

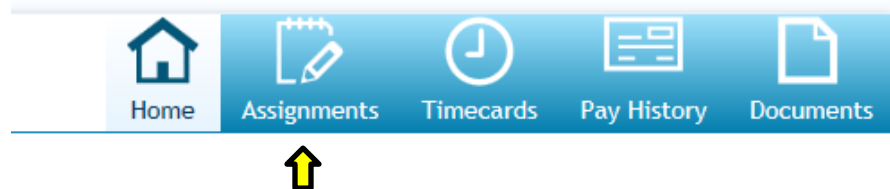
WebCenter - Submitting Time & Expenses

First Time Logging In:

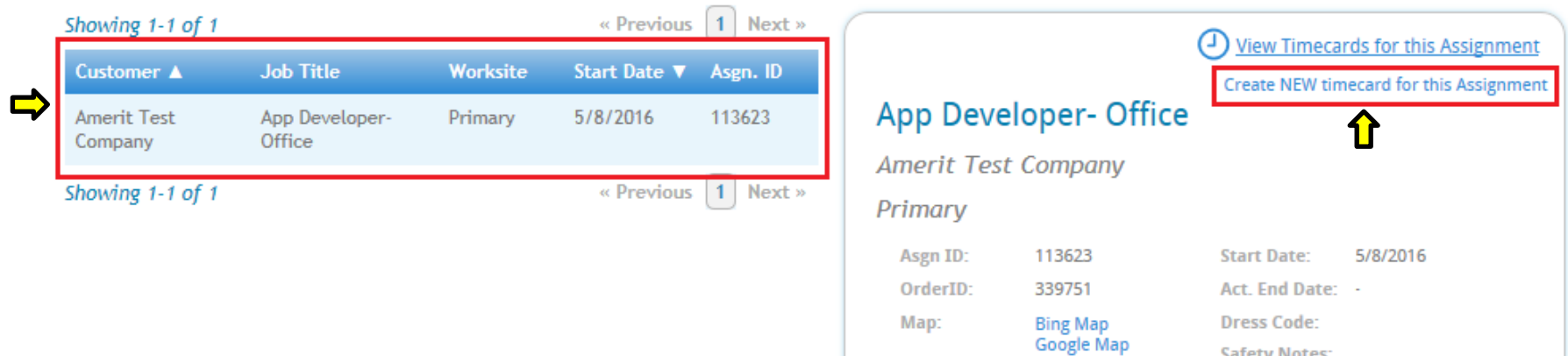
1. You will receive an email from the HR Account specialist with your username and password. If you do not receive this email by your 2nd day of employment please check your junk/spam folder, then reach out to your HR Account Specialist.
2. Use the following link to access WebCenter once you have your Username and Password. Please save this link to your browser Favorites.
<https://webcenter.ontempworks.com/zempleo/Account/Login>
3. Once you login for the first time, you can change your password by following the below steps. Please make sure to save your password in a safe place, in case you forget it.
 - Log into WebCenter and click on the “[My Information](#)” link at the top of the page.
 - Under Password, click on the “[Change Your Password](#)” link.
 - Enter your current password and your New Password and Confirm the Password
 - Then click on the Change Password button.

Submitting Time & Expenses:

1. From the Home Page, Click on the **Assignment** Tab in the top menu bar.



2. Select your assignment and click on “**Create NEW timecard for this Assignment**” on the right-hand corner of the assignment details screen.



Showing 1-1 of 1

Customer ▲	Job Title	Worksite	Start Date ▼	Asgn. ID
Amerit Test Company	App Developer-Office	Primary	5/8/2016	113623

Showing 1-1 of 1

« Previous 1 Next »

