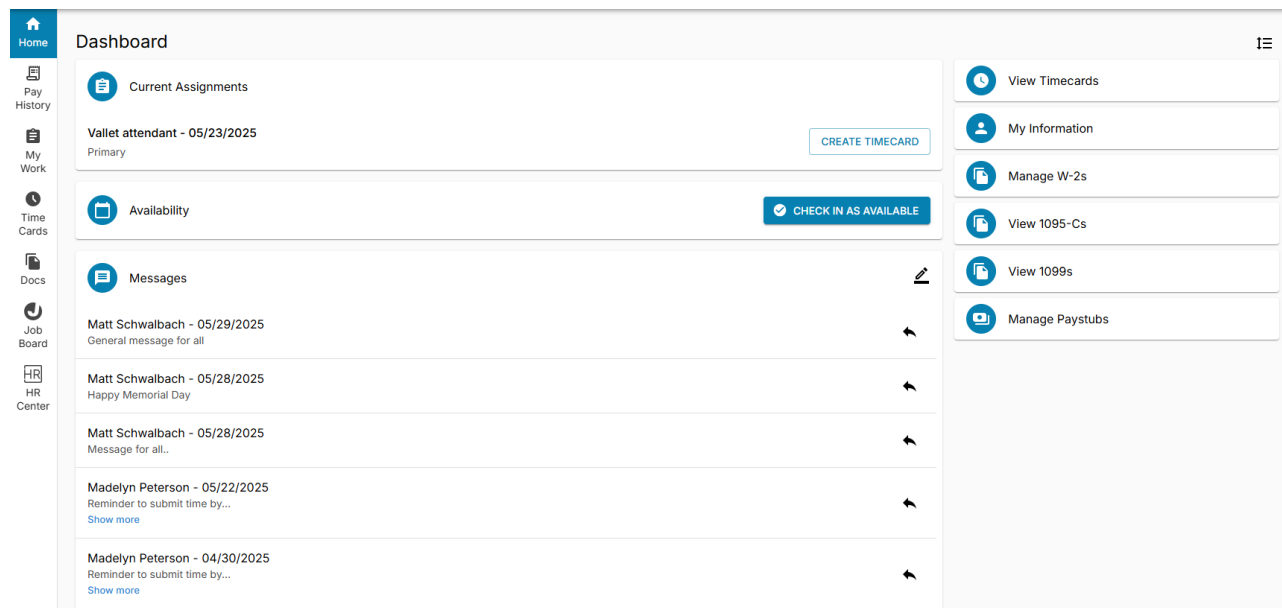


Admin Portal - Employee Roles and Configs

Last Modified on 10/02/2025 1:20 pm CDT

What is the WebCenter Employee Portal?

The employee portal of WebCenter can give your employees access to quick information including past paycheck stubs, current assignment information, important documents, and more!



In this article, we will review roles & configuration options you have to customize the employee portal and set security around what they have access to.

Note If you are looking for information from the employee's perspective, check out [Employee Portal - Welcome to WebCenter](#).

Setting up Employee WebCenter Roles

WebCenter roles give you the ability to customize what each employee will have access to in the Employee Portal. It's important to review the role options before giving your employees access to the web portal.

Employee Vs. Applicant

Since HRCenter and WebCenter both utilize the same web user credentials for applicants and employees, an applicant can technically have access to WebCenter as soon as they apply online through HRCenter.



Applicants can have access to documents, HRCenter, JobBoard, and profile information while *employees* can also be given access to options like assignments and timecards.

An applicant becomes an employee and is given the default employee role once their status is switched from 'Web Pending' to 'Familiar' in Enterprise or Beyond by default (keep in mind some systems may have a different customized setup).

Setting Up Applicant's or Employee's WebCenter Roles

Before you can give an employee or applicant access to WebCenter, you need to decide what different security options you need to have in place and what the default options will be.

For example, you may have a default employee role that is given everything except the timecards tab. I might then have a second role that includes the timecards tab for those employees working where they are expected to fill out online timecards. Then, I might have a third role that is more limited for those employees who no longer work for my company but may still need access to just their paycheck stubs and W-2 information.

First look at all the permissions available & the default role and then decide how many roles or permission levels you may need to have for employees and applicants. Once you have decided this, you will navigate to the Roles tab in WebCenter Admin to set them up.

