

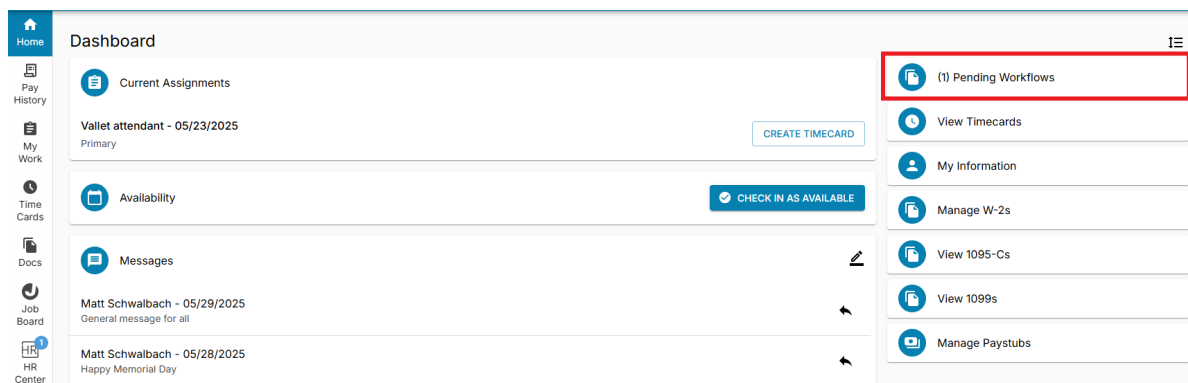
Employee Portal - The HRCenter Tab

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

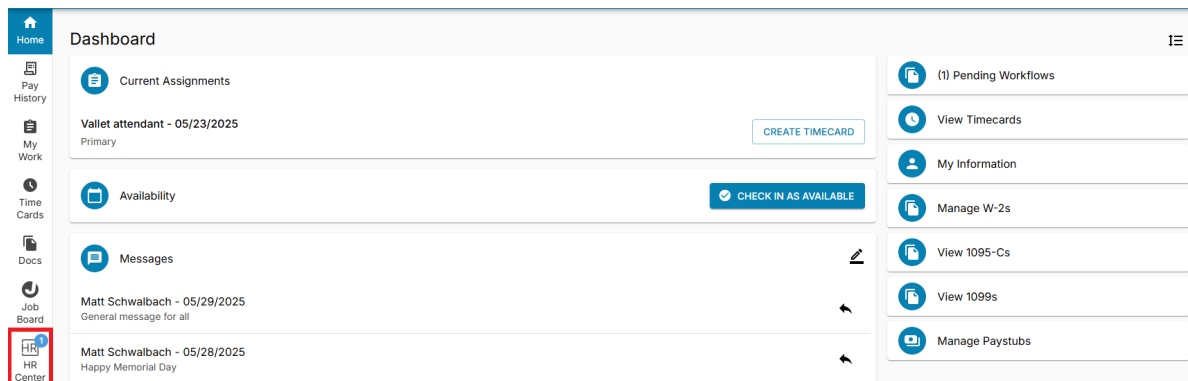
Overview

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:

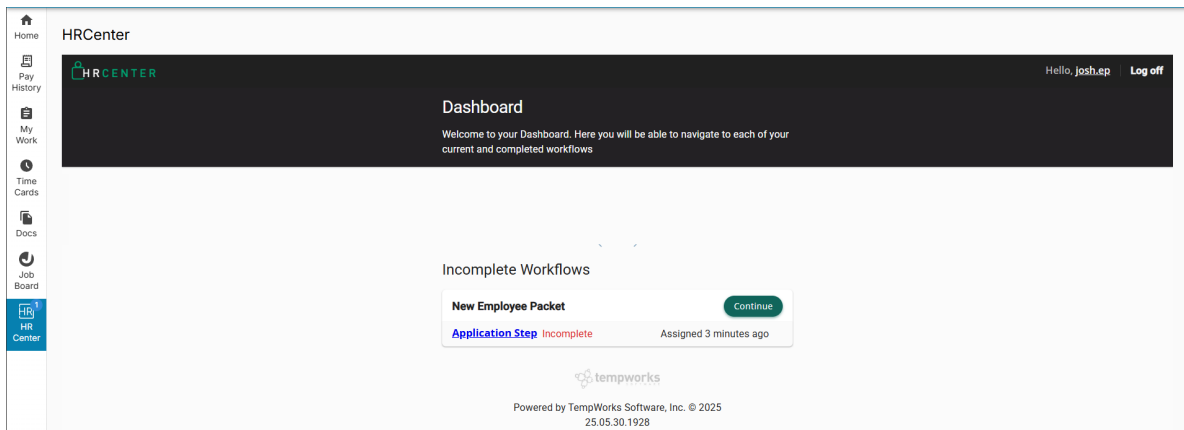


Or you can simply navigate to the "HRCenter" tab:

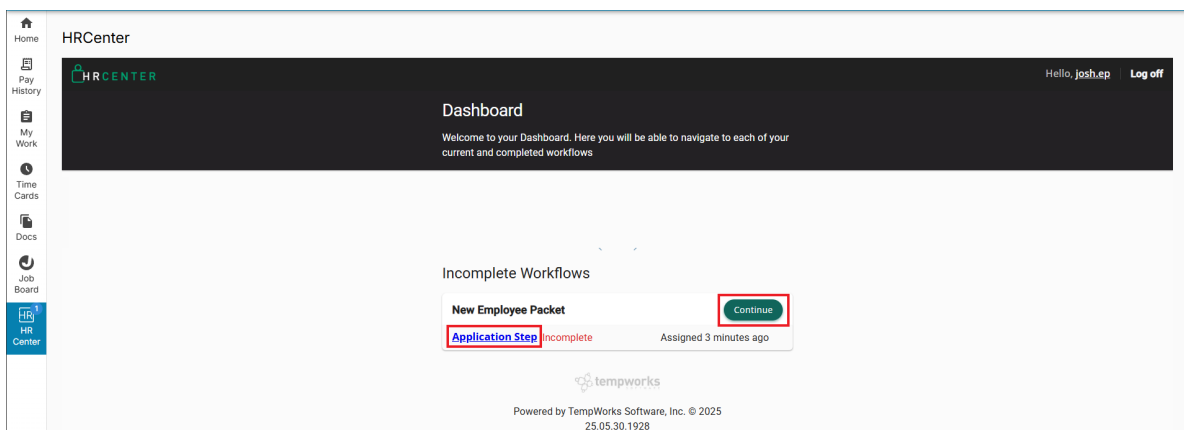


Completing an HRCenter Workflow

Within the "HRCenter" tab, any current pending/incomplete workflows can be seen:



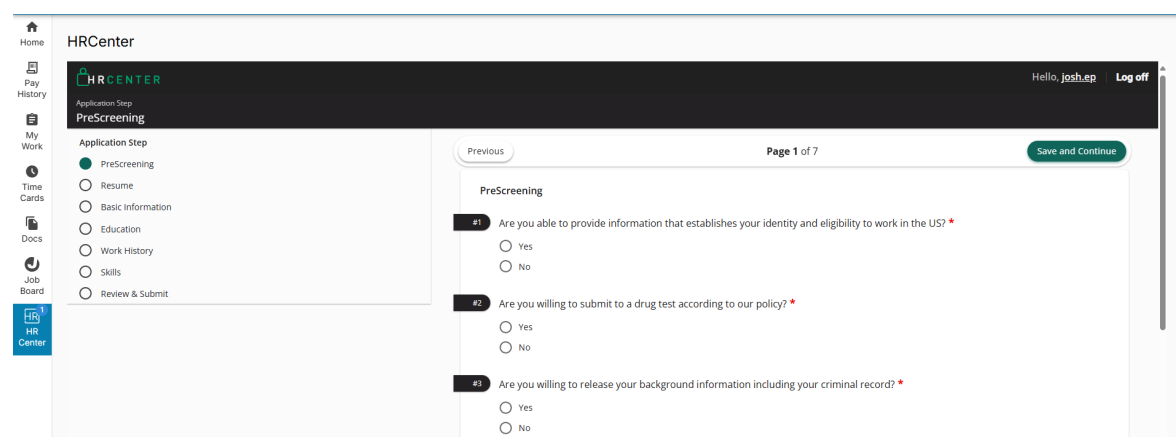
To interact with an incomplete item, select the bold text or select the "Continue" button:



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
- Quizzes
- Surveys
- Information Requests
- Digital Documents



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

The screenshot shows the HRCenter application interface. On the left is a sidebar with navigation links: Home, Pay History, My Work, Time Cards, Docs, Job Board, and HR Center. The main header displays 'HRCenter' and 'Application Step: PreScreening'. Below the header, an 'Application Step' list on the left shows steps: PreScreening (checked), Resume (checked), Basic Information (checked), Education (checked), Work History (checked), Skills (checked), and Review & Submit (unselected). The main content area is titled 'PreScreening' and shows two questions: '#1 Are you able to provide information that establishes your identity and eligibility to work in the US?' with 'Yes' selected, and '#2 Are you willing to submit to a drug test according to our policy?' with 'Yes' selected. A 'Previous' button is at the top left, 'Page 1 of 7' is at the top right, and a 'Save and Continue' button is at the top right.

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

The screenshot shows the HRCenter application interface at the 'Review & Submit' step. The sidebar and header are the same as the previous screenshot. The 'Application Step' list on the left now shows 'Review & Submit' as the current step. The main content area is titled 'Review & Submit' and includes a warning: 'Please review info once you submit you will not be able to edit.' Below this, there is a 'Go back and review my work' link and a large green 'I am finished! Submit.' button.

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:

The screenshot shows the WebCenter Dashboard. The top header includes the 'WebCenter' logo and a 'Back to Legacy WebCenter' link highlighted with a red box. The dashboard is divided into several sections: 'Current Assignments' (showing 'Vallet attendant - 05/23/2025'), 'Availability' (with a 'CHECK IN AS AVAILABLE' button), and 'Messages' (showing messages from 'Derek Palm' and 'Matt Schwalbach'). On the right side, there is a sidebar with links: 'View Pay History', 'View Timecards', 'My Information', 'Manage W-2s', 'View 1095-Cs', 'View 1099s', and '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