

Customers: How to Edit and Submit Time Cards



WebCenter offers users the capability to create, edit, submit, reject, and approve timecards. This document will walk users through the process of *editing and submitting WebCenter timecards for approval*.

Note: Unsure of where submitted timecards go? Ask your staffing provider, as every client may be setup slightly differently.

How to Edit and Submit WebCenter Timecards:

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

1. Review Timecards:

Begin by navigating to the (1.) timecards section of WebCenter. All timecards that have been created will display on this page.

	Paycode	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
<input type="checkbox"/> Auclair, Neva xxx-xx-7873 Past Due ⓘ	Reg ▼	8.00	8.00	0.00	0.00	8.00	8.00	8.00	40.00 Hours 50.00 Adjustments \$440.00 Gross
<input type="checkbox"/> Greene, Alexandra N xxx-xx-8398 Past Due ⓘ	Reg ▼	9.00	8.00	9.00	0.00	0.00	8.00	9.00	43.00 Hours 50.00 Adjustments \$756.50 Gross
<input type="checkbox"/> Jenkins, Tiffany xxx-xx-7895 Past Due ⓘ	Reg ▼	7.00	7.00	0.00	0.00	8.00	8.00	8.00	38.00 Hours 50.00 Adjustments \$1,520.00 Gross

Review timecard information via the (2.) total hours, and gross pay listed per transaction. If you'd like to make any changes to the timecard, simply select **details** to expand the timecards specifics:

Paycode Thu Fri Sat Sun Mon Tue Wed

Auclair, Neva
 Reg 8.00 8.00 0.00 0.00 8.00 8.00 8.00
 40.00 Hours
 \$0.00 Adjustments
 \$440.00 Gross

Hide Details

Auclair, Neva Drivers
 September 17, 2015 to September 23, 2015
 Primary | PO#: | Gross Pay: \$440.00

	Thu 9/17/2015	Fri 9/18/2015	Sat 9/19/2015	Sun 9/20/2015	Mon 9/21/2015	Tue 9/22/2015	Wed 9/23/2015
Punch In	7:00 AM	7:00 AM			8:00 AM	8:00 AM	7:00 AM
Break (min)							
Lunch Out	12:00 PM	12:00 PM			1:00 PM	1:00 PM	12:00 PM
Lunch In	1:00 PM	1:00 PM			2:00 PM	2:00 PM	1:00 PM
Punch Out	4:00 PM	4:00 PM			5:00 PM	5:00 PM	4:00 PM
	8.00	8.00	0.00	0.00	8.00	8.00	8.00

40.00 Regular 0.00 Overtime 0.00 Double Time 40.00 Total Hours — \$440.00

0 of 3 timecards selected Submit Selected Timecards

From here, punch in/out, breaks, and lunch in/out times can be updated as needed. Any changes that are made are automatically (and immediately) applied to the timecard. Additionally, (4.) paycodes can be changed, timecards can be printed, and adjustments can be added from the detail view:

4. Paycode Reg Print

Adj. Notes Custom

No Adjustments

+ Add Adjustment \$0.00

Note: Does your timecard look totally different from the one shown here? No need to panic - there are a variety of WebCenter timecard templates, your staffing provider has in all likelihood assigned you a template different from the one shown in this example.

Trainer Tip: If you'd like to review the timecard history for any transactions, simply hover over the (3.)i icon to view a full history of who has interacted with the timecard and when:

Paycode Thu Fri Sat Sun

Auclair, Neva xxx-xx-7873 Past Due

Greene, Alexandra xxx-xx-8398 Past Due

Jenkins, Tiffany xxx-xx-7895 Past Due

Timecard History

10/5/2015 at 8:36 AM :
 Timecard was submitted by Contact: Albrecht, Ken

10/5/2015 at 8:35 AM :
 Timecard Created by Contact: Albrecht, Ken [Username: ken123]

2. Submit Timecards:

Ready to submit timecards? Decide if you'd like to submit all timecards together as a group or individually.

◆ **Submit All:** If all timecards appear accurate after a visual review, simply select the check box (5.) adjacent to the week ending to mark all timecards within that week as ready for submittal.

◆ **Submit Individually:** If you would like to submit timecards individually, simply select the (6.) check box that corresponds with each line that is ready to be submitted.

5. Week ending on September 23, 2015 121.00 Total Hours ▾

	Paycode	Thu	Fri	Sat	Sun	Mon	Tue	Wed		
6. <input checked="" type="checkbox"/>	Auclair, Neva <small>xxx-xx-7873 Past Due ⓘ</small>	Reg ▾	8.00	8.00	0.00	0.00	8.00	8.00	8.00	40.00 Hours <small>50.00 Adjustments \$440.00 Gross</small>
<input checked="" type="checkbox"/>	Greene, Alexandra N <small>xxx-xx-8398 Past Due ⓘ</small>	Reg ▾	9.00	8.00	9.00	0.00	0.00	8.00	9.00	43.00 Hours <small>50.00 Adjustments \$756.50 Gross</small>
<input checked="" type="checkbox"/>	Jenkins, Tiffany <small>xxx-xx-7895 Past Due ⓘ</small>	Reg ▾	7.00	7.00	0.00	0.00	8.00	8.00	8.00	38.00 Hours <small>50.00 Adjustments \$NaN.00 Gross</small> Details Copy Delete

121.00 Total Hours
50.00 Total Adjustments

[Show Details ▾](#)

3 of 3 timecards selected [Submit Selected Timecards](#)

Once you have made your selection, click the (7.) **submit selected timecards** button to finalize the submittal.

The *submitted timecards* window will pop-up as verification that timecards that have been successfully submitted:

Submitted Timecards ✕

3 Timecards Submitted

[Close Window](#)

3. Unlock Timecards and Edit (As Needed):

Do you need to make changes to timecards that have been submitted? As long as they have not been approved and processed through payroll, users can select to (8.) **unlock** a timecard. Selecting **unlock** immediately removes the timecards **submitted** status and allows users to make changes:

Week ending on

8.

- Auclair, Neva**
Unlock xxx-xx-7873 Submitted ⓘ
- Greene, Alexandra N**
Unlock xxx-xx-8398 Submitted ⓘ
- Jenkins, Tiffany**
Unlock xxx-xx-7895 Submitted ⓘ

Week ending on

- Auclair, Neva**
xxx-xx-7873 Past Due ⓘ
- Greene, Alexandra N**
Unlock xxx-xx-8398 Submitted ⓘ
- Jenkins, Tiffany**
Unlock xxx-xx-7895 Submitted ⓘ