To Find Employee Roles:

1. In WebCenter Admin, select the "Roles" tab
2. Choose the "Employee" section
3. A list of "Roles" will be available

Users

Roles

Config

Theme

Email

Time

Order Form

Documents

Applicant

Employee

Contact

Vendor

ServiceRep

Default	Name	Description	Actions
<input type="radio"/>	Employees - Demo Specific	Default role for Employees that log in to WebCenter.	Copy
<input type="radio"/>	Employee	Default role for Employees that log in to WebCenter.	Copy
<input type="radio"/>	Employee - No Timecards	Employee no timecards	Copy
<input type="radio"/>	Employee - Randalls Specific	Default role for Employees that log in to WebCenter.	Copy
<input checked="" type="radio"/>	Employee- Basic Access	This is a role that is setup for the user to be able to look at their current job and their pay history.	Copy
<input type="radio"/>	Employee- internal	Standard role for Memphis SW employees.	Copy

To Create Your Own Role(s):

If you want to customize the vendor portal for different users, you can create your own employee roles.

1. Select the "Copy" option next to any existing role
2. Update the "Name" and "Description" - This will be helpful when users are giving contacts access to the portal
3. Check or Uncheck the different "Role Permissions" (check out more details on permissions below)

<input type="radio"/>	Employee W/TimeEntry	Default role for Employees that log in to WebCenter.	Copy
<input type="radio"/>	NATIONWIDE PROVIDER	Role for working employees with no access to the Job board	Copy
<input type="radio"/>	Sub Teacher	Allows sub to accept orders	Copy

Role Settings and Permissions

Role Name:

Employee W/TimeEntry [edit](#)

Role Description:

Default role for Employees that log in to WebCenter. [edit](#)

Role Permissions

☒ Common - Functionality available to every type of user
 ☒ Employee - Assignments - Shows a list of employee assignments with directions and contact info
 ☒ Employee - Calendar - Shows an employee their assignment calendar
 ☐ Employee - Documents - Shows a list of documents an employee can download
 ☒ Employee - Home - Shows links to an employee's current assignments and timecards, and displays alerts and messages
 ☒ Employee - HR Center - Allows Employees to update documents in HR Center
 ☒ Employee - Job Board - Allows employees access to the Job Board

Role Permissions Available

A Role will give a specific set of permissions to the employee. Each employee can be assigned a different role

depending on the access you want to give them. Below we will review the permissions available.

1. **Common:** This option is needed for every role. It allows users to log in to the portal, etc.
2. **Employee - Assignments:** Will allow employees to access the assignments tab where they can see their assignment information.
3. **Employee - Calendar:** Will allow employees to access the calendar tab where they can see which days and times they are expected to report for work (Days & times must be included on the order/assignment in order for them to show up here) and report their availability.
4. **Employee - Documents:** Will give the employees access to the documents tab where you have important docs they can download at any time including an employee handbook, benefits, etc. Check out [WebCenter Admin - How to Add Documents to Portals](#) for more information.
5. **Employee - Home:** This option is needed for all roles and gives users access to the home page they will be brought to each time they log in.
6. **Employee - HRCenter:** Will give employees access to the HRCenter tab where they can see any outstanding HRCenter workflows/pages they need to fill out and complete them without ever leaving WebCenter. Check out [Employee Portal - The HRCenter Tab](#).
7. **Employee - Jobboard:** Will give employees access to your TempWorks Job Board where they can browse web public jobs and make themselves candidates on orders. Check out [The Job Board](#) for more information.
8. **Employee - Orders:** Will give employees access to the orders tab. This is only available if you are utilizing the [Education Module](#).
9. **Employee - PayHistory:** Will give employees access to their past pay stub information. Check out [Employee Portal - The Pay History Tab](#).
10. **Employee - Timecards:** Will give employees access to the timecards tab where they may be able to create their own timecards and submit their time electronically. Check out [Setting up Timecards in WebCenter](#) for more information.
11. **Profile - Address:** Will give the employee the option to view and update their current address on file from the home tab > my information.
12. **Profile - Employee:** Will give the employees the option to upload a new resume and other documents under the home tab > my information
13. **Profile - Info:** Will give the employees access to view and update their email and password information under the home tab > my information.
14. **Profile - Notifications:** Will give employees access to change their email notification preferences under the home tab > my information.

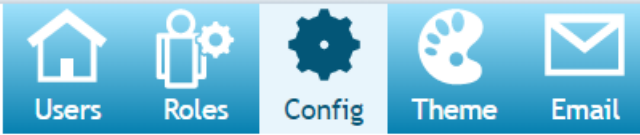
Additional Employee Portal Configurations

In addition to the role options available, you can also set WebCenter configurations to turn on/off specific features for employees. We recommend reviewing these configurations (configs) to determine what your employees should

and should not be able to access specific features.

Never used configs in WebCenter before? Configs have a default value and additional exceptions or rules underneath them to turn features on and off for different sets of users. To learn more about config basics, check out [WebCenter Admin - Intro to Configurations](#).

Configurations are found under the Config tab in WebCenter admin. Below is a list of configs related to the employee portal access.

