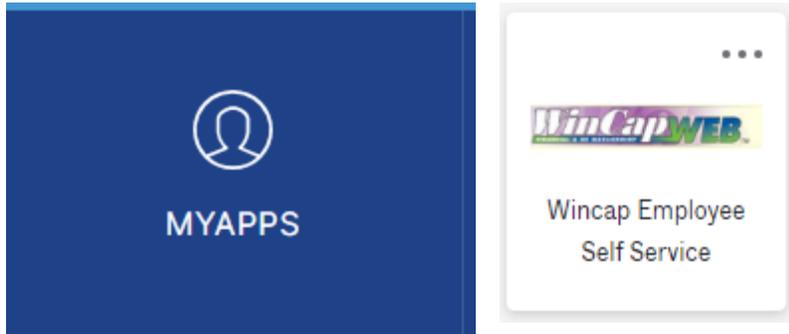


# How To Make Employee Demographic Updates In ESS

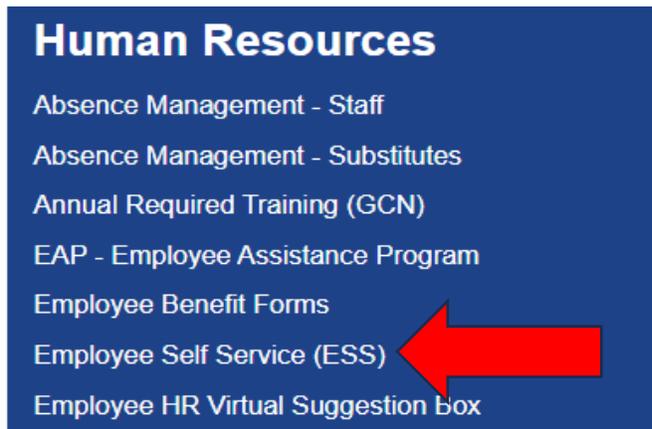
Log into Employee Self-Service (ESS) using MYAPPS

[South Central RIC | Home](#)

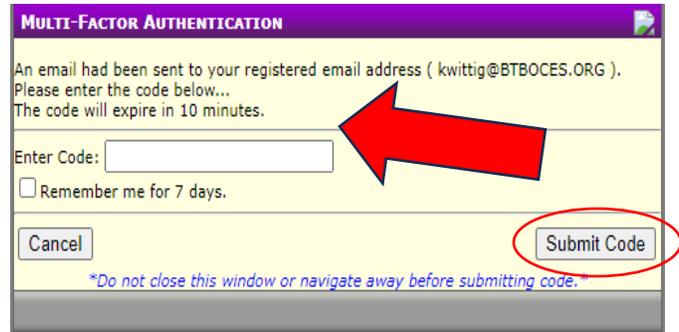


or the BTBOCES Website/Staff

[Staff \(btboces.org\)](#)



Enter your username and password. Click Login. You will then see the Multi-Factor Authentication. Enter the code that was sent to your email and click submit code.



Click on My Employee Demographics.

WinCapWEB  
FINANCIAL & HR MANAGEMENT  
EMPLOYEE SELF-SERVICE

Home myWinCap **Employee Self-Service** Timesheets BOCES Services Support Center

<< WinCapWeb > Employee Self-Service

<a href="#">My Attendance Balances</a>	<a href="#">My Attendance Balances</a> View a summary of your Attendance Balances
<a href="#">My Leave Requests</a>	<a href="#">My Leave Requests</a> View and submit Leave Requests
<a href="#">My Attendance Activity</a>	<a href="#">My Attendance Activity</a> View your Attendance Activity Detail
<a href="#">My Paychecks</a>	<a href="#">My Paychecks</a> View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs
<a href="#">My Year to Date Totals</a>	<a href="#">My Year to Date Totals</a> View your year to date payroll totals
<a href="#">My W-2s</a>	<a href="#">My W-2s</a> View and Print your W-2s
<a href="#">My Employee Demographics</a>	<a href="#">My Employee Demographics</a> View the demographic information that your organization has on file
<a href="#">My Paycheck Printing Elections</a>	<a href="#">My Paycheck Printing Elections</a> View and update your Paycheck Printing Elections
<a href="#">My Positions &amp; Salary Notices</a>	<a href="#">My Positions &amp; Salary Notices</a> View your Positions & Salary Notices.

Admin Menu [+]

**Employee Self Service Support:**  
Financial Services  
financialservices@btboces.org  
(607) 766-3936

You can change your other email, address, phone, and emergency contact information by clicking the edit button.

The screenshot displays the WinCapWEB Employee Self-Service interface. The top navigation bar includes links for Home, myWinCap, Employee Self-Service, Timesheets, BOCES Services, and Support Center. The breadcrumb trail shows the path: WinCapWeb > Employee Self-Service > My Employee Demographics. A left sidebar contains a menu with options like My Attendance Balances, My Leave Requests, My Attendance Activity, My Paychecks, My Year to Date Totals, My W-2s, My Employee Demographics (highlighted), My Paycheck Printing Elections, My Positions & Salary Notices, and Admin Menu. A yellow support box in the sidebar provides contact information for Employee Self Service Support. The main content area is titled 'My Employee Demographics' and features a 'View Changes' button. It is divided into several sections: Name, Other Demographics (with an Ethnicity field), Employee Details (with fields for Employee Number, Birth Date, State ID, and Hire Date), Email (with Official and Other Email fields), Address, Legal (with fields for Address 1/2, City, State, Zip, and Country), Mailing (with similar address fields), Phone (with Home, Work, and Mobile phone fields), and Emergency Contact Information (with fields for Contact Name, Phone, Relation, and Notes). Each of these sections has a purple 'Edit' button with a pencil icon, which is circled in red. Red arrows point from the 'My Employee Demographics' menu item in the sidebar to the 'Edit' buttons for the Email, Address, and Emergency Contact Information sections.

