Source One Staffing Web Center Instructions
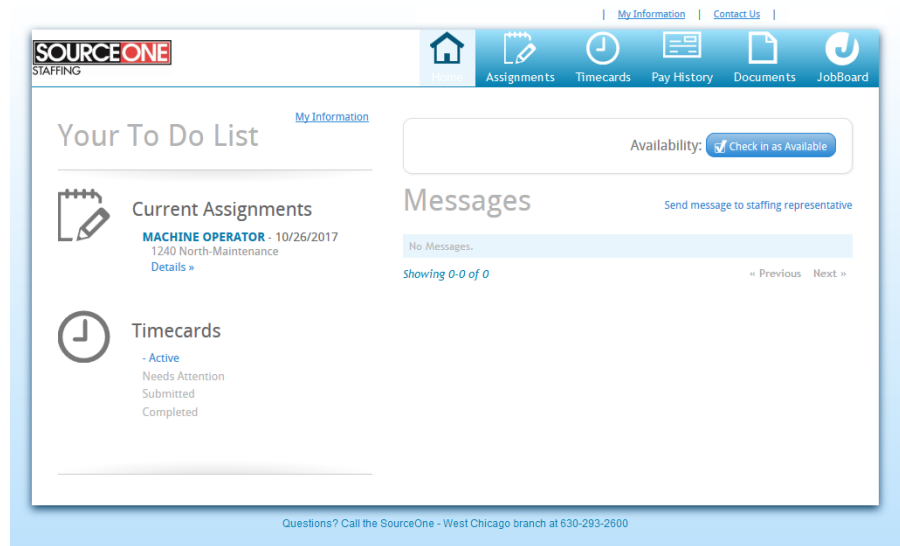
1. Log in
   a. Go to web site https://webcenter.tempworks.com/TwSelect/SourceOne/Account/LogIn or access Web Center from www.sourceonestaff.com and click on the Web Center link.

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

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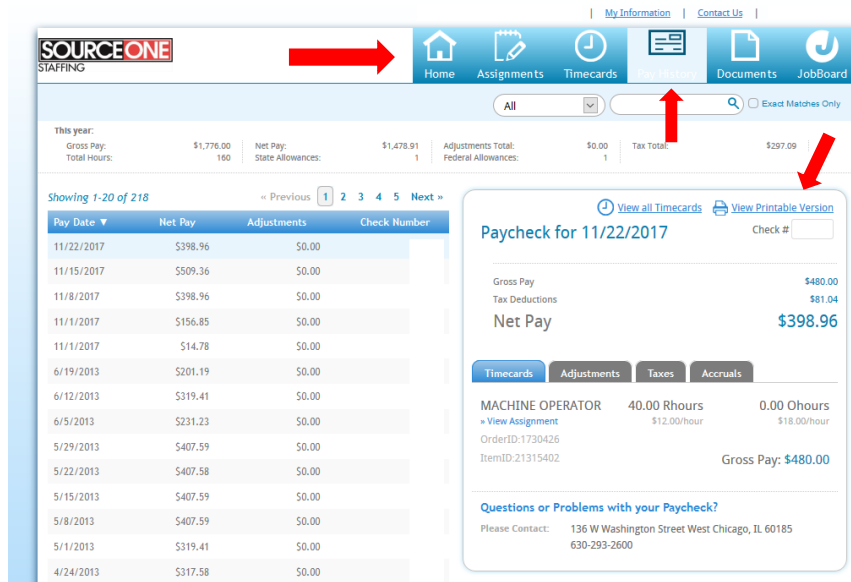

a. You can click on any pay check to see the detailed version of the paystub.
b. You can view and print your paystub by clicking on "View Printable Version"

