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WinCapWEB

Home Requisitions Professional Development Self-Service Payroll Vouchers Timesheets BOCES Services


SIGN INTO WINCAP WEB

myWinCap

Username (email):
Password:

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An online suite of tools to complement the **WinCap** Financial & HR Management System



Get access from anywhere
You can access your **WinCapWEB** account from any computer connected to the internet; at home or at work.

- Employee Self-Service**
Lookup and print personal information; initiate requests and track approvals.
- Electronic Timesheets**
Maintain and approve timesheets for time worked and daily absences.
- Electronic Payroll Vouchers**
Submit and track claims for work duties and stipends not based on an hourly or per diem rate.
- Professional Development**
Manage professional development activities on a district-wide and individual employee basis; online registrations.
- Requisitions**
Initiate purchase requisitions and select items from vendor catalogs and district bids.
- myWinCap**
Personalize your WinCapWEB experience.

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WinCapWEB
FINANCIAL & HR MANAGEMENT
TIMESHEETS

Home myWinCap Employee Self-Service Timesheets

DOUBLE
CLICK



CLICK HERE Timesheets Test Region

Home
Time Card
Reports

Welcome Nancy Girardi ...

Recent Pay Period Reports & Exports...

[Type here]



Time

By Pay Period

By Dates

Location

All Locations

Date Range

<< 11 / 25 / 2018 - 12 / 08 / 2018 >>

Employee

<< 03755 Girardi, Nancy >>

Description

All

Refresh

+Add New Time

+Add Blank Timesheet

Punches: 0.0000 hrs

Breaks: 0.0000 hrs

Excused: 0.0000 hrs

Total: 0.0000 hrs.

Save

CLICK HERE

Timecard

Break Times

Excused Time

Date

In

D

Description

Job/Duty

Hours

APPR

SAPPR

Scheduled

☐ Expand All Dropdowns

Breaks Display: Hide Breaks

Refresh

Save

☒ Show Hours Summary

[Type here]

By Pay Period By Dates

Location All Locations Date Range << 11/25/2018 - 12/08/2018 >>

Employee << 03755 Girardi, Nancy >> Description All Refresh

+Add New
+Add Blank

SELECT DATE FROM DROP DOWN

Punches: 0.0000 hrs.
Breaks: 0.0000 hrs.
Excused: 0.0000 hrs. Total: 0.0000 hrs. Save

Timecard Break Times Excused Time

Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled
New Time							
X + Sun 11/25			SMPT School	0.0000			

☐ Expand All Dropdowns Breaks Display: Hide Breaks Refresh Save

☒ Show Hours Summary

[Type here]

Syosset Central School District | Timesheets | WinCapWeb Timesheets | Citrix XenApp - Logged Off

https://wincapweb.com/timesheets/timesheets.aspx?link=6×heetsloginid=c4b1128e-c2ad-41d0-8fcb-9ee7c8984fc0&ip=0

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WinCapWEB
TIMESHEETS

Syosset CSD
gsoto@syossetschools.org
Change Site | myAccount | Logout

Home | myWinCap | Employee Self-Service | **Timesheets**

Timesheets Test Region *All Times are in EDT/EST

Home
Time Card
Reports

STEP 1
INSERT
START AND
END TIME

STEP 2
SELECT
CORRECT
POSITION

STEP 3
CLICK SAVE

By Pay Period By Dates
Location All Locations Date Range 11/25/2018 - 12/08/2018
Employee 03755 Girard, Nancy Description All Refresh
+ Add New Time Punches: 0.0000 hrs
+ Add Blank Timesheet Breaks: 0.0000 hrs
Excused: 0.0000 hrs Total: 0.0000 hrs Save

Timecard Break Times Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours
New Time						
Mon 11/26	10:00 AM		1:00 AM		SMPT School Monitor PT	0.00
<input type="checkbox"/> Expand All Dropdowns Breaks Display: Hide Breaks						
<input checked="" type="checkbox"/> Show Hours Summary						

SMPT School Monitor PT
SMPT School Monitor PT, Berry Hill Clerical SM
SMPT School Monitor PT, Mon-Fri Athletics(CS)
SMPT School Monitor PT, Sat-Sun Athletics(CS)