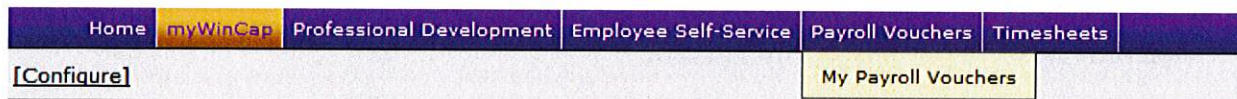


My Payroll Vouchers

myWinCap \ Payroll Vouchers \ My Payroll Vouchers

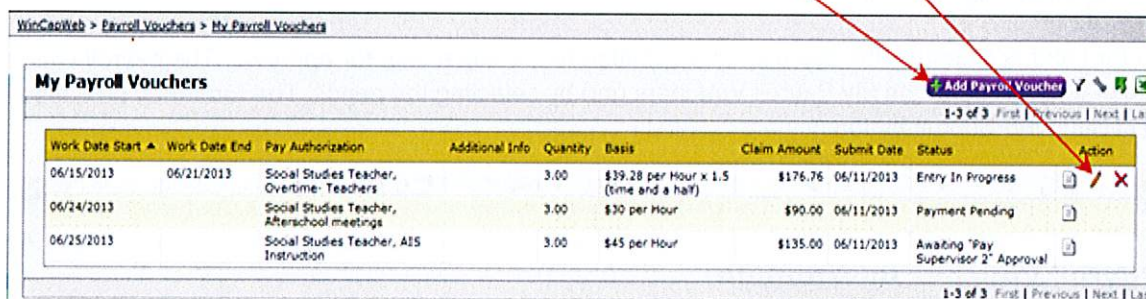
Payroll Vouchers allows an employee to complete a payroll claim form for authorized positions/adjustments.



My Payroll Vouchers, under the Payroll Vouchers menu is where employees can submit, approve, withdraw or view their payroll vouchers.

To edit a previously submitted form, click on the pencil in the Action column.

In order to add a payroll voucher select Add Payroll

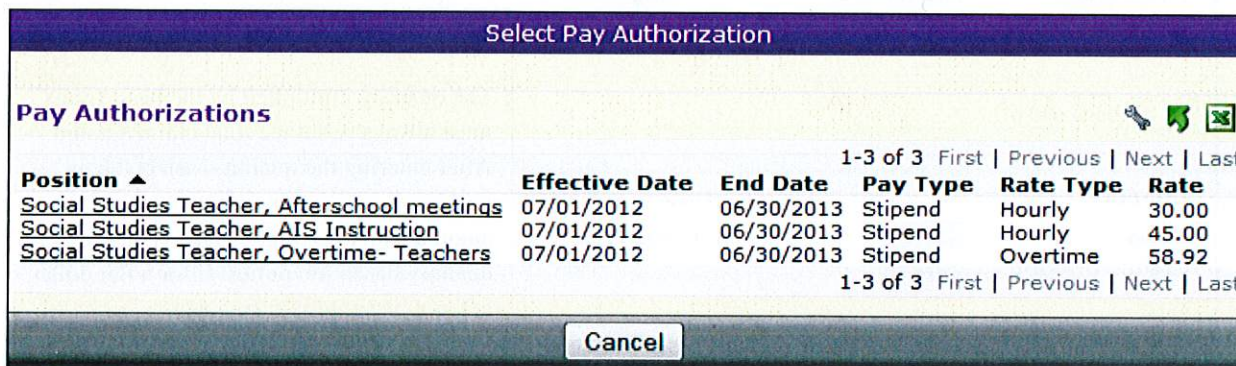


To delete, click on the red x.

The My Payroll Vouchers grid will display all the payroll vouchers previously submitted by the employee, along with their current status.

When adding a new voucher, the My Payroll Voucher Form will open in a new window.

To complete the form, click select next to Pay Authorization to choose the position/adjustment for which the claim is being submitted. (Click clear to begin again.)



A list of the authorized positions/adjustments will appear from which to select.

My Payroll Voucher Form

Information

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 [select][clear]

Work Date

Work Date End

Once the Pay Authorization is selected, the form will display the appropriate basis, or rate, for the selected position/adjustment. Enter the Work Date, Work Date End and the Quantity or Claim Amount. When completed, click Submit.

