

Portal

To allow for additional flexibility in determining login functionality for users, TempWorks has added a new configuration titled "WebCenter Employee Portal Access" with the following options:

- **Access only Legacy WebCenter, no link to New WebCenter:** Users' access is restricted to the Legacy WebCenter.
- **Access only New WebCenter, no link to Legacy WebCenter:** Users can only access the New WebCenter.
- **Access Legacy WebCenter with a link to New WebCenter:** Users start in the Legacy WebCenter upon log-in but have a link to access the New WebCenter.
- **Access New WebCenter with a link to Legacy WebCenter:** Users start in the New WebCenter upon log-in but have a link to access the Legacy WebCenter.
- **Retain User Portal Preference:** Users will stay in the portal from their previous session. For example, if a user was in the New WebCenter, they will remain there unless they switch to Legacy, and vice versa.

The screenshot displays the TempWorks configuration interface. On the left is a sidebar menu with options: Document Types, Employee, Miscellaneous (highlighted), Notifications, Order, Pay Codes, Required Documents, Timecard, TimeClock, TimeClock Rules, Users, Vendor, Website Colors (Dark Mode), Website Colors (Light Mode), Website Logos (Dark Mode), and Website Logos (Light Mode). The main content area shows a list of configuration sections:

- Evaluation Recipients:** Changes who will be automatically receiving evaluation e-mails after an assignment has ended. Default: Employee and Supervisor. [Show Rules \(0\)](#)
- WebCenter Customer Portal Access:** Configure user access and navigation settings between the Legacy WebCenter and New WebCenter Customer Portal. Control which users can access each portal and customize their navigation options to align with your organization's needs. Default: Retain User Portal Preference. [Show Rules \(0\)](#)
- WebCenter Employee Portal Access:** Configure user access and navigation settings between the Legacy WebCenter and New WebCenter Employee Portal. Control which users can access each portal and customize their navigation options to align with your organization's needs. Default: Access only Legacy WebCenter, no link to New WebCenter. [Hide Rules \(25\)](#)

Below these sections is a 'Rules' configuration area. It includes a 'When:' dropdown set to 'Employee', an 'is' dropdown set to 'Vision, Wanda (4296212239)', and a 'Use:' dropdown. A dropdown menu is open from the 'Use:' field, showing the following options:

- Select a value...
- Select a value...
- Access only Legacy WebCenter, no link to New WebCenter
- Access only New WebCenter, no link to Legacy WebCenter
- Access Legacy WebCenter with a link to New WebCenter
- Access New WebCenter with a link to Legacy WebCenter
- Retain User Portal Preference

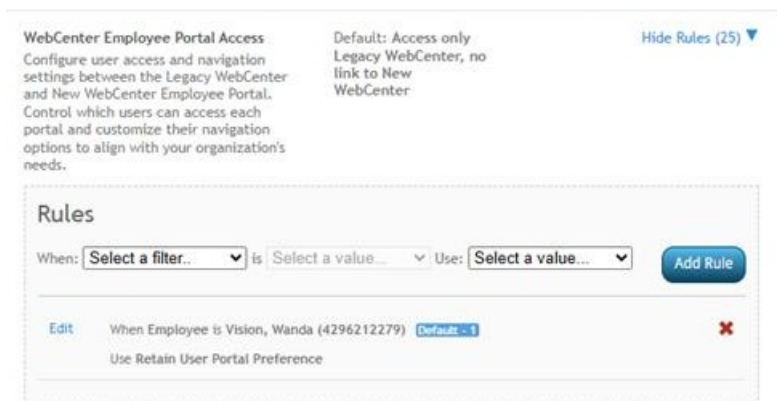
At the bottom of the 'Rules' section, there is a checkbox for 'Use Legiant Timeclock' (checked) and a 'Show Rules (0)' link.

Note When completing initial setup, we recommend setting up the config for individual employees before setting up the config for all employees within your Branch or Application. For the following example, we will be setting up the configuration for an individual employee.

