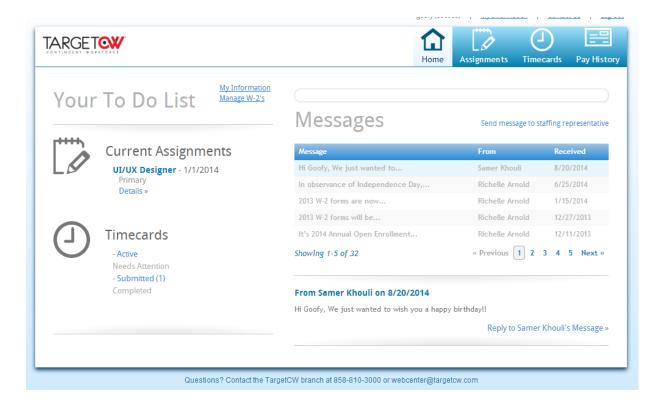
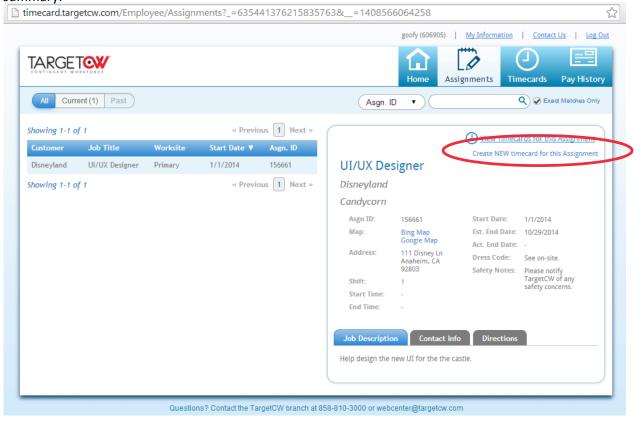


Welcome to the new TargetCW WebCenter System. Below is a tutorial designed to help you navigate our new system.

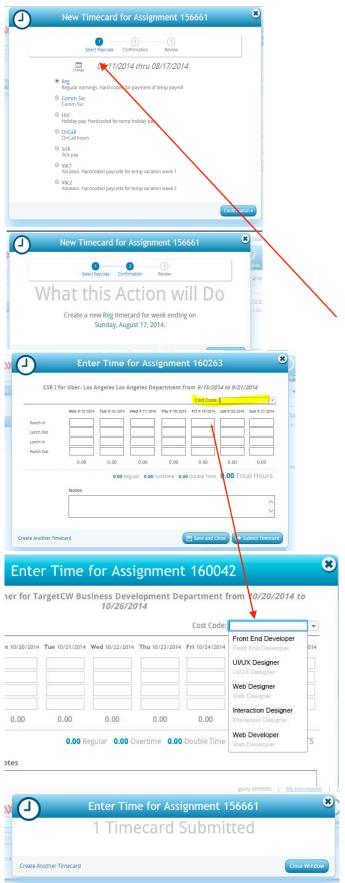


1. This is the new employee main screen. You'll find a message center, timecard summary and assignment summary.





2. The "Assignments" tab is where you will <u>create new timecards</u>. From this section, you can view timecards and see other information about your assignment, most of which you will already know.



- 3. After you select **create new timecard**, you go through the 3 steps.
 - Select "reg" for normal hours. This is the case for most of your hours.
 Cost Code: Select cost code (paycode) applicable for the timecard.
 - 2. Create the timecard
 - 3. Confirm and start entering hours

You can **save** a timecard after each entry, or you can **submit** your timecard at the end of the pay cycle.

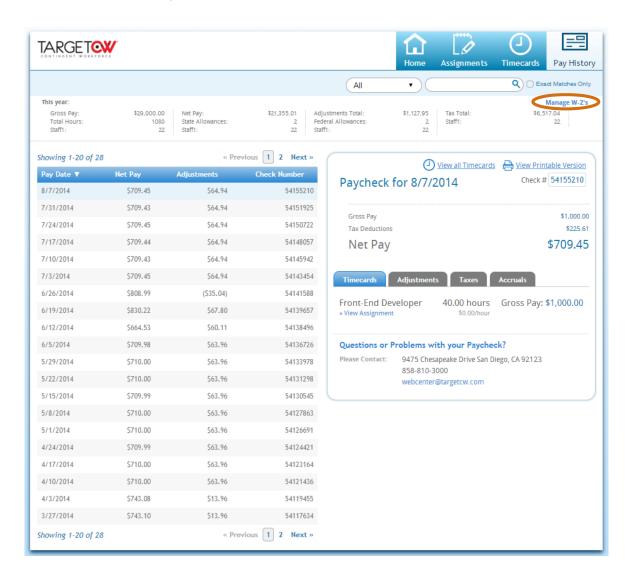
Tip: You can change the week of the timecard by selecting the "change" button (calendar) on the left of the dates shown on the first page of the timecard options.







By selecting the "Timecards" tab at the top, you can easily see the status of ALL your timecards: submitted, not submitted, need attention, past due.



Finally, you have the "Pay History" tab which shows your historical pay data, along with details of your current pay, taxes, adjustments, accruals, etc. You can print statements, as needed. You will also be able to access your **year-end W2 form.**

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