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# *WinCapWEB Time Sheet Entry*

## *User Guide*

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# **WinCapWEB Timesheets- User Guide**

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## Section 1: Logging into WinCap WEB Timesheets

1. Open Internet Browser and navigate to [www.wincapweb.com](http://www.wincapweb.com)
2. Input your email as your username and the password that was chosen during account activation
3. Once complete select "Login"

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services

WinCapWeb

myWinCap

Username (email):  
Password:  
Login  
Forgot Password?

WinCapWEB  
An online suite of tools to complement the WinCap Financial & HR Management System

Employee Self-Service  
Lookup and print personal information; initiate requests and track approvals.

Electronic Timesheets  
Maintain and approve timesheets for time worked and daily absences.

Electronic Payroll Vouchers  
Submit and track claims for work duties and stipends not based on an hourly or per diem rate.

Professional Development  
Manage professional development activities on a district-wide and individual employee basis; online registrations.

Requisitions  
Initiate purchase requisitions and select items from vendor catalogs and district bids.

myWinCap  
Personalize your WinCapWEB experience.

Get access from anywhere  
You can access your WinCapWEB account from any computer connected to the internet; at home or at work.

4. If you have trouble logging into WinCapWeb, you should type your username and select the "forgot password?" link below the login button.
5. 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](#)

Please enter your email to begin the password reset process.

Email:

Continue

6. 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 you will need to contact the Help Desk([helpdesk@esboces.org](mailto: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.)*

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

[Need Help? Contact Support](#)

Answer the following question to continue with your password reset:

What is your mother's maiden name?

A message has been sent to your email address, please follow the instructions.

7. 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 [Timothy.Quigley@webtest.com](mailto:Timothy.Quigley@webtest.com), 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://test.wincapweb.com/loginresult.aspx?id=dd28b95d-e9cd-4208-9466-a325d4d8d11c>

Your request originated from 66.195.66.72.

Sincerely,  
Capital Computer Associates

8. 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.



Username (email):

Password:

[Forgot Password?](#)

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

New Password:

Confirm New Password:

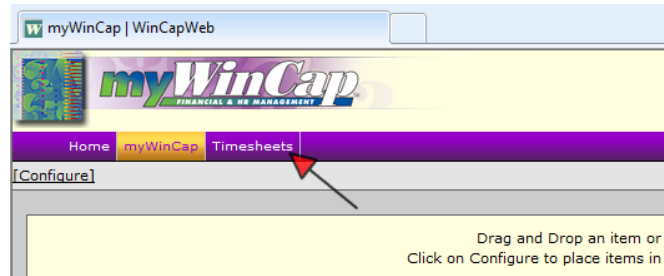
**Password Requirements:**

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

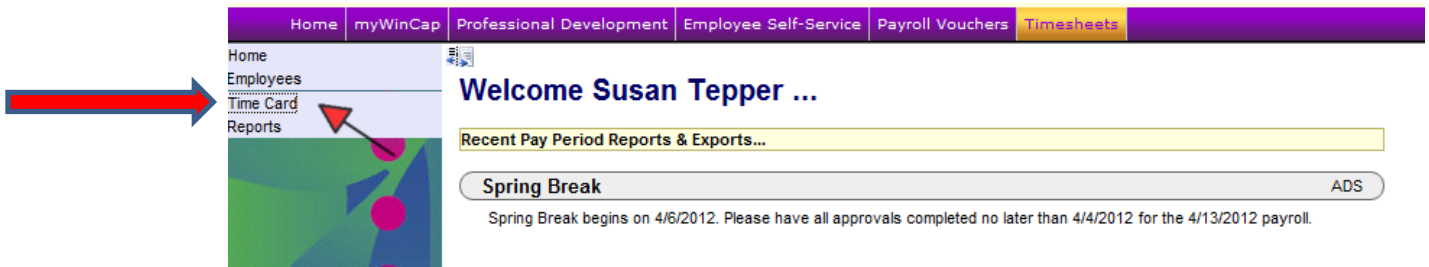
To cancel your password reset, click [HERE](#).

## Section 2: Accessing the Timecard

1. Once you have successfully logged into WinCap Web, by selecting “timesheets” on the purple toolbar you may access the Timesheets Web Module. You will need to do one mouse click on “Timesheets.”

