

Welcome to TCWGlobal! This tutorial is designed to help you approve Amplify timecards in WebCenter.

Hours must be approved by **2:00pm PST on Mondays** to ensure on time payment to your worker. Approving timecards is simple. To ensure correct payment, please follow the steps below:

- You should receive a notification email from webcenter@targetcw.com when the worker has submitted their timesheet for approval. Regardless of if you receive the notification, we recommend logging into your account every Monday to ensure timecards are approved on time.
- If a timecard is submitted late, we ask that you review and approve it **as soon as possible**. Efforts will be made to gain approval from the assigned approver (reminders, etc.), however, to comply with applicable laws, unapproved timecards may result in a forced approval by TCWGlobal.
- You are only responsible for any timecards under the **Review** tab. If a timecard shows as **Past Due** it means the worker has not submitted it for approval.
- Amplify managers are responsible for providing the Cost Centers to their workers (if applicable). **Not all workers are required to use Cost Centers.**
- View WebCenter Cost Center list: [Amplify Cost Centers.xlsx](#)

State Mandated Sexual Harassment Training

Workers in the following states are required to complete the mandated sexual harassment training:

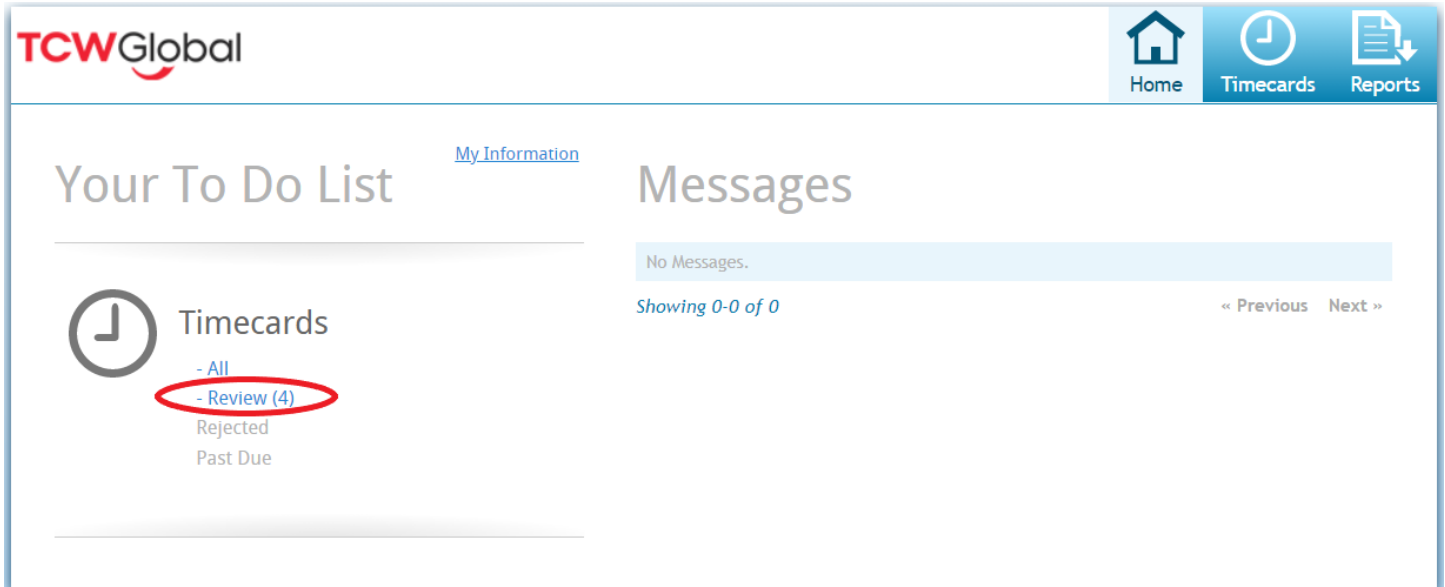
- California
- Connecticut
- Delaware
- Illinois
- Maine
- New York
- New York City

The time associated with the training is considered compensable. Workers must log the training time on their timecard, along with any regular hours worked that week, and include a timecard note indicating that the time is for the state mandated sexual harassment training.

The length of each required training may vary by state, and if workers are in a managerial role the length may be a bit longer. On average, training takes 1 hour for non-managerial roles, 2 hours for managerial roles.

Please follow the steps below to ensure correct payment:

1. Click on **Review** to view the timecards requiring approval.



TCWGlobal

Home Timecards Reports

[My Information](#)

Your To Do List

Messages

No Messages.

