



HARRIS
School Solutions



Financial Solutions

WinCap

Financial/HR Management Software for NY Schools

WinCap is the district-wide New York School Financial Management and HR software that brings departments together into a single organized system.

Designed exclusively for New York schools and BOCES, this School Administration and Accounting software organizes workflow between departments to speed up your processes and improve accuracy.



Features

In addition to the seamlessly integrated modules, *WinCap's* top features include:

- "Aidable" service
- Local support
- Intuitive user-interface
- Multi-level security by fund, function/transaction type, and budget code
- Crystal Report Writer integration
- MS Office-products interface

Benefits

- **Seamlessly connect** Financial, HR, and Employee Time-and-Attendance data.
- **Easily understand and follow data** such as requisitions, demographic changes, payroll input, and more, all with full approval flows that begin and end in the Employee Self-Service (ESS) module.
- **Maintain accuracy** with full product-integration.
- **Save time** with automated processes.
- **Keep HR efforts organized** through a complete HR package for all HR needs, including the Board Agenda module that facilitates data entry before going to the board (rather than having to respond to an approved board agenda).

Powerful Modules

WinCap comes equipped with everything a New York school district needs for its Financial Management workflow, including these client favorites:

Payroll Voucher

- Claim-form processing for non-time-sensitive pay (Chaperoning, tutoring, curriculum development, etc.)
- Email approval routing
- Automated payroll transaction creation
- Employee initiation and easy tracking

Employee Portal

- Paystubs
- W-2
- W-4
- IT2104 electronic requests and approvals
- Salary notices
- Leave requests, email notifications, and approval

Product Specifications

Financial

- Web requisitioning, approval, and email notifications
- Bids, purchase orders, and warehouse/inventory tracking
- Accounts payable / cash disbursements, and cash receipts
- Budget maintenance and development
- Revenue accounting for multiple types of transaction-based fund accounts
- General ledger, billing, and accounts receivable

Human Resources

- Employee attendance
- Employee benefits
- Staff cost projections
- Position control
- Certification, tenure, seniority, and much more HR data

Time and Attendance

- Payroll process automation
- Timesheet/Pay item maintenance and approval
- Time-clock/Kiosk/Web-connected device time-entry
- Pending payroll transaction creation (based on supervisor approvals)
- Approval flow separation (based on job duty/task)
- From/to payroll, HR, and attendance hourly update automation
- Salaried employee identification (Only pay for supplemental or overtime)
- Per-transaction calculation for pay rate and budget

For more information, visit
www.harrisschoolsolutions.com

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WinCap Web

Keep your workflows moving, from anywhere.

When you add *WinCap Web* solutions, you gain freedom, convenience, and time to handle some of your most critical *WinCap* workflows and tasks.

With these web-enabled solutions, you can keep key workflows moving, from any internet-enabled device, anywhere you happen to be during your busy day.

In other words, your core *WinCap* functions now revolve even more around your and your team's needs.

Web-Enabled Options

Personalization

Personalize your WinCap Web experience with myWinCap.

- Create a personal homepage to organize and quickly access your own information and frequently-used WinCap Web features.
- Add any WinCap Web pages to a custom menu.
- Access all authorized WinCap Web functions from a single login.

Electronic Timesheets and Pay Authorizations

- Maintain and approve timesheets and additional pay items.
- Enter time from time-clocks, PCs, and other web-connected devices.
- Create payroll transactions from approved timesheets.



Employee Self-Service

Initiate and Track Approvals

- Leave Requests
- Employee Demographic Changes
- State and Federal Withholding
- Direct Deposit Allocations

Look up / Print Personal Information

- Paycheck Stubs/Earnings/Deductions
- Attendance Balances / Transaction History
- Other District Authorized Data

Professional Development Management

- Initiate/Track approvals for conference requests.
- View certification/re-certification statuses.
- Define and schedule PD activities, publish course catalogs, and manage class enrollment.
- Enable employees to register online and monitor personal progress in meeting contractual and re-certification PD requirements.
- With earned PD credits automatically added to employee HR records in WinCap, generate appropriate payroll transactions, stipends, or salary schedule placement.
- Request PD-related purchases through available Web Requisition / PD interface.

Accounting

Create Electronic Workflows

- Purchasing Requisitions
- Bid Requests
- Budget Requests
- Online Shopping/Electronic Ordering

Advanced Purchasing Approval

- Automated Email Notifications

Advanced Accounts Payable

- ACH for Electronic Vendor Payments and Employee Reimbursement

Web Requisitions

- Complete front-end purchase requisition and budget request processes.
- Initiate and process approval requests.

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