View Timecards for this Assignment

Create NEW timecard for this Assignment

App Developer- Office

Amerit Test Company

Primary

Asgn ID: 113623 Start Date: 5/8/2016

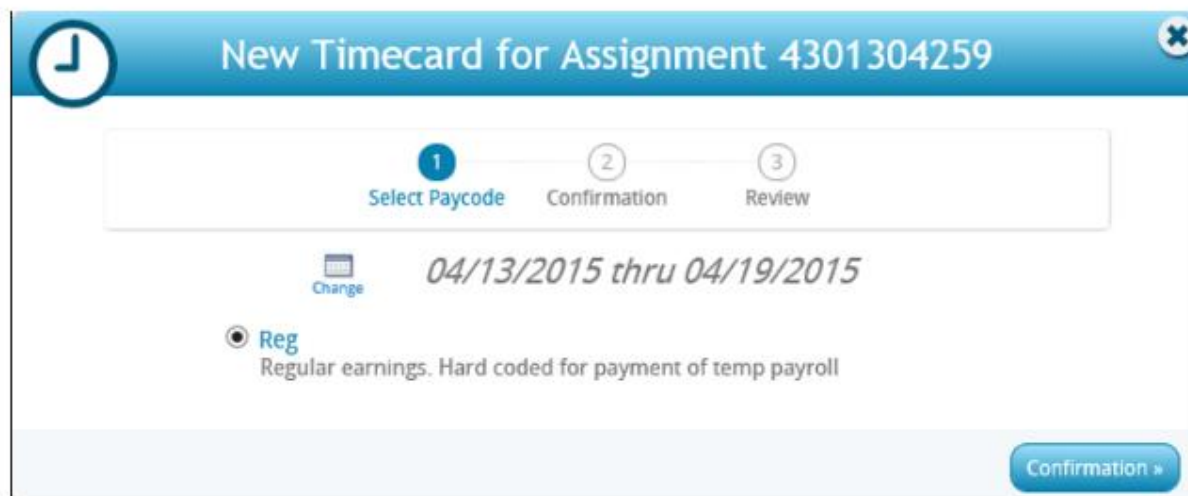
OrderID: 339751 Act. End Date: -

Map: Bing Map Google Map

Dress Code:

Safety Notes:

3. A window will pop up and you will need to confirm the timesheet week you would like to enter time for. To change the workweek, click on the Change Icon  to the left of the date range. Once the correct date has been selected, click on the **Confirmation** button.



New Timecard for Assignment 4301304259

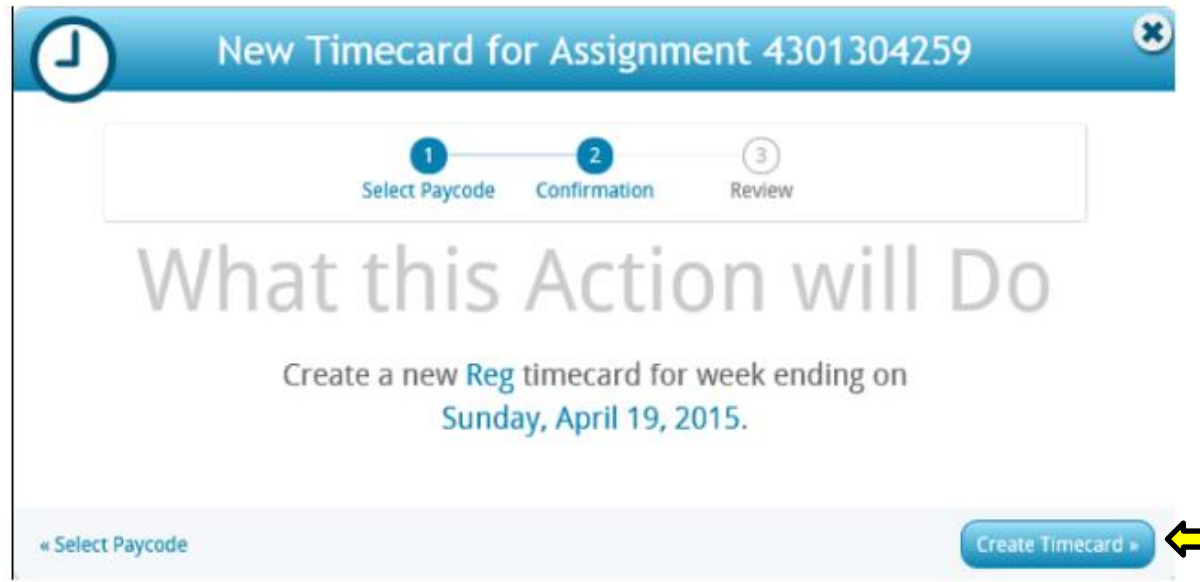
1 Select Paycode 2 Confirmation 3 Review

