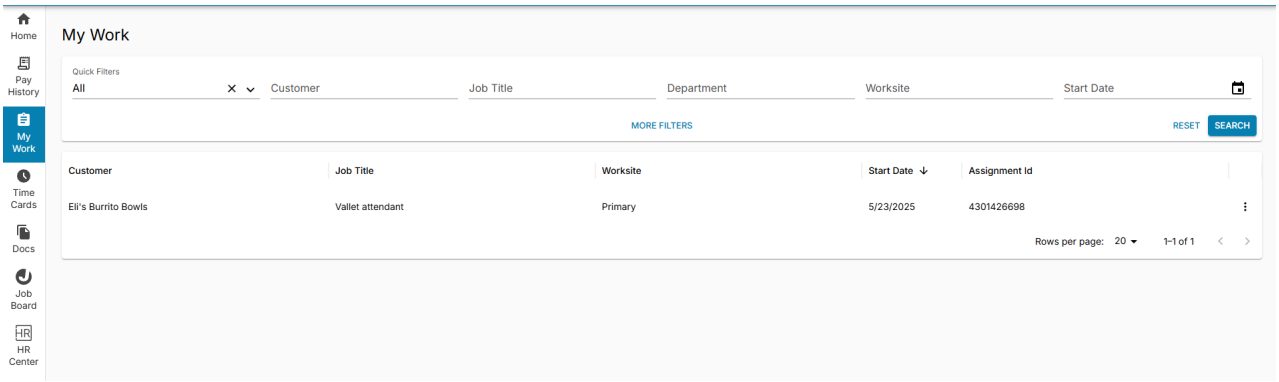
Employee Portal - The My Work Tab

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

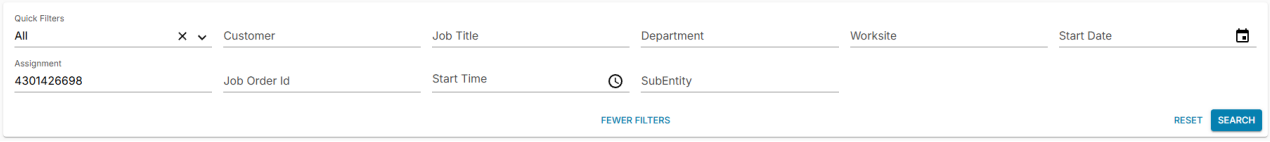
Overview

Within the "My Work" tab, employees will be able to view their assignment details and create timecards.



