



## ***WinCapWEB Timesheets- Employee Training Document***

Section 1: Logging into *WinCapWEB* Timesheets

Section 2: Accessing the Timecard

Section 3: Adding New Time Worked

Section 4: Changing Time Worked

Section 5: Adding a Note Type and Note

Section 6: Approving Time

Section 7: Printing your Timecard

## Section 1: Logging into WinCapWEB Timesheets

1. Open Internet Browser and navigate to [www.WinCapweb.com](http://www.WinCapweb.com)
2. Input your citiboces.org email as your username and the password that was chosen during account activation. For assistance with your email address, please contact the IT department at extension 305. If you have had access to WinCapWeb prior to this summer, it is likely that the email address you use to log in is an oswegoboces.org address.
3. Once complete select “Login”



4. If you have trouble logging into WinCapWEB, type your username (email address) and select the “forgot password?” link below the login button
5. A prompt will appear, enter in your email and then select “continue”

### Forgot Password? - Have it reset:

[Need Help? Contact Support](#)

Please enter your email to begin the password reset process.

Email:

6. The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had setup on the initial account activation. Hit “Submit” once completed and you will receive a message that you must go to your email to complete the password reset process. *(If you do not remember the answer to your security question or WinCapWEB is not accepting your answer you will need to contact Mary Soble (ext. 225) in order to have your WinCap Web account reset. Mary will send you a “forgot password” email in order to complete the rest of the process.)*

### Forgot Password? - Have it reset: (Step 2)

[Need Help? Contact Support](#)

Answer the following question to continue with your password reset:

What is your mother's maiden name?

A message has been sent to your email address, please follow the instructions.

7. You will receive an email where you must select the link within the email to reset your password

Dear Valued User,

Someone has requested that the password for your account, username [Timothy.Quigley@webtest.com](mailto:Timothy.Quigley@webtest.com), be reset.

If you did not make this request, please simply disregard this email; it is sent only to the address on file for your account.

To choose a new password, please go to the following URL:

<https://test.wincapweb.com/loginresult.aspx?id=dd28b95d-e9cd-4208-9466-a325d4d8d11c>

Your request originated from 66.195.66.72.

Sincerely,  
Capital Computer Associates

8. The link will bring you to *WinCapWEB* where you must choose a new password. Once complete, select “change password.” This will automatically log you into *WinCapWEB*.



Username (email):

Password:

[Forgot Password?](#)

Welcome [Timothy.Quigley@webtest.com](mailto:Timothy.Quigley@webtest.com), please change your password to continue.  
If this is not you, please click [here](#).

New Password:

Confirm New Password:

**Password Requirements:**

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

To cancel your password reset, click [HERE](#).

## Section 2: Accessing the Timecard

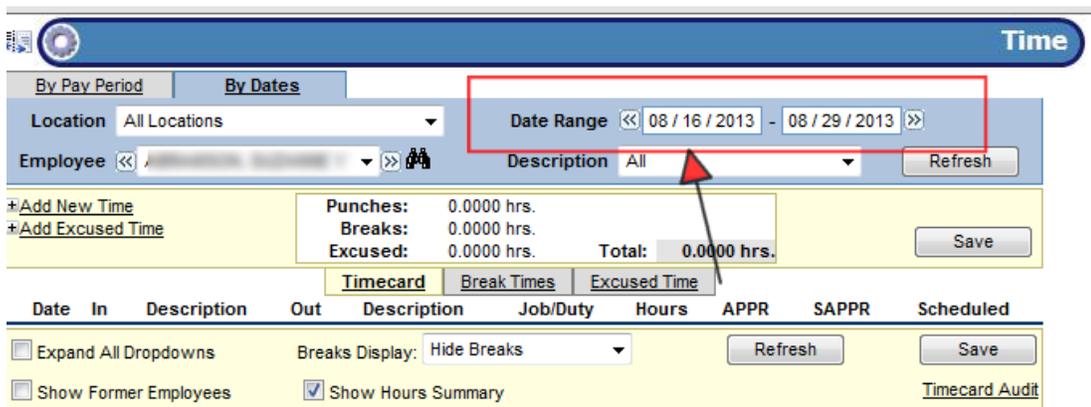
- Once you have successfully logged into *WinCapWEB*, by selecting “timesheets” on the purple toolbar you may access the Timesheets Web Module.  
**You will need to do one left mouse click on the word “Timesheets” in the purple toolbar to log in.**



- Once “Timesheets” is selected, you will enter the Timesheets home page where you will see a “Welcome” greeting. On the home page, you will also see any messages that have been posted by an Admin staff. On the left hand side of your screen the Timesheets Menu will display. In order to access your timecard you must select “Time Card” from the menu.

