

# WinCapWeb Timesheets

## Helpful Hints

### **When do I actually enter my time worked?**

Time should be entered regularly, daily is best. All time for the pay period must be entered by the last day of the work period listed in the published Payroll Timesheet Submission Schedule. Time entered after the last day in the work period may not be paid until the next pay period.

### **Do I have to enter AM and PM with my in and out times?**

Yes, AM or PM is required in WinCapWeb; unfortunately the system will default always to AM making it necessary to enter PM when you work in the afternoon or evening. As an example, you work for 9:30AM to 3:30PM and you forget to type PM the system, this will default to 3:30AM and calculate 18 hours instead of 6 hours. While this sounds great, the time will not get through the approval process and it could delay your payment for the time.

Please be careful, this is the most common error users make using WinCapWeb.

### **What do I put in the field labeled Job/Duty?**

When you click on the drop down arrow, all of the jobs you have been hired for are listed. You must select the actual job you are performing for the specific date and time.

### **There are multiple Job/Duties listed when I click on the drop down arrow, how do I know which one to select?**

It is critical to select the correct Job/Duty. This field identifies your rate of pay as well as the supervisor who will be approving your time. Selecting the wrong one could delay your payment for this time.

The Job/Duty you are performing should be listed as part of the description; in many cases, the building acronym is also listed. As an example, "Sub Teacher BAC Special Ed" will show in the drop down, this is a Substitute Teacher in the Bellport Academic Center (BAC) for the special education program. If this is the work you did for the day, this is the job/duty you should select.

It is extremely important to select the correct job/duty as the job/duty selected determines the approval path. Selecting an incorrect job/duty will delay your payment.

If you are unsure of which job/duty to select, ask the office staff in the building where you are working and they will assist.

### **What do I do if I don't see the correct Job/Duty in my drop down menu list?**

If the job you are performing is not in the drop down menu list, go see the building principal or your supervisor, they will contact Human Resources to have it added to your list.

**I'm working overtime; do I enter the whole day or just the extra hours?**

When entering time, only the extra hours you work should be entered not the whole workday. For example, your normal work day is 8 am to 4 pm and you work until 5 pm. You would enter 4 pm to 5 pm as your overtime. Only time in addition to your normal work day should be entered.

**Can I enter my time for the whole week in advance?**

Short answer is No. Time should never be entered in advance; time should be entered at the end of the day after the time has been worked.

**I made an error entering my time, can I delete it?**

Time can be deleted until it is approved by your supervisor by clicking on the red X on the left side of the line item. If the time has been approved, notify your supervisor. Depending on where the time is in the approval process your supervisor may be able to unapprove it and you can then delete it; if not, your supervisor will contact the payroll office.

**Where can I get information on how to enter time worked on WinCapWeb?**

WinCapWeb user documents are on the ESBOCES Website, selecting the "for staff tab, then selecting more staff web resources" or by using the following link <http://esboces.org/domain/47>.

**Where do I go with a question about WinCapWeb?**

Questions should be e-mailed to [Helpdesk@esboces.org](mailto:Helpdesk@esboces.org) and someone will respond to you. Please be specific as possible.