

Source One Staffing Web Center Instructions

- 1. Log in
 - a. Go to web site <u>https://webcenter.tempworks.com/TwSelect/SourceOne/Account/LogIn</u> or access Web Center from <u>www.sourceonestaff.com</u> and click on the Web Center link.

SOURCE ONE STAFFING
Welcome to WebCenter. Please log in.

- b. At the Web Center Log In page, enter the log in and password you created at the time of your electronic application.
 - If you do not have credentials or have forgotten them, please contact a Source One Staffing representative. It is advisable to <u>insure that your profile has a current E-Mail</u> <u>address</u> associated with your account in case you forget your password.
- c. Once logged in, you will be taken to the home page.

OURCE FFING	ONE	Home Assignments	J Timecards	Pay History	Documents	JobBoa	
Your	To Do List		A	vailability: 💽	/ Check in as Avai	lable	
	Current Assignments MACHINE OPERATOR - 10/26/2017 1240 North-Maintenance	Messages	Send message to staffing representat				
		No Messages.					
	Details »	Showing 0-0 of 0		« Previous Next »			
4	Timecards - Active Needs Attention Submitted Completed						
_	Questions? Call the S	ourceOne - West Chicago branch at (630-293-2600			_	



STAFFING

2. To review pay stubs, click on the "Pay History" tab on the top ribbon. This will bring up all past pay stubs.

	NE							J
			, Home	All				JODBOa Matches Onl
This year: Gross Pay: Total Hours:	\$1,776.00 160	Net Pay: State Allowances:	\$1,478.91 Adju 1 Fede	stments Total: eral Allowances:	\$0.00 1	Tax Total:	\$297.	9
howing 1-20 of 218		« Previous 1 2	3 4 5 Next »		() Vie	w all Timecards	🖴 View Printab	le Version
Pay Date 🔻	Net Pay	Adjustments	Check Number	Paycheck f	or 11/22/	2017	Check #	
11/22/2017	\$398.96	\$0.00		raychecki	01 11/22/	2017		
11/15/2017	\$509.36	\$0.00		Gross Pay				\$480 0
11/8/2017	\$398.96	\$0.00		Tax Deductions				\$81.0
11/1/2017	\$156.85	\$0.00		Net Pay			\$	398.90
11/1/2017	\$14.78	\$0.00						
6/19/2013	\$201.19	\$0.00		Timecards	Adjustments	Taxes Ac	cruals	
6/12/2013	\$319.41	\$0.00				10.00 Phours	0.00	Obours
6/5/2013	\$231.23	\$0.00		» View Assignment	introl(·	\$12.00/hour	\$1	18.00/hour
5/29/2013	\$407.59	\$0.00		OrderID:1730426				
5/22/2013	\$407.58	\$0.00		ItemID:21315402			Gross Pay: S	5480.00
5/15/2013	\$407.59	\$0.00			- L I		•	
5/8/2013	\$407.59	\$0.00		Please Contact:	136 W Washir	your raycheck	f Chicago II 6018	5
5/1/2013	\$319.41	\$0.00		ricuse contact.	630-293-2600)	cinco50, 11 0010	
4/24/2013	\$317.58	\$0.00						

- a. You can click on any pay check to see the detailed version of the paystub.
- b. You can view and print your paystub by clicking on "View Printable Version"
- 3. By clicking on "My Information" at the top of the screen, You may: Change or add an e-mail address, change your password, update your home address and view all signed policies and documents. You can also review what information you wish to receive from Source One Staffing via your e-mail address by checking and un-checking boxes under the "Notifications" heading.

					My In	formation	ontact Us	
SOU	RCEONE				9			J
TAFFING			Home	Assignments	Time _s	Pay History	Documents	JobBoard
My	Information							
Gener	ral Info Address Resumes	Other Documents						
Ema	il Address							
Curren	t email address: <no address="" email=""> - Up</no>	date Email Address						
Pass	sword							
Change	e Your Password							
Noti	fications							
Place a "Updat	check next to each notification that you v e" to save the choices.	would like to receive. Remove a	a check from	each notification t	hat you would li	ke to be unsubscr	ribed from. Then c	lick
\checkmark	ApplicationRegisteredNewUser	Sent when an applicant st	arts an appl	ication through Ap	pPortal and rec	eives login crede	entials	
\checkmark	EvaluationAssignmentFinished	Sent when an assignment e	ends to emp	loyees and contac	ts on that assig	nment.		
\checkmark	EvaluationThankYou	Sent when a user complet	es the evalu	lation.				
\checkmark	Ew2Invite	Sent to invite an employee	e to sign up	for electronic W-2	s			
\checkmark	PasswordRequest	Sent when a user requests	s to change	their password				
\checkmark	TimeCardApprovedEvent	Sent when a timecard is a	pproved					
\checkmark	TimeCardRejectedEvent	Sent when a timecard is re	ejected					
\checkmark	TimeCardSubmittedEvent	Sent when a timecard is su	ubmitted					
\checkmark	WebCenterInvitationForEmployee	Sent when an employee is	given WebC	enter login creden	tials from a ser	vice rep through	Enterprise	
Check	All - Uncheck All							
Upda	te							
		Questions? Call the Source	One - West (Chicago branch at 6	30-293-2600			_



a. Make sure that Source One always has your current address on file. You can change your address by clicking on the address tab and click "Change Address"

			My In	formation Co	ontact Us	
SOURCEONE						
My Information General Info Address Resumes Other Documents	nome	Assignments	nnecards	Fay history	Documents	JODDOAIO
Address Update Mailing Address Street Address: Apt_/Suite: City:						
State: IL Zip Code:						
Questions? Call the SourceOne - West Chicago branch at 630-293-2600						

b. You can review all signed documents on file such as Source One policies by clicking on the "Other Documents" tab.

	My Information Contact Us	Log Ou
	EONE Documents J	J obBoard
My In	formation	
General Int	o Address Resumes Other Documents	
Add a C Title: Description: File: Browse Document T Marketing Upload	Document	
XLS MS Exce Compressed	al Document. DOC MS Word. PDF Adobe Acrobat Document. TXT Text Document. PPT MS Powerpoint. HLNK A Hyperlink. WPS MS Works Document. ZIP I ZIP File .DOCX MS Word 2007. RTF Rich Text Format. XLSX MS Excel 2007 Document	
Your Up	ploaded Documents	
Download	Acknowledgement of Policy.pdf - Last Updated 8/29/2017 Acknowledgement of Policy.pdf	×
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4. As always, if you have any further questions, please contact a Source One Staffing representative. The number for the Source One Staffing branch that you applied to, is at the bottom of each page.