

Welcome to the TargetCW WebCenter. Below is a tutorial designed to help you navigate the system.

1. Once you log in, you see the main screen where you will find a message center, current assignments, and timecard status.

Current Assignments

- Youth Activity Leader** - 5/1/2015
OFSN - Eugene, OR
[Details »](#)
- Youth Activity Leader** - 5/1/2015
OFSN - Eugene, OR
[Details »](#)
- Youth Activity Leader** - 4/3/2014
OFSN - Eugene, OR
[Details »](#)

Timecards

- Active
- Needs Attention
- Submitted
- Completed

Messages (1)

Message	From	Received
TargetCW is updating our systems...	Richelle Arnold	6/29/2015
TargetCW's corporate office will be...	Richelle Arnold	5/18/2015
Currently, the View and Print...	Richelle Arnold	4/10/2015
Currently, we are experiencing an...	Richelle Arnold	2/24/2015
Our offices will be closed...	Samer Khoul	2/12/2015

Showing 1-5 of 42 « Previous 1 2 3 4 5 Next »

From Richelle Arnold on 6/29/2015

TargetCW is updating our systems to comply with sick time laws (mostly impacting CA employees). The look of your WebCenter screen may change and accruals you may have may change in the next couple weeks. Please be patient during this transition as we audit and update the information. We hope you have a wonderful week and a happy 4th of July (we will be closed this Friday, July 3rd, in observance of the holiday).

2. The "Assignments" tab is where you will create new timecards. Click on **Create NEW timecard for this Assignment**.

Assignments

All Current (3) Past (1) Asgn. ID [v] Exact Matches Only

Showing 1-3 of 3 « Previous 1 Next »

Customer	Job Title	Worksite	Start Date	Asgn. ID
Oregon Family Suppor	Youth Activity Leader	OFSN - Eugene, OR	5/1/2015	181968
Oregon Family Suppor	Youth Activity Leader	OFSN - Eugene, OR	5/1/2015	181970
Oregon Family Suppor	Youth Activity Leader	OFSN - Eugene, OR	4/3/2014	181967

Showing 1-3 of 3 « Previous 1 Next »

Youth Activity Leader

Oregon Family Support Network
Lane County-CPS

Asgn ID: 181968 Start Date: 5/1/2015
OrderID: 42609 Act. End Date: -
Map: [Bing Map](#) Dress Code:
[Google Map](#) Safety Notes:
Address: 965 Oak Valley Eugene, OR 97401 Cost Center:
SubEntity: Lane Co. CPS
Shift: 1 Pay Rate: \$10.00
Start Time: -
End Time: -

[View Timecards for this Assignment](#)
[Create NEW timecard for this Assignment](#)

[Job Description](#) [Contact Info](#) [Directions](#)

No description available

3. If you need to change the dates, click on the calendar icon and select the correct dates. Next select "Reg" and click on **Confirmation**.

New Timecard for Assignment 147694

1 Select Paycode 2 Confirmation 3 Review

Change 07/06/2015 thru 07/12/2015

Reg
Regular earnings. Hard coded for payment of temp payroll

Sick
Sick pay

Confirmation »

4. Click on **Create Timecard**, then click **View Timecard** in the next window.

New Timecard for Assignment 147694

1 Select Paycode 2 Confirmation 3 Review

What this Action will Do

Create a new Reg timecard for week ending on
Sunday, July 12, 2015.

< Select Paycode Create Timecard >

5. Enter your hours worked and the number of minutes for any meal breaks. If you are working in California, you will need to enter the time out and in for your meal breaks. You can **Save and Close** your timecard, or, if you are done entering hours for the week, click on **Submit Timecard**.

⌚
✕
Enter Time for Assignment 181968

Youth Activity Leader for Oregon Family Support Network [REDACTED]
 Department from 7/6/2015 to 7/12/2015

Cost Code:

	Mon 7/6/2015	Tue 7/7/2015	Wed 7/8/2015	Thu 7/9/2015	Fri 7/10/2015	Sat 7/11/2015	Sun 7/12/2015
Punch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Break (min)	<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

Notes

Create Another Timecard
Save and Close
Submit Timecard

6. You will receive the confirmation screen below when your timecard has been successfully submitted.

⌚
✕
Enter Time for Assignment 147694

1 Timecard Submitted

Create Another Timecard
Close Window

7. You can view the status of your timecards on the main screen.

Home
Assignments
Timecards
Pay History

Your To Do List

[My Information](#)
[Manage W-2s](#)

Current Assignments

Youth Activity Leader - 5/1/2015
OFSN - Eugene, OR
[Details >](#)

Youth Activity Leader - 5/1/2015
OFSN - Eugene, OR
[Details >](#)

Youth Activity Leader - 4/3/2014
OFSN - Eugene, OR
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Showing 1-5 of 42 < Previous 1 2 3 4 5 Next >

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Clicking on the "Pay History" tab will take you to a screen where you can view and or download your pay statements which contain current pay, taxes, adjustments, etc.

W-2 forms are also located in this section each January.

The screenshot displays the TargetCW Pay History interface. At the top, there are navigation tabs for Home, Assignments, Timecards, and Pay History. A search bar and a "Manage W-2's" link are also visible. Below the navigation, a summary for "This year" shows:

Gross Pay:	\$29,000.00	Net Pay:	\$21,355.01	Adjustments Total:	\$1,127.95	Tax Total:	\$6,517.04
Total Hours:	1080	State Allowances:	2	Federal Allowances:	2	Staff:	22
Staff:	22	Staff:	22	Staff:	22		

Below the summary is a table showing a list of paychecks for the year 2014, with columns for Pay Date, Net Pay, Adjustments, and Check Number. The table shows 28 entries, with the first few being highlighted in blue. The last entry is 3/27/2014 with a Net Pay of \$743.10 and a Check Number of 54117634.

On the right side, a detailed payroll statement is shown for 8/7/2014. It includes a "View all Timecards" link and a "View Printable Version" link. The statement shows:

- Gross Pay: \$1,000.00
- Tax Deductions: \$225.61
- Net Pay: \$709.45**

Below the net pay, there are tabs for Timecards, Adjustments, Taxes, and Accruals. The Timecards tab is selected, showing "Front-End Developer" for 40.00 hours at a rate of \$50.00/hour, resulting in a Gross Pay of \$1,000.00. There is a "View Assignment" link. Below this, there is a section for "Questions or Problems with your Paycheck?" with contact information: 9475 Chesapeake Drive San Diego, CA 92123, 858-810-3000, and webcenter@targetcw.com.