Employee Portal - The My Work Tab
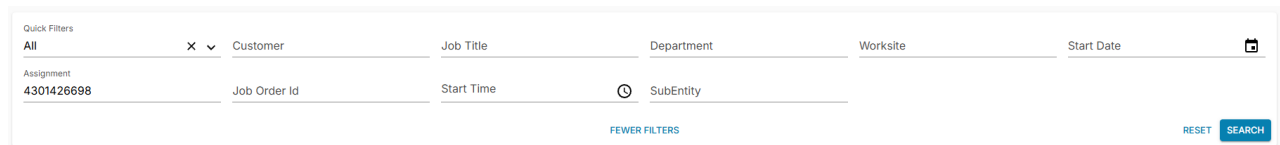
Overview

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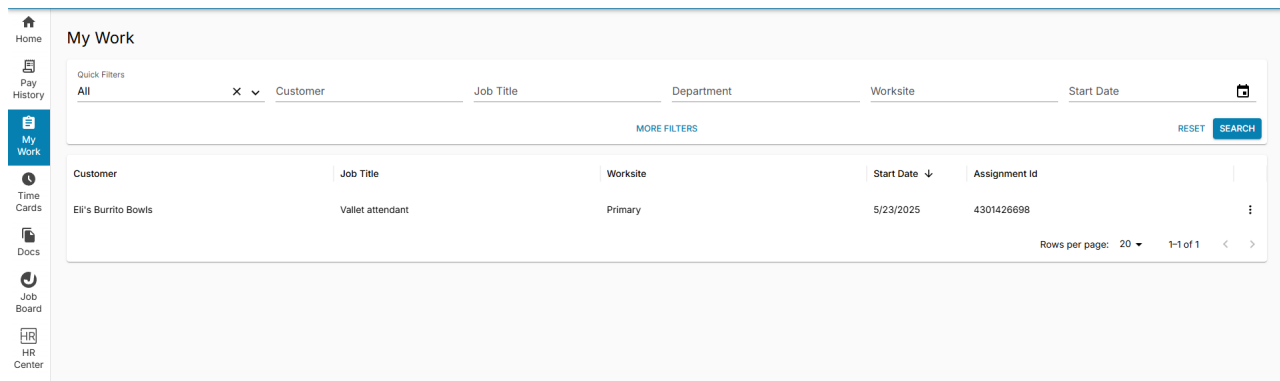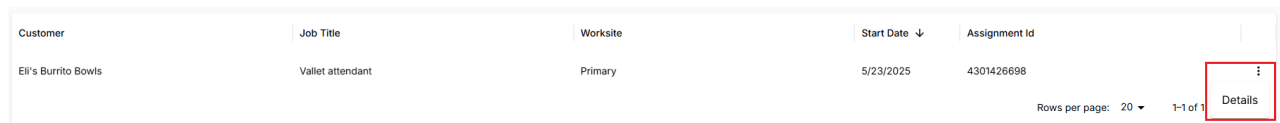

Searching & Viewing Assignment Details

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":

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.

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