# Employee Portal - The HRCenter Tab

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

# Overview

The "HRCenter" tab allows you quick access to documents and workflows sent to you by your employer. This will allow you to complete onboarding materials and sign digital documents requested by your employer without having to leave WebCenter.

If you have pending documents/workflows to be completed in HRCenter, you will be notified by your employer and you will be able to see those pending documents on the "Home" tab within the options to the right:
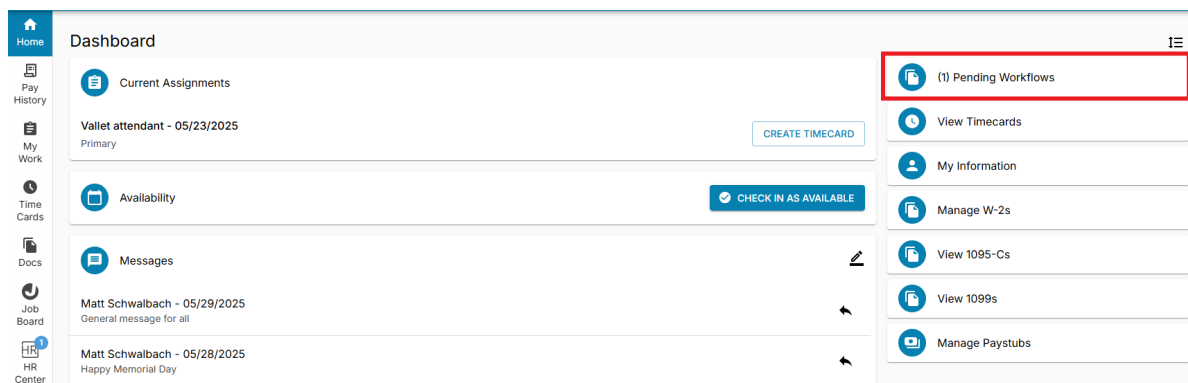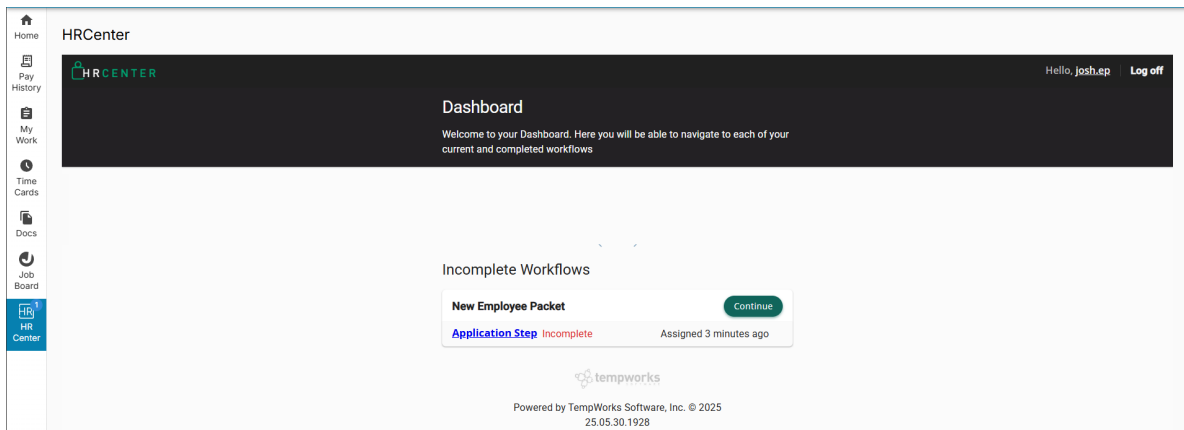


