



## WebCenter Guide

As an Employee of Hire Up Staffing Services, you will be issued a username and password which will enable you to access your employment records via the Internet. With this access, you will be able to view your assignment information and payroll history, enter and submit hours, review documents, and search and apply for jobs on the job board.

To access your records please navigate to:

**<https://webcenter.tempworks.io/Paperless/HireUpStaffingServices>**

Type in your username & password. You will be brought to your **home screen**:

### Home Screen:

The screenshot shows the Home Screen of the webcenter.tempworks.io application. At the top, there is a navigation bar with icons for Home, Assignments, Timecards, Pay History, Documents, and JobBoard. Below the navigation bar, the main content area is divided into several sections. On the left, there is a "Your To Do List" section with two items: "Current Assignments" (with a sub-item "Assembler - 4/16/2012 Corporate Office" and a "Details »" link) and "Timecards" (with sub-items "- Active", "- Needs Attention (1)", "Submitted", and "Completed"). On the right, there is an "Availability" dropdown set to "Check in as Available" and a "Messages (3)" section. The messages section contains a table with columns "Message", "From", and "Received". The table lists four messages: "Test" from alishas on 04-20-2012, "Happy Friday the 13th" from Dalyce Brett on 04-13-2012, "test2" from alishas on 12-12-2011, and "test" from alishas on 12-12-2011. Below the table, there is a "Showing 1-4 of 4" indicator and navigation links for "Previous" and "Next". At the bottom of the messages section, there is a "From alishas on 4/20/2012" header and a "Test" message body.

The **Home Screen** displays a summary of items from your record:

- **Current Assignments**
  - Clicking *Details* will navigate to the details of that Assignment
- **Timecards**
  - Clicking any option within **Timecards** will navigate to the **Timecards** area:
    - *All* will display all Timecards, regardless of status
    - *Needs attention* displays all Timecards which need your attention – this may include unsubmitted Timecards or rejected Timecards.
    - *Submitted* will display all Timecards which you have submitted, but not yet approved.
    - *Archived* will display all Timecards that have been approved and paid.

- **Availability**

- Clicking **Availability:**  Check in as Available will notify your staffing company that you have called in available.

- **Alerts and Messages**

- This area will display any messages sent from your Employer
- Respond to Alerts and Messages by clicking the *Reply* button

Clicking **Your Profile** in the upper right corner will open the **Profile** area where you can update various information in your record:

## Your Profile

General InfoResumesOther Documents

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### Email Address

Current email address: Ray@email.com

New Email Address:

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### Password

*New passwords are required to be a minimum of 7 characters in length.*

Current Password:

New Password:

Confirm New Password:

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### Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

<input checked="" type="checkbox"/>	ApplicationRegisteredNewUser	Sent when an applicant starts an application through AppPortal and receives login credentials
<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"/>	WebCenterInvitationForEmployee	Sent when an employee is given WebCenter login credentials from a service rep through Enterprise

Check All - Uncheck All

The **General Information** form will allow you to change your email address or password:

Click *Update Email Address* to change your Email Address.

Click *Change Your Password* to Change your password.

Select (or unselect) all Notifications you would like sent (or not sent)

*\*Note – The selection of Notificaitons may differ for depending on what your staffing company has configured specifically for you.*

## Your Profile

General Info **Resumes** Other Documents

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### Add a Resume


Title:

Description:

File:

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### Your Uploaded Resumes

 Nick Alabama's Resume - Last Updated 11/17/2011  
This is a resume

The **Resumes** form allows you to upload a new resume or download a resume which is currently linked to your record:

- Key in a *Title* for the Resume which you are uploading.
- If desired, Key in a *Description* for the Resume, such as: financial, legal, sales, updates, etc...
- Click *Browse* to find your Resume in your computer.
- Click *Upload* to upload the Resume to your record for your Staffing company.

To view a Resume which is already attached to your record click the **Download** Icon to the left of the desired Resume.

