

DISTRICT VIEW



Susan Maddi, CPA
Director of Administrative Services
201 Sunrise Highway
Patchogue, NY 11772
Phone: 631-687-3038
Fax: 631-240-8970
Email: smaddi@esboces.org

WINCAP Basic Web Instructions

To Log into WinCap online, please go to: <https://wincapweb.com/my/default.aspx>

Navigating in WINCAP

1. Login with Username and Password:

The screenshot shows the WinCapWEB login page. At the top, there is a navigation menu with links: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, BOCES Services, and Accounts Pa. Below the menu is the WinCapWEB logo and a welcome message: "Welcome to WinCapWEB. An online suite of tools to complement the WinCap Financial & HR Management System." On the left, there is a login form with fields for "Username (email):" (containing "eap923@gmail. x") and "Password:" (with masked characters). Below the fields are "Login" and "Forgot Password?" buttons. A blue arrow points to the login form. To the right of the login form, there is a list of services with descriptions:

- Employee Self-Service**: Lookup and print personal information; initiate requests and track approvals.
- Electronic Timesheets**: Maintain and approve timesheets for time worked and daily absences.
- Electronic Payroll Vouchers**: Submit and track claims for work duties and stipends not based on an hourly or per diem rate.
- Professional Development**: Manage professional development activities on a district-wide and individual employee basis; online registrations.
- Requisitions**: Initiate purchase requisitions and select items from vendor catalogs and district bids.
- myWinCap**: Personalize your WinCapWEB experience.

At the bottom of the page, there is a section titled "Get access from anywhere" with the text: "You can access your WinCapWEB account from any computer connected to the internet; at home or at work."

DISTRICT VIEW

2. To View the ESBOCES Shared Services Guide, go to the purple menu:

BOCES Services>Service Guide>ESBOCES Shared Services Guide 2020-2021

Follow the prompts for the services description you want to view.

WinCapWEB
FINANCIAL & HR MANAGEMENT
EMPLOYEE SELF-SERVICE

Home myWinCap **Employee Self-Service** Payroll Vouchers Timesheets BOCES Services

<< WinCapWeb > Employee Self-Service

Service Guides ▶ ESBOCES Shared Services Guide 2019-2020
My District Profile ▶ ESBOCES Shared Services Guide 2020-2021

Employee Self Service Support:
Attendance Questions please contact your department.
For Payroll questions please email payroll at payroll@esboces.org

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

DISTRICT VIEW

3. To sign up for Services, follow the prompts below:

BOCES Services>My District Profile>Service Requests

The screenshot shows the WinCapWEB Employee Self-Service interface. The browser address bar displays <https://wincapweb.com/empselfserve/default.aspx>. The navigation menu includes Home, myWinCap, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The 'Employee Self-Service' section is expanded, showing a list of options: Service Guides, My District Profile, Service Contracts, Service Requests (highlighted with a red arrow), Service Request Certification, Service Contract Adjustments, My Service Contract Adjustment Approvals, User Profiles, Contract Projections, Service Contract Billing, Actual Usage Adjustments, Service Sort and Filtering Options, Settings, and Reports. A sidebar on the left provides 'Employee Self Service Support' information, including contact details for attendance questions and payroll inquiries.

4. The next screen should have your district's name and fiscal year 2021. Click Load Service Request:

The screenshot shows the WinCapWEB BOCES SERVICES interface. The navigation menu includes Home, myWinCap, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The 'BOCES SERVICES' section is expanded, showing a list of options: Service Guides, My District Profile, Service Contracts, Service Requests, Service Request Certification, Service Contract Adjustments, and My Service Contract Adjustment Approvals. The 'Service Requests' option is selected, leading to a 'Select Data' form. The form contains a 'Fiscal Year 2021' dropdown menu and a 'Customer' dropdown menu with 'SOUTHAMPTON UFSD' selected. A 'Load Service Request' button is visible below the form.

