Tempworks Customer Quick User Guide

Open a web browswer and navigate to Oasis Staffing URL
https://webcenter.tempworks.com/Oasis/Account/LogIn.
Enter your username and password provided by your Oasis Staffing Professional Sales Consultant of Staffing Services Coordinator to access your self -service Web Center

How to Read this Manual

*Terms listed in **BOLD** are the names of main records or sections (ie. **Employee** or **Visifile**).

*Terms listed in *Italics* are field names or buttons (ie. *Pay Rate* or *Save*).

*Terms listed in ***Bold Italics*** are sub-sections in a record (ie. ***Messages*** or ***Contact Methods***).

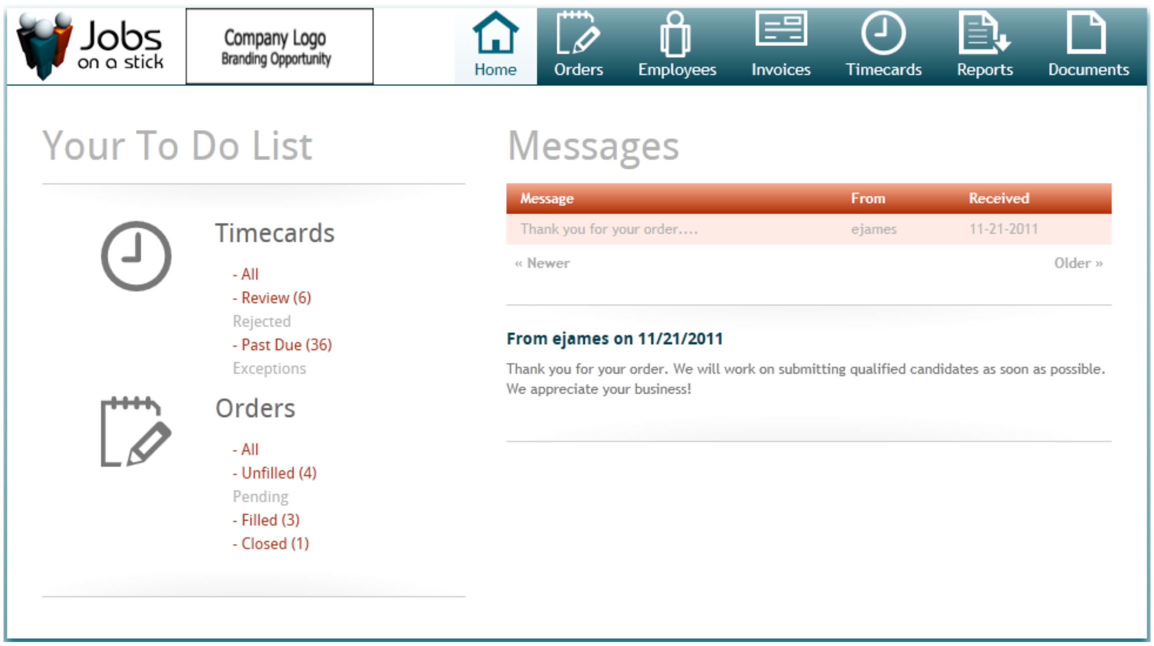
*Terms listed in “Quotation Marks” are inputs for the fields or drop down menus (ie. “Available”).

*Information listed in red are “best practices” or information about required fields.

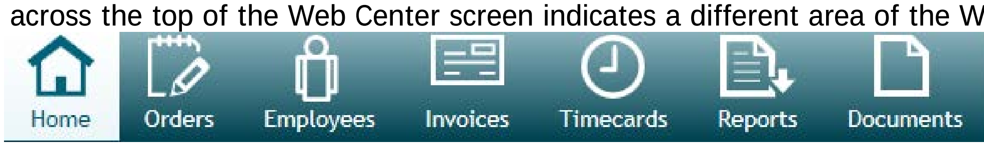
As a Customer of Oasis Staffing you will be issued a username and password which will enable you to access your records via the internet. With this access you will be able to view your orders and employees, view and reprint invoices, enter and submit timecards, run, view and print reports, download documents.

To access your records please navigate to: ____________________. Key in your username & password. You will be brought to your **home screen**:

Home Screen:



Each Icon across the top of the Web Center screen indicates a different area of the WebSite:

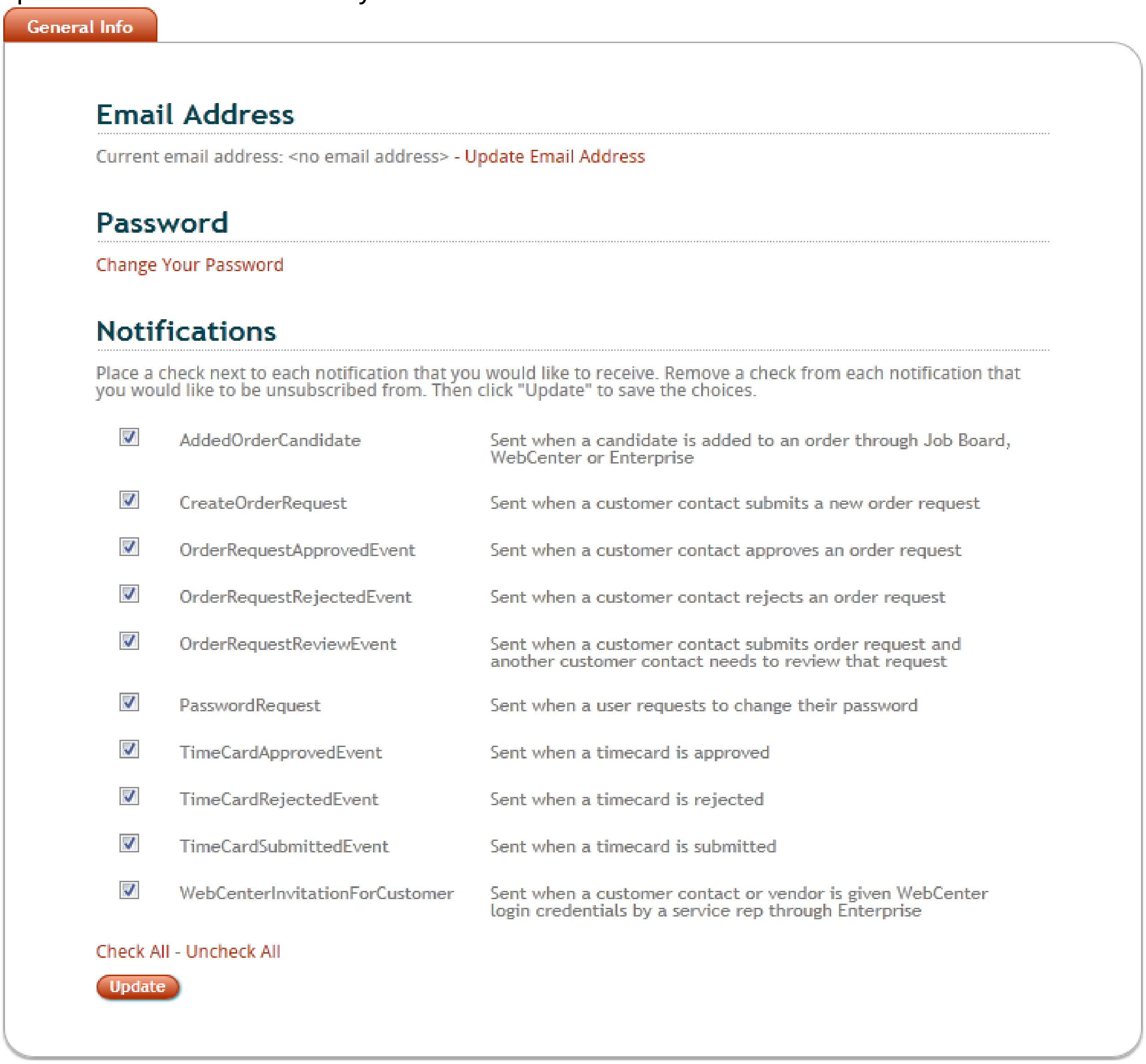


The **Home Screen** displays a summary of items from your record:

- ***Timecards***
  - Clicking any option within ***Timecards*** will navigate to the **Timecards** area:
    - *All* will display all Timecards, regardless of status
    - *Review* displays all Timecards which need your attention – this may include submitted Timecards
    - *Rejected* will display all Timecards which you have rejected.
    - *Past Due* will display all Timecards which are Past Due and need immediate attention
    - *Exceptions* will display all Timecards received via TimeClock
- ***Orders***
  - Clicking any option within ***Orders*** will navigate to the ***Orders*** area:
    - *All* will display all Orders, regardless of status
    - *Unfilled* will display all Unfilled Orders
    - *Pending* will display all Orders which are "on hold"
    - *Filled* will display all filled Orders
    - *Closed* will display all Orders which have been completed

- ***Messages***
    - This area will display any messages sent from your Staffing Company

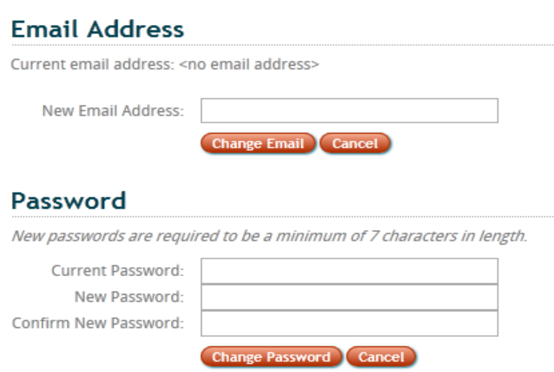
Clicking | Your Profile | in the upper right corner will open the **Profile** area where you can update various information in your record:



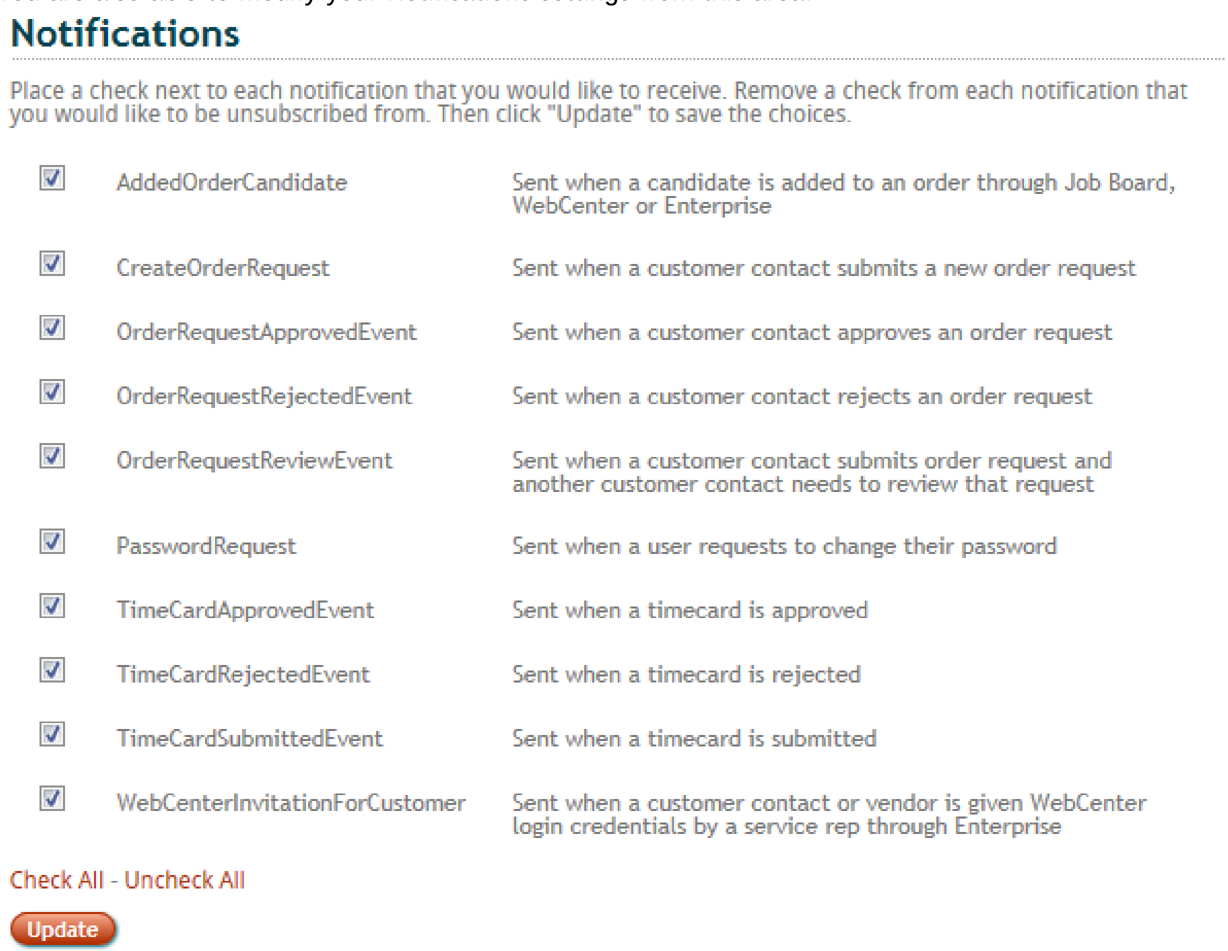
The **General Info** form will allow you to change your email address or password as well as set notifications:

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

Click *Change Your Password* to Change your password.



