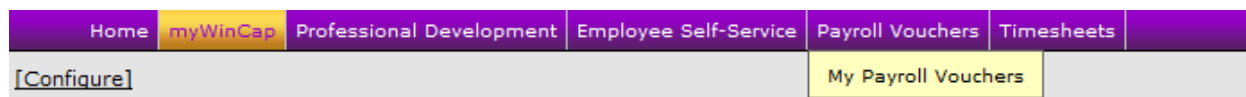


My Payroll Vouchers

Payroll Vouchers is a WinCapWEB module where employees can initiate payroll claims form for authorized job/duties. “My Payroll Vouchers” under the Payroll Vouchers menu is where an employee can submit, approve, withdraw or view their payroll vouchers. Please reference the directions below for payroll voucher submission as an employee.

Select “My Payroll Vouchers” from the Payroll Vouchers menu within WinCapWEB.



The “My Payroll Vouchers” grid will display all of the payroll vouchers submitted and their current status. Within the action column of the payroll voucher grid, a payroll voucher may be withdrawn by selecting the red “x” or edited by selecting the “pencil.” In order to add a payroll voucher select “Add Payroll Voucher”:

WinCapWeb > Payroll Vouchers > My Payroll Vouchers

My Payroll Vouchers + Add Payroll Voucher

1-3 of 3 First | Previous | Next | Last

Work Date Start	Work Date End	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
06/15/2013	06/21/2013	Social Studies Teacher, Overtime- Teachers		3.00	\$39.28 per Hour x 1.5 (time and a half)	\$176.76	06/11/2013	Entry In Progress	
06/24/2013		Social Studies Teacher, Afterschool meetings		3.00	\$30 per Hour	\$90.00	06/11/2013	Payment Pending	
06/25/2013		Social Studies Teacher, AIS Instruction		3.00	\$45 per Hour	\$135.00	06/11/2013	Awaiting "Pay Supervisor 2" Approval	

1-3 of 3 First | Previous | Next | Last

The “My Payroll Voucher Form” will open up in a new window. In order to begin completing the form, a pay authorization must be selected for the job/duty the claim is being submitted for. Press “Select” next to pay authorization:

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

Work Date

Work Date End

A list of the authorized job/duties will appear and the applicable one must be selected:

Select Pay Authorization						
Pay Authorizations						
Position ▲	Effective Date	End Date	Pay Type	Rate Type	Rate	
Social Studies Teacher, Afterschool meetings	07/01/2012	06/30/2013	Stipend	Hourly	30.00	
Social Studies Teacher, AIS Instruction	07/01/2012	06/30/2013	Stipend	Hourly	45.00	
Social Studies Teacher, Overtime- Teachers	07/01/2012	06/30/2013	Stipend	Overtime	58.92	

1-3 of 3 First | Previous | Next | Last

Cancel

Once the pay authorization is selected, the form will be modified to display the appropriate basis or rate where a quantity must be entered, or an amount where the claim amount must be entered. In order to complete the form, enter a work date and the quantity or amount for the claim. When completed, select “submit.” If “Save for Later” is selected, the claim is not submitted to the supervisor for approval. In order to submit later, the payroll voucher must be edited through the payroll vouchers grid and submitted.