To setup the configuration, complete the following:

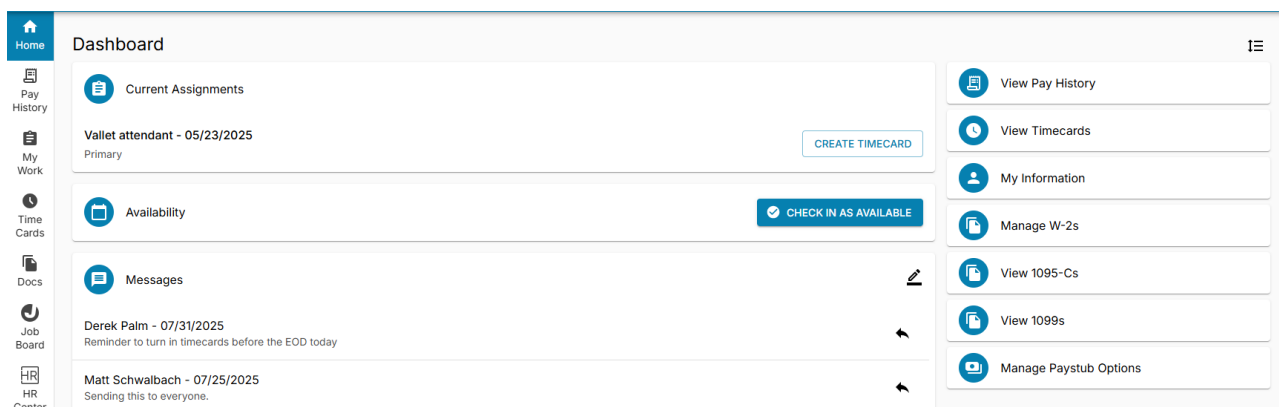
1. Navigate to WebCenter Admin > Config Tab > Category: "Miscellaneous" > "WebCenter Employee Portal Access" Config.
2. Select the "When" filter and select "Employee".
3. Within the "Is" filter, enter the employee's name and select the intended employee from the results.
4. Within the "Use" filter, select "Retain User Portal Preference".
5. Select "Add Rule".

Once the config has been setup for the employee, the entry will be listed:



The Home Tab

Upon logging into WebCenter, you will be navigated to your dashboard:



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.

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

- Sidebar
- Current Assignments
- Availability
- Messages
- Tax Documents
- Personal Information (including notification preferences)

Note For more information, please see the following articles:

- [Employee Portal - The Home Tab](#)
- [Employee Portal - My Information & Notification Preferences](#)
- [Employee Portal - How to Reset Your Password](#)

Pay History

Within the Pay History tab, you can view and print your paystubs:

Home

Pay History

My Work

Time

Pay History

This Year:

Gross Pay:	\$0.00	Net Pay:	\$0.00	Adjustments Total:	\$0.00	Tax Total:	\$0.00	Total Hours:	0.00	State Allowances:	0.00
Federal Allowances:	\$0.00										

Pay Date	Employer	Net Pay	Check Number	Assignment Id	Adjustments

RESET SEARCH

Note For more information, please see article titled [Employee Portal - The Pay History Tab](#).

My Work

Within the My Work tab, you will have access to your assignments along with being able to view and create timecards:

WebCenter
TempWorks Software

Back to Legacy WebCenter josh.ep (4295121226)

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

My Work

Quick Filters

All

Customer

Job Title

Department

MORE FILTERS

Customer

Job Title

Worksite

Eli's Burrito Bowls

Vallet attendant

Primary

1 row selected

Vallet attendant

Eli's Burrito Bowls

Primary

--

VIEW TIMECARDS

CREATE TIMECARD

Assignment Id

4301426698

Start Date

5/23/2025

Job Order Id

4295147766

Est End Date

--

Address

281 LAKE DR E,
CHANHASSEN,
MN , 55317

Act. End Date

--

Shift

1

Dress Code

Company

Start Time

3:00 PM

Safety Notes

Provided Attire

End Time

11:00 PM

Clean Driving

Record Required

Employee Pay Rate

\$18.00

Cost Center

--

SubEntity

--

Directions

Nothing to display

Note For more information, please see the article titled [Employee Portal - The My Work Tab](#).

Timecards

Within the Timecards tab, you will be able to create, view, edit, and submit timecards to your staffing provider:

WebCenter
TempWorks Software

Back to Legacy WebCenter josh.ep (4295121226)

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Timecards

CREATE TIMECARD

Quick Filters

Active

Assignment Id

4301426698

Job Title

Department

Worksite

Check Number

MORE FILTERS

RESET

SEARCH

Submit Selected

Delete

Job Title

Status

Pay Code

Reg

OT

OT

Hours

Week Ending On Sunday, June 8, 2025

37.50 Hours

Vallet attendant

Primary

Not Submitted

Reg

37.50

0.00

0.00

37.50 Hours

\$0.00 Adjustments

Rows per page: 20 1-1 of 1

Note For more information, please see the article titled [Employee Portal - The Timecards Tab](#).