							
			Users	Roles	Config	Theme	Email
Category							
Adjustments							
Candidate Statuses							
Cost Centers							
Customer							
Customer Candidate							
Document Types							
Employee							
Miscellaneous							
Notifications							

	Applicant Home Show Candidacies	Default: false
	Allow applicants to see their candidacies, change their candidacy status to 'removed'	
	Allow Employees To Delete Documents	Default: true
	Allow employees to delete documents	
	Employee Home Show Candidacies	Default: false
	Allow employees to see their candidacies, change their candidacy status to 'removed'	
	Show Pay Stub Links	Default: false
	Allows an employee to manage their pay stub options	

The list is broken down into the following groups:

1. [General/Home Page Configs](#)
2. [Document Related Configs](#)
3. [Assignment Related Configs](#)
4. [Payroll Related Configs](#)

General/Home Page Configs

The following configurations can be found under the Employee category of the config tab in WebCenter Admin. All of the configs listed in this group relate to options available from the home page including the "my information", "manage pay stubs", and "manage W-2" links in the upper left.

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

Matt Schwalbach - 05/29/2025

General message for all

Matt Schwalbach - 05/28/2025

Happy Memorial Day

Matt Schwalbach - 05/28/2025

Message for all...

Madelyn Peterson - 05/22/2025

Reminder to submit time by...

Show more

Madelyn Peterson - 04/30/2025

Reminder to submit time by...

Show more

View Timecards

My Information

Manage W-2s

View 1095-Cs

View 1099s

Manage Paystubs

- Employee Home Show Availability:

Employee Home Show Availability

Default: true

Hide Rules (5) ▼

Toggle whether or not the user will see the Availability checkin on the home page

Rules

When:

Select a filter.. ▼

 is

▼

 Use: ☐ True ☐ False

Add Rule

Edit

When Employee is Austen, Kate (4295003726)

Default - 1

Use False

✕

Edit

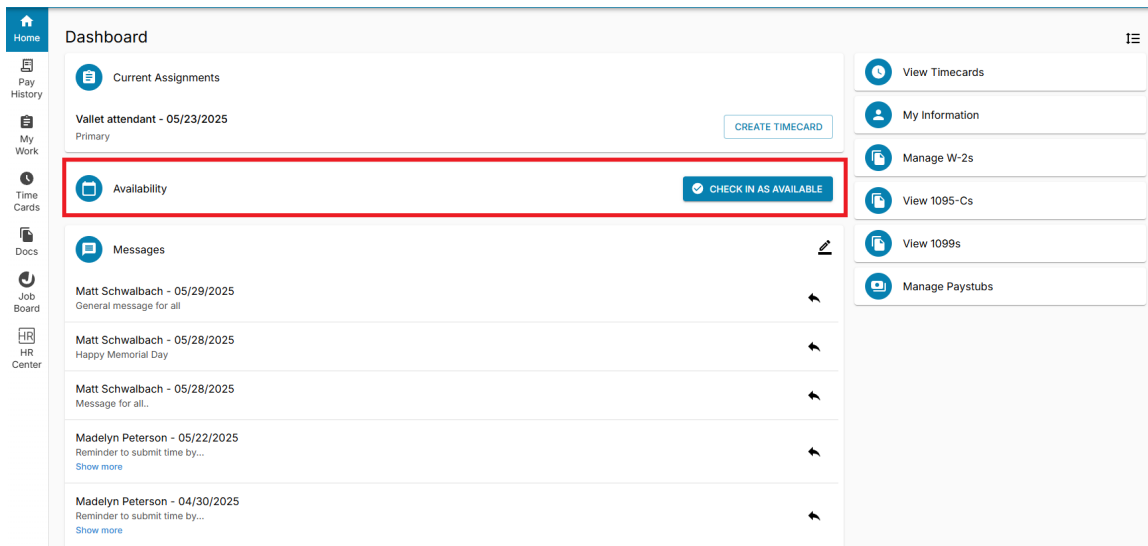
When User Role is Employee Limited

Default - 1

Use False

✕

- This configuration, when set to true, will display a button on the home page for employees to mark themselves as available for that day. When they do this, it will log a message on the employee's record with the message action code of "Available" so that you can search and report on it.



- Applicant Home Show Candidacies or Employee Home Show Candidacies:

Employee Home Show Candidacies

Default: false

Hide Rules (3) ▼

Allow employees to see their candidacies, change their candidacy status to 'removed'

Rules

When: Select a filter.. is Use: ☐ True ☐ False Add Rule

Edit	When Employee is Abbott, Martha (27484) Default - 1	✗
	Use True	
Edit	When User Role is Welsh, LeRoy (4294971693) Default - 1	✗
	Use True	
Edit	When WebCenter Application Name is Default Default - 1	✗
	Use True	

- These two configs behave the same way (one is for applicants and one is for employees). When this config is set to true, employees will be able to see which orders they are set as a candidate for (whether they added themselves from the job board or they were added by a recruiter). This will include public job descriptions and the option to remove themselves as a candidate.
- The "Show Candidacies" button appears above the messages section on the home page for the employee.
- Show Pay Stub Links:

Show Pay Stub Links

Default: false

Hide Rules (7) ▼

Allows an employee to manage their pay stub options

Rules

When: is Use: ☐ True ☐ False

Add Rule

Edit

When User Role is Employee - No Timecards Default - 1

✖

Use True

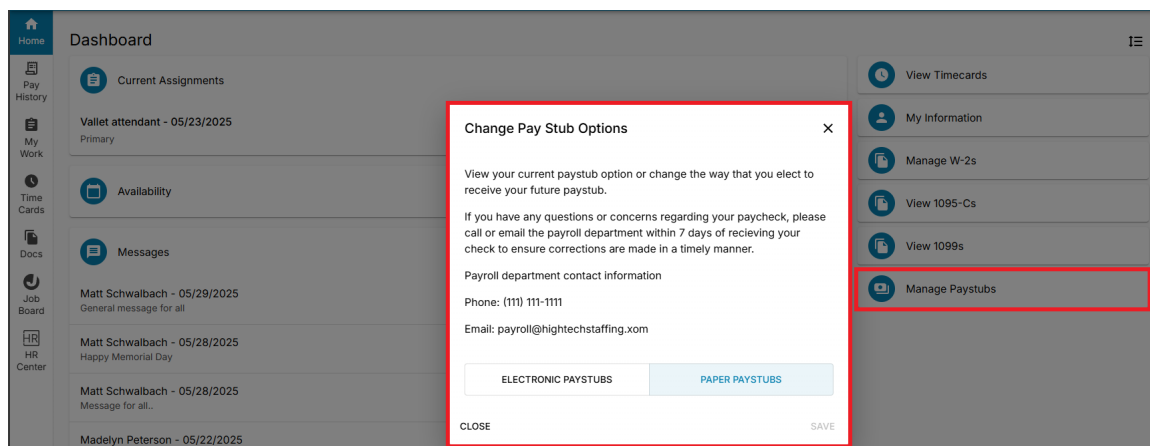
Edit

When Employee is Marshall, Mathew (12320) Default - 1

✖

Use True

- This configuration, when set to true, will allow employees to manage whether they want their pay stubs via email or paper (found on the home page under "Manage Paystubs")



• Pay Stub Legal Agreement

Pay Stub Legal Agreement

Hide Rules (1) ▼

This legal statement is displayed to an employee on the electronic pay stub opt out page.

Rules

When: is Use: ☒ Text

Add Rule

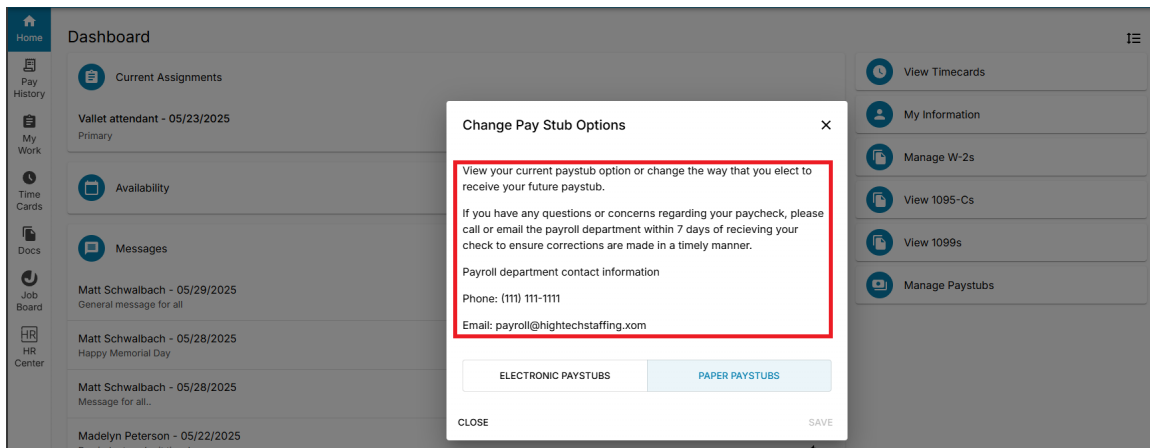
Edit

When User Role is Employee Default - 1

✖

Use <p>If you have any questions or concerns regarding your paycheck, please call or email the payroll department within 7 days of receiving your check to ensure corrections are made in a timely manner. </p><p>Payroll department contact information</p><p>Phone: (111) 111-1111</p><p>Email: payroll@hightechstaffing.com</p>

- This configuration will allow you to add a legal agreement or additional note for employees if they have the option to manage their paystub options



