

APPROVING TIME OFF

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FINANCIAL & HR MANAGEMENT
EMPLOYEE SELF-SERVICE

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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

myWinCap

Username (email):

Password:

Login

[Forgot Password?](#)

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

My Attendance Balances	My Attendance Balances View a summary of your Attendance Balances
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
Admin Menu [-]	
My Leave Request Approvals	

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.

My Leave Request Approvals												
* Employee	Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Available Balance	Requested	Comments	Summary	Action	
<input type="checkbox"/>	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		  	

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

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