



WinCapWeb

User Guide



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Setting up your WinCapWeb account

You will be or have been invited to create a WinCapWeb account with Eastern Suffolk BOCES.

Below is a sample of the e-mail that will be sent to you to create your account.

Within the e-mail there will be a link to a website to start the account creation.

Sample E-Mail

From: WinCapWeb AutoAdmin [mailto:admin@wincapweb.com]
Sent: Thursday, July 17, 2014 1:48 PM
To: Employee Name
Subject: WinCapWeb - Account Invite from Eastern Suffolk BOCES

Welcome!

You are receiving this email because you have been invited by Eastern Suffolk BOCES to create a user account.

To create your account, please click on the link below (or copy and paste it into an internet browser) and follow the instructions provided.

<https://wincapweb.com/EmailLinksHandler.ashx?TypeID=7&type=1&id=8ce5abba-388a-4dbb-bd7c-a25b6ebf8848>

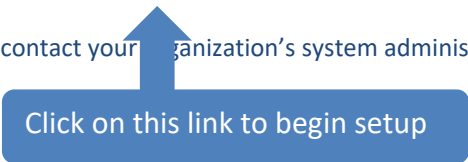
If you have trouble creating your account, please contact your organization's system administrator:

Help Desk

helpdesk@esboces.org

Thank you,

- The WinCapWeb Team



Click on this link to begin setup

If you do not receive an invite e-mail, please let your supervisor know and your supervisor will contact the Help Desk.



*Only use this link to create your account. After creating your account, visit www.wincapweb.com
Using the link in your invitation e-mail will not work for general login.*

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When you click on the link in the e-mail, an account registration process will display. If clicking on the link does not work, copy the link and paste it in your browser's address bar.

To begin the registration process, you will be asked to enter a new password and pick a security question.

The image shows a screenshot of the WinCapWeb account registration process. The page has a yellow header with the WinCapWEB logo and a purple navigation bar with links: Home, Requisitions, Professional Development, Employee Self-Service, and Payroll Vouchers. The main content area is white with a green and blue decorative sidebar on the left. The registration process is titled "Welcome to the account registration process:". It includes a section for "Password Requirements" with four bullet points: must be at least 8 characters in length, must contain 1 letter (uppercase or lowercase), must contain 1 number, and must contain 1 symbol (!@#\$.? etc.). Below this are input fields for "Username:", "New Password", and "Confirm Password". A blue arrow points to the "New Password" field with the text "Create a password". Further down is a section for a "Password Question" with a dropdown menu and two text boxes for "Password Answer" and "Confirm Answer". A blue arrow points to the dropdown menu with the text "Select and answer a security question". At the bottom right is a "Next" button. A blue arrow points to the "Next" button with the text "Click Next when done".

WinCapWEB
FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers

Welcome to the account registration process:

Password Requirements:

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)

Username:
New Password

Confirm Password

If you ever forget your password, this question will be used to help you login to your account. The Question selected below will be presented to you if you click on a Forgot Password link. You will then need to type the Answer that you provide below (answers are not case sensitive) to verify your identity. If you forget your Answer, you will need to contact your organization to reset your account. This is a security check put in place to protect user accounts.

Password Question

Password Answer

Confirm Answer

Next

Create a password

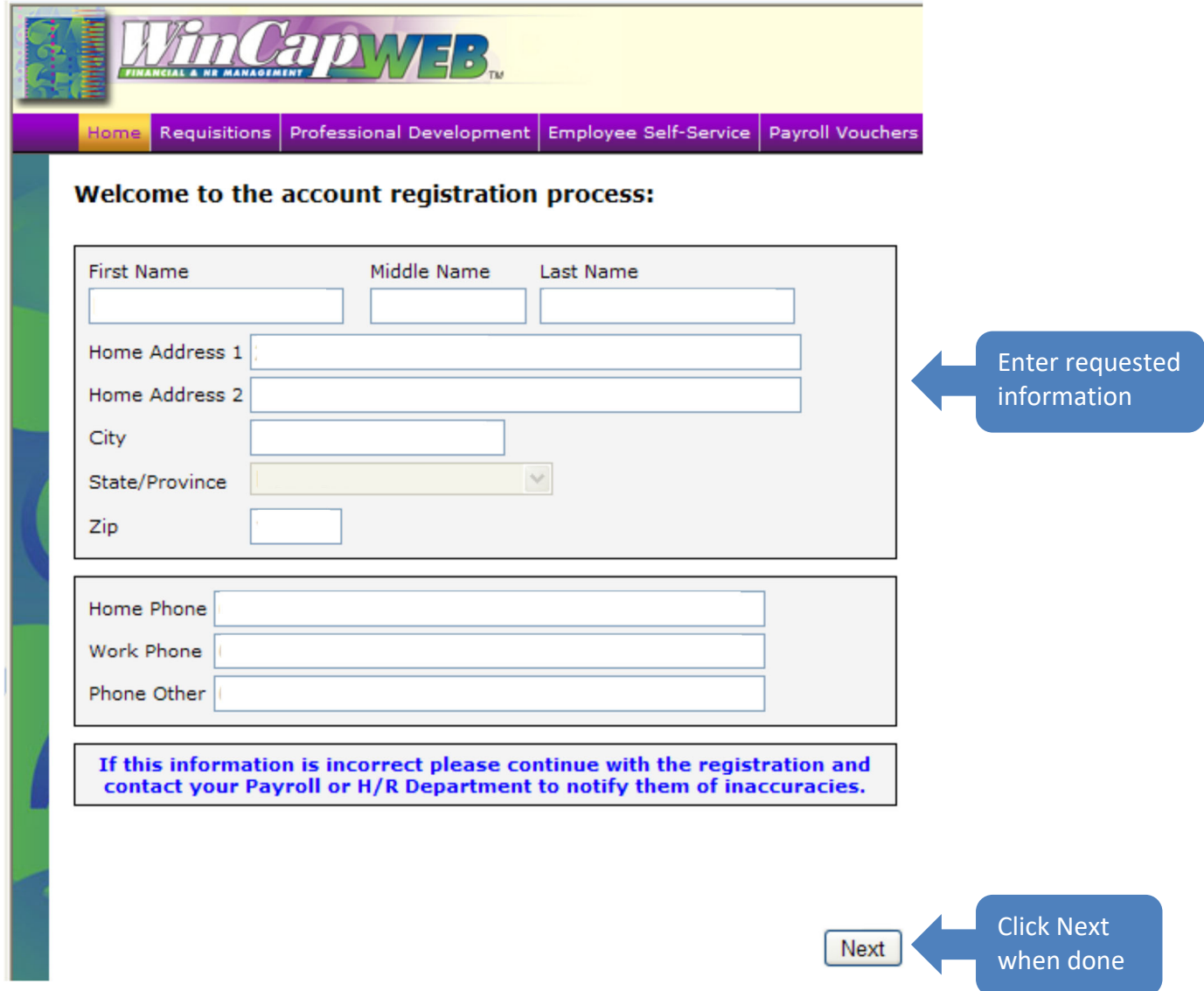
Select and answer a security question

Click Next when done

When this is complete, click Next.

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The next screen asks you to complete some demographic information.