Change 04/13/2015 thru 04/19/2015

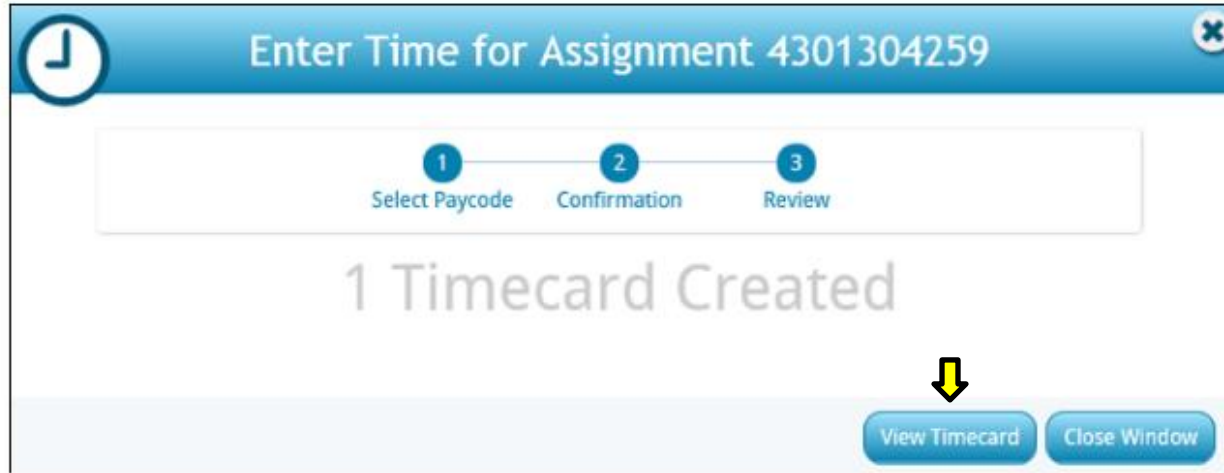
☒ Reg
Regular earnings. Hard coded for payment of temp payroll

Confirmation »

4. The next window will ask you to confirm that you are creating a new regular timecard for that week ending date. If this date is incorrect, please click on the “Select Paycode” link at the bottom of the window to go back to the previous page and change the workweek. Once done, click on the **Create Timecard** button.



5. Once you create the timesheet, click on the **View Timecard** button to enter your hours.



6. A window will pop up with your timesheet.

Please Note- for Hourly Non-Exempt California employees, there is an important rest break and meal break notice at the top of your timesheet. Please ensure that you read the entire message and that you're adhering to the rest break and meal break acknowledgement that you signed during onboarding. For further details, refer back to your Employee Handbook or the Meal and Rest Break Acknowledgement Form.

IMPORTANT: Hourly (NON-EXEMPT) Employees in California

Please ensure that you are taking your complete rest and meal breaks. Rest and meal breaks cannot be saved and taken at the end of a shift.

Please reach out to your HR Representative immediately if anyone prevents you from taking timely, complete, uninterrupted or unrestricted rest and/or meal breaks as described below, or if you have any questions.

REST BREAK

If you work 3.5 or more hours in a day, you are entitled to a timely, complete, uninterrupted, unrestricted and paid, ten (10) minute rest break for every four (4) hours worked or major fraction thereof. A major fraction of a four (4) hour work period is anything over two (2) hours. For example, an employee who works more than six (6) hours is entitled to take a second, paid, ten-minute rest break. You should take your rest break as close as practicable to the mid-point of each four (4) hour work period. Rest breaks are paid so you should not record time out on your timesheet, but you are free to leave the work area. You must indicate on your timesheet whether you were permitted to take timely, complete, uninterrupted, unrestricted and paid rest breaks. You will not be retaliated against for reporting otherwise.

MEAL BREAK

If you work five (5) or more hours in one work period, you are entitled to take a timely, complete, uninterrupted, unrestricted and unpaid meal break for a minimum of 30 minutes, which should be started before the completion of your fifth hour of work. If you work five (5) or more hours up to six (6) hours, you may voluntarily waive your meal break that day only. If you work more than six (6) hours total, you should not waive your first meal break.

If you work more than ten (10) hours in a day, you are entitled to take a second timely, complete, uninterrupted, unrestricted and unpaid meal break for a minimum of 30 minutes, which should be started before the completion of your tenth hour of work. If your total hours worked for the day are no more than twelve (12) hours, you may voluntarily waive your second meal break that day only if you have not waived your first meal break. If you work more than fifteen (15) hours in a day, you are entitled to another timely, complete, uninterrupted, unrestricted and unpaid meal break. You must accurately record the start and end of any meal break(s) on your timesheet. For further details, please see the WebCenter Submitting Time & Expenses Guide located in the document section.

Please review your Employee Handbook or contact your HR Representative for any questions.