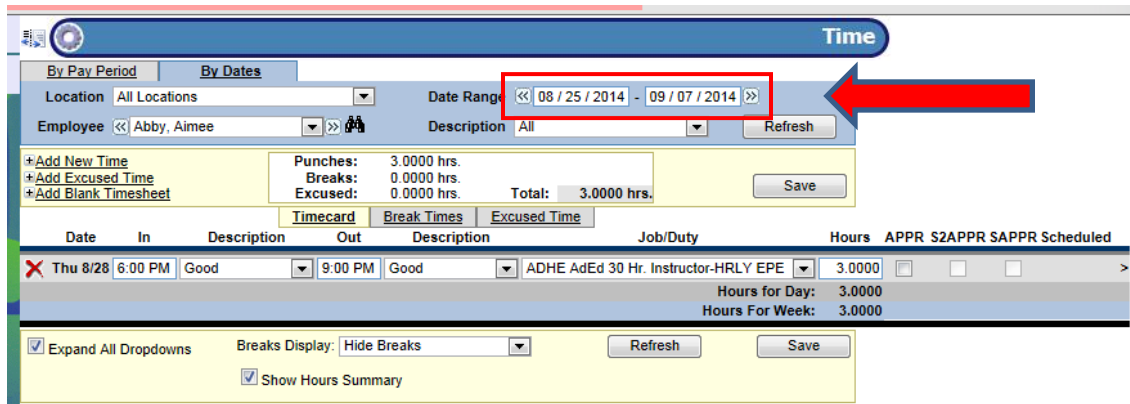


2. Once “Timesheets” is selected you will enter the Timesheets home page where you will see a “Welcome” greeting. On the home page, you will also see any messages that have been posted by Administrative staff. On the left hand side of your screen the Timesheets Menu will display. In order to access your timecard you must select “Time Card” from the menu.

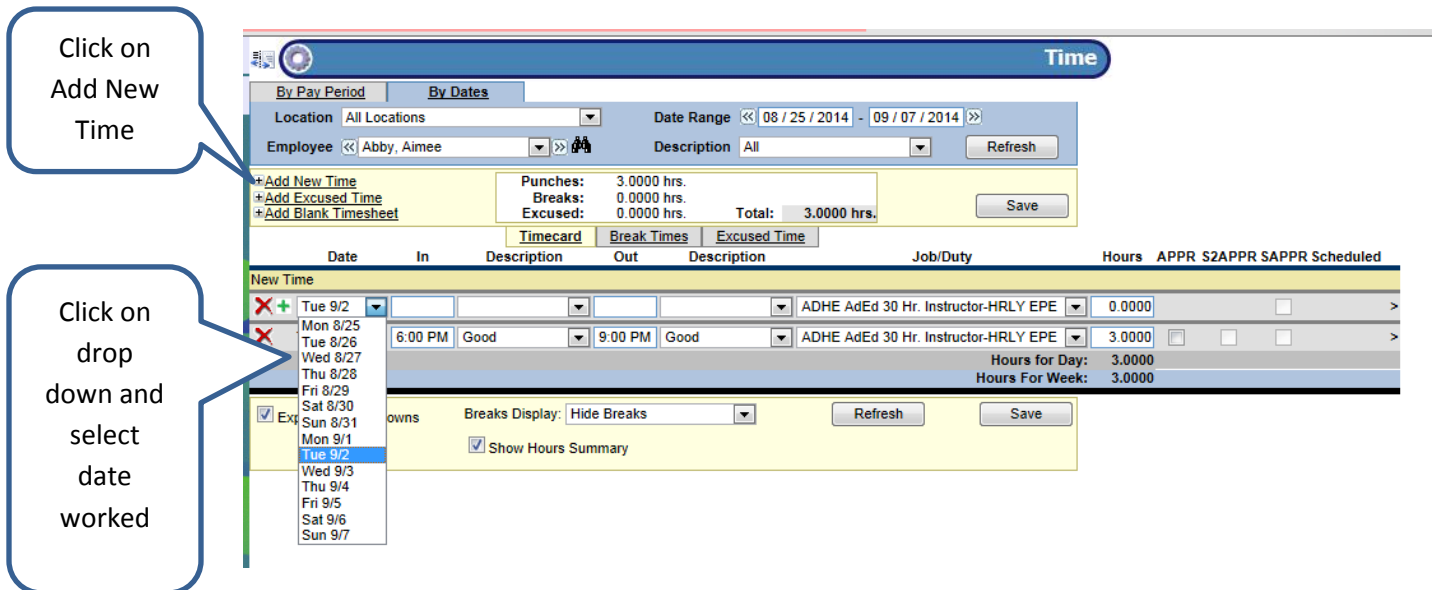


### Section 3: Adding New Time Worked

1. 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. 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.



2. When “add new time” is selected a new entry row will appear at the top of timecard where the date may be adjusted to the date that you must add time for. The date range 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.”