Enter the appropriate information then click the *Change* button to update your email address or password. Or, click *Cancel* to cancel this action.
You are also able to modify your *Notifications* settings from this area:



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.

☑	AddedOrderCandidate	Sent when a candidate is added to an order through Job Board, WebCenter or Enterprise
☑	CreateOrderRequest	Sent when a customer contact submits a new order request
☑	OrderRequestApprovedEvent	Sent when a customer contact approves an order request
☑	OrderRequestRejectedEvent	Sent when a customer contact rejects an order request
☑	OrderRequestReviewEvent	Sent when a customer contact submits order request and another customer contact needs to review that request
☑	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
☑	WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise

Check All - Uncheck All

Update

Notifications can be sent to you based on different actions which are taken. Check any notification you would like to receive. Uncheck any you would not like to receive. Use the *Check All – Uncheck All* button to select enmass.

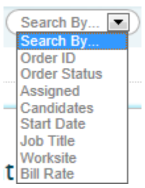
Click *Update* to save your selection of notifications.

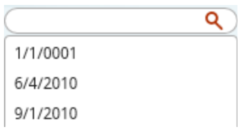
*Note – all notifications are based on how your Web Portal is configured by your Staffing Provider.

Orders:

Orders displays a history of all of your Orders.
Orders can be displayd by *All, Unfilled, Pending, Filled, Closed* Orders and Orders requiring your *Review*.

Orders can be searched by various criteria in the upper right corner:

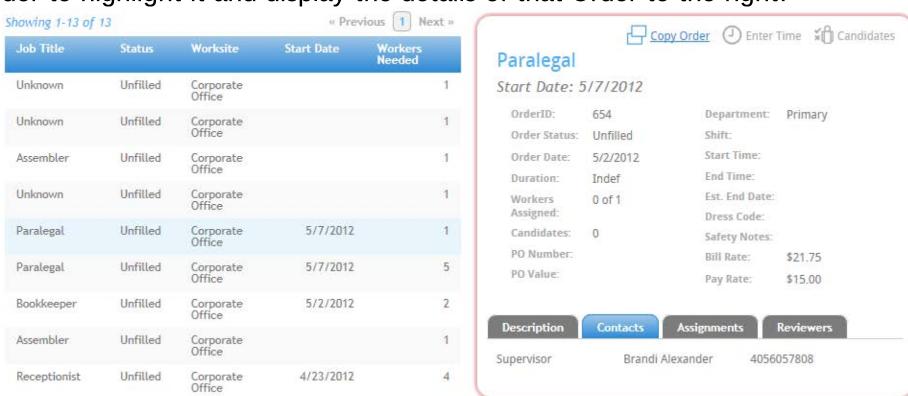




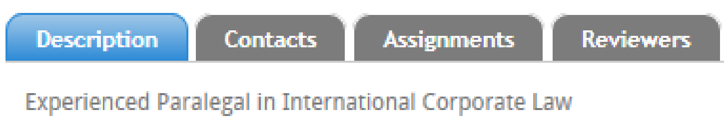
Select the criteria by which to search Orders then select or key in the data by which to search.

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

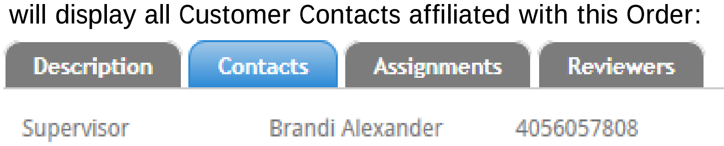
Click on an Order to highlight it and display the details of that Order to the right:



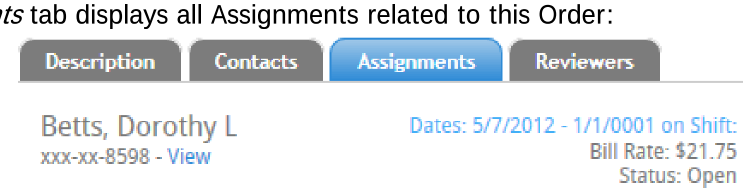
The *Job Description* tab will display the Description of this Order.



The *Contact* tab will display all Customer Contacts affiliated with this Order:



The *Assignments* tab displays all Assignments related to this Order:



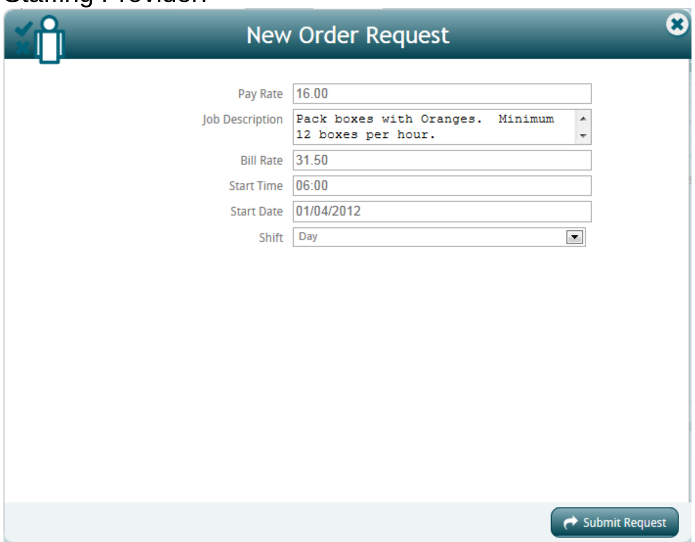
Clicking *View* will navigate you to that Employee's record in the **Employee** Section.

The *Reviewers* tab displays anyone within your company who will Review this Order:

*Note – your system must be configured for Order Reviewers by your Staffing Provider.

New Orders:

In the upper right corner of the **Orders** area click (+) Create Order Request to submit a new Order to your Staffing Provider:



Enter the necessary information for your new Order then click Submit Request to send this Order to your Staffing Provider.

You Staffing Provider will receive notification of your Order Request.

Candidates:

In the upper right corner of the Order form is an option to view Candidates:

Clicking Candidates will display the Candidates for the Order which is highlighted :

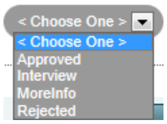
*Note, if no Candidates are associated with this Order, the Candidates icon will be grayed out.

If a Resume is attached to the Candidate's record, there will be a Full Resume link. When clicked, this Candidate's resume will launch.

