TempWorks WebCenter Employee User Guide

Open a web browswer 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.

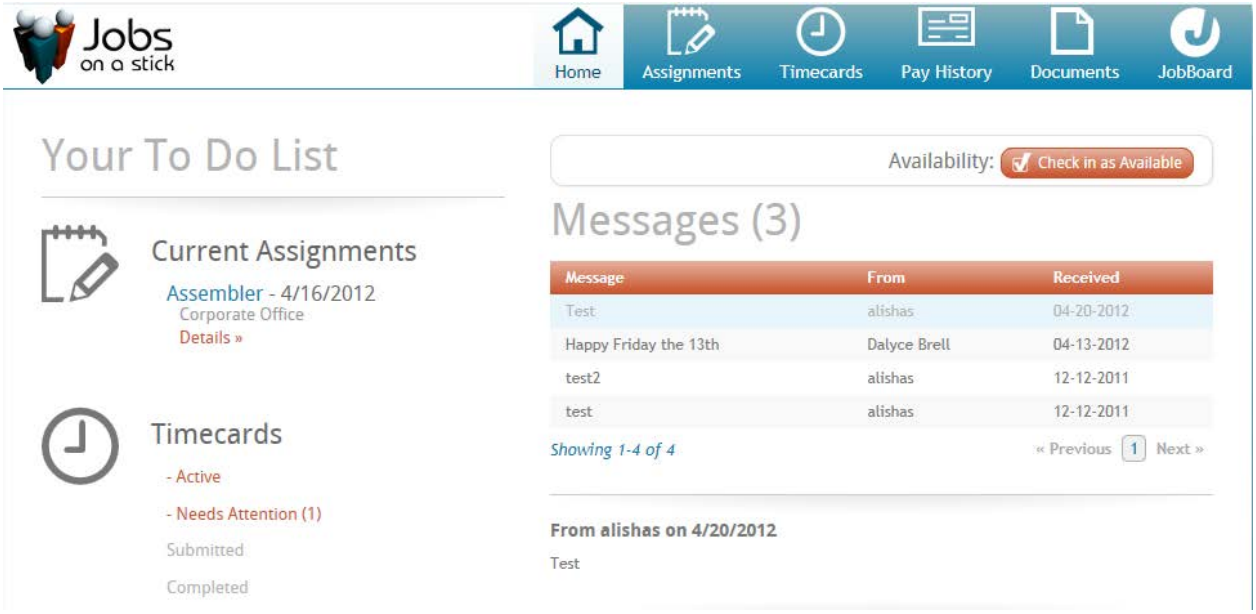
User Name:_____

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:

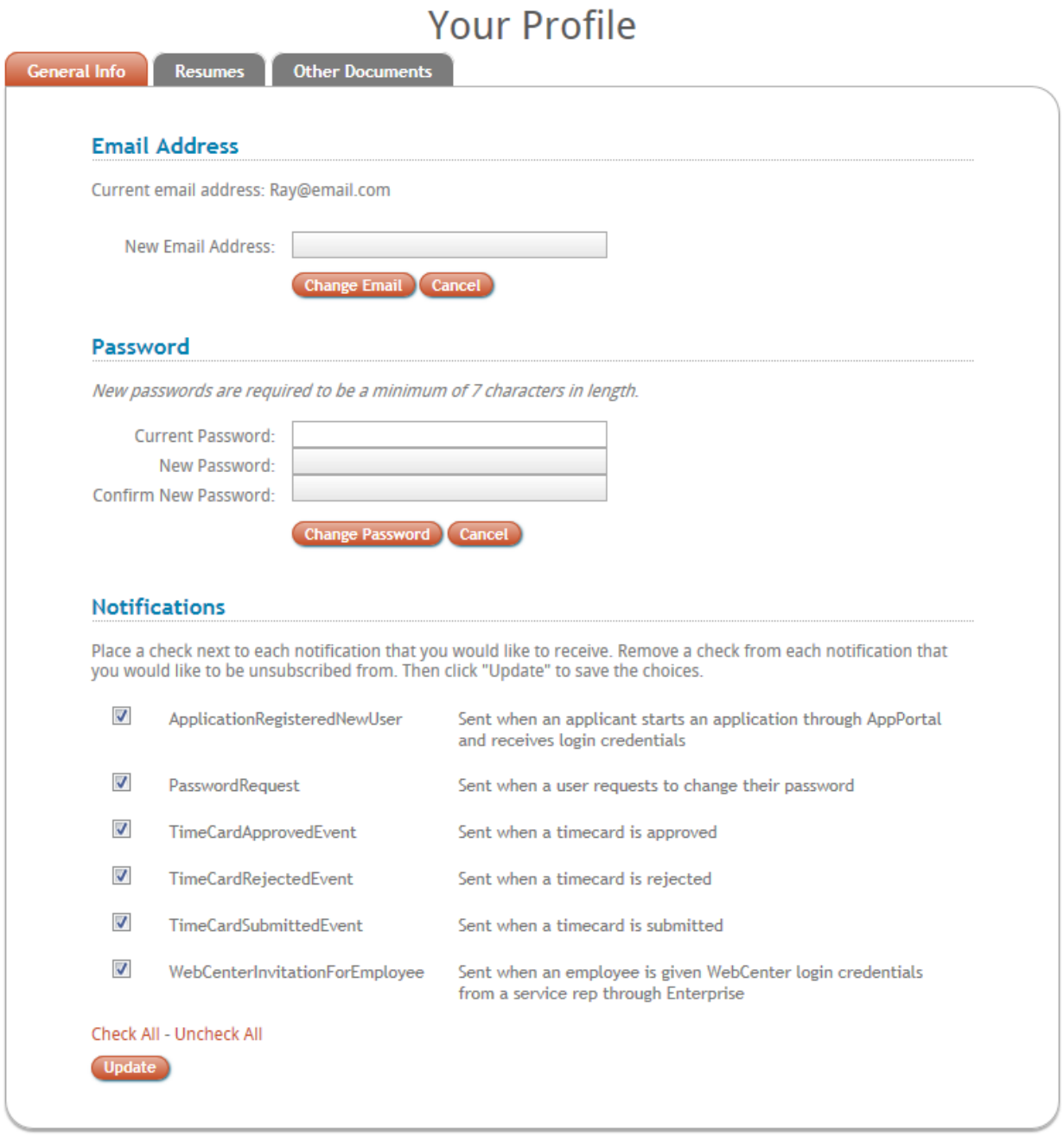


The **Home Screen** displays a summary of items from your record:

- ***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

 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

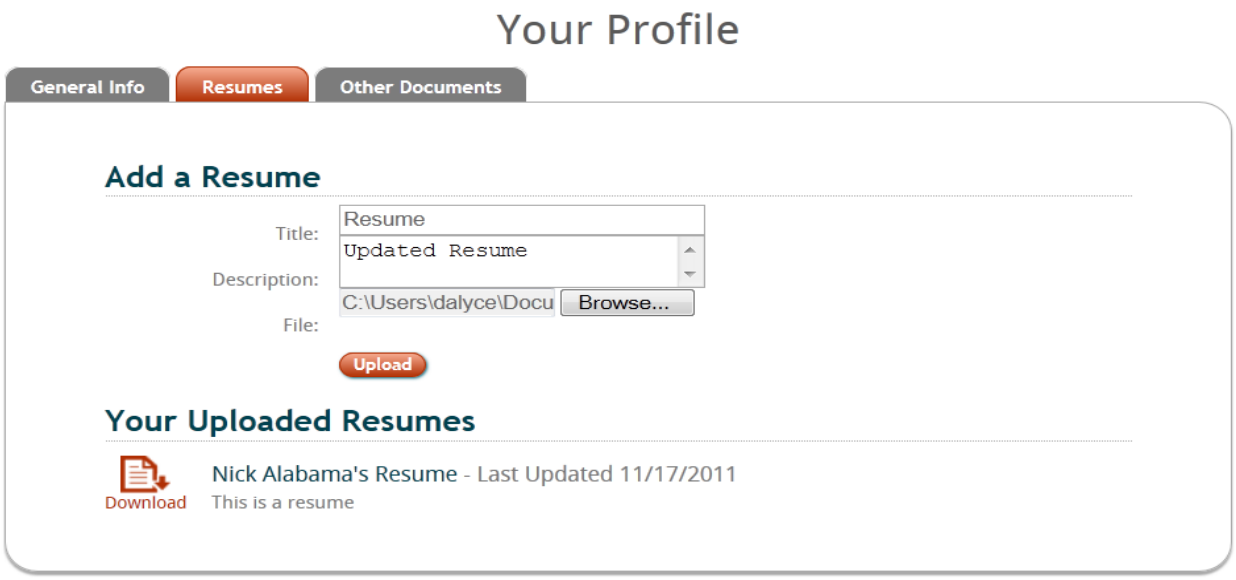
Clicking | Your Profile | in the upper right corner will open the **Profile** area where you can update various information in your record:



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)

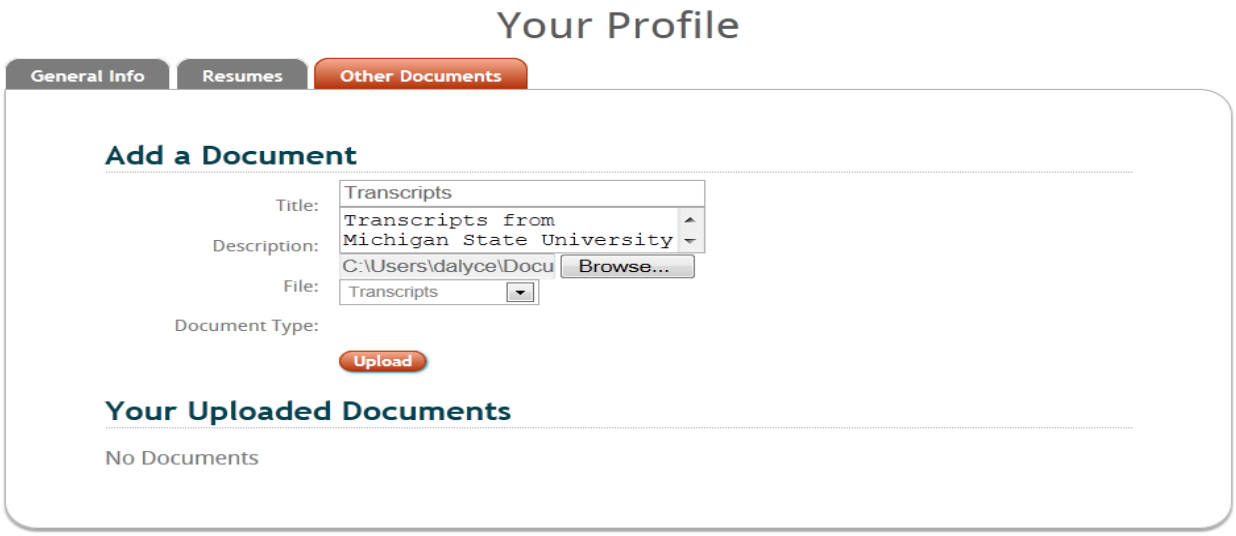
*Note – The selection of Notificaitons may differ for depending on what your staffing company has configured specifically for you.



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 uplaod 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.



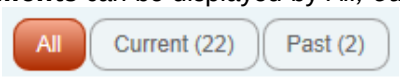
Other Documents allows you to upload any document (such as transcripts, evaluations, etc...) or download a document which is currently linked to your record.

- 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.

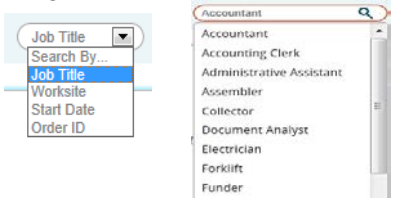
To view a Document which is already attached to your record click the **Download** Icon to the left of the desired Document.

Assignments:

Assignments displays a history of all of your assignments.
Assignments can be displayed by *All, Current* and *Past* Assignments:



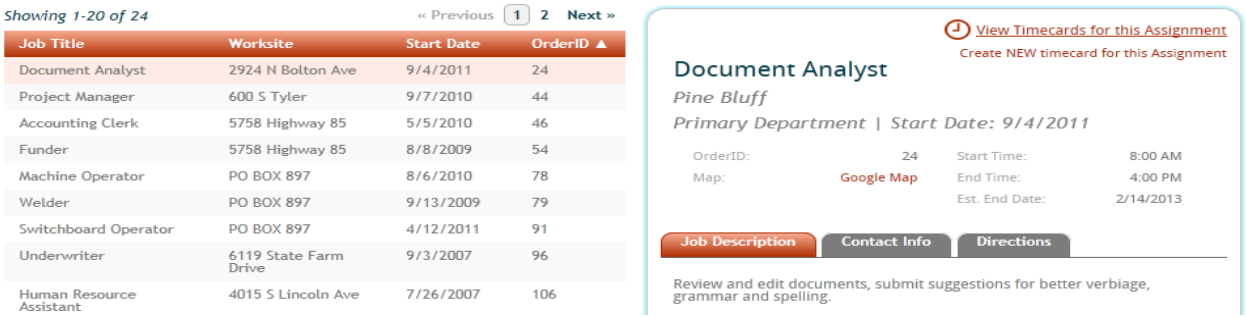
Assignments can be searched by various criteria in the upper right corner.



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

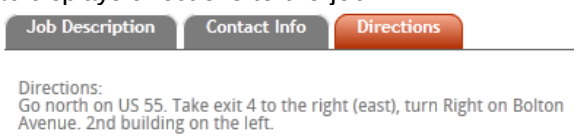
This will narrow down the Assignment list by the criteria selected.

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



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:

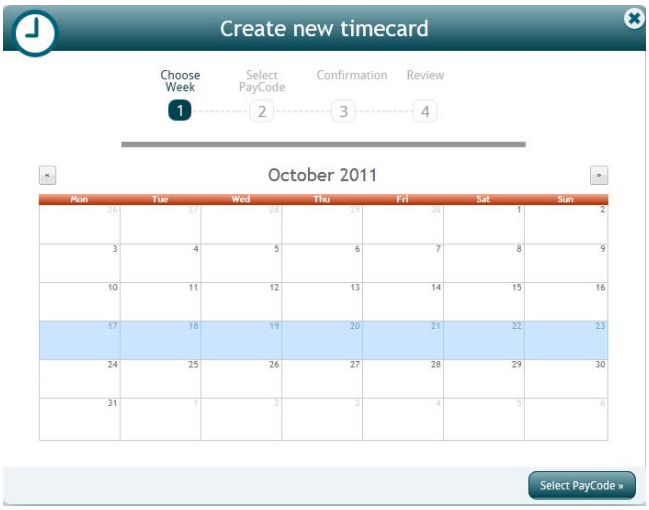
The *Directions* tab displays directions to the job:



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:

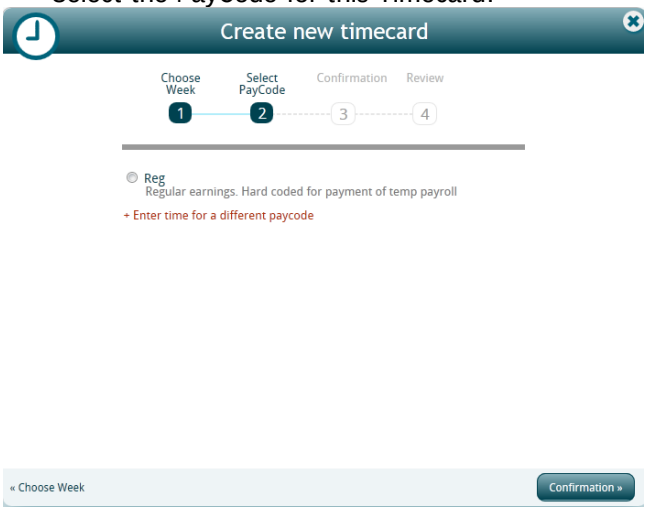
To create a new TimeCard click *Create NEW timecard for this Assignment*. A wizard will pop open to take you through the steps of creating your TimeCard:

- Choose the Week from the calendar:

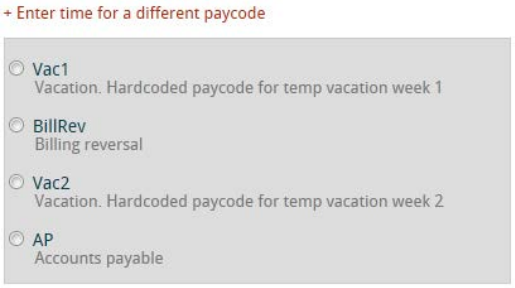


Click *Select PayCode* to advance to step 2.

