Employee Portal - My Information & Notification Preferences

Overview

Within the "My Information" page, you will have the ability to update profile information and set notification preferences.
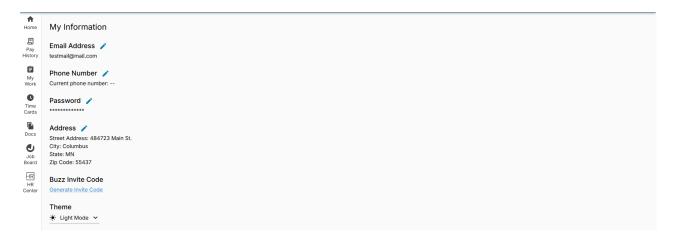
You can access the "My Information" page by selecting the "My Information" option to the right of the "Home" tab or by selecting the person icon at the top right and selecting "My Information":
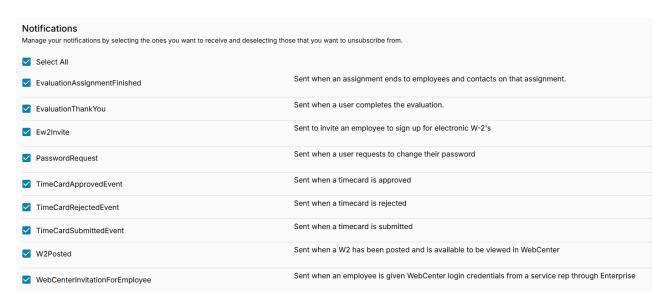

WebCenter & Notification Preferences

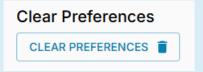Within the "My Information" page, you can verify/edit the following information:

- Email Address
- Phone Number
- Password
- Address
- Buzz Invite Code (if utilizing the TempWorks Buzz mobile application)
- Theme (Light or Dark)
- Notifications

My Information

Email Address ✏️
testmail@mail.com

Phone Number ✏️
Current phone number: --

Password ✏️
****

Address ✏️
Street Address: 484723 Main St.
City: Columbus
State: MN
Zip Code: 55437

Buzz Invite Code
Generate Invite Code
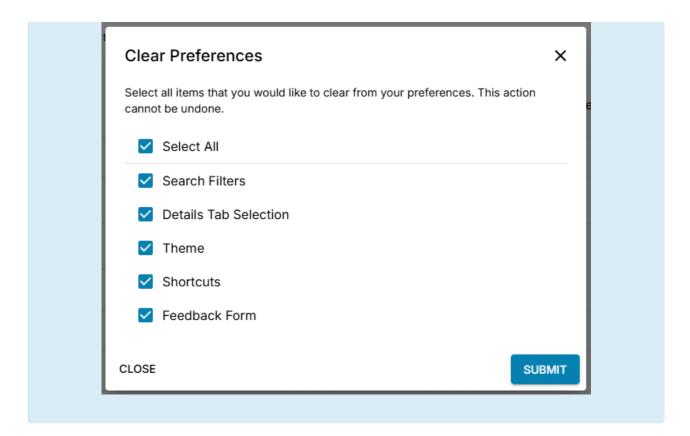
Theme
☀️ Light Mode ⌄

Each employee may receive email notifications related to important information in WebCenter. Each employee will have the ability to customize which notifications they are receiving.
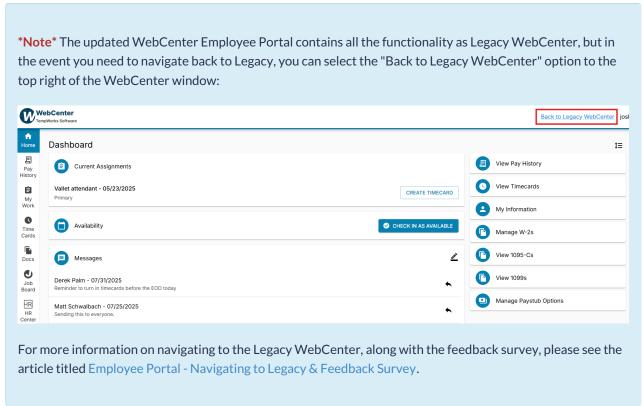
Notifications

Manage your notifications by selecting the ones you want to receive and deselecting those that you want to unsubscribe from.

☑ Select All		
☑ EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.	
☑ EvaluationThankYou	Sent when a user completes the evaluation.	
☑ Ew2Invite	Sent to invite an employee to sign up for electronic W-2's	
☑ PasswordRequest	Sent when a user requests to change their password	
☑ TimeCardApprovedEvent	Sent when a timecard is approved	
☑ TimeCardRejectedEvent	Sent when a timecard is rejected	
☑ TimeCardSubmittedEvent	Sent when a timecard is submitted	
☑ W2Posted	Sent when a W2 has been posted and is available to be viewed in WebCenter	
☑ WebCenterInvitationForEmployee	Sent when an employee is given WebCenter login credentials from a service rep through Enterprise	

Note If you ever need to reset your WebCenter preferences, select "Clear Preferences" at the bottom of the page:

Clear Preferences

CLEAR PREFERENCES 🗑️

Select the appropriate options to clear and select "Submit" to finalize the changes:

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