Documents

Within the Documents tab, you can download, upload, and search for your documents:

Documents

SHARED DOCUMENTS

RESUMES

MY UPLOADS

Name	Description	Group	Last Modified	
<input type="checkbox"/> Download Selected				
<input type="checkbox"/> 2019 Employee Handbook		Employees	Last Modified 6/18/2019	DOWNLOAD
<input type="checkbox"/> 2020 Employee Handbook (revised)		Employees	Last Modified 9/3/2020	DOWNLOAD
<input type="checkbox"/> 2022 Employee Handbook			Last Modified 1/3/2022 2022 Employee Handbook	DOWNLOAD

Note For more information, please see article titled [Employee Portal - The Documents Tab](#).

Job Board

Within the Job Board tab, you will be able to search for jobs utilizing the TempWorks Job Board:

Job Board

Your Logo Here

Show Favorites

Search Jobs

What jobs are you looking for?

Search on a job title, skill or job description

Where?

Enter a City and State/Province or a Zip/Postal code

Search Jobs

Jobs Within: 50 Miles

Sort By: Search Relevance

Browse Jobs

Top Skills:

[Bilingual-Spanish](#) [Forklift Operator](#) [Assembly](#) [Education-HS/GED](#) [Welder](#)

Note For more information, please see article titled [Employee Portal - The Job Board Tab](#).

HRCenter

Within the HRCenter tab, you can complete workflows that have been assigned to you from your staffing provider, directly within WebCenter:

Dashboard

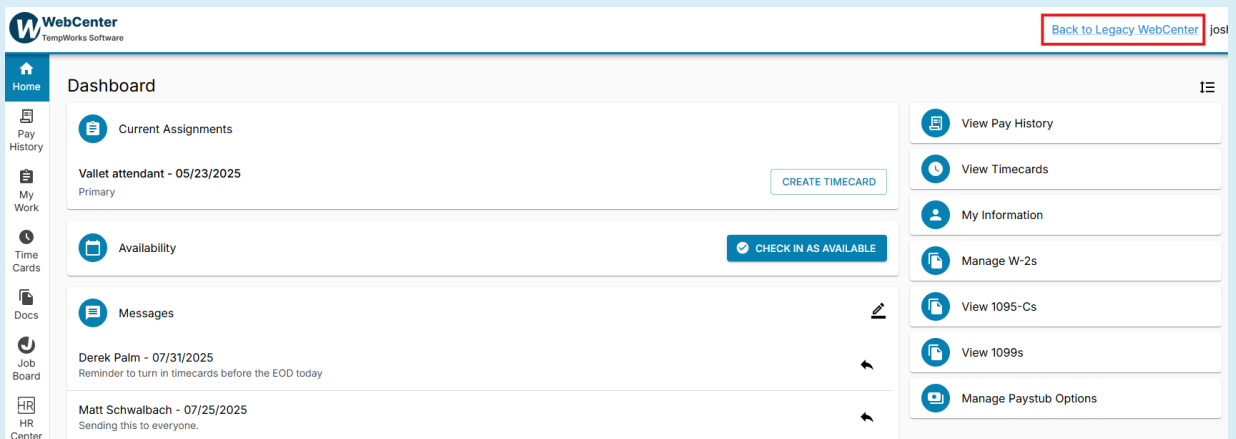
Welcome to your Dashboard. Here you will be able to navigate to each of your current and completed workflows



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Note For more information, please see the article titled [Employee Portal - The HRCenter Tab](#).

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:



The screenshot shows the WebCenter Dashboard interface. In the top right corner, there is a link labeled "Back to Legacy WebCenter" which is highlighted with a red box. The dashboard includes a sidebar with navigation options like Home, Pay History, My Work, Time Cards, Docs, Job Board, and HR Center. The main content area displays sections for Current Assignments, Availability, and Messages. On the right side, there is a list of quick links including View Pay History, View Timecards, My Information, Manage W-2s, View 1095-Cs, View 1099s, and Manage Paystub Options.

Upon selecting the "Back to Legacy WebCenter" option, a new window will open with a link to a survey that is used to gather your feedback on the updated Employee Portal. Please select the "Start now" button to begin the survey:

We Value Your Feedback!



Your feedback is important to us. Please take a moment to complete the survey below. Once you're done, click the "Continue to Legacy WebCenter" link to proceed. If you prefer not to provide feedback at this time, you can go ahead and click the "Continue to Legacy WebCenter" link right away. Thank you!

WebCenter Employee Portal Feedback

We'd love to get your thoughts on our new WebCenter experience!

