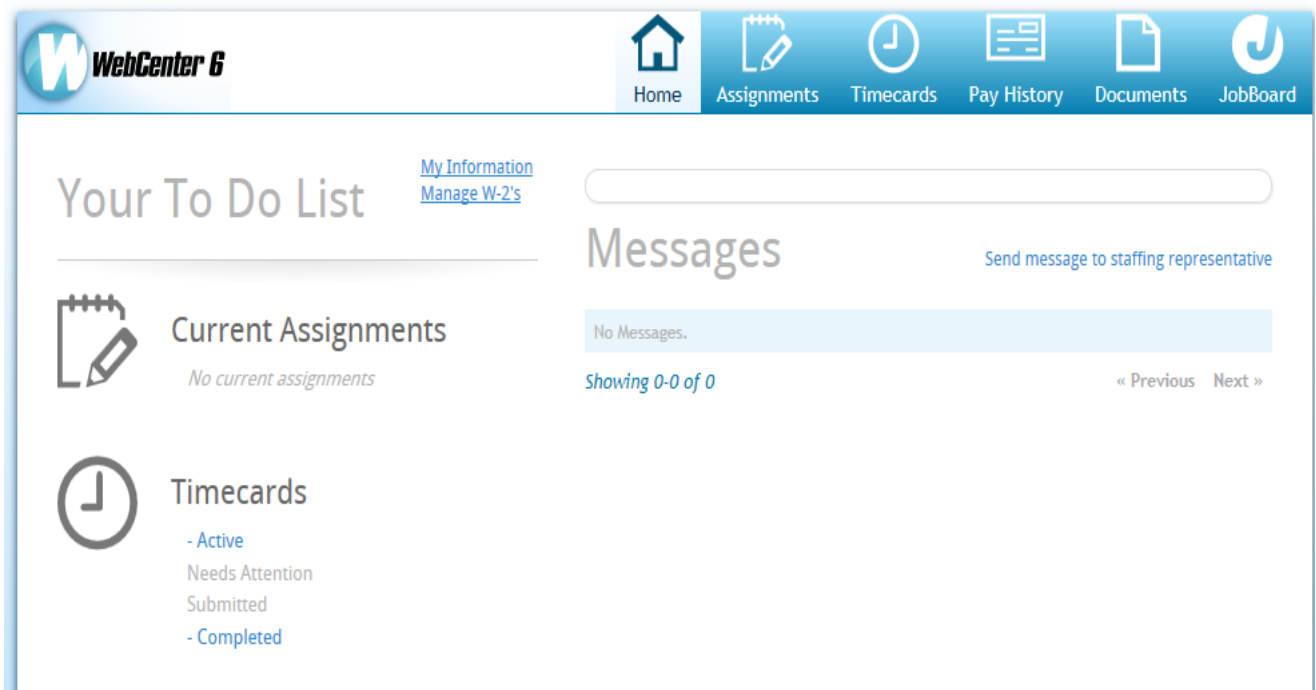


WebCenter Instructions

Staffing Solutions of Hawaii (SSOH) utilizes WebCenter for easy access to timecards, paystubs, assignment details, and even W-2's. To access WebCenter, visit our website www.staffingsolutionsofhawaii.com and click on the WebCenter link in the top right corner.



The **Home Page** displays several tabs:

- **Assignments:** Click the Assignments tab to view current and previous assignment details as well as create new timecards.
- **Timecards:** Click the Timecards tab to view timecards that need attention or are currently in processing.
- **Pay History:** Click the Pay History tab to view all pay history and print paystubs.
- **Documents:** Click the Documents tab to view any documents associated with your profile. Or, to upload a document such as a resume, click on **My Information** at the top of the Home Page, then select either the **Resumes** or **Other Documents** tab.
- **JobBoard:** Click the JobBoard tab to browse and apply to available positions.

To Create a New Timecard:

1. Visit www.staffingsolutionsofhawaii.com and click on the **WebCenter** tab.
2. Click the link that you are already a registered user and log in.
3. Click **Assignments**.
4. Click **Create NEW timecard for this Assignment** on the right-hand side of the screen.

5. To change the dates, click the calendar icon captioned **Change**.
6. Click the radio button next to **Reg**.
7. Click **Confirmation**.
8. Click **Create Timecard**.
9. Click **View Timecard**.
10. Input all hours worked, ensuring to account for your lunch break. Approved breaks of 15 minutes or less should not be included in SSOH timecards.
11. When ready, click **Submit Timecard** to submit the completed timecard directly to your supervisor for approval. Timecards that are not complete can be saved by clicking **Save and Close**.

To Access Paystubs:

1. Visit www.staffingsolutionsofhawaii.com and click on the **WebCenter** tab.
2. Click the link that you are already a registered user and log in.
3. Click **Pay History**.
4. Choose the correct date on the left to view a paycheck summary.
5. Paystubs can be printed by clicking **View Printable Version**.

To Access W-2s Electronically:

1. Visit www.staffingsolutionsofhawaii.com and click on the **WebCenter** tab.
2. Click the link that you are already a registered user and log in.
3. Click the **Manage W-2's** link.
4. Choose **Click here to receive your W-2's electronically**.

To Apply to a Position:

1. Visit www.staffingsolutionsofhawaii.com and click on the **WebCenter** tab.
2. Click the link that you are already a registered user and log in.
3. Click **JobBoard** (top right corner).
4. Use key words to search for applicable positions.
5. Click the position title.
6. Click **Add Job** in the top right corner.

Login Credentials:

If you are unsure of your username and/or password, please call our office at (808) 949-3669 for assistance. Login credentials will not be released via email for security reasons.