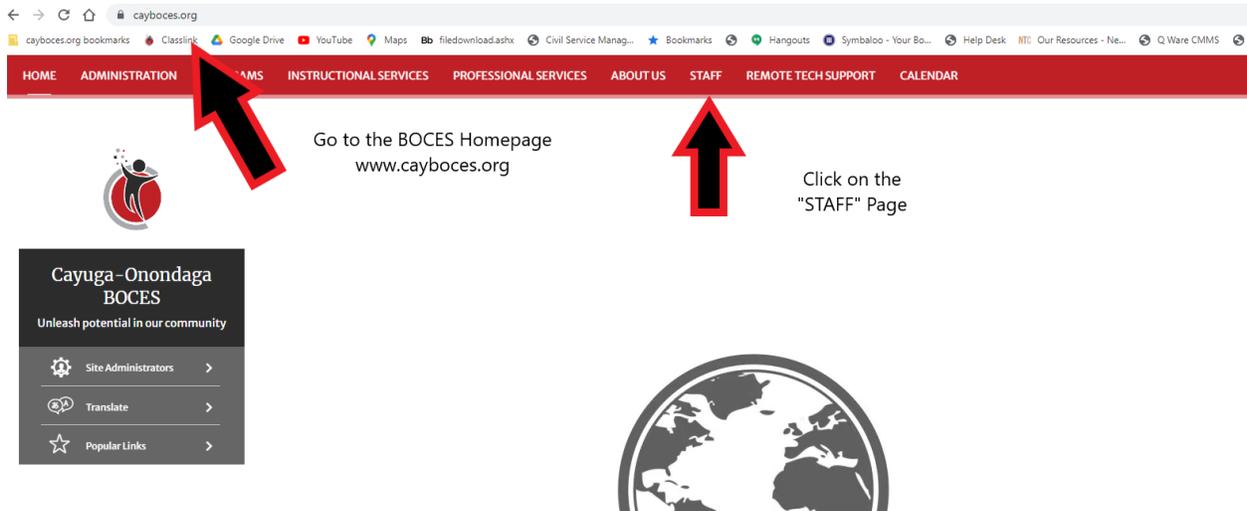
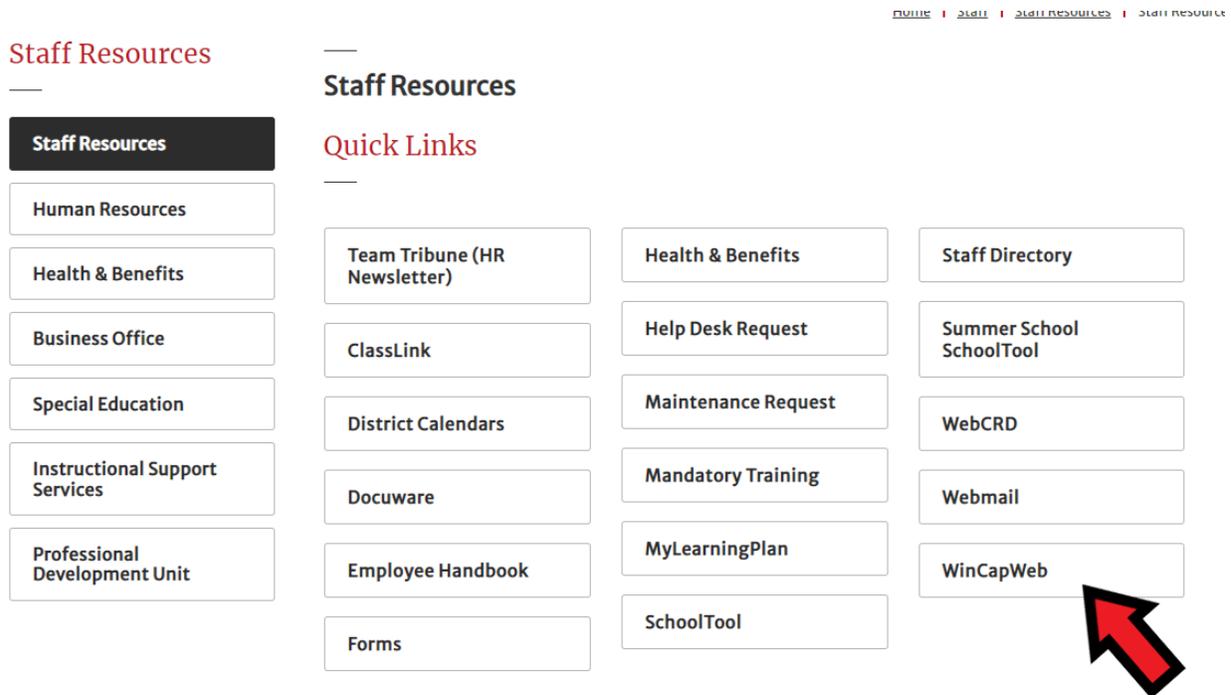


Training: Approving WebClock Timesheets in WincapWeb

1. To approve an employee's WebClock Timesheet, first you need to go to Wincapweb.com. You can either enter this URL into your web browser directly, or you can access this through the BOCES website. From the BOCES homepage, click on the "Staff" Page.



2. From the Staff Resources Page click on WinCapWeb.



3. Login to WinCapWeb using your username and password. Your username is your work email.

Employees can navigate directly to wincapweb.com

myWinCap

Username (email):
Password:
Login
Forgot Password?

