



## WinCapWEB Employee Self Service

If you already have an account set up for your MyWincap you can access the following areas as described below. If you are a new employee will be invited to create a WinCapWEB account with (ONC BOCES). Once the account is created (by selecting the link in the invitation email and following the account creation steps) you will have access to the Employee Self Service module. WinCapWEB is accessible through any internet browser, at home or at work by going to [www.WinCapweb.com](http://www.WinCapweb.com) or [www.oncboces.org](http://www.oncboces.org) and using the username (email) and password you established. This is a portal where you can access your attendance balances and activity, demographic as well as print paycheck stubs and your salary notice. Please see the areas available below for more information.

**NOTE: There will be no paper salary notice sent to you this year to sign. You can print out your salary notice from MyWincap for your records. DO NOT SEND US A COPY. We will need you to electronically acknowledge your salary in the system. This is required for our records. If your salary changes during the year you will need to acknowledge the new salary in the system for our records. All the instructions are provided to you below.**

### My Position & Salary Notices - NEW

Within the position and salary notice section you will be able to retrieve your annual salary notice. You are required to electronically acknowledge the notice, you will be able to by selecting the pencil on the correct position.

WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Fiscal Year

#### My Positions/Salary Notices

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Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000		

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

Select the correct fiscal year to display the position and salary notice for acknowledgment. In order to acknowledge your salary select the pencil icon for the correct position

**Salary Notice**

**Employee Salary Notice**

Employee Number: 00841  
 Fiscal Year: 2014  
 Position: Teacher  
 Bargaining Unit: West South Teacher Association

[Download/Print Salary Notice](#)

After reviewing your Salary Notice, acknowledge that you received your Salary Notice by entering your password and clicking acknowledge.

Type your password confirm your electronic signature:

[Acknowledge](#) [Cancel](#)


In order to acknowledge your salary you must first download your salary notice. Select the option to open up the notice. Once viewed, you may type your WinCapWEB password then select "acknowledge".

WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Fiscal Year 2014

**My Positions/Salary Notices**

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Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000	Acknowledged via Web on 11/27/2013 11:04:00 AM by Carol R. Nappi	

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[Refresh](#)

Your acknowledgement will be time stamped for the appropriate position





## My Employee Demographics - **NEW**

You may initiate electronic change requests for phone number, address, name, or emergency contact information under the employee demographics section.

WinCapWeb > Employee Self-Service > My Employee Demographics

**View Changes**

**Name** **Edit**  
Carol R Nappi

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**Employee Details** **Email**  
Employee Number: 00841      Official Email: Carol.Nappi@webtest.com  
Birth Date: 12/18/1966      Other Email:  
State ID: 1234567

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**Address** **Edit**

**Legal** **Mailing**  
Address 1: 1 Harris Schools Way      Address 1: 1 Harris Schools Way  
Address 2:      Address 2:  
City: Harrisville      City: Harrisville  
State: NY      State: NY  
Zip: 12345      Zip: 12345  
Country:      Country:  
Address Unlisted: No

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**Phone** **Edit** **Emergency Contact Information** **Edit**  
Home Phone:      Contact Name:  
Home Unlisted: No      Contact Phone:  
Work Phone:      Contact Relation: Husband  
Mobile Phone:      Notes:  
Mobile Unlisted: No

To view the status of the pending change requests select "View Changes"

Select the edit button in order to submit a change request.

My Employee Demographics

Phone Numbers

Home Phone   
Unlisted

Work Phone   
Mobile Phone  x  
Unlisted

Comments

Pending changes differ from current WinCap information

Update the desired fields with the changes and select "Update" when completed



**Functions you had access to previously:**

### My Attendance Balances

The attendance balances displayed under this section are a direct capture from *WinCap*. To see more detail behind the attendance balances, go to the attendance activity section.

WinCapWeb > Employee Self-Service > My Attendance Balances

Teachers Assoc

My Attendance Balances										
1-8 of 8 First Previous Next Last										
Attendance Codes	Carry Over	Available	Earned	As Of	Taken	Last Taken	Adjustments	Available Balance	Earned Balance	Requested
Bereavement								0.0000		
Dock								0.0000		
Employee Illness								0.0000		
Family Illness								0.0000		
Jury Duty								0.0000		
Personal								0.0000		1.0000
Sick Leave	57.5000			07/01/2013				57.5000	57.5000	1.0000
Sick Leave Bank								0.0000		

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Last Refreshed: 01:43:34 PM

### My Attendance Activity

The attendance activity section will display all attendance transactions within the date range selected. If you need to audit your current available balance you will be able to see any posted, requested, and/or withdrawn requests, as well as adjustments, accruals, grants, and carry overs.

