

EMPLOYEE PORTAL



Table of Contents

1. Purpose:	2
2. Prerequisites.....	2
3. Setting up your Employee Portal Account.....	2
3.1. Request Access to Employee Portal	2
3.2. Employee Portal Invite	2
4. Navigating Employee Portal	3
4.1. Employee: Home Tab	4
4.2. Employee: Orders Tab	5
4.3. Employee: Assignment tab.....	5
4.4. Employee: Calendar Tab.....	6
4.5. Employee: TimeCards Tab	6
4.6. Employee: Pay History Tab.....	7
4.7. Employee: Documents Tab.....	7
4.8. Employee: JobBoard Tab	8
4.9. Employee: HRCenter Tab.....	8
4.10. Employee: How to Reset Your Password.....	10
5. TempWorks Knowledge Base	10
6. Version History	11

1. Purpose:

The Employee Portal (WebCenter) gives you access to important information including paycheck stubs, assignment info, and important documents.



2. Prerequisites

You must have an email address to access CGS's Employee Portal. If you do not have one, you can create free email with Google [here](#), or you will need to set up one with another provider.

3. Setting up your Employee Portal Account

Existing employees must receive an invitation from CGS to set up your login information to access CGS's Employee Portal. *Employees who applied through the CGS Applicant portal, accounts were set up at that time.*

3.1. Request Access to Employee Portal

Complete the Request Online Access form [here](#) to request an invite be sent to you.

3.2. Employee Portal Invite

1. Click the link in the invitation and follow the steps to create your account.
 - Create a username
 - Create a password

##EmpName##,

You have been invited to use Employee Portal functionality. CGS's Employee Portal is an online resource for access to your employment information and communications with CGS.

Before being able to use Employee Portal, you will first need to register by navigating to the link below.

To continue setting up an account, click [here](#).

To unsubscribe from this notification, please click [here](#).

Thank you,

CGS

4. Navigating Employee Portal

- ✓ Employee: [The Home Tab](#)
- ✓ Employee: [The Orders Tabs](#)
- ✓ Employee: [The Assignment Tabs](#)
- ✓ Employee: [The Calendar Tabs](#)
- ✓ Employee: [The TimeCards Tab](#)
- ✓ Employee: [The Pay History Tab](#)
- ✓ Employee: [The Documents Tab](#)
- ✓ Employee: [The JobBoard Tab](#)
- ✓ Employee: [The HRCenter Tab](#)
- ✓ Employee: [How to Reset Your Password](#)

4.1. Employee: Home Tab

Represents a space designed to give you a quick glance of all the important information going on with your record.

👉 Your to do list:

This section represents items that need your attention. This area also houses your information, the management of your W2's, and paystubs.

- **My Information:** update your email, address, cell phone preferences, resumes, and more.
 - **WebCenter Notifications:** update the notifications you would like to receive
- **Manage W2's:** Manage options for receiving W2
- **Manage Paystub:** manage options for receiving paystub

👉 Messages:

This is a general message board your staffing specialist/agency might use to post useful reminders.

👉 Availability:

Once every 24 hours you can let CGS know you are looking and ready for jobs. Marking yourself as available is a great way to let us know you're ready for whatever we send your way.



4.2. Employee: Orders Tab

Showing 1-6 of 6

Start Date	Customer	Worksite	Subject
4/3/2023	BrightView Landscape - SD	103931	
	BrightView Landscape - SD	1030002	
	Hardrock Concrete	202	
	Hardrock Concrete	Job #2315	
3/19/2023	Fletchline Companies	Johnson Bros 200533-IN	
	Fletchline Companies	Amazon - 200311-UT	

Showing 1-6 of 6

Default

[Accept Order](#) [Reject](#)

OrderID:	8372	Customer:	BrightView Landscape - SD
Start Time:	7:00 AM	Department:	Corporate
Start Date:	4/3/2023	Map:	Google Map
End Time:	3:00 PM	Address:	7144 Otay Mesa Rd. San Diego, CA 92154
Est. End Date:			
Pay Rate:	\$18.00		
Dress Code:			

[Description](#) [Contacts](#) [Directions](#)

No description available

4.3. Employee: Assignment tab

In Employee Portal, you can easily and quickly access and print your assignment information. Alternatively, your current assignments will also be displayed under your to do list.