Get access from anywhere
WinCapWEB
connected 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.

Professional Development
Manage professional development activities on a district-wide and individual employee basis; online registrations.

Requisitions
Initiate purchase requisitions and select items from vendor catalogs and district bids.

myWinCap
Personalize your WinCapWEB experience.

4. Click on the “Timesheets” tab. If you have timesheets that need to be approved, there will be a note that says “You have Time/Excused Time that requires your approval.” Click on “Time Card” in the column on the left.

Timesheets | WinCapWeb Timesheets

WELCOME TO WincapWEB

Home myWinCap Employee Self-Service **Timesheets** Support Center

Welcome SAMPLE, SUPERVISOR ...

Recent Pay Period Reports & Exports...

Approvals
You have Time/Excused Time that requires your Approval.

Home
Time Overview
Dashboard
Employees
Time Card
Pay Period Report
Report

- Select the name of the employee whose timesheet you are approving. Select the pay period for which you are approving time. Check all days and time for accuracy. If the date and time looks accurate, check the box next to the date and time. Click Save when finished.

WinCapWEB
FINANCIAL & HR MANAGEMENT
TIMESHEETS

Home myWinCap Employee Self-Service Timesheets Support Center

Home Time Overview Dashboard Employees Time Card Pay Period Export Reports

By Pay Period By Dates

Location All Locations Pay Period << 2023 | 004 [08/30/2022] >>

Employee << SAMPLE, TEACHER AIDE >> Description All Refresh

+Add New Time Punches: 32.2500 hrs.
+Add Excused Time Breaks: 0.0000 hrs.
+Add Blank Timesheet Excused: 0.0000 hrs. Total: 32.2500 hrs. Approve All Save

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Mon 8/1	8:00 AM	Good	2:30 PM	Good	TAID TEACH	6.5000				
Hours for Day: 6.5000										
Tue 8/2		Missing Pun	2:30 PM	Good	TAID TEACH	0.0000				
Hours for Day: 0.0000										
Wed 8/3	7:30 AM	Early Punch	2:30 PM	Good	TAID TEACH	19.0000				
Hours for Day: 19.0000										
Fri 8/5	7:45 AM	Early Punch	2:30 PM	Good	TAID TEACH	6.7500				
Hours for Day: 6.7500 Hours For Week: 32.2500										

Expand All Dropdowns Breaks Display: Hide Breaks Refresh Save

Show Former Employees Show Hours Summary Show Overtime Timecard Audit

Click Save when finished

- If you notice there is an error on the timesheet, make adjustments as needed.

Expand the selection by clicking on the small arrow to the right of the date and time, to write a quick note. (Ex. Forgot to punch in, team meeting) Once adjusted, click on the approval box to the right of the hours and click Save.

WinCapWEB
FINANCIAL & HR MANAGEMENT
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Employee << SAMPLE, TEACHER AIDE >> Description All Refresh

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Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Mon 8/1	8:00 AM	Good	2:30 PM	Good	TAID TEACH	6.5000				
Hours for Day: 6.5000										
Tue 8/2	8:00 AM	Missing Pun	2:30 PM	Good	TAID TEACH	0.0000				
Hours for Day: 0.0000										
Note Type Note Forgot to punch in										
Hours for Day: 0.0000										
Wed 8/3	7:30 AM	Early Punch	2:30 PM	Good	TAID TEACH	19.0000				
Hours for Day: 19.0000										
Note Type Note Team Meeting										
Hours for Day: 19.0000										
Fri 8/5	7:45 AM	Early Punch	2:30 PM	Good	TAID TEACH	6.7500				
Hours for Day: 6.7500 Hours For Week: 32.2500										

Expand All Dropdowns Breaks Display: Hide Breaks Refresh Save

Show Former Employees Show Hours Summary Show Overtime Timecard Audit

This person punched in early, but was not approved to work early. You will change their time to 8:00AM, make a note, and click approve.

This person forgot to punch in. Add the missing time, and expand the selection by clicking on the small arrow to the right. In the notes section, type "forgot to sign in." Then click the approval box.

This person punched in a half an hour early because they had a team meeting. Make a note, and click the approval box.

If you need to add time because someone did not punch in or out you need to use the Add New Time button.

The screenshot shows a software interface for time management. At the top right, there is a blue header with the word "Time". Below this, there are tabs for "By Day Period" and "By Dates". A search bar contains "All Locations" and "SAMPLE, TEACHER AID". To the right, there are dropdown menus for "2024" and "005 [09/15/2023]", along with a "Refresh" button. Below the search bar, there are buttons for "Add New Time", "Add Excused Time", "Add Break", and "Add Blank Timesheet". A summary section shows "Punches: 0.0000 hrs." and "Used: 0.0000 hrs." with a "0.0000 hrs." label and "Approve All" and "Save" buttons. A table with columns "Date", "In", "Description", "Out", "Description", "Job/Duty", "Hours", "APPR", and "SAPPR Scheduled" is visible. A "New Time" row is highlighted with a date of "Wed 9/6" and "0.0000" hours. Below the table, there are options for "Breaks Display: Show Full Breaks", "Show Hours Summary", "Show Overtime", "Refresh", "Save", and "Timecard Audit".

Click the plus sign to add a new line

Add both the in and out punch. Be sure to use am or pm as need.

Then choose the correct date

Click Save when finished.

7. Once this person's time has been approved, you may move on to the next employee.