

# Employees: How to Access and Print Assignments



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You can easily and quickly access and print your assignment Information via the self-service WebCenter portal provided by your employer.

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

Access your assignments from either the home page (1. or 1a.) or the assignments tab (2).

**WebCenter 6**

1. Home 2. Assignments Calendar Timecards Pay History Documents JobBoard

**Your To Do List** [My Information](#) [Manage W-2s](#) [Manage Paystubs](#)

**Current Assignments**

**1a.** **Data Entry** - 2/10/2015 Marketing Building [Details »](#)

**Timecards**

- Active  
Needs Attention  
Submitted  
Completed

**Availability:**  Check in as Available [Show Candidacies](#)

**Messages (15)** [Send message to staffing representative](#)

Message	From	Received
This just in! HOT new...	shawna.bradt	4/9/2015
Hey we have an appreciation...	Lindsey Schneider	3/18/2015
Happy Easter!!!!	Dalyce Brell	3/13/2015
Happy Birthday Girl!!!!	Dalyce Brell	3/13/2015
Please know there is a...	Dalyce Brell	3/12/2015

Showing 1-5 of 30 [« Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next »](#)

**From shawna.bradt on 4/9/2015**

This just in! HOT new Forklift Operator position available in the Twin Cities. 30+ openings, \$12/hr, starts as soon as Monday! Reply ASAP if interested and don't forget about our referral bonuses!

Both will open the assignments tab. View the details of any assignment by clicking to highlight that assignment, the details will be displayed on the right:

The screenshot shows the WebCenter 6 interface. At the top, there are navigation tabs: Home, Assignments, Calendar, Timecards, Pay History, Documents, and JobBoard. Below the navigation is a search bar for 'Asgn. ID' and a filter for 'Exact Matches Only'. The main content area is divided into two sections. On the left, there is a table of assignments with columns for Customer, Job Title, Worksite, Start Date, and Asgn. ID. The table shows 12 rows of data. On the right, there is a detailed view for the selected assignment 'Data Entry' at 'Blissy Cosmetics'. This view includes a 'Primary' section with fields for Asgn ID, OrderID, Map, Address, Shift, Start Time, and End Time. It also includes a 'Safety Notes' section with the text 'Hard hat for this order' and a 'Cost Center' section with 'SubEntity' and 'Pay Rate'.

Customer	Job Title	Worksite	Start Date	Asgn. ID
ABCTC Incorporated	Data Entry	Corporate	2/18/2015	4301304188
Blissy Cosmetics	Forklift	Primary	2/1/2015	4301304178
Blissy Cosmetics	Data Entry	Marketing Building	1/15/2015	4301303820
DC Industries	Forklift	Primary	10/14/2014	4301303444
Pebble Spa	Chauffeur	Primary	10/5/2014	4301303725
Toro Company	Accounting Clerk 1	Distribution	9/2/2014	4301303237
Greendale Community	Pipefitter	Plumbing	8/29/2013	4301302071
RSC Rental	Accountant	Primary	3/12/2012	4301261786
Crom Equipment	Access Operator	Site #6	11/1/2008	6597
Crom Equipment	Access Operator	Site #6	6/3/2007	3378
American Banks	Applicant Response	Primary	5/20/2007	3336

**Note:** Based on your employer's specifications you may or may not see all of the details of the assignment.

Within the tabs at the bottom of the form you can see the job description, contact information for you supervisor & to whom you should report and the directions to this assignment

**Job Description Tab:**

Job Description    Contact Info    Directions

Must have 5 years experience Must know excel

**Contact Info Tab:**

Job Description    Contact Info    Directions

Report To  
 Bob Becker  
 321-456-3455  
 Supervisor  
 Mary Smith  
 3216868458

**Directions Tab:**

Job Description    Contact Info    Directions

Directions:  
 Go north on I95 to exit 156, turn left, go 30 miles to the big oak tree, building is pink on left

If you would like to print your assignment(s) navigate to the calendar tab (1.):

Within the calendar tab select the month and date which includes the start date of your assignment (2.).

The screenshot shows the WebCenter 6 interface. At the top, there is a navigation bar with icons for Home, Assignments, Calendar, Timecards, Pay History, Documents, and JobBoard. The 'Calendar' icon is highlighted with a red box and labeled '1.'. Below the navigation bar, there are dropdown menus for the month (February) and year (2015), both highlighted with red boxes and labeled '2.'. To the right of these dropdowns is a button labeled 'Print Selected Assignments', also highlighted with a red box and labeled '5.'. The main content area is a calendar grid with columns for days of the week (Sunday to Saturday) and rows for dates. The date '1' is highlighted with a red box and labeled '3.', and it contains a checkbox that is checked, followed by the text 'Forklift at Blyss Cosmetics Primary Primary'. The date '18' is highlighted with a red box and labeled '4.', and it contains a checkbox that is unchecked, followed by the text 'Data Entry at ABCTC Incorporated Corporate Data Entry Corporate'. Below the calendar grid, there is a detailed view for the 'Forklift' assignment, also highlighted with a red box and labeled '4.'. This view includes the following information:

Forklift	
Blyss Cosmetics	
Asgn ID:	4301304178
Department:	Primary
Shift:	1
Start Time:	-
End Time:	-
Shift Date:	2/1/2015
Start Date:	2/1/2015
Est. End Date:	-
Act. End Date:	-
Address:	123 Main Street Palm Bay, FL 32908
Map:	<a href="#">Bing Map / Google Map</a>
Directions:	
Go south	
Description:	No description available
Dress Code:	Jeans OK
Supervisor	Bob Becker
321-456-3455	
Report To	Bob Becker
321-456-3455	

Click to place a check in the box for the assignment(s) you would like to view and/or print (3.).

The details of each assignment will be listed below (4.).

Print your assignments by clicking to select *Print Selected Assignments* (5.). Select the printer you would like to print to.

Your printed copy will look like:

Mathew Marshall

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Forklift at Bliss Cosmetics Primary Primary	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Data Entry at ABCTC Incorporated Corporate Data Entry Corporate	19	20	21
22	23	24	25	26	27	28

**Forklift**

Bliss Cosmetics

<b>Asgn ID:</b> 4301304178	<b>Address:</b> 123 Main Street Palm Bay, FL 32908
<b>Department:</b> Primary	<b>Directions:</b> Go south
<b>Shift:</b> 1	<b>Description:</b> No description available
<b>Start Time:</b> -	<b>Dress Code:</b> Jeans OK
<b>End Time:</b> -	<b>Supervisor:</b> Bob Becker
<b>Shift Date:</b> 2/1/2015	321-456-3455
<b>Start Date:</b> 2/1/2015	<b>Report To:</b> Bob Becker
<b>Est. End Date:</b> -	321-456-3455
<b>Act. End Date:</b> -	

**Data Entry**

ABCTC Incorporated

<b>Asgn ID:</b> 4301304188	<b>Address:</b> 123 Main Street East Lansing, MI 48823
<b>Department:</b> Corporate	<b>Directions:</b> No directions were entered
<b>Shift:</b> 1	<b>Description:</b> No description available
<b>Start Time:</b> -	<b>Report To:</b> Sue Barnes
<b>End Time:</b> -	517-445-5959
<b>Shift Date:</b> 2/18/2015	
<b>Start Date:</b> 2/18/2015	
<b>Est. End Date:</b> -	
<b>Act. End Date:</b> 2/18/2015	