

# Shenendehowa Central Schools WinCap WEB Employee Tutorial

## Create an Account

Select the link in the invitation email sent by your system administrator [admin@wincapweb.com](mailto:admin@wincapweb.com)  
(click on the link or paste URL into your browser)

The image shows an email invitation from WinCapWeb AutoAdmin. The email header includes: From: WinCapWeb AutoAdmin <admin@wincapweb.com>, To: Aida.Kerry@14280.Lorg, Cc: WinCapWeb - Account Invite from Richmond CSD [webtest@wdata], Subject: WinCapWeb - Account Invite from Richmond CSD [webtest@wdata]. The email body contains a welcome message, instructions to create an account, a link to the account creation page (<https://test.wincapweb.com/EmailLinkHandler.ashx?TypeID=>), contact information for Jolene Maddox, and a disclaimer.

Below the email is a screenshot of the WinCapWEB website. The website has a navigation menu with links: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The main content area features a login form with fields for Username (email) and Password, and buttons for Login and Forgot Password?. To the right of the login form is a 'Welcome to WinCapWEB' section with the text: 'An online suite of tools to complement the WinCap Financial & HR Management System'. Below this are several feature boxes: 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), and a 'my WinCap' box (Personalize your WinCapWEB experience). The footer of the website includes 'Home | Contact Support' and '©2013 Harris School Solutions, a division of Harris • All Rights Reserved'.

## Create your account

- Enter Username (Shen email – ex. SMITJOHN@shenet.org)
- Enter Password

**Username:** use your work email (use your district email. Using the same email is important when registering at various *WinCap* Professional Development sites as email is how the system connects the user to each account and provides the “change site” option.)

**Password:** create any password that meets the system requirements for strength:

**Password Requirements:**

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)

Select a security question; note and confirm the answer

Username: **Alan.Peligri@142801.org**

New Password:

Confirm Password:

User creates and confirms their password.

**If you ever forget your password, this question will be used to help you login to your account.** The Question selected below will be presented to you if you click on a Forgot Password link. You will then need to type the Answer that you provide below (answers are not case sensitive) to verify your identity. If you forget your Answer, you will need to contact your organization to reset your account. This is a security check put in place to protect user accounts.

Password Question:

Password Answer:

Confirm Answer:

Note the password question information above. This is a security feature for the user's protection.



### Welcome to the account registration process:

Please verify the following is correct:

**Username (email):** Alan.Peligri@142801.org  
**Site:** Richmond CSD

Once logged in, you will see the following options. Additional options may be added in the future, but the initial roll-out will allow you to see

- My Paychecks
- My Year to Date Totals
- Print My W-2s
- My Paycheck Printing Elections
- My -2 Consent Elections

← → C <https://wincapweb.com/empselfserve/default.aspx>

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

Home myWinCap **Employee Self-Service** Payroll Vouchers

WinCapWeb > Employee Self-Service

<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="#">Print My W-2s</a>	<a href="#">Print My W-2s</a> View and Print your W-2s
<a href="#">My Paycheck Printing Elections</a>	<a href="#">My Paycheck Printing Elections</a> View and update your Paycheck Printing Elections
<a href="#">My W-2 Consent Elections</a>	<a href="#">My W-2 Consent Elections</a> Consent or Withdraw Consent to receive your W-2 forms electronically online.

Admin Menu (+)

Home | Contact Support

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## My Paychecks

Any paycheck stub you have received through WinCap may be obtained under the paychecks section of Employee Self Service. Shenendehowa Central Schools started using WinCap on 7/1/2015, so Shenendehowa employees will be able to see paycheck stubs from that date forward.