XYZ Company

Current (1) Past All

Showing 1-1 of 1

Customer	Job Title	Worksite	Start Date	Asgn. ID
XYZ Company	Labor	Main Warehouse	4/6/2023	12345

Showing 1-1 of 1

Labor

XYZ Company

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

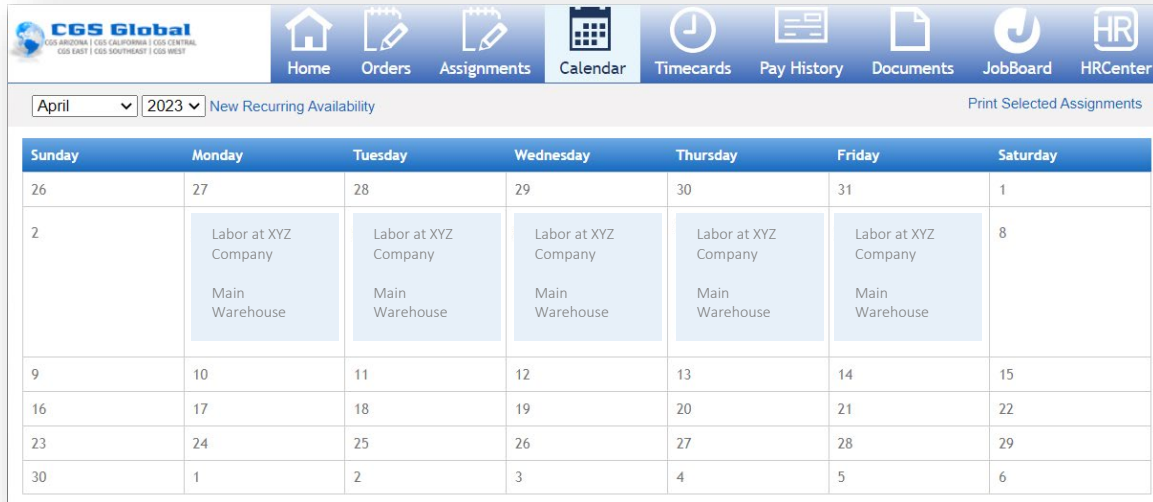
Asgn ID:	12345	Start Date:	4/6/2023
OrderID:	12345	Est. End Date:	-
Map:	Bing Map Google Map	Act. End Date:	-
Address:	123 Street St City, AZ, 12345	Dress Code:	
Shift:		Safety Notes:	
Start Time:	-	Cost Center:	
End Time:	-	SubEntity:	
		Pay Rate:	\$17.00

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

warehouse

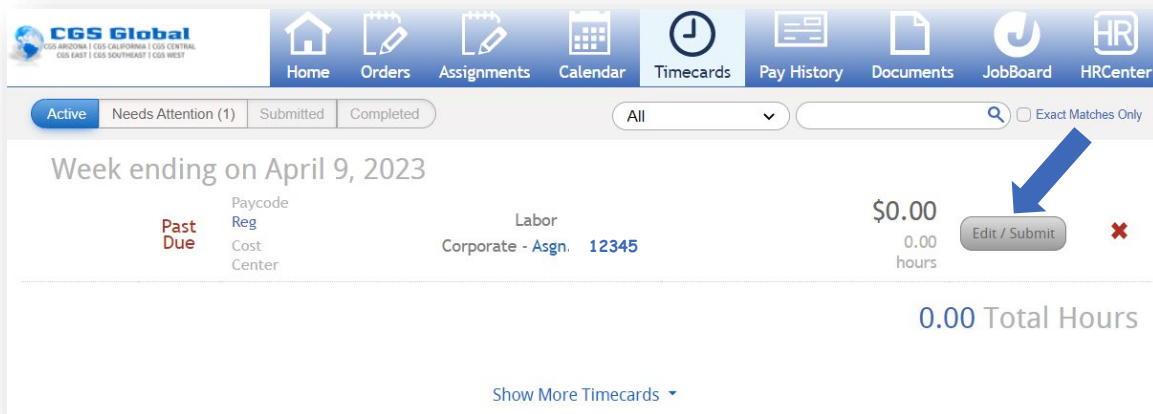
4.4. Employee: Calendar Tab

If you would like to print your assignment(s), navigate to the 'Calendar' tab. Print your assignments by clicking to select Print Selected Assignments.



4.5. Employee: TimeCards Tab

Offers you the ability to create and submit your own timecards in the Employee Portal (WebCenter). Depending on your workflow, those submissions may go off to your jobsite supervisor or hiring manager for approval.





4.6. Employee: [Pay History Tab](#)

Access, view, and print your paychecks.