## Your Profile

General Info Resumes **Other Documents**

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### Add a Document

Title:

Description:

File:

Document Type:

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### Your Uploaded Documents

No Documents

**Other Documents** allows you to upload any document (such as transcripts, evaluations, etc...) or download a document which is currently linked to your record.

- Key in a *Title* for the Document which you are uploading.
- If desired, Key in a *Description* for the Document, such as: transcripts, test scores, verification, etc...
- Click *Browse* to find your Document in your computer.
- Click *Upload* to upload the Document to your record for your Staffing company.

To view a Document which is already attached to your record click the **Download** Icon to the left of the desired Document.

# Assignments:

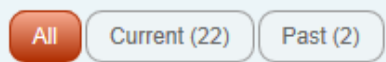
The screenshot shows the 'Assignments' page with a navigation bar at the top containing 'Home', 'Assignments', 'Timecards', 'Pay History', 'Documents', and 'JobBoard'. Below the navigation bar are filters for 'All', 'Current (24)', and 'Past (2)'. A search bar shows 'Order ID' with the value '167'. The main content area displays a table of assignments:

Job Title	Worksite	Start Date	OrderID
Assembler	2924 N Bolton Ave	9/30/2011	167
Assembler	2924 N Bolton Ave	9/6/2011	167
Assembler	2924 N Bolton Ave	9/30/2011	167

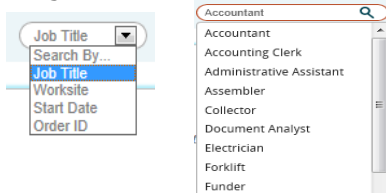
To the right, a detailed view for the 'Assembler' assignment is shown for 'Pine Bluff'. It includes the 'Primary Department' and 'Start Date: 9/30/2011'. Metadata includes OrderID: 167, Start Time: 1:00PM, End Time: 9:00PM, and Est. End Date: 9/30/2012. A 'Google Map' link is provided. The 'Job Description' tab is active, showing: 'Assemble pine packages for shipping.'

**Assignments** displays a history of all of your assignments.

**Assignments** can be displayed by *All*, *Current* and *Past* Assignments:



Assignments can be searched by various criteria in the upper right corner.



Select the criteria by which to search Assignments then key in the data by which to search.

This will narrow down the Assignment list by the criteria selected.

Click to highlight an Assignment to display the details of that Assignment to the right:

The screenshot shows the 'Assignments' page with a table of 24 assignments. The 'Document Analyst' assignment is highlighted. The detailed view on the right shows: 'Document Analyst' for 'Pine Bluff', 'Primary Department | Start Date: 9/4/2011', OrderID: 24, Start Time: 8:00 AM, End Time: 4:00 PM, and Est. End Date: 2/14/2013. The 'Job Description' tab is active, showing: 'Review and edit documents, submit suggestions for better verbiage, grammar and spelling.'

Click *Google Map* to generate a map to the Worksite of this Assignment.

The *Job Description* tab will display the Description of this Assignment.

The *Contact Info* tab will display all Customer Contact affiliated with this Assignment:

Job Description	Contact Info	Directions
Supervisor	Jim Walters	(800) 488-8888
Hiring Mgr	Sherry Petters	(321) 321-9874

The *Directions* tab displays directions to the job:

## Assignment/TimeCards:

In the upper right corner of the Assignment description, click to *View Timecards for this Assignment* to view a list of all Timecards that are affiliated with this Assignment:

October 2, 2011 to October 9, 2011

Not Submitted	Paycode <b>Reg</b> Costcode	Document Analyst Primary - Assg. #159	\$840.00 48.00 hours	<a href="#">Edit / Submit</a> ✖
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48.00 Total Hours

