

Employee Portal - The Timecards Tab

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Overview

The "Timecards" tab can be used by your employer to offer you the ability to create and submit your own timecards in WebCenter (known as WebCenter Timecards). Depending on your workflow, those submissions may go off to your supervisor for approval or may be approved directly by your employer.

Within this article, we will teach you how to create your own WebCenter Timecards and how to interact with the tab that governs them.

Note This article is only for those whose employers have configured them for WebCenter timecards. If you are unable to see the "Timecards" tab, your employer may not be using this feature.

Creating a Timecard in the "My Work" Tab

Entering time via WebCenter is a quick and easy way to get your time to your supervisor.

Navigate to the "My Work" tab:

Customer	Job Title	Worksite	Start Date	Assignment Id
Eli's Burrito Bowls	Vallet attendant	Primary	5/23/2025	4301426698

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

Job Order Id	Start Time	SubEntity
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Once the intended assignment has been found, either double-click or select the  icon to the right and select "Details":

Customer	Job Title	Worksite	Start Date ↓	Assignment Id	
Eli's Burrito Bowls	Valet attendant	Primary	5/23/2025	4301426698	Rows per page: 20 ▾ 1-1 of 1 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
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.

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

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	--
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End Time	11:00 PM	Cost Center	Record Required
Employee Pay Rate	\$18.00	SubEntity	--

JOB DESCRIPTION
DIRECTIONS

Valet Attendant for Eli's Burrito Bowls.

Within the "New Timecard" window, select the appropriate Weekend Date for the timecard and select "Next":

New Timecard for Assignment 4301426698 ✕

1
2
3

Select Paycodes
Create Timecard
Confirmation

Weekend Date

06/08/2025

Reg
Regular earnings. Hard coded for payment of temp payroll

CLOSE
NEXT >

Note Your employer may or may not allow you the ability to select different "types" of timecards, such as vacation, on-call pay, pto, etc...

Entering Time

When putting your time into your timecard, you will see various fields. Timecards vary greatly. When entering time for the first time, work with your employer to cover any additional fields you will be required to fill out.

Additional fields may include but are not limited to:

- Cost Center
- Adjustments (mileage, per diem, parking reimbursements)
- Badge ID#
- Uploading Documents
- Notes

Note Additional fields may be optional or required.

Timecards may be setup to request time as weekly or daily totals depending on your employer's preferences.

In the example below, you would enter the time you arrived and left work. In other timecard formats, you may be required to enter the total number of hours working in a day or a week.

New Timecard for Assignment 4301426698 ✕

✓
 Select Paycodes

2
 Create Timecard

3
 Confirmation

Daily hours

Mon 06/02	Tue 06/03	Wed 06/04	Thu 06/05	Fri 06/06	Sat 06/07	Sun 06/08
Day In 1	Day In 1	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 In 1	Lunch In 1	Lunch In 1 07:30 PM				
Day Out 1	Day Out 1	Day Out 1 11:00 PM				

0.00 Total hours

Pay Code
Reg ▼

ADJUSTMENTS

CUSTOM

Adjustment	Amount
Mileage ✕	50.00 ✕

[CHOOSE FILE](#)

CLOSE
BACK NEXT >

Once the information has been added/entered, select "Next".

Select "Confirm" to create the timecard:

New Timecard for Assignment 4301426698 ✕

✓
 Select Paycodes

✓
 Create Timecard

3
 Confirmation

What this action will do

Create a new Reg timecard for week ending on Sunday, June 8, 2025

CLOSE
BACK CONFIRM

Note You may want to enter your time on a daily basis, save your timecard, and submit it at the end of the week. The status of your timecard will change according to the actions which have taken place.

The "Timecards" Tab

This tab allows you to track your current timecards. Every timecard in this tab will have a status associated with it.

- **Not Submitted** - Time card for the current week that still needs to be submitted.
- **Past Due** - Time card that has yet to be submitted but was for a previous week
- **Submitted** - A time card that is pending approval by your supervisor.
- **Approved** - A time card that has been approved by your supervisor and is ready to be processed.
- **Rejected** - A time card that has been rejected and will need to be resubmitted. This may be accompanied with a reason.
- **Cancelled** - A time card that has been overridden by your employer.
- **Completed** - A time card that has been processed by your employer and paid.

Depending on the status, the timecard may appear in one of the filters listed above.

The screenshot shows the 'Timecards' tab interface. At the top, there are navigation links (Home, Pay History, My Work, Time Cards, Docs, Job Board, HR Center) and a 'CREATE TIMECARD' button. Below the navigation is a search bar with 'Assignment Id' 4301426698 and other filters (Job Title, Department, Worksite, Check Number). A 'MORE FILTERS' link and 'RESET'/'SEARCH' buttons are also present. The main content area shows a table of timecards for the week ending Sunday, June 8, 2025. The table has columns for Job Title, Status, Pay Code, Reg, OT, DT, and Hours. Two rows are visible: one for 'Vallet attendant Primary' with status 'Not Submitted' and 37.50 hours, and another with status 'Completed' and 37.50 hours. There are also 'Submit Selected' and 'Delete' buttons at the top of the table.

Once a timecard is complete and ready to be submitted to your employer, select the timecard(s) and select "Submit Selected":

The screenshot shows the 'Timecards' tab interface. At the top, there are navigation links (Home, Pay History, My Work, Time Cards, Docs, Job Board, HR Center) and a 'CREATE TIMECARD' button. Below the navigation is a search bar with 'Assignment Id' 4301426698 and other filters (Job Title, Department, Worksite, Check Number). A 'MORE FILTERS' link and 'RESET'/'SEARCH' buttons are also present. The main content area shows a table of timecards for the week ending Sunday, June 15, 2025. The table has columns for Job Title, Status, Pay Code, Reg, OT, DT, and Hours. One row is visible: 'Vallet attendant Primary' with status 'Not Submitted' and 37.50 hours. The 'Submit Selected' button at the top of the table is highlighted in red.

Any timecard that has been submitted may be unlocked by the employee by selecting the "Unlock" option, provided the ability has been given.

Job Title	Status	Pay Code	Reg	OT	DT	Hours
Week Ending On Sunday, June 15, 2025						
Vallet attendant Primary	Submitted	Reg	3750	0.00	0.00	37.50 Hours \$50.00 Adjustments
Week Ending On Sunday, June 8, 2025						
Vallet attendant Primary	Completed	Reg	3750	0.00	0.00	37.50 Hours \$0.00 Adjustments

Once the timecard has been submitted, your employer will go through the approval and payment process.

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](#).

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