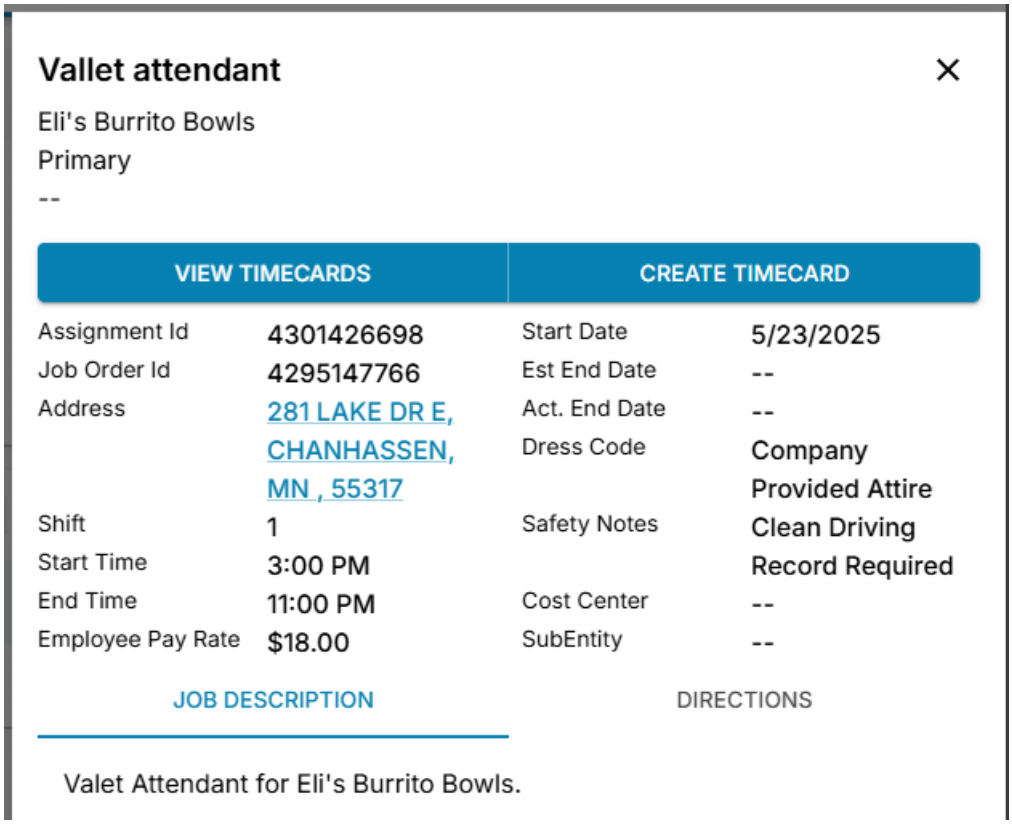
Searching & Viewing Assignment Details

Employees can utilize the search filters to find the appropriate past or current assignment record:



Once the intended assignment has been found, either double-click or select the ⋮ icon to the right and select "Details":

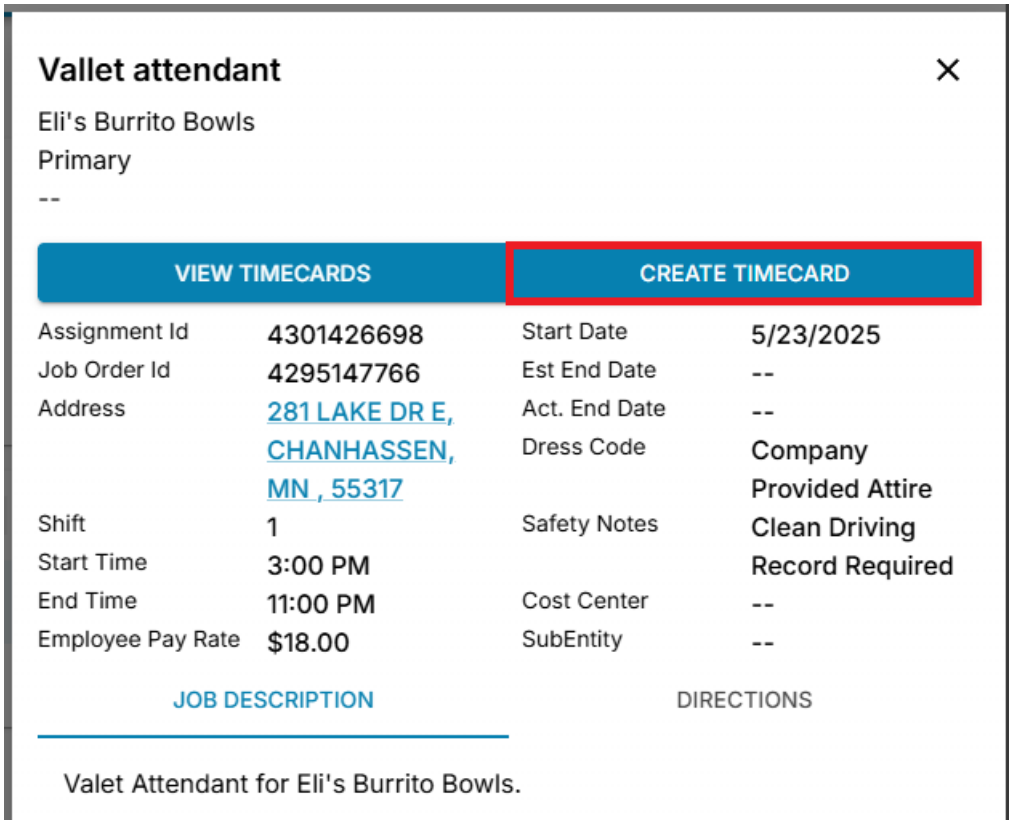
Within the Assignment Details sidebar, you will be able to view assignment information and create/view timecards utilizing the respective buttons at the top:



Creating & Viewing Timecards

Selecting the "Create Timecard" option will open the "New Timecard" window:

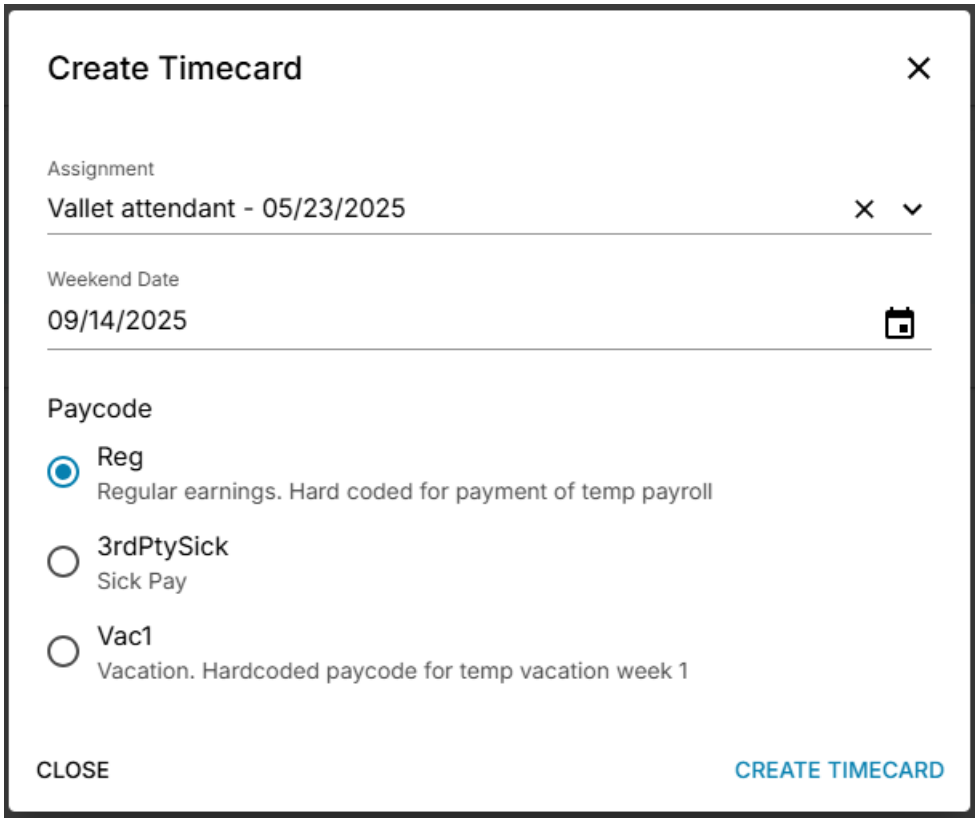
Note If you are unable to see the "Create Timecard" option, your employer may not be using this feature.



Within the "New Timecard" window, complete the following:

- Ensure the correct Assignment is chosen
- Select the appropriate Weekend Date for the timecard
- Select the appropriate Paycode

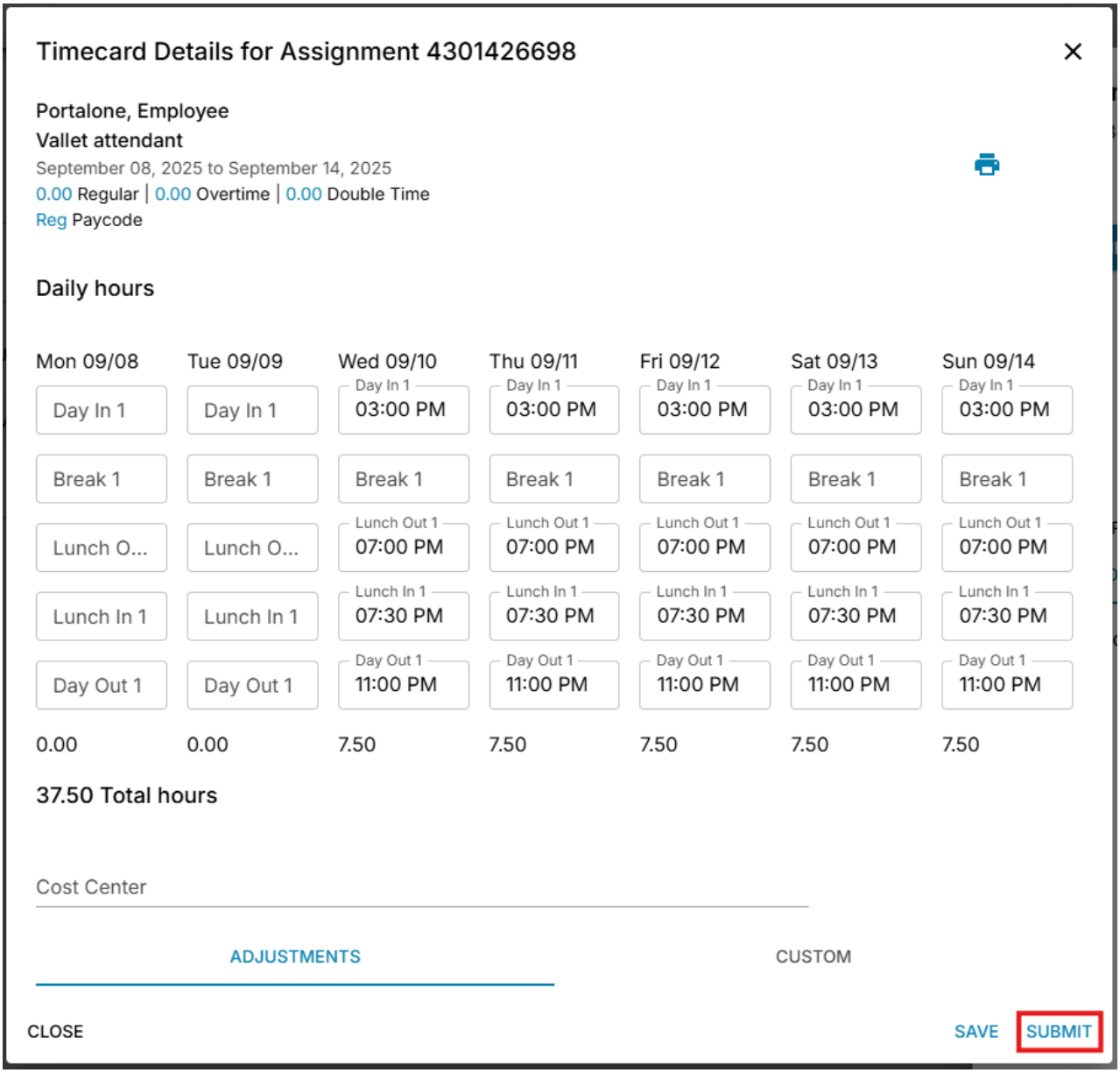
Once complete, select "Next":