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.
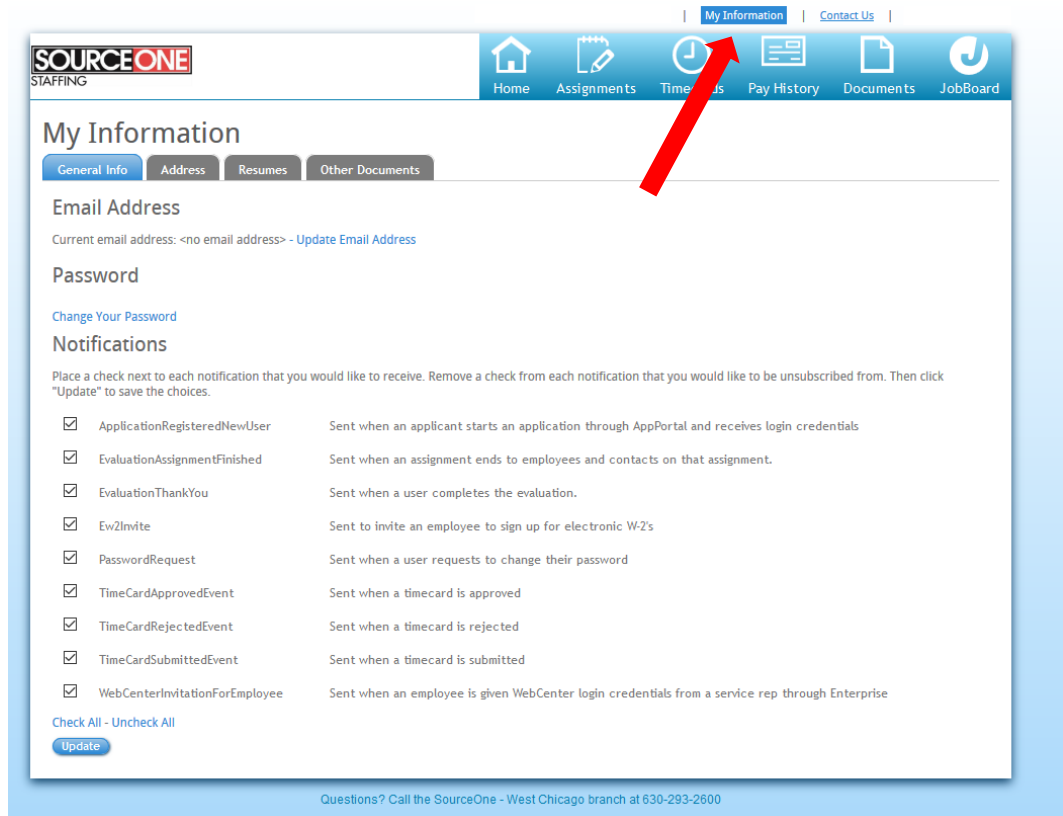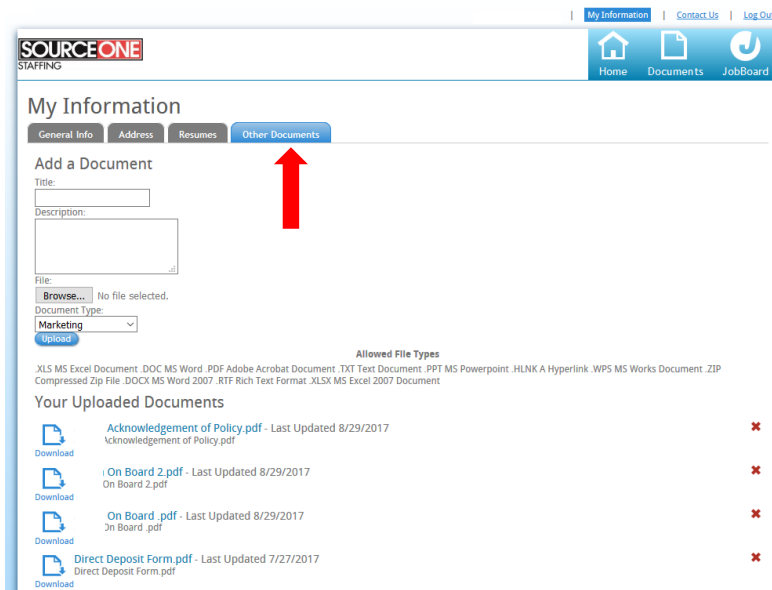
a. Make sure that Source One always has your current address on file. You can change your address by clicking on the address tab and click "Change Address"
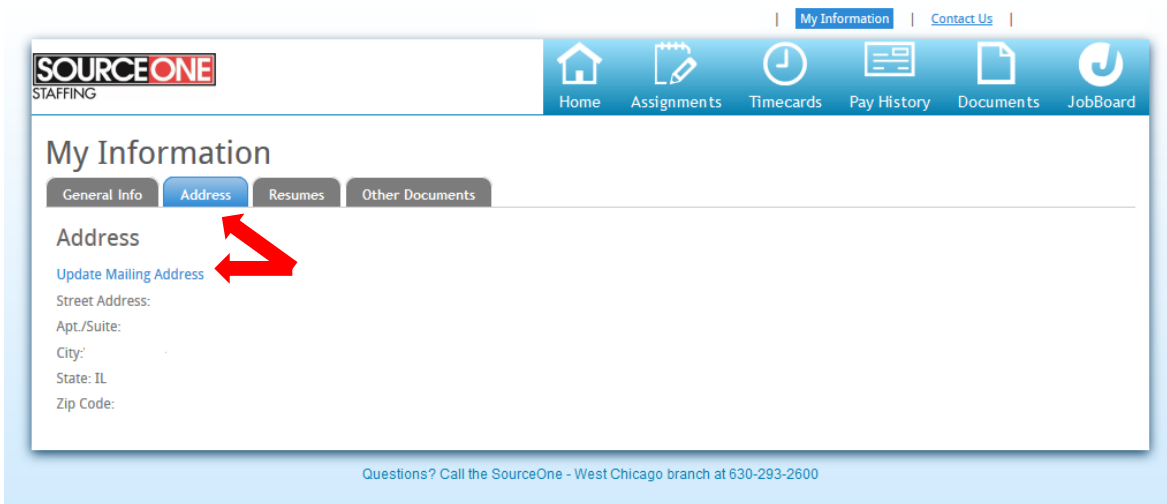
b. You can review all signed documents on file such as Source One policies by clicking on the "Other Documents" tab.

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.