This year:	
Gross Pay:	\$0.00
Net Pay:	\$0.00
Adjustments Total:	\$0.00
Tax Total:	\$0.00
Total Hours:	0
State Allowances:	1
Federal Allowances:	\$0.00

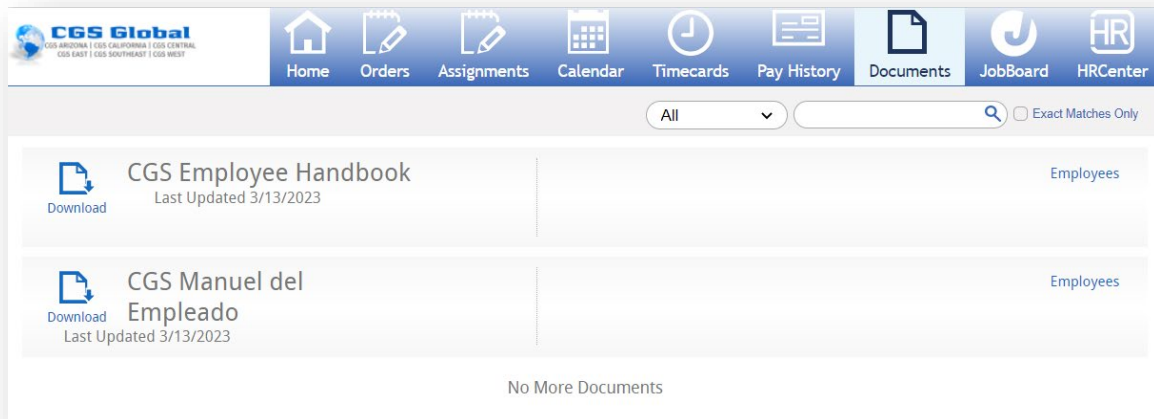
Showing 0-0 of 0 « Previous Next »

No checks found.

Showing 0-0 of 0 « Previous Next »

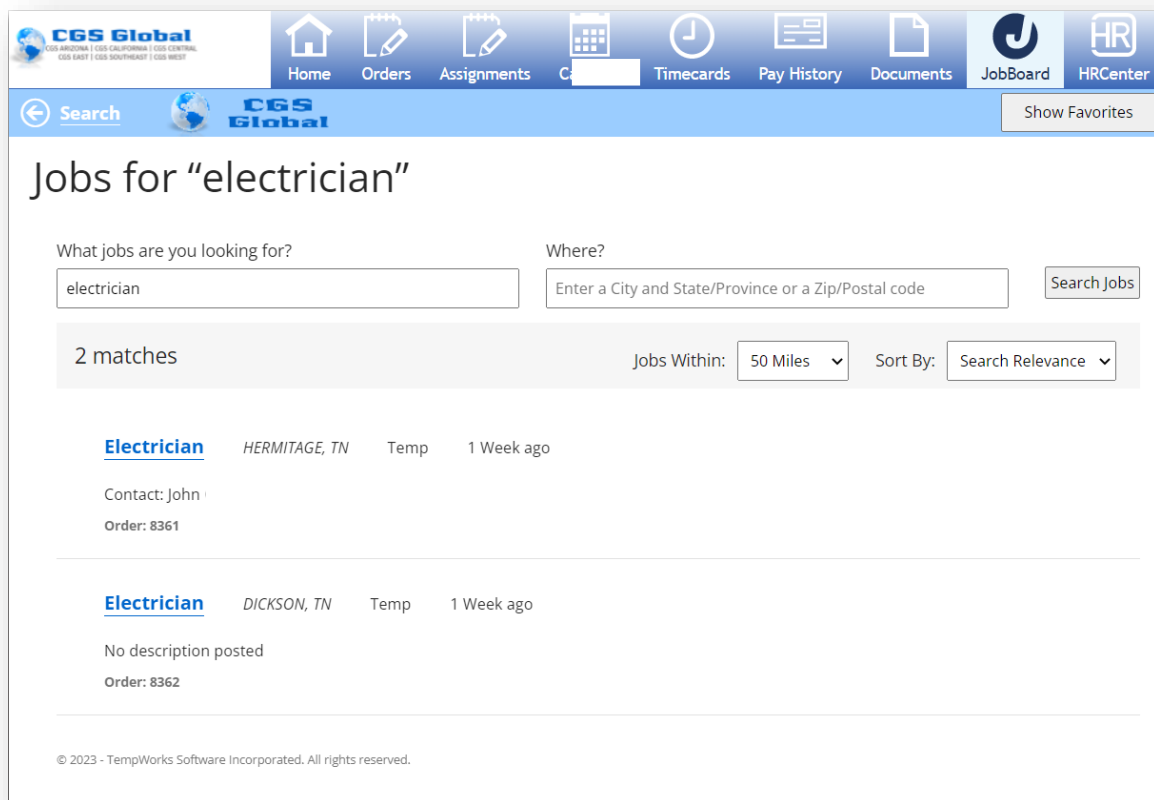
4.7. Employee: [Documents Tab](#)

Documents such as employee handbooks or other information relative to your employment.



4.8. Employee: JobBoard Tab

View & apply to current CGS jobs available.



