

## WinCapWeb Employee Self-Service Instructions

**Welcome** to WinCapWeb. To access your account, login with the following web address:

<https://wincapweb.com>

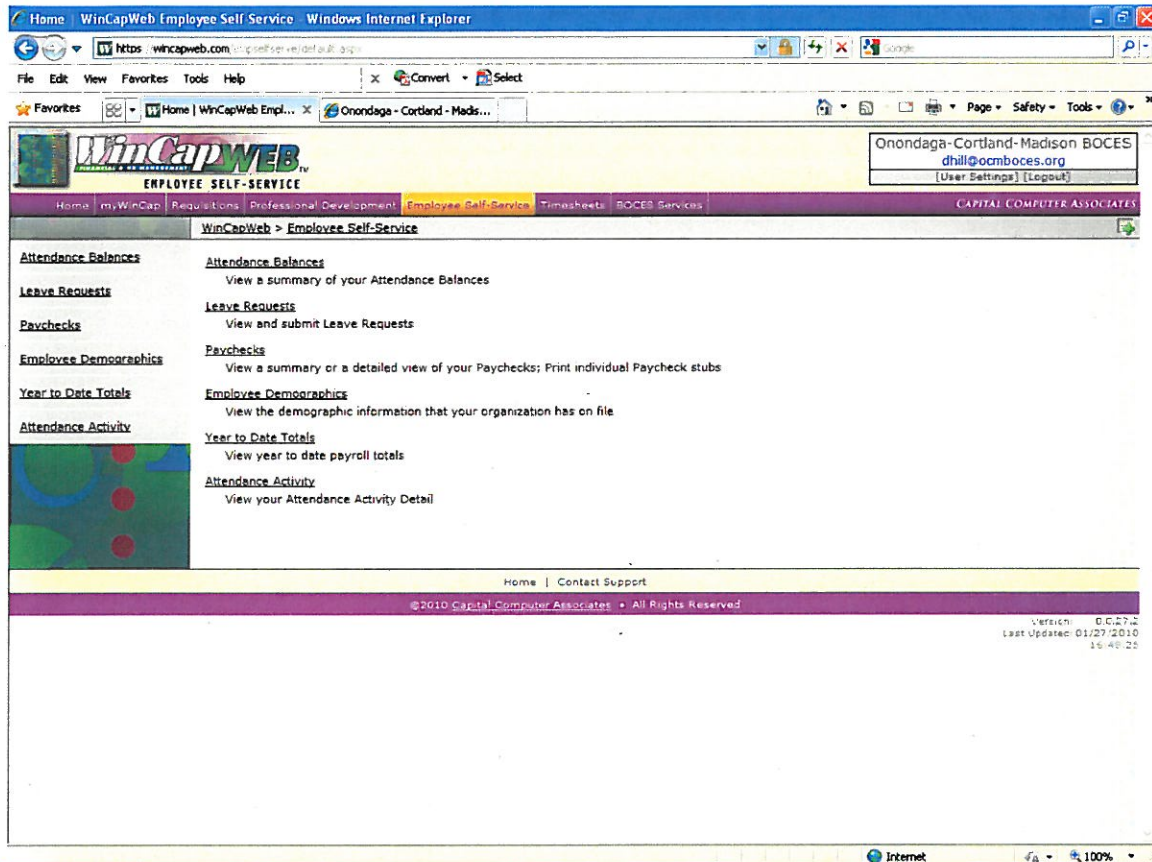
Your Username is your **email address**. Note after the initial sign in you only need to enter the first part of your email address before the “@” sign.

The Password is the one that you created during the initial registration. For security reasons, choose NO when the programs asks if you want to remember your password.

The screenshot shows a web browser window displaying the WinCapWeb portal. The browser's address bar shows the URL <https://wincapweb.com>. The page has a purple header with navigation links: Home, Request, Professional Development, Employee Self-Service, Timesheets, and BOCES Services. The main content area is titled "Welcome to WinCapWEB" and describes it as an online suite of tools. On the left, there is a login form with fields for "Username (email):" and "Password:", a "Login" button, and a "Forgot Password?" link. The main content area lists several services: "Employee Self-Service" (Lookup and print personal information for earnings, leaves, benefits, and other HR data), "Electronic Timesheets" (Maintain and approve timesheets and additional pay items), "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), and "myWinCap" (Personalize your WinCapWEB experience). The footer includes "Home | Contact Support", "© 2010 Capital Computer Associates • All Rights Reserved", and "Version: 0.0.27.0 Last Updated: 01/27/2010 14:49:25".

