



WinCapWEB Employee Self Service Welcome Guide



HARRIS
School Solutions



www.HarrisSchoolSolutions.com

You have been invited to create a *WinCapWEB* account. 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

<https://test.wincapweb.com/>

Fiscal Year 2020

CSEA, 12 Month (01)

7/1/2019 -

My Attendance Balances

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Attendance Codes	Carry Over	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance	Requested
Compensatory Time	30.2500	07/01/2019	33.7500	09/24/2019	22.7500	19.2500	19.2500	
Personal Leave		07/01/2019	1.5000	06/02/2020		2.5000	2.5000	
Sick Leave	232.0000	07/01/2019	1.0000	02/10/2020		243.0000	243.0000	
Vacation Leave	7.0000	07/01/2019	10.0000	10/04/2019		24.0000	24.0000	

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Last Refreshed: 09:27:56 AM [Refresh Data](#)

My Leave Requests

In order to initiate a time off request; use the “my leave requests” section.

Employee Self-Service Payroll Vouchers

My Attendance Balances

My Attendance Calendar Acknowledgement

My Leave Requests

To add a new leave request, select the Add Leave Request button.


My Leave Requests [Add Leave Request](#)

Only those attendance codes that require requests display in the drop-down for selection. Enter the date and applicable units to be taken for that day. Comments can be included in the Employee Comments section. 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.



Leave Request

New Leave Request



PLEASE NOTE: Even though you can enter a request that will exceed this balance, the approval of your leave request does not guarantee the payment of time. If an employee exhausts all of their accrued time, we reserve the right to dock your wages for the day off.

Attendance Group: Teachers 07/01/2019 - No End Date (01)
 Attendance Code: Personal w/reason
 Available Balance: 3.0000
 Earned Balance: 3.0000
 Requested: 2.5000
 Taken: 0.0000

Requested Dates

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

Date	Units	Attendance Code	Action
3/18/2020	.5	Personal w/reason	✖

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:

Add Dates to Request

Employee Comments:

Doctor appointment

Submit

Cancel

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.

To modify a request, select the pencil icon and to cancel, select the red "X"

WinCapWeb > Employee Self-Service > My Leave Requests

My Leave Requests

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Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Teachers	Personal w/reason	12/02/2019	12/02/2019	1.0000	Approved by Attendance Approver (John J. Sears, Account Clerk/Typist-12 Months), Awaiting Final Approver Approval		✏ ✖
Teachers	Sick	12/09/2019	12/12/2019	4.0000	Approved by the Employee, Awaiting Attendance Approver Approval		✏ ✖
Teachers	Personal w/reason	12/16/2019	12/18/2019	1.5000	Approved by the Employee, Awaiting Attendance Approver Approval		✏ ✖

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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. If the date range is changed, remember to select Get Attendance. If you would like to print this information, select Print as PDF

WinCapWeb > Employee Self-Service > My Attendance Activity

My Attendance Activity | Calendar

This is a detailed report of all of your attendance activity. Please select an appropriate date range, our fiscal year is July 1 through June 30. You will see activity at the beginning of the year for your carryover balances. Please refer to your contract for carryover rules.