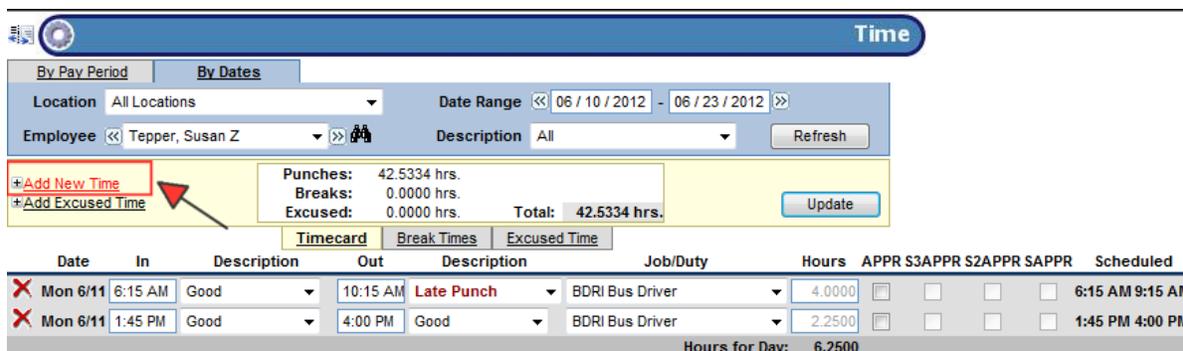


- By selecting “Time Card” from the timesheets menu your timecard will appear for a current date range based on today’s date. The date range appears in the upper right hand corner. In order to change the date range you can manually type in the date’s you wish to display or you can click in the date cell and a calendar will appear where you can chose the date. Select “Refresh” to update the timecard.



### Section 3: Adding New Time Worked

1. If you are required to manually enter the in and out times for each work day, you will need to select “add new time.”



**Time**

By Pay Period | By Dates

Location: All Locations | Date Range: 06 / 10 / 2012 - 06 / 23 / 2012

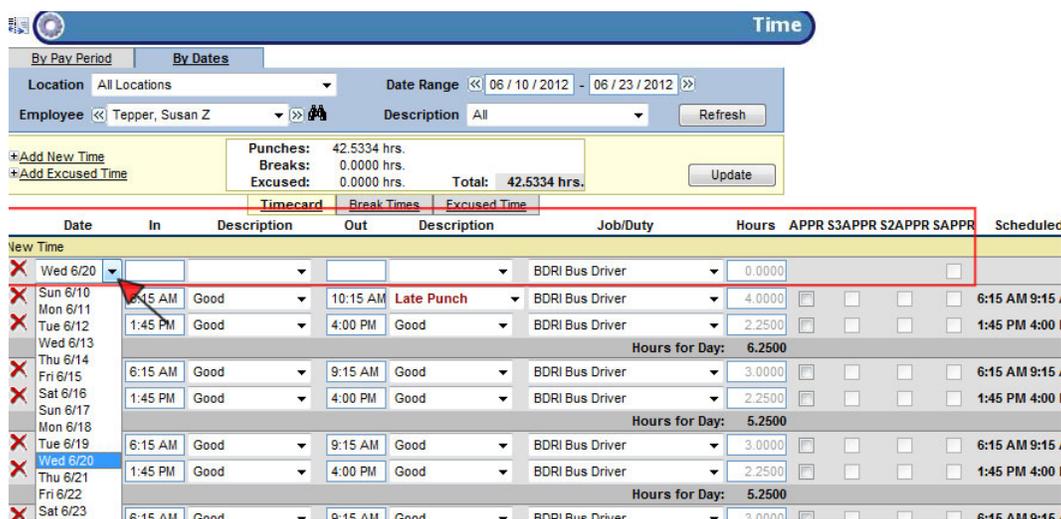
Employee: Tepper, Susan Z | Description: All | Refresh

+Add New Time | +Add Excused Time

Punches: 42.5334 hrs.  
Breaks: 0.0000 hrs.  
Excused: 0.0000 hrs. | Total: 42.5334 hrs. | Update

Date	In	Description	Out	Description	Job/Duty	Hours	APPR S3	APPR S2	APPR S1	Sched
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	BDRI Bus Driver	4.0000				6:15 AM 9:15 AM
Mon 6/11	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500				1:45 PM 4:00 PM
Hours for Day:						6.2500				

2. When “add new time” is selected a new entry row will appear at the top of timecard where the date may be adjusted to the date that you must add time for. The date range may be adjusted by selecting the down arrow and selecting the appropriate date from the list. Only the date range that is selected for the timecard will display in the drop down. If you need to add time for a date outside of the range, you must first adjust your timecard date range and then select “add new time.”



