



WinCapWEB Employee Self Service

You have been invited to create a WinCapWEB account with (district/BOCES name here). Once the account is created by selecting the link in the invitation email and following the account creation steps you will have access to the Employee Self Service module. WinCapWEB is accessible through any internet browser, at home or at work by going to www.wincapweb.com and using the username (email) and password you established. This is a portal where you can access your attendance balances and activity, initiate leave requests, demographic and deduction changes as well as print paycheck stubs and W-2s. Please see the areas available below for more information.




My Attendance Balances

The attendance balances displayed under this section are a direct capture from WinCap. To see more detail behind the attendance balances, go to the attendance activity section.

WinCapWeb > Employee Self-Service > My Attendance Balances

Teachers Assoc

My Attendance Balances



1-8 of 8 First | Previous | Next | Last

Attendance Codes ▲	Carry Over	Available	Earned	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance	Requested
Bereavement								0.0000		
Dock								0.0000		
Employee Illness								0.0000		
Family Illness								0.0000		
Jury Duty								0.0000		
Personal								0.0000		1.0000
Sick Leave	57.5000			07/01/2013				57.5000	57.5000	1.0000
Sick Leave Bank								0.0000		

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Last Refreshed: 01:43:34 PM

Refresh Data

My Leave Requests




In order to initiate a time off request, you will need to use the “my leave requests” section. Only those attendance codes that require requests display in the drop down for selection. Once submitted, the request will go to the appropriate staff for approving. The request will not be reflected in your available balance until fully approved and posted.

WinCapWeb > Employee Self-Service > My Leave Requests

All pending leave requests display under the "My Leave Requests" screen. Once the requests have been approved and posted against the available balance they will only display for 21 days past the effective date.

My Leave Requests

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

Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Teachers Assoc	Personal	11/26/2013	11/26/2013	1.0000	Approved by the Employee, Awaiting Building Principal Teachers Approval		  

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

In order to add a new leave request select the "Add Leave Request" button

In order to modify a request select the pencil. To cancel a request select the red "X"

Attendance Group: Teachers Assoc 09/01/2013 - No End Date (01)

Attendance Code: Personal




Available Balance: 57.5000
 Earned Balance: 57.5000
 Requested: 1.0000

Select the correct attendance code. Once the code is selected the available, earned and requested balance will display.

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

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

Date	Units	Attendance Code	Action
12/2/2013	1.0	Personal	  

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

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: End: Units per Day:

Employee Comments:
 Doctor's Appointment

You may place employee comments in your request. Once you are done, select Submit

My Attendance Activity

The attendance activity section will display all attendance transactions within the date range selected. If you need to audit your current available balance you will be able to see any posted, requested, and/or withdrawn requests, as well as adjustments, accruals, grants, and carry overs.

WinCapWeb > Employee Self-Service > My Attendance Activity

Carol Nappi

Activity Date Range: 10/26/2013 To: 11/26/2013 If you would like a print off select "Print as PDF"

My Attendance Activity Attendance activity will display for the date range selected. If the date range is changed remember to select "Get Attendance" to refresh the data displayed

Transaction	Tran Date	FTE	Carryover	Available	Earned	Taken	Adjustment	Available Balance	Earned Balance	Requested
Fiscal Year: 2014										
Att. Group: Teachers Assoc										
Att. Code: Sick Leave										
Beginning Balance			57.5000					57.5000	57.5000	
Leave Taken, Absence, Send To 3, Request(A)	11/26/2013 Tu							57.5000	57.5000	1.0000
Ending Balance			57.5000					57.5000	57.5000	1.0000
Att. Code: Personal										
Beginning Balance										
Leave Taken, Absence, Deducted From S, Request(A)	11/26/2013 Tu									1.0000
Ending Balance										1.0000

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My Attendance Activity – Calendar View

The “Calendar” tab is available on the “My Attendance Activity” section. When selected, the month and year to view should be selected and then select “update.” The Calendar will display all leave taken transactions.