Danielle Mara

Activity Date Range: 10/6/2019 TO: 3/23/2020

Get Attendance Print as PDF

My Attendance Activity

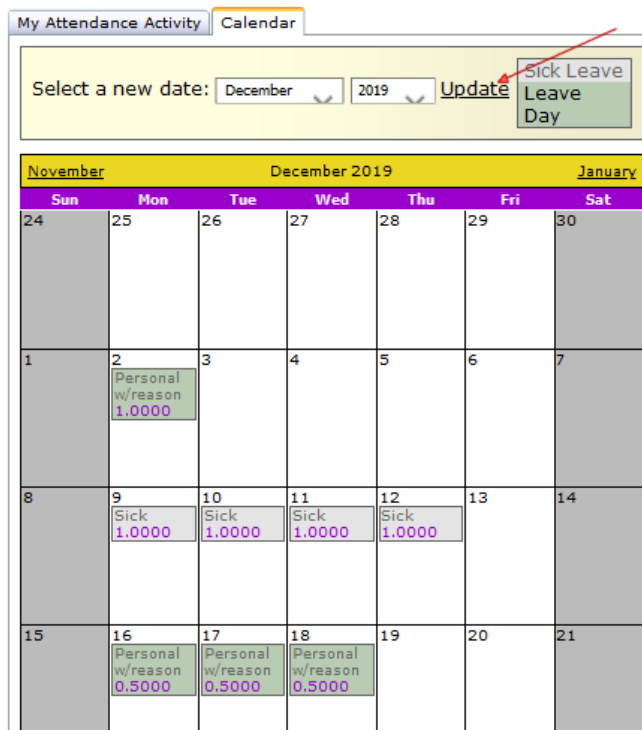
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Transaction	Tran Date	FTE	Carryover	Available	Earned	Requested	Taken
Fiscal Year: 2020							
Att. Group: Teachers							
Att. Code: Sick							
Beginning Balance			50.5000	14.0000	14.0000		
Leave Taken, Absence, Send To F, Request(6)	10/25/2019 Fr					0.5000	
Leave Taken, Absence, Request(A)	12/09/2019 Mo					1.0000	
Leave Taken, Absence, Request(A)	12/10/2019 Tu					1.0000	
Leave Taken, Absence, Request(A)	12/11/2019 We					1.0000	
Leave Taken, Absence, Request(A)	12/12/2019 Th					1.0000	
Ending Balance			50.5000	14.0000	14.0000	4.5000	
Att. Code: Family Sick							
Beginning Balance							
Leave Taken, Absence, Deducted From S, Request(6)	10/25/2019 Fr					0.5000	
Ending Balance						0.5000	
Att. Code: Personal/Reason							



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.