The image shows a screenshot of the WinCapWeb account registration process. At the top, there is a header with the WinCapWEB logo and a navigation bar with links: Home, Requisitions, Professional Development, Employee Self-Service, and Payroll Vouchers. Below the header, the text "Welcome to the account registration process:" is displayed. The form consists of two main sections. The first section contains fields for First Name, Middle Name, and Last Name, followed by Home Address 1, Home Address 2, City, State/Province (a dropdown menu), and Zip. The second section contains fields for Home Phone, Work Phone, and Phone Other. A blue arrow points to the first section with the text "Enter requested information". Below the form, there is a blue box with the text: "If this information is incorrect please continue with the registration and contact your Payroll or H/R Department to notify them of inaccuracies." At the bottom right, there is a "Next" button and a blue arrow pointing to it with the text "Click Next when done".

WinCapWEB
FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers

Welcome to the account registration process:

First Name Middle Name Last Name

Home Address 1

Home Address 2

City

State/Province

Zip

Home Phone

Work Phone

Phone Other

If this information is incorrect please continue with the registration and contact your Payroll or H/R Department to notify them of inaccuracies.

Next

Enter requested information

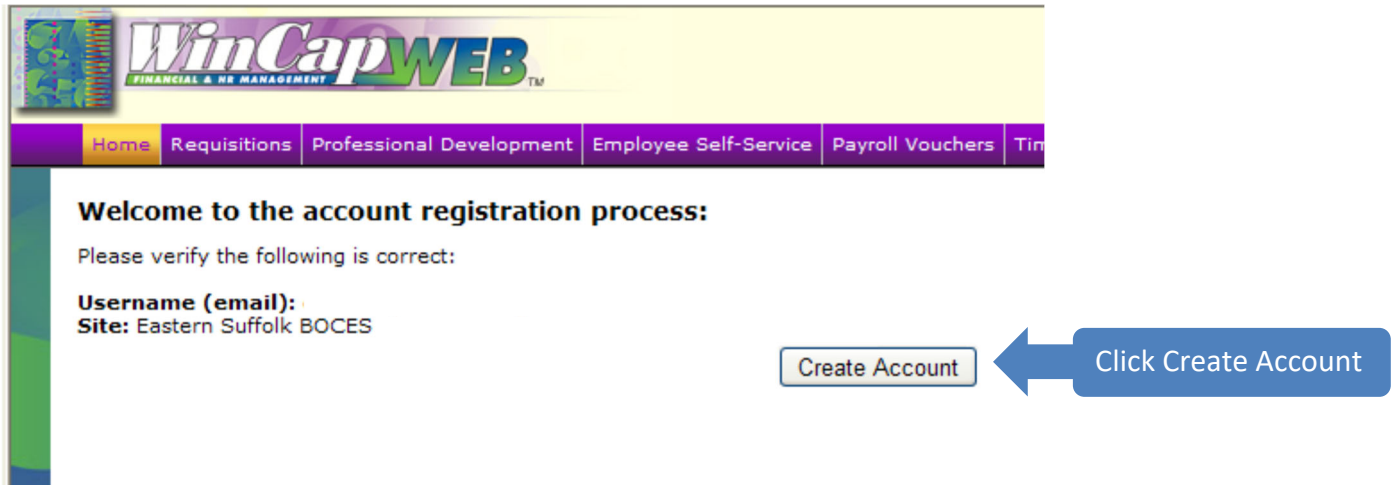
Click Next when done

When this is complete, click Next.

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The final and most important step is to click on Create Account.

This final step will create your *WinCapWeb* account and bring you to the *WinCapWeb* main menu.



Once you have created the account you will have access to the Employee Self Service and Time Sheet Entry modules.

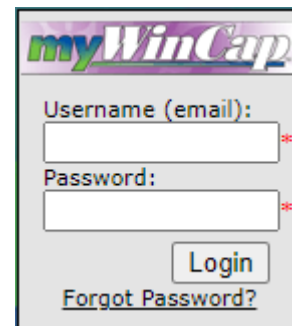
WinCapWeb is accessible through any internet browser, at home or at work, by going to www.wincapweb.com and using the username (email) and password you established.

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Logging into WinCapWeb

In order to log into WinCapWeb:

1. Open your Internet Browser and navigate to www.wincapweb.com
2. Input your e-mail as your username and the password that was chosen during account activation.
3. Click the “Login” button.
4. A code will be sent to your e-mail that you will use to access the site. Visit your e-mail to open the message sent from “admin@wincapweb.com” with subject “WinCapWeb – Authorization Code”

A screenshot of the WinCapWeb login interface. It features the 'myWinCap' logo at the top. Below the logo are two input fields: 'Username (email):' and 'Password:'. Each field has a red asterisk to its right. Below the password field is a 'Login' button and a link that says 'Forgot Password?'.

myWinCap

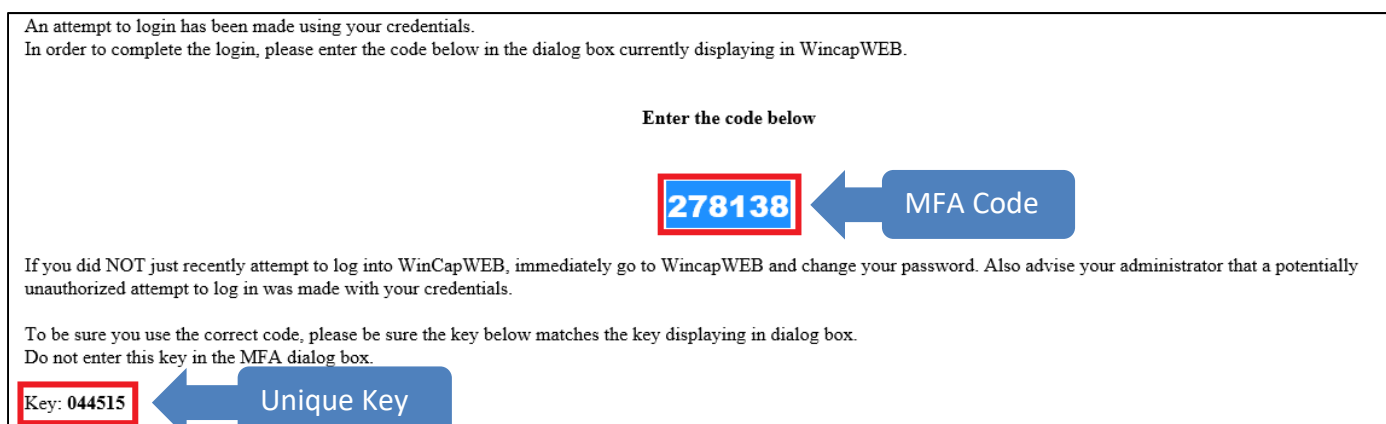
Username (email): *

Password: *

Login

[Forgot Password?](#)

Note: There is a Unique key listed in this e-mail that you can use to confirm the e-mailed code corresponds to the login attempt.