- Select the PayCode for this Timecard:

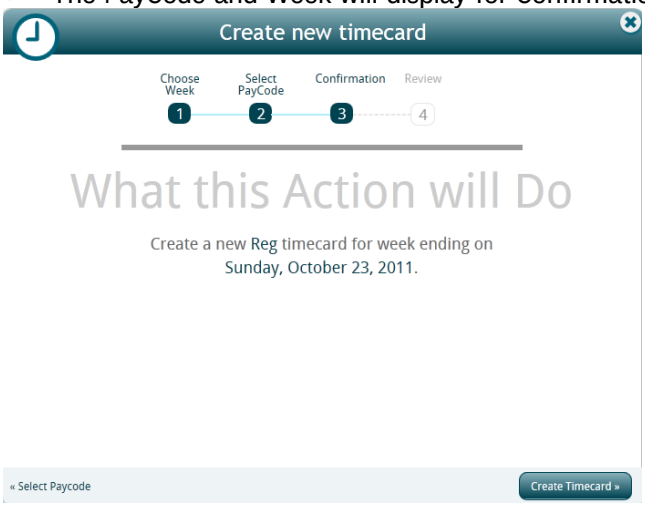


If entering time for a different paycode, click *Enter time for a different paycode* and all options for different paycodes will display:



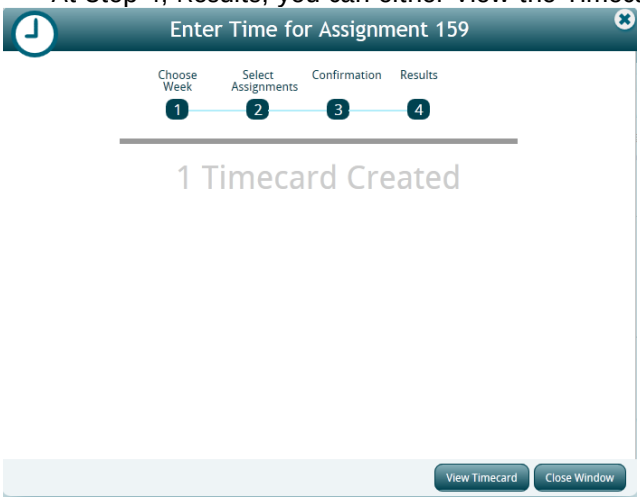
Click *Confirmation* to advance to Step 3.

- 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:



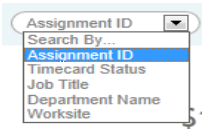
Timecards:

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

Filter Timecards by by clicking on the appropriate button.

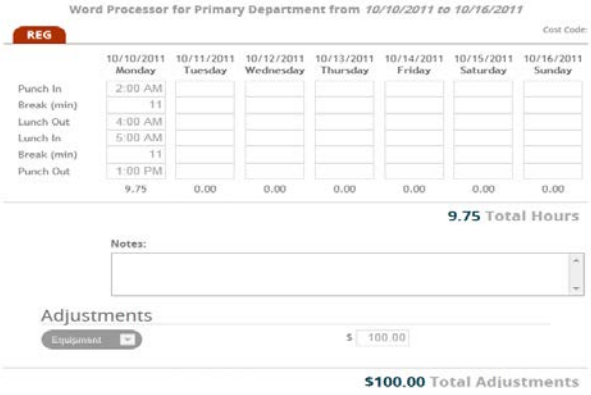
- *Active* includes all Timecards which are active - this may be unsubmitted Timecards or rejected Timecards it can also be submitted cards which need approval and approved Timecards which have not yet been paid.
- *Needs attention* displays all Timecards which need your attention – this may include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

