



**HARRIS**  
School Solutions

## WinCapWEB Timesheets Supervisor Training

# Agenda

- **District Goals**
- **Accessing WinCapWEB and Timesheets**
- **Navigating to Employee Timecards(two tabs for viewing By Pay Period and By Dates)**
- **Modifying Employee Timecard**
- **Deleting Employee Timecard**
- **Adding Time to Employee Timecard**
- **Reallocating time worked or absences**
- **Adding Notes to Employee Timecard**
- **Approving Employees time from the Timecard**
- **Approving Employees time from the Time Overview**
- **Pending Approvals Report**
- **Other Time Overview Options**
- **Timecard Report**
- **Pay Period End Report**

# Accessing WinCapWEB and Timesheets

1. Open the Internet Browser on your computer and go to [www.wincapweb.com](http://www.wincapweb.com)
2. Enter your email and Password. (This email/password is from the Invite you received to WincapWEB)

The screenshot shows a web browser window with the URL <https://wincapweb.com/>. The browser's address bar and menu bar are visible. Below the browser, the WinCapWEB logo is displayed with the tagline "FINANCIAL & HR MANAGEMENT". A yellow banner reads: "You can access WinCapWEB from any internet browser by going to [www.wincapweb.com](http://www.wincapweb.com)". A purple navigation bar contains links for Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The main content area features a "Welcome to WinCapWEB" message and a login form titled "myWinCap". The login form includes fields for "Username (email):" and "Password:", a "Login" button, and a "Forgot Password?" link. Three yellow callout boxes provide instructions: one points to the login form with the text "Log into WinCapWEB using the email address and password you have set after receiving the account invitation email"; another points to the "Forgot Password?" link with the text "Use the forgot password link if you do not remember your password to log in. It will prompt you for the answer to the security question you set in order to reset your account."; and a third points to the "Employee Self-Service" link with the text "Employee Self-Service Lookup and print personal information; initiate requests and track approvals." Other links for "Electronic Timesheets" and "Electronic Payroll Vouchers" are also visible.

If the system is not accepting your password, select the “forgot password” link. This will prompt you for your email and the answer to the security question you set. An email will be sent to your email address with a link to reset your password. If the system is not accepting the answer to your security question, you will need to contact the *WinCapWEB* system manager to have a “forgot password” email sent to you. Once you receive this email, you will select the link and reset your password. Once you are logged into your *WinCapWEB* account you will want to go to `mywincap/myaccount/change security question` to set a new security question and answer should you have problems in the future.

# Accessing WinCapWEB and Timesheets

Once logged into *WinCapWEB*, click on “Timesheets” in the purple toolbar in order to access employee timecards. Once you are successfully into the Timesheets module the home page will display with a Welcome message.

The screenshot shows the WinCapWEB Timesheets interface. At the top, there is a purple toolbar with navigation links: Home, myWinCap, Professional Development, Employee Self-Service, Payroll Vouchers, and Timesheets. A red arrow points to the Timesheets link. Below the toolbar, a dropdown menu is visible with options: Timesheets Help and Logout of Timesheets. A yellow callout box points to this menu with the text: "Click on 'Timesheets' in the purple toolbar to log into Timesheets. Once you are logged in, you will be brought to the home page where it will indicate 'Welcome \*\*\*\*\*'".

The main content area displays a welcome message: "Welcome McCabe, Cheryl T. ...". Below this, there are sections for "Recent Pay Period Reports & Exports...", "Approvals" (with a sub-message: "You have Time/Excused Time that requires your Approval."), and "January Audience Control" (with a sub-message: "PLEASE MAKE SURE YOU HAVE ALL AUDIENCE CONTROL FOR ATHLETICS FOR JANUARY ENTERED INTO YOUR TIMECARD BY 2/4/2014"). A red arrow points to the "January Audience Control" message with a yellow callout box: "The home page will also display any important messages that payroll has posted. Please remember to read any messages posted.".

On the left side, there is a sidebar menu with options: Home, Time Overview, Employees, Time Card, Mass Add, Pay Period Export, and Reports. A red arrow points to the "Time Card" option with a yellow callout box: "In order to access employee timecards select 'Time Card' from the Timesheets Menu.".

*\*\*\* Please Note: If you are a back-up supervisor or you have multiple logins to Timesheets you will need to use the Timesheets Login menu. When you hover on Timesheets in the purple toolbar, the menu displays and there should be a login option with an arrow over to all of your logins. Depending on what you are doing, you will need to select the correct login.*

# Navigating to Employee Timecards

After selecting “Time Card” from the Timesheets menu employee timecards will populate. The employee timecard has two separate tabs, the “By Pay Period” and the “By Dates” tab.

The “By Pay Period” tab will list out employee’s time by pay period. The Pay Periods display in a dropdown and are based on those pay periods that Payroll has added to pay period maintenance within *WinCap*. If the next pay period has not been added in *WinCap*, it will not display as an option in the drop down. Only the time that is targeted to be paid for an applicable pay period will display in that pay period’s timecard. If time is left over from a prior pay period because it was added after the pay period export, it will display at the top of the timecard for the next pay period until it is approved and exported.

The screenshot displays the 'Employee Timecard' interface. At the top, there are two tabs: 'By Pay Period' (selected) and 'By Dates'. Below the tabs, there are filters for 'Location' (All Locations), 'Pay Period' (2014, 017 [01/15/2014]), 'Employee' (Bailey, Gregg X), and 'Description' (All). A 'Refresh' button is also present. Below the filters, there are buttons for '+Add New Time' and '+Add Excused Time'. A summary section shows 'Punches: 2.0000 hrs.', 'Breaks: 0.0000 hrs.', 'Excused: 0.0000 hrs.', and 'Total: 2.0000 hrs.'. There are 'Approve All' and 'Save' buttons. Below this is a table with columns: Date, In, Description, Out, Description, Job/Duty, Hours, APPR, S2APPR, S3APPR, Scheduled. The table contains one entry for Sun 12/29 from 10:00 AM to 12:00 PM, 'Extra Punch', 'TSCI Audience Control Athletics', with 2.0000 hours. A 'Note Type' dropdown is set to 'Soccer'. At the bottom, there are checkboxes for 'Expand All Dropdowns', 'Show Former Employees', and 'Show'. A yellow callout box is overlaid on the bottom right of the screenshot.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	S3APPR	Scheduled
Sun 12/29	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000				

**The Employee Timecard has two tabs for viewing. On both tabs you have access to the "approval all" button and may approve the timesheets.**

**By Pay Period Tab: Displays the Pay Periods that are open by payroll in WinCap. As long as they have the payroll added for the date range that you are approving, you will see employee's time displayed for approval. Use the Pay Period Drop down to go to the applicable pay period. If not available you will need to use the "by dates" tab to access/approve employee's time.**



# Navigating to Employee Timecards

The “By Dates” tab of the timecard allows you to pick the date range that you wish to view. The date range may be modified by manually typing the dates into the to and from fields or by selecting the date from the calendar. Once the desired date range is selected, select “refresh” to update the timecard. There is also an option at the bottom of the timecard to “show employees reporting to me during the above date ranges.” The employee dropdown will display any employee that ever had you listed as their supervisor. If you wish to filter the list down to only those employees that have existing time worked for the date range selected, this option will filter the employee list. Please note that if you are trying to locate a timecard for an employee that has not worked during the date range selected you will need to deselect this option to find their name in the employee dropdown.

