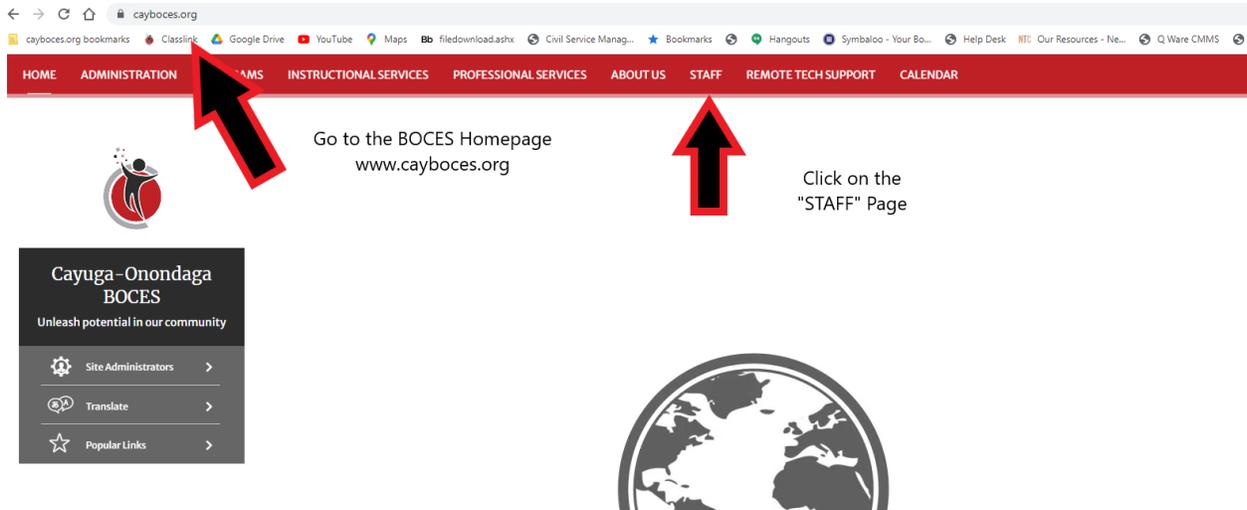
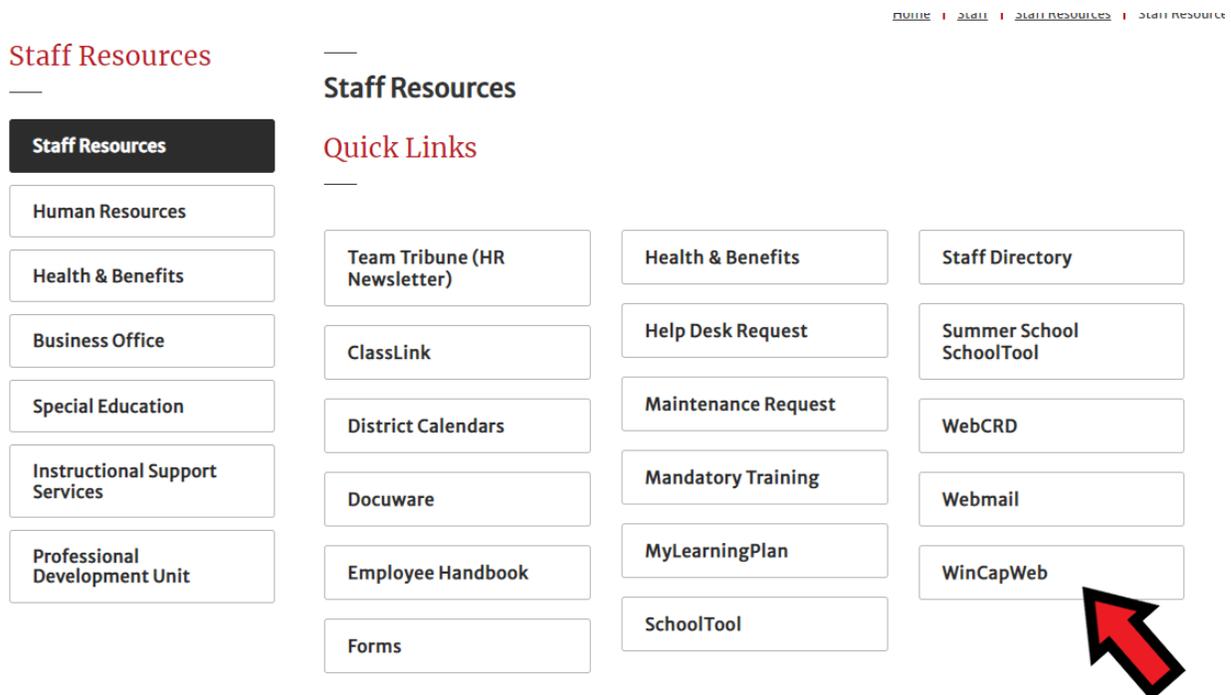