After logging in, you will automatically be brought to the Employee Self-Service page where you can look at your employee demographics, review attendance activity and balances, submit on-line leave requests, and review paychecks and YTD payroll information.

The following screen will appear after you log on.



## Employee Demographics

Employee Demographics is the data that is stored in the Human Resource system. You should review the Employee Demographics page to ensure that the information on file for you is accurate.

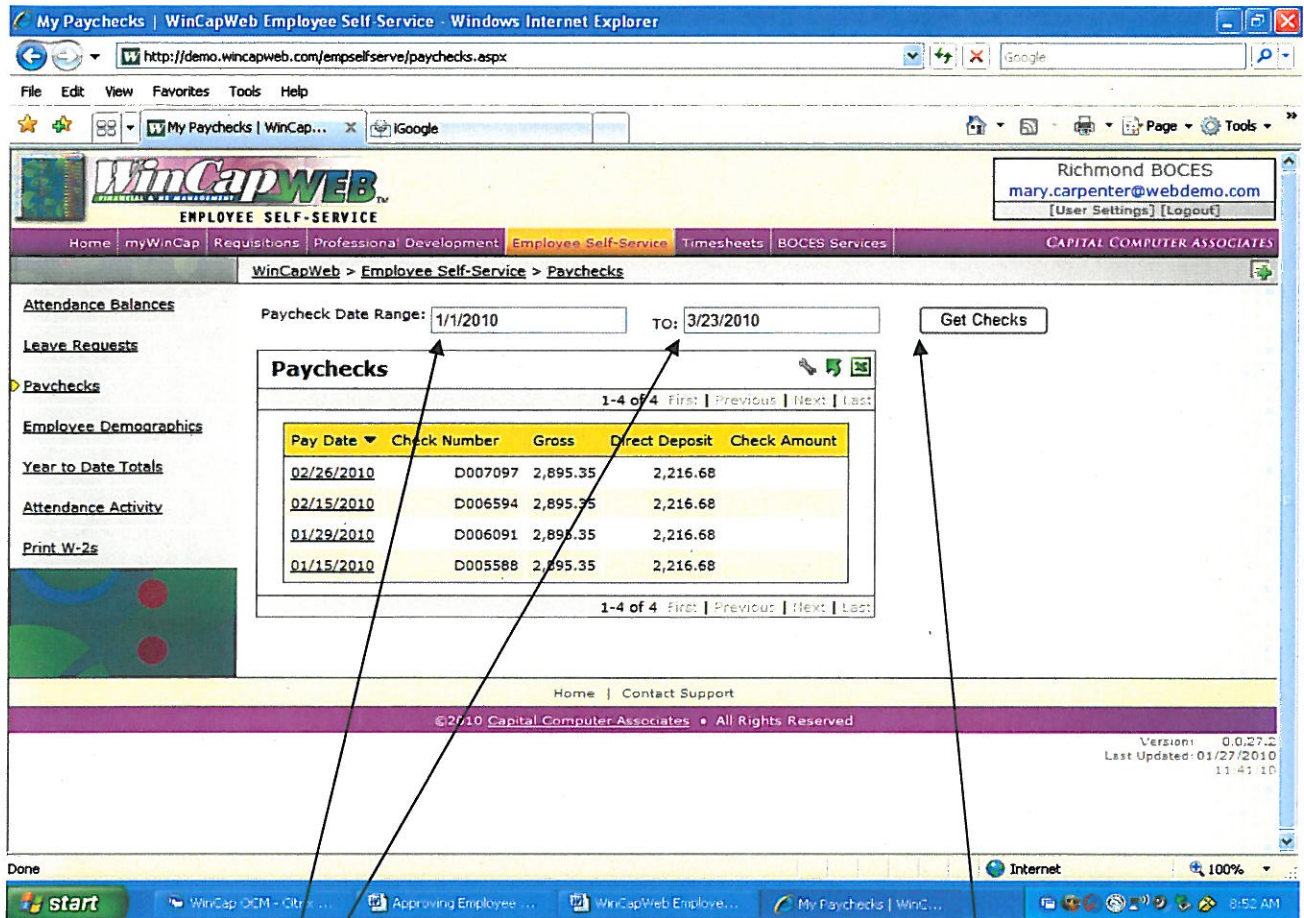
The screenshot displays the WinCapWEB Employee Self-Service interface in a Windows Internet Explorer browser. The page title is "Employee Demographics | WinCapWeb Employee Self-Service - Windows Internet Explorer". The address bar shows the URL: <http://demo.wincapweb.com/empselfserve/employeedemographics.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page features a navigation menu with links for Home, myWinCap, Requisitions, Professional Development, Employee Self-Service (highlighted), Timesheets, and BOCES Services. A user profile box in the top right identifies the user as "Richmond BOCES" with the email "mary.carpenter@webdemo.com" and options for "User Settings" and "Logout". The main content area is titled "WinCapWeb > Employee Self-Service > Employee Demographics". On the left, a sidebar contains links for Attendance Balances, Leave Requests, Paychecks, Employee Demographics (selected), Year to Date Totals, Attendance Activity, and Print W-2s. The main content area displays the following information for Mary Carpenter:

<b>Name:</b> Mary Carpenter	
<b>Employee Details:</b>	
Employee Number:	00489
Home Phone:	555-0489
Work Phone:	
Mobile Phone:	
Official Email:	mary.carpenter@webdemo.com
Other Email:	
<b>Emergency Contact Information:</b>	
Contact Name:	Karen
Contact Phone:	315-555-1212
Contact Relation:	Sister
Notes:	Robert, Father 315-986-5551
<b>Legal Address:</b>	
Address 1:	64 Soundview Drive
Address 2:	
City:	East Northport
State:	NY
Zip:	10512
Country:	
<b>Mailing Address:</b>	
Address 1:	64 Soundview Drive
Address 2:	
City:	East Northport
State:	NY
Zip:	10512
Country:	

The footer of the page includes "Home | Contact Support" and "©2010 Capital Computer Associates • All Rights Reserved". The Windows taskbar at the bottom shows the Start button and several open applications, including "WinCap OCM - Citri...", "Approving Employee...", "WinCapWeb Emplo...", and "Employee Demograph...". The system tray shows the time as 8:50 AM.

## Paychecks

By clicking on “Paychecks”, you will be able to view your paychecks on the web.



The screenshot shows the WinCapWeb Employee Self-Service interface. The main content area is titled "Paychecks" and features a "Paycheck Date Range" selector with "1/1/2010" and "3/23/2010" entered. A "Get Checks" button is located to the right of the date range. Below the date range is a table of paychecks with the following data:

Pay Date	Check Number	Gross	Direct Deposit	Check Amount
02/26/2010	D007097	2,895.35	2,216.68	
02/15/2010	D006594	2,895.35	2,216.68	
01/29/2010	D006091	2,895.35	2,216.68	
01/15/2010	D005588	2,895.35	2,216.68	

The interface also includes a navigation menu at the top with options like "Home", "myWinCap", "Requisitions", "Professional Development", "Employee Self-Service", "Timesheets", "BOCES Services", and "CAPITAL COMPUTER ASSOCIATES". The footer contains copyright information for Capital Computer Associates and version details.

Use the “Paycheck Date Range” to select paycheck dates and then click “Get Checks”. Once your checks are displayed, you can click on an individual check to see the detail of that selected check.

Whenever paycheck display is accessed, it will default to today’s date and the prior month as the range where checks are displayed.

## Paychecks (con't)

After clicking on an individual check, your paycheck will look like the screen below.

To Print your Paycheck – click “Print as PDF”

To return back to the paycheck selection screen, select “<<Back to Paychecks”

Richmond BOCES  
mary.carpenter@webdemo.com  
[User Settings] [Logout]

Home myWinCap Requisitions Professional Development Employee Self-Service Timesheets BOCES Services CAPITAL COMPUTER ASSOCIATES

Attendance Balances  
Leave Requests  
Paychecks  
Employee Demographics  
Year to Date Totals  
Attendance Activity  
Print W-2s

<< Back to Paychecks Print as PDF

Check Date	Check Number
02/26/2010	D007097

Position Title	Pay Items	Current Pay Period
Elementary Teacher	\$57,907.00 Salary	2895.35
<b>Total</b>		<b>2895.35</b>

Deductions	Description	Current Pay Period
RETIRE	Teachers' Retirement System Tier 4	0.00
FICA	FICA (YTD Wages \$11,581.4)	179.51
FICA	FICA Medicare Tax (YTD Wages \$11,581.4)	41.98
FEDTAX	Federal Income Tax )	304.30
STATE	New York State Income Tax (Married, 0 exmpt.)	152.88
<b>Total</b>		<b>678.67</b>

Direct Deposit	Current Pay Period
M&T Bank Checking Account	2216.68

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
<b>Check Totals</b>	<b>2895.35</b>	<b>678.67</b>	<b>2216.68</b>	<b>2216.68</b>	<b>0.00</b>

Done Internet 100% 8:53 AM

### **Note**

In the “Paychecks” display, only the current pay period information appears on each paycheck.