The screenshot shows the 'Time' section of a software interface. At the top, there are tabs for 'By Pay Period' and 'By Dates', with 'By Dates' selected. Below this, there are fields for 'Location' (All Locations), 'Date Range' (12 / 14 / 2013 - 12 / 30 / 2013), 'Employee' (Beach, Kathryn D), and 'Description' (All). A calendar pop-up is visible, showing December 2013 with the 30th selected. The main area displays a table of timecard entries with columns for Date, In, Description, Out, and Description. Two entries are visible: one for Friday 12/20 and one for Sunday 12/29. At the bottom, there are checkboxes for 'Expand All Dropdowns', 'Show Former Employees', and 'Show Employees Reporting to Me during the above Dates Range'. A 'Refresh' button is also present. Red arrows point from the text boxes to these specific UI elements.

**The "By Dates" tab of the time card allows you to change your date range to whatever the time period you would like to review and approve. You may change your date range by manually keying in the desired to and from dates or by clicking in the fields and selecting the date from the calendar. Once the date range is selected you should select "Refresh" to update the employee timecard.**

**This option allows you to filter your employee time card list by only those employees that have entered time worked for the date range you have selected.**

# Navigating to Employee Timecards

Other Options Available at the bottom of the Employee Timecard:

**If the job/duties are being cut off on your screen this option will expand the section**

**There are three Break Display options when viewing a timecard:**

- > Hide Breaks: Does not show the breaks or subtract the unpaid hours from the totals
- > Show Full Breaks: Displays a separate line for each break
- > Subtract Break hours: Does not show the break in the timecard but subtracts out any unpaid hours from the totals

**The "Show Overtime" option is only available on the "By Pay Period" tab. When selected the Totals box at the top the timecard display the employee's overtime hours as a hyperlink.**

**The Timecard Audit is a listing of all changes made to an employee's timecard**

**The Overtime hours are summarized in the Totals Box at the top of the "By Pay Period" Tab of the timecard. When the hours are selected a pop-up appears displaying the overtime hours summary**

Punches: 60.4500 hrs. Overtime: 16.7500 hrs.  
 Breaks: -3.5000 hrs.  
 Excused: 0.0000 hrs. Total: 56.9500 hrs.

Name	Payroll ID	Type	Hours	Multiplier	Pos Code	Adj Code	From	To	Att Code
Dennis, Holly G	01065	OT1	4.2500	1.5	CC12	EALA	02/24/2014	02/24/2014	
Dennis, Holly G	01065	OT1	4.2500	1.5	CC12	EALA	03/03/2014	03/03/2014	
Dennis, Holly G	01065	OT1	8.2500	1.5	CC12	EALA	03/06/2014	03/06/2014	



# Navigating to Employee Timecards

Home  
Dashboard  
Admin  
Employees  
Time Card  
Mass Add Time  
Mass Add Excused Time  
Mass Add Notes  
Mass Reallocate Time  
Mass Manual Export  
Invalid Pay Authorizations  
Schedules  
Pay Period Export  
Reports  
Configure

Location: All Locations  
Date Range: 02/24/2014 - 02/26/2014  
Employee: Dennis, Holly G  
Description: All  
Refresh

+Add New Time  
+Add Excused Time  
+Add Break  
+Add Blank Timesheet

Punches: 25.7500 hrs.  
Breaks: -1.5000 hrs.  
Excused: 0.0000 hrs.  
Total: 24.2500 hrs.  
Save

Timecard Break Times Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled
Mon 2/24	8:00 AM	Good	10:45 AM	Good	CC12 Office Clerk III 12 Month	2.7500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM
	7:46 AM	Grosvenor Clock	4:30 PM						
Mon 2/24		Good		Good	UNPAID	0.5000	<input type="checkbox"/>	<input type="checkbox"/>	
Mon 2/24	10:45 AM	Good	3:00 PM	Good	CC12 Alarm Call	4.2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	7:46 AM	Grosvenor Clock	4:30 PM						
Mon 2/24	3:00 PM	Good	4:30 PM	Good	CC12 Office Clerk III 12 Month	1.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	7:46 AM	Grosvenor Clock	4:30 PM						
Hours for Day:						8.0000			
Tue 2/25	8:00 AM	Good	4:30 PM	Good	CC12 Office Clerk III 12 Month	8.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM
	7:45 AM	Grosvenor Clock	4:34 PM	Grosvenor Clock					
Tue 2/25		Good		Good	UNPAID	0.5000	<input type="checkbox"/>	<input type="checkbox"/>	
Hours for Day:						8.0000			
Wed 2/26	7:45 AM	Early Punch	4:30 PM	Good	CC12 Office Clerk III 12 Month	8.7500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM
	7:41 AM	Grosvenor Clock	4:30 PM						
Wed 2/26		Good		Good	UNPAID	0.5000	<input type="checkbox"/>	<input type="checkbox"/>	
Hours for Day:						8.2500			
Hours For Week:						24.2500			

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Version: 2014  
Last Updated: 03/11/14  
06:00

Job/Duty is the job/duty the time will be paid against. Should the job/duty need to change, the dropdown will display all available job/duties for the employee to work against.

Raw Punches line. If using a timeclock the timeclock name or IP address displays also. The White Boxes is what the employee is paid from but the raw is what was registered at the time the employee punched

Punch Descriptions are set based on the Pay Rule and how the raw punch is interpreted based on the rules. They are not required to be "Good" for the employee to be paid and if left as the initial value, an "exceptions report" can be run at later dates based on the descriptions

Employee Scheduled Time

Breaks/Lunches may appear depending on the break display selected at the bottom of the timecard



# Modifying Employee Timecard

Depending on how your site collects employee's time, employees may be able to modify their timecard until you have approved the time and/or the time has been exported. If your site does not give access for employee's to view/edit their own timecards, as the supervisor you may need to make the modification on their behalf. Any in or out time may be modified by backspacing or deleting the current time. Entering the desired in and out time and then selecting "save" will update the employee's timecard with new totals so long as the task is not overlapping with any other times on that day. If a job/duty needs to be changed, this can be done by selecting the job/duty dropdown and selecting the appropriate job/duty. Once selected, select "save" and the entry will be updated.

**Time**

By Pay Period | **By Dates**

Location: All Locations | Date Range: << 12 / 01 / 2013 - 12 / 30 / 2013 >>

Employee: << Beach, Kathryn D >> | Description: All | Refresh

+Add New Time | Punches: 4.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 4.0000 hrs. | Approve All | Save

+Add Excused Time

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000				
Note Type: Football										
Note:										
Hours for Day: 2.0000										
Hours For Week:										
✗ Sun 12/29	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics					
Note Type: Soccer										
Note:										
Hours for Day:										
Hours For Week:										

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save

Show Former Employees | Show Hours | Show Employees Reporting to Me during the above

As you review each employee timecard if modifications to in or out times need to be made you do so by backspacing the current time and re-entering the new time. The system **REQUIRES** am(A) and pm (P) be entered for the in and out times. Once you have adjusted the time to the correct time you will need to select "save". The hours total for that day will automatically update once you hit save.

Punches: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 5.0000 hrs. | Approve All | Save

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Fri 12/20	7:00 AM	Good	10:00 AM	Good	TSCI Audience Control Athletics	3.0000				
Note Type: Football										
Note:										
Hours for Day: 3.0000										
Hours For Week: 3.0000										
✗ Sun 12/29	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics					
Note Type: Soccer										
Note:										

In this example the 9:00am was changed to 10:00am. Once the record was saved the hours total was updated from 2 hours to 3 hours.