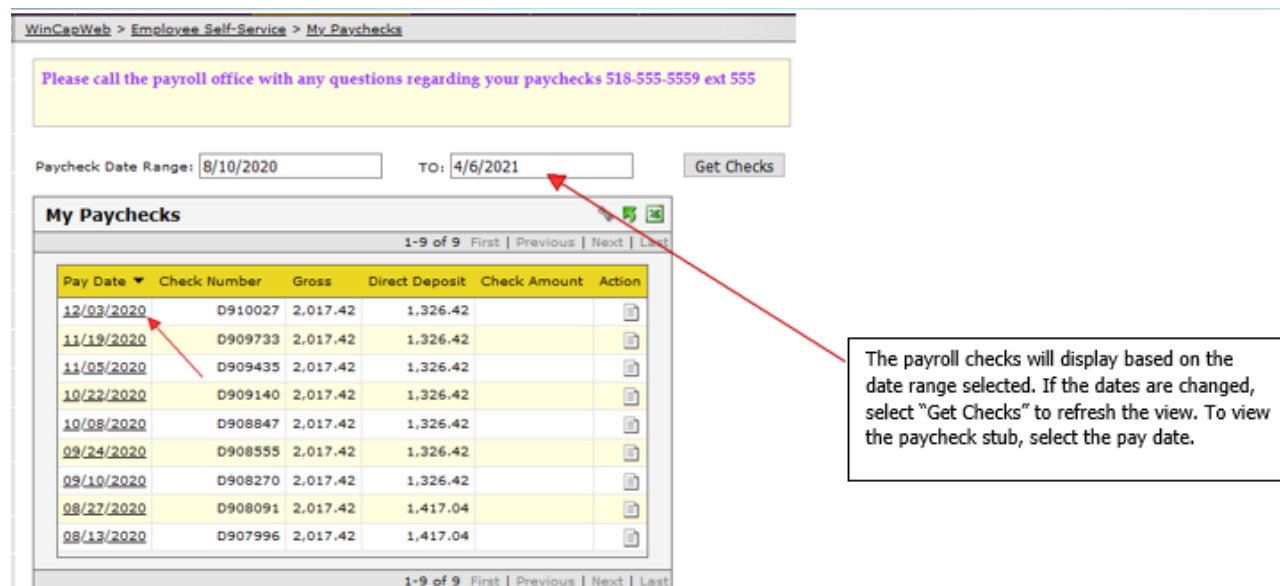
My Attendance Activity | **Calendar**

Select a new date: December 2019 **Update** Sick Leave Leave Day

November		December 2019					January
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
24	25	26	27	28	29	30	
1	2 Personal w/reason 1.0000	3	4	5	6	7	
8	9 Sick 1.0000	10 Sick 1.0000	11 Sick 1.0000	12 Sick 1.0000	13	14	
15	16 Personal w/reason 0.5000	17 Personal w/reason 0.5000	18 Personal w/reason 0.5000	19	20	21	

My Paychecks

Paycheck stubs you have received through *WinCap* may be obtained under the paychecks section of Employee Self Service.



WinCapWeb > Employee Self-Service > My Paychecks

Please call the payroll office with any questions regarding your paychecks 518-555-5559 ext 555

Paycheck Date Range: 8/10/2020 TO: 4/6/2021 **Get Checks**

My Paychecks

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Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
12/03/2020	D910027	2,017.42	1,326.42		
11/19/2020	D909733	2,017.42	1,326.42		
11/05/2020	D909435	2,017.42	1,326.42		
10/22/2020	D909140	2,017.42	1,326.42		
10/08/2020	D908847	2,017.42	1,326.42		
09/24/2020	D908555	2,017.42	1,326.42		
09/10/2020	D908270	2,017.42	1,326.42		
08/27/2020	D908091	2,017.42	1,417.04		
08/13/2020	D907996	2,017.42	1,417.04		

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The payroll checks will display based on the date range selected. If the dates are changed, select "Get Checks" to refresh the view. To view the paycheck stub, select the pay date.



[<< Back to My Paychecks](#)
[Print as PDF](#)

		Check Date	Check Number		
		12/03/2020	Direct Deposit		
Position Title	Pay Items	Current Pay Period	Fiscal Year to date	Calendar Year to date	
OFFICE ASST(AUTO SYSTEMS)	\$50,653.00 Salary	1,948.19	22,404.19		
CSEA LONGEVITY, Clerical -TA Longevity Schedule, 15 YOS	\$1,800.00 Addition	69.23	796.15		
Total		2,017.42	23,200.34	53,193.04	
Deductions	Description	Current Pay Period	Fiscal Year to date	Calendar Year to date	
RETIRE	Employees' Retirement System Tier 4 #42065037				
MISC	CLERICAL DUES 12 MONTHS	30.20	332.20	755.00	
TSA	TSA-MET LIFE	100.00	1,150.00	2,500.00	
FLEX	HEALTH INSURANCE DEDUCTION	141.01	987.07	2,928.26	
FICA	FICA	116.34	1,377.24	3,116.40	
FICA	FICA Medicare Tax	27.21	322.10	728.88	
FEDTAX	Federal Income Tax (Married, Single Rate, 4 exmpt. + \$6.00)	196.73	2,401.99	5,662.47	
STATE	New York State Income Tax (Married, 4 exmpt. + \$6.00)	79.51	953.02	2,300.41	
Total		691.00	7,523.62	17,991.42	
Direct Deposit		Current Pay Period	Fiscal Year to date	Calendar Year to date	
CHASE 000021 Checking Account		1,326.42	15,676.72	35,201.62	
	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals	2,017.42	691.00	1,326.42	1,326.42	0.00

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. Once Type has been chosen, select Get Totals.