Acquisitions Professional Development **Employee Self-Service** Payroll Vouchers Timesheets

WinCapWeb > Employee Self-Service > My Attendance Activity

My Attendance Activity **Calendar**

Allison Eger

Activity Date Range: 7/1/2015 TO: 9/3/2015

My Attendance Activity

Acquisitions Professional Development **Employee Self-Service** Payroll Vouchers Timesheets

WinCapWeb > Employee Self-Service > My Attendance Activity

My Attendance Activity **Calendar**

Select a new date: July 2015 Sick Leave
Leave Day

June July 2015 August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select the month and year that you wish to view and then select "update" to refresh the page

WinCapWeb > Employee Self-Service > My Attendance Activity

My Attendance Activity | Calendar

Select a new date: July 2015 Update Sick Leave Leave Day

July 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Personal 1.0000	25
26	27 Vacation 1.0000	28 Vacation 1.0000	29 Vacation 1.0000	30 Vacation 1.0000	31 Vacation 1.0000	1

My Paychecks

Any paycheck stub you have received through *WinCap* may be obtained under the paychecks section of Employee Self Service.

Your paycheck's YTD totals are as of the day you view and/or print. If you require accurate YTD totals you must print your stub on payroll date.

Paycheck Date Range: 7/1/2013

TO: 11/26/2013

Get Checks

My Paychecks

1-4 of 4 First Previous Next Last

Pay Date ▼	Check Number	Gross	Direct Deposit	Check Amount	Action
08/30/2013		2,554.41	1,978.88		
08/15/2013		2,039.06	1,611.02		
07/31/2013		2,794.44	2,149.06		
07/15/2013		4,414.74	3,327.54		

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In order to view the paycheck stub select the pay date

The payroll checks will display based on the date range selected. If the date range is changed remember to select "get checks" to refresh the view

<< Back to My Paychecks

Select Print as PDF is you would like to print off your paycheck

Print as PDF

			Check Date	Check Number	
			08/30/2013	Direct Deposit	
Position Title	Pay Items		Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
Office Clerk III 12 Month	\$6,750.00 Prorated Salary	632.82			
	Additional Salary Payment	440.44			
	0.500 Overtime Hours @ \$25.00 x 1.50, 08/04/2013 - 08/10/2013	18.75			
	Subtotal		1,092.01	7,012.65	
Office Clerk III 12 Month	\$40,525.00 Prorated Salary		1,462.40	4,558.63	
		Total	2,554.41	13,923.28	35,061.28

Deductions	Description		Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
RETIRE	Employees' Retirement System				
RETIRE	Employees' Retirement System		176.00	880.00	2,992.00
MISC	Scopa Dues				267.96
MISC	Long Term Disability Clerical				336.88
FLEX	Dental Single Clerical				48.80
FLEX	Vision Single Clerical				5.64
FLEX	Blue Point 2 Select Single Clerical				521.16
FICA	FICA		158.37	863.24	2,138.14
FICA	FICA Medicare Tax		37.04	201.89	500.01
FEDTAX	Federal Income Tax (Single, 10 exmpt.)		107.07	680.83	3,510.81
STATE	New York State Income Tax (Single, 13 exmpt.)		97.05	559.49	1,552.43
		Total	575.53	3,185.45	11,873.83

Direct Deposit	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
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Your Year to Date (YTD) totals printed on the paycheck are as of the date you are viewing the paycheck stub.

My Year to Date Totals

The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month.

WinCapWeb > Employee Self-Service > My Year to Date Totals

Carol Nappi

Type:

Year to Date totals may be printed for Fiscal YTD, Calendar YTD, Quarterly or Monthly. If changing select the option from the dropdown then "Get Totals"

My Year to Date Totals

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Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2013	68,390.00	49,145.28	66,834.80	969.08	66,834.80	3,682.14	65,834.80	7,757.80	65,834.80	3,434.30
Fiscal Year 2012	61,993.00	45,312.84	60,548.20	877.87	60,548.20	2,543.01	59,548.20	6,864.60	59,548.20	3,085.68
Fiscal Year 2011	59,849.00	43,562.24	58,548.20	848.99	58,548.20	2,863.88	57,548.20	6,401.56	57,548.20	3,032.93
Fiscal Year 2010	56,925.00	41,537.07	55,743.00	808.29	55,743.00	3,456.07	55,043.00	5,588.09	55,043.00	2,861.48
Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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My Position

