

## Reviewing Your Time Sheet in WinCap Web

1. To review your 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.

The screenshot shows the Cayuga-Onondaga BOCES website homepage. At the top, there is a red navigation bar with the following menu items: HOME, ADMINISTRATION, STAFF, INSTRUCTIONAL SERVICES, PROFESSIONAL SERVICES, ABOUT US, STAFF, REMOTE TECH SUPPORT, and CALENDAR. A red arrow points to the 'ADMINISTRATION' link, with the text 'Go to the BOCES Homepage www.caybores.org' below it. Another red arrow points to the 'STAFF' link, with the text 'Click on the "STAFF" Page' below it. The main content area features the BOCES logo, a tagline 'Unleash potential in our community', and a sidebar with links for 'Site Administrators', 'Translate', and 'Popular Links'. A large globe graphic is visible in the background.

2. From the Staff Resources Page click on WinCapWeb.

### Staff Resources

A vertical sidebar menu titled 'Staff Resources' with a dark header. The menu items are: Human Resources, Health & Benefits, Business Office, Special Education, Instructional Support Services, and Professional Development Unit.

### Staff Resources

#### Quick Links

A grid of quick links for staff resources. The links are arranged in three columns and seven rows. A red arrow points to the 'WinCapWeb' link in the bottom right corner.

Team Tribune (HR Newsletter)	Health & Benefits	Staff Directory
ClassLink	Help Desk Request	Summer School SchoolTool
District Calendars	Maintenance Request	WebCRD
Docuware	Mandatory Training	Webmail
Employee Handbook	MyLearningPlan	WinCapWeb
Forms	SchoolTool	

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

Employees can navigate directly to [wincapweb.com](http://wincapweb.com)

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services Accounts Payable Vouchers Support Center

WinCapWEB

myWinCap

Username (email):  
Password:  
Login  
Forgot Password?

Get access from anywhere  
Your organization is connected at work.

Employee Self-Service  
Look up 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.

Login here using your BOCES email and your password.

4. Click on Timesheets in the menu bar.

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

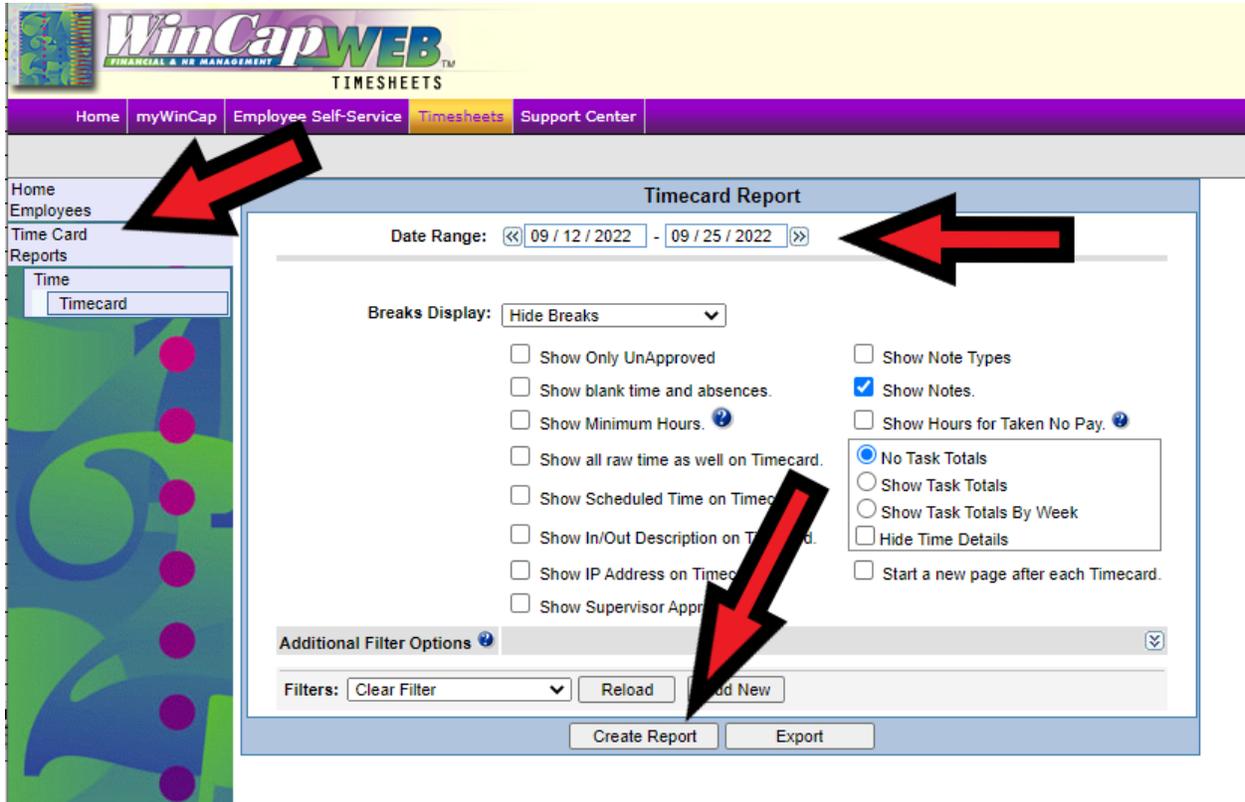
My Employee Deductions  
View the deduction information that your organization has on file

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

My Paycheck Printing Elections  
View and update your Paycheck Printing Elections

Home | Contact Support

- Then, on the left hand side click on “Reports,” then “Time,” then “Timecard.” This will bring up the Timecard Report screen. From here you can select the date range for the time card, select other filters, and then click on “Create Report.”



- This will generate a report that looks like this (Depending on the filters you select).

### Time Card Report By Employee

Employee Count: 1

Dates: 9/12/2022 - 9/25/2022 [Hide Breaks] [Showing Notes] [Not Showing Taken No Pay Hours]

\* - When dates are followed by an asterisks(\*), the time record crosses multiple days

#### SAMPLE, TEACHER AIDE [Clock ID: 03755, Payroll ID: 03755]

Date	In	Description	Out	Job/Duty	Hours
Wed 09/14/2022	8:00 AM		3:00 PM	TEACHER AIDE	7.0000
Fri 09/16/2022	8:00 AM		3:00 PM	TEACHER AIDE	7.0000

Note punched in late, forgot to clock out for the day

<b>Week Totals:</b>	<b>14.0000 Hrs</b>
<b>Totals:</b>	<b>14.0000 Hrs</b>

**Total Hours: 14.0000 Hrs**