4.9. Employee: HRCenter Tab

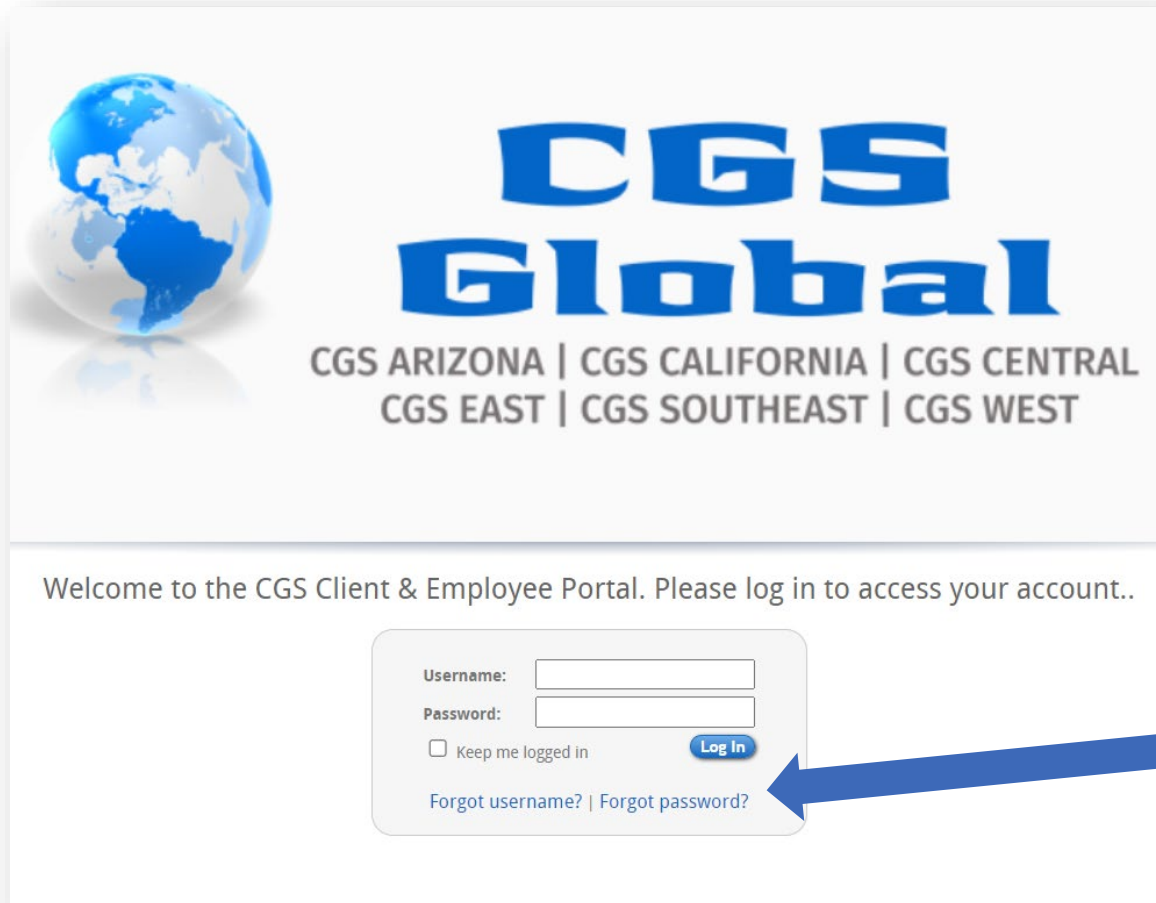
Allows you quick access to documents and workflows sent to you by CGS.

The screenshot displays the CGS Global Employee Portal Dashboard. At the top, there is a navigation bar with icons for Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below this is a blue header section with the title "Dashboard" and a welcome message: "Welcome to your Dashboard. Here you will be able to navigate to each of your current and completed workflows". The main content area is titled "Incomplete Workflows" and contains a card for "Basic Application" with a "Continue" button. Below this, there are two rows of workflow progress: "Application Completed" (Completed 6 days ago) and "Onboarding Incomplete" (Started 6 days ago). Each row lists sub-tasks with expandable arrows and download icons.

Workflow	Status	Start/End Time
Basic Application	In Progress	-
Application	Completed	Completed 6 days ago
Onboarding	Incomplete	Started 6 days ago

4.10. Employee: [How to Reset Your Password](#)

Click the - *Forgot password* – to have an email sent to reset your password. You can also [contact](#) CGS if you need assistance.



5. TempWorks Knowledge Base

- ✓ Employee: [The Home Tab](#)
- ✓ Employee: [The Assignment Tabs](#)
- ✓ Employee: [The Calendar Tabs](#)
- ✓ Employee: [The Pay History Tab](#)
- ✓ Employee: [The HRCenter Tab](#)
- ✓ Employee: [The Timecards Tab](#)
- ✓ Employee: [How to Reset your Password](#)
- ✓ Employee: [WebCenter Notifications](#)

6. Version History

Version History			
Version	Changes Approvals <small>(Indicate section numbers)</small>	Name	Date
2023.0	Created	Scheibel	4/11/2023
