



## WinCapWEB Employee Self Service

You have been invited to create a WinCapWEB account with Franklin Essex Hamilton BOCES. Once the account is created by selecting the link in the invitation email and following the account creation steps you will have access to the Employee Self Service module. WinCapWEB is accessible through any internet browser, at home or at work by going to [www.wincapweb.com](http://www.wincapweb.com) and using the username (email) and password you established. This is a portal where you can access your attendance balances and activity, view and initiate change requests for your demographics and deductions as well as print paycheck stubs and W-2s. Please see the areas available below for more information.

### My Attendance Balances

The attendance balances displayed under this section are a direct capture from WinCap. To see more detail behind the attendance balances, go to the attendance activity section.

WinCapWeb > Employee Self-Service > My Attendance Balances

Teachers Assoc

My Attendance Balances											
1-8 of 8 First   Previous   Next   Last											
Attendance Codes ▲	Carry Over	Available	Earned	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance	Requested	
Bereavement								0.0000			
Dock								0.0000			
Employee Illness								0.0000			
Family Illness								0.0000			
Jury Duty								0.0000			
Personal								0.0000		1.0000	
Sick Leave	57.5000			07/01/2013				57.5000	57.5000	1.0000	
Sick Leave Bank								0.0000			
1-8 of 8 First   Previous   Next   Last											

Last Refreshed: 01:43:34 PM

### My Attendance Activity

The attendance activity section will display all attendance transactions within the date range selected. If you need to audit your current available balance you will be able to see any posted, requested, and/or withdrawn requests, as well as adjustments, accruals, grants, and carry overs.

WinCapWeb > Employee Self-Service > My Attendance Activity

**Carol Nappi**

Activity Date Range:  TO:

**My Attendance Activity**

Attendance activity will display for the date range selected. If the date range is changed remember to select "Get Attendance" to refresh the data displayed

Transaction	Tran Date	FTE	Carryover	Available	Earned	Taken	Adjustment	Available Balance	Earned Balance	Requested
Fiscal Year: 2014										
Att. Group: Teachers Assoc										
Att. Code: Sick Leave										
Beginning Balance			57.5000					57.5000	57.5000	
Leave Taken, Absence, Send To 3, Request(A)	11/26/2013 Tu							57.5000	57.5000	1.0000
Ending Balance			57.5000					57.5000	57.5000	1.0000
Att. Code: Personal										
Beginning Balance										
Leave Taken, Absence, Deducted From S, Request(A)	11/26/2013 Tu									1.0000
Ending Balance										1.0000

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## My Paychecks

Any paycheck stub you have received through WinCap may be obtained under the paychecks section of Employee Self Service.

WinCapWeb > Employee Self-Service > My Paychecks

Your paycheck's YTD totals are as of the day you view and/or print. If you require accurate YTD totals you must print your stub on payroll date.

Paycheck Date Range:  TO:

**My Paychecks**

1-4 of 4 First | Previous | Next | Last

Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
<a href="#">08/30/2013</a>		2,554.41	1,978.88		
<a href="#">08/15/2013</a>		2,039.06	1,611.02		
<a href="#">07/31/2013</a>		2,794.44	2,149.06		
<a href="#">07/15/2013</a>		4,414.74	3,327.54		

1-4 of 4 First | Previous | Next | Last

In order to view the paycheck stub select the pay date

The payroll checks will display based on the date range selected. If the date range is changed remember to select "get checks" to refresh the view

<< Back to My Paychecks

Select Print as PDF is you would like to print off your paycheck

Print as PDF

Check Date	Check Number
08/30/2013	Direct Deposit

Position Title	Pay Items	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
Office Clerk III 12 Month	\$6,750.00 Prorated Salary	632.82		
	Additional Salary Payment	440.44		
	0.500 Overtime Hours @ \$25.00 x 1.50, 08/04/2013 - 08/10/2013	18.75		
	Subtotal	1,092.01	7,012.65	
Office Clerk III 12 Month	\$40,525.00 Prorated Salary	1,462.40	4,558.63	
	<b>Total</b>	<b>2,554.41</b>	<b>13,923.28</b>	<b>35,061.28</b>

Deductions	Description	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
RETIRE	Employees' Retirement System	176.00	880.00	2,992.00
RETIRE	Employees' Retirement System			267.96
MISC	Scopa Dues			336.88
MISC	Long Term Disability Clerical			48.80
FLEX	Dental Single Clerical			5.64
FLEX	Vision Single Clerical			521.16
FLEX	Blue Point 2 Select Single Clerical			2,138.14
FICA	FICA	158.37	863.24	500.01
FICA	FICA Medicare Tax	37.04	201.89	3,510.81
FEDTAX	Federal Income Tax (Single, 10 exmpt.)	107.07	680.83	1,552.43
STATE	New York State Income Tax (Single, 13 exmpt.)	97.05	559.49	
	<b>Total</b>	<b>575.53</b>	<b>3,185.45</b>	<b>11,873.83</b>

Your Year to Date (YTD) totals printed on the paycheck are as of the date you are viewing the paycheck stub.

