

REQUESTING TIME OFF

Go to web site. Wincapweb.com

Home | WinCapWeb Employee Self-Service - Windows Internet Explorer

https://wincapweb.com/empselfserve/default.aspx

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Home | WinCapWeb Employee Self-Service

WinCapWEB
FINANCIAL & HR MANAGEMENT
EMPLOYEE SELF-SERVICE

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WinCapWeb > Employee Self-Service

myWinCap

Username (email):
Password:
Login
[Forgot Password?](#)

Employee Self-Service

Lookup and print personal information:

- Paycheck Stubs/Earnings and Deductions
- Attendance Balances & Transaction History
- Certification/Re-certification Status
- Other District Authorized Data
- Initiate Leave Requests and Track Related Approvals

Enter your user name and password and click LOGIN or hit enter

Click on MY LEAVE REQUEST

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Broome-Delaware-Tioga BOCES
pvanvorc@btboces.org
Change Site | myAccount Logout

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My Attendance Balances	My Attendance Balances View a summary of your Attendance Balances
My Leave Requests	My Leave Requests View and submit Leave Requests
My Attendance Activity	My Attendance Activity View your Attendance Activity Detail
My Paychecks	My Paychecks View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs
My Year to Date Totals	My Year to Date Totals View your year to date payroll totals
My Employee Demographics	My Employee Demographics View the demographic information that your organization has on file
My Paycheck Printing Elections	My Paycheck Printing Elections View and update your Paycheck Printing Elections




Employee Self Service Support:
Molly St.John
mstjohn@BTBOCES.org
(607)766-3803

Click on the PURPLE BUTTON







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WinCapWeb > Employee Self-Service > My Leave Requests

My Leave Requests








[+ Add Leave Request](#)   

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Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action
ITPA 12 mo 2 approve	Vacation	07/05/2013	07/05/2013	1.0000	Posted as taken		
ITPA 12 mo 2 approve	Sick	07/12/2013	07/12/2013	0.5000	Withdrawn by the Employee		
ITPA 12 mo 2 approve	Vacation	07/15/2013	08/23/2013	6.0000	Posted as taken		
ITPA 12 mo 2 approve	Vacation	07/17/2013	07/17/2013	0.2500	Withdrawn by the Employee		
ITPA 12 mo 2 approve	Vacation	07/17/2013	07/17/2013	0.2500	Disapproved by Approver - Two Levels (Connie L. Goff, Computer Services Coordinator)		
ITPA 12 mo 2 approve	Vacation	12/23/2013	12/27/2013	3.0000	Cancelled by a WinCap Attendance Administrator		

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Quick Help

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

This is for entering a single date

Attendance Group: ITPA 12 mo 2 approve 07/01/2013 - No End Date (01) ▾
Attendance Code: (please select an Attendance Code) ▾
Available Balance:
Earned Balance:
Requested:

Click drop down to select what type of leave you are requesting
Enter the date you are requesting off
Enter the amount of time taken in units
Click SUBMIT at bottom of screen

Requested Dates

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

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

Date ▲	Units	Attendance Code	Action
			X

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

Quick Add Date Range

This is for entering a date range

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: Units per Day:

Employee Comments:

Click drop down to select what type of leave you are requesting
Enter the date range you are requesting off
Enter the amount of time taken for ONE day
Click ADD DATES TO REQUEST
Click SUBMIT at bottom of screen

- Review your request.
- To remove an entry, select the "X" to the right of the requested day.
- To remove all entries, select "Cancel" at the bottom of the page.
- To submit the request to your supervisor, select "Submit" at the bottom of the page.

Once you have submitted your request, you will be taken back to this screen with notification it was successful

Item Successfully Inserted

My Leave Requests

+ Add Leave Request

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Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
ITPA 12 mo 2 approve	Vacation	07/05/2013	07/05/2013	1.0000	Posted as taken		
ITPA 12 mo 2 approve	Sick	07/12/2013	07/12/2013	0.5000	Withdrawn by the Employee		
ITPA 12 mo 2 approve	Vacation	07/15/2013	08/23/2013	6.0000	Posted as taken		
ITPA 12 mo 2 approve	Vacation	07/17/2013	07/17/2013	0.2500	Withdrawn by the Employee		
ITPA 12 mo 2 approve	Vacation	07/17/2013	07/17/2013	0.2500	Disapproved by Approver - Two Levels (Connie L. Goff, Computer Services Coordinator)		
ITPA 12 mo 2 approve	Sick	07/26/2013	07/26/2013	1.0000	Approved by the Employee, Awaiting Approver - Two Levels Approval		
ITPA 12 mo 2 approve	Vacation	12/23/2013	12/27/2013	3.0000	Cancelled by a WinCap Attendance Administrator		

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If you need to delete your request BEFORE it has been approved, click on the RED X

Attendance Group:ITPA 12 mo 2 approve
Attendance Code: Sick
Available Balance: 220.5000
Earned Balance: 220.5000
Requested: 0.0000

Requested Dates

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

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

Date	Units	Attendance Code	Action
7/26/2013	1.0000	Sick	

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

Employee Comments:

- Review your request.
- To remove an entry, select the "X" to the right of the requested day.
- To remove all entries, select "Cancel" at the bottom of the page.
- To submit the request to your supervisor, select "Submit" at the bottom of the page.

Withdraw Cancel

Simply click on the WITHDRAW BUTTON

To MODIFY your request BEFORE it has been approved, click on the PENCIL

Change what you need and click APPLY AND CHANGE at the bottom of the screen

Attendance Group:ITPA 12 mo 2 approve
Attendance Code: Sick
Available Balance: 220.5000
Earned Balance: 220.5000
Requested: 0.0000

Requested Dates



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

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Date ▲	Units	Attendance Code	Action
7/26/2013	1.0000	Sick	

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