To review year-to-date information for salary and deductions, you will need to go to the “Year to Date Totals” section of the web.

## Year to Date Totals

The year to date totals can be sorted by Fiscal Year to Date (July – June), Calendar Year to Date (Jan – Dec), Quarterly, or Monthly. Choose the type of information you want to view from the “drop down” box and select “Get Totals”.

Year to Date Totals | WinCapWeb Employee Self-Service - Windows Internet Explorer

http://demo.wincapweb.com/empselfserve/yeardatatotal.aspx

Richmond BOCES  
mary.carpenter@webdemo.com  
[User Settings] [Logout]

Home myWinCap Requisitions Professional Development Employee Self-Service Timesheets BOCES Services CAPITAL COMPUTER ASSOCIATES

WinCapWeb Employee Self-Service > Year to Date Totals

Attendance Balances  
Leave Requests  
Paychecks  
Employee Demographics  
Year to Date Totals  
Attendance Activity  
Print W-2s

Type: Fiscal Year to Date Get Totals

### Year to Date Totals

1-7 of 7 First Previous Next Last

Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2010	46,325.60	35,585.32	46,325.60	671.68	46,325.60	2,872.16	46,325.60	4,750.36	46,325.60	2,446.08
Fiscal Year 2009	52,216.65	39,176.59	51,648.76	748.91	51,648.76	3,202.22	51,648.76	5,451.21	51,648.76	2,597.06
Fiscal Year 2008	56,293.20	51,345.60	55,656.40	807.07	55,656.40	3,450.71	55,656.40	6,028.73	55,656.40	2,743.49
Fiscal Year 2007	54,004.10	49,443.91	53,417.80	774.58	53,417.80	3,311.86	53,417.80	5,689.67	53,417.80	2,580.18
Fiscal Year 2006	41,274.40	39,300.03	40,739.50	590.79	40,739.50	2,525.87	40,739.50	4,171.94	40,739.50	1,881.67
Fiscal Year 2005	48,771.56	35,512.06	48,263.81	699.80	48,263.81	2,992.36	46,800.61	4,838.32	48,263.81	2,275.07
Fiscal Year 2004	46,814.52	34,268.48	46,346.62	672.08	46,346.62	2,873.42	44,942.22	4,533.21	46,346.62	2,125.83

1-7 of 7 First Previous Next Last

To view year to date detail information, click on the particular “Fiscal Year” (Calendar Year, Quarter or Month) you want to review in the “Year to Date Totals” area. Next scroll down to the “Year to Date Detail” section and more detailed information will appear based on how you sorted the data.

This is the detailed information that appears when you scroll down the page after clicking on "Year/Qtr/Mth" in the "Year to Date Totals" area.

The screenshot shows a web browser window with the address bar displaying `http://demo.wincapweb.com/empselfserve/yeartodatetotals.aspx`. The browser title is "Year to Date Totals | WinCapWeb Employee Self-Service - Windows Internet Explorer".

The main content area is divided into two sections:

### Position

1-4 of 4 First Previous Next Last

Description	Amount	Effective Date	End Date
Building Planning Team	1,068.00	09/02/2008	
Grade Level Chair	609.11	09/02/2008	
Elementary Teacher	41,281.94	09/02/2008	
Elementary Teacher (02)	9,257.60	07/01/2008	07/01/2008

1-4 of 4 First Previous Next Last

### Year to Date Detail

1-9 of 9 First Previous Next Last

Ded Group	Ded Code	Seq	Wages	Amount	Description
FLEX	BPTF			497.69	Blue Point 2 Select Family Teacher
FLEX	DNTF			63.74	Dental Family Teacher
FLEX	VITF			6.46	Vision Family Teacher
FICA	FICA		51,648.76	3,202.22	FICA
FICA	MEDI		51,648.76	748.91	FICA Medicare Tax
FEDTAX	FEDTAX		51,648.76	5,451.21	Federal Income Tax
STATE	NY		51,648.76	2,597.06	New York State Income Tax
MISC	DUETCH			472.77	Teacher Dues
DIRDEP	M&TBK			39,176.59	M&T Bank

The Windows taskbar at the bottom shows the Start button, several open applications including "WinCap OCM - Citri...", "Approving Employee...", "WinCapWeb Emplo...", and "Year to Date Totals | ...". The system tray shows the Internet icon, 100% zoom, and the time 9:00 AM.