# Deleting Time from Employee Timecard

The red “X” on the employee timecard can be used by a Supervisor to remove data from the timecard. Any time that has NOT been exported to payroll may be deleted off of the employee’s timecard by selecting the red “X” on the left side of the time entry. A warning prompt will appear that you must “ok” in order to complete the deletion. Once the record is deleted, it is removed from the employee timecard. The “Timecard Audit” option listed at the bottom right of the timecard will display the deletion and what was deleted if the information should ever be needed in the future.

Date	Time	Status	Start	End	Rate	Hours	Notes
Thu 2/27	8:00 AM	Good	8:00 AM	Early Punch	0.0000	15.0000	8:00 AM 4:30 PM
Thu 2/27	7:59 AM	Unprocessed	8:00 AM	Extra Punch	0.0000		
Thu 2/27	4:45 PM	Extra Punch	7:45 AM	Extra Punch	15.0000		
Fri 2/28		Absent					
Fri 2/28		Unprocessed					
Mon 3/3		Unprocessed					

**The red "X" may be used to delete time/excused time/absences etc. from an employee's timecard. When the time is removed, all raw data associated with it is deleted as well. In some cases, if employee's punches were completely wrong it may be easier to delete the time and then manually add it back in.**

The page at <https://timesheets.wincapweb.com> says:  
Note: Changes made should be saved before deleting time! Are you sure you wish to remove this punch time?

OK Cancel

# Deleting Time from Employee Timecard

Use the Timecard Audit to review deleted time.

The screenshot displays the 'Timecard Audit' interface in a Mozilla Firefox browser. The main window shows a table of time entries for employee 363. A specific entry is highlighted in pink, indicating it has been deleted. The entry details are as follows:

Date	Time	Activity	Employee	Change	Start	End	Hours
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie		2/25/2014 8:00 AM	2/25/2014 4:30 PM	8.5000
3/6/2014	10:03:27 AM	ADS	Vanhof, Melanie		2/25/2014 8:00 AM	2/25/2014 4:30 PM	8.5000
3/6/2014	4:12:37 PM	ADS	Vanhof, Melanie	App: Approved	2/25/2014 8:00 AM	2/25/2014 4:30 PM	8.5000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie		2/25/2014 8:00 AM	2/25/2014 4:30 PM	8.5000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie				0.5000
2/27/2014	7:59:59 AM	**Self	Vanhof, Melanie			2/27/2014 8:00 AM	0.0000
3/11/2014	10:20:17 AM	Greenspan, Patricia L.	Vanhof, Melanie	DELETED		2/27/2014 8:00 AM	0.0000
2/27/2014	7:59:34 AM	**Self	Vanhof, Melanie			2/27/2014 8:00 AM	0.0000
2/27/2014	7:59:47 AM	**Self	Vanhof, Melanie	Time Out: - 8:00 AM Out description: Unprocessed - Early Punch	2/27/2014 8:00 AM	2/27/2014 8:00 AM	0.0000
3/6/2014	4:12:37 PM	ADS	Vanhof, Melanie	App: Approved	2/27/2014 8:00 AM	2/27/2014 8:00 AM	0.0000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie		2/27/2014 8:00 AM	2/27/2014 8:00 AM	0.0000
2/27/2014	4:44:55 PM	**Self	Vanhof, Melanie			2/27/2014 4:45 PM	0.0000
2/28/2014	7:49:15 AM	**Self	Vanhof, Melanie	Time Out: - 7:45 AM Hours: - 15.0000 Out description: Unprocessed - Extra Punch	2/27/2014 4:45 PM	2/28/2014 7:45 AM	15.0000
3/6/2014	4:12:37 PM	ADS	Vanhof, Melanie	App: Approved	2/27/2014 4:45 PM	2/28/2014 7:45 AM	15.0000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie		2/27/2014 4:45 PM	2/28/2014 7:45 AM	15.0000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie				0.5000
2/28/2014	4:31:56 PM	**Self	Vanhof, Melanie			2/28/2014 4:30 PM	0.0000
3/11/2014	10:20:22 AM	current value	Vanhof, Melanie			2/28/2014 4:30 PM	0.0000

Summary statistics at the bottom of the table:

- Hours for Day: 0.0000
- Hours For Week: 12.4000

Navigation and settings at the bottom include:

- Expand All Dropdowns (checked)
- Breaks Display: Hide Breaks
- Show Former Employees (unchecked)
- Show Hours Summary (checked)
- Show Overtime (unchecked)
- Buttons: Refresh, Save, Timecard Audit

A yellow callout box with a red arrow pointing to the 'DELETED' entry contains the following text:

If there was ever a question as to what happened to the deleted time, although it no longer appears on the timecard, the deletion was captured in the Timecard Audit for the day. All deletions appear in pink with the change column indicating "DELETED"



# Adding Time to Employee Timecard

If you should need to add time to an employee's timecard on behalf of them you can do so by accessing the employee's timecard. You will want to make sure that you are on the Timecard either on the "By Dates" or "By Pay Period" tab for the date range that you are trying to add time for. Select the option to "Add New Time." A new line will be added to the top of the employee's timecard where you can select the date, input the in and out times, and select the applicable job/duty. Once the entry looks correct, by selecting "save" the entry will be saved to the employee's timecard and will auto populate with the descriptions based on the hours input compared to the employee's schedule/pay rule. You can proceed to add notes and approve.

**Time**

By Pay Period | **By Dates**

Location: All Locations | Date Range: 12/08/2013 - 12/21/2013

Employee: Capellan, Donna Y | Description: All | Refresh

+ Add New Time | Punches: 2.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 2.0000 hrs. | Approve All | Save

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPP	Scheduled
Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note Type: Football | Note: [Empty]

Hours for Day: 2.0000 | Hours For Week: 2.0000

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save

Show Former Employees |  Show Hours Summary

Show Employees Reporting to Me during the above Dates Range | Timecard Audit

**In order to add time worked for an employee you will first want to navigate to that employee's timecard. Once on their name select "add new time" and an additional line will appear at the top of the employee**

**If the employee's name does not appear in your drop down list you may need to deselect the following option as it is filtering out the employees with no time worked for the date range selected.**



# Adding Time to Employee Timecard

Home  
Time Overview  
Employees  
Time Card  
Mass Add Notes  
Pay Period Export  
Reports

**Time**

By Pay Period | **By Dates**

Location: All Locations | Date Range: << 12 / 08 / 2013 - 12 / 21 / 2013 >> | Employee: << Capellan, Donna Y >> | Description: All | Refresh

+ Add New Time | Punched: 2.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 2.0000 hrs. | Approve All | Save

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
New Time										
Fri 12/20					TSCI Audience Control Athletics	0.0000				
Sun 12/8										
Mon 12/9	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000				
Tue 12/10		Note Type: Football								
Wed 12/11		Note								
Thu 12/12										
Fri 12/13										
Sat 12/14										
Sun 12/15										
Mon 12/16										
Tue 12/17										
Wed 12/18										
Thu 12/19										
Fri 12/20										
Sat 12/21										

Hours for Day: 2.0000  
Hours For Week: 2.0000

Breaks Display: Hide Breaks | Refresh | Save

Show Hours Summary | Timecard Audit

Reporting to Me during the above Dates Range

**After selecting "add new time" a new line of data appears at the top of the timecard. The first field to be completed is the date. Select the date you wish to add for. Only those dates for the date range you have selected appear in the dropdown**

Note: The positions that are listed in the Job/Duty drop down are based on the Start Date in the Date Range. So, if the last pay period crossing over two fiscal years and the start date is in the previous year you will only get positions from the previous year. So, if you are looking to add time for a new position in the new year change the start date to July 1 and you will get the new positions.