**Time**

By Pay Period | By Dates

Location: All Locations | Date Range: 06 / 10 / 2012 - 06 / 23 / 2012

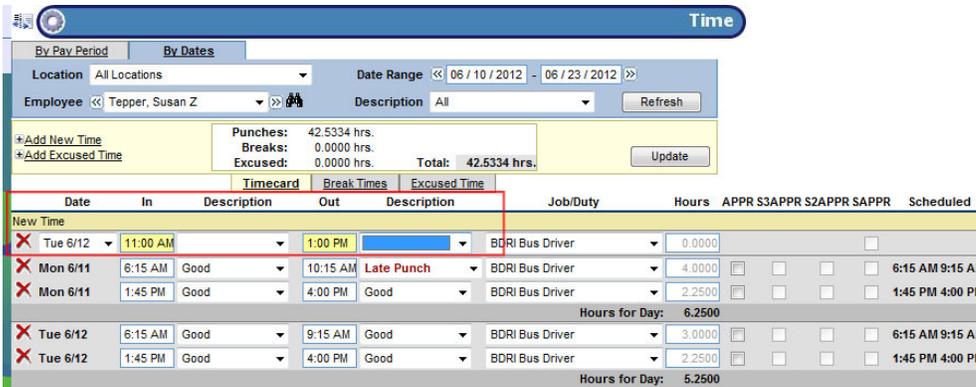
Employee: Tepper, Susan Z | Description: All | Refresh

+Add New Time | +Add Excused Time

Punches: 42.5334 hrs.  
Breaks: 0.0000 hrs.  
Excused: 0.0000 hrs. | Total: 42.5334 hrs. | Update

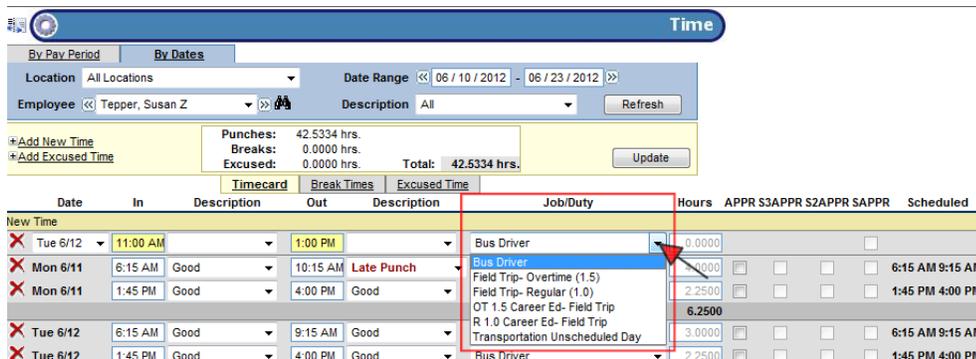
Date	In	Description	Out	Description	Job/Duty	Hours	APPR S3	APPR S2	APPR S1	Sched
New Time										
Wed 6/20					BDRI Bus Driver	0.0000				
Sun 6/10	6:15 AM	Good	10:15 AM	Late Punch	BDRI Bus Driver	4.0000				6:15 AM 9:15 AM
Mon 6/11	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500				1:45 PM 4:00 PM
Hours for Day:						6.2500				
Thu 6/14	6:15 AM	Good	9:15 AM	Good	BDRI Bus Driver	3.0000				6:15 AM 9:15 AM
Fri 6/15	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500				1:45 PM 4:00 PM
Hours for Day:						5.2500				
Tue 6/19	6:15 AM	Good	9:15 AM	Good	BDRI Bus Driver	3.0000				6:15 AM 9:15 AM
Wed 6/20	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500				1:45 PM 4:00 PM
Hours for Day:						5.2500				
Thu 6/21	6:15 AM	Good	9:15 AM	Good	BDRI Bus Driver	3.0000				6:15 AM 9:15 AM
Fri 6/22	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500				1:45 PM 4:00 PM
Hours for Day:						5.2500				
Sat 6/23	6:15 AM	Good	9:15 AM	Good	BDRI Bus Driver	3.0000				6:15 AM 9:15 AM

3. Once you have selected the appropriate date from the drop down list, you will need to type in the in and out times into the empty section for each applicable field. In the example below the employee worked a midday shift from 11:00am to 1:00pm. The punch descriptions may be left blank as once you save the new time entry the system will generate the description “extra punch” because the time is beyond the scheduled work time.



