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
2. Enter your email and Password. (This email/password is from the Invite you received to WincapWEB)

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.

*** 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>In Description</th>
<th>Out Description</th>
<th>Job/Duty</th>
<th>Hours</th>
<th>APPR $2APPR SAPP SAPP Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 1/29</td>
<td>10:00 AM</td>
<td>Extra Punch</td>
<td>TSCI Audience Control Athletics</td>
<td>2.0000</td>
<td></td>
</tr>
</tbody>
</table>

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 "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:

- The Timecard Audit is a listing of all changes made to an employee's timecard.
- The "Show Overtime" option is only available on the "By Pay Period" tab. When selected the Totals box at the top of the timecard display the employee's overtime hours as a hyperlink.
- 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 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.
Navigating to Employee Timecards

- **Job/Duty**: 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.

- **Employee Scheduled Time**: The time scheduled for an employee.

- **Breaks/Lunches**: May appear depending on the break display selected at the bottom of the timecard.

- **Punch Descriptions**: 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.
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.

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.

In this example the 9:00am was changed to 10:00am. Once the record was saved the hours total 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.
Deleting Time from Employee Timecard

Use the Timecard Audit to review deleted time.
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.
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

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.

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.

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.
Reallocation time worked or absences

The Reallocate Time Record prompt appears where the portion of time that you need changed should be changed then select "reallocate".

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".

Hours for Day: 8.7500
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.
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 your district uses Wincap or WincapWEB Leave Request once the excused time is entered/approved there it will update to the Timesheet automatically.

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.
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.

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

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.

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"
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.
Approving Employees time from the Timecard

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.”
Approving Employees time from the Time Overview

- Time shown in Red has no changes and meets schedule. Time shown in Black could be a person who doesn’t have a schedule and worked(Sub) or the person’s Punches or breaks have been changed.

- Once the correct date range is displayed for the overview screen all employee’s with time at your level of approval will display.

- The job duty will be specified on separate lines where time was worked and summarized with totals on the days worked.

- An Approval Box will be listed for each line where you can individually select or you can select "Approve All".

- If you want to individually look at the detail of an employee’s timecard you can right click on their name and select "open in new tab" to open up the employee’s timecard.

To set the display height, enter the desired height of the display, in pixels (300 to 1000), into the text box and click on the Apply button.

Display Height (in pixels): [ ] Apply

Once you have approved all of the time requiring approval at your level for the date range displayed, all the employees will disappear from the listing.
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.
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.

Select "At My Level" for the applicable payroll and the "Run Report"

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"
Pending Approvals Report

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

```
<table>
<thead>
<tr>
<th>Employee</th>
<th>Date In</th>
<th>Date Out</th>
<th>Hours</th>
<th>Job/Department</th>
<th>Attendance</th>
<th>$3</th>
<th>$2</th>
<th>S3 App</th>
<th>S2 App</th>
<th>Sked In</th>
<th>Sked Out</th>
<th>Raw In</th>
<th>Raw Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capelan, Donna</td>
<td>12/14/2013</td>
<td>12/14/2013</td>
<td>10:00 AM</td>
<td>12/14/2013 12:00 PM</td>
<td>2.0000</td>
<td>CMCA</td>
<td>DMCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/14/2013 10:00:00 AM</td>
<td>12/14/2013 12:00:00</td>
</tr>
</tbody>
</table>
```
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.
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.

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

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

- When dates are followed by an asterisk (*), the time record covers multiple days.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Description</th>
<th>Out</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 09/05/2017</td>
<td>8:00 AM</td>
<td>1:45 PM Food Service Helper Substitute Bernabi</td>
<td></td>
<td>5.7500</td>
</tr>
<tr>
<td>Tue 09/05/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Wed 09/06/2017</td>
<td>8:00 AM</td>
<td>1:45 PM Food Service Helper Substitute Bernabi</td>
<td></td>
<td>6.7500</td>
</tr>
<tr>
<td>Wed 09/06/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Thu 09/07/2017</td>
<td>8:15 AM</td>
<td>2:00 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.7500</td>
</tr>
<tr>
<td>Thu 09/07/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Fri 09/08/2017</td>
<td>8:15 AM</td>
<td>1:15 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.0000</td>
</tr>
<tr>
<td>Fri 09/08/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Mon 09/11/2017</td>
<td>8:15 AM</td>
<td>1:30 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.2500</td>
</tr>
<tr>
<td>Mon 09/11/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Tue 09/12/2017</td>
<td>8:15 AM</td>
<td>1:15 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.0000</td>
</tr>
<tr>
<td>Tue 09/12/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Wed 09/13/2017</td>
<td>8:15 AM</td>
<td>1:15 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.0000</td>
</tr>
<tr>
<td>Wed 09/13/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Thu 09/14/2017</td>
<td>8:15 AM</td>
<td>1:15 PM Food Service Helper Substitute Wils East</td>
<td></td>
<td>5.0000</td>
</tr>
<tr>
<td>Thu 09/14/2017</td>
<td>(Paid Break)</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
</tbody>
</table>

**Week Totals:** 22.2500 Hrs

**Totals:** 42.5000 Hrs
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.
Pay Period End Report

The Pay Period End report will begin to run under the available reports. Continue 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 errors that apply to you. If none display, this is because there are errors but another supervisor must clean them up.

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**

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.

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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Payroll ID Type</th>
<th>Hours</th>
<th>Hrs with Min Multiplier</th>
<th>Pos Code</th>
<th>Adj Code</th>
<th>From</th>
<th>To</th>
<th>Attendance</th>
<th>OT Rule Blend Rates</th>
<th>Summarized</th>
<th>Action</th>
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<td>Reach, Kathryn D</td>
<td>02205</td>
<td>R</td>
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<td>12/29/2013</td>
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<td>12/14/2013</td>
<td>NOAD</td>
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<td>12/14/2013</td>
<td>NOAD</td>
<td>Per Occurrence</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>R</td>
<td>2.0000</td>
<td></td>
<td></td>
<td>12/29/2013</td>
<td>12/29/2013</td>
<td>NOAD</td>
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This tab will display a listing of everything that is fully approved and will be exported and paid by payroll.

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

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?