A screenshot of a dialog box titled 'An attempt to login has been made using your credentials. In order to complete the login, please enter the code below in the dialog box currently displaying in WincapWEB.' Inside the dialog, there is a section 'Enter the code below' with a blue box containing the MFA code '278138' and a blue arrow pointing to it labeled 'MFA Code'. Below this, there is a warning: 'If you did NOT just recently attempt to log into WinCapWEB, immediately go to WincapWEB and change your password. Also advise your administrator that a potentially unauthorized attempt to log in was made with your credentials.' This is followed by instructions: 'To be sure you use the correct code, please be sure the key below matches the key displaying in dialog box. Do not enter this key in the MFA dialog box.' At the bottom, there is a 'Key: 044515' in a red box and a blue arrow pointing to it labeled 'Unique Key'.

An attempt to login has been made using your credentials.
In order to complete the login, please enter the code below in the dialog box currently displaying in WincapWEB.

Enter the code below

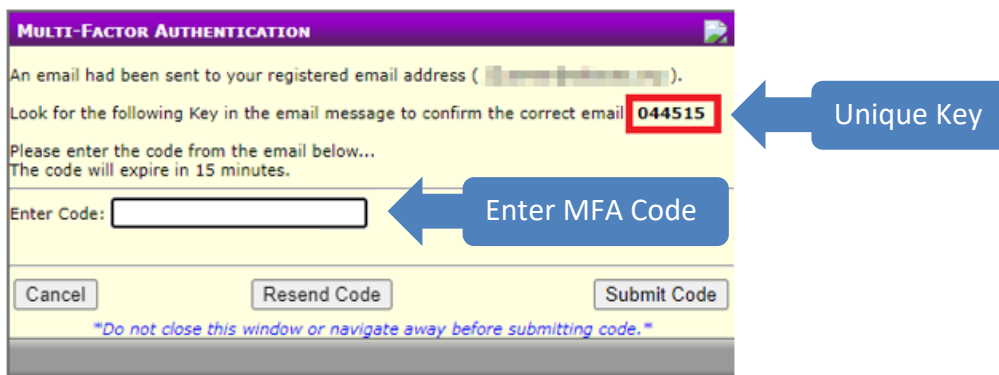
278138 ← MFA Code

If you did NOT just recently attempt to log into WinCapWEB, immediately go to WincapWEB and change your password. Also advise your administrator that a potentially unauthorized attempt to log in was made with your credentials.

To be sure you use the correct code, please be sure the key below matches the key displaying in dialog box.
Do not enter this key in the MFA dialog box.

Key: 044515 ← Unique Key

5. Enter the MFA Code from your e-mail into the “Enter Code” field and click “Submit Code”

A screenshot of a 'MULTI-FACTOR AUTHENTICATION' window. It contains the text: 'An email had been sent to your registered email address ([redacted]).', 'Look for the following Key in the email message to confirm the correct email' followed by the key '044515' in a red box with a blue arrow pointing to it labeled 'Unique Key'. Below this is the instruction: 'Please enter the code from the email below... The code will expire in 15 minutes.' There is an 'Enter Code:' field with a blue arrow pointing to it labeled 'Enter MFA Code'. At the bottom are three buttons: 'Cancel', 'Resend Code', and 'Submit Code'. A footer note says: '*Do not close this window or navigate away before submitting code.*'

MULTI-FACTOR AUTHENTICATION

An email had been sent to your registered email address ([redacted]).

Look for the following Key in the email message to confirm the correct email 044515 ← Unique Key

Please enter the code from the email below...
The code will expire in 15 minutes.

Enter Code: [] ← Enter MFA Code

Cancel Resend Code Submit Code

Do not close this window or navigate away before submitting code.



If you experience any issues with this login process, please e-mail helpdesk@esboces.org and include in the subject “WinCapWeb MFA Login”

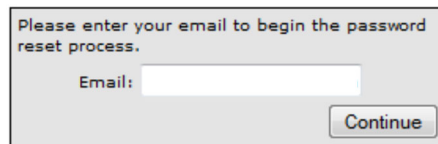
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If you have trouble logging into *WinCapWeb*, you should type your username and select the “forgot password?” link below the login button.

A prompt will appear and you should enter the e-mail address used during activation and then select “continue”

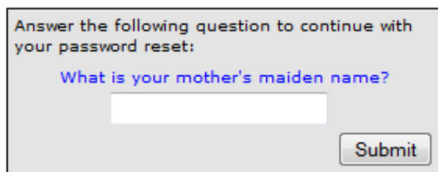
Forgot Password? - Have it reset:

[Need Help? Contact Support](#)



Forgot Password? - Have it reset: (Step 2)

[Need Help? Contact Support](#)



The second prompt will ask you to answer your security question.

You must enter the exact answer to the question that you had setup on the initial account activation.

Hit “Submit” once completed and you will receive a message that you must go to your email to complete the password reset process.



If you do not remember the answer to your security question or *WinCapWeb* is not accepting your answer, contact the Help Desk at helpdesk@esboces.org in order to have your *WinCapWeb* account reset.

The Help Desk will send you a “forgot password” email in order to complete the rest of the process.

You will receive an email where you must select the link within the email to reset your password

Dear Valued User,

Someone has requested that the password for your account, username: _____, be reset.

If you did not make this request, please simply disregard this email; it is sent only to the address on file for your account.

To choose a new password, please go to the following URL:

<https://wincapweb.com/loginresult.aspx?id=2c6d20ac-d285-41dc-8f3b-d284c9b4da78>

Your request originated from _____.

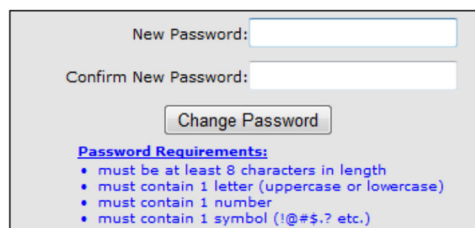
Sincerely,

Harris School Solutions, a division of Harris

The link will bring you to *WinCapWeb* where you must choose a new password. Once complete, select “change password.”

This will automatically log you into *WinCapWeb*.

Welcome Timothy.Quigley@webtest.com, please change your password to continue.
If this is not you, please click [here](#).



To cancel your password reset, click [HERE](#).

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Employee Self-Service: My Attendance Balances

The attendance balances displays a summary of the type of time you have and used during the current fiscal year.

Fiscal Year 2024 ▼

You can change the Fiscal Year by clicking on the dropdown and choosing the year you wish to view.

7/1/2023 -

My Attendance Balances								
1-6 of 6 First Previous Next Last								
Attendance Codes ▲	Carry Over	Earned	Available	Taken	Available Balance	As Of	Last Taken	Adjustments
BOCES Closed					0.0000			
Floating Holiday		0.5000	0.5000		0.5000	07/01/2023		
Personal No Reason		2.0000	2.0000		2.0000	07/01/2023		
Personal With Reason		3.0000	3.0000	1.0000	2.0000	07/01/2023	11/07/2023	
Sick Leave	131.2500	15.0000	15.0000	2.5000	143.7500	07/01/2023	01/09/2024	
Vacation	19.5000	25.0000	25.0000	12.5000	32.0000	07/01/2023	12/29/2023	
1-6 of 6 First Previous Next Last								

Last Refreshed: 11:12:27 AM Refresh Data

The table will display your attendance balances for the Fiscal Year listed above the table.

