

WebCenter – Viewing Paystubs

First Time Logging In:

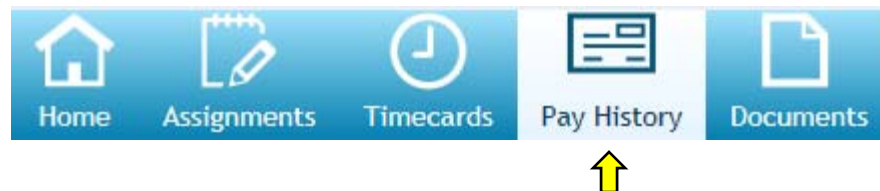
1. You will receive an automated email from WebCenter (DoNotReply@suna.com, DoNotReply@zempleo.com, or DoNotReply@ameritconsulting.com) with a link to create your Username and Password. If you do not receive this email by your 2nd day of employment please check your junk/spam folder, then reach out to your HR Account Specialist.
2. Use the following link to access WebCenter after you've created your Username and Password. Please save this link to your browser Favorites.

<https://webcenter.tempworks.com/Evergent/Account/LogIn?ReturnUrl=%2fEvergent%2f>

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.

Viewing Paystubs:

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



2. Select the Pay Date in which you would like to View/Print.

WebCenter 6

Home Assignments Timecards Pay History Documents

All Exact Matches Only

This year: Manage W-2s

Gross Pay:	\$0.00	Net Pay:	\$0.00	Adjustments Total:	\$0.00	Tax Total:	\$0.00
Total Hours:	0	State Allowances:	12	Federal Allowances:	7	Hours Bonus - 1960:	1697.25

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Pay Date ▼	Net Pay	Adjustments	Check Number
12/30/2016	\$287.16	(\$310.93)	243469
12/23/2016	\$373.35	\$162.19	238147
12/16/2016	\$586.84	\$162.19	235160
12/9/2016	\$675.17	\$162.19	233372
12/2/2016	\$675.16	\$162.19	230361
11/25/2016	\$675.18	\$162.19	227450
11/18/2016	\$675.16	\$162.19	224344
11/10/2016	\$675.17	\$162.19	221483
11/4/2016	\$666.33	\$162.19	218332
10/28/2016	\$675.17	\$162.19	215432
10/21/2016	\$675.16	\$162.19	212322
10/14/2016	\$675.18	\$162.19	209418
10/7/2016	\$675.16	\$162.19	206309
9/30/2016	\$1,238.66	\$106.15	203394
9/23/2016	\$675.17	\$162.19	199278
9/16/2016	\$816.48	\$162.19	197481
9/9/2016	\$675.16	\$162.19	194435
9/2/2016	\$675.18	\$162.19	191608
8/26/2016	\$675.16	\$162.19	188550
8/19/2016	\$781.31	\$56.04	185706

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[View all Timecards](#) [View Printable Version](#)

Paycheck for 12/30/2016

Gross Pay	\$0.00
Adjustment Deductions	(\$310.93)
Tax Deductions	\$23.77
Net Pay	\$287.16

Timecards Adjustments Taxes Accruals

Purchasing Analyst 40.00 Rhours 0.00 Ohours
» View Assignment \$0.00/hour \$0.00/hour

OrderID: 234 ItemID: 72824 Gross Pay: \$0.00

Questions or Problems with your Paycheck?
 Please Contact: 4000 Executive Parkway #Suite 240 San Ramon, CA 94583
 888.223.4788

3. View a snap shot of the details of your Paycheck Stubs by clicking the desired tabs below.

[View all Timecards](#) [View Printable Version](#)

Paycheck for 12/9/2016

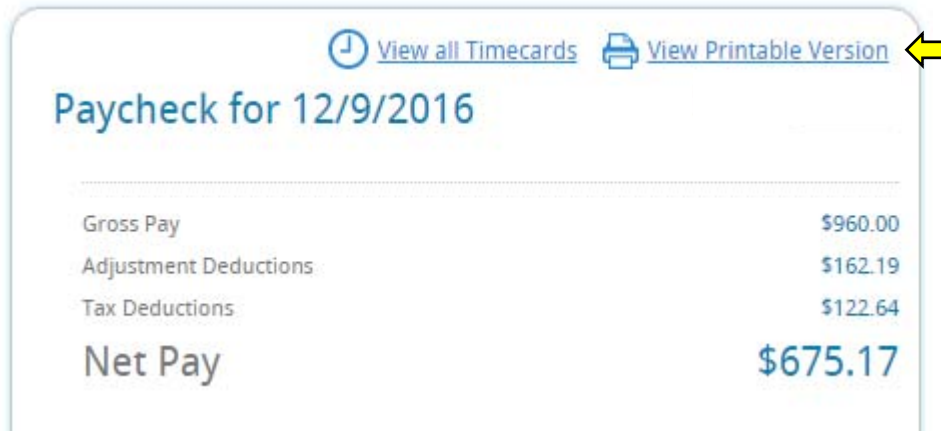
Gross Pay	\$960.00
Adjustment Deductions	\$162.19
Tax Deductions	\$122.64
Net Pay	\$675.17


Timecards Adjustments Taxes Accruals

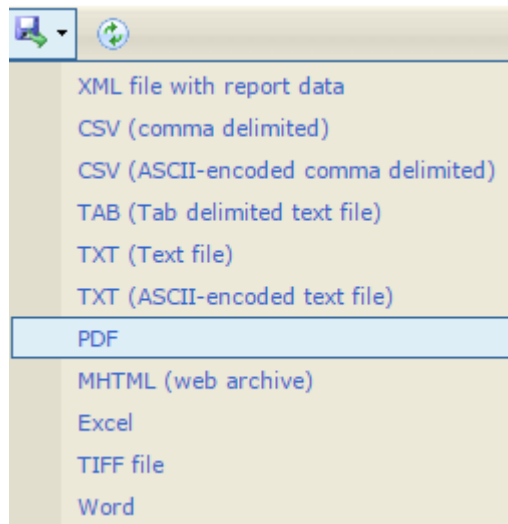
Purchasing Analyst 40.00 Rhours 0.00 Ohours
» View Assignment \$24.00/hour \$0.00/hour
OrderID:234
ItemID:72824 Gross Pay: \$960.00

Questions or Problems with your Paycheck?
Please Contact: 4000 Executive Parkway #Suite 240 San Ramon, CA 94583
888.223.4788

4. To print your paystub, select View Printable Version to print the Paycheck Stub.



5. This will open your Paycheck Stub in a separate window. Select the  button and from the drop down menu, select the format that you would like to save the Paycheck Stub.



6. A window will populate with your desired format. Then you can right click and print the document.

**If you have any questions regarding your Paycheck Stub, please reach out to your HR Account Specialist.