

WinCapWEB Employee Self Service

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 **Edit**

Name
Carol R Nappi

Employee Details
Employee Number: 00841
Birth Date: 12/18/1966
State ID: 1234567

Email
Official Email: Carol.Nappi@webtest.com
Other Email:

Address **Edit**

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:

Phone **Edit**
Home Phone:
Home Unlisted: No
Work Phone:
Mobile Phone:
Mobile Unlisted: No

Emergency Contact Information **Edit**
Contact Name:
Contact Phone:
Contact Relation: Husband
Notes:

My Employee Demographics

Phone Numbers

Home Phone 5184350500
Unlisted

Work Phone 5184350500
Mobile Phone 5184350500 x
Unlisted




Comments

Pending changes differ from current WinCap information





Update **Cancel**

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

WinCapWEB Employee Self Service

My Employee Demographics Change Requests   

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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

[View Demographics](#)

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.