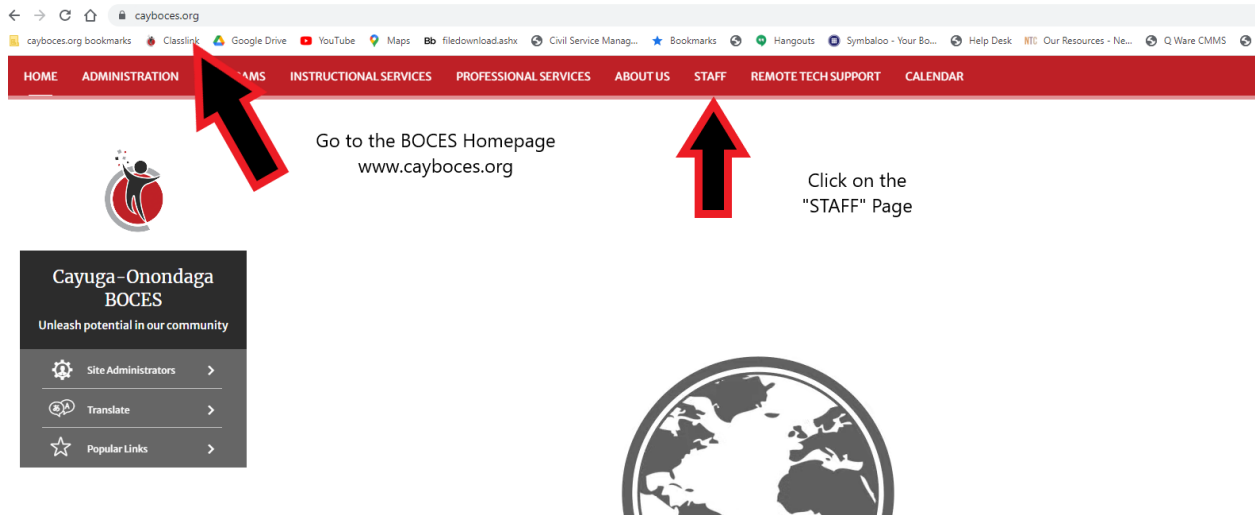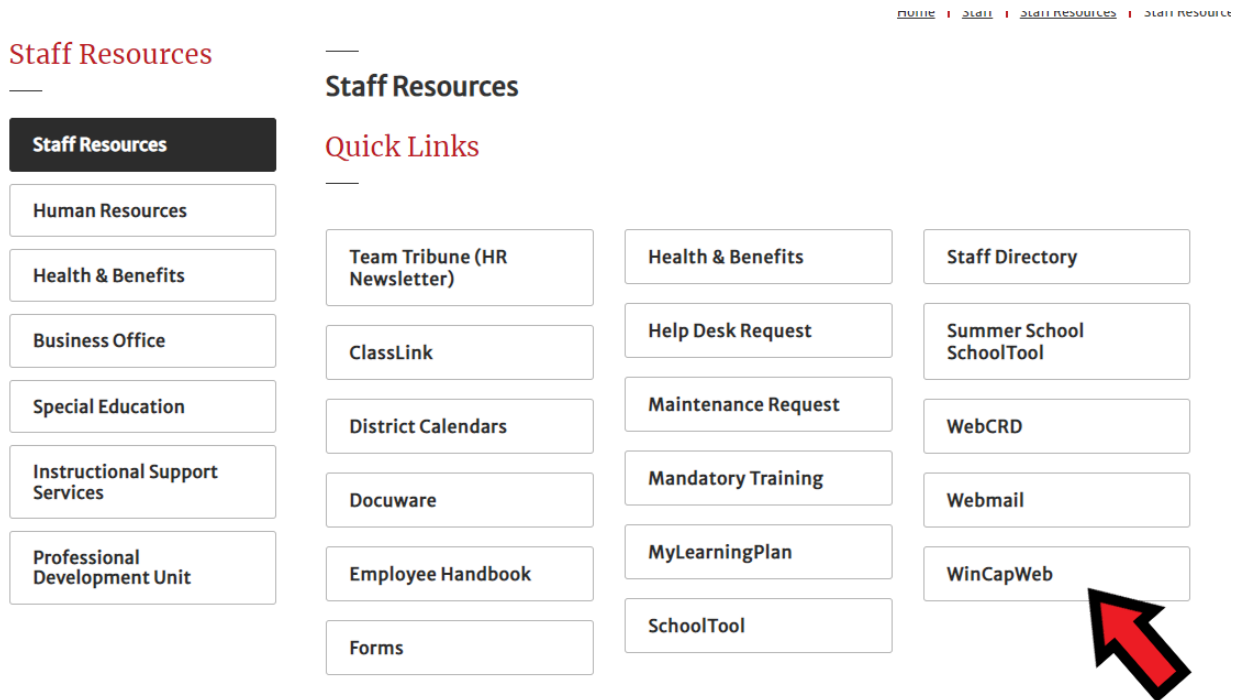# Training: Approving WebClock Timesheets in WincapWeb

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.**

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.**

5. **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.**

6. **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.**

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