

WinCapWEB Employee Self Service

WinCap Web (WCW) is an online system which allows you as an employee of Pittsford Central School District (PCSD) to view your payroll and attendance information. <https://www.WinCapweb.com>

WinCap Web is accessible through any internet browser, at home or at work.

How do I access the WinCap Web Employee Self Service website?

1. A new employee will be sent to your District email account with a unique link, specific to you, inviting you to access the WCW ESS website so you can create an account.
2. To create your account, follow the on-screen instructions until you are “approved”.
3. Once approval is complete, log in at <https://wincapweb.com/>
4. You can also access the WinCap Web link on the District's website via:
“Essential Information for Staff” page
<https://www.pittsfordschools.org/for-staff/essential-information-for-staff>
or by going directly to
<https://www.pittsfordschools.org/departments/business-and-finance/payroll-benefits/wincap-web>

Login in to WinCap Web



Enter your username (district email) and password you established when you set up your account.

- **I forgot my District email password. How do I reset it?**
Please submit a district helpdesk ticket to reset your password (<https://pittsfordcsd.incidentiq.com>).
- **I forgot my WinCap Web Self Service website password. What do I do?**
Use the Forgot Password link to have a password sent to your District email address box. If you continue to have problems submit a district helpdesk ticket (<https://pittsfordcsd.incidentiq.com>).
- **Will I still receive a printed direct deposit advice?**
All employees use WinCap to assess the details of their pay and attendance. After you are on WinCap Web for a couple of months, you will no longer receive printed direct deposits slips by mail.
- **I'm not new but I don't have an account**
Currently, we only offer accounts to PCSD employees. If you haven't been offered an account, please submit a district helpdesk ticket (<https://pittsfordcsd.incidentiq.com>) and if appropriate an account will be set up for you.
- **What if I have questions about my pay?**
Call or email the Payroll Office if you have any questions about your pay or attendance: (585)267-1042. Payroll@Pittsford.monroe.edu