## Attendance Balances

This section gives you a summary of your attendance balances by attendance code.

OT Exempt 12 mo

Attendance Codes	Carry Over	Available	Earned	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance
Family	5.0000	5.0000	07/01/2009	3.0000	01/08/2010			2.0000	2.0000
Floating Holiday	1.0000	1.0000	07/01/2009	1.0000	07/30/2009				
Medical/Dental Appt					1.0000	11/09/2009			
Personal	3.0000	3.0000	07/01/2009	3.0000	11/19/2009				
Sick	33.0000	14.0000	14.0000	07/01/2009	3.0000	12/11/2009	-1.0000	42.0000	42.0000
Vacation	18.0000			07/01/2009	3.0000	12/31/2009		15.0000	15.0000
								15.0000	15.0000

An explanation of the descriptions of column headers for "Attendance Balances" are as follows:

**Carryover** - Balance carried over from prior year

**Available** - Total new time that will be earned this year by year end

**Earned** - New time that has been earned this year to date

**Adjustment** - Manual adjustments/corrections posted to date

**Available Balance** - Total time available for use by year-end (reflects taken time but not requested time)

**Earned Balance** - Time carried over from prior year + current year earned

**Requested** - Time for leave requests not yet confirmed as taken



## Attendance Activity

The Attendance Activity section will give you detailed information regarding your attendance transactions.

Use the "Activity Date Range" to select the time period that you need to see. Then click "Get Attendance"

Use to scroll bars to move up and down and left and right through the screen. You can also use the "wrench" to customize this page to show only those columns that are important to you. See the "Customizing Your View" section at the end of this document for information on this feature.

Attendance Activity | WinCapWeb Employee Self-Service - Windows Internet Explorer

https://wincapweb.com:8080/serve/attendanceactivity.aspx

File Edit View Favorites Tools Help

WinCapWEB  
EMPLOYEE SELF-SERVICE

Onondaga-Cortland-Madison BOCES  
dhill@ocmboces.org  
[User Settings] [Logout]

Home myWinCap Requisitions Professional Development Employee Self-Service Timesheets BOCES Services CAPITAL COMPUTER ASSOCIATES

WinCapWeb > Employee Self-Service > Attendance Activity

Attendance Balances  
Leave Requests  
Paychecks  
Employee Demographics  
Year to Date Totals  
Attendance Activity

Activity Date Range: 2/22/2010 TO: 3/22/2010 Get Attendance

### Attendance Activity

Fiscal Year	Att. Group	Att. Code	Transaction	Tran Date	FTE	Carryover	Available	Earned	Taken	Adjustment	Available
2010	OT Exempt 12 mo	Sick	Beginning Balance			33.0000	14.0000	14.0000	3.0000	-1.0000	
			Leave Taken, Absence, Request(6)	02/26/2010 Fr							
			Ending Balance			33.0000	14.0000	14.0000	3.0000	-1.0000	
		Family	Beginning Balance				5.0000	5.0000	3.0000		
			Leave Taken, Absence, Request(6)	03/04/2010 Th							
			Leave Taken, Absence, Request(6)	03/10/2010 We							
			Leave Taken, Absence, Request(6)	03/12/2010 Fr							
			Ending Balance								

Internet 100%

start Dennis Hill - Inb... WinCap Ver. 10... 3 Microsoft Of... 2 Microsoft Of... Attendance Acti... Desktop 1:54 PM

## Leave Requests

This is the area where you will enter your requested leave days.

The screenshot shows a web browser window displaying the WinCapWeb Employee Self-Service interface. The page title is "Leave Requests | WinCapWeb Employee Self-Service - Windows Internet Explorer". The URL is "https://wincapweb.com/empselfserve/leaverequests.aspx". The page features a navigation menu with options like "Home", "myWinCap", "Requisitions", "Professional Development", "Employee Self-Service", "Timesheets", "BOCES Services", and "CAPITAL COMPUTER ASSOCIATES". The "Employee Self-Service" section is active, and the "Leave Requests" page is displayed. The page content includes a sidebar with "Attendance Balances", "Leave Requests", "Paychecks", "Employee Demographics", "Year to Date Totals", and "Attendance Activity". The main content area is titled "Employee Leave Requests" and contains a table with columns: "Attendance Group", "Attendance Code", "Start Date", "End Date", "Units", "Approval Status", and "Action". The table currently shows "[no records]". A red arrow points to a "+ Add Leave Request" button located in the top right corner of the table area. The footer of the page includes "Home | Contact Support", "©2010 Capital Computer Associates • All Rights Reserved", and "Version: 0.0.27.2 Last Updated: 01/27/2010 16:49:25".

