



WinCapWeb

Employee Leave



Updated 05/16/2024

WinCapWeb User Guide

Employee Self-Service: My Leave Requests

The “My Leave Request” section of Employee Self Service allows an employee to initiate a leave request electronically through *WinCapWeb*. Once the request has been submitted, the leave request is available for the supervisor to approve, disapprove or cancel.

The “My Leave Requests” option is available from the Employee Self Service menu.

Once selected from the menu the “My Leave Requests” grid will appear where any requests that have been submitted will appear displaying the employees attendance group, attendance code, the start and end date of the request, the units requests, the approval status, and employee comments.

Those leave requests that have been fully approved and posted as taken will display for 21 days past the date.

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Submit a Leave Request at least twenty-four (24) before the requested day(s), except in emergency situations, in which case the Leave Request should be submitted the day you return

Once approved, an e-mail will be sent to your primary e-mail address and the request will be posted weekly by the attendance clerk to the Department of Human Resources

If this request needs to be cancelled, please have your administrator code and process the cancellation

In order to add a new leave request, click the “Add Leave Request” button.

My Leave Requests							
+ Add Leave Request   							
1-4 of 4 First Previous Next Last							
Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
1-4 of 4 First Previous Next Last							

The Action Column of the “My Leave Requests” grid will offer the option to view the leave request, edit the leave request, and cancel the leave request if the leave request is still at a particular level and allows for cancellation or modification.

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Clicking the “Add Leave Request” button will cause the Leave Request form to appear.

The screenshot shows the 'New Leave Request' form in the WinCapWeb system. The form has a purple header bar with 'Leave Request' and a yellow sub-header bar with 'New Leave Request'. Below the header, there are tabs for 'Leave Request Detail' and 'Attachments'. The Eastern Suffolk BOCES logo is on the left, with the tagline 'Educational Services That Transform Lives'. On the right, there is a section for 'Request should be' and 'Department of'. The main form area contains several fields: 'Attendance Group' (a dropdown menu), 'Attendance Code' (a dropdown menu with a list of options: 'Vacation', '(please select an Attendance Code)', 'Floating Holiday', 'Personal No Reason', and 'Vacation'), 'Available Balance', 'Earned Balance', 'Requested', and 'Taken'. A blue callout box with an arrow points to the 'Attendance Group' dropdown, stating: 'First, choose the attendance group and attendance code. The “Attendance Group” dropdown will default to the attendance group assigned to your employee record and, in most cases, will not need to be'. Another blue callout box with an arrow points to the 'Attendance Code' dropdown, stating: 'Next, choose the attendance code associated with the leave request you are submitting.' A third blue callout box with an arrow points to the 'Available Balance', 'Earned Balance', and 'Requested' fields, stating: 'When the proper attendance code is selected the available balance, earned balance and requested balance will appear'.

Leave Request

New Leave Request

Leave Request Detail Attachments

Eastern Suffolk BOCES
Educational Services That Transform Lives

Submit a Leave Request
submitted the date

Once approved, the request should be
Human Resources Department of

If this request is for a new leave request, please select an Attendance Code.

Attendance Group: [Dropdown]

Attendance Code: [Dropdown]
(please select an Attendance Code)
Floating Holiday
Personal No Reason
Vacation

Available Balance: [Field]
Earned Balance: [Field]
Requested: [Field]
Taken: [Field]

Next, choose the attendance code associated with the leave request you are submitting.

When the proper attendance code is selected the available balance, earned balance and requested balance will appear

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Submitting a Leave Request for a Single Day

If the leave request is being submitted for an individual day, under the requested dates section the date can be manually typed or by selecting the blank date box a calendar will appear where the user can select the date to be requested.

Requested Dates
Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units
2/20/2024	

February, 2024
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
Today: February 12, 2024
Date and Units per Day fields below

Requested Dates
Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
2/20/2024		Vacation	

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12. Birth of a child (paternal) or
13. Funeral of relative or close
14. Employee wedding or wedd
15. Kindergarten registration fo
16. Obtain marriage license (on
17. Town Zoning Board Meeting
18. Plane delay of flight cancell
19. Relocation (moving day) (o
20. Driving test for employee o
21. Medical appointment
22. Retirement planning for self or spouse
23. Furniture delivery
24. Accompanying child to airport
25. Childcare
26. Construc

When the form is completed, select "Submit" to submit the request.

Submit Cancel



If you are entering a partial vacation day, make sure to enter AM/PM in the "Employee Comments" text box located just above the Personal Day with Reason list.

Upon selecting "submit" the leave request will be successfully submitted and will display in the "my leave requests" grid indicating an approval status that the request has been "approved by the employee" and is awaiting the next level approver's approval.

My Leave Requests
Add Leave Request

1-6 of 6 First | Previous | Next | Last

Requests may be modified before approved by the approver by clicking the pencil icon.
Requests may be cancelled by clicking the red X icon.

