

# Employees: How to Enter and Submit Timecards

Last Modified on 07/06/2016 11:38 am CDT

Entering time via WebCenter is a quick and easy way to get your time to your supervisor and helps prevent losing paper timecards. Here is some help in accessing your online timecard, entering and submitting your time.

Navigate to the url provided by your staffing company. Enter your username and password to access your self-service WebCenter.

Navigate to the assignment area of your WebCenter (1.). Click to select the assignment you are working on (2.) and click to select create new timecard (3.) for this assignment:

WebCenter 6

Home Assignments Calendar Timecards Pay History Documents JobBoard

Current (1) Past (16) All

Asgn. ID [v] [q] Exact Matches Only

Showing 1-1 of 1

Customer	Job Title	Worksite	Start Date	Asgn. ID
Stone's Throw Proper	Accounting Clerk II	Stone Apartments	2/15/2015	4301304235

Showing 1-1 of 1

Accounting Clerk II

Stone's Throw Properties

Stone Apartments

Asgn ID: 4301304235 Start Date: 2/15/2015

OrderID: 4295033865 Est. End Date: 8/14/2015

Map: Bing Map Google Map Act. End Date: -

Address: 444 Stoneway Lane Melbourne, FL 32908 Dress Code: Professional Attire

Safety Notes:

View Time Enter your time for this assignment

Create NEW timecard for this Assignment

A wizard will guide you through creating your timecard. Confirm or select the week for which you'd like to create your timecard:

New Timecard for Assignment 4301304259

1 Select Paycode 2 Confirmation 3 Review

Change 04/13/2015 thru 04/19/2015

Reg Regular earnings. Hard coded for payment of temp payroll

Confirmation »

**\*Note** - Your employer may or may not allow you the ability to select different pay codes such as vacation, on-call pay, pto, etc...

The screenshot shows a dialog box titled "New Timecard for Assignment 4301304259". At the top left is a clock icon, and at the top right is a close button (X). Below the title bar is a progress indicator with three steps: "1 Select Paycode", "2 Confirmation", and "3 Review". The main text reads "What this Action will Do" in large grey font, followed by "Create a new Reg timecard for week ending on Sunday, April 19, 2015." in blue text. At the bottom left is a link "« Select Paycode" and at the bottom right is a blue button "Create Timecard »".

Once the timecard is created you can select to view the timecard or close the window and return later to your timecard:

The screenshot shows a dialog box titled "Enter Time for Assignment 4301304259". At the top left is a clock icon, and at the top right is a close button (X). Below the title bar is a progress indicator with three steps: "1 Select Paycode", "2 Confirmation", and "3 Review". The main text reads "1 Timecard Created" in large grey font. At the bottom right are two blue buttons: "View Timecard" and "Close Window".

If view timecard is selected your timecard will open immediately. If you opt to close the window and come back to your timecard later, it can be found within the Timecards area.

Open your timecard by clicking on the edit/submit button:

WebCenter 6

Home Assignments Calendar **Timecards** Pay History Documents JobBoard

Active Needs Attention (3) Submitted Completed

All   Exact Matches Only

Week ending on April 19, 2015

Not Submitted

Paycode Reg  
Cost Code

Tape Pool  
Stone Apartments - Asgn.  
#4301304259

\$0.00  
0.00 hours

Edit / Submit

0.00 Total Hours

If your employer uses cost codes and wants you to enter them, the cost code field will be displayed on your timecard (1.).

Enter your time into your timecard (2.).

**\*Note** - In this example you would enter the time you arrived and left work, in other timecard formats you may be required to enter the total number of hours working in a day or a week (see below).

If your employer would like you to upload documents such as expense reimbursement receipts, use the Upload document area (3.) to attach the documents.

If your employer would like you to submit adjustments such as expense reimbursements add them by selecting the add adjustments button (4.).

Once complete, if you would like to wait to submit your timecard at a later time click to select the save and close button. If your timecard is complete and you are ready to submit it for approval click to select the submit timecard button (5.).

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## Enter Time for Assignment 4301304259

If this job is a 4 hour minimum assignment please enter your start time and make sure it total 4 hours if you are not sure please refer to the assignment

Tape Pool for Stone's Throw Properties Stone Apartments Department from 4/13/2015 to 4/19/2015

REG
1.

	Mon 4/13/2015	Tue 4/14/2015	Wed 4/15/2015	Thu 4/16/2015	Fri 4/17/2015	Sat 4/18/2015	Sun 4/19/2015
Punch In <span style="font-size: 24px; font-weight: bold; color: red;">2.</span>	<input type="text" value="8:00 AM"/>	<input type="text"/>					
Lunch Out	<input type="text" value="12:00 PM"/>	<input type="text"/>					
Lunch In	<input type="text" value="1:00 PM"/>	<input type="text"/>					
Punch Out	<input type="text" value="5:00 PM"/>	<input type="text"/>					
	8.00	0.00	0.00	0.00	0.00	0.00	0.00

3.
8.00 Regular   0.00 Overtime   0.00 Double Time   **8.00 Total Hours**

Upload Document:

Notes

Adjustments

4.
(+ Add Adjustment)
**\$0.00 Total Adjustments**

Create Another Timecard
5.

\*Note - You may want to enter your time on a daily basis, save your timecard and submit it at the end of the week.

The status (1.) of your timecard will change according to the actions which have taken place. As long as the lock is unlocked, you can click to unlock the timecard to make any necessary changes (2.):

Week ending on December 1, 2015

1.

Submitted

Paycode  
Reg  
Cost Code

Forklift  
Primary - Asgn. #4301322654

15.50  
hours

2.

Unlock

\*Note - Your employer may opt to use different types of timecards, therefore, your timecard may look like any variation of the examples below:

**Timecard formats:**

Federal Timecard:

REG

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Punch In							
Lunch Out							
Lunch In							
Punch Out							

Regular Overtime Double Time **Total Hours**

**Notes:**

Your comment goes here.  

Adjustments

**\$0.00** Total Adjustments

« Back

Daily Timecard:

REG

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Total Time							

Regular Overtime Double Time **Total Hours**

**Notes:**

Your comment goes here.  

Adjustments

**\$0.00** Total Adjustments

« Back

Weekly Timecard:

	RT	OT	DT
Total Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Regular Overtime Double Time <b>Total Hours</b>			
<b>Notes:</b>			
<input type="text" value="Your comment goes here."/>			
<b>Adjustments</b>		<b>\$0.00</b> Total Adjustments	
<a href="#">« Back</a>			

Salary Timecard:

**REG**

	Sun 12/9/2012	Mon 12/10/2012	Tue 12/11/2012	Wed 12/12/2012	Thu 12/13/2012	Fri 12/14/2012	Sat 12/15/2012
Days Worked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes:</b>							
<input type="text" value="Your comment goes here."/>							
<b>Adjustments</b>				<b>\$0.00</b> Total Adjustments			
<a href="#">« Back</a>							

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