Recording Absences and Monitoring Leave Time in Wincap Web

1. To enter leave time, 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
Your computer is connected to WinCapWEB 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. To enter or view leave requests click on "My Leave Requests"

WinCapWEB
EMPLOYEE SELF-SERVICE

Home myWinCap Employee Self-Service Timesheets Support Center

WinCapWeb > Employee Self-Service

My Attendance Balances
View a summary of your Attendance Balances

My Leave Requests
View and submit Leave Requests

My Attendance Activity
View your Attendance Activity Detail

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

My Year to Date Totals
View your year to date payroll totals

My W-2s
View and Print your W-2s

My Employee Deductions
View the deduction information that your organization has on file

My Employee Demographics
View the demographic information that your organization has on file

My Paycheck Printing Elections
View and update your Paycheck Printing Elections

Admin Menu

Click on "My Leave Requests" to view and submit Leave Requests.

5. Click on the green plus sign that says "Add Leave Request" to enter leave time.

WinCapWEB
EMPLOYEE SELF-SERVICE

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

<< WinCapWeb > Employee Self-Service > My Leave Requests

My Attendance Balances
My Leave Requests
My Attendance Activity
My Paychecks
My Year to Date Totals
My W-2s
My Employee Deductions
My Employee Demographics
My Paycheck Printing Elections
Admin Menu

Quick Help
Add Leave Request
Edit Leave Request
Withdraw Leave Request
View Leave Request
Display Settings
Reset Display Settings
Export to Excel

When entering a leave request, the system will display the available, earned and requested balance on the form. You will receive an email confirmation when your leave request has been approved, disapproved or cancelled.
PLEASE NOTE: Even though you can enter a request that will exceed this balance, the approval of your leave request does not guarantee the payment of time. If an employee exhausts all of their accrued time, we reserve the right to dock your wages for the day off.

My Leave Requests

Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Directors	Vacation	07/18/2022	07/18/2022	1.0000	Posted as taken		
Directors	Personal	07/19/2022	07/19/2022	0.5000	Posted as taken		
Directors	Cancer Screening	07/19/2022	07/19/2022	0.5000	Posted as taken		
Directors	Vacation	08/08/2022	08/23/2022	4.0000	Approved by FINAL APPROVER (JESSICA S. DOCTEUR, DEPUTY SUPERINTENDENT, Final App	Approved	
Directors	Sick	09/12/2022	09/12/2022	0.4700	Approved by FINAL APPROVER (JESSICA S. DOCTEUR, DEPUTY SUPERINTENDENT, Final A	Fully Approved	

1-5 of 5 | First | Previous | Next | Last

1-5 of 5 | First | Previous | Next | Last

08/05/2022 11:14 AM Refresh Data

Click on "Add Leave Request" to enter leave time.