Type:

Fiscal Year to Date

Get Totals

Print to PDF

My

Calendar Year to Date

Quarterly

Monthly

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Ty	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State	
Fiscal Year 2021	23,200.34	15,676.72	22,213.27	322.10	22,213.27	1,377.24	21,063.27	2,401.99	21,063.27	953.02
Fiscal Year 2020	54,921.96	36,291.88	51,871.57	752.20	51,871.57	3,215.99	49,271.57	5,832.86	49,271.57	2,373.64
Fiscal Year 2019	53,877.40	36,750.03	51,025.24	739.85	51,025.24	3,163.64	48,425.24	4,684.98	48,425.24	2,330.92
Fiscal Year 2018	45,665.41	31,319.35	43,071.30	624.46	43,071.30	2,670.42	40,521.30	3,434.02	40,521.30	1,768.61
Fiscal Year 2017	44,474.38	30,295.23	42,104.51	610.53	42,104.51	2,610.56	39,504.51	3,634.35	39,504.51	1,665.88
Fiscal Year 2016	43,560.11	28,497.34	41,282.49	598.59	41,282.49	2,559.60	37,375.65	3,414.24	38,682.49	1,651.39
Fiscal Year 2015	40,230.86	26,184.38	38,046.09	551.59	38,046.09	2,358.77	34,239.15	3,036.57	35,446.09	1,481.60
Fiscal Year 2014	38,664.36	25,376.02	36,578.66	530.32	36,578.66	2,267.93	32,849.64	2,761.67	33,978.66	1,352.35
Fiscal Year 2013	36,326.31	23,960.60	34,386.13	498.56	34,386.13	1,915.62	30,696.40	2,520.12	31,786.13	1,242.02
Fiscal Year 2012	34,761.78	23,666.83	33,197.11	481.30	33,197.11	1,394.29	29,554.21	2,351.33	30,597.11	1,160.35

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Select the Year/Quarter/Month for which you wish to display the Position and Deduction details

My Year to Date Totals

Go To

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Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2021	23,200.34	15,676.72	22,213.27	322.10	22,213.27	1,377.24	21,063.27	2,401.99	21,063.27	953.02
Fiscal Year 2020	54,921.96	36,291.88	51,871.57	752.20	51,871.57	3,215.99	49,271.57	5,832.86	49,271.57	2,373.64
Fiscal Year 2019	53,877.40	36,750.03	51,025.24	739.85	51,025.24	3,163.64	48,425.24	4,684.98	48,425.24	2,330.92
Fiscal Year 2018	45,665.41	31,319.35	43,071.30	624.46	43,071.30	2,670.42	40,521.30	3,434.02	40,521.30	1,768.61
Fiscal Year 2017	44,474.38	30,295.23	42,104.51	610.53	42,104.51	2,610.56	39,504.51	3,634.35	39,504.51	1,665.88
Fiscal Year 2016	43,560.11	28,497.34	41,282.49	598.59	41,282.49	2,559.60	37,375.65	3,414.24	38,682.49	1,651.39
Fiscal Year 2015	40,230.86	26,184.38	38,046.09	551.59	38,046.09	2,358.77	34,239.15	3,036.57	35,446.09	1,481.60
Fiscal Year 2014	38,664.36	25,376.02	36,578.66	530.32	36,578.66	2,267.93	32,849.64	2,761.67	33,978.66	1,352.35
Fiscal Year 2013	36,326.31	23,960.60	34,386.13	498.56	34,386.13	1,915.62	30,696.40	2,520.12	31,786.13	1,242.02
Fiscal Year 2012	34,761.78	23,666.83	33,197.11	481.30	33,197.11	1,394.29	29,554.21	2,351.33	30,597.11	1,160.35

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My Position

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Description	Amount	Effective Date	End Date
CSEA LONGEVITY, Clerical -TA Longevity Schedule, 15 YOS	796.15	07/01/2020	
OFFICE ASST(AUTO SYSTEMS)	22,404.19	07/01/2020	

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My Year to Date Detail

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Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	ERS		23,200.34		Employees' Retirement System Contributions
TSA	TSAMET			1,150.00	TSA-MET LIFE
FLEX	HLTH10			987.07	HEALTH INSURANCE DEDUCTION
FICA	FICA		22,213.27	1,377.24	FICA
FICA	MEDI		22,213.27	322.10	FICA Medicare Tax
FEDTAX	FEDTAX		21,063.27	2,401.99	Federal Income Tax
STATE	NY		21,063.27	953.02	New York State Income Tax
MISC	CSEA3			332.20	CLERICAL DUES 12 MONTHS
DIRDEP				15,676.72	CHASE 000021

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My W-2s

Any W-2 you have received from *WinCap* from 2009 to present 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.