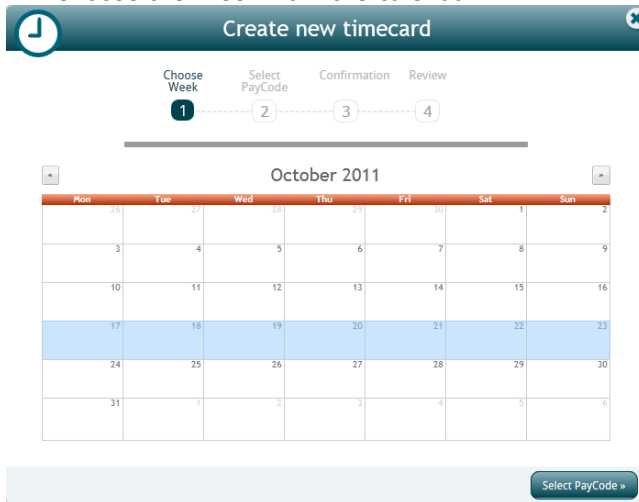
September 25, 2011 to October 2, 2011

Not Submitted	Paycode <b>Reg</b> Costcode	Document Analyst Primary - Assg. #159	\$0.00 0.00 hours	<a href="#">Edit / Submit</a> ✖
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Not Submitted	Paycode <b>Reg</b> Costcode	Document Analyst Primary - Assg. #159	\$84.00 4.00 hours	<a href="#">Edit / Submit</a> ✖
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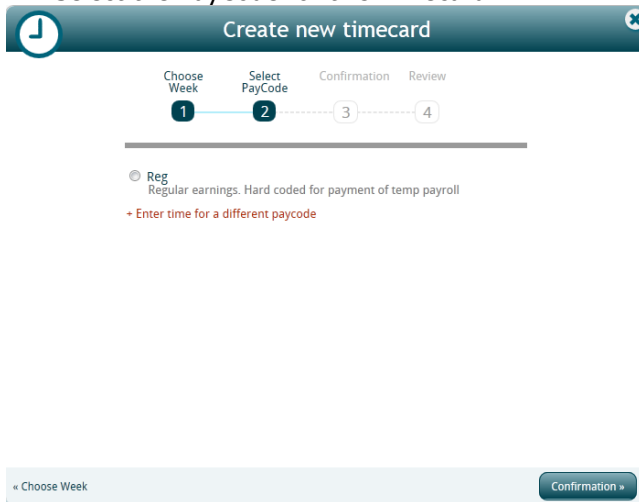
To create a new TimeCard click *Create NEW timecard for this Assignment*. A wizard will pop open to take you through the steps of creating your TimeCard:

- Choose the Week from the calendar:



Click *Select PayCode* to advance to step 2.

- Select the PayCode for this Timecard:



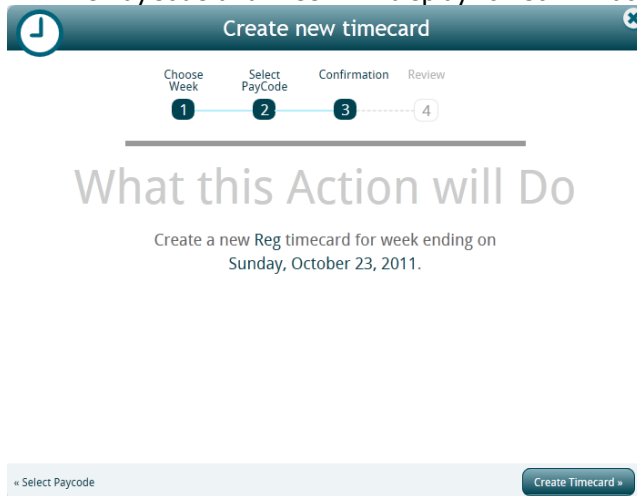
If entering time for a different paycode, click *Enter time for a different paycode* and all options for different paycodes will display:

+ Enter time for a different paycode

- Vac1  
Vacation. Hardcoded paycode for temp vacation week 1
- BillRev  
Billing reversal
- Vac2  
Vacation. Hardcoded paycode for temp vacation week 2
- AP  
Accounts payable

Click *Confirmation* to advance to Step 3.