If Save for Later is selected, the claim is not submitted to the supervisor for approval. The payroll voucher must be entered through the My Payroll Vouchers grid by selecting the pencil. The form may be edited before clicking the Submit button.

My Payroll Voucher Form

Information

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 meetings [select][clear]

Work Date

Work Date End

Additional Info

Quantity Hours

Basis \$30 per Hour

Claim Amount

Quantity * 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)

WinCapWeb > Payroll Vouchers > My Payroll Vouchers

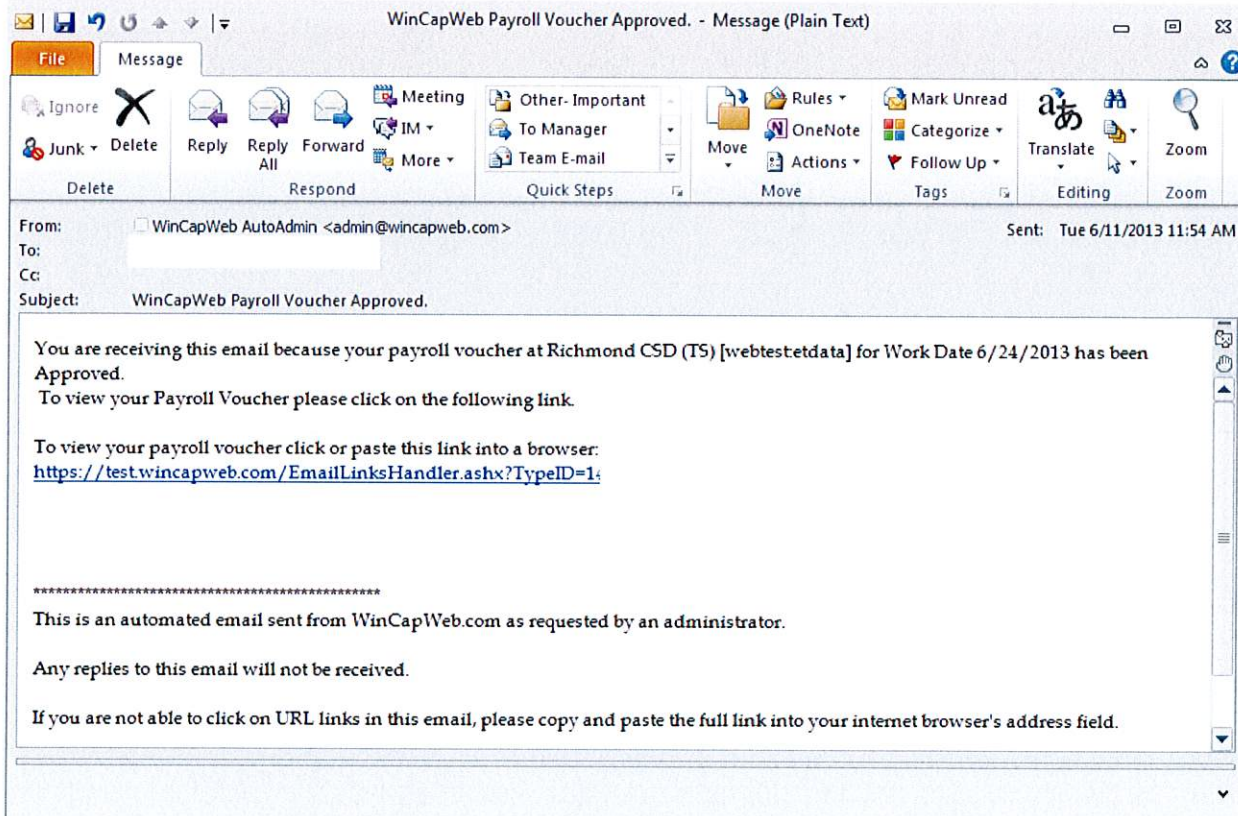
My Payroll Vouchers Add Payroll Voucher

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	

1-1 of 1 First Previous Next Last

When Submit is selected, the form will close and the voucher record will display in the My Payroll Vouchers grid.



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