- Once you have selected the appropriate date from the drop down list, you will need to type in the in and out times into the empty section for each applicable field. Enter the start time in the "In" column with an AM or PM and the end time in the "Out" column. The descriptions may be left blank as this is for linking to time clocks. Do not enter the number of hours; the system will do that automatically.

Enter Time with P for PM and A for AM

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/2	6:00 PM		9:00 PM		Adult Ed Literacy/Vocational 30 Hour, AdE	0.0000				
Thu 8/28	6:00 PM	Good	9:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	3.0000				

Hours for Day: 3.0000  
Hours For Week: 3.0000

**NOTE: When entering over-time, the hours entered should be only the additional hours worked. Your regular work day hours should not be included in the in and out times. Also, all overtime requires a note in the note field (see section 6).**

- The last section you may need to update on the new time entry prior to saving is the job/duty that is being performed. Select the appropriate title based on the job/program/building you are performing. By selecting the job/duty down arrow, all of the authorized job/duties will display. **If you are working over-time in your regular job, select your normal job title.**

Click on drop down and select Job worked

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/2	6:00 PM		9:00 PM		Adult Ed Literacy/Vocational 30 Hour, AdE	0.0000				
Thu 8/28	6:00 PM	Good	9:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	3.0000				
					Adult Ed Literacy/Vocational 30 Hour, AdE	3.0000				

Hours For Week: 3.0000



- Once you have selected the appropriate job/duty from the list you may select "Save", either at the top or bottom, to save the time entry.

The screenshot shows the 'Time' entry interface. At the top, there are tabs for 'By Pay Period' and 'By Dates'. Below these are fields for 'Location' (All Locations), 'Date Range' (08/25/2014 - 09/07/2014), 'Employee' (Abby, Aimee), and 'Description' (All). A 'Refresh' button is located to the right of the description field.

Below the search fields, there is a summary box showing:
 

- +Add New Time
- +Add Excused Time
- +Add Blank Timesheet
- Punches: 3.0000 hrs.
- Breaks: 0.0000 hrs.
- Excused: 0.0000 hrs.
- Total: 3.0000 hrs.

 A 'Save' button is located to the right of this summary box. A callout bubble points to this button with the text 'Click Save'.

Below the summary box are tabs for 'Timecard', 'Break Times', and 'Excused Time'. The 'Timecard' tab is active, showing a table of time entries:

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/2	6:00 PM		9:00 PM		Adult Ed Literacy/Vocational 30 Hour.AdE	0.0000				
Thu 8/28	6:00 PM	Good	9:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	3.0000				

Below the table, there are summary statistics:
 

- Hours for Day: 3.0000
- Hours For Week: 3.0000

At the bottom of the interface, there are checkboxes for 'Expand All Dropdowns' and 'Show Hours Summary', a 'Breaks Display' dropdown set to 'Hide Breaks', and 'Refresh' and 'Save' buttons. A callout bubble points to the bottom 'Save' button with the text 'Click Save'.

## Section 4: Meal Break Times

1. If you take a meal break the time for that break needs to be entered. When a meal break is taken 2 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.

Enter the time in and out **before** the break.

The screenshot shows the WinCapWeb Time Sheet Entry interface. At the top, there are buttons for '+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. Below this is a 'Save' button. The main table has tabs for 'Timecard', 'Break Times', and 'Excused Time'. The table columns are: Date, In, Description, Out, Description, Job/Duty, Hours, APPR S3APPR S2APPR S4APPR Scheduled. A single entry is shown for Sat 5/23, with In time 8:00 AM, Description 'Extra Punch', Out time 12:30 PM, Description 'Extra Punch', Job/Duty 'Custodial Wo', and Hours 4.5000. Below the table, there are options for 'Expand All Dropdowns', 'Breaks Display: Hide Breaks', 'Refresh', 'Save', and 'Show Hours Summary'.

2. 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.

Enter the time in and out **after** the break.

The screenshot shows the WinCapWeb Time Sheet Entry 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. The 'Save' button is highlighted. The table now has two entries for Sat 5/23. The first entry is from 8:00 AM to 12:30 PM (4.5000 hours). The second entry is from 1:15 PM to 3:00 PM (1.7500 hours). The rest of the interface is the same as in the previous screenshot.