# Adding Time to Employee Timecard

**Time**

By Pay Period | **By Dates**

Location: All Locations | Date Range: 12/08/2013 - 12/21/2013

Employee: Capellan, Donna Y | Description: All | Refresh

+ Add New Time | Punches: 2.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 2.0000 hrs. | Approve All | Save

+ Add Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Sat 12/14	10:00 AM		12:00 PM		TSCI Audience Control Athletics	0.0000				
Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics TSCI Intramurals	2.0000				

Note Type: Football | Note:

Hours for Day: 2.0000

Expand All Dropdowns | Breaks Display: Hide Breaks  
 Show Former Employees |  Show Hours Summary  
 Show Employees Reporting to Me during the above Dates Range

**Next you will need to enter the in and out times for the time that the employee worked. You are REQUIRED to put in an am (A) or pm (P) in order for the hours to total correctly. Skip over the description field**

**Next select the applicable job/duty from the dropdown. Once the time is entered for the appropriate date, time and job/duty select "save" to add the record to the timecard. The hours will automatically populate based on the in and out times after being saved.**

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Sat 12/14	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000				
Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000				

Note Type: Football | Note:

Hours for Day: 2.0000  
Hours For Week: 2.0000

Hours for Day: 2.0000  
Hours For Week: 2.0000

**The totals are automatically calculated based on the in and out punches added.**



# Reallocating time worked or absences

The reallocate icon is located to the left of the day/date of the employee's timecard. It appears as a clock icon. The reallocate function can be used for numerous things such as breaking existing time apart across job/duties or reallocating an absence into time worked or excused time. Each option is outlined below.

First example is reallocating time within a normal days to a different Job/Duty. This person came in 15 minutes early for an Alarm Call. We need to reallocate the first 15 minutes to Alarm Call.

		Tue 3/4	7:45 AM	Early Punch	4:30 PM	Missing Punch	CC12 Office Clerk III 12 Month	8.7500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM >
			7:43 AM	Grosvenor Clock	4:30 PM						
Hours for Day: 8.7500											
		Wed 3/5	8:00 AM	Good	4:30 PM	Good	CC12 Office Clerk III 12 Month	8.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM >
			7:47 AM	Grosv							
		Thu 3/6	7:45 AM	Good						<input checked="" type="checkbox"/>	>
			7:44 AM	Grosv							

**If time worked needs to be broken out into two separate job/duties, the reallocate icon can be used to assist in the process. In this example the time worked from 7:45am to 8:00am should be against the job/duty of Alarm Call. Select the reallocate button to the left of the the day/date**



# Reallocating time worked or absences

**Reallocate Time Record - Mozilla Firefox**

https://timesheets.wincapweb.com/cga/test/clockview/ReallocateTimeRecord.aspx?Time=155985

Holly G Dennis

Date: 3/4/2014 (Tuesday)

In	Comment	Out	Comment	Job/Duty	Hours
3/4/2014 7:45:00 AM	Early Punch	3/4/2014 4:30:00 PM	Missing Punch	Office Clerk III 12 Month	8.7500
Raw: 3/4/2014 7:43:57 AM		3/4/2014 4:30:00 PM			

Reallocate Time To ...

Time Record  Excused Time

Job/Duty: CC12 Office Clerk III 12 Month

In: 7:45 AM

Out: 4:30 PM

Preserve Original Breaks

Reallocation Summary ...

**Reallocate Time Record - Mozilla Firefox**

https://timesheets.wincapweb.com/cga/test/clockview/ReallocateTimeRecord.aspx?Time=155985

Holly G Dennis

Date: 3/04/2014 (Tuesday)

In	Comment	Out	Comment	Job/Duty	Hours
3/4/2014 7:45:00 AM	Early Punch	3/4/2014 4:30:00 PM	Missing Punch	Office Clerk III 12 Month	8.7500
Raw: 3/4/2014 7:43:57 AM		3/4/2014 4:30:00 PM			

Reallocate Time To ...

Time Record  Excused Time

Job/Duty: CC12 Alarm Call

In: 7:45 AM

Out: 8:00 AM

or

Preserve Original Breaks

**The Out punch was changed to 8:00am, the job/duty was changed to alarm call and the option to "preserve the original break" was selected. Select "Reallocate" and the summary of the time appears below. If correct, select "save"**

Reallocation Summary ...

In	Description	Out	Description	Job/Duty	Hours	Delete
3/4/2014 7:45 AM	Early Punch	3/4/2014 8:00 AM	Good	CC12 Alarm Call	0.2500	<input type="checkbox"/>
3/4/2014 8:00 AM	Early Punch	3/4/2014 4:30 PM	Good	CC12 Office Clerk III 12 Month	8.5000	<input type="checkbox"/>
	Good		Good	UNPAID	0.5000	<input type="checkbox"/>

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tue 3/4	7:45 AM	Good	8:00 AM	Good	CC12 Alarm Call	0.2500	<input type="checkbox"/>	<input type="checkbox"/>	>
				7:45 AM		8:00 AM						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tue 3/4	8:00 AM	Early Punch	4:30 PM	Good	CC12 Office Clerk III 12 Month	8.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM 4:30 PM >
				7:43 AM	Grosvenor Clock	4:30 PM						
									<b>Hours for Day:</b>	<b>8.7500</b>		



# Reallocating time worked or absences

Second example is reallocating a day as Absent to time worked. Reason for this maybe they were attending a function outside the district or they forgot to punch for the day.

On a day marked as "Absent", excused time or time worked can be added for the "Scheduled Time" by selecting the reallocate icon to the left of the day/date

Thu 3/6	Absent	NOCT Office Clerk III 12 Month Non-Unit	8:00 AM 4:30 PM
Fri 3/7	Late Punch	NOCT Office Clerk III 12 Month Non-Unit	8:00 AM 4:30 PM

Hours for Day: 0.0000  
Hours For Week: 1.0000

Save

Reallocate Time Record - Mozilla Firefox

https://timesheets.wincapweb.com/ccca/test/clockview/ReallocateTimeRecord.aspx?pTime=218330&abs=1

Andrew Z Adams Time Record

Date: 3/06/2014 (Thursday)  Approved

In	Comment	Out	Comment	Job/Duty	Hours
3/6/2014 8:00:00 AM	Unprocessed	3/6/2014 4:30:00 PM	Unprocessed	Office Clerk III 12 Month Non-Unit	

Raw

Reallocate Time To ...

Time Record  Excused Time

Job/Duty: NOCT Office Clerk III 12 Month Non-Unit

In: 8:00 AM

Out: 4:30 PM or Hours

Preserve Original Breaks

Reallocate

Reallocation Summary ...

In	Description	Out	Description	Job/Duty
3/6/2014 8:00 AM	Unprocessed	3/6/2014 4:30 PM	Unprocessed	NOCT Office Clerk III 12 Month Non-Unit

Save Cancel

If reallocating an absence for time worked, the scheduled time will be defaulted in and you will just need to select "Reallocate" then "Save." The unpaid break hours will be added upon saving.

# Reallocating time worked or absences

Third example is reallocating a day as Absent to excused time (Sick, Personal, Vacation). This can ONLY be done if your district allows you to Add Excused time. If you district uses Wincap or WincapWEB Leave Request once the excused time is entered/approved there it will update to the Timesheet automatically.

On a day marked as "Absent", excused time or time worked can be added for the "Scheduled Time" by selecting the reallocate icon to the left of the day/date

Date	Time	Status	Job/Duty	Hours
Thu 3/6		Absent	NOCT Office Clerk III 12 Month Non-Unit	0.0000
Fri 3/7	12:45 PM	Late Punch	NOCT Office Clerk III 12 Month Non-Unit	0.0000
	12:41 PM			

Hours for Day: 0.0000  
Hours For Week: 1.0000

If reallocating an absence to excused time, select the applicable excuse code, then reallocate. Once the summary appears, if the day should have unpaid hours for a break associated with it remember to add those in prior to saving.