WinCapWeb > Employee Self-Service > My Paychecks

**Your paycheck's YTD totals are as of the day you view and/or print. If you require accurate YTD totals you must print your stub on payroll date.**

Paycheck Date Range:  TO:

**My Paychecks** 1-4 of 4 First | Previous | Next | Last

Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
<a href="#">08/30/2013</a>		2,554.41	1,978.88		
<a href="#">08/15/2013</a>		2,039.06	1,611.02		
<a href="#">07/31/2013</a>		2,794.44	2,149.06		
<a href="#">07/15/2013</a>		4,414.74	3,327.54		

1-4 of 4 First | Previous | Next | Last

**In order to view the paycheck stub select the pay date**

**The payroll checks will display based on the date range selected. If the date range is changed remember to select "get checks" to refresh the view**

<< Back to My Paychecks

**Select Print as PDF is you would like to print off your paycheck**

Check Date	Check Number
08/30/2013	Direct Deposit

Position Title	Pay Items	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
Office Clerk III 12 Month	\$6,750.00 Prorated Salary	632.82		
	Additional Salary Payment	440.44		
	0.500 Overtime Hours @ \$25.00 x 1.50, 08/04/2013 - 08/10/2013	18.75		
	Subtotal		1,092.01	7,012.65
Office Clerk III 12 Month	\$40,525.00 Prorated Salary		1,462.40	4,558.63
	<b>Total</b>		<b>2,554.41</b>	<b>13,923.28</b>

Deductions	Description	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
RETIRE	Employees' Retirement System			
RETIRE	Employees' Retirement System	76.00	880.00	2,992.00
MISC	Scopa Dues			267.96
MISC	Long Term Disability Clerical			336.88
FLEX	Dental Single Clerical			48.80
FLEX	Vision Single Clerical			5.64
FLEX	Blue Point 2 Select Single Clerical			521.16
FICA	FICA	158.37	863.24	2,138.14
FICA	FICA Medicare Tax	37.04	201.89	500.01
FEDTAX	Federal Income Tax (Single, 10 exmpt.)	107.07	680.83	3,510.81
STATE	New York State Income Tax (Single, 13 exmpt.)	97.05	559.49	1,552.43
	<b>Total</b>	<b>575.53</b>	<b>3,185.45</b>	<b>11,873.83</b>

**Your Year to Date (YTD) totals printed on the paycheck are as of the date you are viewing the paycheck stub.**

Direct Deposit	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013

## My Paycheck Printing Elections

If you would like to **GO GREEN**, you may elect to no longer receive a paper direct deposit stub from the payroll office by making the printing election under the paycheck printing elections option.

WinCapWeb > Employee Self-Service > My Paycheck Printing Elections

**Carol Nappi**

Current Selection: **Do Not Print Direct Deposit Notices**

Change Printing Election: **(make a new selection)** ▼

I understand that I am changing my Paycheck Printing Election

Submit Cancel

You may change your printing elections for printing your Direct Deposit Stub through the payroll office. If you no longer wish to receive the paper stub from payroll, change your printing election, select the checkbox to confirm you understand, and then select "Submit." You will need to go to "My Paychecks" to obtain your payroll check stubs

## My Year to Date Totals

The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month. For Shenendehowa employees, this will be from 7/1/2015 forward.

WinCapWeb > Employee Self-Service > My Year to Date Totals

**Carol Nappi**

Type: Fiscal Year to Date ▼ Get Totals Print to PDF

Year to Date totals may be printed for Fiscal YTD, Calendar YTD, Quarterly or Monthly. If changing select the option from the dropdown then "Get Totals"

**My Year to Date Totals**

Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2013	68,390.00	49,145.28	66,834.80	969.08	66,834.80	3,682.14	65,834.80	7,757.80	65,834.80	3,434.30
Fiscal Year 2012	61,993.00	45,312.84	60,548.20	877.87	60,548.20	2,543.01	59,548.20	6,864.60	59,548.20	3,085.68
Fiscal Year 2011	59,849.00	43,562.24	58,548.20	848.99	58,548.20	2,863.88	57,548.20	6,401.56	57,548.20	3,032.93
Fiscal Year 2010	56,925.00	41,537.07	55,743.00	808.29	55,743.00	3,456.07	55,043.00	5,588.09	55,043.00	2,861.48
Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

<u>Fiscal Year 2009</u>	54,312.00	39,302.14	50,100.00	770.90	50,100.00	3,290.52	32,400.00	3,479.31	32,400.00	2,004.93
<u>Fiscal Year 2008</u>	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
<u>Fiscal Year 2007</u>	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
<u>Fiscal Year 2006</u>	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

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**My Position**

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

Description	Amount	Effective Date	End Date
Teacher	51,422.00	09/01/2007	

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

Select the year, quarter or month that you wish to display position and deduction details for