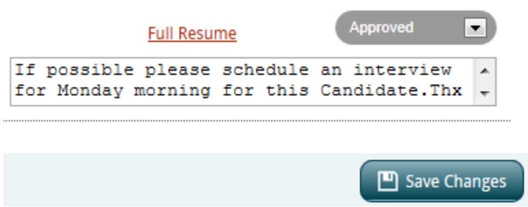
Clicking on the ⓘ will display additional information about that Candidate:

- Assignments completed will display the number of Assignments this Candidate has completed.
- Positive Feedback will display the % of Positive responses from Clients where this Candate has worked previously.
- Skills will display the Skills the Candate possesses, including the number of years experience.
- Highlighted Skills are Skills that are relevent to this Order.

Select a *Status* for each Candidate:



And, enter any *comments* desired:

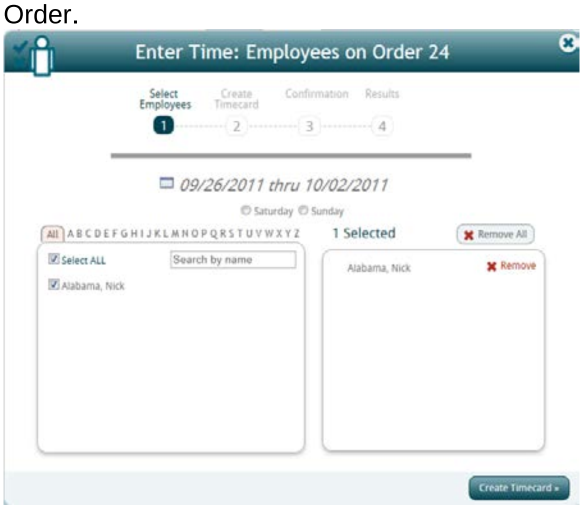


When finished click *Save Changes*.

The information entered here will be directly communicated to your Staffing Provider.

Enter Time:

Clicking on Enter Time will allow you to create a timecard for any or all Employees assigned to this Order.



Select any or all Employees assigned to this Order for whom you would like to create Timecards.

If you have selected an Employee accidentally or change your mind about creating a Timecard for them, click Alabama, Nick ✖ Remove *remove* to remove that Employee.

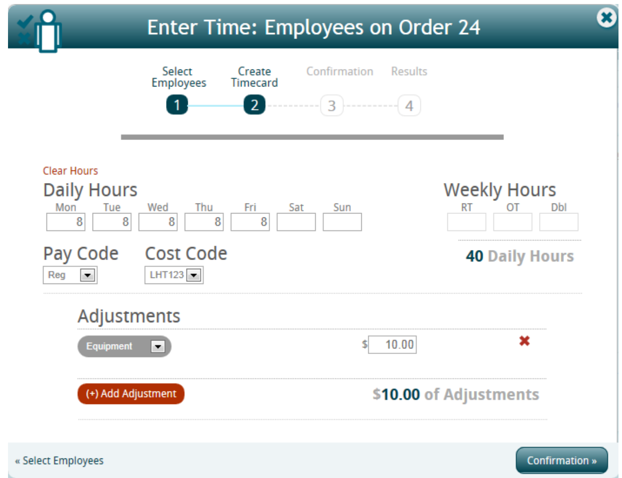
Once all Employees have been selected click *Create Timecard* to procee

- Enter the hours by day or by week for all Employees selected for this Timecard
- Adjust the *PayCode*, if applicable
- Adjust the *CostCode*, if applicable

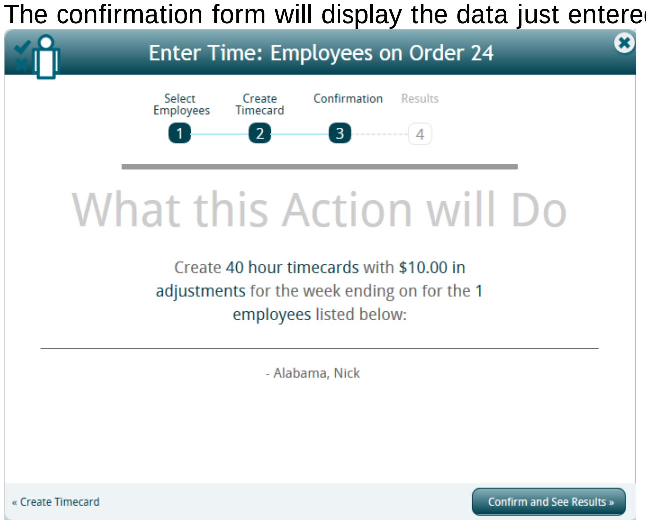
- If adjustments should be applied to this Timecard select the appropriate Adjustment then enter the amount by which to adjust the pay

*Note – positive amounts will increase the pay/bill, negative amounts will decrease the pay/bill.

- If you need to go back to the Selection process click « Select Employees



Once complete click Confirmation » to continue.
The confirmation form will display the data just entered:

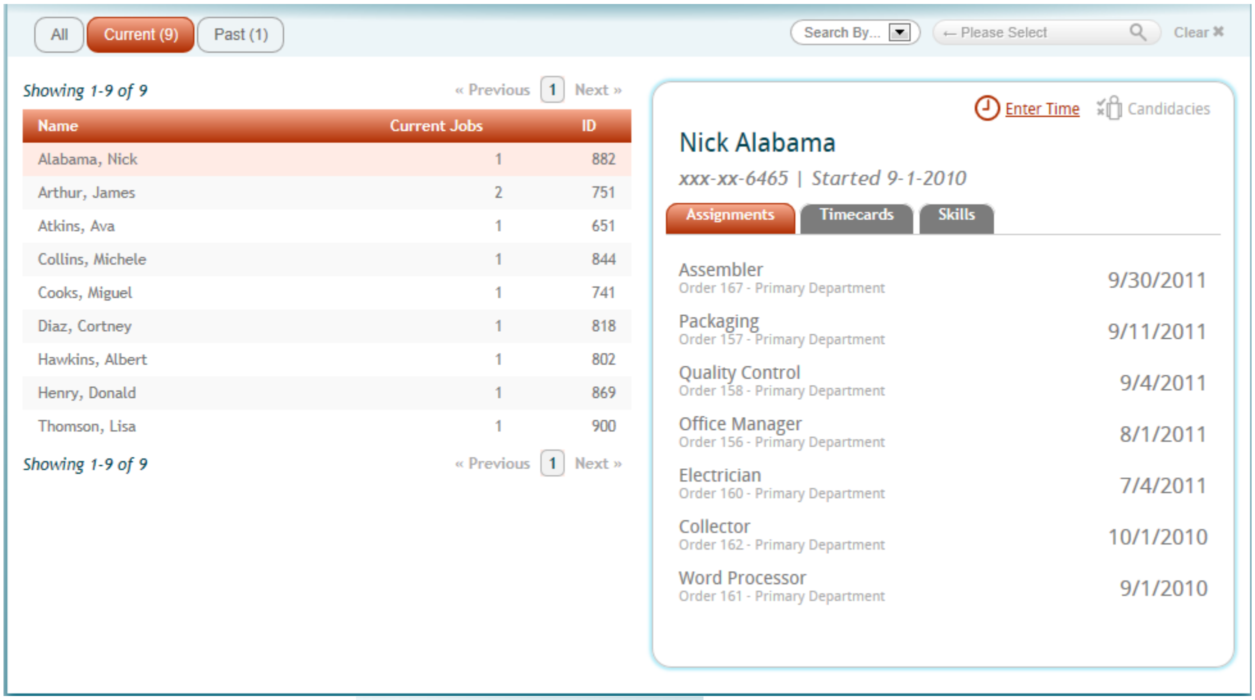


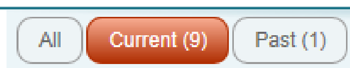
Once all of the information is confirmed click Confirm and See Results ».

If any changes or corrections need to be made click « Create Timecard to navigate backward through the process.

Employees:

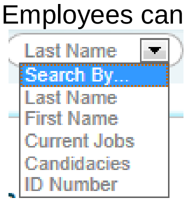
In the **Employee** area, all Employees who have been assigned to a job for you by your Staffing Provider will be listed.



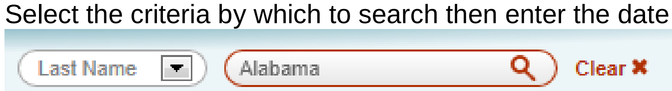
Employees can be viewed by 

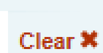
by clicking on the desired option.

Employees can also be searched based on:



Select the criteria by which to search then enter the date into the search field:



Clear this criteria by clicking 

.

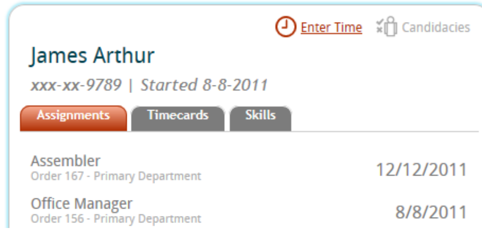
This will determine which Employees are displayed in the form.

The **Employee** form will display Employees who have or are currently assigned to you. Displayed are:

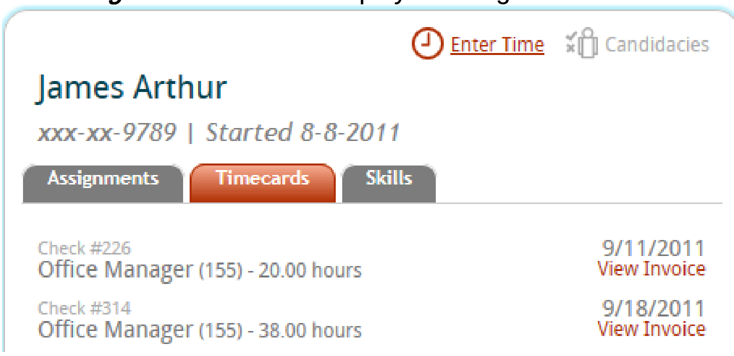
Name	Current Jobs	ID
Alabama, Nick	1	882
Arthur, James	2	751
Atkins, Ava	1	651

- The Employee's name
- Number of Job the Employee is currently assigned to
- Employee ID number

Click on an Employee's name to highlight them. This will display that Employee's information to the right:

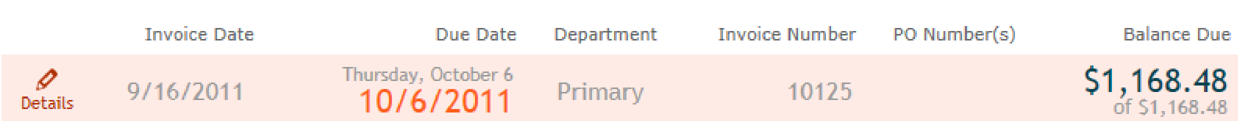


The ***Assignments*** tab will display all Assignments for this Employee.

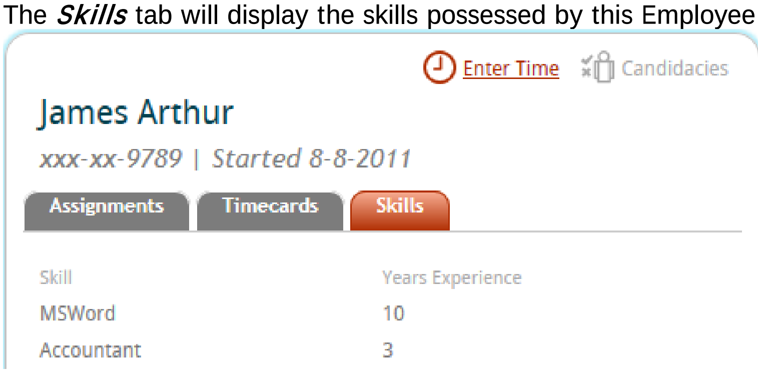


The Timecards tab will display all Timecards for this Employee.

By clicking View Invoice you will be navigated to the invoice this Timecard is linked to.



The ***Skills*** tab will display the skills possessed by this Employee:



Enter Time will allow you to create a Timecard for this Employee.

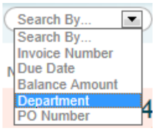
Candidacies will display the Orders for which this Employee is being considered.

Invoices:

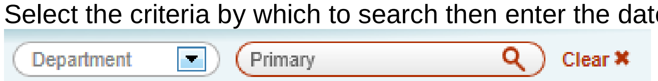
Invoices displays all of your Invoice history. It allows you to view Invoice details and reprint an Invoice.

Filter for Invoices by clicking All | Unpaid (6) | Paid (1) .