To see more detail behind the attendance balances, go to the attendance activity section.

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Employee Self-Service: My Attendance Activity

The attendance activity section will display all attendance transactions within the date range selected.

If you need to review your current available balance you will be able to see any posted, requested, and/or withdrawn requests, as well as adjustments, accruals and carry overs.

My Attendance Activity [Calendar](#)

Activity Date Range: TO: [Get Attendance](#) [Print as PDF](#)

My Attendance Activity

Attendance activity will display for the date range selected. If the date range is changed, remember to select "Get Attendance" to refresh the data displayed.

Previous | Next | Last

Transaction	Tran Date									Comments
Fiscal Year: 2024										
Att. Group:										
Att. Code: Sick Leave										
Beginning Balance			131.2500	15.0000	15.0000	1.5000				
Leave Taken, Absence	01/09/2024 Tu					1.0000				
Ending Balance			131.2500	15.0000	15.0000	2.5000				

1-3 of 3 [First](#) | [Previous](#) | [Next](#) | [Last](#)

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Employee Self-Service: My Paychecks

Any paycheck stub you have received through *WinCap* may be obtained under the paychecks section of Employee Self-Service.

Paycheck Date Range: TO:

My Paychecks

The payroll checks will display based on the date range selected. If the date range is changed, remember to select "Get Checks" to refresh the view.

Pay Date	Check Number	Gross	Check Amount	Direct Deposit	Federal Tax	State Tax	City Tax	FICA	Action
01/19/2024									
01/05/2024									
12/22/2023									
12/08/2023									

1-4 of 4 First Previous Next Last

In order to view the paycheck stub, select the pay date.

<< Back to My Paychecks

If you would like to save as a file or print a copy, click on "Print as PDF"

Check Date	Check Number
12/08/2023	Direct Deposit

Position Title	Pay Items	Current Pay Period	Fiscal Year to date	Calendar Year to date
		Total		

Non-Wage Items	Current Pay Period	Fiscal Year to date	Calendar Year to date
	Total		

Deductions	Description	Current Pay Period	Fiscal Year to date	Calendar Year to date
RETIRE				
RETIRE				
RETIRE				
MISC				
MISC				
TSA				
FLEX				
FLEX				
FICA				
FICA				
FEDTAX				
STATE				
		Total		

Direct Deposit	Current Pay Period	Fiscal Year to date	Calendar Year to date

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals					

Your Year to Date (YTD) totals printed on the paychecks are as of the date you are viewing the paycheck stub.

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Employee Self-Service: My W-2s

Any W-2 you have ever received from *WinCap* (2014 and beyond) may be obtained under the W-2s section of Employee Self Service.

W-2s may be obtained once ESBOCES has finalized for the calendar year.

My W-2s

Use this report to view, save, or print your IRS Form W-2s.
Until your organization finalizes your Form W-2 totals, you will receive a message that states 'Your W-2 is not ready to be printed at this time'

Calendar Year: 2023 ▼

You can change the Fiscal Year by clicking on the dropdown and choosing the year you wish to view.

☒ Copy B—To Be Filed With Employee's FEDERAL Tax Return

☒ Copy C—For EMPLOYEE'S RECORDS This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

☒ Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return

Print as PDF

To view, save as a file, and/or print a copy, click on "Print as PDF"

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Employee Self-Service: Employee Deductions

The Employee Deductions section will show you your current NYS IT2104 and W4 status and allow you to initiate change requests.

W-4 Details

Exempt:

Marital Status:

Exemptions:

Additional Amt/Pct:

Only 2 Jobs:

Under 17:

Other Dependents:

Other Income:

Deductions:

Tax Notes:

[+ Add Change Request](#)

NYS IT-2104 Details

Marital Status:

NYC Resident:

Yonkers Resident:

Allowances for NYS and Yonkers:

Allowances for New York City:

Additional Amount NY State:

Additional Amount NY City:

Additional Amount Yonkers:

Tax Notes:

[+ Add Change Request](#)

In order to initiate a change request, click "Add Change Request"

Employee Withholding Allowance Changes

0-0 of 0 First | Previous | Next | Last

Change Type	Effective Date ▲	Status	Comments	Date of Last
[no records]				

0-0 of 0 First | Previous | Next | Last

Any change requests that you have submitted will appear in the change grid with the status of the change request and any comments that have been written back to you.

Last Refreshed: 02:48:13 PM [Refresh Data](#)

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After you click add a change request, the below will appear.

Complete the fields as indicated:

W-4 Employee Deductions [W-4]

Employee Number
First Name, M.I.
Last Name
Effective Date: 1/30/2024 [Select Pay Date](#)
Marital Status: ☐ Single or Married filing separately ☐ Married, but legally separated, or spouse is a nonresident alien, select Single.
Note. If married, but legally separated, or spouse is a nonresident alien, select Single.
Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. Do **only one** of the following:
(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding; **or**
(b) Use the Multiple Jobs Worksheet and enter the result in Additional Amount Withheld below for roughly accurate withholding; **or**
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is only available if you are married filing jointly.
If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under 17 by \$2,000 \$ 0
Multiply the number of other dependents by \$500 \$ 0
Total \$ 0
Other Income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs \$ 0
Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here \$ 0
Extra withholding. Enter any additional tax you want withheld each pay period \$ 0.00
☐ I claim exemption from withholding for 2024, and I certify that I meet **both** of the following conditions for exemption.
• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and**
• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
Signature _____
Typing your name in the signature box and clicking the update button is the same as a written signature and is legally binding.
Comments _____
⚠ Pending changes differ from current WinCap information
Update Cancel

When the change form loads, select the applicable pay date the tax changes should be applied towards, make the changes, and type your signature.

Once the form is completed, select "Update" to submit the change request

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Employee Self-Service: My Employee Demographics

You may review your demographic information and initiate electronic change requests for phone number, address, name, or emergency contact information under the employee demographics section.

Please note, these changes have to be reviewed and accepted by the Department of Human Resources.

View Changes

Name

Other Demographics

Ethnicity:

Employee Details

Employee Number:

Birth Date:

State ID:

Hire Date:

Email

Official Email:

Other Email:

Edit

Address

Legal

Address 1:

Address 2:

City:

State:

Zip:

Country:

Address Unlisted:

No

Mailing

Address 1:

Address 2:

City:

State:

Zip:

Country:

Edit

Phone

Home Phone:

Home Unlisted:

Work Phone:

Mobile Phone:

Mobile Unlisted:

Edit

Emergency Contact Information

Contact Name:

Contact Phone:

Contact Relation:

Notes:

Edit

To view the status of pending change requests, select "View Changes"

Select the edit button in order to submit a change request.

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My Employee Demographics

Emergency Contact

Contact Name

Contact Phone

Contact Relation

Emergency Contact Notes

Comments

⚠ Pending changes differ from current WinCap information

Click "Update" when completed →

Update the desired fields with the necessary changes.

My Employee Demographics Change Request

1-1 of 1 First | Prev

Change Type	Status	Comments	Date of Last Edit ▼	Action
Emergency Contact	Pending		01/30/2024	  

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

After selecting "View Changes," all change requests will display with their status.