Your site's system setup may require a one-time consent for current year W-2s while prior years will still be available for printing.



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

My W-2s

Use this report to view, save, or print 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.'

This will appear when text is entered by the site

Calendar Year:

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](#)

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

WinCapWeb > Employee Self-Service

Lawrence Baker

IRS Regulations state that an Original W-2 form electronically available in January of the year available in January 2011) to the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browser: Mozilla Firefox (1.5 and appropriate operating system)

HOW TO PRINT YOUR W-2

Follow the below instructions:

1. Select the Print W-2's option
2. Select the correct calendar year required to be printed as an income tax return.
3. Click the 'Print as PDF' button

SCOPE AND DURATION OF CONSENT

Your consent will be valid for a given tax year. Your consent may be revoked by you, or your company 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.

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](#)

Your current election will be displayed. Typing your WinCapWEB password and selecting Consent will check a box in WinCap on your employee record to not print your official W-2. You are consenting to retrieve your W-2 through WinCapWEB Employee Self



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](#)

Select the applicable calendar year and the copies you would print followed by Print as PDF. A pop-up box will appear where you can choose to open or save the file.

My W-2s

Use this report to view, save, or print 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.'

This will appear when text is entered by the site

Calendar Year: 2020

☒ Copy B—To Be Filed With Employee


☒ Copy C—For EMPLOYEE'S RECORD
required to file a tax return, a neglig
and you fail to report it.

☒ Copy 2—To Be Filed With Employee

[Print as PDF](#)

Opening report.pdf

You have chosen to open:

 report.pdf

which is: Portable Document Format (PDF)

from: https://demo.wincapweb.com

What should Firefox do with this file?

☒ Open with Firefox

☐ Open with [Adobe Acrobat Reader DC \(default\)](#)

☐ Save File

☐ Do this automatically for files like this from now on.

OK

Cancel

a Employee's social security number 000-01-9230		OMB No. 1545-0008			
b Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 10,644.01	2 Federal income tax withheld 699.04		
c Employer's name, address, and ZIP code RICHMOND CSD 200 MAIN ST. RICHMOND, NJ 12345		3 Social security wages 10,644.01	4 Social security tax withheld 659.96		
		5 Medicare wages and tips 10,644.01	6 Medicare tax withheld 154.41		
		7 Social security tips 0.00	8 Allocated tips 0.00		
d Control number		9	10 Dependent care benefits 0.00		
e Employee's first name and initial REBECCA S		Last name IGLER		Suff.	
15 State Employer's state ID number NY 12-3456789		16 State wages, tips, etc. 10,644.01	17 State income tax 141.17	18 Local wages, tips, etc. 10,644.01	19 Local income tax 23.65
f Employee's address and ZIP code		20 Locality name YONKERS			

Form **W-2** Wage and Tax Statement

2020

Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return



Employee Deductions

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

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		NYS IT-2104 Details	
Exempt:	<input type="checkbox"/> No	Marital Status	<input type="text" value="Single"/>
Marital Status:	<input type="text" value="Single"/>	NYC Resident	<input type="text" value="No"/>
Exemptions:	<input type="text" value="0"/>	Yonkers Resident	<input type="text" value="No"/>
Additional Amt/Pct:	<input type="text" value="0.00"/>	Allowances for NYS and Yonkers:	<input type="text" value="0"/>
Only 2 Jobs:	<input type="checkbox"/> No	Allowances for New York City:	<input type="text" value="0"/>
Under 17:	<input type="text" value="0"/>	Additional Amount NY State:	<input type="text" value="0.00"/>
Other Dependents:	<input type="text" value="0"/>	Additional Amount NY City:	<input type="text" value="0.00"/>
Other Income:	<input type="text" value="0"/>	Additional Amount Yonkers:	<input type="text" value="0.00"/>
Deductions:	<input type="text" value="0"/>	Tax Notes:	<input type="text"/>
Tax Notes:	<input type="text"/>	+ Add Change Request	