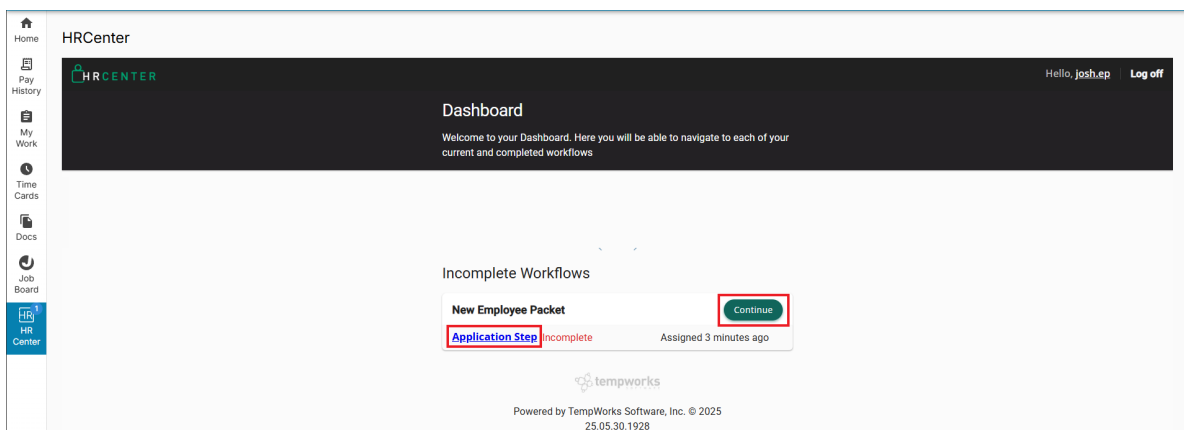Or you can simply navigate to the "HRCenter" tab:
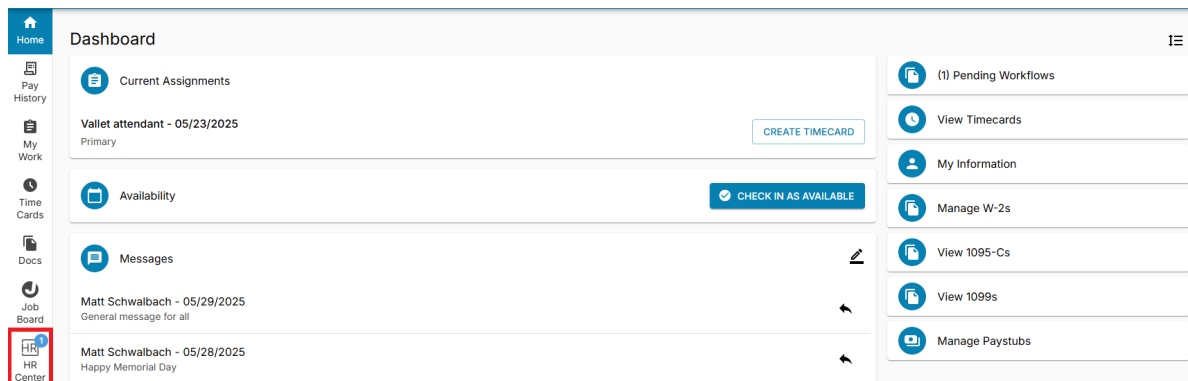


# Completing an HRCenter Workflow

Within the "HRCenter" tab, any current pending/incomplete workflows can be seen:
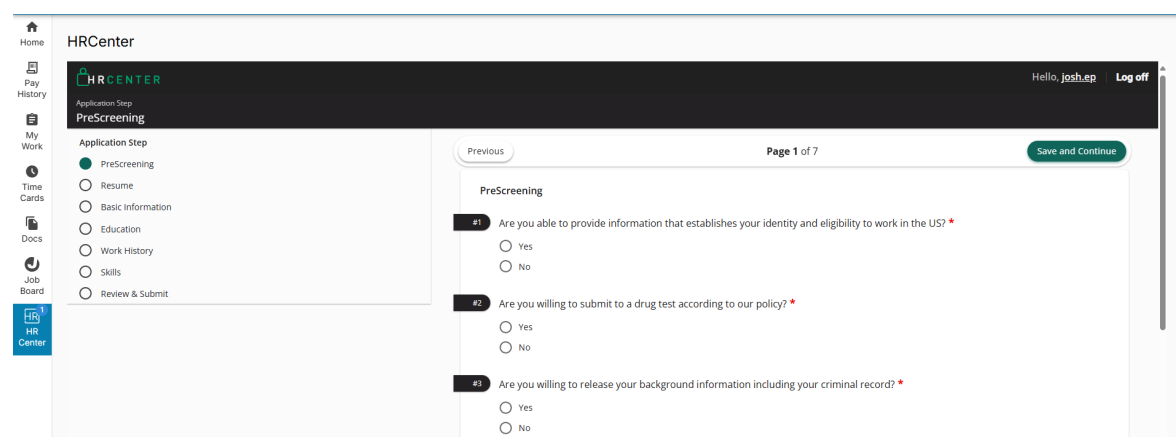
To interact with an incomplete item, select the bold text or select the "Continue" button:



This will allow you to complete and submit each page in the workflow.

Activities in a workflow may include but are not limited to:

- Training Videos
- Quizes
- Surveys
- Information Requests
- Digital Documents



If you wish to review a previous page, you may utilize the radial options on the left:

When you are happy with your completed pages, select "Submit":



**\*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