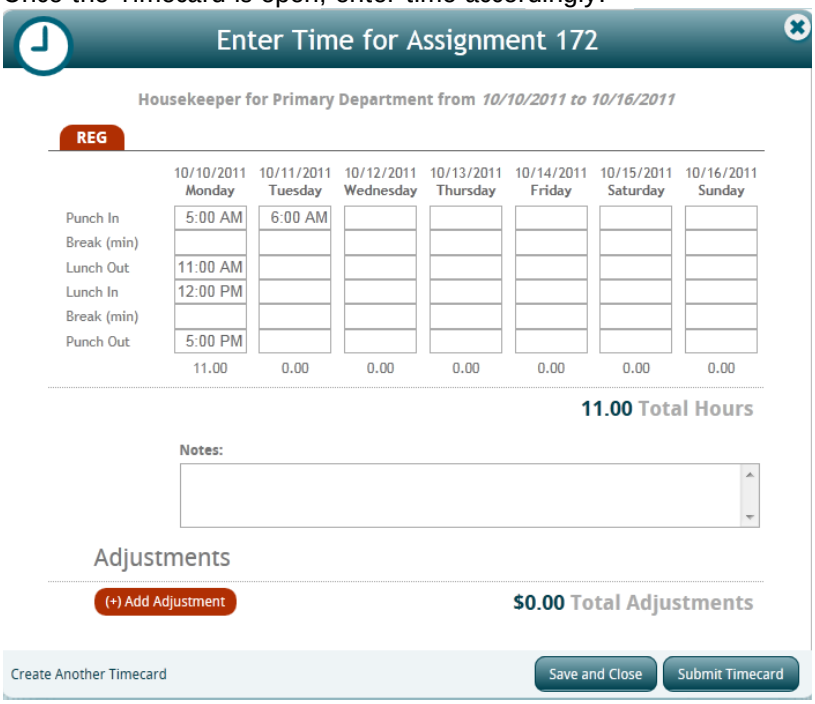
1. Date range for this Timecard.
2. Status of this Timecard.
3. Paycode for this Timecard.
4. Costcode, if any, for this Timecard.
5. Job Title for the Assignment related to this Timecard.
6. Department of the Customer related to this Timecard with the Assignment number.
7. Gross Pay for this Timecard (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:

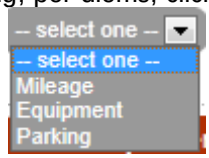
- Total time in the week
- Total time in the day
- Time In/Time Out
- Break times

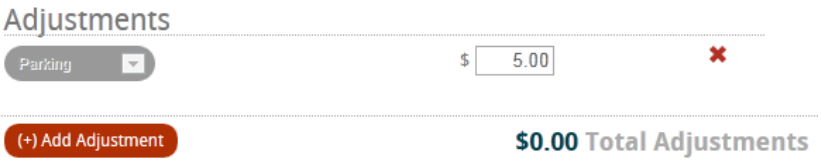
The Timecard format is strictly based on your Employer's preferences.

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.

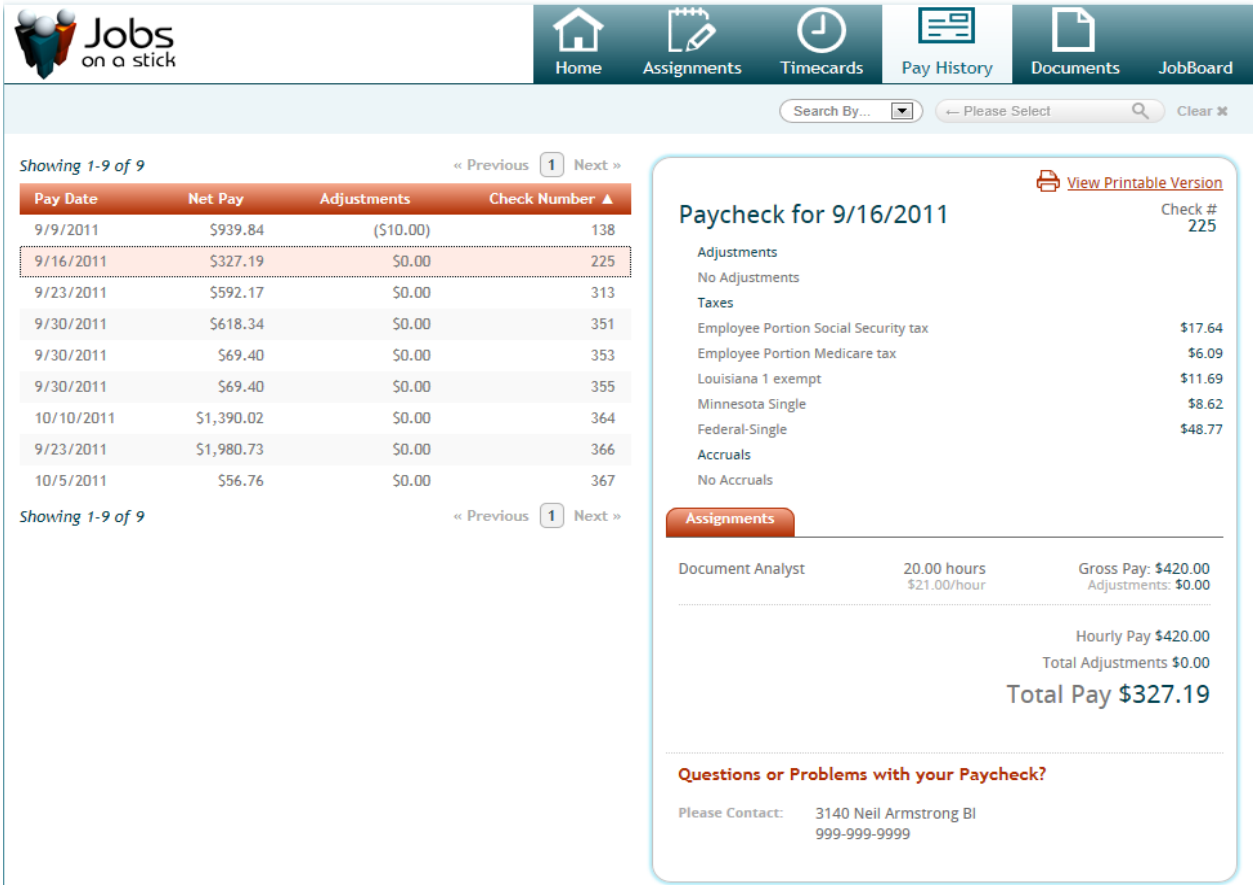
If a duplicate Timecard is needed (for Vacation, for instance), click on *Create Another Timecard*.

