

**WINCAP WEB  
EMPLOYEE SELF-SERVICE**

# WHAT IS EMPLOYEE SELF-SERVICE?

This is a portal where you can....

1. Access your attendance balances and view activity
2. View demographic and deduction information
3. Print paycheck stubs
4. View and acknowledge your salary notices
5. Print previous years' W-2s and 1095Cs
6. Coming soon.... Request personal and vacation days (NO MORE PAPER FORMS)

ESS is accessible through any internet browser, at home or work!

# HOW DO I GET TO WINCAP WEB?

You will receive an email with the link and instructions

## Welcome to **WinCapWEB**

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

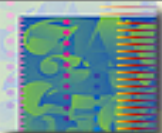


▶ **Employee Self-Service**  
Lookup and print personal information; initiate requests and track approvals.

▶ **myWinCap.**  
Personalize your WinCapWEB experience.

## Get access from anywhere

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

[Home](#)[myWinCap](#)[Employee Self-Service](#)[WinCapWeb](#) > [Employee Self-Service](#)[My Attendance Balances](#)[My Attendance Balances](#)

View a summary of your Attendance Balances

[My Leave Requests](#)[My Leave Requests](#)

View and submit Leave Requests

[My Attendance Activity](#)[My Attendance Activity](#)

View your Attendance Activity Detail

[My Paychecks](#)[My Paychecks](#)

View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs

[My Year to Date Totals](#)[My Year to Date Totals](#)

View your year to date payroll totals

[Print My W-2s](#)[Print My W-2s](#)

View and Print your W-2s

[Employee Deductions](#)[Employee Deductions](#)

View the deduction information that your organization has on file

[My Employee Demographics](#)[My Employee Demographics](#)

View the demographic information that your organization has on file

[My Positions & Salary Notices](#)[My Positions & Salary Notices](#)

View your Positions &amp; Salary Notices.

[Admin Menu](#)

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**Employee Self Service  
Support:**

# Attendance Balances

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

<< WinCapWeb > Employee Self-Service > My Attendance Balances

- My Attendance Balances
- My Leave Requests
- My Attendance Activity
- My Paychecks
- My Year to Date Totals
- Print My W-2s
- Print My 1095-Cs
- Employee Deductions
- My Employee Demographics
- My Positions & Salary Notices
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Fiscal Year

CONFIDENTIAL (12 M) (01)

7/1/2016 -

### My Attendance Balances

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Attendance Codes ▲	Carry Over	Taken	Available Balance
Conference			0.0000
Family Illness			0.0000
Personal			3.0000
Sick	2.0000		14.0000
Sick Bank			0.0000
Vacation	8.5000	7.5000	14.0000

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# Attendance Activity and Calendar View

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

WinCapWeb > Employee Self-Service > My Attendance Activity

My Attendance Balances  
 My Leave Requests  
**My Attendance Activity**  
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Employee Self Service Support:

My Attendance Activity Calendar

**Carol Nappi**

Activity Date Range:  TO:  Get Attendance Print as PDF

**My Attendance Activity** 🔑 🔄 🗑️

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Transaction	Tran Date	Carryover	Taken	Available Balance
<b>Fiscal Year: 2017</b>				
<b>Att. Group: CONFIDENTIAL (12 M)</b>				
<b>Att. Code: Sick</b>				
Beginning Balance		2.0000		14.0000
Accrued Leave, Yrs Srv Accl for Awrd, Minimum Years=1, Years Of Service=2	08/01/2016 Mo			14.0000
Ending Balance		2.0000		14.0000
<b>Att. Code: Personal</b>				
Beginning Balance				3.0000
Accrued Leave, Accl for Awrdded Leave	08/01/2016 Mo			3.0000
Ending Balance				3.0000
<b>Att. Code: Vacation</b>				
Beginning Balance		8.5000	7.0000	14.5000
Leave Taken, Absence	08/04/2016 Th		0.5000	14.0000
Ending Balance		8.5000	7.5000	14.0000

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# Calendar View

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## Employee Self Service Support:

Select a new date:

June		July 2016					August
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	1	2	
3	4	5	6 Vacation 1.0000	7 Vacation 1.0000	8 Vacation 1.0000	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26 Vacation 1.0000	27 Vacation 1.0000	28 Vacation 1.0000	29 Vacation 1.0000	30	
31	1	2	3	4	5	6	

[View Changes](#)

**Name**

Carol R Nappi

**Employee Details**

Employee Number: 00841  
Birth Date: 12/18/1966  
State ID: 1234567

**Email**

Official Email: Carol.Nappi@webtest.com  
Other Email:

**Address**

**Legal**

Address 1: 1 Harris Schools Way  
Address 2:  
City: Harrisville  
State: NY  
Zip: 12345  
Country:  
Address Unlisted: No

**Mailing**

Address 1: 1 Harris Schools Way  
Address 2:  
City: Harrisville  
State: NY  
Zip: 12345  
Country:

**Phone**

Home Phone:  
Home Unlisted: No  
Work Phone:  
Mobile Phone:  
Mobile Unlisted: No

**Emergency Contact Information**

Contact Name:  
Contact Phone:  
Contact Relation: Husband  
Notes:

# Demographic Information



# Deduction Information

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

WinCapWeb > Employee Self-Service > Employee Deductions

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### W-4 Details

Exempt:	No
Marital Status:	Married
Exemptions:	4
Additional Amt/Pct:	0.000

Tax Notes:

### NYS IT-2104 Details

Marital Status	Married
NYC Resident	No
Yonkers Resident	No

Allowances for NYS and Yonkers:	4
Allowances for New York City:	0
Additional Amount NY State:	0.000
Additional Amount NY City:	0.000
Additional Amount Yonkers:	0.000

Tax Notes:

### Employee Withholding Allowance Changes

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

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# Paycheck Stubs

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

WinCapWeb > Employee Self-Service > My Paychecks

Paycheck Date Range:  TO:

### My Paychecks

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Pay Date ▼	Check Number	Gross	Direct Deposit	Check Amount	Action
<a href="#">08/31/2016</a>		1000.01	1000.01		
<a href="#">08/15/2016</a>		1000.01	1000.01		

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# Year-to-Date Totals

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

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

**Carol Nappi**

Type:

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**My Year to Date Totals** 1-7 of 7 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
<a href="#">Fiscal Year 2017</a>	6,693.24	5,130.80	6,693.24	97.04	6,693.24	415.00	6,293.24	216.84	6,293.24	221.84
<a href="#">Fiscal Year 2016</a>	41,067.96	30,868.29	39,484.12	572.50	39,484.12	2,448.08	37,195.20	1,093.47	37,884.12	1,255.84
<a href="#">Fiscal Year 2015</a>	12,468.53	10,333.49	12,468.53	180.80	12,468.53	773.04	12,094.47	373.33	12,468.53	433.81
<a href="#">Fiscal Year 2014</a>	5,807.04	4,986.96	5,807.04	84.19	5,807.04	360.04	5,656.27		5,807.04	115.10
<a href="#">Fiscal Year 2013</a>	21,509.84	20,324.25	21,509.84	311.85	21,509.84	1,126.94	20,864.49		21,509.84	417.73
<a href="#">Fiscal Year 2012</a>	10,105.30	10,265.91	10,105.30	146.51	10,105.30	424.44	9,992.95		10,105.30	62.06
<a href="#">Fiscal Year 2011</a>	3,580.10	3,359.55	3,580.10	51.90	3,580.10	159.42	3,580.10		3,580.10	9.23

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**My Position** 0-0 of 0 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Description	Amount	Effective Date	End Date
[no records]			

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**My Year to Date Detail** 0-0 of 0 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Ded Group	Ded Code	Seq	Wages	Amount	Description
[no records]					

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**Employee Self Service Support:**

# My Positions and Salary Notices - Mandatory Acknowledgement

Salary Notice

Employee Salary Notice

Employee Number: 00841  
Fiscal Year: 2014  
Position: Teacher  
Bargaining Unit: West South Teacher Association

Download/Print Salary Notice

After reviewing your Salary Notice, acknowledge that you received your Salary Notice by entering your password and clicking acknowledge.

Type your password confirm your electronic signature:

Acknowledge Cancel

In order to acknowledge your salary you must first download your salary notice. Select the option to open up the notice. Once viewed, you may type your WinCapWEB password then select "acknowledge".

# Sample Salary Notice

Name  
Street Address  
City, State Zip Code

August 31, 2016

Unit: Civil Service Employees Association

Position:  
Effective Dates: 07/01/2016 - 06/30/2017  
Appointment:  
Appt. Effective:  
Longevity Date: Seniority Date: Probation End Date:

FTE: 1.0000

**Full Time Salary**

**Base Salary**  
Location HR:

**Hrly Rate      x Hrs/Day      x Days Pd.**

**Total Contract**

**Employee Attendance**

Non-teach 12-Month/Sick

Carryover	Earned	Avail Bal.	Amt. Taken
			0.00

Non-teach 12-Month/Personal

Carryover	Earned	Avail Bal.	Amt. Taken
			0.00

Non-teach 12-Month/Vacation

Carryover	Earned	Avail Bal.	Amt. Taken
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I accept and agree with the terms as stated on this Salary Notice. This notice will be final only after signature by the Superintendent. If this notice is proven to be inaccurate it may be remedied.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

# W-2s Print Previous Years

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## Print My W-2s

**Use this report to print originals or copies of your IRS Form W-2s.  
Until your organization finalizes your Form W-2 totals, you will receive a message that states 'Your W-2 is not ready to be printed at this time'**

Calendar Year:  ▼

- Copy B—To Be Filed With Employee's FEDERAL Tax Return
- Copy C—For EMPLOYEE'S RECORDS This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.
- Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return

# 1095-Cs Print Previous Years

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## Print My 1095-Cs

**Use this report to print originals or copies of your IRS Form 1095-Cs.  
Until your organization finalizes your Form 1095-C totals, you will receive a message that states 'Your 1095-C is not ready to be printed at this time'**

Calendar Year:  ▼

**SOME REMINDERS and UPDATES**  
from **PAYROLL and BENEFITS**



# Log in for BRI

- ercsd
- Login = social security #
- Password = your zip code

# Excellus BC BS Qualifying Events:

**Marital Status Change**  
**Age 65+**  
**Loss of Coverage**  
**New Hire**  
**Death**  
**Add Family Member**  
**Open Enrollment**  
**Retirement**

# Insurance for your Dependents

- Dental - turning age 19 (not a full-time student)
- Dental - turning age 23 (as a full-time student)
- Health - married or unmarried dependents or young adults to age 26 (adult's spouse and children do not qualify)

# Important Dates:

- end of November: Open Enrollment Notice goes out for Health / Dental Insurance
  - January 1: New Insurance Rates
    - January 31: Receive W2's
- mid-May: Salary Pay Option Change (ERTA ONLY)
- mid-May: Open Enrollment for next year's FSA