- **Show W-2 Links:**

Show W-2 Links

Default: **true**

Hide Rules (4) ▼

Allows an employee to manage their W-2 options

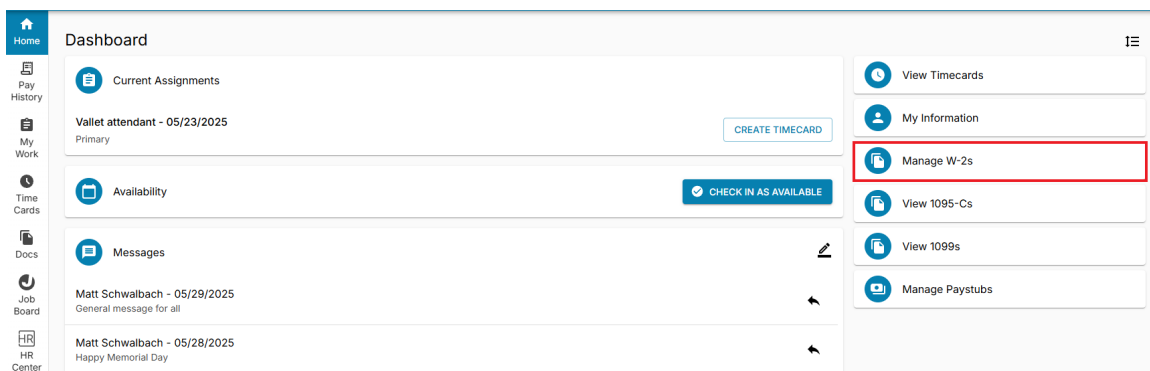
Rules

When: is Use: ☐ True ☐ False Add Rule

Edit When **Employee is Abalos, Tyrone (16807)** **Default - 1** ✕

Use **False**

- Similar to Show Pay Stub Links, this option, when set to true, allows users to see any electronic W-2s and manage whether they want their W-2 sent electronically through WebCenter or only receive a paper copy at the end of the year (found on the home page under "Manage W-2")



- **Show Generate Invite Code Link:**

Show Generate Invite Code Link

Default: false

Hide Rules (5) ▼

Toggle wheather or not a user will have accesss to generate an invite code for Buzz.

Rules

When: is Use: ☐ True ☐ False

Add Rule

Edit	When Employee is Doe , Jane (4295079578) Default - 1	✕
	Use True	
Edit	When User Role is Employee W/TimeEntry Default - 1	✕
	Use True	
Edit	When Origin Type is Employee Default - 1	✕
	Use True	

- If you are utilizing Buzz, the TempWorks mobile app, when this configuration is set to true, your employees will be able to generate an invite code to invite themselves to the app. The invite code is generated under the "My Information" section. Check out [Buzz - Inviting Employees to Buzz](#) for more information.

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

- Show Pending HRCenter Workflows/Documents:

Show pending HRCenter workflows/documents

Allows an employee to see pending HRCenter workflows/ documents

Default: Display Linkout

Hide Rules (3) ▼

Rules

When:

Select a filter..

 is Use:

Select a value...

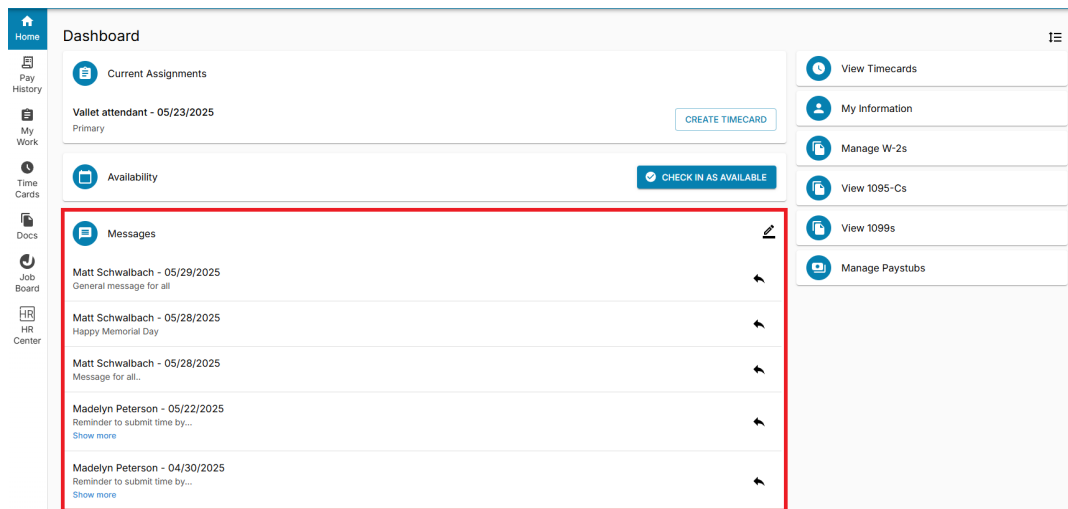
Add Rule

Edit	When Employee is West, James (4295080490) Default - 1	✕
	Use Do Not Display	
Edit	When Employee is Finch, Atticus (4295080433) Default - 1	✕
	Use Display Linkout	
Edit	When Origin Type is Employee Default - 1	✕
	Use Display Embedded	