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.

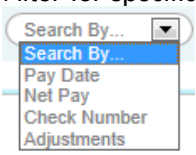
When ready, click *Submit Timecard* to submit it to your Supervisor. You will receive confirmation that the Timecard was submitted:

Pay History:

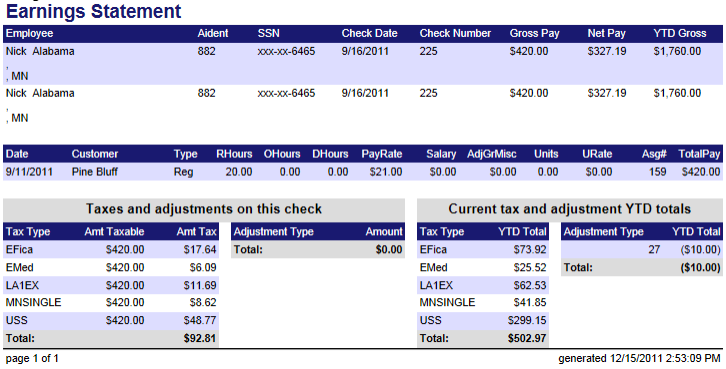
Pay History displays all of your payroll history. It allows you to view paycheck details and print a paycheck stub.



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

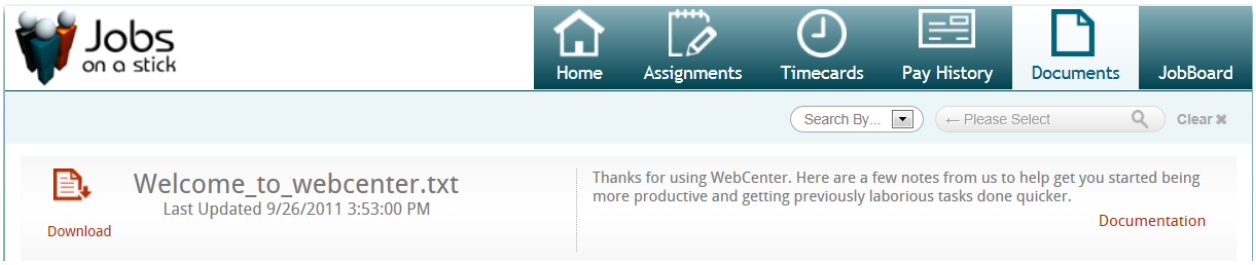


Click to highlight a Paycheck and the details of that Paycheck will be displayed to the right. To Print a Paycheck Stub click: View Printable Version



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

Documents:



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:

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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.