The pencil icon will allow for editing and the red X will allow the user to withdraw the pending request until it is posted.

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Employee Self-Service: My W-2 Consent Elections

If you wish to receive your original W-2 through *WinCapWeb* only and no longer have a paper copy print through the payroll office you may manage your consent elections and elect to not print your W-2 through payroll.

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

HOW TO PRINT YOUR W-2 FORM ONLINE

Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service
2. Select the correct calendar year and options to print. Your W-2 will be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

SCOPE AND DURATION OF CONSENT

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

The W-2 Consent Elections page outlines the system requirements for retrieving your W-2 and instructions on how to print

Current Selection: **Distribute W-2's Electronically**

Your current election will be displayed

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

Withdraw Consent

Cancel

Typing in your *WinCapWeb* password and selecting "Consent" or "Withdraw Consent" will check a flag on your employee record indicating if your W-2 will be printed through the Payroll office or retrieved through *WinCapWeb* Employee Self-Service.

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Employee Self-Service: My Positions & Salary Notices

My Positions & Salary Notices allow you to view your Position Details and acknowledge your Salary Notices.

Fiscal Year 2024 

Make sure to choose the appropriate Fiscal Year by clicking on the dropdown and choosing the year you wish to view.

My Positions/Salary Notices

1-2 of 2 First Previous Next Last

Position	Unit	Start Date ▲	End Date	FTE	Acknowledgement	Previous Acknowledged Description	Action
		07/01/2023	12/10/2023	1.0000			
		12/11/2023		1.0000			

1-2 of 2 First Previous Next Last

Refresh

Click on the paper icon to Download/Print a Salary Notice
Click on pencil icon to Acknowledge a Salary Notice

Salary Notice

Employee Salary Notice

Employee Number:
Fiscal Year:
Position:
Bargaining Unit:

Step 1:

Download/Print Salary Notice

Step 2:

After reviewing your Salary Notice, acknowledge that you received your Salary Notice by entering your password and clicking acknowledge.

Type your password confirm your electronic signature:

Finally, click the Acknowledge button.

Acknowledge Cancel

You can review your salary notice by clicking the Download/Print Salary Notice button.
Follow the instructions on your screen to view/print your salary notice.

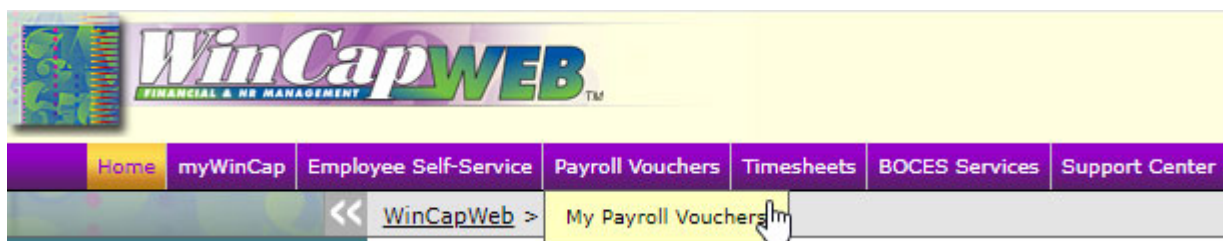
In order to acknowledge the salary notice, enter your WinCapWeb password.

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Payroll Vouchers: My Payroll Vouchers

“My Payroll Vouchers” under the Payroll Vouchers menu is where an employee can submit, approve, withdraw or view their payroll vouchers. If you have access to Payroll Vouchers, you will see the Payroll Vouchers menu listed on your purple ribbon menu.

Select “My Payroll Vouchers” from the Payroll Vouchers menu within *WinCapWeb*.



The “My Payroll Vouchers” grid will display all of the payroll vouchers submitted and their current status.

The image displays the 'My Payroll Vouchers' grid. At the top right, there is a button labeled 'Add Payroll Voucher'. A blue callout box with an arrow points to this button, stating: 'In order to add a payroll voucher click “Add Payroll Voucher”'. The grid itself has columns for Work Date Start, Work Date End, Pay Authorization, Additional Info, Quantity, Basis, Claim Amount, Submit Date, Status, and Action. Three rows of vouchers are listed. The first row is 'Entry In Progress', the second is 'Payment Pending', and the third is 'Awaiting “Pay Supervisor 2” Approval'. In the Action column for the 'Payment Pending' and 'Awaiting Approval' rows, there are icons for editing (a pencil) and withdrawing (a red X). A blue callout box with arrows points to these icons, stating: 'The pencil icon will allow for editing and the red X will allow the user to withdraw the pending request until it is posted.'

The “My Payroll Voucher Form” will open up in a new window. In order to begin completing the form, a pay authorization must be selected for the job/duty the claim is being submitted for.

The image shows the 'My Payroll Voucher Form' with two tabs: 'Information' and 'Attachments'. The 'Information' tab is active, showing 'Payroll Voucher Information'. It includes fields for 'Pay Authorization' (with a '[select][clear]' dropdown), 'Work Date Start', 'Work Date End', 'Additional Info' (a text area), and 'Claim Amount' (a numeric field set to 0). At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. A blue callout box with an arrow pointing to the 'select' dropdown states: 'Press “select” next to pay authorization:'.

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A list of the authorized job/duties will appear and the applicable one must be selected:

Position ▲	Effective Date	End Date	Pay Type	Rate Type	Rate
Social Studies Teacher, Afterschool meetings	07/01/2012	06/30/2013	Stipend	Hourly	30.00
Social Studies Teacher, AIS Instruction	07/01/2012	06/30/2013	Stipend	Hourly	45.00
Social Studies Teacher, Overtime- Teachers	07/01/2012	06/30/2013	Stipend	Overtime	58.92

Once the pay authorization is selected, the form will be modified to display the appropriate basis or rate where a quantity must be entered, or an amount where the claim amount must be entered.

Payroll Voucher Information

Payroll Vouchers should be used when requesting payment for the following:

- Overtime
- Chaperoning- Sporting Event
- Chaperoning- Other Non-Sports Event

Please select the applicable pay authorization and complete the form. Once the claim has been fully approved you will receive an email.

Pay Authorization Social Studies Teacher, Afterschool

Work Date 6/24/2013

Work Date End

Additional Info

Quantity 3

Basis 30.00 \$30 per Hour

Claim Amount 90.00

Submit Save for Later Cancel

In order to complete the form, enter a work date and the quantity or amount for the claim.

Quantity x Basis = Claim Amount

The quantity multiplied by the basis (rate) must always equal the total claim amount.

After entering the quantity, select “tab” on your keyboard and the claim amount will automatically calculate.

(This is only for quantity based job duties. If for a flat dollar amount just enter the amount)

When completed, click “Submit.”