Within the "Timecard Details" step, enter/add the following information:

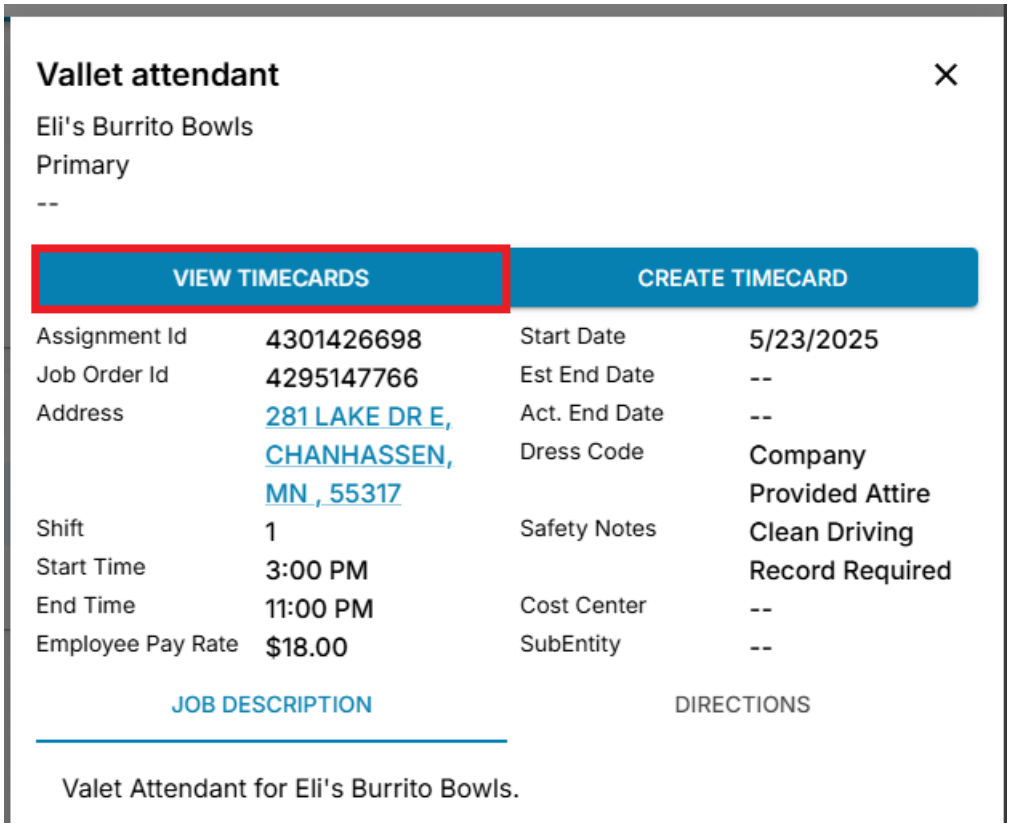
- Time punches for specific days, breaks, lunches
- Adjustments (with the appropriate file attached)
- Reimbursements