+ 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					

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

Employee Deductions (W-4)	
W-4	
EMPNO	01923
First Name, M.I.	Rebecca Z
Last Name	Igler
Effective Date	2/25/2021 Select Pay Date
Marital Status:	Head of household
Note: If married, but legally separated, or spouse is a nonresident alien, select Single.	
Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov	
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on the income earned from all of these jobs. Do only one of the following:	
(a) Use the estimator at www.irs.gov/ny4App for the most accurate withholding; or	
(b) Use the Multiple Jobs Worksheet and enter the result in Additional Amount Withheld below for roughly accurate withholding; or	
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld <input type="checkbox"/>	
If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Multiply the number of qualifying children under 17 by \$2,000	\$ 0
Multiply the number of other dependents by \$500	\$ 0
Total	\$ 0
Other Income. If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs \$ 0	
Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here \$ 0	
Extra withholding. Enter any additional tax you want withheld each pay period \$ 0.00	
<input type="checkbox"/> I claim exemption from withholding for 2021, and I certify that I meet both of the following conditions for exemption.	
<ul style="list-style-type: none"> Last year I had a right to a refund of all federal income tax withheld because I had 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, it is true, correct, and complete.	
Signature	<input type="text"/>
Typing your name in the signature box and clicking the update button is the same as a written signature and is legally binding.	
Comments	<input type="text"/>
Pending changes differ from current WinCap information	
You may check back periodically to review the status of your request.	
Please Note: An automated notice will NOT be sent when the change is approved	
Update Cancel	

Select the pay date the tax changes should be applied towards, make the changes, type your signature and select update to submit your request.



Employee Withholding Allowance Changes					
1-1 of 1 First Previous Next Last					
Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
W4	02/25/2021	Pending		02/18/2021	  
1-1 of 1 First Previous Next Last					

The status will indicate whether the change has been posted or is pending.


Pending requests can be modified (pencil) or withdrawn (X) until they are posted.


My Employee Demographics


Your site may elect to allow employees to initiate electronic change requests for Name, Ethnicity, Other Email, Address, Phone and Emergency Contact Information under the employee demographics section.

To view submitted change requests, select View Changes at the top of the screen

View Changes


Name 
 Robert V Cook

Other Demographics 
 Ethnicity: White not of Hispanic Origin

Employee Details 

EMPNO: 05873
 Birth Date: 12/24/1960
 State ID:
 Hire Date: 10/22/2015


Email
 Official Email: Robert.Cook@webdemo.com
 Other Email: robert@yahoo.com

Address 


Legal
 Address 1: 15 L Arty Drive
 Address 2:
 City: Amherst
 State: NY
 Zip: 14215
 Country:

Mailing
 Address 1: 15 L Arty Drive
 Address 2:
 City: Amherst
 State: NY
 Zip: 14215
 Country:

 Address Unlisted: No

Phone 

Home Phone:
 Home Unlisted: No
 Work Phone: 555-5133
 Mobile Phone:
 Mobile Unlisted: No

Emergency Contact Information 

Contact Name:
 Contact Phone:
 Contact Relation: Spouse/cell
 Notes:

Select Edit to enter desired changes, select update to submit requests.

My Employee Demographics Change Requests				
1-1 of 1 First Previous Next Last				
Change Type	Status	Comments	Date of Last Edit	Action
Address	Pending	update mailing address only please	02/18/2021	
1-1 of 1 First Previous Next Last				

[View Demographics](#)

Selecting "View Changes" on the Employee Demographics screen will display the request with the current status. The pencil icon will allow editing the request and the X will allow the request to be withdrawn until 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.