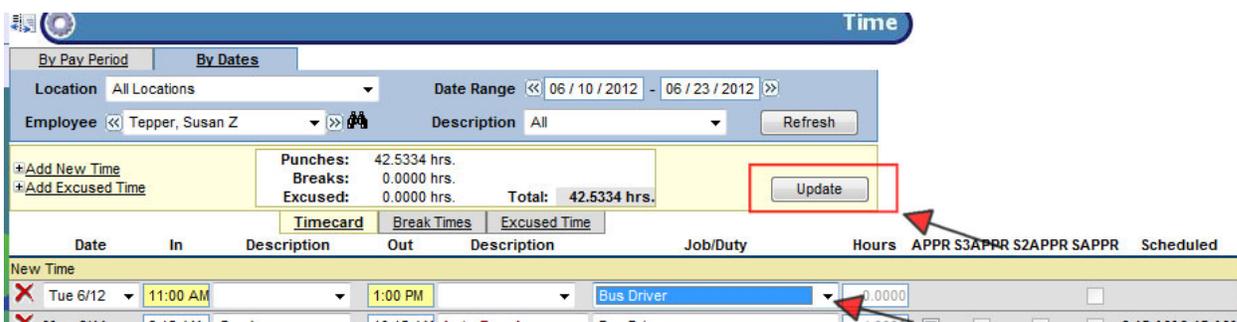
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPP	Scheduled	
Tue 6/12	11:00 AM		1:00 PM		BDR Bus Driver	0.0000						
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	BDR Bus Driver	4.0000					6:15 AM 9:15 AM	
Mon 6/11	1:45 PM	Good	4:00 PM	Good	BDR Bus Driver	2.2500					1:45 PM 4:00 PM	
						Hours for Day:	6.2500					
Tue 6/12	6:15 AM	Good	9:15 AM	Good	BDR Bus Driver	3.0000					6:15 AM 9:15 AM	
Tue 6/12	1:45 PM	Good	4:00 PM	Good	BDR Bus Driver	2.2500					1:45 PM 4:00 PM	
						Hours for Day:	5.2500					

- The last section you may need to update on the new time entry prior to saving is the job/duty that is being performed. By selecting the job/duty down arrow, all of the authorized job/duties will display. Please make sure that the job/duty that you have selected is for the correct job/duty for the time worked. If you do not see the job/duty that you are trying to add time for, you will need to contact your supervisor make sure that the appropriate authorized task is approved for you.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPP	Scheduled	
Tue 6/12	11:00 AM		1:00 PM		Bus Driver	0.0000						
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	Bus Driver	4.0000					6:15 AM 9:15 AM	
Mon 6/11	1:45 PM	Good	4:00 PM	Good	Field Trip- Regular (1.0)	2.2500					1:45 PM 4:00 PM	
						Hours for Day:	6.2500					
Tue 6/12	6:15 AM	Good	9:15 AM	Good	R 1.0 Career Ed- Field Trip	3.0000					6:15 AM 9:15 AM	
Tue 6/12	1:45 PM	Good	4:00 PM	Good	Transportation Unscheduled Day	2.2500					1:45 PM 4:00 PM	

- Once you have selected the appropriate job/duty from the list you may select “update” to save the time entry. The time entry will then be placed within the applicable day on the timecard. In the example below the employee worked extra time in their primary job/duty of bus driver from 11:00am to 1:00pm on 6/12/12.



