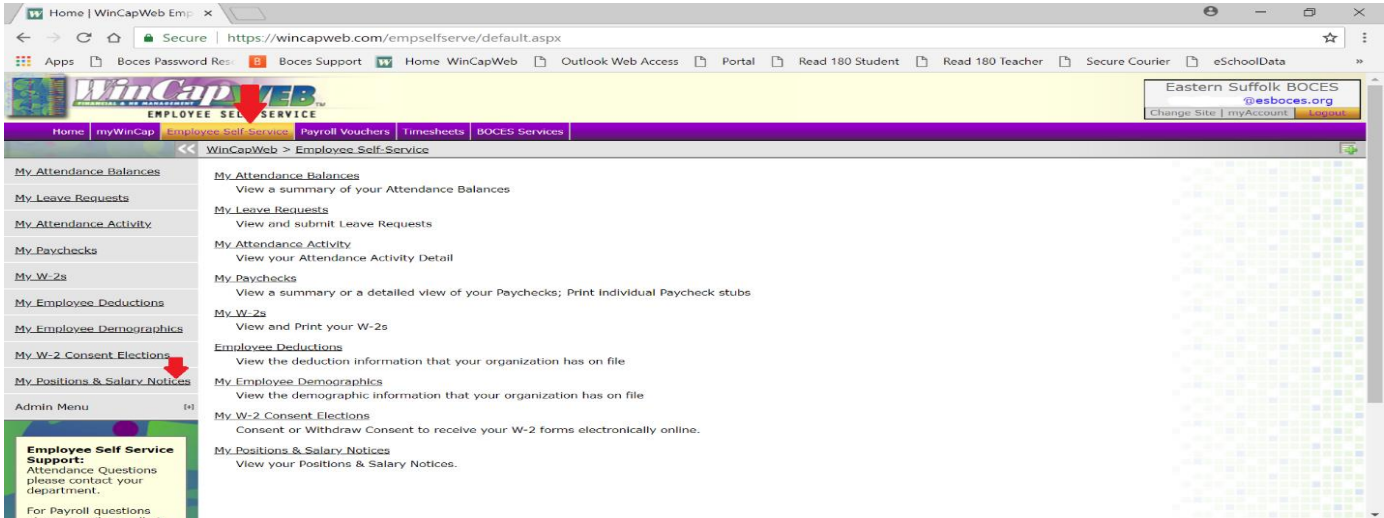
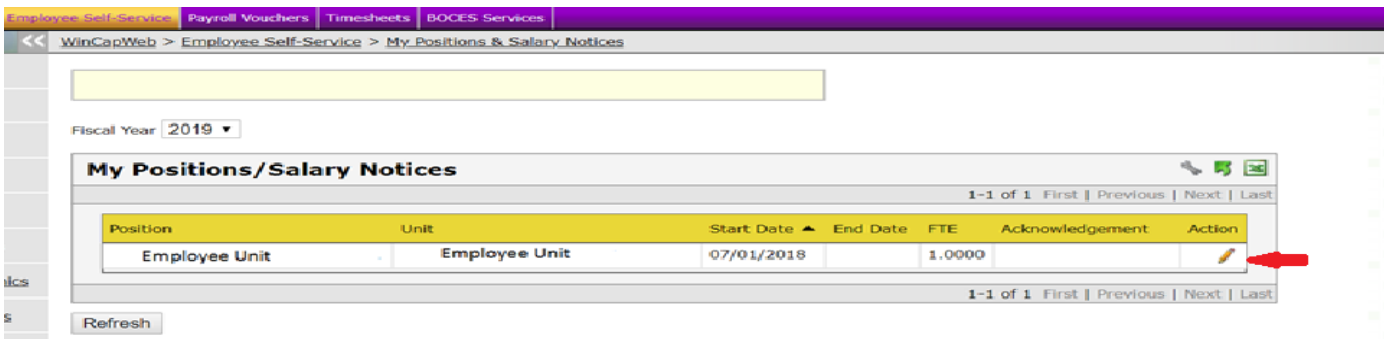


## WINCAPWEB SALARY NOTICE VIEW/PRINT/ACKNOWLEDGE INSTRUCTIONS

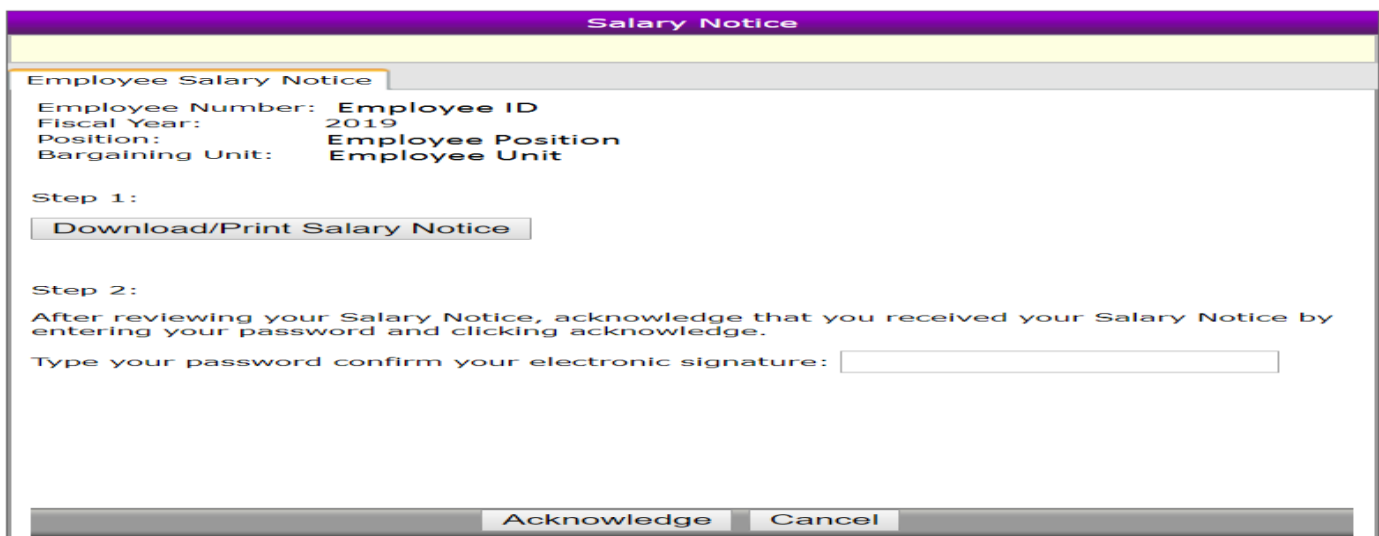
Log in to WinCapWeb.com; from the Home Screen choose Employee Self-Service; then choose My Positions & Salary Notices. See screen below:



The following screen will appear. Choose the appropriate Fiscal Year; then Click on the Pencil Icon.



The following screen will appear:



At this time, 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.

The final step is to acknowledge the salary notice by completing Step 2. Enter your WinCapWeb password and click the Acknowledge button.

If you have any issues with viewing/printing/acknowledging your salary notice(s), please contact the Help Desk at: [HelpDesk@esboces.org](mailto:HelpDesk@esboces.org) or 631-244-4226.