Direct Deposit	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013

## My Year to Date Totals

The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month.

WinCapWeb > Employee Self-Service > My Year to Date Totals

Carol Nappi

Type: Fiscal Year to Date

Year to Date totals may be printed for Fiscal YTD, Calendar YTD, Quarterly or Monthly. If changing select the option from the dropdown then "Get Totals"

Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
<a href="#">Fiscal Year 2013</a>	68,390.00	49,145.28	66,834.80	969.08	66,834.80	3,682.14	65,834.80	7,757.80	65,834.80	3,434.30
<a href="#">Fiscal Year 2012</a>	61,993.00	45,312.84	60,548.20	877.87	60,548.20	2,543.01	59,548.20	6,864.60	59,548.20	3,085.68
<a href="#">Fiscal Year 2011</a>	59,849.00	43,562.24	58,548.20	848.99	58,548.20	2,863.88	57,548.20	6,401.56	57,548.20	3,032.93
<a href="#">Fiscal Year 2010</a>	56,925.00	41,537.07	55,743.00	808.29	55,743.00	3,456.07	55,043.00	5,588.09	55,043.00	2,861.48
<a href="#">Fiscal Year 2009</a>	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
<a href="#">Fiscal Year 2008</a>	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
<a href="#">Fiscal Year 2007</a>	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
<a href="#">Fiscal Year 2006</a>	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

Fiscal Year 2009	34,312.00	33,302.14	33,166.00	770.90	33,166.00	3,296.32	32,466.00	3,479.31	32,466.00	2,604.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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**My Position**

1-1 of 1 First | Previous | Next | Last

Description	Amount	Effective Date	End Date
Teacher	51,422.00	09/01/2007	

1-1 of 1 First | Previous | Next | Last

Select the year, quarter or month that you wish to display position and deduction details for

**My Year to Date Detail**

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Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	TRS		51,422.00		Teachers' Retirement System Contributions
TSA	L&M			700.00	
FLEX	FXUVTF			1,025.20	
FICA	FICA		50,396.80	3,124.53	FICA
FICA	MEDI		50,396.80	730.75	FICA Medicare Tax
FEDTAX	FEDTAX		49,696.80	5,480.55	Federal Income Tax
STATE	NY		49,696.80	2,495.18	New York State Income Tax

Deduction details will appear also for the year, quarter or month selected

### My W-2s

Any W-2 you have ever received from WinCap may be obtained under the W-2s section of Employee Self Service. Current W-2s may be obtained once the district/BOCES has finalized for the calendar year.

WinCapWeb > Employee Self-Service > Print My W-2s

### Print My W-2s

Use this report to print originals or copies of your

**Until your organization finalizes your Form 1042-S, please do not print this message that states "Your W-2 is not ready for printing."**


Calendar Year:

Copy B—To Be Filed With Employee's FEDERAL TAX RETURN  
 Copy C—For EMPLOYEE'S RECORDS  
 Copy 2—To Be Filed With Employee's State, LOCAL, OR FOREIGN TAX RETURN

Select the applicable calendar year and the copies you would like to print and then select "print as PDF." A pop-up will appear where you can choose to open or save the pdf

Opening report.pdf

You have chosen to open:

 **report.pdf**  
 which is: Adobe Acrobat Document  
 from: https://test.wincapweb.com

What should Firefox do with this file?

**Open with**

Save File

Do this automatically for files like this from now on.

report.pdf - Adobe Reader

File Edit View Window Help

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		<b>a</b> Employee's social security number 000-00-8410	OMB No. 1545-0008
<b>b</b> Employer identification number (EIN) 12-3456789			<b>1</b> Wages, tips, other compensation 61,719.27
<b>c</b> Employer's name, address, and ZIP code RICHMOND CENTRAL SCHOOL DISTRICT 200 MAIN ST. BUILDING 85 RICHMOND, NY 12345			<b>3</b> Social security wages 62,719.27
			<b>5</b> Medicare wages and tips 62,719.27
			<b>7</b> Social security tips 0.00
<b>d</b> Control number			<b>9</b>
<b>e</b> Employee's first name and initial CAROL R	Last name NAPPI	Suff.	<b>11</b> Nonqualified plans 0.00

## Employee Deductions

The Employee Deductions section will show you your current NYS IT2104 and W4 status and allow you to initiate change requests.

