

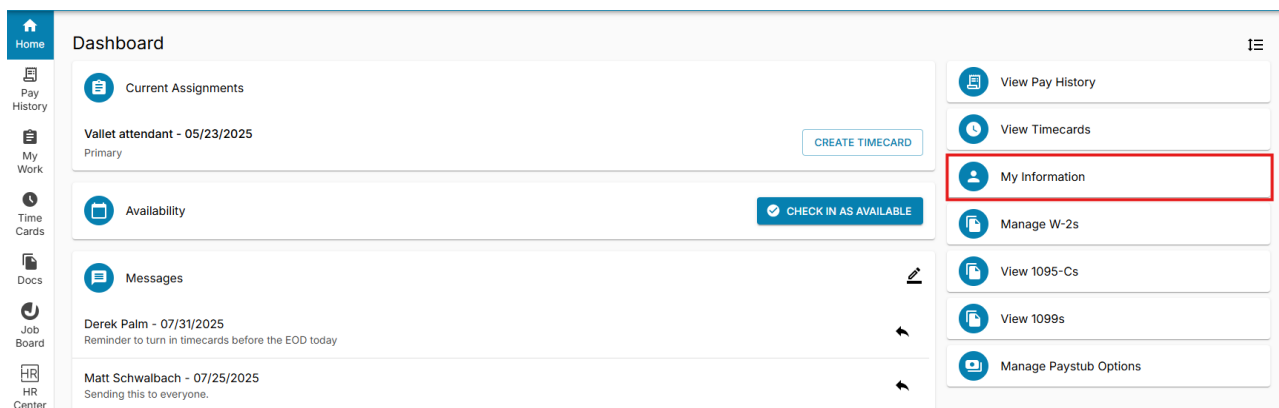
# Employee Portal - My Information & Notification Preferences

Last Modified on 09/10/2025 11:14 am CDT

## 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

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

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.

<input checked="" type="checkbox"/>	Select All	
<input checked="" type="checkbox"/>	EvaluationAssignmentFinished	Sent when an assignment ends to employees and contacts on that assignment.
<input checked="" type="checkbox"/>	EvaluationThankYou	Sent when a user completes the evaluation.
<input checked="" type="checkbox"/>	Ew2Invite	Sent to invite an employee to sign up for electronic W-2's
<input checked="" type="checkbox"/>	PasswordRequest	Sent when a user requests to change their password
<input checked="" type="checkbox"/>	TimeCardApprovedEvent	Sent when a timecard is approved
<input checked="" type="checkbox"/>	TimeCardRejectedEvent	Sent when a timecard is rejected
<input checked="" type="checkbox"/>	TimeCardSubmittedEvent	Sent when a timecard is submitted
<input checked="" type="checkbox"/>	W2Posted	Sent when a W2 has been posted and is available to be viewed in WebCenter
<input checked="" type="checkbox"/>	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:

## Clear Preferences

×

Select all items that you would like to clear from your preferences. This action cannot be undone.

☒

Select All

☒

Search Filters

☒

Details Tab Selection

☒

Theme

☒

Shortcuts

☒

Feedback Form

CLOSE

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:

WebCenter

TempWorks Software

Back to Legacy WebCenter

josh

Home

Pay History

My Work

Time Cards

Docs

Job Board

HR Center

Dashboard

Current Assignments

Vallet attendant - 05/23/2025

Primary

CREATE TIMECARD

Availability

CHECK IN AS AVAILABLE

Messages

Derek Palm - 07/31/2025

Reminder to turn in timecards before the EOD today

Matt Schwalbach - 07/25/2025

Sending this to everyone.

View Pay History

View Timecards

My Information

Manage W-2s

View 1095-Cs

View 1099s

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