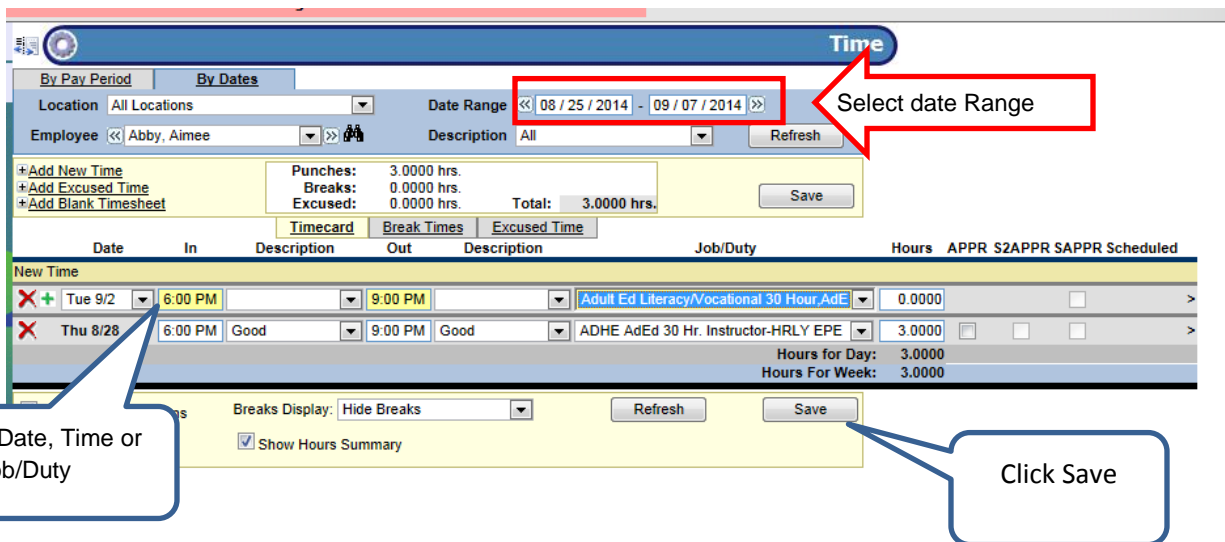
There will be 2 entries for the day, one before the meal break and one after the meal break.

## Section 5: Correcting Editing or Deleting a Timecard Entry

3. If a time entry has not been approved it can be edited. To edit an existing entry, select Time Card from the main menu. If your time has been approved, you will not be able to edit it. Please see your supervisor.



4. The last time entered will be displayed, if this is not the date that needs to be edited, select the applicable date rate on the top right of the screen, days entered for the selected date range will be displayed. To edit the entry simple click in that entry and adjust the date time or Job/Duty. When the entry is corrected, click Save.



5. If a time entry has not been approved it can be deleted. To delete an existing entry, select Time Card from the main menu. If your time has been approved, you will not be able to edit it. Please see your supervisor.

Time

By Pay Period | By Dates

Location: All Locations | Date Range: 08 / 25 / 2014 - 09 / 07 / 2014 | Employee: Abby, Aimee | Description: All

Punches: 3.0000 hrs.  
Breaks: 0.0000 hrs.  
Excused: 0.0000 hrs. Total: 3.0000 hrs.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/2	6:00 PM		9:00 PM		Adult Ed Literacy/Vocational 30 Hour.AdE	0.0000				
Thu 8/28	6:00 PM	Good	9:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	3.0000				

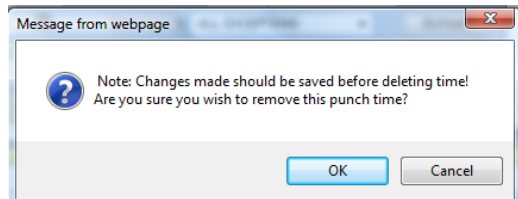
Hours for Day: 3.0000  
Hours For Week: 3.0000

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save | Show Hours Summary

Click on the red X to delete

Select date Range

When you click delete, the below message will appear asking if you are sure you will to delete this line. Click OK if you are sure the line should be deleted.



## Section 6: Adding a Note to your Time Worked

1. A note may be added to your time worked to let your supervisor know what task you were performing or any other information you would like to denote on time worked. **Adding a note will help expedite the approval process and payment of your time.** You have the ability to add a note (free form text field). In order to open up the note section for a day, you will need to select the ">" character which is located to the right of the scheduled time column for the day.