Showing 0-0 of 0

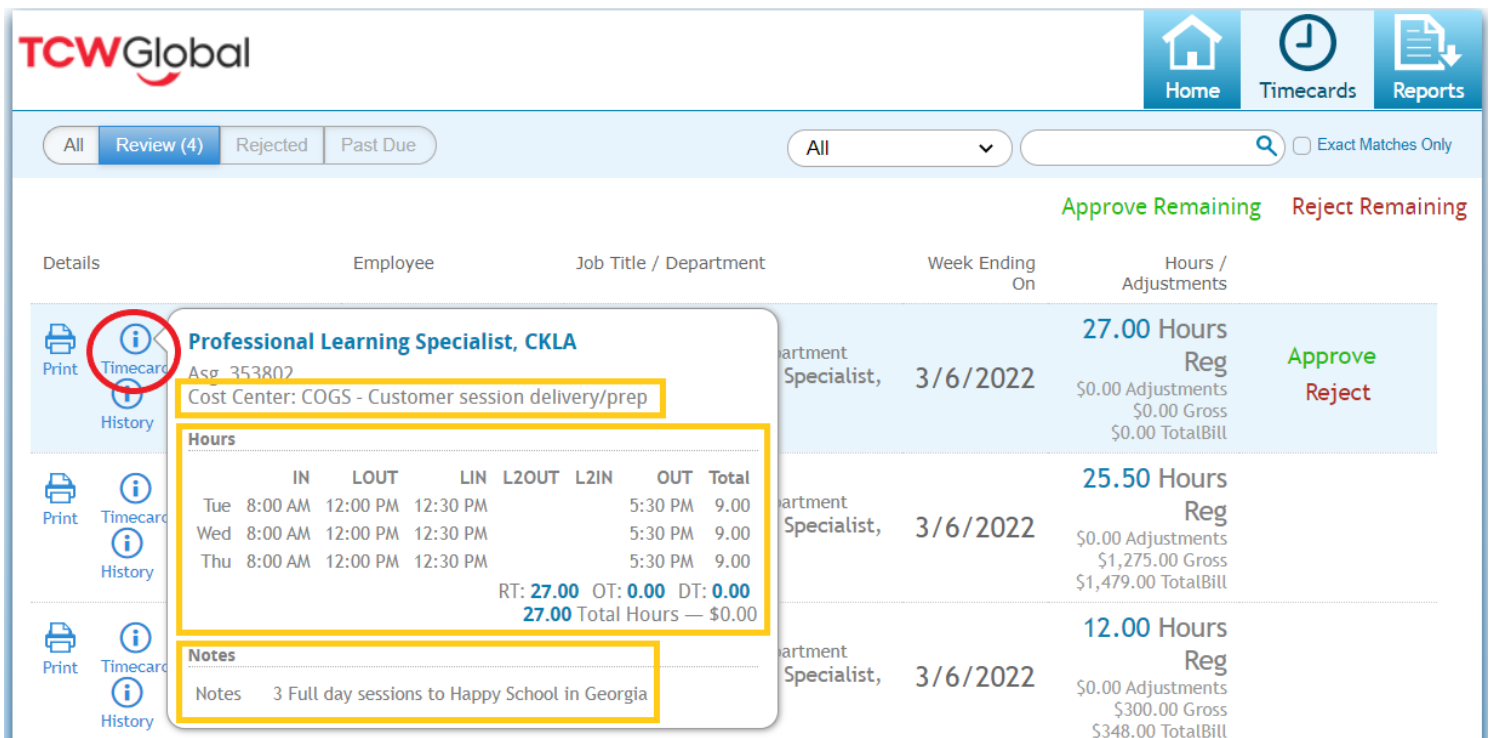
« Previous Next »

Timecards

- All
- Review (4)
- Rejected
- Past Due

2. Hover over the **Timecard** icon to confirm the following are correct:

- a. **Cost Center (if applicable)**
- b. **Hours**
- c. **Notes (if applicable)**



