REQUESTING TIME OFF

Go to web site. Wincapweb.com

Image: Self-Service	Home WinCapWeb Employee	Self-Service - Windows Internet Explorer		x
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Home Requisitions Professional Development Employee Self-Service Timesheets BOCES Services WinCapWeb > Employee Self-Service Employee Self-Service Employee Self-Service Image: Service Service Image: Service Service Service Service Image: Service S		E SELF-SERVICE		ŕ
WinCapWeb > Employee Self-Service Imployee Self-Service Username (email): Password: Paycheck Stubs/Earnings and Deductions • Attendance Balances & Transaction History • Certification/Re-certification Status	Home Requisitions Pr	ofessional Development Employee Self-Service, Payroll Vouchers Timesheets BOCES Se	ervices	
Username (email): Password: Password: Attendance Balances & Transaction History Certification/Re-certification Status		<u>WinCapWeb</u> > Employee Self-Service		
Login • Other District Authorized Data Forgot Password? • Initiate Leave Requests and Track Related Approvals	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

	EE SELF-SERVICE	Broome-Delaware-Tio pvanvorc@btboces Change Site myAccount	ga BOCES s.org Logout
Home myWinCap Emp	bloyee Self-Service, Timesheets BOCES Services		
	<u>WinCapWeb</u> > Employee Self-Service		
My Attendance Balances	My Attendance Balances		
My Leave Requests	View a summary of your Attendance Balances		
My Attendance Activity	My Leave Requests View and submit Leave Requests		
My Paychecks	My Attendance Activity View your Attendance Activity Detail		
My Year to Date Totals	My Paychecks View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs		
My Employee Demographics	My Year to Date Totals		
My Paycheck Printing	View your year to date payroll totals		
	My Employee Demographics View the demographic information that your organization has on file		
Employee Self Service Support: Molly St.John mstjohn@BTBOCES.org (607)766-3803	My Paycheck Printing Elections View and update your Paycheck Printing Elections		

	inCapWeb > Employee \$	Self-Service > My Le	ave Requests					
My Attendance Balances	<u></u>	<u></u>						
My Leave Requests	My Leave Requ	ests				+ Add	Leave Request	Novt I
My Attendance Activity	Attendance Group	Attendance Code	Start Date 🔺	End Date	Units	Approval Status	Comments	Action
My Paychecks	ITPA 12 mo 2 approve	Vacation	07/05/2013	07/05/2013	1.0000	Posted as taken		
My Year to Date Totals	ITPA 12 mo 2 approve	Sick	07/12/2013	07/12/2013	0.5000	Withdrawn by the Employee		
My Employee Demographics	ITPA 12 mo 2 approve	Vacation	07/15/2013	08/23/2013	6.0000	Posted as taken		Ē
My Paycheck Printing Elections	ITPA 12 mo 2 approve	Vacation	07/17/2013	07/17/2013	0.2500	Withdrawn by the Employee		
Outide Under	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)		
Add Leave Request	ITPA 12 mo 2 approve	Vacation	12/23/2013	12/27/2013	3.0000	Cancelled by a WinCap Attendance Administrator		
/ Edit Leave Request						1-6 of 6 Fir	st Previous	Nevt
K Withdraw Leave Request						1-0010	st Previous	Next
View Leave Request								
Display Settings								
S Reset Display Settings								
Export to Excel								

This is for entering a single date	Click drop down to select what type of leave you are requesting				
Attendance Group: ITPA 12 mo 2 approve 07/01/2013 - No End Date (01) Attendance Code: (please select an Attendance Code)	Enter the date you are requesting off				
Available Balance: Earned Balance: Requested:	Enter the amount of time taken in units				
Requested Dates	Click SUBMIT at bottom of screen				
Before submitting your request, ensure that the days you intend to request are liste Date Units	d here. 1-1 of 1 First Previous Next Last Attendance Code Action				
	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: In the Start Date, End Date and Units per Day fields below 1. Fill in the Start Date, End Date and Units per Day fields below In the End Dates to Request button 2. Click the [Add Dates to Request] button Interview the dates in the Requested Dates list above 3. Review the dates in the Requested Dates list above Interview the Isolation of th					
Start: End: Units per	Day: Add Dates to Request				
Employee Comments:	Click drop down to select what type of leave you are requesting Enter the date range you are requesting off				
 Review your request. To remove an entry, select the "X" to the right of the requested day. 	Enter the amount of time taken for ONE 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. 	Click ADD DATES TO REQUEST				
	Click SUBMIT at bottom of screen				

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 1-7 of 7 First | Previous | Next | Attendance Group Attendance Code Start Date And Date Units Approval Status Comments 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 1-7 of 7 F

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

\$ 5 🗷

Action

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🖻 / X

ious Next

Attendance Code: Sick Available Balance: 220.5000 Earned Balance: 220.5000 Requested: 0.0000		
Requested Dates		s 😽 🗷
Before submitting your request, Date ▲	ensure that the days you intend to request are listed here. Units	1-1 of 1 First Previous Next Las Attendance Code Action Sick
1/20/2013	1.0000	1-1 of 1 First Previous Next Las
Employee Comments:	*	Simply click on the WITHDRAW BUTTON
 Review your request. To remove an entry, sel To remove all entries, s To submit the request to bottom of the page. 	ect the "X" to the right of the requested day, elect "Cancel" at the bottom of the page. o your supervisor, select "Submit" at the	

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		4	» % 🗾 🗷
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