Start Date	End Date	Units	Comments	Approval Status	Actions
02/20/2024	02/20/2024	1.0000	Approved by the Employee, Awaiting Employee Leave - Level 2 Approval	Approved	

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Submitting a Leave Request for Multiple Days

A leave request can also be submitted for multiple days by placing a start and end date in the form with the amount of units to be used each day.

Once the date range is entered with the correct amount of units select the “Add Dates to Request.”



The date range should not include weekends or a request will be created on those days as well.

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: End: Units per Day:

After clicking “Add Dates to Request,” the date ranges will be listed under the requested date’s section.

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date ▲	Units	Attendance Code	Action
2/20/2024	1.0000	Vacation	×
2/21/2024	1.0000	Vacation	×
2/22/2024	1.0000	Vacation	×
2/23/2024	1.0000	Vacation	×

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12. Birth of a child (paternal) or adoption proceedings
13. Funeral of relative or close friend not covered by contract
14. Employee wedding or wedding of a child, parent, niece, nephew, brother, sister (one (1) day is generally allowable; one (1) day travel if out of State)
15. Kindergarten registration for child (one (1) day limit)
16. Obtain marriage license (one (1) day limit)
17. Town Zoning Board Meeting (outside Long Island)
18. Plane delay of flight cancellation
19. Relocation (moving day) (one (1) day limit)
20. Driving test for employee or immediate family member
21. Medical appointment
22. Retirement planning for self or spouse
23. Furniture delivery
24. Accompanying child to airport
25. Childcare (no babysitting available)
26. Construction on house

When the form is completed, select “submit” to submit the request.



If you are entering a request for a Personal Day with Reason, enter the reason number in the “Employee Comments” text box located just above the Personal Day with Reason list.

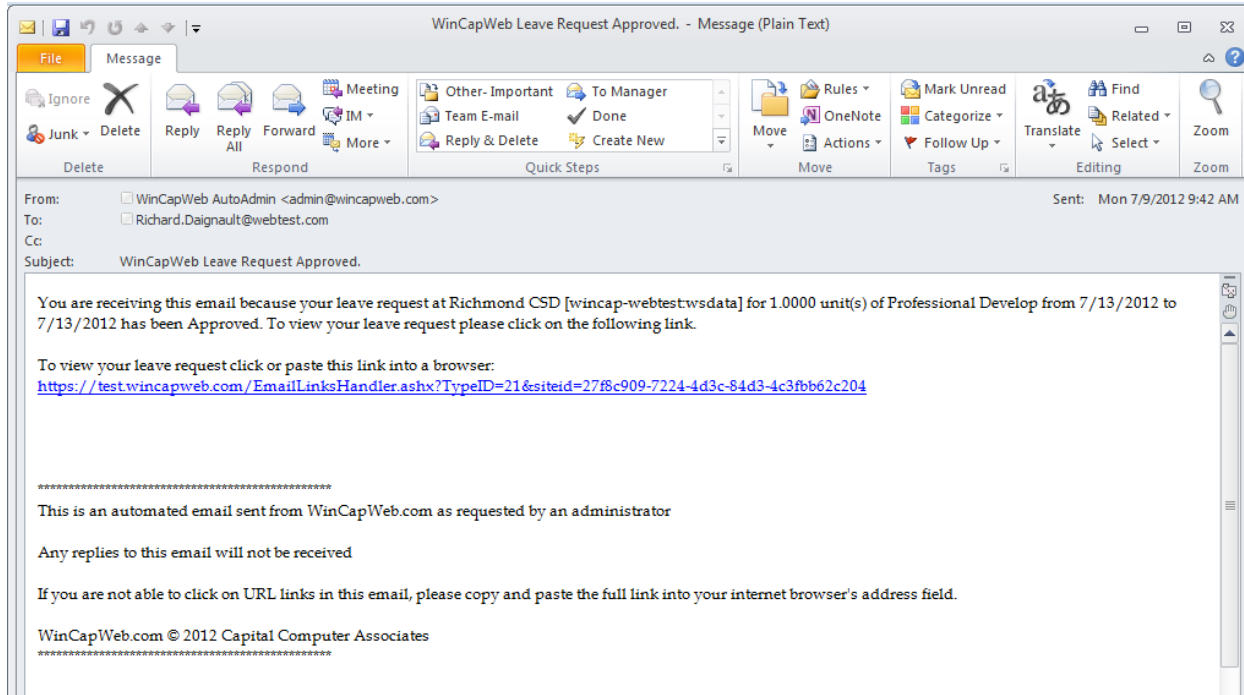


If you are entering a partial Personal Day (either with or without reason), make sure to enter AM/PM in the “Employee Comments” text box located just above the Personal Day with Reason list.

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Employee Leave Approval / Disapproval

Once a request has been approved by your supervisor(s), you will receive an email indicating that the request has been approved.



If your leave request is disapproved, you will receive an email indicating that the leave request that was submitted has been disapproved.

