

Wincap Employee Self Service (ESS) Frequently Asked Questions (FAQs)

1. What is Employee Self Service?
 - a. Employee Self Service is an application that enables employees to view, print and update selected human resources, payroll and benefits data.
2. Who can use Employee Self Service?
 - a. All permanently appointed employees of Shenenedehowa CSD, excluding tutors, coaches, lifeguards, substitutes
3. Is using Employee Self Service required?
 - a. Not at this time, you will be able to update personal and payroll data via paper forms found on the internet/intranet. Participation in Employee Self Service will be required by July 1, 2016.
4. Is using Employee Self Service secure? How is my privacy maintained?
 - a. The security features for Self Service are standard with other industries and approved by Wincap, our Human Resources/Payroll system. When you click the login link, all communications as well as your username and password are encrypted (made unreadable/scrambled) using Secure Sockets Layer (SSL) technology. Your username and password ensure that only you can access your personal records. Note: Make sure you close all web pages completely when using public computers.
5. What is required to access Employee Self Service?
 - a. You will receive an email invitation from WincapWeb AutoAdmin containing a link to the internet address (URL) for Employee Self Service (ESS). This link will prompt you to create your account, related security question and unique password required to login to this application. A valid shenet.org email account is required for this purpose.
6. What is my username?
 - a. Your username is your work email address (@shenet.org). An active shenet.org email account is required to access the Employee Self Service.
7. What if I forget my password?
 - a. If you forget your password, click on 'Forgot Password' from the Wincap Web login page. You will be prompted to answer one security questions and then you will receive an email from admin@wincapweb.com containing a link to create a new password for your Wincap Web access.
8. Can I access Employee Self Service from home? What if I don't have personal computer access?
 - a. You can use the Employee Self Service internet address (URL) to access ESS on any computer. Also, any public access computer on campus will have

access to Employee Self Service. Note: Make sure you close all web pages completely when using public computers.

9. Can I access Self Service with any browser?
 - a. Yes, you should be able to access Employee Self Service from any browser.
10. Will Self Service timeout after a period of inactivity?
 - a. Yes, for security purposes, Employee Self Service will timeout after 10 minutes of inactivity.
11. What can I view in Employee Self Service?
 - a. At this time, Employee Self Service allows you to select from the following Wincap applications:
 - i. My Paychecks – View a summary or a detailed view of your paychecks; print individual paycheck stubs
 - ii. My Year to Date Totals – view your year to date payroll totals
 - iii. Print My W-2s – view and print your W-2s
 - iv. My Paychek Printing Elections – view and update your paycheck printing elections
 - v. My W-2 Consent Elections – consent or withdraw consent to receive your W-2 forms electronically online

Ultimately, employees will have the ability to view, print and update the following information:

- Personal Information
- Paycheck stubs/Earning & Deductions (from 7/1/2015 forward)
- Attendance Balance & Transaction History
- Certification/Re-Certification status
- Other District Authorized Data
- Initiate Leave Requests & Track Related Approvals