

TempWorks WebCenter Employee User Guide



Open a web browser and navigate to Oasis Staffing URL

<https://webcenter.tempworks.com/Oasis/Account/Login>

Enter your username and password 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.

To access your Oasis Staffing WebCenter account go to this link:

<https://webcenter.tempworks.com/Oasis>

You will be prompted to enter the user name and password you created when you applied on-line. If you have trouble accessing your account, please contact your staffing services coordinator.

User Name: _____

Password: _____

As an Employee of Oasis Staffing 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: _____. Key in your username & password. You will be brought to your **home screen**:

Home Screen:

The screenshot shows the Home Screen interface. At the top, there is a navigation bar with the 'Jobs on a stick' logo and several icons: 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 main items: 'Current Assignments' and 'Timecards'. Under 'Current Assignments', there is a card for 'Assembler - 4/16/2012' with 'Corporate Office' and a 'Details »' link. Under 'Timecards', there are four categories: '- Active', '- Needs Attention (1)', 'Submitted', and 'Completed'. On the right, there is a 'Messages (3)' section with a table of messages. The table has columns for 'Message', 'From', and 'Received'. The messages listed are: 'Test' from 'alishas' on '04-20-2012', 'Happy Friday the 13th' from 'Dalyce Brell' 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 right, there is an 'Availability' section with a 'Check in as Available' button.

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

Email Address

Current email address: Ray@email.com

New Email Address:

Change Email Cancel

Password

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

Current Password:

New Password:

Confirm New Password:

Change Password Cancel

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

Update

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 Notifications may differ for depending on what your staffing company has configured specifically for you.*

Your Profile

General Info **Resumes** Other Documents


Add a Resume

Title:

Description:

File:

Your Uploaded Resumes

 **Download** 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**

Add a Document

Title:

Description:

File:

Document Type:

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:

Jobs on a stick

Home Assignments Timecards Pay History Documents JobBoard

All Current (24) Past (2)

Order ID 167 Clear x

Showing 1-3 of 3

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

Showing 1-3 of 3

View Timecards for this Assignment
Create NEW timecard for this Assignment

Assembler
Pine Bluff
Primary Department | Start Date: 9/30/2011

OrderID: 167 Start Time: 1:00PM
Map: Google Map End Time: 9:00PM
Est. End Date: 9/30/2012

Job Description Contact Info Directions

Assemble pine packages for shipping.

Assignments displays a history of all of your assignments.

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

All Current (22) Past (2)

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

Search By...
Job Title
Worksite
Start Date
Order ID

Accountant
Accounting Clerk
Administrative Assistant
Assembler
Collector
Document Analyst
Electrician
Forklift
Funder

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:

Showing 1-20 of 24

Job Title	Worksite	Start Date	OrderID
Document Analyst	2924 N Bolton Ave	9/4/2011	24
Project Manager	600 S Tyler	9/7/2010	44
Accounting Clerk	5758 Highway 85	5/5/2010	46
Funder	5758 Highway 85	8/8/2009	54
Machine Operator	PO BOX 897	8/6/2010	78
Welder	PO BOX 897	9/13/2009	79
Switchboard Operator	PO BOX 897	4/12/2011	91
Underwriter	6119 State Farm Drive	9/3/2007	96
Human Resource Assistant	4015 S Lincoln Ave	7/26/2007	106

View Timecards for this Assignment
Create NEW timecard for this Assignment

Document Analyst
Pine Bluff
Primary Department | Start Date: 9/4/2011

OrderID: 24 Start Time: 8:00 AM
Map: Google Map End Time: 4:00 PM
Est. End Date: 2/14/2013

Job Description Contact Info Directions

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:

Job Description Contact Info Directions

Directions:
Go north on US 55. Take exit 4 to the right (east), turn Right on Bolton Avenue. 2nd building on the left.

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:

[View Timecards for this Assignment](#)
[Create NEW timecard for this Assignment](#)

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:

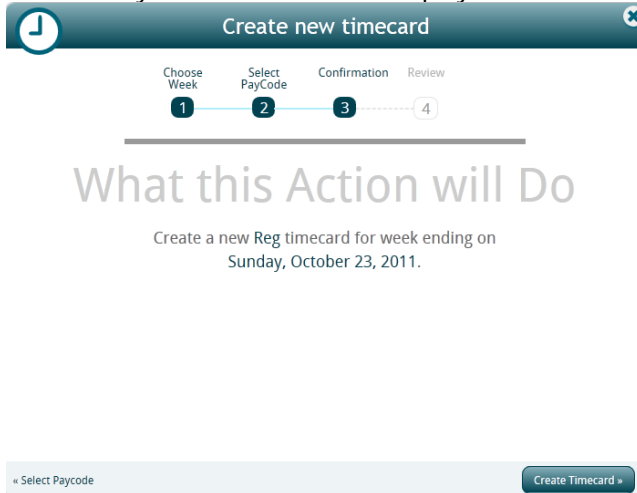
Click *Select PayCode* to advance to step 2.