DISTRICT VIEW

5. Service Request Screen Review:

Service Request - 2020-21 AS-7 Contracts

Service Code	Service Name	2019-20 Current Contract	2020-21 Fixed Cost	2020-21 Quantity	2020-21 Unit Cost	2020-21 Cost	2020-21 Request	2020-21 Unit Basis	Provider Code	ST-3 Code	Purchase Service
001.030	District Superintendent	0.00	0.00	0.0000	0.0000	0.00	0.00			A1981.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
001.100	Administration	302,679.00	303,240.00	0.0000	0.0000	303,240.00	303,240.00	Actual Usage		A1981.49	Required
001.400	Administration-Misc. Services	0.00	0.00	0.0000	0.0000	0.00	0.00			A1981.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
002.100	Rental of Facilities	131,807.00	138,546.00	0.0000	0.0000	138,546.00	138,546.00	Actual Usage		A1981.49	Required
101.100	Career and Technical Education	193,830.00	0.00	<input type="text" value="0.0000"/>	14,050.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
101.110	Career and Technical Education-Misc	27,690.00	0.00	<input type="text" value="0.0000"/>	14,050.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
101.120	Career and Tech. Ed./Transportation	0.00	0.00	<input type="text" value="0.0000"/>	955.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
101.130	Career and Tech. Ed. Pull-Outs	0.00	0.00	<input type="text" value="0.0000"/>	1,925.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No
101.140	CTE Bilingual Intensive Support Svc	0.00	0.00	<input type="text" value="0.0000"/>	27,422.0000	0.00	0.00	Prorated		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sign up for the services your district wants by inputting the quantity or fixed amount in the quantity or fixed amount your district desires.

Your selections are not saved and your costs are not updated until you click the “Update” button at the bottom of the webpage.

*****Click the “Update” button at the bottom of this screen often as that is how your work is saved.*****

DISTRICT VIEW

6. To run reports:

BOCES Services> My District Profile> Reports> Service Request

This report shows all the services you have signed up for.

Or

BOCES Services> My District Profile> Reports> Service Contract Status

This report shows all the services you have signed up for with any adjustments.

The screenshot shows a web browser window with the URL <https://wincapweb.com/empselfserve/default.aspx#>. The browser's address bar and menu are visible. Below the browser, the WinCapWEB logo is displayed with the tagline "FINANCIAL & HR MANAGEMENT" and "EMPLOYEE SELF-SERVICE". A navigation bar contains links for Home, myWinCap, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The "Employee Self-Service" link is highlighted. Below this, a secondary navigation bar shows "WinCapWeb > Employee Self-Service" and "Service Guides". A dropdown menu is open under "Service Guides", listing: My District Profile, Service Contracts, Service Requests, Service Request Certification, Service Contract Adjustments, My Service Contract Adjustment Approvals, User Profiles, Contract Projections, Service Contract Billing, Actual Usage Adjustments, Service Sort and Filtering Options, Settings, and Reports. The "Reports" item is highlighted, and a sub-menu is visible showing "Service Request", "Service Contract Status", and "AS-7 Contract". On the left side of the page, there is a sidebar with "Employee Self Service Support" information, including contact details for attendance questions and payroll inquiries. The main content area is titled "Employee Self-Service" and contains a section for "Lookup and print personal information:" with a bulleted list of options: Paycheck Stubs/Earnings and Deductions, Attendance Balances & Transaction History, Certification/Re-certification Status, Other District Authorized Data, and Initiate Leave Requests and Track Related Approvals. The footer of the page includes a copyright notice and mentions "a division of Harris".

DISTRICT VIEW

- Clicking on the “wrench” allows you to change the format of your screen.
- Clicking on the “arrow” changes the screen back to the default.
- The “EXCEL” sheet allows you to export to Excel.

Service Request - 2020-21 AS-7 Contracts

Fiscal Year: 2021 | Customer: SOUTHAMPTON UFSD

1-100 of 1603 First | Previous | Next | Last

Service Code	Service Name	2019-20 Current Contract	2020-21 Fixed Cost	2020-21 Quantity	2020-21 Unit Cost	2020-21 Cost	2020-21 Request	2020-21 Unit Basis	Provider Code	ST-3 Code	Purchase Service	Action
001.030	District Superintendent	0.00	0.00	0.0000	0.0000	0.00	0.00			A1981.49	<input type="checkbox"/> Yes <input type="checkbox"/> No	
001.100	Administration	302,679.00	303,240.00	0.0000	0.0000	303,240.00	303,240.00	Actual Usage		A1981.49	Required	
001.400	Administration-Misc. Services	0.00	0.00	0.0000	0.0000	0.00	0.00			A1981.49	<input type="checkbox"/> Yes <input type="checkbox"/> No	
002.100	Rental of Facilities	131,807.00	138,546.00	0.0000	0.0000	138,546.00	138,546.00	Actual Usage		A1981.49	Required	
101.100	Career and Technical Education	193,830.00	0.00	<input type="text" value="0.0000"/>	14,050.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No	
101.110	Career and Technical Education-Misc	27,690.00	0.00	<input type="text" value="0.0000"/>	14,050.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No	
101.120	Career and Tech. Ed./Transportation	0.00	0.00	<input type="text" value="0.0000"/>	955.0000	0.00	0.00	Student		A2280.49	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8. For support help, please contact: Elizabeth Piazzola at 631-687-3042.