6. Check the correct attendance group. Select the appropriate attendance code from the drop down menu. (sick, personal, cancer screening, etc)

My Leave Request | WinCapWeb

wincapweb.com/empselfserve/myprofile/myleaverequest.aspx?mode=insert

winCapWEB
EMPLOYEE SELF-SERVICE

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

My Attendance Balances
My Leave Requests
My Attendance Activity
My Paychecks
My Year to Date Totals
My W-2s
My Employee Deductions
My Employee Demographics
My Paycheck Printing Elections
Admin Menu

Leave Request
New Leave Request

Leave Request Detail | Attachments

CAYUGA ONONDAGA
BOCES

Attendance Group: Directors 07/01/2022 - No End Date (01)

Attendance Code: (please select an Attendance Code)

Available Balance: (please select an Attendance Code)

Earned Balance: Conference

Requested: Cancer Screening

Taken: Family Death, Family Illness, Jury Duty, Personal, Sick, Teacher Trainers, Vacation

Quick Add Date: Vacation

To add multiple dates at once:
1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: [] + End: [] Hours per Day: [0] Units per Day: [] Add Dates to Request

Employee Comments: []

Submit Cancel

Home | Contact Support

Select the appropriate attendance code

7. Check your available balance to make sure you have enough leave time. (In this case, the employee would like to request a sick day. This employee has banked 95.83 sick days. Earlier, they had requested .47 of a sick day to go to a doctor's appointment, but it had yet to be processed. Therefore, this person actually has 95.36 days of sick leave remaining. (available balance-requested time= actual time remaining))

Home | myWvCap | Employees | Time Sheets | Support Center

Attendance Balances | Leave Requests | Attendance Activity | My Checks | My To-Do Items | My Alerts | My Deductions | My Demographics | My Printing Elections | My Menu

Leave Request
New Leave Request

Leave Request Detail | Attachments

CAYUGA ONONDAGA
BOCES

Attendance Group: Directors 07/01/2022 - No End Date (01) | Attendance Code: Sick

Available Balance: 95.8300
Earned Balance: 95.8300
Requested: 0.4700
Taken: 0.0000

If you take part of a day you need to convert this time to a portion of the normal work day. Civil Service & Administrators work a 7.5 hour day

Hours Away From Work	Portion Of A Day	Hours Away From Work	Portion Of A Day
0.5	= 0.07	4	= 0.53
1	= 0.13	4.5	= 0.60
1.5	= 0.20	5	= 0.67
2	= 0.27	5.5	= 0.73
2.5	= 0.33	6	= 0.80
3	= 0.40	6.5	= 0.87
3.5	= 0.47	7	= 0.93

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code
		Sick

Always check your available balance to make sure you have enough leave time. In this case, this individual has accumulated 95.83 sick days. They have requested .47 of a day, but it has not been processed. This person actually has 95.36 days of sick leave available. (95.83 days -.47 day = 95.36)

8. Enter your leave information. Use the chart on this page to determine the "Units," or the portion of the day that you will be absent from work. If you are going to be out for a full day, the unit is one (1).

Enter the date of the absence, the unit, and any comment regarding the absence. Click Submit when finished!

Attendance Group: Directors 07/01/2022 - No End Date (01) | Attendance Code: Sick

Available Balance: 95.8300
Earned Balance: 95.8300
Requested: 0.4700
Taken: 0.0000

If you take part of a day you need to convert this time to a portion of the day. In order to do this you would take the number of hours you are away from work and divide it by the number of hours in your normal work day. Civil Service & Administrators work a 7.5 hour day

Hours Away From Work	Portion Of A Day	Hours Away From Work	Portion Of A Day
0.5	= 0.07	4	= 0.53
1	= 0.13	4.5	= 0.60
1.5	= 0.20	5	= 0.67
2	= 0.27	5.5	= 0.73
2.5	= 0.33	6	= 0.80
3	= 0.40	6.5	= 0.87
3.5	= 0.47	7	= 0.93

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code
9/12/2022	1	Sick

Use this chart to determine the "Units" or the portion of a day that you will be out. If you are out for a full day, the Unit is one (1).

Enter the date of the absence.

Enter the Units

Click the red X if you need to delete the absence

Quick Add Date Range

To add multiple dates at once:

- Fill in the Start Date, End Date and Units per Day fields
- Click the [Add Dates to Request] button
- Review the dates in the Requested Dates list above
- Submit the request using the [Submit] button below

Start: | End: | Units per Day: | Add Dates to Request

Employee Comments:

Enter comments regarding the absence. (Ex. FMLA, Doctor's Appointment)

Click "Submit" to submit the request.

Submit | Cancel