

**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

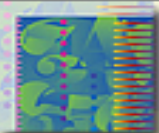


▶ **Employee Self-Service**
Lookup and print personal information; initiate requests and track approvals.

▶ **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 & 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

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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

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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
Fiscal Year: 2017				
Att. Group: CONFIDENTIAL (12 M)				
Att. Code: Sick				
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
Att. Code: Personal				
Beginning Balance				3.0000
Accrued Leave, Accl for Awrdded Leave	08/01/2016 Mo			3.0000
Ending Balance				3.0000
Att. Code: Vacation				
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
08/31/2016		1000.01	1000.01		
08/15/2016		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:

My Year to Date Totals   

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Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2017	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
Fiscal Year 2016	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
Fiscal Year 2015	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
Fiscal Year 2014	5,807.04	4,986.96	5,807.04	84.19	5,807.04	360.04	5,656.27		5,807.04	115.10
Fiscal Year 2013	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
Fiscal Year 2012	10,105.30	10,265.91	10,105.30	146.51	10,105.30	424.44	9,992.95		10,105.30	62.06
Fiscal Year 2011	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   

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Description	Amount	Effective Date	End Date
[no records]			

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My Year to Date Detail   

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

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Employee Self Service Support:

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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