**Please review your W-4 and NYS IT-2104 elections carefully. If changes are necessary, please select the "Add Change Request" button to submit a change. The changes will be reviewed and processed by HR.**

**W-4 Details**

Exempt:   
 Marital Status:   
 Exemptions:   
 Additional Amt/Pct:

Tax Notes:

[+ Add Change Request](#)

**NYS IT-2104 Details**

Marital Status:   
 NYC Resident:   
 Yonkers Resident:

Allowances for NYS and Yonkers:   
 Allowances for New York City:   
 Additional Amount NY State:   
 Additional Amount NY City:   
 Additional Amount Yonkers:

Tax Notes:

[+ Add Change Request](#)

In order to initiate a change request, select "add change request"

Any change requests that you have submitted will appear in the change grid with the status of the change request and any comments that the PR office as written back to you

**Employee Withholding Allowance Changes**

0-0 of 0 First | Previous | Next | Last

Change Type	Effective Date ▲	Status	Comments	Date of Last Edit	Action
[no records]					

0-0 of 0 First | Previous | Next | Last

Last Name: Nappi  
 Effective Date: 12/6/2013 [Select Pay Date](#)  
 Marital Status: Married  
 If your last name differs from that shown on your social security card.  
 Total number of allowances: 2  
 Additional amount withheld: 0.000  
 I claim exemption from withholding for 2011, and I certify that I have no tax liability and  

- Last year I had a right to a refund of all federal income tax withheld because I expect to have no tax liability and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief and complete.  
 Signature: \_\_\_\_\_  
 Typing your name in the signature box and clicking the update button is the same as a written signature and is legal

Comments: \_\_\_\_\_  
 Pending changes differ from current WinCap information  
 You may check back periodically to review the status of your request. An automatic notice will not be sent to you when the change is approved.

When the change form opens up, select the applicable pay date, the tax changes should be applied towards, make the changes, and type your signature. Once the form is completed select update to submit the change request.

Additional Amount Yonkers: 0.000  
Tax Notes: \_\_\_\_\_  
[+ Add Change Request](#)

Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
W4	11/27/2013	Withdrawn		11/27/2013	
W4	12/06/2013	Pending		11/27/2013	

Last Refreshed: 10:21:56 AM   
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Pending requests can be modified or withdrawn until they are posted. Select the pencil to modify the request and the red x to withdraw the request

The Status column will indicate whether the change request has been posted to your employee record or if it is still pending

## My Employee Demographics

You may initiate electronic change requests for phone number, address, name, or emergency contact information under the employee demographics section.



**View Changes**

**Name** **Edit**  
Carol R Nappi

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<b>Employee Details</b>	<b>Email</b>
Employee Number: 00841	Official Email: Carol.Nappi@webtest.com
Birth Date: 12/18/1966	Other Email: <input type="text"/>
State ID: 1234567	

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**Address** **Edit**

<b>Legal</b>	<b>Mailing</b>
Address 1: 1 Harris Schools Way	Address 1: 1 Harris Schools Way
Address 2:	Address 2:
City: Harrisville	City: Harrisville
State: NY	State: NY
Zip: 12345	Zip: 12345
Country:	Country:
Address Unlisted: No	

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<b>Phone</b> <span style="float: right;"><b>Edit</b></span>	<b>Emergency Contact Information</b> <span style="float: right;"><b>Edit</b></span>
Home Phone: <input type="text"/>	Contact Name: <input type="text"/>
Home Unlisted: No	Contact Phone: <input type="text"/>
Work Phone: <input type="text"/>	Contact Relation: Husband
Mobile Phone: <input type="text"/>	Notes: <input type="text"/>
Mobile Unlisted: No	

To view the status of the pending change requests select "View Changes"

Select the edit button in order to submit a change request.

**My Employee Demographics**

**Phone Numbers**

Home Phone

Unlisted

Work Phone

Mobile Phone




Unlisted

Comments





Pending changes differ from current WinCap information

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



**My Employee Demographics Change Requests**   

1-2 of 2 First | Previous | Next | Last

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.

### My Position & Salary Notices


Within the position and salary notice section you will be able to retrieve your annual salary notice.


WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Fiscal Year: 2014 

**My Positions/Salary Notices**   

1-1 of 1 First | Previous | Next | Last

Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Office Clerk III 12 Month	SCSOPA	07/01/2013		1.0000		

1-1 of 1 First | Previous | Next | Last 

[Refresh](#)

Select the paper icon to download your salary notice for the appropriate fiscal year

Salary Notice

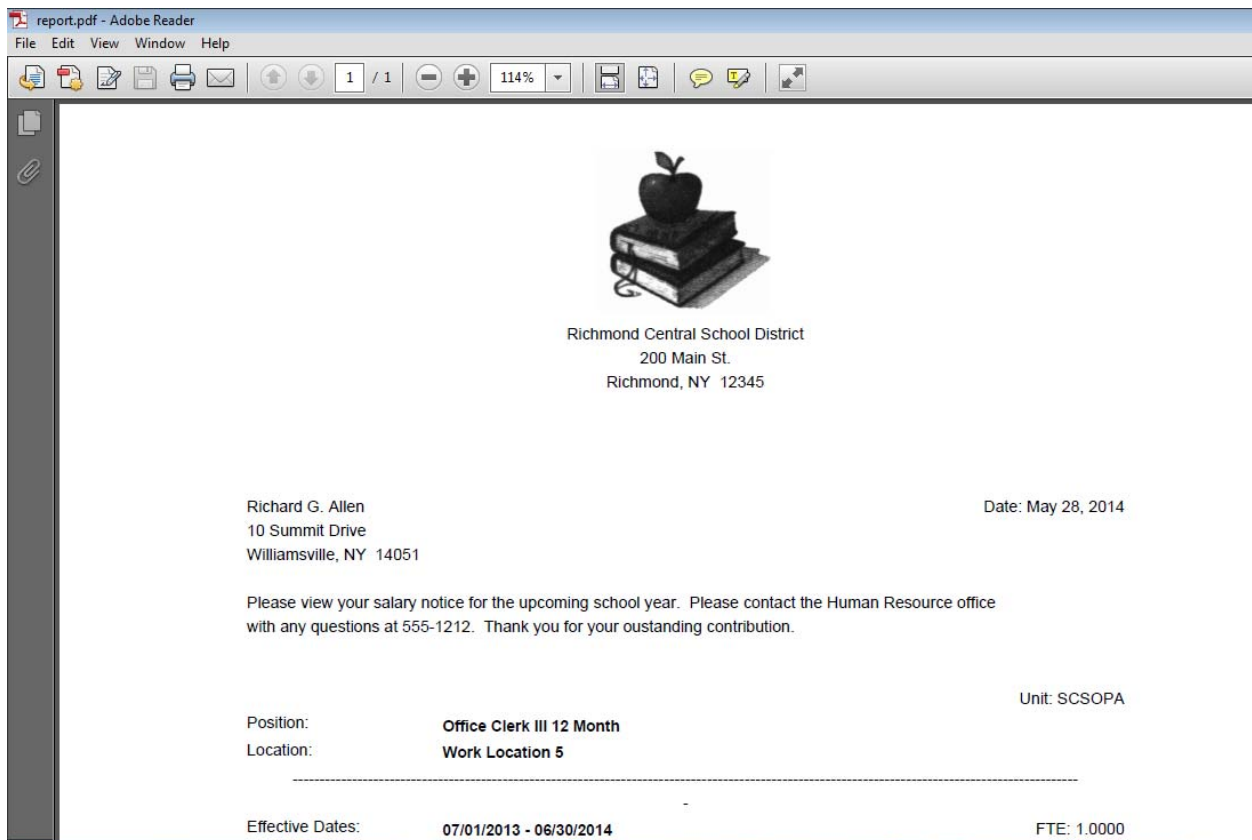
Employee Salary Notice

Employee Number: 01065  
Fiscal Year: 2014  
Position: Office Clerk III 12 Month  
Bargaining Unit: SCSOPA

Download/Print Salary Notice


Select "Download/Print Salary Notice"

If you select to open with Adobe Reader, a PDF will appear where the salary notice can be printed or saved to a file on the computer.



report.pdf - Adobe Reader  
File Edit View Window Help

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Richmond Central School District  
200 Main St.  
Richmond, NY 12345

Richard G. Allen  
10 Summit Drive  
Williamsville, NY 14051

Date: May 28, 2014

Please view your salary notice for the upcoming school year. Please contact the Human Resource office with any questions at 555-1212. Thank you for your outstanding contribution.

Unit: SCSOPA

Position: Office Clerk III 12 Month  
Location: Work Location 5

Effective Dates: 07/01/2013 - 06/30/2014 FTE: 1.0000