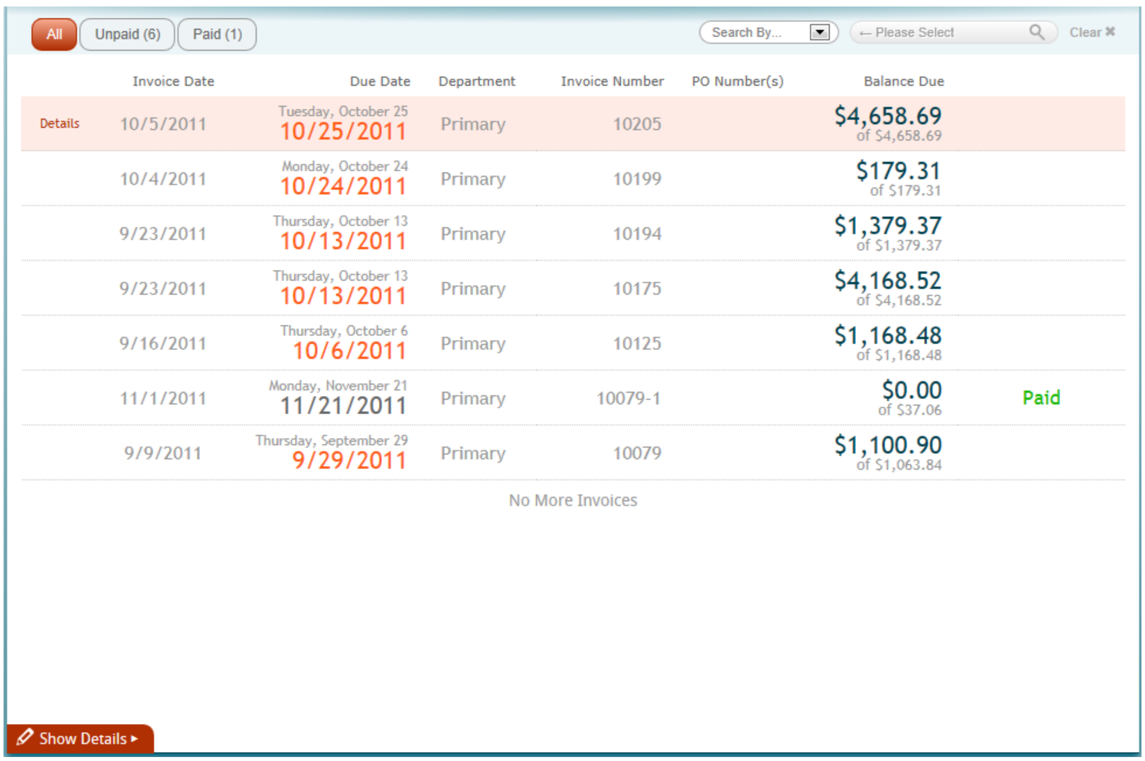
Invoices can also be searched based on:



Select the criteria by which to search then enter the date into the search field:

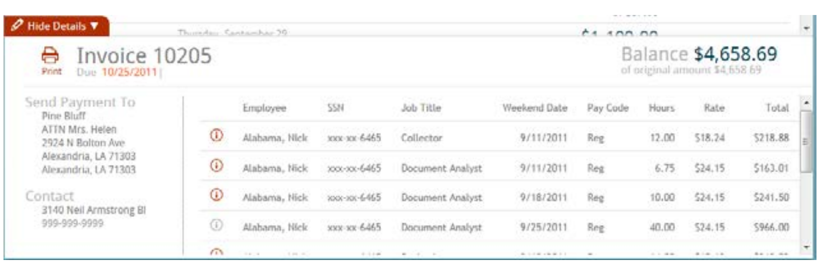


Clear this criteria by clicking Clear ✖ .



	Invoice Date	Due Date	Department	Invoice Number	PO Number(s)	Balance Due	
Details	10/5/2011	Tuesday, October 25 10/25/2011	Primary	10205		$4,658.69 of $4,658.69	
	10/4/2011	Monday, October 24 10/24/2011	Primary	10199		$179.31 of $179.31	
	9/23/2011	Thursday, October 13 10/13/2011	Primary	10194		$1,379.37 of $1,379.37	
	9/23/2011	Thursday, October 13 10/13/2011	Primary	10175		$4,168.52 of $4,168.52	
	9/16/2011	Thursday, October 6 10/6/2011	Primary	10125		$1,168.48 of $1,168.48	
	11/1/2011	Monday, November 21 11/21/2011	Primary	10079-1		$0.00 of $37.06	Paid
	9/9/2011	Thursday, September 29 9/29/2011	Primary	10079		$1,100.90 of $1,063.84	

View the details of the Invoice by clicking either Details or Show Details ▸ . This will expand the Invoice to display the details of the Invoice:

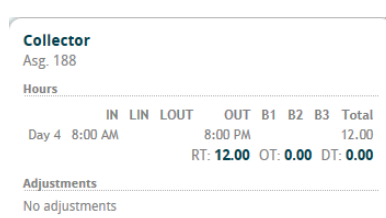


Use the Scroll if not all the transactions are displayed.

To Hide the Details click: Hide Details ▼

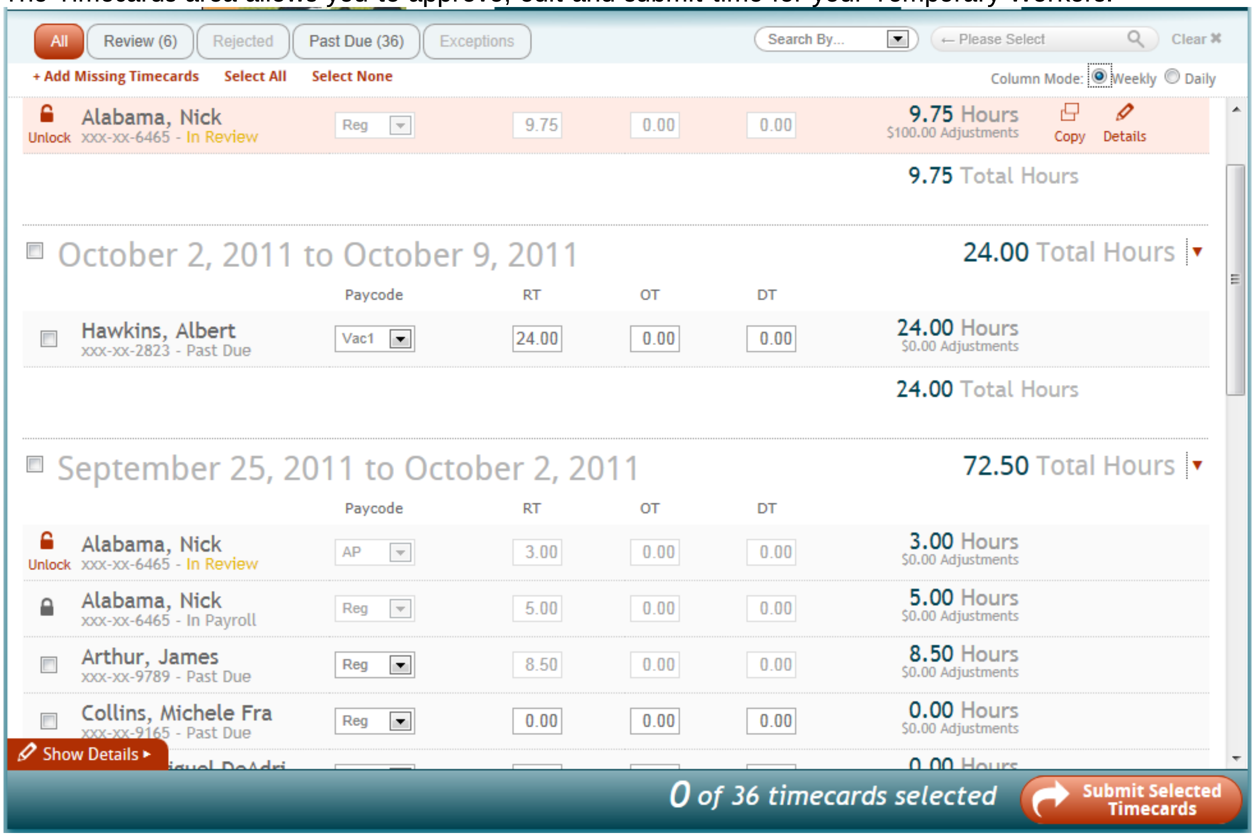
Use ⓘ to display the details of the Timecard used to create the transaction:

A grayed out ⓘ indicates that time was not entered online.



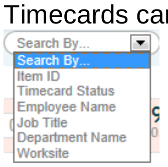
Timecards:

The Timecards area allows you to approve, edit and submit time for your Temporary Workers.

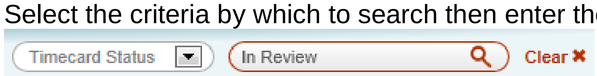


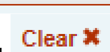
Filter for Timecards by clicking .

Timecards can also be searched based on:



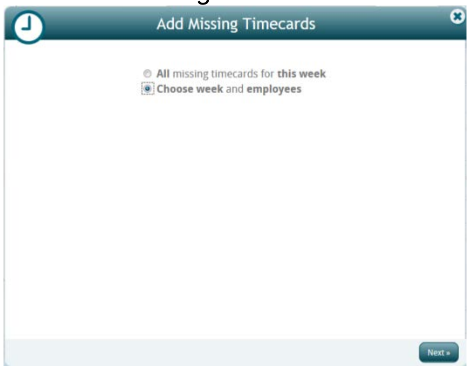
Select the criteria by which to search then enter the date into the search field:



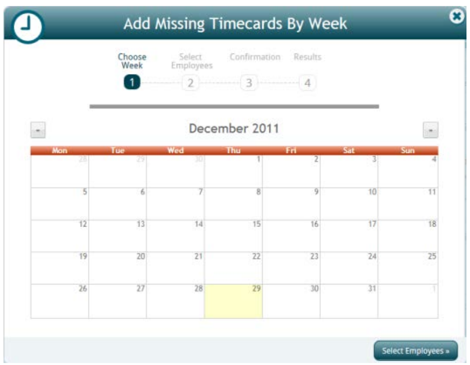
Clear this criteria by clicking .

Add any missing Timecards by clicking **+ Add Missing Timecards**. This will allow you to create timecards for any Employee who does not currently have a Timecard.

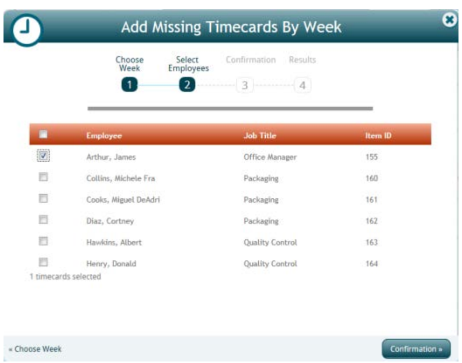
Select *All missing timecards for this week* –or- *Choose week and employees* for which to create time.



When selecting Choose Week and Employees, you will be directed though a wizard which will allow you to Choose the Week:



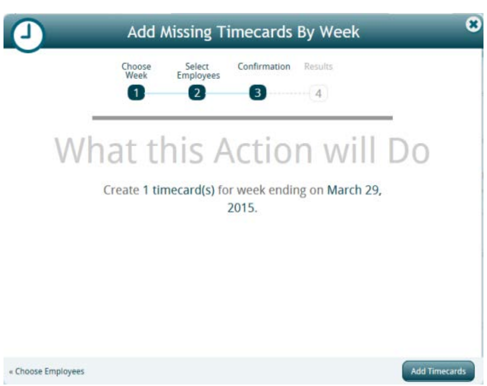
After Choosing the Week click Select Employees to continue.



Select the Employees for which to create the Timecards by clicking a check mark into the check box.

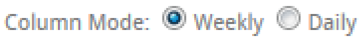
After Selecting the Employees click **Confirmation »** to continue.

To return to the Choose Week for click **« Choose Week**.



Review the Timecards being added then click **Add Timecards** to Confirm.

Choose to display the hours by Weekly total or Daily total by selecting:

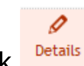


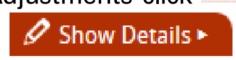
Weekly total:

Daily total:

Enter hours as needed for each timecard.
Edit Paycodes, if applicable.

Timecard Details:

To view the details of each Timecard, to select a Cost Code or add Adjustments click 

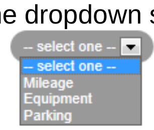
, to the right of the Timecard. Or, click on the Timecard to highlight it then click 

. The details of that Timecard will be displayed.
Using the dropdown, select the proper Cost Code.

Click 

to add any adjustments to this Timecard.

From the dropdown select the type of adjustment:



Then enter the amount of the adjustment: 

*Note – Positive amounts will increase pay/bill,negative amounts will decrease pay/bill.

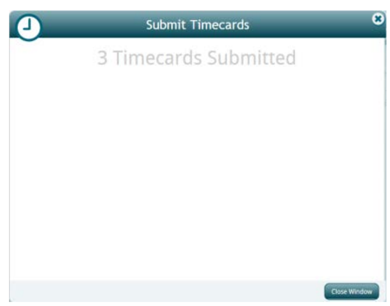
Copy a Timecard by clicking 

. Copy a Timecard so you can submit time with different Paycodes or Cost Codes.

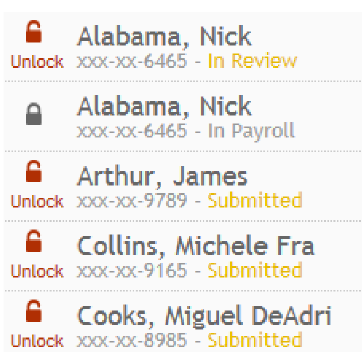
When complete, click to select each transaction to be submitted then click Submit Selected Timecards:

Click Select All at the top of the Timecard form to select all Timecards. 