- When set to "Do Not Display," the employee will not see a link on the home page for "Go To Documents" (keep in mind if you do not want them to have access to HRCenter from WebCenter at all, you will also

want to update their role to not have the HRCenter tab)

- When set to *"Display Linkout,"* when the employee clicks on the Go To Documents link from the home page, they will be brought to HRCenter in a separate tab.
 - When set to *"Display Embedded,"* when the employee clicks on the Go To Documents link from the home page, they will be brought to the HRCenter tab within WebCenter where they can view and manage workflows/documents while still in WebCenter.
- **Show Messages On Home Screens:**
 - This config is found under the misc. category but will effect whether the employees see the messages section on the home page in WebCenter.



Bonus Configuration: Notification Event: UserMessageServiceRep

This config, located under Notifications category, allows you to turn on a message feature which will allow your employee(s) to send their service rep a message (email). Please note this config also works for your customer contacts and vendor contacts.

Notification Event: UserMessageServiceRep

Default: false

[Hide Rules \(4\) ▼](#)

Enable or disables this notification event and will hide the links that allow an Employee or Customer Contacts or Vendor Contacts to use this event to message a service rep.

By default, this config is set to false which means the message option will not appear unless you set a new rule to true.

Setting this Config to True:

If you want to enable this feature, you will need to create a new rule to make sure this option is available to your employee(s). Reminder this config also works for your customer contacts and vendor contacts. Once you set a new rule to true, the employee should see the following option seen below:

The screenshot shows a dashboard with a left-hand navigation menu containing icons for Home, Pay History, My Work, Time Cards, Docs, Job Board, and HR Center. The main content area is titled "Dashboard" and contains three sections: "Current Assignments" with a "CREATE TIMECARD" button, "Availability" with a "CHECK IN AS AVAILABLE" button, and "Messages". The Messages section lists two messages from Matt Schwalbach: one dated 05/29/2025 labeled "General message for all" and another dated 05/28/2025 labeled "Happy Memorial Day". A red square icon with a pencil is located to the right of the Messages section.

Upon selecting the "Compose" option, they will be greeted with a message box (seen below). They can type in their message and hit send. A message will be logged on their employee record with the message action code of "Web Message."

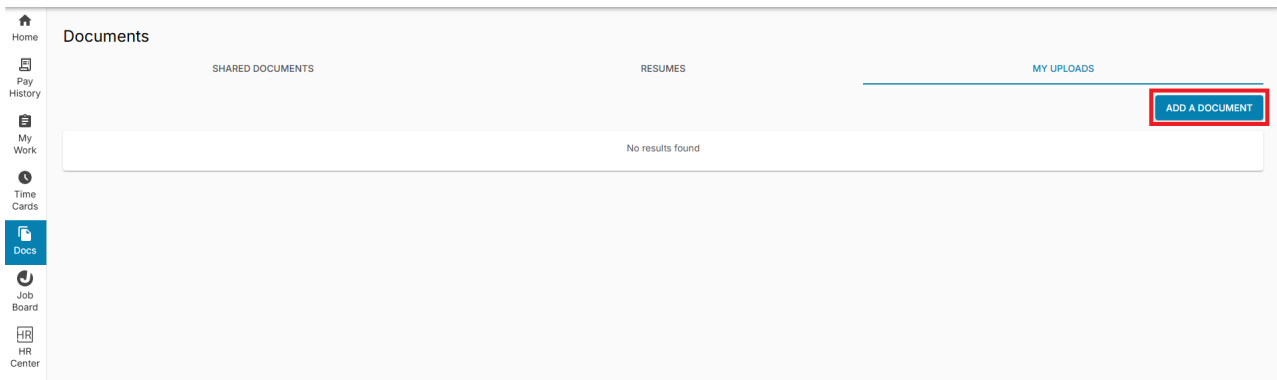
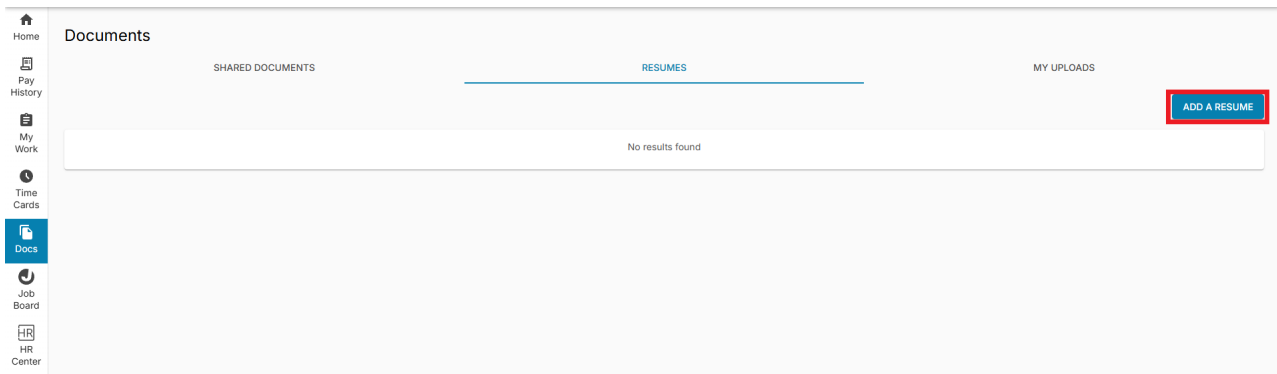
The modal box is titled "Send Message to Staffing Representative" and has a close button (X) in the top right corner. It contains a text input field with the placeholder text "Type message here *" and a red asterisk indicating a required field. Below the input field is a "CLOSE" button on the left and a "SEND" button on the right.