1-1 of 1 First Previous Next Last

Description	Amount	Effective Date	End Date
Teacher	51,422.00	09/01/2007	

1-1 of 1 First Previous Next Last

Select the year, quarter or month that you wish to display position and deduction details for

My Year to Date Detail

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Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	TRS		51,422.00		Teachers' Retirement System Contributions
TSA	L&M			700.00	
FLEX	FXUVTF			1,025.20	
FICA	FICA		50,396.80	3,124.53	FICA
FICA	MEDI		50,396.80	730.75	FICA Medicare Tax
FEDTAX	FEDTAX		49,696.80	5,480.55	Federal Income Tax
STATE	NY		49,696.80	2,495.18	New York State Income Tax

Deduction details will appear also for the year, quarter or month selected

My W-2s

Any W-2 you have ever received from *WinCap* may be obtained under the W-2s section of Employee Self Service. Current W-2s may be obtained once the district/BOCES has finalized for the calendar year. If you wish to receive your original W-2 through *WinCapWEB* only and no longer have a paper copy print through the payroll office you may manage your consent elections and elect to not print your W-2 through payroll.

WinCapWeb > Employee Self-Service > Print My W-2s

Print My W-2s

Use this report to print originals or copies of your IRS Form W-2s.

Until your organization finalizes your Form W-2 totals, you will receive a message that states "Your W-2 is not ready to be printed at this time"

Calendar Year: 2012 ▼

You must consent to receiving your W-2's online before you are able to print your W-2's at this time.

[Go To W-2 Consent Elections](#)

In order to receive your W2 electronically you must consent to receive it, one time only. Select the "Go To W-2 Consent Elections" button

WinCapWeb > Employee Self-Service > My W-2 Consent Elections

Carol Nappi

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

HOW TO PRINT YOUR W-2 FORM ONLINE

Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service Menu.
2. Select the correct calendar year and options to print. Your W-2 may be required to be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

SCOPE AND DURATION OF CONSENT

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

The W-2 Consent Elections page outlines the system requirements for retrieving your W-2 and instructions on how to print

Your current election will be displayed.

Current Selection: **Do Not Distribute W-2's Electronically**

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

.....|

Consent

Cancel

Typing in your WinCapWEB password and selecting "Consent" will check a flag on your employee record to not have your official W-2 print through the payroll office at year end. You are consenting that you will retrieve your W-2 through WinCapWEB ESS

Home | C

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[WinCapWeb](#) > [Employee Self-Service](#) > [My W-2 Consent Elections](#)

Carol Nappi**THANK YOU FOR YOUR CONSENT!**

You have successfully consented to receive your W-2 forms electronically.

You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

Important Note: Your W-2 form will NOT be automatically mailed to you.

Once W-2's have been processed, you will be able to view and print them online.

Check W-2 Availability

Print My W-2s

Use this report to print originals or copies of your

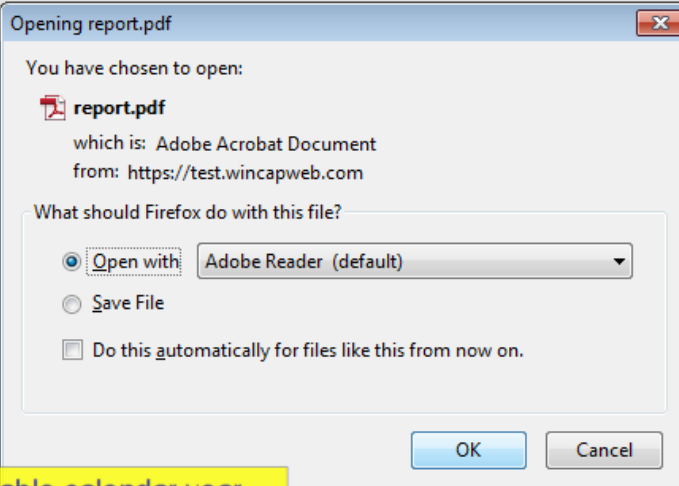
Until your organization finalizes your Form 1042-S, please do not print this message that states "Your W-2 is not ready for printing."