Reallocate Time Record - Mozilla Firefox  
https://timesheets.wincapweb.com/cca/test/clockview/ReallocateTimeRecord.aspx?pTime=218330&abs=1

Andrew Z Adams Time Record

Date: 3/06/2014 (Thursday)  Approved

In	Comment	Out	Comment	Job/Duty	Hours
3/6/2014 8:00:00 AM	Unprocessed	3/6/2014 4:30:00 PM	Unprocessed	Office Clerk III 12 Month Non-Unit	

Raw

Reallocate Time To ...

Time Record  Excused Time

Job/Duty: NOCT Office Clerk III 12 Month Non-Unit

Excuse: PR Personal Days

In: 8:00 AM

Out: 4:30 PM or Hours

Preserve Original Breaks

Reallocate

Reallocation Summary ...

In	Description	Out	Description	Job/Duty	Hours	UnPaid	Delete
3/6/2014 8:00 AM	PR Personal Days	3/6/2014 4:30 PM		NOCT Office Clerk III 12 Month Non-Unit	8.5000		<input type="checkbox"/>

Save Cancel



# Adding Notes to Employee Timecard

A note and/or note type may be added to the timecard by selecting the ">" symbol located on the right hand side of the timecard. The note section will appear where the note type and notes field display. The Note Type field is a table of all of the canned comments that the district has chosen for selection. The Note section allows for you to type in free form text. After entering the preferred note type and/or note select "save" to save the entry to your timecard.

The screenshot displays the timecard interface for Mulligan, Bridget M. J. The interface includes a header with filters for Location (All Locations), Date Range (12/01/2013 - 12/31/2013), Employee (Mulligan, Bridget M. J.), and Description (All). Below the header, there are sections for adding new time or excused time, and a summary of punches (3.0000 hrs.), breaks (0.0000 hrs.), and excused time (0.0000 hrs.), with a total of 3.0000 hrs. The main timecard table shows a single entry for Thursday, 12/19, from 4:00 PM to 7:00 PM, with a description of 'Good' and a job/duty of 'TSCI Intramurals'. A red arrow points to the '>' symbol at the end of the entry. Below the table, there are options to expand all dropdowns, show hours summary, and buttons for refresh and save.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Thu 12/19	4:00 PM	Good	7:00 PM	Good	TSCI Intramurals	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>

Hours for Day: 3.0000  
Hours For Week: 3.0000

Expand All Dropdowns    Breaks Display: Hide Breaks     Show Hours Summary    Refresh    Save

**In order to add additional notes to your timecard entry, select the ">" at the end of the entry to open up the note and note type section.**



# Adding Notes to Employee Timecard

Time Card Reports

By Pay Period | **By Dates**

Location: All Locations | Date Range: << 12/01/2013 - 12/31/2013 >>

Employee: << Mulligan, Bridget M. J >> | Description: All | Refresh

+Add New Time | +Add Excused Time

Punches: 3.0000 hrs.  
Breaks: 0.0000 hrs.  
Excused: 0.0000 hrs. | Total: 3.0000 hrs. | Save

The note section has two areas for you to add items to. The note type section is a dropdown of canned notes that your district has chosen for your selection. The list will alphabetically appear where you should make a selection if applicable

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
12/19	4:00 PM	Good	7:00 PM	Good	TSCI Intramurals	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<
	4:00 PM		7:00 PM							

Note Type: Note

- Excuse - Mother
- Excuse - Pet
- Excuse - Sister
- Excuse - Son
- Excuse - Therapy
- Excused Absence
- Excused Absence - No Sick Days Remaining
- Extra Run
- Family Emergency
- Field Hockey
- Flex Time
- Flex Time - Accrual
- Flex Time - Used
- Flooding
- Football
- Garage
- Jury Duty

Hours for Day: 3.0000  
Hours For Week: 3.0000

Refresh | Save

## Time

By Pay Period | **By Dates**

Location: All Locations | Date Range: << 12/08/2013 - 12/21/2013 >>

Employee: << Mulligan, Bridget M. J >> | Description: All | Refresh

+Add New Time | +Add Excused Time

Punches: 3.0000 hrs.  
Breaks: 0.0000 hrs.  
Excused: 0.0000 hrs. | Total: 3.0000 hrs. | Save

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Thu 12/19	4:00 PM	Good	7:00 PM	Good	TSCI Intramurals	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>
	4:00 PM		7:00 PM							

Note Type: Meadow Drive Intramurals

Note:

Hours for Day: 3.0000  
Hours For Week: 3.0000

Once you select the applicable "note type" you have the ability to type free form text in the "note" section if you wanted to write something further. Once the time entry is all set remember to hit "save"

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save

Show Hours Summary





# Approving Employees time from the Timecard

As a supervisor you are responsible for reviewing the employee's timecards for accuracy and approving. Items to look for are the correct date, the correct times, the correct note types and job/duties were chosen. This may all be reviewed right on the employee timecard on either the By Pay Period or By Dates tab prior to payrolls deadline for approval. Depending on what level Supervisor you are, the correct approval box will be prominent on the screen. Each line of detail requires that an approval checkmark is placed in the applicable box to stamp your approval on the time. The checkmark can be individually selected for each entry or it may be selected for all time that is not in error by selecting the "Approve All" button at the top of the timecard. As you approve each timesheet, the employee list has an over arrow where you can go through each of the employees to approve the time necessary for the applicable payroll date. There are two ways after approving the timecards you can verify that you have approved all time. The Time Overview screen and the Pending Approvals Report can be used to verify that you have approved all of the applicable time in order for the next supervisor to approve the timecards.

The screenshot shows the 'Timesheets' tab in a web application. The user is logged in as a level 2 supervisor, indicated by the 'S2APPR' label in the table. The interface includes a navigation bar, a search and filter section, a summary of punches and breaks, and a table of timecard entries. A yellow callout box provides instructions on how to use the approval checkboxes and the 'Approve All' button.

**Professional Development** | **Employee Self-Service** | **Payroll Vouchers** | **Timesheets**

By Pay Period | **By Dates**

Location: All Locations | Date Range: 12/08/2013 - 12/21/2013 | Employee: Capellan, Donna Y | Description: All | Refresh

+Add New Time | Punches: 4.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 4.0000 hrs. | Approve All | Save

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Sat 12/14	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
						Hours for Day:	2.0000			
						Hours For Week:	2.0000			
✗ Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>
						Note Type: Football				
						Note:				
						Hours for Day:	2.0000			
						Hours For Week:	2.0000			

The approval box that you are responsible for selecting will be highlighted on your screen. In this example the level 2 Supervisor is signed in so S2APPR is highlighted for approval. If the time does not have a checkbox then the time is not approved. You can individually approve each line or you can review each line and then select "approve all." Any time that is left in error (attendance/missing punch etc.) will not approve although you select "approve all." Make sure when approving timecards that the correct pay period or date range is selected.