[Start now](#)

☐ Don't ask me again

[CLOSE](#)

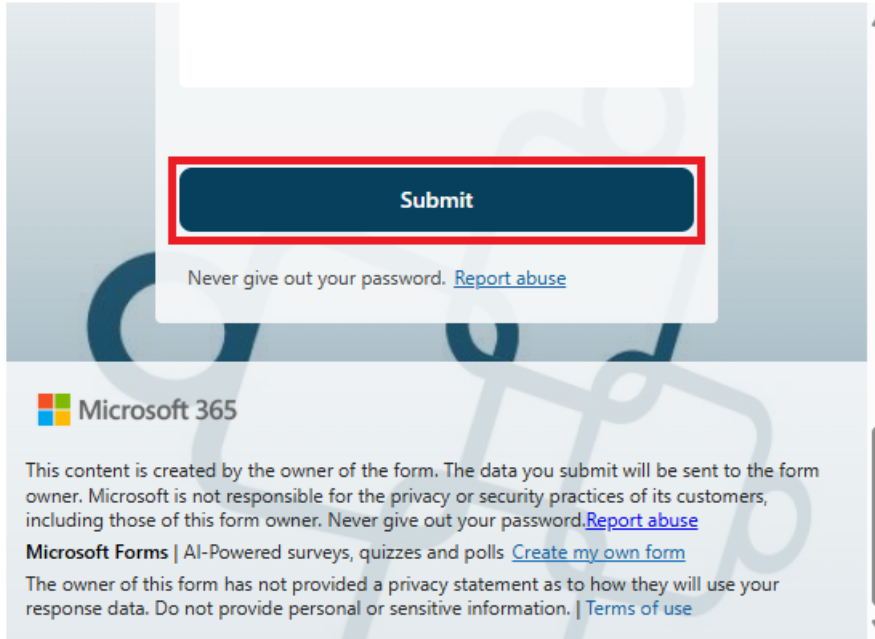
[CONTINUE TO LEGACY WEBCENTER](#)

Once the questions have been answered, select "Submit" to complete the survey:


We Value Your Feedback!



Your feedback is important to us. Please take a moment to complete the survey below. Once you're done, click the "Continue to Legacy WebCenter" link to proceed. If you prefer not to provide feedback at this time, you can go ahead and click the "Continue to Legacy WebCenter" link right away. Thank you!



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 **Microsoft 365**

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☐ Don't ask me again

CLOSE

[CONTINUE TO LEGACY WEBCENTER](#)

Once the survey is complete, select "Continue to Legacy WebCenter" to be navigated back to the Legacy WebCenter Employee Portal:

We Value Your Feedback!



Your feedback is important to us. Please take a moment to complete the survey below. Once you're done, click the "Continue to Legacy WebCenter" link to proceed. If you prefer not to provide feedback at this time, you can go ahead and click the "Continue to Legacy WebCenter" link right away. Thank you!

Submit

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☐ Don't ask me again

CLOSE

[CONTINUE TO LEGACY WEBCENTER](#)

You can then return back to the updated WebCenter Employee Portal at any time by either logging out and logging back in, or by selecting the "NEW WebCenter" option at the top right of the WebCenter window:

NEW WebCenter

josh.ep (4295121226) | [My Information](#) | [Contact Us](#) | [Log Out](#)

WebCenter

TempWorks Software

Home

Assignments

Calendar

Timecards

Pay History

Documents

JobBoard

HRCenter

Your To Do List

[My Information](#)

[Manage W-2s](#)

[View 1095-Cs](#)

[View 1099s](#)

Current Assignments

Vallet attendant - 5/23/2025

Primary

[Details »](#)

Timecards

- Active

Needs Attention

Submitted

Completed

Availability:

☒ Check in as Available

Messages (811)

Message	From	Received
General message for all	Matt Schwalbach	5/29/2025
Happy Memorial Day	Matt Schwalbach	5/28/2025
Message for all..	Matt Schwalbach	5/28/2025
Reminder to submit time by...	Madelyn Peterson	5/22/2025
Reminder to submit time by...	Madelyn Peterson	4/30/2025
Reminder to submit time by...	Madelyn Peterson	4/17/2025
Reminder - Office Closed On...	Derek Palm	4/16/2025
Reminder to submit time by...	Madelyn Peterson	4/15/2025
Happy holidays, everyone!	Matt Schwalbach	4/10/2025
office closed Monday.	Matt Schwalbach	4/2/2025

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4

5

Next »

If you need any further assistance, please contact your Staffing Provider.

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