You will receive a prompt notifying you of the number of Timecards submitted:



Each Timecard will display it's status below the Employee's name and next to their SSN:

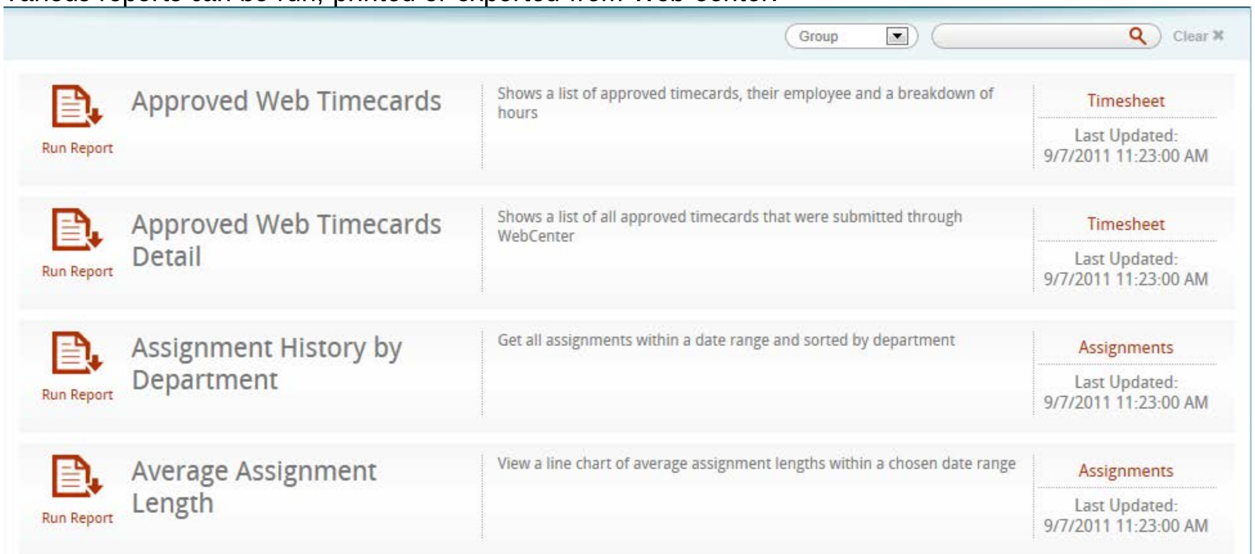


Timecards can be edited if they are "In Review" by clicking the *Unlock* button.

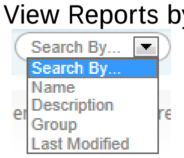
Once a Timecard is in Payroll it will be locked, indicated by: 

Reports:

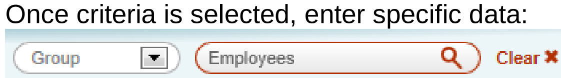
Various reports can be run, printed or exported from Web Center.



View Reports by criteria:



Once criteria is selected, enter specific data:

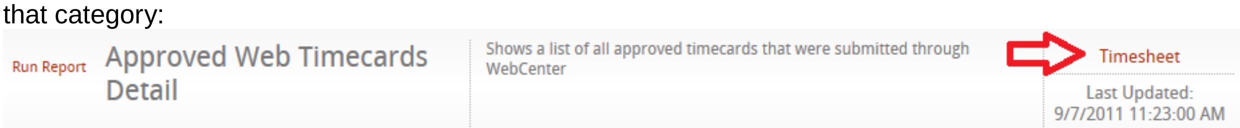


To clear criteria and view all reports click *Clear*.

To run a report click the button 

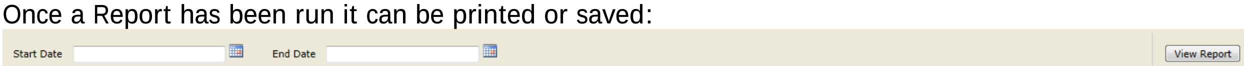
buton to the left of the Report name.

Clicking on the Report Category to the right of the Report name and description will list all reports within that category:



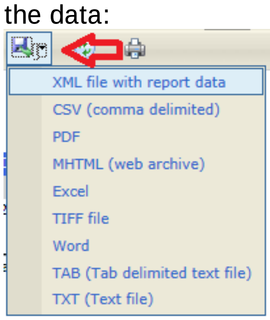
When running a Report, some criteria may be needed to run that report:

Once a Report has been run it can be printed or saved:

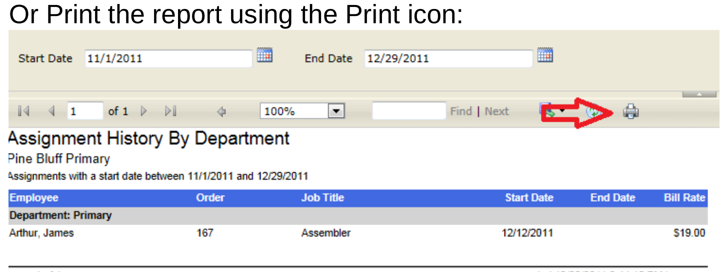


Enter the necessary criteria then click *View Report*.

Use the Export icon to export the data:



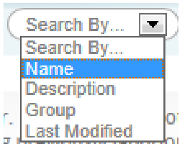
Or Print the report using the Print icon:



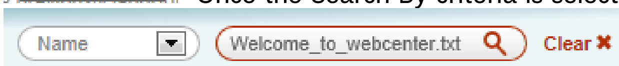
Documents:

Your Staffing Provider may provide documents which can be downloaded.

Filter documents by various criteria:

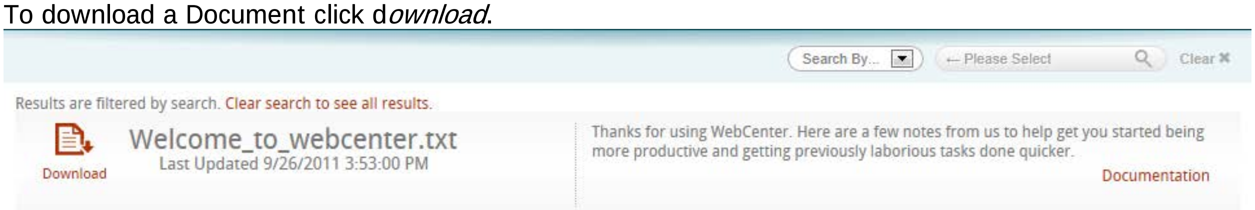


Once the Search By criteria is selected enter the specific data:



To clear criteria click *Clear*.

To download a Document click d*ownload*.



This will open that document in it’s original format.