# Approving Employees time from the Timecard

**Time**

By Pay Period | **By Dates**

Location: All Locations | Date Range: 12 / 08 / 2013 - 12 / 21 / 2013

Employee: Capellan, Donna Y | Description: All | Refresh

**Punches:** 4.0000 hrs.  
**Breaks:** 0.0000 hrs.  
**Excused:** 0.0000 hrs. | **Total:** 4.0000 hrs. | Approve All | Save

**Timecard** | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Sat 12/14	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
<b>Hours for Day:</b>						2.0000				
<b>Hours For Week:</b>						2.0000				
Fri 12/20	7:00 AM	Good	9:00 AM	Good	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	>
Note Type		Football								
Note										
<b>Hours for Day:</b>						2.0000				
<b>Hours For Week:</b>						2.0000				

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save

Show Former Employees |  Show Hours Summary | Timecard Audit

Show Employees Reporting to Me during the above Dates Range

**Hit the over arrow to go to the next employee after approving the current one. Continue to approve the time until all timecards for the time period are marked with your approval**

**Time that you have approved will be marked with a checkmark**

# Approving Employees time from the Time Overview

In order to Mass Approve employee timecards for a particular date range, you will want to access the "Time Overview" screen. After selecting "Time Overview" from the Timesheets menu, the overview screen will appear for a current date range. You will first want to set your date range to the period of time that you are approving for. The next item is to change your view type to "Time Requiring Approval At My Level." Select the "Refresh" button to update your screen with the selected options. You will generate a list of all employees who have time worked within the date range selected and have been approved by lower level supervisors. This time can be mass approved by selecting the "Approve All" button at the top of the timecard or by selecting the checkbox in the "Appr" column for those line items you wish to approve. As you approve the time and the employee has no other time awaiting your approval or in error, they will disappear from your list. Once you have approved all of the time, no one should display under your listing for "Time Requiring Approval at my Level."

Home myWinCap Professional Development Employee Self-Service Payroll Vouchers Timesheets

Home Time Overview Employees Time Card Mass Add Notes Pay Period Export Reports

Time Overview Time Requiring Approval At My Level Date Range: 12/22/2013 - 01/04/2014 Lock Dates Refresh Approve All

\*All Times are in EDT/EST

	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Th 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Mon 12/30	Tue 12/31	Wed 01/01	Thu 01/02	Fri 01/03	Sat 01/04	Total	A	SA3	SA2	SA	Appr.	
Bailey, Gregg																					
TSCI Audience Control Athletics																					
Beach, Kathryn																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Brand, Joan																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Dann, Judith																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Falasca, Constantine																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Galli, Andrea																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Genao, Maria																2			✓		<input type="checkbox"/>
TSCI Audience Control Athletics																2			✓		<input type="checkbox"/>
Hess, Pauline																4			✓		<input type="checkbox"/>
TSCI Intramurals																4			✓		<input type="checkbox"/>
Levinson, Kay																4			✓		<input type="checkbox"/>
TSCI Intramurals																4			✓		<input type="checkbox"/>
McGuire, Paula																4			✓		<input type="checkbox"/>
TSCI Intramurals																4			✓		<input type="checkbox"/>
Mulligan, Bridget M.																4			✓		<input type="checkbox"/>
TSCI Intramurals																4			✓		<input type="checkbox"/>
Oberheim, Jack																4			✓		<input type="checkbox"/>
TSCI Intramurals																4			✓		<input type="checkbox"/>

The Time Overview Screen has many view options but the view you should approve from is "Time Requiring Approval at My Level." If the lower level supervisors have not approved the time for the time period selected the employees will not appear for approval

The date range should be adjusted to the proper time period you will be approving. You may manually type the date range or select the to and from boxes and select the date from the calendar. After the date range is correct, select "refresh" to update the page.





# Approving Employees time from the Time Overview

## Time Overview Screen: All Times That I May Approve

In order to see time worked for the date range that you have selected but that is not yet at your level for approval, you may change the Time Overview view to "All Times That I May Approve." This view will show you any time that needs your approval but has not been approved by any lower level supervisors. You may supersede that supervisor's approval in order for the employee's time to be exported at Pay Period End or you may wait until the time is requiring your approval. If you will supersede the lower level approval and approve the time, the "Approve All" button and the selection checkbox for individual approval are available on this view. Approving through either option will mark your approval on the time and allow payroll to export the time for payment if you are the highest level supervisor (SAPPR). If you are going to wait for the lower level supervisor's approval you will need to check back periodically before payroll's due date to look at the "Time Requiring Approval at your Level" to see if the time displays for your approval.

The screenshot shows the 'Time Overview' interface with the view set to 'All Times That I May Approve'. The date range is 12/01/2013 to 12/31/2013. The employee is Mulligan, Bridget M. The table shows time worked for various dates, with a total of 4 hours. The 'Approve All' button is visible. A yellow callout box points to the table, stating: "All the times I may approve" will show you time targeted for the date range selected but the times that are still awaiting a lower level approver's approval.

The time has not been approved by the lower level supervisors. It will allow you to approve and supersede the lower level approver's approval or you can wait until they have approved and the time populates under "Time Requiring Approval at my Level"

The screenshot shows the 'Time Overview' interface with the view set to 'Time Requiring Approval At My Level'. The date range is 12/01/2013 to 12/31/2013. The employee is Mulligan, Bridget M. The table shows time worked for various dates, with a total of 4 hours. The 'Approve All' button is visible. A yellow callout box points to the table, stating: If you are awaiting the lower level supervisor's approval on employee's time you want to periodically check back before payroll is due to see if the time appears as "Requiring approval at your level".

If you are awaiting the lower level supervisor's approval on employee's time you want to periodically check back before payroll is due to see if the time appears as "Requiring approval at your level"





# Pending Approvals Report

The Pending Approval Report can be used by a Supervisor in order to verify that all time targeted for a pay period at your level has been approved. By selecting “At My Level” and the correct pay period, running the report will return any time that is awaiting approval at your level. If it indicates “no data available” then all time has been approved.

The screenshot shows the 'Timesheet Pending Approvals Report' interface. On the left is a navigation menu with categories: Home, Time Overview, Employees, Time Card, Mass Add Notes, Pay Period Export, Reports, and Time. The 'Time' category is expanded, showing options like PP End Preview, Pay Period End, Pending Approvals, Timecard, Timecard Audit, and Timesheet Analysis. The main report area has the following settings:

- Approval Level:** Only show Time/Attendance requiring My Approval. Radio buttons are selected for 'At My Level', 'At the Top Level', 'At Any Level', and 'That have been approved at a higher level than My Level'.
- Filter By:** Radio buttons for 'By Pay Period' and 'By Dates'. 'By Pay Period' is selected with a dropdown for '2014' and '017 [01/15/2014]'. A checkbox for 'Include Prior Pay Periods' is checked.
- Location:** All Locations
- Employees With:** Any Supervisor Level, Any Supervisor
- Employees:** All Employees. A 'Show Employee Filter' link is visible.
- Time Type:** Checkboxes for 'Time' and 'Excused Time' are both checked.
- Include Only:** Checkboxes for 'Ready for Approval' (checked) and 'With Errors' (unchecked).

A 'Run Report' button is at the bottom of the form. Below the form, a message states: '\* Only Time and Excused Time that have not been exported are displayed.' and 'Count: 0'. At the very bottom, a message reads: 'There is no data available.'.

Annotations include:

- A yellow box on the right: 'Select "At My Level" for the applicable payroll and the "Run Report"'. Arrows point from this box to the 'At My Level' radio button and the 'Run Report' button.
- A yellow box at the bottom right: 'If all of the time that you should have approved for the pay period is already successfully approved you will receive a message "there is no data available"'. An arrow points from this box to the 'There is no data available.' message.
- A yellow box on the left: 'Select Reports/Time/Pending Approvals to open up the pending approvals report.'. An arrow points from this box to the 'Pending Approvals' menu item.



