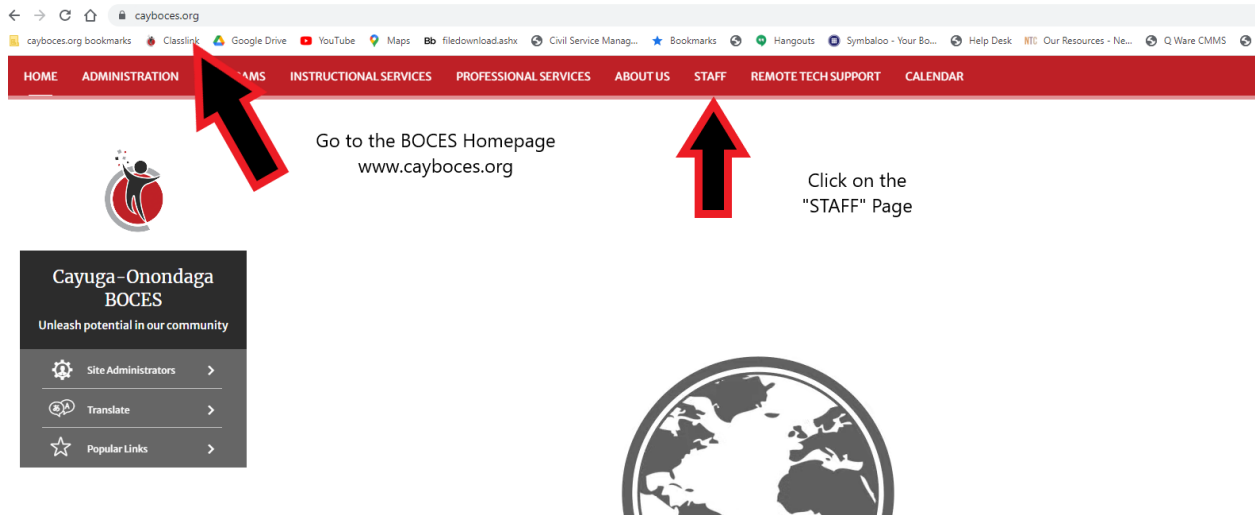
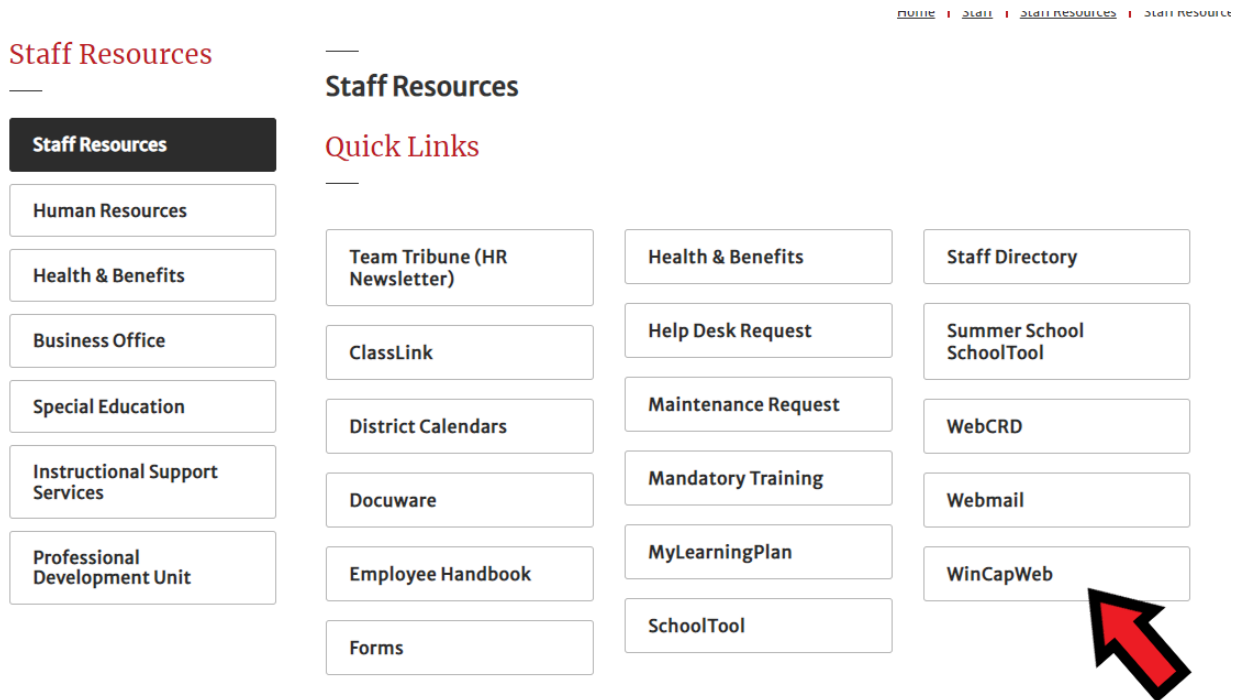


Training: Approving WebClock Timesheets in WincapWeb

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

Employees can navigate directly to wincapweb.com/timesheets/timesheets.aspx

Home myWinCap Employee Self-Service Timesheets Support Center

Home
Time Overview
Dashboard
Employees
Time Card
Pay Period Report
Report

Welcome SAMPLE, SUPERVISOR ...

Recent Pay Period Reports & Exports...

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

- 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.

The screenshot shows the WinCapWEB TIMESHEETS interface. At the top, there are navigation links: Home, myWinCap, Employee Self-Service, Timesheets, and Support Center. Below this is a search bar with 'By Pay Period' and 'By Dates' tabs. The search criteria are: Location: All Locations, Pay Period: 2023 004 [08/30/2022], Employee: SAMPLE, TEACHER AIDE, and Description: All. There are buttons for 'Refresh', 'Approve All', and 'Save'. Below the search bar, there are summary statistics: Punches: 32.2500 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., Total: 32.2500 hrs. A table of time entries follows, with columns for Date, In, Description, Out, Description, Job/Duty, Hours, and approval checkboxes. The entries are for Mon 8/1, Tue 8/2, Wed 8/3, and Fri 8/5. Annotations with red arrows point to the employee name, pay period, and the 'Save' button.

- 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.

The screenshot shows the same WinCapWEB TIMESHEETS interface as above, but with adjustments. The 'Tue 8/2' entry now has a note: 'Forgot to punch in'. The 'Wed 8/3' entry has a note: 'Team Meeting'. The approval checkboxes for these entries are now checked. Annotations with red arrows point to these notes and the approval checkboxes. A yellow box on the left contains text: '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.' Another yellow box on the right contains text: '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.' A third yellow box on the right contains text: 'This person punched in a half an hour early because they had a team meeting. Make a note, and click the approval box.'

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