Employee Portal - The Timecards Tab

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

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:

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":

Customer	Job Title	Worksite	Start Date ↓	Assignment Id	
Eli's Burrito Bowls	Vallet 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:

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

Within the "New Timecard" window, select the appropriate Weekend Date for the timecard and select "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 — Create Timecard (2) — Confirmation (3)

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	03:00 PM	03:00 PM	03:00 PM	03:00 PM
Break 1	Break 1	Break 1	Break 1	Break 1	Break 1	Break 1	Break 1
Lunch Out 1	Lunch O...	Lunch O...	07:00 PM	07:00 PM	07:00 PM	07:00 PM	07:00 PM
Lunch In 1	Lunch In 1	Lunch In 1	07:30 PM	07:30 PM	07:30 PM	07:30 PM	07:30 PM
Day Out 1	Day Out 1	Day Out 1	11:00 PM	11:00 PM	11:00 PM	11:00 PM	11:00 PM

0.00 Total hours

Pay Code
Reg ⌄

ADJUSTMENTS   CUSTOM

Adjustment
Mileage ✕ ⌄

Amount
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 — Confirmation (3)

What this action will do

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

CLOSE   BACK   CONFIRM

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.

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

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

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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