

WinCapWEB Employee Self Service - Employee Salary Notice Acknowledgement

As an employee of (District Name), you are required to log into WinCapWEB Employee Self Service and acknowledge your position/salary notice for each fiscal year and with each salary change. In order to acknowledge the salary, please follow the steps below.

- 1) Log into WinCapWEB (www.wincapweb.com) and go to Employee Self Service/My Position/Salary Notices.



- 2) Select the correct fiscal year from the fiscal year dropdown. Select the pencil icon next to the applicable position. If you have multiple positions you must acknowledge, all will be listed and will require you to go in separately to acknowledge.

WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Fiscal Year 2015 ▼

My Positions/Salary Notices

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

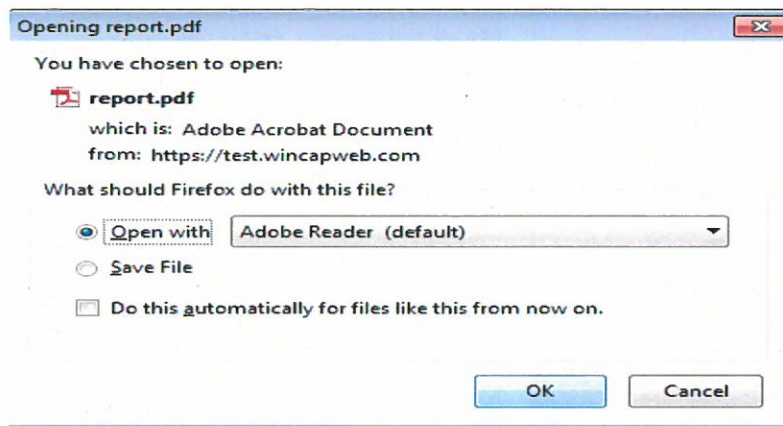
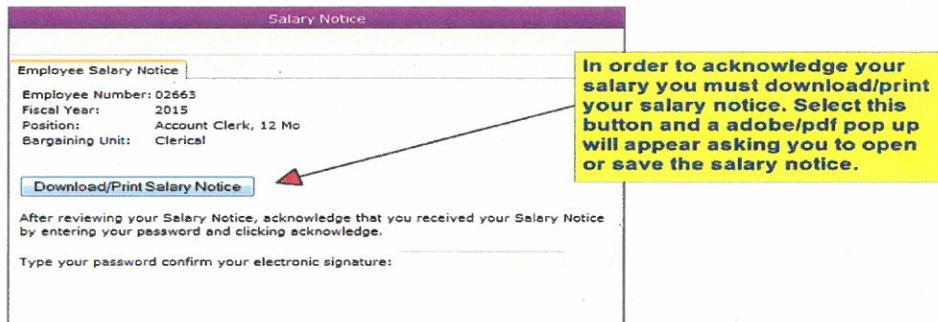
Position	Unit	Start Date ▲	End Date	FTE	Acknowledgement	Action
Account Clerk, 12 Mo	Clerical	07/01/2014		1.0000		

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

Refresh

The correct "fiscal year" should be selected and the applicable positions that have been setup for viewing/acknowledgement will display. Select the pencil icon in the "action" column to go to the acknowledgement screen where the salary notice can be downloaded and your WinCapWEB password can be entered for your acknowledgement.

- 3) After selecting the pencil, you will be brought to the salary notice screen where you must select "Download/Print Salary Notice." An adobe Reader prompt will appear where you will be prompted to select to Open or Save your file. In order to open the salary notice on your screen select "Open".



- 4) When your salary notice appears in the report.pdf – abode reader, you may print or save the file to your computer (**Please note: DO NOT SAVE YOUR SALARY NOTICE IF YOU ARE UTILIZING A PUBLIC COMPUTER**). Once you are done with the salary notice you can select the red "x" to close that window.

- 5) You should still have the “salary notice” screen up within your internet browser that is running WinCapWEB. In order to record your acknowledgement for that position/salary, you must type in your WinCapWEB password and then select “Acknowledge.”

- 6) A timestamp is recorded for that position indicating when you acknowledged that salary. If the salary changes at any point in time in the fiscal year, the timestamp is removed and will require you to re-acknowledge the new salary.

WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Item Successfully Updated

Fiscal Year 2015

My Positions/Salary Notices

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

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Account Clerk, 12 Mo	Clerical	07/01/2014		1.0000	Acknowledged via Web on 09/24/2014 09:55:00 AM by James E. Jasmin	

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

Refresh