- The PayCode and Week will display for Confirmation:



Click *Create Timecard* to Confirm this Timecard and advance to Step 4.

- At Step 4, Results, you can either View the Timecard just created or Close Window:



# Timecards:

The **Timecard** area will display all of your Timecards:

Filter Timecards by Active Needs Attention (58) Submitted (8) Archived (29) by clicking on the appropriate button.

- *Active* includes all Timecards which are active - this may be unsubmitted Timecards or rejected Timecards it can also be submitted cards which need approval and approved Timecards which have not yet been paid.
- *Needs attention* displays all Timecards which need your attention – this may include unsubmitted Timecards or rejected Timecards.
- *Submitted* will display all Timecards which have been submitted by you.
- *Archived* will include all Timecards which have been paid.

Timecards can also be filtered by:

The Timecard list will display various information from the Timecard:

1. Date range for this Timecard.
2. Status of this Timecard.
3. Paycode for this Timecard.
4. Costcode, if any, for this Timecard.
5. Job Title for the Assignment related to this Timecard.
6. Department of the Customer related to this Timecard with the Assignment number.
7. Gross Pay for this Timecard (if it has been approved).
8. Hours for this Timecard.
9. Allows the details of this timecard to be displayed: See at right, the Timecard format will be based Your Employers selection.
10. Unlock/Lock, if this Timecard can still be edited the lock will be open, clicking the lock will allow editing.

	10/10/2011 Monday	10/11/2011 Tuesday	10/12/2011 Wednesday	10/13/2011 Thursday	10/14/2011 Friday	10/15/2011 Saturday	10/16/2011 Sunday
Punch In	2:00 AM						
Break (min)	11						
Lunch Out	4:00 AM						
Lunch In	5:00 AM						
Break (min)	11						
Punch Out	1:00 PM						
	9.75	0.00	0.00	0.00	0.00	0.00	0.00
<b>9.75 Total Hours</b>							

Adjustments: \$ 100.00

**\$100.00 Total Adjustments**

## Entering Time Online:

The Timecard can be opened for time entry either as you are creating it or by clicking on the Edit/Submit button in the Timecard list.

Once the Timecard is open, enter time accordingly:

	10/10/2011 Monday	10/11/2011 Tuesday	10/12/2011 Wednesday	10/13/2011 Thursday	10/14/2011 Friday	10/15/2011 Saturday	10/16/2011 Sunday
Punch In	5:00 AM	6:00 AM					
Break (min)							
Lunch Out	11:00 AM						
Lunch In	12:00 PM						
Break (min)							
Punch Out	5:00 PM						
	11.00	0.00	0.00	0.00	0.00	0.00	0.00

**11.00 Total Hours**

Notes:

Adjustments

**\$0.00 Total Adjustments**

Create Another Timecard Save and Close Submit Timecard

Timecard formats may include:

- Total time in the week
- Total time in the day
- Time In/Time Out
- Break times

The Timecard format is strictly based on your Employer's preferences.

**Notes:** Any payroll related notes can be entered here. These notes will be visible to your Employer.

**Adjustments:** To add adjustments such as transportation, parking, per diems, click on:

**(+) Add Adjustment** Then select the type of Adjustmet:

Adjustments

Parking \$ 5.00

**(+) Add Adjustment** **\$0.00 Total Adjustments**

Enter the amount of the adjustment. Enter additional Adjustments by clicking again on the *Add Adjustment* button.

If a duplicate Timecard is needed (for Vacation, for instance), click on *Create Another Timecard*.

This Timecard can be Saved by clicking on *Save and Close*. This will save the Timecard in a state of Not Submitted so it can be further edited. If you would prefer, you can enter your time as you go each day or as you clock in and out and save that time until the end of the week before submitting it.