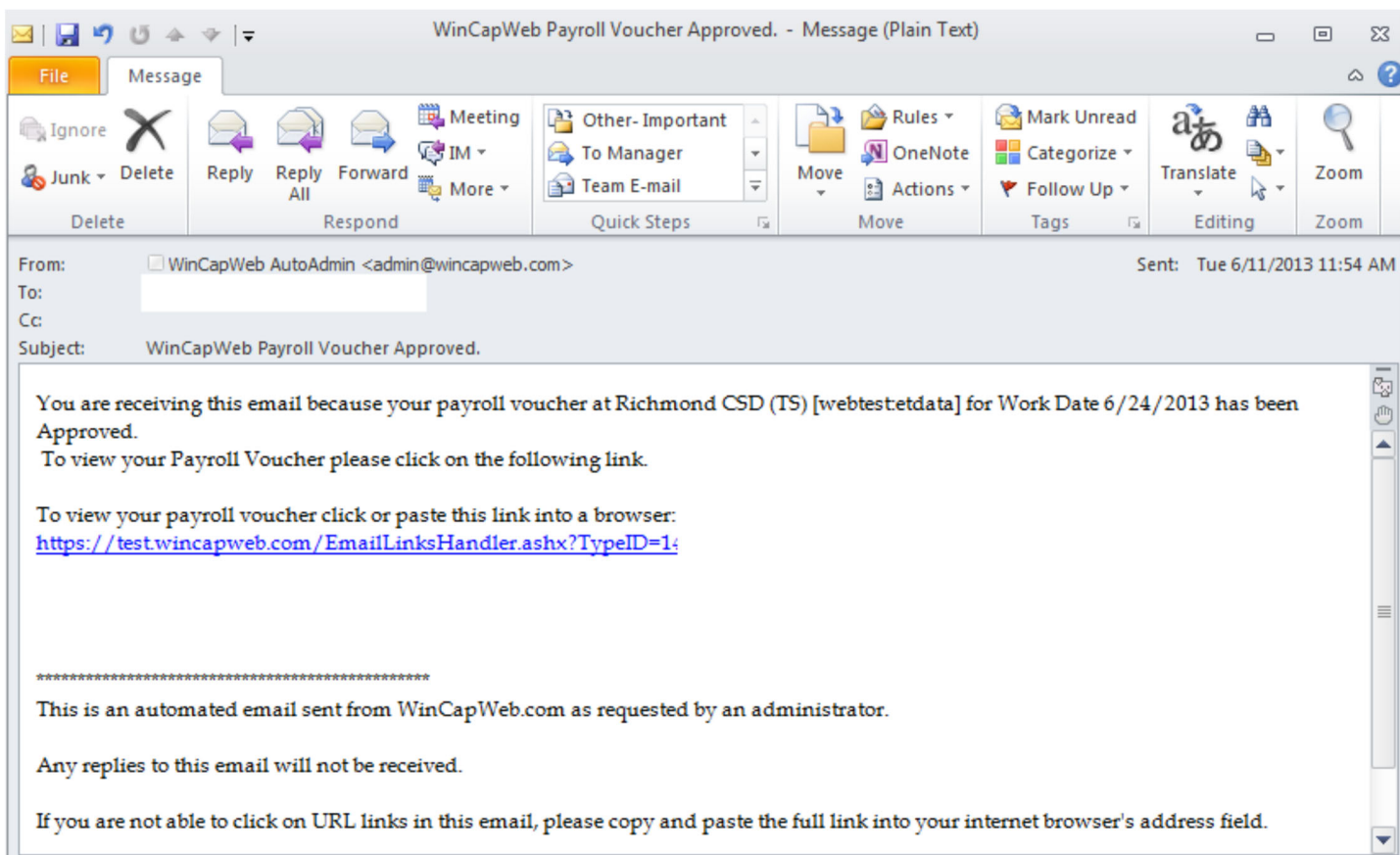
If “Save for Later” is selected, the claim is not submitted to the supervisor for approval. In order to submit later, the payroll voucher must be edited through the payroll vouchers grid and submitted.

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When “submit” is selected, the form will close and the additional payroll voucher will display under the “my payroll vouchers” grid.

My Payroll Vouchers									
Add Payroll Voucher									
1-1 of 1 First Previous Next Last									
Work Date Start	Work Date End	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
06/24/2013		Social Studies Teacher, Afterschool meetings		3.00	\$30 per Hour	\$90.00	06/11/2013	Awaiting "Pay Supervisor 2" Approval	

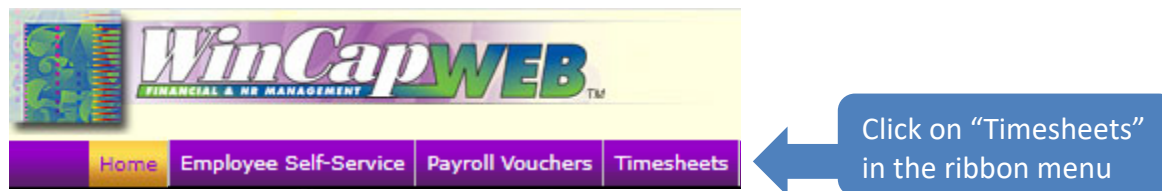
When a payroll voucher has been fully approved, disapproved, or cancelled an email is sent to the user indicating the status.



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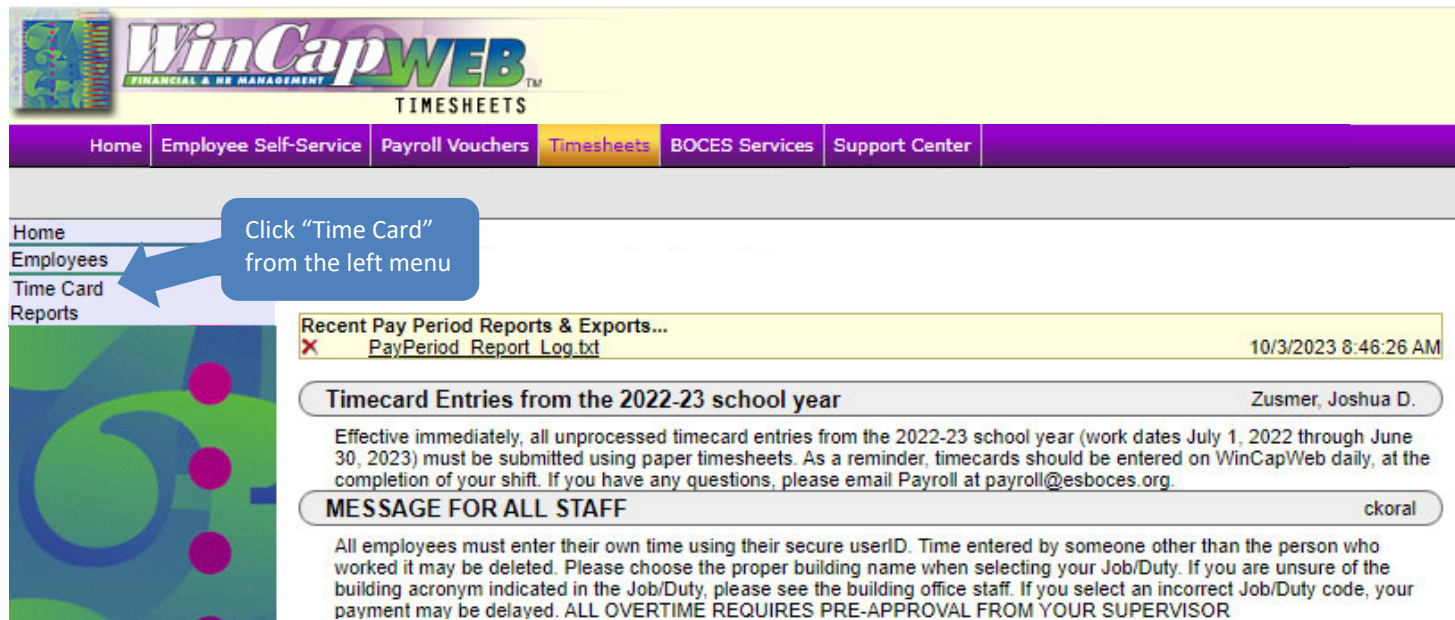
Timesheets: Accessing the Time Card

Once you have successfully logged into WinCap Web, by selecting “timesheets” on the purple toolbar you may access the Timesheets Web Module.