You may change your printing elections for your Direct Deposit stub. If you no longer wish to receive the paper copy from payroll, change your printing election.

Current Selection: **Print Direct Deposit Notices**

Change Printing Election: (make a new selection)

(make a new selection)
 Print Direct Deposit Notices
 Do Not Print Direct Deposit Notices

Paycheck Printing Elections

Select the checkbox to confirm that you understand and then select Submit. You will need to go to My Paychecks to retrieve your future payroll check stubs.

Current Selection: **Print Direct Deposit Notices**

Change Printing Election: Do Not Print Direct Deposit Notices

☒ I understand that I am changing my Paycheck Printing Elections

[Submit](#) [Cancel](#)

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

1-4 of 4 [First](#) [Previous](#) [Next](#) [Last](#)

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.

Select the correct fiscal year to display the salary notice for acknowledgement. Use the pencil icon for the correct position to open the acknowledgement.

Fiscal Year 2021

My Positions/Salary Notices

1-1 of 1 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Previous Acknowledged Description	Action
CUSTODIAL WORKER	CSEA Custodial Union	07/01/2020		0.2000			

1-1 of 1 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Download your Salary Notice and once viewed, enter your password to confirm your electronic signature before selecting Acknowledge

Salary Notice

Employee Salary Notice

EMPNO: 01923
 Fiscal Year: 2021
 Position: CUSTODIAL WORKER
 Bargaining Unit: CSEA Custodial Union

Step 1:

Download/Print Salary Notice

Step 2:


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:

Fiscal Year 2021

My Positions/Salary Notices


1-1 of 1 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Previous Acknowledged Description	Action
CUSTODIAL WORKER	CSEA Custodial Union	07/01/2020		0.2000	Acknowledged via Web on 02/18/2021 11:32:00 AM by Rebecca Z. Igler		

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My Direct Deposit Allocations

You may initiate electronic change requests for direct deposit allocations under the employee My Direct Deposit section. Select the desired effective date, then using the green plus sign, add your changes or additions. Validate/Reorder Selections to confirm validation before selecting Update.

 **Validation Successful**

My Direct Deposit Allocations

Direct Deposit Allocations
 EMPNO 01923
 First Name, M.I. Rebecca Z
 Last Name Igler
 Effective Date 03/11/2021

Note: If adding a new direct deposit, there must be at least one paycheck date between now and the effective date to allow enough time for the pre-notification process to be completed.
If you plan to add a new direct deposit, change the effective date first otherwise you will lose any changes you have made when selecting a new effective date.

Employee Direct Deposit Allocations

1-2 of 2 First Previous Next Last

Bank Name	Routing #	Account Type	Account #	Fixed Amount	Percentage	Prenoted	Active	Action
KEY BANK	145456518	Savings	98653214	<input type="text" value="50.00"/>	<input type="text" value="0.000"/>	No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
WELLS FARGO BANK, NA	149468560	Checking	3892937018	<input type="text" value="0.00"/>	<input type="text" value="100.000"/>	Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

1-2 of 2 First Previous Next Last

Validate / Reorder Selections

Update

Cancel

The Direct Deposit Allocations Changes grid will display the status of your request.

Employee Direct Deposit Allocations

1-1 of 1 First Previous Next Last

Sequence	Deduction Code	Bank Name	Routing #	Account Type	Account #	Fixed Amount	Percentage
01	012881	WELLS FARGO BANK, NA	149468560	Checking	3892937018	0.00	100.000

1-1 of 1 First Previous Next Last

Employee Direct Deposit Allocations Changes

1-1 of 1 First Previous Next Last

Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
DD	03/11/2021	Pending		02/18/2021	

1-1 of 1 First Previous Next Last

Last Refreshed: 12:48:07 PM Refresh Data