### My Paychecks

Any paycheck stub you have received through *WinCap* may be obtained under the paychecks section of Employee Self Service.





Your paycheck's YTD totals are as of the day you view and/or print. If you require accurate YTD totals you must print your stub on payroll date.

Paycheck Date Range: 7/1/2013

TO: 11/26/2013

Get Checks

My Paychecks					
Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
08/30/2013		2,554.41	1,978.88		
06/15/2013		2,039.06	1,611.02		
07/31/2013		2,794.44	2,149.06		
07/15/2013		4,414.74	3,327.54		

The payroll checks will display based on the date range selected. If the date range is changed remember to select "get checks" to refresh the view

In order to view the paycheck stub select the pay date

<< Back to My Paychecks

Select Print as PDF is you would like to print off your paycheck

Print as PDF

Check Date	Check Number
08/30/2013	Direct Deposit

Position Title	Pay Items	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
Office Clerk III 12 Month	\$6,750.00 Prorated Salary	632.82		
	Additional Salary Payment	440.44		
	0.500 Overtime Hours @ \$25.00 x 1.50, 08/04/2013 - 08/10/2013	18.75		
	Subtotal	1,092.01	7,012.65	
Office Clerk III 12 Month	\$40,525.00 Prorated Salary	1,462.40	4,558.63	
	<b>Total</b>	<b>2,554.41</b>	<b>13,923.28</b>	<b>35,061.28</b>

Deductions	Description	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
RETIRE	Employees' Retirement System		880.00	2,992.00
RETIRE	Employees' Retirement System			267.96
MISC	Scopa Dues			336.88
MISC	Long Term Disability Clerical			48.80
FLEX	Dental Single Clerical			5.64
FLEX	Vision Single Clerical			521.16
FLEX	Blue Point 2 Select Single Clerical			2,138.14
FICA	FICA	158.37	863.24	500.01
FICA	FICA Medicare Tax	37.04	201.89	3,510.81
FEDTAX	Federal Income Tax (Single, 10 exmpt.)	107.07	680.83	1,552.43
STATE	New York State Income Tax (Single, 13 exmpt.)	97.05	559.49	11,873.83
	<b>Total</b>	<b>575.53</b>	<b>3,185.45</b>	

Your Year to Date (YTD) totals printed on the paycheck are as of the date you are viewing the paycheck stub.

### My Year to Date Totals

The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month.



Carol Nappi

Year to Date totals may be printed for Fiscal YTD, Calendar YTD, Quarterly or Monthly. If changing select the option from the dropdown then "Get Totals"

Type: Fiscal Year to Date

Get Totals

Print to PDF

My Year to Date Totals

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Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2013	68,390.00	49,145.26	66,834.80	969.08	66,834.80	3,682.14	65,834.80	7,757.80	65,834.80	3,434.30
Fiscal Year 2012	61,993.00	45,312.84	60,548.20	877.87	60,548.20	2,543.01	59,548.20	6,864.60	59,548.20	3,085.68
Fiscal Year 2011	59,849.00	43,562.24	58,548.20	848.99	58,548.20	2,863.88	57,548.20	6,401.56	57,548.20	3,032.93
Fiscal Year 2010	56,925.00	41,537.07	55,743.00	808.29	55,743.00	3,456.07	55,043.00	5,588.09	55,043.00	2,861.48
Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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My Position

1-1 of 1 First Previous Next Last

Description	Amount	Effective Date	End Date
Teacher	51,422.00	09/01/2007	

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Select the year, quarter or month that you wish to display position and deduction details for

My Year to Date Detail

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Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	TRS		51,422.00		Teachers' Retirement System Contributions
TSA	L&M			700.00	
FLEX	FXUVTF			1,025.20	
FICA	FICA		50,396.80	3,124.53	FICA
FICA	MEDI		50,396.80	730.75	FICA Medicare Tax
FEDTAX	FEDTAX		49,696.80	5,480.55	Federal Income Tax
STATE	NY		49,696.80	2,495.18	New York State Income Tax

Deduction details will appear also for the year, quarter or month selected