Where does this message go? This message will be sent to the email of the staffing representative/staffing specialist listed on their employee record. If this is a contact for a customer or vendor it will also be the staffing representative listed on their contact record (located under the details tab).

Unsure what your service rep email is? Please ask your admin. They can find your email under your service rep in administration. [Click Here to Learn More.](#)

Document Related Configs

The following configurations under the employee category are related to the document options found under the home tab > my information. These configs are only necessary if you enable the "Profile - Employee" role option to allow the employees to upload documents.



- **Allow Employees to Delete Documents:**

Allow Employees To Delete Documents Default: **true** [Hide Rules \(1\) ▾](#)

Allow employees to delete documents

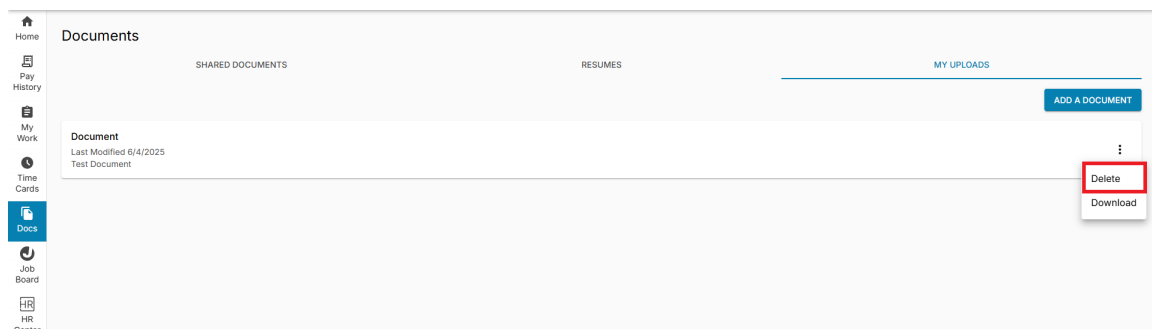
Rules

When: is Use: ☐ True ☐ False [Add Rule](#)

[Edit](#) When WebCenter Application Name is Default **Default - 1** ✕

Use **False**

- This config, when set to True, will allow employees to delete documents from their record and WebCenter



- **Employee Profile Documents - Show Resumes Only:**

Employee Profile Documents - Show Resumes Only

Default: **false**

Hide Rules (1) ▼

Hides the "Other Documents" tab on an Employee's profile so that they can only view and upload resumes (if "Profile - Employee" is enabled in their role).

Rules

When: is Use: ☐ True ☐ False Add Rule

Edit When **Branch Name** is **Memphis NE** Default - 1 ✖

Use **True**

- This config, when set to true, will hide the "My Uploads" tab so employees will only be able to see or upload resume documents.

Assignment Related Configs

The following configurations are related to Assignment tab in the Employee Portal and can be found under configs > Employee category in WebCenter Admin.

- **Employee Assignment Details Contact Phone Number:**

Employee Assignment Details Contact Phone Number

Default: **true**

Hide Rules (2) ▼

Toggle whether or not a user will see the Contact's Phone Number for an Assignment

Rules

When: is Use: ☐ True ☐ False Add Rule

Edit When **Entity** is **High Tech Staffing Inc** Default - 1 ✖

Use **False**

- When this config is set to **true**, employees will be able to the phone number for the supervisor as long as they can see the contact info tab on their assignment.
- **Employee Assignment Details Hide Contact Tab:**

Employee Assignment Details Hide Contact Tab Default: **false**

Hide Rules (3) ▼

Toggle whether or not the user will see the Contact tab in the Assignment Details section

Rules

When: is Use: ☐ True ☐ False

Add Rule

Edit

When **Employee** is **Finch, Atticus (4295080433)** **Default - 1**

✕

Use **True**

- When this config is set to **false**, employees will be able to see the contact tab under their assignment details.