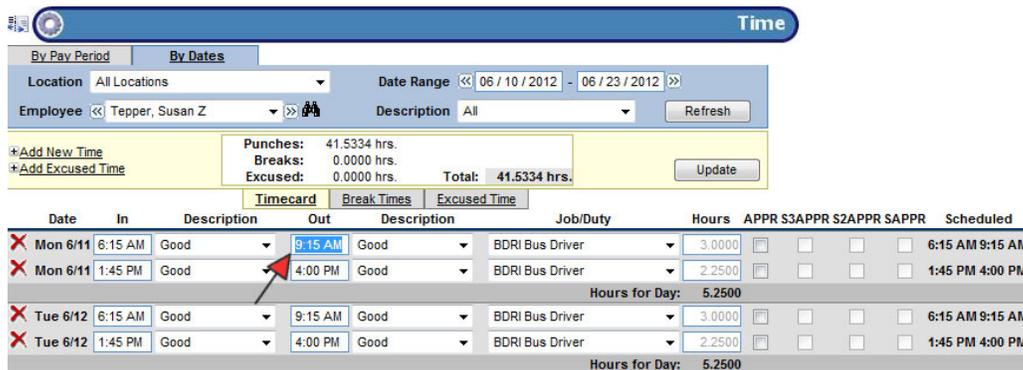
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPP	Scheduled
Tue 6/12	11:00 AM		1:00 PM		Bus Driver	0.0000					

The additional time is flagged as an “extra punch” and has been totaled for 2 additional hours to make her total hours for the day 7.25 hours. This might apply to anyone who has the option of claiming duty differential (TA’s in Exceptional Ed Summer School).

Timecard Break Times Excused Time											
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPPR	Scheduled
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	Bus Driver	4.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
Mon 6/11	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
Hours for Day:						6.2500					
Tue 6/12	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
Tue 6/12	11:00 AM	Extra Punch	1:00 PM	Extra Punch	Bus Driver	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue 6/12	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
Hours for Day:						7.2500					
Wed 6/13	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
Wed 6/13	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
Hours for Day:						5.2500					

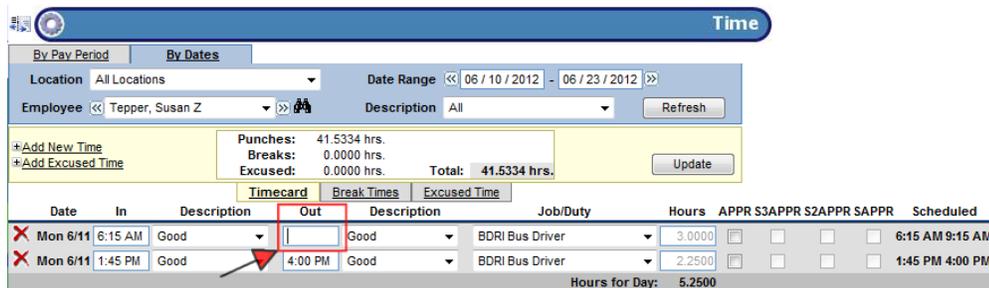
### Section 4: Changing Existing Time Worked

1. If you need to change time worked for a day that you have previously added, you will need to change the in or out punch to reflect the correct time. In order to change the time you can select the existing time in the cell (whether in or out) and select “backspace” or “delete” on your keyboard.

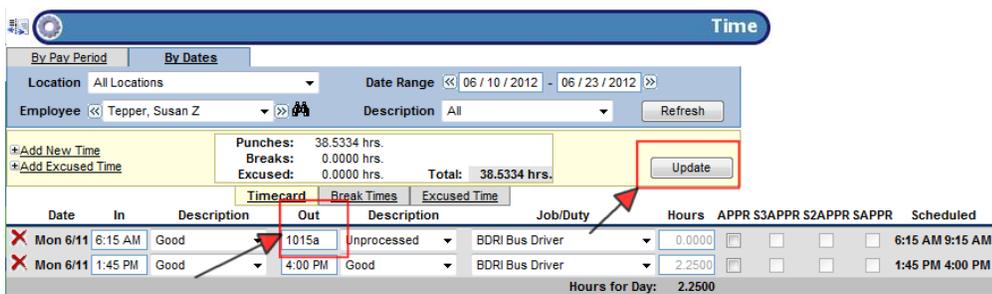


The screenshot shows the 'Time' management interface. At the top, there are tabs for 'By Pay Period' and 'By Dates'. Below that, filters for 'Location' (All Locations), 'Date Range' (06/10/2012 - 06/23/2012), and 'Employee' (Tepper, Susan Z) are visible. A summary box shows: Punches: 41.5334 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., Total: 41.5334 hrs. Below the summary is a timecard table with columns: Date, In, Description, Out, Description, Job/Duty, Hours, APPR, S3APPR, S2APPR, SAPPR, Scheduled. The first row for Monday 6/11 shows an in-time of 6:15 AM and an out-time of 9:15 AM. A red arrow points to the '9:15 AM' cell in the 'Out' column.