**Important Note: The note field is a required field for all overtime (no exceptions).**

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/2	6:00 PM		9:00 PM		Adult Ed Literacy/Vocational 30 Hour,AdE	0.0000				
Thu 8/28	6:00 PM	Good	9:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	3.0000				

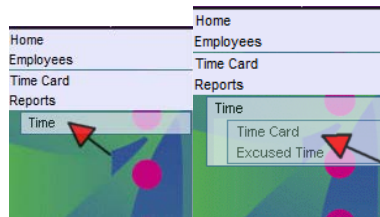
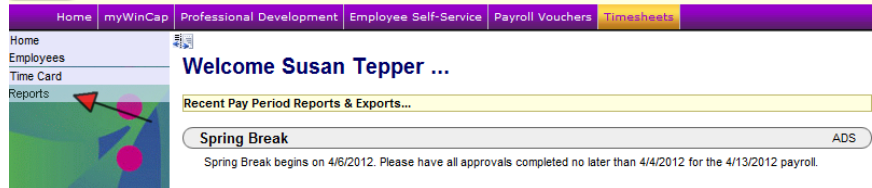
2. Once the ">" character is selected, the note section will be opened up for the day/time worked chosen and you can type in a free form note. When the note is complete, click Save.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Thu 8/28	6:00 PM	Good	8:00 PM	Good	ADHE AdEd 30 Hr. Instructor-HRLY EPE	2.0000				
Note: I left early due to a family emergency						Hours for Day:	2.0000			
						Hours for Week:	2.0000			
Tue 9/2	6:00 PM	Good	9:00 PM	Good	Adult Ed Literacy/Vocational 30 Hour,AdE	3.0000				
						Hours for Day:	3.0000			
						Hours for Week:	3.0000			

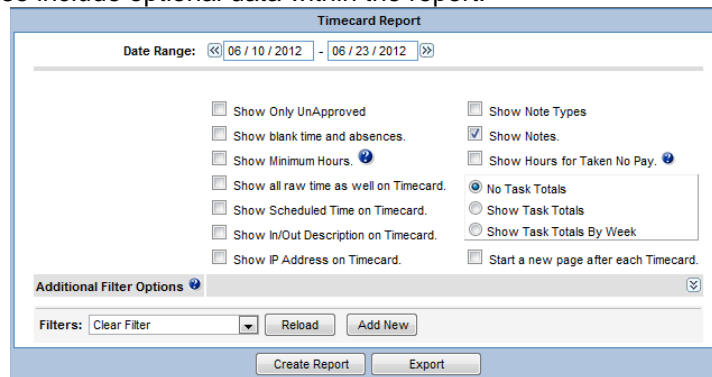
**Substitutes must enter the name of the teacher/para/nurse they are subbing for in the note field. IF the ASEOP confirmation number is available, that should also be entered.**

## Section 7: Printing your Timecard

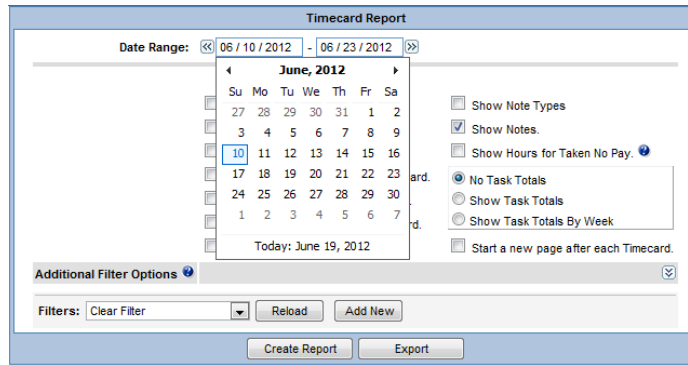
1. Timecard data is saved from the day you have started with timesheets and does not get removed once approved. If you wish to see your timecard for three months prior you can navigate to your timecard by changing the date range. The data will still be displayed for you to view. If you prefer to print 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 “Time Card” in order to open up the Timecard Report.



2. 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' field with a date range of '06 / 10 / 2012 - 06 / 23 / 2012'. Below the date range, there are several checkboxes for filter options: '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.', 'Show IP Address on Timecard.', 'Show Note Types', 'Show Notes.', 'Show Hours for Taken No Pay.', 'No Task Totals', 'Show Task Totals', 'Show Task Totals By Week', and 'Start a new page after each Timecard.'. At the bottom of the form, there is a 'Filters' section with a 'Clear Filter' button, a 'Reload' button, and an 'Add New' button. Below the filters, there are 'Create Report' and 'Export' buttons.

3. In order to change the date range you can manually type in the effective date or you may select the effective date's section and a calendar will appear. You can then select the date from the calendar and it will default into the field.



- 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 asterisk(\*), 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
					<b>6.2500</b>
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
					<b>7.2500</b>
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
					<b>5.2500</b>
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
					<b>5.2500</b>

## **Section 8: Where to Get Help**

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