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Home Timecards Reports

All Review (4) Rejected Past Due

All

Exact Matches Only

Approve Remaining Reject Remaining

| Details | Employee | Job Title / Department | Week Ending On | Hours / Adjustments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------------|----------------|--|------|---------|-------|-----|-------|------|-----|-------|-----|---------|----------|----------|--|--|---------|------|-----|---------|----------|----------|--|--|---------|------|-----|---------|----------|----------|--|--|---------|------|
| | Professional Learning Specialist, CKLA | Asst. 353802 | 3/6/2022 | 27.00 Hours Reg \$0.00 Adjustments \$0.00 Gross \$0.00 TotalBill | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Cost Center: COGS - Customer session delivery/prep</p> <p>Hours</p> <table border="1"> <thead> <tr> <th></th> <th>IN</th> <th>LOUT</th> <th>LIN</th> <th>L2OUT</th> <th>L2IN</th> <th>OUT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Tue</td> <td>8:00 AM</td> <td>12:00 PM</td> <td>12:30 PM</td> <td></td> <td></td> <td>5:30 PM</td> <td>9.00</td> </tr> <tr> <td>Wed</td> <td>8:00 AM</td> <td>12:00 PM</td> <td>12:30 PM</td> <td></td> <td></td> <td>5:30 PM</td> <td>9.00</td> </tr> <tr> <td>Thu</td> <td>8:00 AM</td> <td>12:00 PM</td> <td>12:30 PM</td> <td></td> <td></td> <td>5:30 PM</td> <td>9.00</td> </tr> </tbody> </table> <p>RT: 27.00 OT: 0.00 DT: 0.00 27.00 Total Hours — \$0.00</p> <p>Notes</p> <p>Notes 3 Full day sessions to Happy School in Georgia</p> | | | | | | IN | LOUT | LIN | L2OUT | L2IN | OUT | Total | Tue | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 | Wed | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 | Thu | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 |
| | IN | LOUT | LIN | L2OUT | L2IN | OUT | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wed | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thu | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Professional Learning Specialist, CKLA | Asst. 353802 | 3/6/2022 | 25.50 Hours Reg \$0.00 Adjustments \$1,275.00 Gross \$1,479.00 TotalBill | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Professional Learning Specialist, CKLA | Asst. 353802 | 3/6/2022 | 12.00 Hours Reg \$0.00 Adjustments \$300.00 Gross \$348.00 TotalBill | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*APPROVING CALIFORNIA TIMECARDS

Nonexempt **CALIFORNIA** workers must adhere to the following California Meal Break laws and are required to take:

- One 30-minute meal break each day the employee works over 5 hours
 - Meal breaks must be taken **before** the 5th consecutive hour of work is completed
 - **Example:** If work begins at 8:00am, the 30 minute meal break must begin **before** 1:00pm
- One additional 30-minute meal break if the employee works over 10 hours in a day
 - Meal break must be taken **before** the 10th hour of work
 - Example: If work begins at 8:00am and goes until 7:00pm, the additional 30 minute meal break must begin **before** 6:00pm

*Meal premiums are owed to CA workers who do not take/log their meal break in compliance with the CA meal break laws.

For Managers Approving California Timecards:

Please review the lunch breaks to ensure your workers take their state mandated meal breaks in compliance with CA meal break laws.

- **LOUT** is the time the worker left for lunch and **LIN** is the time the worker returned to lunch.
- **L2OUT** and **L2IN** is used to log a second meal break if necessary/applicable.

The screenshot displays the TCWGlobal timecard management interface. At the top, there are tabs for 'All', 'Review (4)', 'Rejected', and 'Past Due'. A dropdown menu is set to 'All'. Below this, a table lists timecards for 'Professional Learning Specialist, CKLA'. A modal window is open for the first timecard, showing a detailed 'Hours' table. The table has columns for IN, LOUT, LIN, L2OUT, L2IN, OUT, and Total. The data shows three days of work (Tue, Wed, Thu) with a 30-minute meal break (LOUT to LIN) on each day. The total hours are 27.00. The modal also shows a 'Notes' section with the text '3 Full day sessions to Happy School in Georgia'.

| | IN | LOUT | LIN | L2OUT | L2IN | OUT | Total |
|-----------------------------|---------|----------|----------|-------|------|---------|-------|
| Tue | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 |
| Wed | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 |
| Thu | 8:00 AM | 12:00 PM | 12:30 PM | | | 5:30 PM | 9.00 |
| RT: 27.00 OT: 0.00 DT: 0.00 | | | | | | | |
| 27.00 Total Hours — \$0.00 | | | | | | | |

Notes: 3 Full day sessions to Happy School in Georgia

3. Hover over the **Order** icon to confirm the **pay rate** is correct. This is important if the worker has multiple pay rates (such as travel/prep, delivery, training/planning).

The screenshot shows the TCWGlobal Timecards interface. At the top, there are navigation icons for Home, Timecards, and Reports. Below the navigation bar, there are tabs for 'All', 'Review (4)', 'Rejected', and 'Past Due'. A search bar and a filter dropdown are also present. The main table displays timecard details for Stultz, Audrey Isabe, including Job Title / Department, Week Ending, Hours / Adjustments, and a summary of costs. A dropdown menu is open for the 'Order' icon, showing details for Order - 203389, including Start Date, End Time, and a highlighted 'Job Description' of '\$50/HR Customer Facing'.

