

WebCenter - Submitting Time & Expenses

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.

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.


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 »


App Developer- Office
Amerit Test Company
Primary

Asgn ID: 113623 Start Date: 5/8/2016
OrderID: 339751 Act. End Date: -
Map: [Bing Map](#) Dress Code:
[Google Map](#) 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

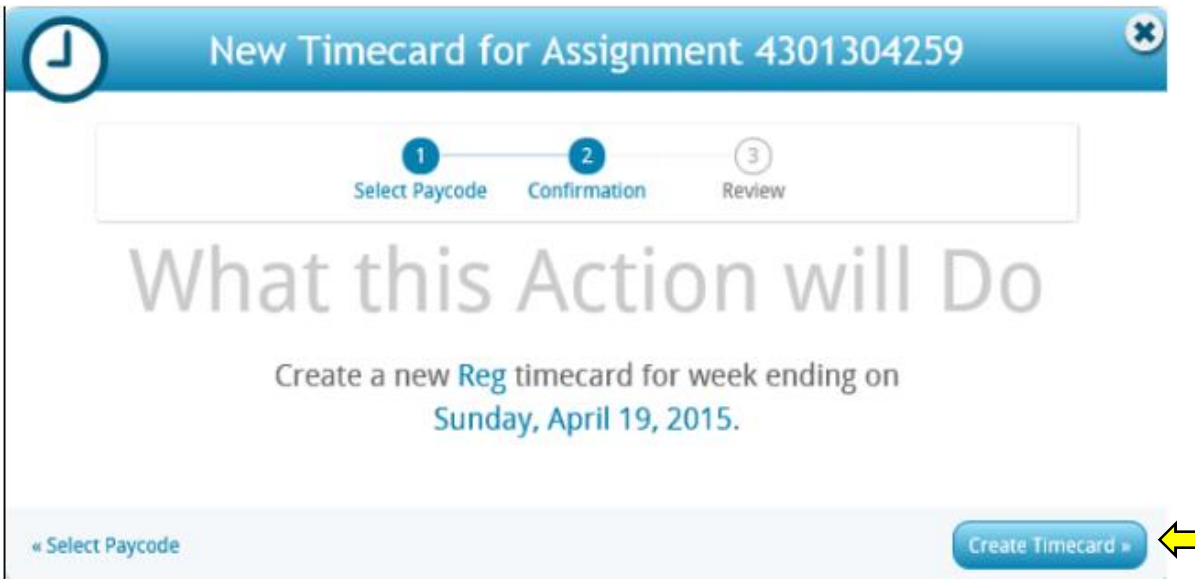
1 Select Paycode 2 Confirmation 3 Review

 04/13/2015 thru 04/19/2015

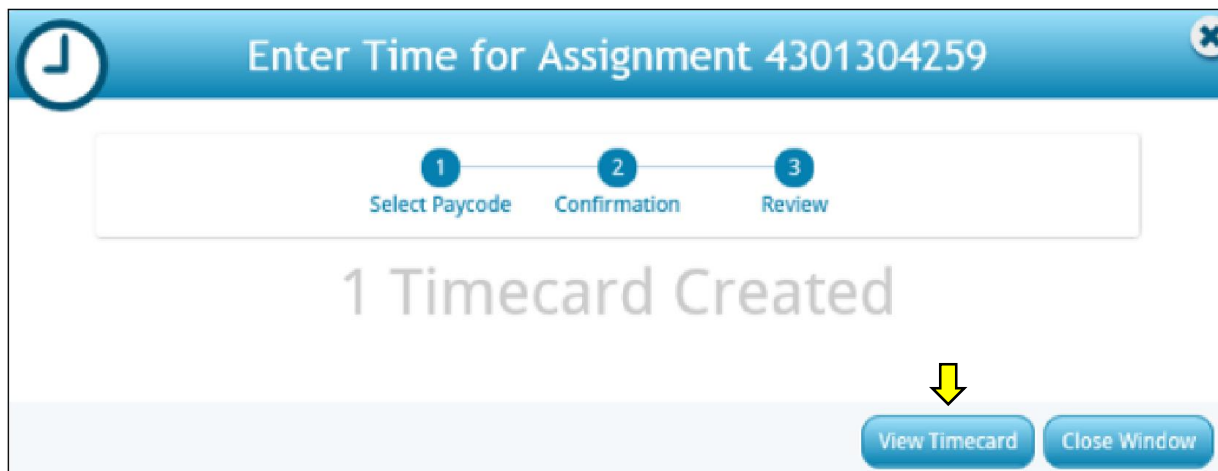
Reg
Regular earnings. Hard coded for payment of temp payroll

Confirmation »

- 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.



- 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 California employees, there is an important meal break notice at the top of your timesheet. Please make sure to read the entire message and that you're adhering to the meal break policy that you signed during onboarding.

Important: Hourly Employees in California

Please remember that if you work 5 or more hours, you are entitled to and required under company policy, to take an unpaid, uninterrupted meal break for a minimum of 30 minutes. If you work more than five (5) hours up to six (6) hours, you may waive your meal break with mutual consent of your manager and after contacting your HR Representative to obtain a waiver. However, if you work more than six (6) hours, you must take a meal break of at least 30 minutes and no waiver is allowed. A second meal period of not less than 30 minutes is required if you work more than ten (10) hours per day, except that if the total hours you work is no more than twelve (12) hours, the second meal period may be waived by mutual consent of you and your employer only if the first meal period was not waived and you have contacted your HR Representative to obtain a waiver. Please ensure that you are taking your appropriate meal breaks, as is required by company policy. Meal breaks cannot be saved and taken at the end of a shift. Please reach out to your HR Representative if you have any questions.

	Mon 1/9/2017	Tue 1/10/2017	Wed 1/11/2017	Thu 1/12/2017	Fri 1/13/2017	Sat 1/14/2017	Sun 1/15/2017
Punch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Punch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	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: Browse...

Reimbursements: \$0.00

Notes

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**
- End Time in **Punch Out**

	Mon 4/17/2017	Tue 4/18/2017	Wed 4/19/2017	Thu 4/20/2017	Fri 4/21/2017	Sat 4/22/2017	Sun 4/23/2017
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		
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. 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:

Notes

Adjustments

\$0.00 Total Adjustments

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

Adjustments

A screenshot of a dropdown menu titled "Adjustments". The menu is open, showing four options: "Mileage", "Mileage Reimbursement", "Reimb Exp", and "Reimbursable Expense". A blue circular button with a white plus sign and a right-pointing arrow is located to the left of the menu.

Mileage

- Enter the number of units (miles) driven.

Adjustments

A screenshot of the "Adjustments" form. The "Mileage" option is selected. Below it, a text input field contains the value "0.535 / 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**.

A screenshot of the "Upload Document" section. A yellow arrow points to the "Upload Document:" label. To the right is a text input field and a "Browse..." button.

Notes

A screenshot of the "Notes" section. A yellow arrow points to a large text input field.

Adjustments

A screenshot of the "Adjustments" form. The "Reimb Exp" option is selected. Below it, a text input field contains the value "amount". A red "X" mark is visible to the right of the input field.

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.

11. 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.
12. 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