**WinCapWEB**  
FINANCIAL & HR MANAGEMENT  
EMPLOYEE SELF-SERVICE

Home myWinCap **Employee Self-Service** Timesheets BOCES Services Support Center

<< WinCapWeb > Employee Self-Service > My Employee Demographics

**My Attendance Balances**  
**My Leave Requests**  
**My Attendance Activity**  
**My Paychecks**  
**My Year to Date Totals**  
**My W-2s**  
▶ **My Employee Demographics**  
**My Paycheck Printing Elections**  
**My Positions & Salary Notices**  
**Admin Menu**

**Employee Self Service Support:**  
Financial Services  
financialservices@btbo  
es.org  
(607) 766-3936

**View Changes**

**Name**

**Other Demographics**  
Ethnicity:

**Employee Details**  
Employee Number:  
Birth Date:  
State ID:  
Hire Date:

**Email**  
Official Email:  
Other Email:

**Address**

**Legal**  
Address 1:  
Address 2:  
City:  
State:  
Zip:  
Country:

**Mailing**  
Address 1:  
Address 2:  
City:  
State:  
Zip:  
Country:

Address Unlisted: No

**Phone**  
Home Phone:  
Home Unlisted:  
Work Phone:  
Mobile Phone:  
Mobile Unlisted:

**Emergency Contact Information**  
Contact Name:  
Contact Phone:  
Contact Relation:  
Notes:

After clicking the edit button, make any necessary updates to your address, review the information for accuracy, and click the update button. \*\*If your mailing address differs from your legal address, uncheck the box and enter your mailing address.\*\*

The screenshot displays the WinCapWEB Employee Self-Service interface. At the top, the logo for WinCapWEB (Financial & HR Management) is visible, along with the text 'EMPLOYEE SELF-SERVICE'. A navigation bar includes links for Home, myWinCap, Employee Self-Service (highlighted), Timesheets, BOCES Services, and Support Center. A left sidebar contains a list of menu items: My Attendance Balance, My Leave Requests, My Attendance Activity, My Paychecks, My Year to Date Totals, My W-2s, My Employee Demographics (selected), My Paycheck Printing, My Positions & Salary Notices, and Admin Menu. The main content area is titled 'My Employee Demographics' and features an 'Address' tab. Below the tab, the 'Legal Address' section includes fields for Address 1, Address 2, City, State/Province, Zip, and Country, followed by an 'Unlisted' checkbox. The 'Mailing Address' section has a checked checkbox labeled '(same as Legal Address)' and a 'Comments' text area. A warning icon and message state: 'Pending changes differ from current WinCap information'. At the bottom of the form, the 'Update' button is circled in red, and the 'Cancel' button is also visible. A red arrow points from the 'Address' tab to the 'Legal Address' fields, and another red arrow points from the 'Update' button to the 'Mailing Address' section. In the bottom left corner, there is a yellow box with contact information for Employee Self Service Support: Financial Services, financialservices@btboces.org, and (607) 766-3936.

After clicking the edit button, make any necessary updates to your phone numbers and other email, review the information for accuracy, and click the update button.

The screenshot displays the WinCapWEB Employee Self-Service interface. At the top, the logo for WinCapWEB (Financial & HR Management) is visible, along with the text 'EMPLOYEE SELF-SERVICE'. A navigation bar includes links for Home, myWinCap, Employee Self-Service, Timesheets, BOCES Services, and Support Center. A left-hand menu lists various self-service options, with 'My Employee Demographics' currently selected. The main content area shows the 'My Employee Demographics' form, which includes fields for Phone Numbers (Home, Unlisted, Work, Mobile), Other Email, and Comments. A warning message states: 'Pending changes differ from current WinCap information'. At the bottom of the form, the 'Update' button is circled in red, and a 'Cancel' button is also present. A red arrow points to the 'My Employee Demographics' menu item. In the bottom left corner, there is a contact box for Employee Self Service Support: Financial Services, financialservices@btboes.org, (607) 766-3936.

After clicking the edit button, make any necessary updates to your emergency contacts, review the information for accuracy, and click the update button.

The screenshot displays the WinCapWEB Employee Self-Service interface. The top navigation bar includes links for Home, myWinCapWEB, Employee Self-Service, Timesheets, BOCES Services, and Support Center. A left sidebar contains various service links such as My Attendance Balances, My Leave Requests, My Attendance Activity, My Paychecks, My Year to Date Totals, My W-2s, My Employee Demographics (highlighted with a red arrow), My Paycheck Printing Elections, My Positions & Salary Notices, and Admin Menu. The main content area is titled 'My Employee Demographics' and features an 'Emergency Contact' section with input fields for Contact Name, Contact Phone, and Contact Relation. Below these are text areas for Emergency Contact Notes and Comments. A warning message states: 'Pending changes differ from current WinCap information'. At the bottom of the form, the 'Update' button is circled in red, next to a 'Cancel' button. A footer box provides contact information for Employee Self Service Support: Financial Services, financialservices@btboces.org, and (607) 766-3936.

Your changes will take effect once the HR liaison for your department has approved them.