Once “Timesheets” is selected you will enter the Timesheets home page where you will see a “Welcome” greeting and any messages that have been posted by Administrative staff.

On the left hand side of your screen the Timesheets Menu will display. In order to access your timecard you must select “Time Card” from the menu.



If the Time Card menu does not appear, hover over the Timesheets menu and click “My Timesheets Logins.” Then click the pencil icon to the right of the “Employee” listing. In the screen that loads, make sure “Set as Default” is checked (it is ok if this is checked and greyed out) and click the “Update” button located at the bottom. Then click Timesheets.

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Timesheets: Time Card Entry

By selecting "Time Card" from the timesheets menu your timecard will appear for a current date range based on the date that you are logged in.

Time

By Pay Period By Dates

Location All Locations Date Range << 01/26/2024 - 02/08/2024 >>

Employee << >> Description All Refresh

+Add New Time
+Add Break
+Add Blank Timesheet

The date range appears in the upper right hand corner.

In order to change the date range you can manually type in the date's you wish to display or you can click in the date cell and a calendar will appear where you can chose the date.

NOTE: You can only view or enter hours for dates displayed in the Date Range. If you experience an issue, check the date range first.

By Pay Period By Dates

Location All Locations

Employee << >>

+Add New Time
+Add Break
+Add Blank Timesheet

Breaks:
Excused:

Timecard

Date In Description Out

New Time

Thu 2/1
Fri 1/26
Sat 1/27
Sun 1/28
Mon 1/29
Tue 1/30
Wed 1/31
Thu 2/1
Fri 2/2
Sat 2/3
Sun 2/4
Mon 2/5
Tue 2/6
Wed 2/7
Thu 2/8

To enter, click "Add New Time"

A new entry row will appear at the top of timecard

The date will default to today's date, and may be adjusted by selecting the down arrow and selecting the appropriate date from the list.



Only the date range that is selected for the timecard will display in the drop down.

If you need to add time for a date outside of the range, you must first adjust your timecard date range and then select "add new time."

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Once you have selected the appropriate date from the drop down list, you will need to enter your Time In and Description, Time Out and Description, and your Job/Duty for the time worked.

Enter the start time in the “In” column with an AM or PM and the end time in the “Out” column.

Do not enter the number of hours; the system will do that automatically.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled
New Time									
✖ + Thu 2/1	8:00 AM	Good	2:00 PM	Good	AdEd AEC: S	0.0000			
☐ Expand All Dropdowns ☐ Show Former Employees Break Display: Show Breaks ☒ Show Hours Summary Refresh Save Timecard Audit									

Select the appropriate title for the job/program/building associated with the hours you are entering

By selecting the job/duty down arrow, all of the authorized job/duties will display

If you are unsure of which listing to choose, consult with your supervisor for guidance

If the job you are performing is not in the drop down menu list, go see the building principal or your supervisor, they will contact Human Resources to have it added to your list

If you need to add a Note, click on this arrow to display the Note field.

Adding a note will help expedite the approval process and payment of your time

Substitutes must enter the name of the teacher/para/nurse they are subbing for in the note field

If the ASEOP confirmation number is available, that should also be entered

Once you have completed entry to these fields, click the “Save” button, either above or below the entry area to save the time entry.

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Timesheets: Meal Break Times

If you take a meal break, the time for that break needs to be entered.

When a meal break is taken, two entries should be added, one for the time before the meal break and one for the time after the meal break.

Meal breaks are required when working 6 hours or more.

Click add new time and select date, enter time in and time out before meal break.

The screenshot shows the WinCapWeb Timesheet interface. At the top, there are links: [+Add New Time](#), [+Add Excused Time](#), and [+Add Blank Timesheet](#). To the right, a summary box displays: Punches: 4.5000 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., and Total: 4.5000 hrs. with a [Save](#) button. Below this is a tabbed interface with 'Timecard' selected. The main table has columns: Date, In, Description, Out, Description, Job/Duty, Hours, APPR, S3APPR, S2APPR, S4APPR, and Scheduled. A single entry is shown for Sat 5/23 from 8:00 AM to 12:30 PM, labeled 'Extra Punch' and 'Custodial Work'. The hours for this entry are 4.5000. Below the table, there are checkboxes for 'Expand All Dropdowns' and 'Show Hours Summary', a 'Breaks Display' dropdown set to 'Hide Breaks', and 'Refresh' and 'Save' buttons.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	S4APPR	Scheduled
Sat 5/23	8:00 AM	Extra Punch	12:30 PM	Extra Punch	Custodial Work	4.5000					

For the time worked after the meal break, click add new time and select date, enter time in and time out after the meal break.

The screenshot shows the WinCapWeb Timesheet interface after adding a second entry. The summary box now displays: Punches: 6.2500 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., and Total: 6.2500 hrs. with a [Save](#) button. The table now has two entries for Sat 5/23. The first entry is from 8:00 AM to 12:30 PM (4.5000 hrs) and the second is from 1:15 PM to 3:00 PM (1.7500 hrs), both labeled 'Extra Punch' and 'Custodial Work'. The interface elements at the bottom remain the same.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	S4APPR	Scheduled
Sat 5/23	8:00 AM	Extra Punch	12:30 PM	Extra Punch	Custodial Work	4.5000					
Sat 5/23	1:15 PM	Extra Punch	3:00 PM	Extra Punch	Custodial Work	1.7500					

There will be 2 entries for the day, one before the meal break and one after the meal break.

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Timesheets: Correcting, Editing, or Deleting a Time Card Entry

If a time entry has not been approved it can be edited.

To edit an existing entry, select Time Card from the main menu.

The screenshot shows the WinCapWeb Time Card entry interface. It includes a table with columns for Date, Description, Start Time, End Time, Job/Duty, and Hours. A sample entry is shown for Saturday 5/23, with a description of 'Extra Punch' and a duration of 4.5000 hours. To the right of the entry are several checkboxes for approval status: 'PR S3APPR S2APPR S4APPR Scheduled'. Below the table, there are buttons for 'Save', 'Ref', and 'Summary'. A red 'X' is visible next to the entry, indicating it can be deleted. Blue callout boxes provide instructions: 'To Edit a Time Card entry, click on the fields for that entry and adjust the date, time(s), or Job/Duty as necessary' points to the entry fields; 'When the entry is corrected, click "Save"' points to the 'Save' button; and 'To Delete an existing Time Card entry, click the red X next to the entry' points to the red 'X'.

