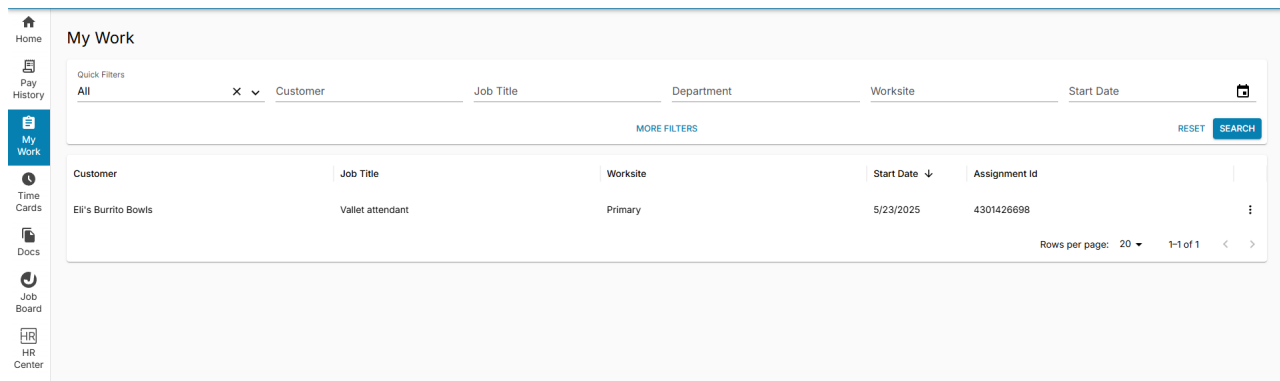


Employee Portal - The My Work Tab

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

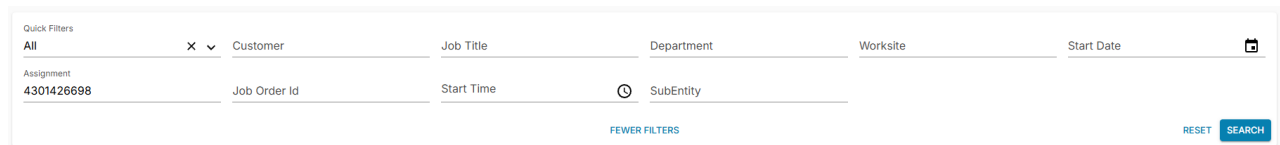
Overview


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

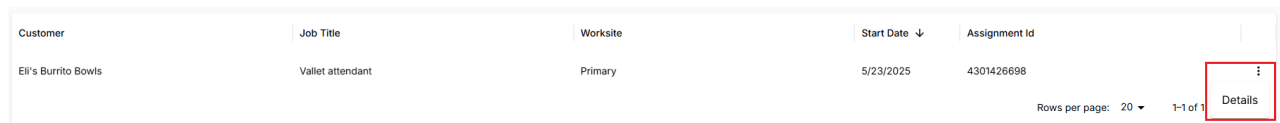


Searching & Viewing Assignment Details

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:

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

Provided Attire

Clean Driving

Record Required

Start Time

3:00 PM

Safety Notes

End Time

11:00 PM

Cost Center

--

Employee Pay Rate

\$18.00

SubEntity

--

JOB DESCRIPTION

DIRECTIONS

Valet Attendant for Eli's Burrito Bowls.

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.

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
Employee Pay Rate	\$18.00	Cost Center	Record Required
		SubEntity	--

JOB DESCRIPTION

DIRECTIONS

Valet Attendant for Eli's Burrito Bowls.

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":

Create Timecard

×

Assignment

Vallet attendant - 05/23/2025

×

▼

Weekend Date

09/14/2025

📅

Paycode

☒ Reg

Regular earnings. Hard coded for payment of temp payroll

☐ 3rdPtySick

Sick Pay

☐ Vac1

Vacation. Hardcoded paycode for temp vacation week 1

CLOSE

CREATE TIMECARD

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:

Timecard Details for Assignment 4301426698



Portalone, Employee

Vallet attendant

September 08, 2025 to September 14, 2025

0.00 Regular | 0.00 Overtime | 0.00 Double Time

Reg Paycode



Daily hours

Mon 09/08	Tue 09/09	Wed 09/10	Thu 09/11	Fri 09/12	Sat 09/13	Sun 09/14
Day In 1	Day In 1	Day In 1 03:00 PM	Day In 1 03:00 PM	Day In 1 03:00 PM	Day In 1 03:00 PM	Day In 1 03:00 PM
Break 1	Break 1	Break 1	Break 1	Break 1	Break 1	Break 1
Lunch O...	Lunch O...	Lunch Out 1 07:00 PM	Lunch Out 1 07:00 PM	Lunch Out 1 07:00 PM	Lunch Out 1 07:00 PM	Lunch Out 1 07:00 PM
Lunch In 1	Lunch In 1	Lunch In 1 07:30 PM	Lunch In 1 07:30 PM	Lunch In 1 07:30 PM	Lunch In 1 07:30 PM	Lunch In 1 07:30 PM
Day Out 1	Day Out 1	Day Out 1 11:00 PM	Day Out 1 11:00 PM	Day Out 1 11:00 PM	Day Out 1 11:00 PM	Day Out 1 11:00 PM
0.00	0.00	7.50	7.50	7.50	7.50	7.50

37.50 Total hours

Cost Center

ADJUSTMENTS

CUSTOM

CLOSE

SAVE

SUBMIT

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.

Vallet attendant
×

Eli's Burrito Bowls
Primary
--

VIEW TIMECARDS

CREATE TIMECARD

Assignment Id4301426698
Job Order Id4295147766
Address281 LAKE DR E,
CHANHASSEN,
MN, 55317
Shift1
Start Time3:00 PM
End Time11:00 PM
Employee Pay Rate\$18.00

Start Date5/23/2025
Est End Date--
Act. End Date--
Dress Code
Company
Provided Attire
Clean Driving
Record Required
Safety Notes
Cost Center--
SubEntity--

JOB DESCRIPTION

DIRECTIONS

Vallet Attendant for Eli's Burrito Bowls.

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Timecards

Quick Filters

Active

Assignment Id4301426698

Job Title

Department

Worksite

Check Number

MORE FILTERS

RESET

SEARCH

Submit Selected

Delete

<input type="checkbox"/>	Job Title	Status	Pay Code	Reg	OT	DT	Hours
<input type="checkbox"/>	Week Ending On Sunday, September 14, 2025						37.50 Hours
<input type="checkbox"/>	Vallet attendant Primary	Submitted	Reg	37.50	0.00	0.00	37.50 Hours \$50.00 Adjustments

Rows per page: 201-1 of 1

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:

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

Derek Palm - 07/31/2025

Reminder to turn in timecards before the EOD today

Matt Schwalbach - 07/25/2025

Sending this to everyone.

View Pay History

View Timecards

My Information

Manage W-2s

View 1095-Cs

View 1099s

Manage Paystub Options

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