Calendar Year: 2012 ▼

- ☒ Copy B—To Be Filed With Employee's FEDERAL TAX RETURN
- ☒ Copy C—For EMPLOYEE'S RECORDS
- ☒ Copy 2—To Be Filed With Employee's State, Local, or Foreign Tax Return

Print as PDF

Select the applicable calendar year and the copies you would like to print and then select "print as PDF." A pop-up will appear where you can choose to open or save the pdf



report.pdf - Adobe Reader

File Edit View Window Help

1 / 4 139%

		a Employee's social security number 000-00-8410	OMB No. 1545-0008
b Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 61,719.27	
c Employer's name, address, and ZIP code RICHMOND CENTRAL SCHOOL DISTRICT 200 MAIN ST. BUILDING 85 RICHMOND, NY 12345		3 Social security wages 62,719.27	
		5 Medicare wages and tips 62,719.27	
		7 Social security tips 0.00	
d Control number		9	
e Employee's first name and initial CAROL R	Last name NAPPI	Suff.	11 Nonqualified plans 0.00

Employee Deductions

The Employee Deductions section will show you your current NYS IT2104 and W4 status and allow you to initiate change requests.

WinCapWeb > Employee Self-Service > Employee Deductions

Please review your W-4 and NYS IT-2104 elections carefully. If changes are necessary, please select the "Add Change Request" button to submit a change. The changes will be reviewed and processed by HR.

W-4 Details

Exempt:

Marital Status:

Exemptions:

Additional Amt/Pct:

Tax Notes:

[+ Add Change Request](#)

NYS IT-2104 Details

Marital Status

NYC Resident

Yonkers Resident

Allowances for NYS and Yonkers:

Allowances for New York City:

Additional Amount NY State:

Additional Amount NY City:

Additional Amount Yonkers:

Tax Notes:

[+ Add Change Request](#)

Employee Withholding Allowance Changes

0-0 of 0 First | Previous | Next | Last

Change Type	Effective Date ▲	Status	Comments	Date of Last Edit	Action
[no records]					

0-0 of 0 First | Previous | Next | Last

In order to initiate a change request, select "add change request"

Any change requests that you have submitted will appear in the change grid with the status of the change request and any comments that the PR office as written back to you

Last Name: Nappi
 Effective Date: 12/6/2013 [Select Pay Date](#)
 Marital Status: Married
☐ If your last name differs from that shown on your social security card.
 Total number of allowances: 2
 Additional amount withheld: 0.000
☐ I claim exemption from withholding for 2011, and I certify that I have no tax liability for exemption

- Last year I had a right to a refund of **all** federal income tax withheld because I expect to have **no** tax liability and
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief and complete.

Signature: _____

Typing your name in the signature box and clicking the update button is the same as a written signature and is legal

Comments: _____

⚠ Pending changes differ from current WinCap information

You may check back periodically to review the status of your request. An automatic notice will not be sent to you when the change is approved.

Update Cancel

Additional Amount Yonkers: 0.000
Tax Notes: _____
[Add Change Request](#)

Employee Withholding Allowance Changes					
Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
W4	11/27/2013	Withdrawn		11/27/2013	
W4	12/06/2013	Pending		11/27/2013	

Last Refreshed: 10/21/15 AM [Refresh Data](#)

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My Employee Demographics

You may initiate electronic change requests for phone number, address, name, or emergency contact information under the employee demographics section.

WinCapWeb > Employee Self-Service > My Employee Demographics

View Changes

Name

Carol R Nappi

Edit

Employee Details

Employee Number: 00841

Birth Date: 12/18/1966

State ID: 1234567

Email

Official Email: Carol.Nappi@webtest.com

Other Email:

Address

Legal

Address 1: 1 Harris Schools Way

Address 2:

City: Harrisville

State: NY

Zip: 12345

Country:

Address Unlisted: No

Mailing

Address 1: 1 Harris Schools Way

Address 2:

City: Harrisville

State: NY

Zip: 12345

Country:

Edit

Phone

Home Phone:

Home Unlisted: No

Work Phone:

Mobile Phone:

Mobile Unlisted: No

Edit

Emergency Contact Information

Contact Name:

Contact Phone:

Contact Relation: Husband

Notes:

Edit

To view the status of the pending change requests select "View Changes"

Select the edit button in order to submit a change request.

