

Welcome to WinCapWEB

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.

▶ **myWinCap**
Personalize your WinCapWEB experience.

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My Payroll Vouchers

Admin M (+)

My Payroll Vouchers

+ Add Payroll Voucher



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Pay Authorization

Work Date

Select Pay Authorization

Pay Authorizations

Position ▲	Effective Date	End Date	Pay
Social Studies Teacher, Building Committee - TJC	07/01/2019	06/30/2020	E
Social Studies Teacher, Teacher Center Class	10/07/2019	06/30/2020	EX
Advisor, National Honor Society, Step 5	07/01/2020	06/30/2021	Base

Anything you have been approved for will show up here.

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My Payroll Voucher Form

Information

Payroll Voucher Information

Pay Authorization [Social Studies Teacher, Teacher Center Class](#)

Please include in Additional Information:

Name of Workshop you attended
 Exact hours worked (minus lunch)
 i.e. 8:00 am - 12:00 pm 1:00 pm - 2:00 pm
 Total hours worked - i.e. 6.5 hours

Work Date

Work Date End

Additional Info

Quantity

Basis

Claim Amount

These dates may be the same OR your "additional info" must be VERY specific.

The rate and totals are correct! Hooray!

My Payroll Vouchers

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Work Date Start ▲	Work Date End	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
10/07/2019	10/07/2019	Social Studies Teacher, Building Committee - TJC	3:30-5:00 Building Committee meeting	1.50	\$32.73 per Hour	\$49.10	10/08/2019	Awaiting "Pay Supervisor 3" Approval	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

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Check the **History** to find out if it was approved or not.

The approver **MUST** put in a reason if it is disapproved.

The screenshot shows a web interface with a purple header bar containing the text 'Payroll Voucher Form'. Below the header are three tabs: 'Information', 'Attachments', and 'History'. The 'History' tab is selected and displays the following text:

History

WinCap Web User Cara L. Montrois submitted for approval on 10/08/2019 at 10:11:47 AM
WinCap Web User Daniel P. Murray disapproved on 10/08/2019 at 10:12:24 AM
Reason: This meeting was canceled.

Look for an email

The screenshot shows an email interface with the following details:

- Sender: WinCapWeb AutoAdmin <admin@wincapweb.com>
- Recipient: Cara Montrois
- Subject: WinCapWeb Payroll Voucher Approved.

The email body contains the following text:

You are receiving this email because your payroll voucher at Wheatland-Chili for Work Date 10/7/2019 to 10/7/2019 has been Approved.
To view your Payroll Voucher please click on the following link.

To view your payroll voucher click or paste this link into a browser:
<https://wincapweb.com/EmailLinksHandler.ashx?TypeID=14&mode=view&payrollvoucherid=59ddd4b-b27d-469b-9689-420a719a1254>

This is an automated email sent from WinCapWeb.com as requested by an administrator.
Any replies to this email will not be received.
If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.

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Questions? Email mark_stocking@wheatland.k12.ny.us