To Edit a Time Card entry, click on the fields for that entry and adjust the date, time(s), or Job/Duty as necessary

When the entry is corrected, click "Save"

To Delete an existing Time Card entry, click the red X next to the entry



If any of the boxes to the right of your entry are checked, it has been approved, to some extent, by your supervisor/approvers, and you will not be able to edit or delete that entry.

Please contact your supervisor or approvers; they will need to "un-approve" the time before you may edit or delete the entry.

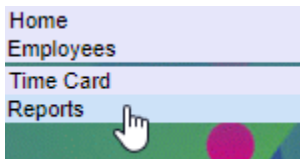
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Timesheets: Printing Your Time Card

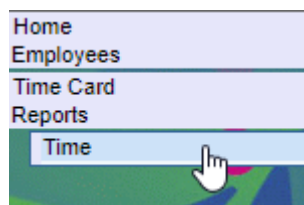
Timecard data is saved from the day you have started with timesheets and does not get removed once approved.

If you wish to see your timecard for three months prior you can navigate to your timecard by changing the date range. The data will still be displayed for you to view.

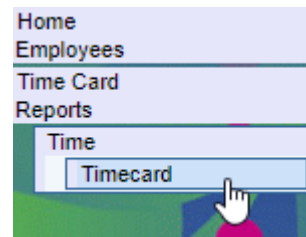
If you prefer to print your timecard you may access the timecard report under the main “timesheets menu” under the “reports” section.



By selecting “reports” the time reports section will appear.



By selecting “Time” all applicable reports that you have access to will appear.



Select “Timecard” in order to open up the Timecard Report.

The Timecard Report form will open up on your screen where you have the ability to change the date range and also include optional data within the report.

A screenshot of the 'Timecard Report' form. The form has a title bar 'Timecard Report'. Below the title bar, there is a 'Date Range' section with two date pickers: '06 / 10 / 2012' and '06 / 23 / 2012'. Below the date range, there are two columns of checkboxes for various report options. The first column includes 'Show Only UnApproved', 'Show blank time and absences.', 'Show Minimum Hours.', 'Show all raw time as well on Timecard.', 'Show Scheduled Time on Timecard.', 'Show In/Out Description on Timecard.', and 'Show IP Address on Timecard.'. The second column includes 'Show Note Types', 'Show Notes.', 'Show Hours for Taken No Pay.', 'No Task Totals' (selected), 'Show Task Totals', 'Show Task Totals By Week', and 'Start a new page after each Timecard.'. Below the checkboxes, there is a section for 'Additional Filter Options' with a dropdown menu. At the bottom, there are buttons for 'Clear Filter', 'Reload', 'Add New', 'Create Report', and 'Export'.

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Once you have the applicable date range chosen and the options you would like to display selected you may receive a “PDF” of the report by selecting “Create Report.”

A pop up of the PDF report will appear. You may select the “print” icon on your report to print out the report.

Time Card Report By Employee

Employee Count: 1

Dates: 6/10/2012 - 6/23/2012 [Showing Notes] [Not Showing Taken No Pay Hours]

* - When dates are followed by an asterisks(*), the time record crosses multiple days

Tepper, Susan [Clock ID: 990174974, Payroll ID: 02670]

Date	In	Description	Out	Job/Duty	Hours
Mon 06/11/2012	6:15 AM		10:15 AM	Bus Driver	4.0000
Mon 06/11/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					6.2500
Tue 06/12/2012	6:15 AM		9:15 AM	Bus Driver	3.0000
Tue 06/12/2012	11:00 AM		1:00 PM	Bus Driver	2.0000
		Note SED Training - Approved by Supervisor			
Tue 06/12/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					7.2500
Wed 06/13/2012	6:15 AM	Sick	9:15 AM	Bus Driver	3.0000
Wed 06/13/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					5.2500
Thu 06/14/2012	6:15 AM		9:15 AM	Bus Driver	3.0000
Thu 06/14/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					5.2500

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Helpful Hints for Time Sheet Entry

When do I actually enter my time worked?

Time should be entered regularly, daily is best.

All time for the pay period must be entered by the last day of the work period listed in the published Payroll Timesheet Submission Schedule.

Time entered after the last day in the work period may not be paid until the next pay period.

Can I enter my time for the whole week in advance?

Short answer is No.

Time should never be entered in advance; time should be entered at the end of the day after the time has been worked.

Do I have to enter AM and PM with my in and out times?

Yes, AM or PM is required in *WinCapWeb*; unfortunately the system will default always to AM making it necessary to enter PM when you work in the afternoon or evening.

As an example, you work 9:30AM to 3:30PM and you forget to type PM.
This will default to 9:30AM to 3:30AM and will calculate 18 hours instead of 6 hours.

This time will not get through the approval process and it could delay your payment for the time.

What do I put in the field labeled Job/Duty?

When you click on the drop down arrow, all of the jobs you have been hired for are listed.

You must select the actual job you are performing for the specific date and time.

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There are multiple Job/Duties listed when I click on the drop down arrow, how do I know which one to select?

It is critical to select the correct Job/Duty. This field identifies your rate of pay as well as the supervisor who will be approving your time. Selecting the wrong one could delay your payment for this time.

The Job/Duty you are performing should be listed as part of the description; in many cases, the building acronym is also listed. As an example, “Sub Teacher BAC Special Ed” will show in the drop down, this is a Substitute Teacher in the Bellport Academic Center (BAC) for the special education program.

If this is the work you did for the day, this is the job/duty you should select. It is extremely important to select the correct job/duty as the job/duty selected determines the approval path. Selecting an incorrect job/duty will delay your payment.

If you are unsure of which job/duty to select, ask the office staff in the building where you are working and they will assist.

What do I do if I don't see the correct Job/Duty in my drop down menu list?

If the job you are performing is not in the drop down menu list, go see the building principal or your supervisor, they will contact Human Resources to have it added to your list.

I'm a substitute, how do I indicate who I am subbing for?

In the notes field, all substitutes must enter the name of the person they are subbing for. If the ASEOP confirmation number is available it should also be entered.

There is a “>” symbol to open the notes field on the right side of the line where date and times are entered.

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I'm working overtime; do I enter the whole day or just the extra hours?

When entering time, only the extra hours you work should be entered not the whole workday.

For example, your normal work day is 8 am to 4 pm and you work until 5 pm. You would enter 4 pm to 5 pm as your overtime.

Only time in addition to your normal work day should be entered.

I made an error entering my time, can I delete it?

Time can be deleted until it is approved by your supervisor by clicking on the red X on the left side of the line item. If the time has been approved, notify your supervisor.

Depending on where the time is in the approval process your supervisor may be able to “un-approve” it and you can then delete it; if not, your supervisor will contact the payroll office.

***WinCapWeb* User Guide**

Where to Get Help

If you are having a problem or need help, e-mail the ESBOCES help desk at helpdesk@esboces.org.

Please put ***WinCapWeb*** in the subject line, describe the problem in the body of the e-mail and include your name and a daytime phone number.