My Employee Demographics

Phone Numbers

Home Phone

Unlisted ☐

Work Phone


Mobile Phone x


Unlisted ☐

Comments

Pending changes differ from current WinCap information

Update the desired fields with the changes and select "Update" when completed





My Employee Demographics Change Requests

1-2 of 2 First | Previous | Next | Last

Change Type	Status	Comments	Date of Last Edit ▼	Action
Address	Posted		11/27/2013	
Phone Numbers	Pending		11/27/2013	

1-2 of 2 First | Previous | Next | Last

After selecting "View Changes" all change requests will display with their status. The pencil icon will allow for editing and the red x will allow the user to withdraw the pending request until it is posted.

My Paycheck Printing Elections

You may elect to no longer receive a paper direct deposit stub from the payroll office by making the printing election under the paycheck printing elections option.

WinCapWeb > Employee Self-Service > My Paycheck Printing Elections

Carol Nappi

Current Selection: **Do Not Print Direct Deposit Notices**

Change Printing Election: **(make a new selection)** ▼

☐ I understand that I am changing my Paycheck Printing Election

Submit **Cancel**

You may change your printing elections for printing your Direct Deposit Stub through the payroll office. If you no longer wish to receive the paper stub from payroll, change your printing election, select the checkbox to confirm you understand, and then select "Submit." You will need to go to "My Paychecks" to obtain your payroll check stubs

My Evaluations

If you are a Teacher or Principal, your Annual Professional Performance Reviews are displayed under the My Evaluations section.

WinCapWeb > Employee Self-Service > My Evaluations

Filter Data By: **Period Start Date** ▼ After: Before: **Filter** **Clear**

My Evaluations

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Criteria Code	Criteria Description	Period Start Date ▲	Period End Date	Evaluation Date	Evaluator	Notes	Criteria Points
Tenure/Appointment Area: Special Education (General)							
STATE20	State sub-component score (comparable measure)	07/01/2013	06/30/2014	11/01/2013	Margaret Borchert		40
LOCAL20	Local achievement sub-component (comparable measure)	07/01/2013	06/30/2014	10/31/2013	Margaret Borchert		38
OTHER02	Other - Developing	07/01/2013	06/30/2014	12/31/2013	Margaret Borchert		18
OC04	Overall composite - Highly Effective	07/01/2013	06/30/2014	10/31/2013	Auto Created Composite Record		96

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My Position & Salary Notices


Within the position and salary notice section you will be able to retrieve your annual salary notice. If you are required to electronically acknowledge the notice, you will be able to by selecting the pencil on the correct position.

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

Fiscal Year 2014

My Positions/Salary Notices

1-1 of 1 First Previous Next Last

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000		

1-1 of 1 First Previous Next Last

Refresh

Select the correct fiscal year to display the position and salary notice for acknowledgment. In order to acknowledge your salary select the pencil icon for the correct position

Salary Notice

Employee Salary Notice

Employee Number: 00841
Fiscal Year: 2014
Position: Teacher
Bargaining Unit: West South Teacher Association

[Download/Print Salary Notice](#)

After reviewing your Salary Notice, acknowledge that you received your Salary Notice by entering your password and clicking acknowledge.

Type your password confirm your electronic signature:

[Acknowledge](#) [Cancel](#)


In order to acknowledge your salary you must first download your salary notice. Select the option to open up the notice. Once viewed, you may type your WinCapWEB password then select "acknowledge".

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

Fiscal Year 2014

My Positions/Salary Notices

1-1 of 1 First Previous Next Last

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000	Acknowledged via Web on 11/27/2013 11:04:00 AM by Carol R. Nappi	

1-1 of 1 First Previous Next Last

Refresh

Your acknowledgement will be time stamped for the appropriate position