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 ←

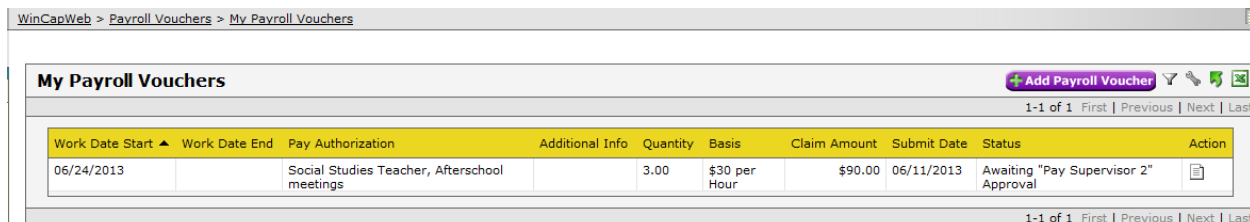
Basis \$30 per Hour

Claim Amount

Quantity * Basis = Claim Amount

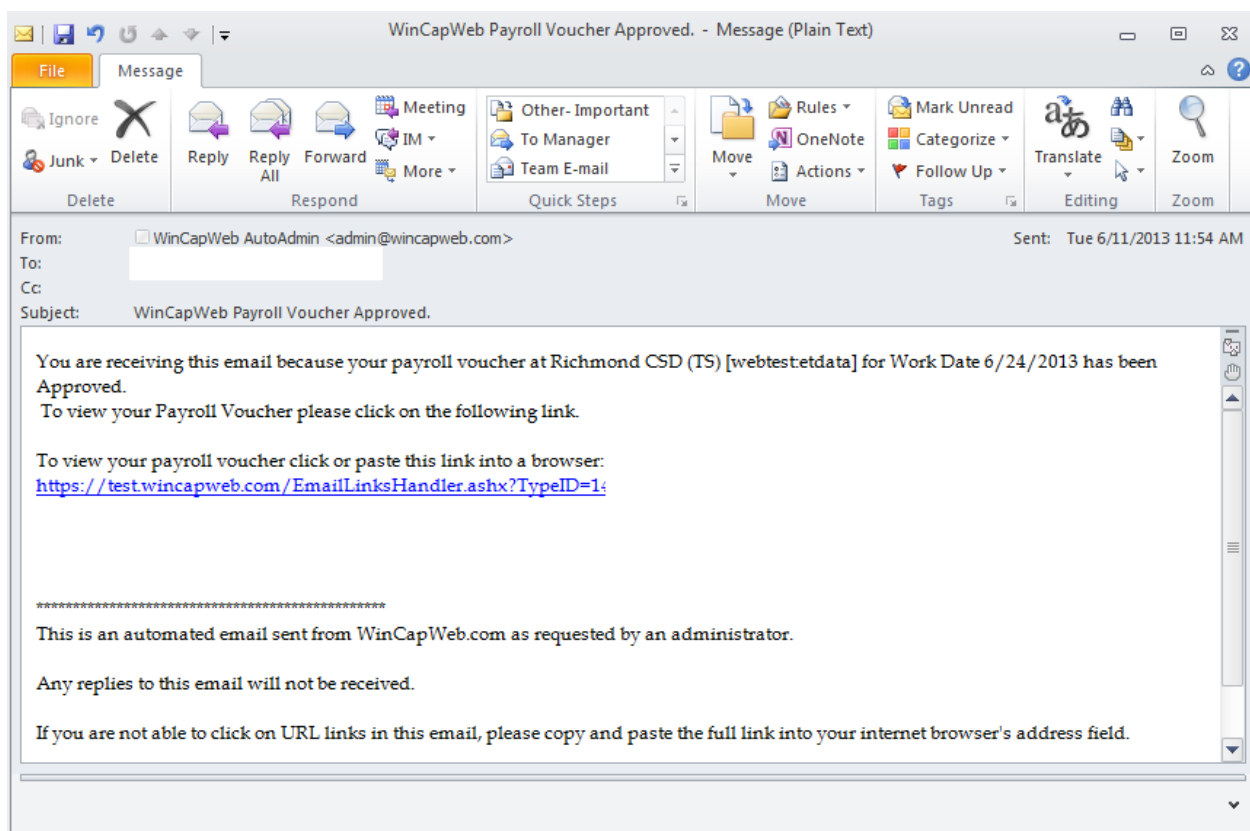
The quantity multiplied by the basis (rate) must always equal the total claim amount. After entering the quantity, select “tab” on your keyboard and the claim amount will automatically calculate. (This is only for quantity based job duties. If for a flat dollar amount just enter the amount)

When “submit” is selected, the form will close and the additional payroll voucher will display under the “my payroll vouchers” grid.



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	

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



WinCapWeb Payroll Voucher Approved. - Message (Plain Text)

From: WinCapWeb AutoAdmin <admin@wincapweb.com> Sent: Tue 6/11/2013 11:54 AM

To: [Redacted]

Cc:

Subject: WinCapWeb Payroll Voucher Approved.

You are receiving this email because your payroll voucher at Richmond CSD (TS) [webtest.tetdata] for Work Date 6/24/2013 has been Approved.
 To view your Payroll Voucher please click on the following link.

To view your payroll voucher click or paste this link into a browser:
<https://test.wincapweb.com/EmailLinksHandler.ashx?TypeID=14>

This is an automated email sent from WinCapWeb.com as requested by an administrator.

Any replies to this email will not be received.

If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.