**My Year to Date Detail**

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Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	TRS		51,422.00		Teachers' Retirement System Contributions
TSA	L&M			700.00	
FLEX	FXUVTF			1,025.20	
FICA	FICA		50,396.80	3,124.53	FICA
FICA	MEDI		50,396.80	730.75	FICA Medicare Tax
FEDTAX	FEDTAX		49,696.80	5,480.55	Federal Income Tax
STATE	NY		49,696.80	2,495.18	New York State Income Tax

Deduction details will appear also for the year, quarter or month selected

## My W-2s

Any W-2 you have ever received from WinCap may be obtained under the W-2s section of Employee Self Service. For Shenendehowa Central Schools employees, this will begin with the 2015 W-2. Current W-2s may be obtained once the district has finalized the calendar year. If you wish to receive your original W-2 through WinCapWEB only and no longer have a paper copy print through the payroll office you may manage your consent elections and elect to not print your W-2 through payroll.

## Print My W-2s

Use this report to print originals or copies of your IRS Form W-2s.

**Until your organization finalizes your Form W-2 totals, you will receive a message that states "Your W-2 is not ready to be printed at this time"**

Calendar Year: 2012 ▾

You must consent to receiving your W-2's online before you are able to print your W-2's at this time.

[Go To W-2 Consent Elections](#)

In order to receive your W2 electronically you must consent to receive it, one time only. Select the "Go To W-2 Consent Elections" button

## Carol Nappi

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below intructions.

### SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

### HOW TO PRINT YOUR W-2 FORM ONLINE

Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service Menu.
2. Select the correct calendar year and options to print. Your W-2 may be required to be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

### SCOPE AND DURATION OF CONSENT

Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

### PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

### WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

The W-2 Consent Elections page outlines the system requirements for retrieving your W-2 and instructions on how to print

Your current election will be displayed.

Current Selection: **Do Not Distribute W-2's Electronically**

**PAPER STATEMENT**

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

**WITHDRAWAL OF CONSENT**

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

Typing in your WinCapWEB password and selecting "Consent" will check a flag on your employee record to not have your official W-2 print through the payroll office at year end. You are consenting that you will retrieve your W-2 through WinCapWEB ESS

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[WinCapWeb](#) > [Employee Self-Service](#) > [My W-2 Consent Elections](#)

## Carol Nappi

**THANK YOU FOR YOUR CONSENT!**

You have successfully consented to receive your W-2 forms electronically.

You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

Important Note: Your W-2 form will NOT be automatically mailed to you.

Once W-2's have been processed, you will be able to view and print them online.

### Print My W-2s

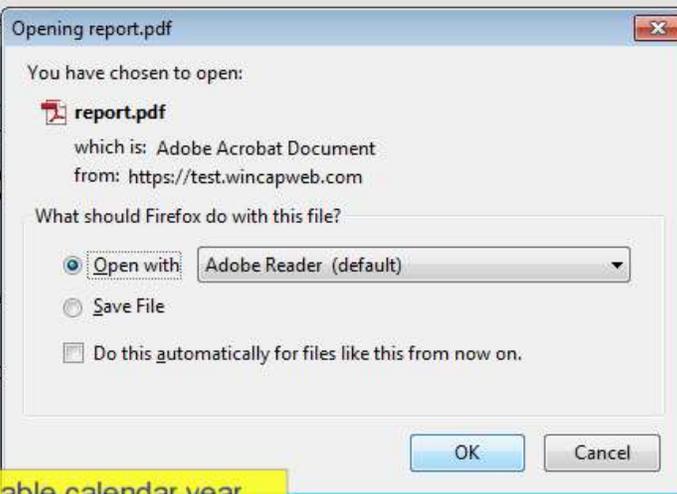
Use this report to print originals or copies of your

**Until your organization finalizes your Form 1042-S, please do not print this message that states "Your W-2 is not ready."**

Calendar Year: 2012 ▾

- Copy B—To Be Filed With Employee's FEDERAL TAX RETURN
- Copy C—For EMPLOYEE'S RECORDS
- Copy 2—To Be Filed With Employee's State, C

Print as PDF



Select the applicable calendar year and the copies you would like to print and then select "print as PDF." A pop-up will appear where you can choose to open or save the pdf