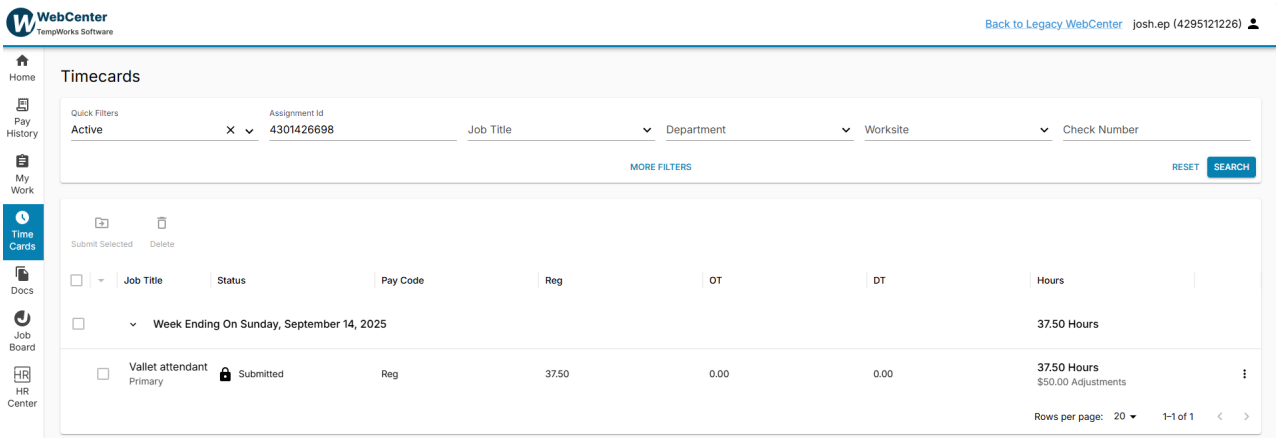
Once the information has been added/entered, select "Submit" to create the timecard:



Selecting the "View Timecards" option will navigate you to the "Timecards" tab where you will see your current timecards:

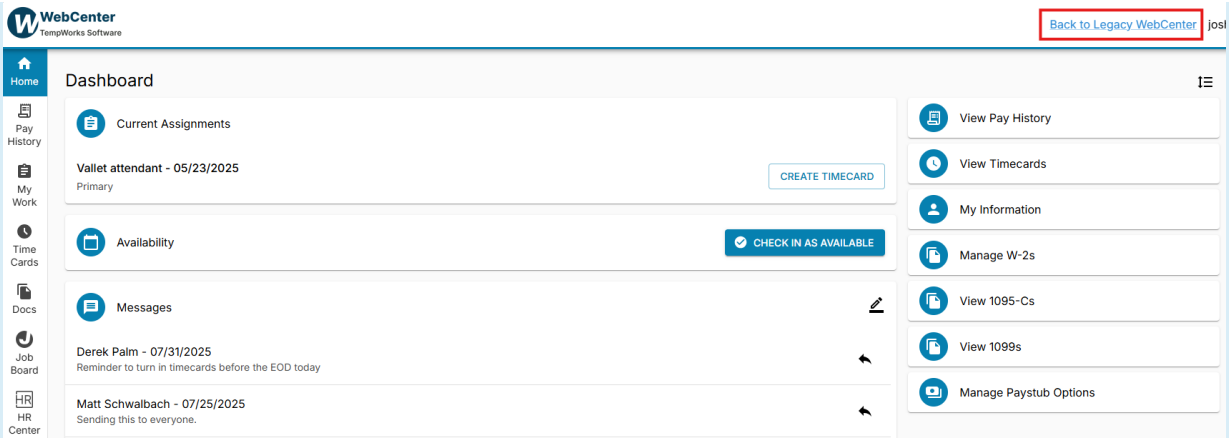
Note If you are unable to see the "Timecards" tab, your employer may not be using this feature.





Note For more information on timecard management in WebCenter, please see the article titled Employee Portal - The Timecards 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:



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