_WinCap_WEB Employee Self Service Welcome Guide

www.HarrisSchoolSolutions.com

You have been invited to create a *WinCap*WEB 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. *WinCap*WEB 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

1-4 of 4 First | Previous | Next | Last

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

Leave Request Detail

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 excused 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

Additional Text

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
3/18/2020	.5	Personal w/reason	✗

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: _____   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"

My Leave Requests

+ Add Leave Request

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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
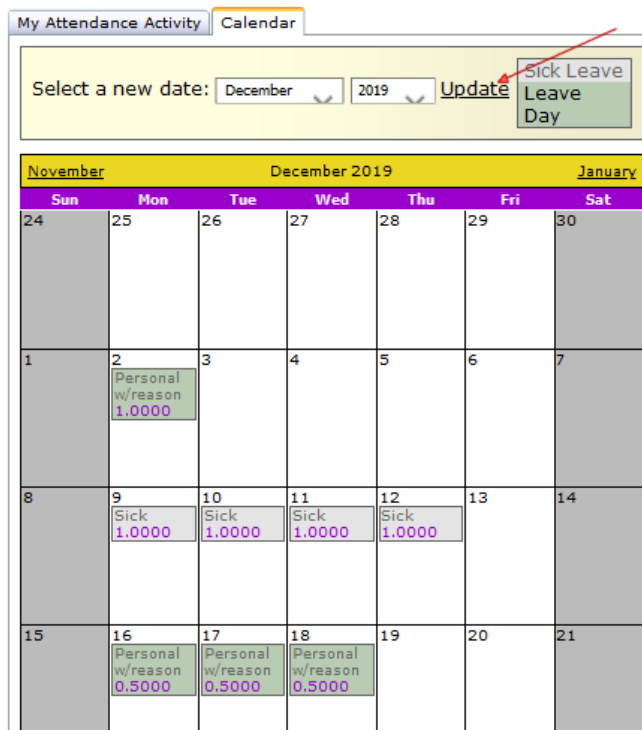
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Transaction	Tran Date	FTE	Carryover	Available	Earned	Requested	Taken
Fiscal Year: **2020**							
Att. Group: **Teachers**							
Att. Code: **Sick**							
Beginning Balance			50.5000	14.0000	14.0000		
Leave Taken, Absence, Send To F, Request(6)	10/25/2019 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 w/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.
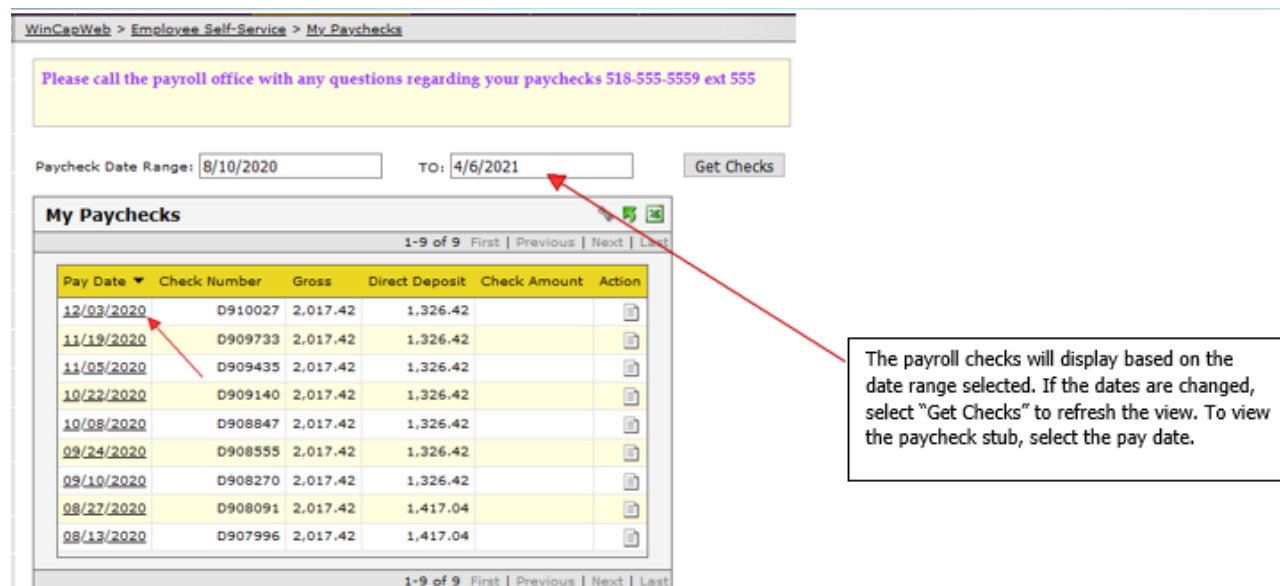
My Paychecks

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

<< 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

- Fiscal Year to Date
- Calendar Year to Date
- Quarterly
- Monthly

My ___   [   ] Go To

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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

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 *WinCap*WEB 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.

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

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 chose 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 Employ...

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

☑ Copy 2—To Be Filed With Employ...

[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 Last name Suff. REBECCA Z IGLER 15 CHRISTOPHER DRIVE EAST AMHERST, NY 14209		11 Nonqualified plans 0.00	12a
		13 Statutory employee ☐ Retirement plan ☒ Third-party sick pay ☐	12b
		14 Other	12c
			12d
f Employee's address and ZIP code			

15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
NY 12-3456789	10,644.01	141.17	10,644.01	23.65	YONKRS
			0.00	0.00	

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.

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.

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

Change Type	Effective Date ▲	Status	Comments	Date of Last Edit	Action
W4	02/25/2021	Pending		02/18/2021	

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

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

My Employee Demographics Change Requests

Change Type	Status	Comments	Date of Last Edit ▼	Action
Address	Pending	update mailing address only please	02/18/2021	📄 ✏ ✖

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

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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.

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

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

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.

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