

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

**TARGETCW**  
CONTINGENT WORKFORCE

Home Assignments Timecards Pay History

**Your To Do List** [My Information](#) [Manage W-2's](#)

**Current Assignments**  
**UI/UX Designer** - 1/1/2014  
 Primary  
[Details »](#)

**Timecards**  
 - Active  
 Needs Attention  
 - Submitted (1)  
 Completed

**Messages** [Send message to staffing representative](#)

Message	From	Received
Hi Goofy, We just wanted to...	Samer Khouli	8/20/2014
In observance of Independence Day,...	Richelle Arnold	6/25/2014
2013 W-2 forms are now...	Richelle Arnold	1/15/2014
2013 W-2 forms will be...	Richelle Arnold	12/27/2013
It's 2014 Annual Open Enrollment...	Richelle Arnold	12/11/2013

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**From Samer Khouli on 8/20/2014**  
 Hi Goofy, We just wanted to wish you a happy birthday!!  
[Reply to Samer Khouli's Message »](#)

Questions? Contact the TargetCW branch at 858-810-3000 or [webcenter@targetcw.com](mailto:webcenter@targetcw.com)

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

timecard.targetcw.com/Employee/Assignments?\_=635441376215835763&\_\_=1408566064258

goofy (606905) | [My Information](#) | [Contact Us](#) | [Log Out](#)

Home Assignments Timecards Pay History

All Current (1) Past

Asgn. ID [Search] Exact Matches Only

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Customer	Job Title	Worksite	Start Date ▼	Asgn. ID
Disneyland	UI/UX Designer	Primary	1/1/2014	156661

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**UI/UX Designer**  
 Disneyland  
 Candycorn

Asgn ID: 156661 Start Date: 1/1/2014  
 Map: [Bing Map](#) [Google Map](#) Est. End Date: 10/29/2014  
 Address: 111 Disney Ln, Anaheim, CA 92803 Act. End Date: -  
 Shift: 1 Dress Code: See on-site.  
 Start Time: - Safety Notes: Please notify TargetCW of any safety concerns.  
 End Time: -

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

Help design the new UI for the the castle.

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2. The “Assignments” tab is where you will **create new timecards**. From this section, you can view timecards and see other information about your assignment, most of which you will already know.

New Timecard for Assignment 156661

1 Select Paycode 2 Confirmation 3 Review

Change 08/11/2014 thru 08/17/2014

- Reg Regular earnings. Hard coded for payment of temp payroll
- Comm Svc Comm Svc
- Hol Holiday pay. Hardcoded for temp holiday pay
- OnCall OnCall hours
- Sick Sick pay
- Vac1 Vacation. Hardcoded paycode for temp vacation week 1
- Vac2 Vacation. Hardcoded paycode for temp vacation week 2

Confirmation

3. After you select **create new timecard**, you go through the 3 steps.

1. **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.

New Timecard for Assignment 156661

1 Select Paycode 2 Confirmation 3 Review

What this Action will Do

Create a new Reg timecard for week ending on Sunday, August 17, 2014.

Enter Time for Assignment 160263

CSR I for Uber- Los Angeles Los Angeles Department from 9/15/2014 to 9/21/2014

Cost Code: [Dropdown]

	Mon 9/15/2014	Tue 9/16/2014	Wed 9/17/2014	Thu 9/18/2014	Fri 9/19/2014	Sat 9/20/2014	Sun 9/21/2014
Punch in							
Lunch Out							
Lunch in							
Punch Out							
	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

Enter Time for Assignment 160042

Enter for TargetCW Business Development Department from 10/20/2014 to 10/26/2014

Cost Code: [Dropdown]

	Mon 10/20/2014	Tue 10/21/2014	Wed 10/22/2014	Thu 10/23/2014	Fri 10/24/2014
Punch in					
Lunch Out					
Lunch in					
Punch Out					
	0.00	0.00	0.00	0.00	0.00
0.00 Regular 0.00 Overtime 0.00 Double Time					
Notes					

Front End Developer  
Front End Developer  
UI/UX Designer  
UI/UX Designer  
Web Designer  
Web Designer  
Interaction Designer  
Interaction Designer  
Web Developer  
Web Developer

Enter Time for Assignment 156661

1 Timecard Submitted

Create Another Timecard Close Window

Week ending on August 24, 2014

Not Submitted

Paycode: UI/UX Designer  
Reg: Candycom - Assign: #156661  
Cost Code: 40.00 hours

\$1,000.00

40.00 Total Hours

No More Timecards

Questions? Contact the TargetCW branch at 858-810-3000 or webcenter@targetcw.com

Week ending on August 24, 2014

Submitted

Paycode: UI/UX Designer  
Reg: Candycom - Assign: #156661  
Cost Code: 24.00 hours

\$600.00

24.00 Total Hours

No More Timecards

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.

Home Assignments Timecards Pay History

All Exact Matches Only

This year:

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		

Manage W-2's

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Pay Date	Net Pay	Adjustments	Check Number
8/7/2014	\$709.45	\$64.94	54155210
7/31/2014	\$709.43	\$64.94	54151925
7/24/2014	\$709.45	\$64.94	54150722
7/17/2014	\$709.44	\$64.94	54148057
7/10/2014	\$709.43	\$64.94	54145942
7/3/2014	\$709.45	\$64.94	54143454
6/26/2014	\$808.99	(\$35.04)	54141588
6/19/2014	\$830.22	\$67.80	54139657
6/12/2014	\$664.53	\$60.11	54138496
6/5/2014	\$709.98	\$63.96	54136726
5/29/2014	\$710.00	\$63.96	54133978
5/22/2014	\$710.00	\$63.96	54131298
5/15/2014	\$709.99	\$63.96	54130545
5/8/2014	\$710.00	\$63.96	54127863
5/1/2014	\$710.00	\$63.96	54126691
4/24/2014	\$709.99	\$63.96	54124421
4/17/2014	\$710.00	\$63.96	54123164
4/10/2014	\$710.00	\$63.96	54121436
4/3/2014	\$743.08	\$13.96	54119455
3/27/2014	\$743.10	\$13.96	54117634

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View all Timecards View Printable Version

Paycheck for 8/7/2014 Check # 54155210

Gross Pay	\$1,000.00
Tax Deductions	\$225.61
<b>Net Pay</b>	<b>\$709.45</b>

Timecards Adjustments Taxes Accruals

Front-End Developer 40.00 hours Gross Pay: \$1,000.00  
» View Assignment \$0.00/hour

Questions or Problems with your Paycheck?

Please Contact: 9475 Chesapeake Drive San Diego, CA 92123  
858-810-3000  
webcenter@targetcw.com

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**.

**Phone Support: 858-810-3000**

**Email Support: webcenter@targetcw.com**