	Mon 8/12/2019	Tue 8/13/2019	Wed 8/14/2019	Thu 8/15/2019	Fri 8/16/2019	Sat 8/17/2019	Sun 8/18/2019
Punch In							
Lunch Out							
Lunch In							
Lunch 2 Out							
Lunch 2 In							
Punch Out							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

0.00 Regular 0.00 Overtime 0.00 Double Time **0.00** Total Hours

Upload Document: No file chosen

Were you permitted to take your timely and complete Rest Break(s) (*as defined above)? If No, please provide details in the "Notes & Meal/Rest Break Comments" section below. You will not be retaliated against for reporting otherwise. Type (Yes or No):

If Meal Break(s) were not taken, not taken timely or not completed (*as defined above), was it Voluntary? Type (Yes or No):

Reimbursements: \$0.00

Notes & Meal/Rest Break Comments

Adjustments

[\(+\)](#) Add Adjustment

\$0.00 Total Adjustments

7. Please enter your Punch In and Punch Out times (including meal breaks) for each day worked as follows, please indicate AM or PM for each time entry as seen in screenshot below:

- Start Time in **Punch In**
- Meal Period Begin in **Lunch Out**
- Meal Period End in **Lunch In**
- 2nd Meal Period Begin in **Lunch 2 Out** – Use this only if you have a 2nd meal period
- 2nd Meal Period End in **Lunch 2 In** - Use this only if you have a 2nd meal period
- End Time in **Punch Out**

	Mon 8/12/2019	Tue 8/13/2019	Wed 8/14/2019	Thu 8/15/2019	Fri 8/16/2019	Sat 8/17/2019	Sun 8/18/2019
Punch In	8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Lunch Out	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		
Lunch In	1:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM		
Lunch 2 Out							
Lunch 2 In							
Punch Out	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		
	8.00	8.00	8.00	8.00	8.00	0.00	0.00

40.00 Regular 0.00 Overtime 0.00 Double Time **40.00 Total Hours**

8. Once you've entered your hours, confirm that the total hours at the bottom is accurate for that week ending date.

9. You will need to answer the two required questions related to meal and rest breaks. Provide any details in the "Notes & Meal/Rest Break Comments" box.

- ★ Were you permitted to take your timely and complete Rest Break(s) (*as defined above)? If No, please provide details in the "Notes & Meal/Rest Break Comments" section below. You will not be retaliated against for reporting otherwise. Type (Yes or No):
- ★ If Meal Break(s) were not taken, not taken timely or not completed (*as defined above), was it Voluntary? Type (Yes or No):

Notes & Meal/Rest Break Comments

10. If you have Expenses and/or Mileage that need to be submitted, please follow the steps below. If not, please skip this step. To enter Expenses and/or Mileage, click on the “**(+) Add Adjustment**” button at the bottom of the timecard.

Upload Document:

Adjustments

\$0.00 Total Adjustments

11. From the drop-down menu, select the Expense Type (Mileage or Reimbursable Expense).

Adjustments

➡

Mileage
Mileage Reimbursement
(+) Reimb Exp
Reimbursable Expense

Mileage

- Enter the number of units (miles) driven.

Adjustments

Mileage
0.58 / unit

Reimbursable Expenses

- Enter the \$ amount of each expense item. Then in the notes section, enter what the expense was for.
- Upload your expense receipts to your timesheet under the “**Upload Document**” section. You will only be able to upload files in PDF format. If you’re unable to get your receipts into PDF format, please email or fax a copy to your **HR Account Specialist**

➡ Upload Document:

Notes

➡

Adjustments

Reimb Exp

IMPORTANT – Please make sure that your Manager is aware of and has approved your expense(s) before you incur them. You will need to provide receipts for all expenses over \$25, with mileage being an exception.

12. Submit Timecard. Please make sure to review your timesheet before submitting to verify that you've entered all hours worked for the week, ensure that all time entered was entered correctly and that all meal breaks have been properly recorded. By clicking on the **Submit Timecard** button at the bottom of the screen you are confirming that the time entered is accurate and complete.
13. If you want to enter your time daily, please select the **Save and Close** option at the bottom of the timesheet. Do not click submit until you're entered all time for the work week.

***** Please note that once a timesheet has been submitted, it will no longer be available for editing.**

Rejected Time & Expenses:

After your timesheet has been submitted you will not be able to make any changes to it. However, your Manager may Reject time if it requires correction. If this happens, you will receive an email letting you know that your time has been rejected and the reason.

Please make sure that you correct your time and resubmit it as quickly as possible.

All timesheets need to be submitted weekly, no later than Sunday at 12am/Midnight PST

IMPORTANT:

If you receive an error message or run into any issue that prevents you from entering and submitting your time, please send an email with a screenshot to [your HR Account Specialist](#)