- **Employee Assignment Details Show Expected End Date:**

Employee Assignment Details Show Expected End Date

Default: **true**

Hide Rules (4) ▼

Toggle whether or not a user will see the Expected End Date in Assignment Detail Form

Rules

When: is Use: ☐ True ☐ False

Add Rule

Edit

When **Customer** is **Creative Solutions (778501)** **Default - 1**

✕

Use **False**

Edit

When **Branch Name** is **Minneapolis** **Default - 1**

✕

Use **False**

- When this config is set to true, the employee will be able to see the expected end date if one is entered for their assignment.

- **Hide Salary Payrate**

Hide Salary Payrate

Default: **False**

Hide Rules (3) ▼

Hide Salary Payrate from Employees under assignment details

Rules

When: is Use: ☐ True ☐ False

Add Rule

Edit

When **Department** is **(North St. Paul High) (4295012535)** **Default - 1**

✕

Use **True**

Edit

When **Customer** is **Real Steel (4295012443)** **Default - 1**

✕

Use **True**

- When this config is set to **true**, employees will not see their pay rate listed under assignment details

Payroll Related Configs

The following configurations are related to the Pay History tab on the Employee's record.

- **Employee Payroll Detail Show Accruals**

Employee Payroll Detail Show Accruals Default: true Hide Rules (1) ▼

Toggle whether or not a user will see the Accrual breakdown in Payroll Detail Form

Rules

When: Select a filter.. ▼ is ▼ Use: ☐ True ☐ False Add Rule

[Edit](#) When Branch Name is HappyFaces Default - 1 ✕

Use False

- When this config is set to **true**, employees will be able to see any accrual information on their paycheck stub

- **Employee Payroll Detail Show Adjustments**

- When this config is set to **true**, employees will be able to see any adjustments made on their paycheck under the adjustments tab

- **Employee Payroll Detail Show Tax**

Employee Payroll Detail Show Tax Default: true Hide Rules (1) ▼

Toggle whether or not a user will see the Tax breakdown in Payroll Detail Form. 1- Yes, 0 - No

Rules

When: Select a filter.. ▼ is Select a value... ▼ Use: ☐ True ☐ False Add Rule

[Edit](#) When Employee is Finch, Atticus (4295080433) Default - 1 ✕

Use False

- When this config is set to **true**, employees will be able to see any taxes taken out of their paycheck under the taxes tab.

- **Employee Payroll Paycheck**

Employee Payroll Paycheck Default: false [Hide Rules \(1\)](#) ▼

Toggle whether or not the user will see a paycheck as soon as it is created.

Rules

When: is Use: ☐ True ☐ False [Add Rule](#)

[Edit](#) When Employee is Finch, Atticus (4295080433) [Default - 1](#) [X](#)

Use True

- When this config is set to **true**, employees will be able to see a paycheck as soon as it's created (staged).

Giving Employees Access to the Employee Portal

Now that you've set up the roles and configs the way you want them, you can give your employees access to their WebCenter Employee Portal. Keep in mind, log in information is the same as their HRCenter account.

From WebCenter Admin

If you are already in WebCenter Admin, you can create a web user account for an employee by navigating to the User tab and searching for the user in the employee section

The screenshot shows the tempworks WebCenter Admin interface. The top navigation bar includes icons for Users, Roles, Config, Theme, Email, Time, and Order Form. Below this, a tabbed interface shows 'Applicant', 'Employee' (highlighted with a red box), 'Customer', 'Vendor', and 'Administrator'. A search bar for 'Last Name' contains the text 'west'. Below the search bar, a message states 'Results are filtered by search. [Clear search.](#)'. A table shows a list of employees with columns for First Name, Last Name, Username, and Company Name. The first three rows are Ava West, Lillian West, and Maya West. To the right of the table, a sidebar for 'Ava West' shows fields for Username, Password, and Application. The 'Username' field contains the text 'Create WebCenter Account' and is highlighted with a red box.

The "Create WebCenter Account" will be available if the do not already have an account set up. You will be prompted to enter username and password for the user.

If the employee already has an account, you can update their password or change their role by selecting the edit options next the to details.

James West

Username:

james.west

Password:

***** [Edit](#)

Application:

Default - 1 [Edit](#)

Role:

Employee [Edit](#)

HierId:

5

Last Activity:

6/4/2020

ID:

4295080490

From Enterprise or Beyond

The people who have access to WebCenter Admin might not be the same as the recruiters who are onboarding new employees. Recruiters can give employees access

- Enterprise: [Manage Web User Account](#)
- Beyond: [Beyond - Managing Web User Account](#)

Related Articles