# Pending Approvals Report

## Timesheet Pending Approvals Report

**Approval Level:** Only show Time/Attendance requiring My Approval ⓘ

At My Level  
 At the Top Level  
 At Any Level  
 That have been approved at a higher level than My Level

**Filter By:**  By Pay Period << 2014 017 [01/15/2014] >>  Include Prior Pay Periods  
 By Dates

**Location:** All Locations

**Employees With:** Any Supervisor Level Any Supervisor

**Employees:** All Employees Show Employee Filter ⓘ

**Time Type:**  Time  Excused Time

**Include Only:**  Ready for Approval  With Errors

Run Report

If anyone displays after running the report you will need to go to those employee's timecards to approve the dates that are indicated on the report and approve

\* Only Time and Excused Time that have not been exported are displayed.

Count: 1

Employee	Date	In	Out	Hours	Job/Duty	Attendance	S3	S2	S	Emp App	S3 App	S2 App	App	Sked In	Sked Out	Raw In	Raw Out
Capellan, Donna	12/14/2013	12/14/2013 10:00 AM	12/14/2013 12:00 PM	2.0000	Audience Control Athletics			CMCA	DMCC							12/14/2013 10:00:00 AM	12/14/2013 12:00:00

# Other Time Overview Options

The Time Overview has other options that allow you to review your employees data in a summary form. It is just not used for Approving Time.

- Overview of All Times – Allows you to view your employees in a weekly view. This is good to see if all the employees have worked their total hours for the week or pay period.
- Overview of All Employees – Shows the same view but all your employees and employees you may also be backup for.
- Overview of Missing Punches – Shows your employees that have missing punches.
- Overview of Absences – Shows your employees that are considered Absence.

	Wed 09/13	Thu 09/14	Fri 09/15	Sat 09/16	Sun 09/17	Mon 09/18	Tue 09/19	Wed 09/20	Thu 09/21	Fri 09/22	Sat 09/23
LACS Assistant Cook Cosgrove	6.75	6.75	6.75			6.75	6.75	6.75			
LACS Assistant Cook Cosgrove									A	A	
LACS Assistant Cook Taylor	6.5	6.5	6.5			6.5	6.5	6.5			

# Timecard Report

The Timecard Report will generate a PDF report of exactly what is on the employee's timecard for a selected date range. You have the ability to print multiple employees or individual employees with additional show options.

The screenshot shows the 'Timecard Report' interface. At the top, the title 'Timecard Report' is centered. Below it, the 'Date Range' is set to '12 / 01 / 2013 - 12 / 30 / 2013'. A red arrow points to the date range input field. Below the date range, there are several filter options: 'Location' (All Locations), 'Employees With' (Any Supervisor Level), and 'Employees' (All Employees). A 'Show Employee Filter' dropdown is visible, with a red arrow pointing to it. Below these, there are checkboxes for 'Show Only Employees with Time worked on Job Duties Reporting to Me', 'Breaks Display' (Hide Breaks), and various other options like 'Show Only UnApproved', 'Show blank time and absences.', 'Show Minimum Hours.', 'Show all raw time as well on Timecard.', 'Show Scheduled Time on Timecard.', 'Show In/Out Description on Timecard.', 'Show IP Address on Timecard.', 'Show Note Types', 'Show Notes.', 'Show Hours for Taker No Pay.', 'No Task Totals', 'Show Task Totals', 'Show Task Totals By Week', and 'Start a new page after each Timecard.'. At the bottom, there are 'Additional Filter Options', 'Filters: Clear Filter', 'Reload', 'Add New', 'Create Report', and 'Export' buttons. A red arrow points to the 'Create Report' button.

Change your date range to the necessary date range by manually typing the dates or by selecting the dates from the calendar.

If you would like a report of all employees, the employee filter should remain minimized. If you are looking to print timecards for specific employees you may open up the employee filter by selecting the double down arrows and selecting the employees you wish to print

You have additional show options and filter options available to you. If you would like to display certain criteria such as note types the option should be selected.

Once you are ready to run the report, select "Create Report." A PDF report will generate in a new window. Make sure all pop-ups are allowed from the site if the report does not appear. Pop-up blockers will not allow the report to generate.



# Timecard Report

## Time Card Report By Employee

Employee Count: 36

Dates: 8/27/2017 - 9/16/2017 [Show Breaks] [Showing Notes]

\* - When dates are followed by an asterisks(\*), the time record crosses multiple days

### Doe, John, Clock ID: 99000980, Payroll ID: 02486

Date	In	Description	Out	Job/Duty	Hours
Tue 09/05/2017	8:00 AM		1:45 PM	Food Service Helper Substitute Bernabi	5.7500
Tue 09/05/2017		(Paid Break)		Food Service Helper Substitute Bernabi	0.25
					<b>5.7500</b>
Wed 09/06/2017	8:00 AM		1:45 PM	Food Service Helper Substitute Bernabi	5.7500
Wed 09/06/2017		(Paid Break)		Food Service Helper Substitute Bernabi	0.25
					<b>5.7500</b>
Thu 09/07/2017	8:15 AM		2:00 PM	Food Service Helper Substitute Wils East	5.7500
Thu 09/07/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.7500</b>
Fri 09/08/2017	8:15 AM		1:15 PM	Food Service Helper Substitute Wils East	5.0000
Fri 09/08/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.0000</b>
<b>Week Totals:</b>					<b>22.2500 Hrs</b>
Mon 09/11/2017	8:15 AM		1:30 PM	Food Service Helper Substitute Wils East	5.2500
Mon 09/11/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.2500</b>
Tue 09/12/2017	8:15 AM		1:15 PM	Food Service Helper Substitute Wils East	5.0000
Tue 09/12/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.0000</b>
Wed 09/13/2017	8:15 AM		1:15 PM	Food Service Helper Substitute Wils East	5.0000
Wed 09/13/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.0000</b>
Thu 09/14/2017	8:15 AM		1:15 PM	Food Service Helper Substitute Wils East	5.0000
Thu 09/14/2017		(Paid Break)		Food Service Helper Substitute Wils East	0.25
					<b>5.0000</b>
<b>Week Totals:</b>					<b>20.2500 Hrs</b>
<b>Totals:</b>					<b>42.5000 Hrs</b>

# Pay Period End Report

The Pay Period End Report is a way to verify that all time has been approved by the highest level supervisor that is targeted for a particular payroll. If anything has been left without that approval, it will be reported as a validation error indicating “UnApproved Time.” The Pay Period End Report will also summarize all of the items that have been fully approved and will be exported by payroll for payment. Select “Pay Period Export” from the Timesheets menu to open up the Pay Period End report. Select the applicable Pay Period and then “Create Report.” The Pay Period report will begin to run under the available reports listing. Select the “refresh” column until the status indicates “Complete.” Any validation errors such as unapproved time, missed punches, pay authorization errors will be recorded under the critical errors, errors, and/or warnings column. By selecting the “Yes” in each column, any validation message that applies to you will be displayed. If nothing displays, there are errors but for employees that do not report to you. If you see unapproved time, you may select the clock icon to approve the time from the employee’s timecard. By running another Pay Period End report, the errors will disappear from the next report once they are fixed.

The screenshot shows a web application interface for generating a Pay Period End Report. At the top, a navigation bar includes links for Home, myWinCap, Professional Development, Employee Self-Service, Payroll Vouchers, and Timesheets. A left sidebar menu lists options like Home, Time Overview, Employees, Time Card, Mass Add Notes, Pay Period Export, and Reports. The main content area is titled "Pay Period End Report" and contains a "Choose a Pay Period" section with dropdown menus for "Fiscal Year" (set to 2014) and "Pay Period" (set to 017 - 01/15/2014), followed by a "Create Report" button. Below this is an "Available Reports" section with a "Refresh" button and a message stating "No Pay Period End reports available." A yellow callout box with arrows points to the "Pay Period" dropdown and the "Create Report" button, containing the text: "Select the appropriate Pay Period and 'Create Report'". Another yellow callout box at the bottom explains: "In order to get a payroll summary of all the employees to be paid and verify that all time has been fully approved, you should run the Pay Period End Report. Select Pay Period Export from the menu to open up the report".