“Click” on “+ Add Leave Request” to request a leave day.

The Leave Request Form will open up.

The instructions for the Leave Requests are located at the top of the page. Follow these instructions when entering your requested day. **Please remember to only enter a 1 or .5 in the "Units" box.** This box represents whether you will be taking a full day or a half day on each of the days requested in this leave request transaction. It does not represent the total number of days you are taking off.

**INSTRUCTIONS:**

- "Attendance Code" - choose type of leave

**Single Day requests**

- "Date" - enter date of absence
- "Units" - enter **1 for full day** or **.5 for a half day**
- Go to Employee Comments**

**Multiple Day Requests** (must be same type of leave day)

- "Start" - enter starting date of absence
- "End" - enter last day of your leave (not the date you plan to return to work)
- "Units per Day" - **Do not enter any number greater than 1, enter 1 for a full day or .5 for a half day**
  - Do not enter the total number of days (i.e., do not enter 5 for a full week vacation; enter 1)
- "Add" - click when finished with this transaction - days requested will be listed
- "Employee Comments"
  - enter reason for leave
  - For half day requests, indicate "AM" or "PM"
- "Submit" - select to submit your leave request

Attendance Group: Administrators 12 Mo 07/01/2010 - No End Date  
 Attendance Code: Bereavement  
 Available Balance: 4.0000  
 Earned Balance: 4.0000  
 Requested: 0.0000

Date	Units	Attendance Code	Action
		Bereavement	X

**Quick Add Date Range** - use this section to quickly add multiple dates to your request  
 Start: [ ] End: [ ] Units per Day: [ ] [Add]

Employee Comments: [ ]

- Review your request.
- Make sure "Units" are either 1 for full day or .5 for a half day.
- To remove an entry, select the red "X" to the right of the requested day.
- To remove all entries, select "Cancel" at the bottom of the page.
- To submit your request to your supervisor, select the "Submit" button.

[Submit] [Cancel]

Follow the instructions at the bottom of the form, to review and submit your request.

## Customizing Your View

Throughout the Employee Self Service area, you are able to customize the way information is viewed on the screen by clicking the “wrench” located in the upper right hand corner of the grid.

The screenshot shows the WinCapWeb Employee Self-Service interface. The main content area displays the "Attendance Balances" table. A black arrow points to a wrench icon in the top right corner of the table, which is used to customize the view.

Attendance Codes	Carry Over	Available	Earned	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance
Family	5.0000	5.0000	07/01/2009	3.0000	01/08/2010			2.0000	2.0000
Floating Holiday	1.0000	1.0000	07/01/2009	1.0000	07/30/2009				
Medical/Dental Appt					1.0000	11/09/2009			
Personal	3.0000	3.0000	07/01/2009	3.0000	11/19/2009				
Sick	33.0000	14.0000	14.0000	07/01/2009	3.0000	12/31/2009	-1.0000	42.0000	42.0000
Vacation	18.0000			07/01/2009	3.0000	12/31/2009		15.0000	15.0000

Whenever you select this wrench option, a “Table Display Settings” will appear (see below). You can then choose which columns you want to see and the order in which they will be displayed. Choose OK when you are all set.

The screenshot shows the WinCapWeb Employee Self-Service interface with the "Table Display Settings" dialog box open. The dialog box allows users to customize the columns and their order in the table. The "Attendance Balances" table is visible in the background.

Column Name	Order	Show
Attendance Codes	1	<input checked="" type="checkbox"/>
Carry Over	2	<input checked="" type="checkbox"/>
Available	3	<input checked="" type="checkbox"/>
Earned	4	<input checked="" type="checkbox"/>
As Of	5	<input checked="" type="checkbox"/>
Taken	6	<input checked="" type="checkbox"/>
Last Taken	7	<input checked="" type="checkbox"/>
Adjustments	8	<input checked="" type="checkbox"/>
Available Balance	9	<input checked="" type="checkbox"/>
Earned Balance	10	<input checked="" type="checkbox"/>