When ready, click *Submit Timecard* to submit it to your Supervisor. You will receive confirmation that the Timecard was submitted:

Enter Time for Assignment 172

1 Timecard Submitted



# Pay History:

**Pay History** displays all of your payroll history. It allows you to view paycheck details and print a paycheck stub.

Filter for specific Paychecks by using the *Search By* field:

Click to highlight a Paycheck and the details of that Paycheck will be displayed to the right. To Print a

Paycheck Stub click: [View Printable Version](#)

## Earnings Statement

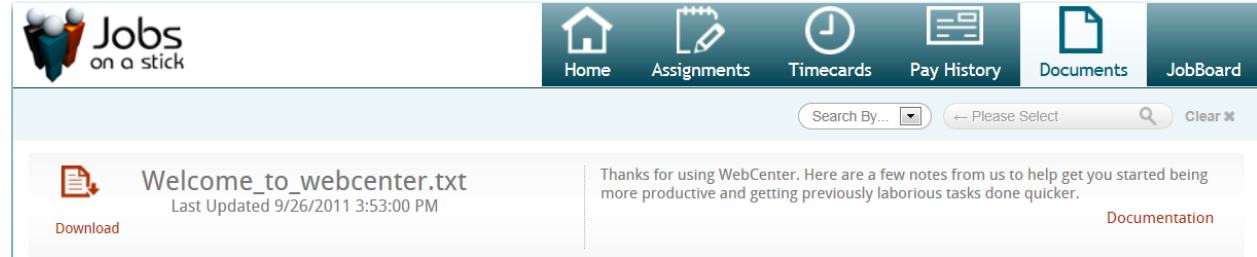
Employee	Aident	SSN	Check Date	Check Number	Gross Pay	Net Pay	YTD Gross
Nick Alabama	882	xxxx-xx-6485	9/16/2011	225	\$420.00	\$327.19	\$1,760.00
,MN							
Nick Alabama	882	xxxx-xx-6485	9/16/2011	225	\$420.00	\$327.19	\$1,760.00
,MN							

Date	Customer	Type	RHours	OHours	DHours	PayRate	Salary	AdjOrMisc	Units	URate	Asg#	TotalPay
9/11/2011	Pine Bluff	Reg	20.00	0.00	0.00	\$21.00	\$0.00	\$0.00	0.00	\$0.00	159	\$420.00

Taxes and adjustments on this check				Current tax and adjustment YTD totals				
Tax Type	Amt Taxable	Amt Tax	Adjustment Type	Amount	Tax Type	YTD Total	Adjustment Type	YTD Total
EFica	\$420.00	\$17.64	Total:	\$0.00	EFica	\$73.92		27 (\$10.00)
EMed	\$420.00	\$6.09			EMed	\$25.52	Total:	(\$10.00)
LA1EX	\$420.00	\$11.69			LA1EX	\$62.53		
MNSINGLE	\$420.00	\$8.62			MNSINGLE	\$41.85		
USS	\$420.00	\$48.77			USS	\$299.15		
Total:		\$92.81			Total:	\$502.97		

If you have any questions about a Paycheck the contact information for your Employer is displayed at the bottom on the **Pay History** form.

## Documents:



The screenshot shows the 'Jobs on a stick' web portal. The top navigation bar includes icons for Home, Assignments, Timecards, Pay History, Documents (highlighted), and JobBoard. Below the navigation bar is a search bar with a dropdown menu, a search button, and a 'Clear' button. The main content area displays a document titled 'Welcome\_to\_webcenter.txt' with a 'Download' link. To the right of the document is a message: 'Thanks for using WebCenter. Here are a few notes from us to help get you started being more productive and getting previously laborious tasks done quicker.' with a 'Documentation' link.

Your Employer may display Documents for you to download, such as welcome letters, employee packets, timecards, employment forms, etc. These are found in the Documents area.

To download a document click on the download icon:  [Download](#)