APPROVING TIME OFF

Go to website wincapweb.com

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

My Attendance Balances

My Attendance Activity

My Paychecks

My Year to Date Totals

My Employee Demographics

My Paycheck Printing Elections

Admin Menu   [−]

My Leave Request Approvals

My Attendance Balances
    View a summary of your Attendance Balances

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

My Paycheck Printing Elections
    View and update your Paycheck Printing Elections

You will need to click on the + next to ADMIN MENU words in order for the sub menu to appear

Whether a request is approved or disapproved, the employee will receive an email indicating your actions.

	*	Employee	Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Available Balance	Requested	Comments	Summary	Action
☐		Vanvorce, Pamela J.	ITPA 12 mo 2 approve	Family Sick	09/26/2013	09/26/2013	0.5000	Approved by the Employee, Awaiting Approver - Two Levels Approval	220.0000	1.0000			✔ ✖ ⏸

My Leave Request Approvals

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Approve Selected

To **approve** requests, you can do one of two options.

    You can click on the ✔ next to each request (see far right side of request) OR you can click on the check box (far left side of yellow heading) and this will place a check mark in all requests.

    Then click APPROVE SELECTED button

To **disapprove** a request, click on the ✖ (See far right side of request)
You will be asked to enter a reason. The employee will not see the reason. They will only see that it was disapproved.

Approval Transaction	
Employee	**Vanvorce, Pamela J.**
Attendance Group	**ITPA 12 mo 2 approve**
Attendance Code	**Sick**
Start Date	**09/11/2013**
End Date	**09/11/2013**
Units	**0.5000**
Approval Status	**Approved by the Employee, Awaiting Approver - Two Levels Approval**
Action	**Disapprove**
Notes (500 chars)	
(The notes will be displayed for the employee on their leave request form.)	
OK Cancel	