- 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:

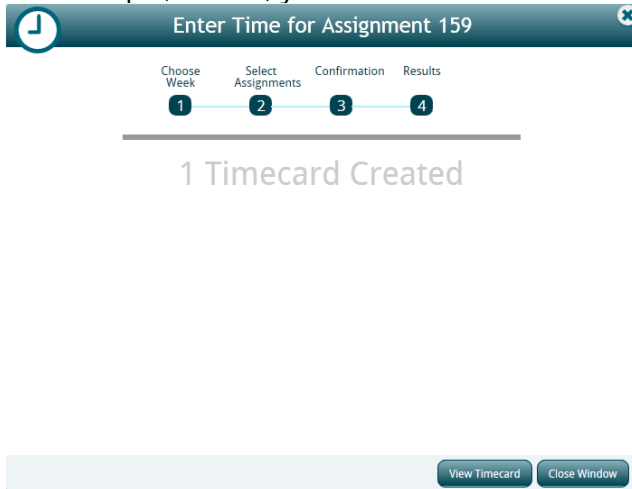
Click *Confirmation* to advance to Step 3.

- 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 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.

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:

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:

Then select the type of Adjustmet:

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 subitting it.

When ready, click *Submit Timecard* to submit it to your Supervisor. You will receive confirmation that the Timecard was 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	xxx-xx-6465	9/16/2011	225	\$420.00	\$327.19	\$1,760.00
,MN							
Nick Alabama	882	xxx-xx-6465	9/16/2011	225	\$420.00	\$327.19	\$1,760.00
,MN							

Date	Customer	Type	RHours	OHours	DHours	PayRate	Salary	AdjGrMisc	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

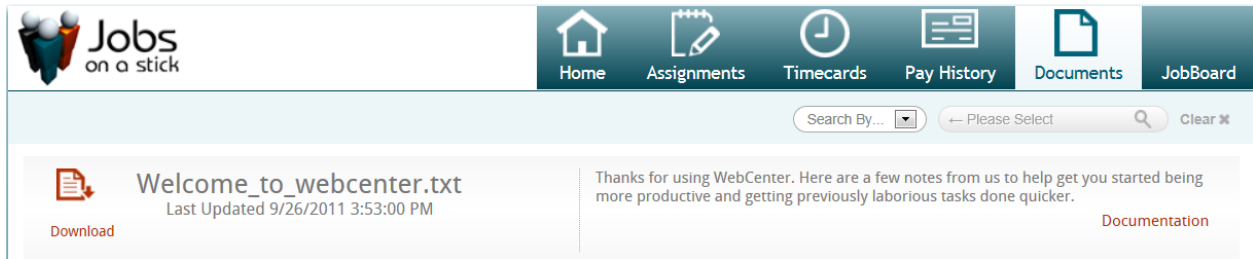
Taxes and adjustments on this check				Current tax and adjustment YTD totals				
Tax Type	Amnt Taxable	Amnt Tax	Adjustment Type	Amount	Tax Type	YTD Total	Adjustment Type	YTD Total
EFica	\$420.00	\$17.64			EFica	\$73.92		
EMed	\$420.00	\$6.09			EMed	\$25.52		
LAIEX	\$420.00	\$11.69			LAIEX	\$62.53		
MNSINGLE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

page 1 of 1

generated 12/15/2011 2:53:09 PM


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 top navigation bar of the 'Jobs on a stick' WebCenter. The navigation bar includes icons for Home, Assignments, Timecards, Pay History, Documents, 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' icon and text indicating it was last updated on 9/26/2011 at 3:53:00 PM. To the right of the document is a 'Documentation' link. Below the document is a 'Thanks for using WebCenter...' message.

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

To access your Oasis Staffing WebCenter account go to this link:

<https://webcenter.tempworks.com/Oasis>

You will be prompted to enter the user name and password you created when you applied on-line. If you have trouble accessing your account, please contact your staffing services coordinator.