| Details | Employee | Job Title / Department | Week Ending On | Hours / Adjustments | Approve Remaining | Reject Remaining |
|------------------------------|----------------------|--|----------------|--|-------------------|------------------|
| Print Timecard Order History | Stultz, Audrey Isabe | Professional Services Department Professional Learning Specialist, CKLA | 3/6/2022 | 27.00 Hours Reg \$0.00 Adjustments \$0.00 Gross \$0.00 TotalBill | Approve | Reject |
| Print Timecard Order History | | Professional Learning Specialist, CKLA | 3/6/2022 | 25.50 Hours Reg \$0.00 Adjustments \$1,275.00 Gross \$1,479.00 TotalBill | Approve | Reject |
| Print Timecard Order History | | Professional Learning Specialist, CKLA | 3/6/2022 | 12.00 Hours Reg \$0.00 Adjustments \$300.00 Gross \$348.00 TotalBill | Approve | Reject |
| Print Timecard Order History | | Professional Learning Specialist, CKLA | 3/6/2022 | 5.00 Hours Reg \$0.00 Adjustments \$75.00 Gross \$87.00 TotalBill | Approve | Reject |

4. If the timecard is incorrect, you must reject the timecard.

- Click **Reject** if the **hours** or **pay rate** are incorrect.
- Click **Reject** if the **Cost Center** is missing or incorrect.
- Managers must leave a note indicating why the timecard was rejected or any necessary edits required so the worker may edit and resubmit their timecard for approval. See example below.

The screenshot shows a 'Reject Timecards' dialog box. It has a title bar with a clock icon and a close button. The main content area says 'Please enter your reasons:' and contains a text input field with the message: 'Missing Cost Center. Please add COGS - Customer session delivery/prep Cost Center and resubmit for approval.' At the bottom, there are 'Cancel' and 'Reject' buttons.

- Once you have confirmed the timecard details are correct, click **Approve** on the right-hand side of the timecard submission. Click **Reject** on the left-hand side of the timecard submission if incorrect.

The screenshot shows a timecard submission form. At the top, there is a search bar and a checkbox for "Exact Matches Only". Below this, there are two buttons: "Approve Remaining" (green) and "Reject Remaining" (red). The main section displays the timecard details for the week ending 1/3/2021. It shows 30.00 hours, with a breakdown of Regular (Reg) and Adjustments. The pay details include a gross pay of \$1,200.00 and a total bill of \$1,392.00. On the right side of the details, there are two large red arrows pointing down to the "Approve" (green) and "Reject" (red) buttons.

WebCenter Timecard Report

Amplify managers have access to the **Web Timecards by Status Summary by Approver** report in WebCenter. The report provides the timecard records for their specific workers and can be used to view previous timecards and additional timecard details over a specified period.

Under the **Reports** tab in WebCenter, you must click on **Run Report**.

The screenshot shows the WebCenter interface. At the top, there is a navigation bar with "Home", "Timecards", and "Reports" (highlighted in yellow). Below the navigation bar, there is a search bar and a checkbox for "Exact Matches Only". The main section displays the "Web Timecards by Status Summary by Approver" report. A "Run Report" button is highlighted in yellow. The report content includes a description of the data provided (Employee Name, WE Date, Timecard Note, Department, Job Title, Payrate, Paycode, Day1, Day2, Day3, Day4, Day5, Day6, Day7, Reg, OT, DT, Timecard Status, Approved by, Supervisor and Approvers).

Enter your desired date range into the **Weekend Date Start** and **Weekend Date End** fields. Make sure you only check **Completed** for the **Timecard Status** to ensure that you only see the timecards that have been approved and processed for payment. Once you select your parameters, you will click on the **View Report** button.

The screenshot shows the report filter section. It includes fields for "Weekend Date Start" and "Weekend Date End". Below these fields is a dropdown menu for "Timecard Status". The dropdown menu is open, showing a list of status options: "Approved, Completed, In Payroll, I", "(Select All)", "Approved", "Completed" (checked with a green checkmark), "In Payroll", "Not Submitted", "Rejected", and "Submitted". A "View Report" button is located to the right of the dropdown menu.



If you want to download the report, click on the **Save icon** and export the data in your desired format.

A screenshot of a web application interface for viewing timecards. At the top, there are two date range selectors: 'Weekend Date Start' set to '11/29/2021 12:00:00 AM' and 'Weekend Date End' set to '12/5/2021 12:00:00 AM'. Below these is a 'Timecard Status' dropdown menu currently set to 'Completed'. A 'View Report' button is located on the right. In the center, there is a toolbar with various icons. One icon, representing a document with a save symbol, is circled in yellow. Below the toolbar, the text 'Web Center Timecards by Status by Approver' is visible. A small 'Word' button is also present below the circled icon.

If you have any questions or need assistance, please do not hesitate to contact us!

TCWGlobal Team

TCWGlobal Support | Email: support@tcwglobal.com | Phone: 858-810-3000

Amplify Account Managers

Kimi Railey | Email: kimi.railey@tcwglobal.com | Phone: 858-810-3336

Priscilla Kostal | Email: priscilla.kostal@tcwglobal.com | Phone: 858-810-3078