# Pay Period End Report

**Pay Period End Report**

Choose a Pay Period

Fiscal Year

Pay Period

Available Reports

Run On	Run By	Fiscal Year	Period	Export	Critical Errors	Has Errors	Has Warnings	Status	Action
12/24/2013 8:37:38 AM	McCallion, Danielle C.	2014	017		Yes	Yes	Yes	Complete	

\* Please delete reports that are no longer required. If there are more than 5 reports the system will automatically delete the older reports leaving only the 5 most recent reports.

The Pay Period End report will begin to run under the available reports. Continue to hit the "refresh" button to hit the "refresh" button until the status says "Complete"

If any Critical Errors, Errors or Warnings exist for the payroll, the columns will have a "Yes" in them. When clicking on the yes you will see any validation error that apply to you. If none display, this is because there are errors but another supervisor must clean them up.

**Pay Period End Report Details**

Fiscal Year     Period No     Check Date

Location:  [Back to Pay Period End Report](#)

Include Employees Reporting To Me Today

Errors/Warnings  Type

Name	Payroll ID	Location	Fiscal Year	Period	Period Start	Period End	Error/Warning	Description	Action
Bailey, Gregg	01935	Work Location 11	2014	017	12/01/2013	12/31/2013	Warning	UnApproved Time *	

\* - Prior Pay Period

If anyone displays with unapproved time you may access their timecard by selecting the clock icon and approving the time. The validation errors do not disappear from this report but another one may be created to verify all errors are addressed



# Pay Period End Report

Time

By Pay Period | By Dates

Location: All Locations | Pay Period: 2014 | 017 [01/15/2014]

Employee: Bailey, Gregg X | Description: All | Refresh

+Add New Time | Punches: 2.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 2.0000 hrs. | Approve All | Save

+Add Excused Time

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR Scheduled
Sun 12/29	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Note Type: Soccer							
		Note							
						Hours for Day: 2.0000			
						Hours For Week: 2.0000			

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save  
 Show Former Employees |  Show Hours Summary |  Show Overtime | [Timecard Audit](#)

To Approve employee's time from the timecard you can select the "approve all" button or you may individually select the checkbox for SAPPR approval.

Time

By Pay Period | By Dates

Location: All Locations | Pay Period: 2014 | 017 [01/15/2014]

Employee: Bailey, Gregg X | Description: All | Refresh

+Add New Time | Punches: 2.0000 hrs. | Breaks: 0.0000 hrs. | Excused: 0.0000 hrs. | Total: 2.0000 hrs. | Approve All | Save

+Add Excused Time

Timecard | Break Times | Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR Scheduled
Sun 12/29	10:00 AM	Extra Punch	12:00 PM	Extra Punch	TSCI Audience Control Athletics	2.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Note Type: Soccer							
		Note							
						Hours for Day: 2.0000			
						Hours For Week: 2.0000			

Expand All Dropdowns | Breaks Display: Hide Breaks | Refresh | Save  
 Show Former Employees |  Show Hours Summary |  Show Overtime | [Timecard Audit](#)

Once the time is approved your checkmark will be placed on the time entry.

# Pay Period End Report

In order to see the Pay Period End detail of what is going to be paid select the magnify glass in the action column to open up the Pay Period End Data tab. This tab of the Pay Period End report will display all of the fully approved time that is set to be exported and imported into WinCap for payroll. Each employee will have a separate line of detail for the time worked with the adjustment code, number of hours and work dates available. If you prefer this detail on a printable report, select the “Report” tab of the pay period end details and print the “detailed” view of the pay period end report.

**Pay Period End Report**

Choose a Pay Period

Fiscal Year  ▼

Pay Period  ▼

Available Reports

Run On	Run By	Fiscal Year	Period	Export	Critical Errors	Has Errors	Has Warnings	Status	Action
12/24/2013 8:37:38 AM	McCallion, Danielle C.	2014	017		<a href="#">Yes</a>	<a href="#">Yes</a>	<a href="#">Yes</a>	Complete	<a href="#">✖</a> <a href="#">🔍</a>

\* Please delete reports that are no longer required. If there are more than 5 reports the system will automatically delete the older reports leaving only the 5 most recent reports.

Select the magnify glass to open up the pay period end report on the pay period end data tab

# Pay Period End Report

## Pay Period End Report Details

Fiscal Year

Period No

Check Date

Location:

[Back to Pay Period End Report](#)

Include Employees Reporting To Me Today

Pay Period End Data Report Validation Result Validation Report

**This tab will display a listing of everything that is fully approved and will be exported and paid by payroll**

Pay Type:

Show Attendance that is included in the hours

Name	Payroll ID	Type	Hours	Hrs with Min	Multiplier	Pos Code	Adj Code	From	To	Attendance	OT Rule	Blend Rates	Summarized	Action
<a href="#">Beach, Kathryn D</a>	02205	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Brand, Joan S</a>	00204	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Capellan, Donna Y</a>	00615	R	2.0000	2.0000		TSCI	AC-A	12/14/2013	12/14/2013		NOAD		Per Occurance	
	00615	R	2.0000	2.0000		TSCI	AC-A	12/20/2013	12/20/2013		NOAD		Per Occurance	
<a href="#">Dann, Judith S</a>	01607	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Falasca, Constantine C</a>	01282	R	2.0000	2.0000		TSCI	AC-A	12/20/2013	12/20/2013		NOAD		Per Occurance	
	01282	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Galli, Andrea B</a>	01632	R	4.0000	4.0000		TSCI	AC-A	12/14/2013	12/14/2013		NOAD		Per Occurance	
	01632	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Genao, Maria Q</a>	01975	R	4.0000	4.0000		TSCI	AC-A	12/14/2013	12/14/2013		NOAD		Per Occurance	
	01975	R	2.0000	2.0000		TSCI	AC-A	12/20/2013	12/20/2013		NOAD		Per Occurance	
	01975	R	2.0000	2.0000		TSCI	AC-A	12/29/2013	12/29/2013		NOAD		Per Occurance	
<a href="#">Giametta, Linda T</a>	02804	R	4.0000	4.0000		TSCI	AC-A	12/14/2013	12/14/2013		NOAD		Per Occurance	
<a href="#">Griffith, Richard Q</a>	02695	R	4.0000	4.0000		TSCI	AC-A	12/14/2013	12/14/2013		NOAD		Per Occurance	

Each employee is listed with the total number of hours, the adjustment code and the work dates that will be imported into WinCap.



# Pay Period End Report

**Pay Period End Report Details**

Fiscal Year       Period No       Check Date

Location:        [Back to Pay Period End Report](#)

Include Employees Reporting To Me Today

**Pay Period End Data**      **Report**      [Validation Result](#)      [Validation Report](#)

Report Type:

Employees With:

Pay Type:

Job/Duty:

Show Minimum Hours

Show Attendance that is included in the hours

Show Summary of Hours

There are different summary options available but "Detailed" will provide the view just like that on the Pay Period End data tab. Once you are ready to generate the PDF report select "Create Report"

Select the "Report" tab if you prefer a print off of the Pay Period End Data.

# Questions?