2. Once you have selected “backspace” the time will be cleared out of the cell you wish to change. You may now type in the true time into the cell. In the example below we have removed the out punch of 9:15am because the employee worked an additional hour and stayed until 10:15am. By typing 1015a then pressing “update” the system will automatically format the time to 10:15am and save the change to the timecard.

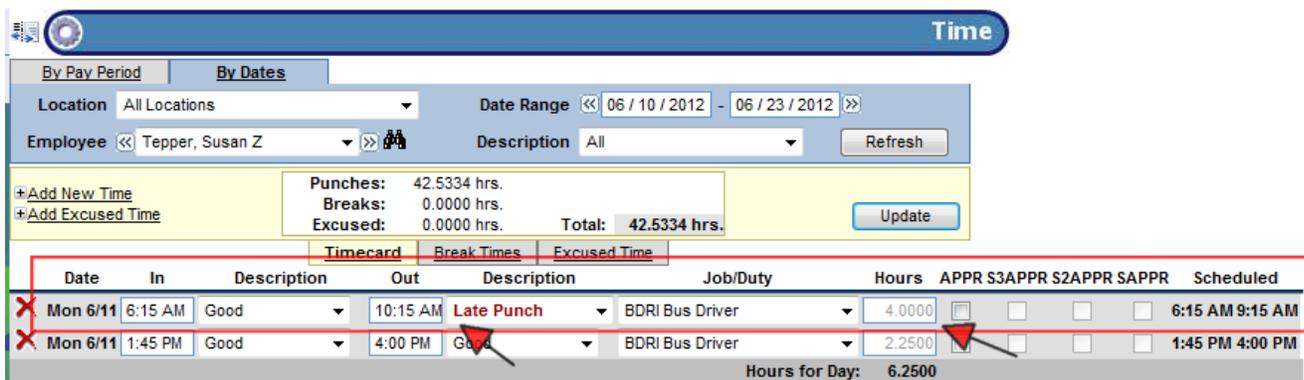


This screenshot is identical to the previous one, but the 'Out' time for the first punch on Monday 6/11 is now an empty text box. A red arrow points to this empty cell, indicating that the previous time (9:15 AM) has been successfully deleted.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPPR	Scheduled
Mon 6/11	6:15 AM	Good	10:15a	Unprocessed	BDRI Bus Driver	0.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
Mon 6/11	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM

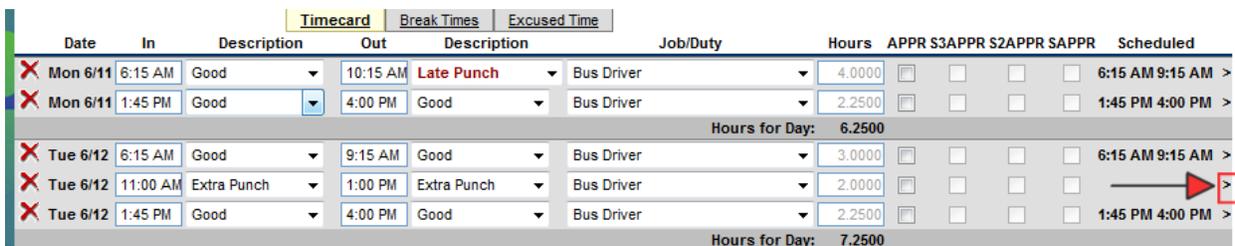
- Once “update” is selected, the correct out time for the day will display, the total hours for the shift will be adjusted from 3 hours to 4 hours. The description for the out punch will be changed from “good” to “late punch” indicating that you worked later than your scheduled out time. This is just a description field that the supervisor can use to quickly see where employees have worked extra hours and should not be changed.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPPR	Scheduled
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	BDRI Bus Driver	4.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
Mon 6/11	1:45 PM	Good	4:00 PM	Good	BDRI Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM

### Section 5: Adding a Note and Note Type to Time

- You may add a note or note type to your time worked or excused time to let your supervisor know what task you were performing or any other information you would like to denote on time worked. You have the ability to add a note (free form text field) and/or a note type (canned comments). In order to open up the note section for a day, you will need to select the “>” character which is located to the right of the scheduled time column for the day.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPPR	Scheduled
Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	Bus Driver	4.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM >
Mon 6/11	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM >
Hours for Day:						6.2500					
Tue 6/12	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM >
Tue 6/12	11:00 AM	Extra Punch	1:00 PM	Extra Punch	Bus Driver	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11:00 AM 1:00 PM >
Tue 6/12	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM >
Hours for Day:						7.2500					

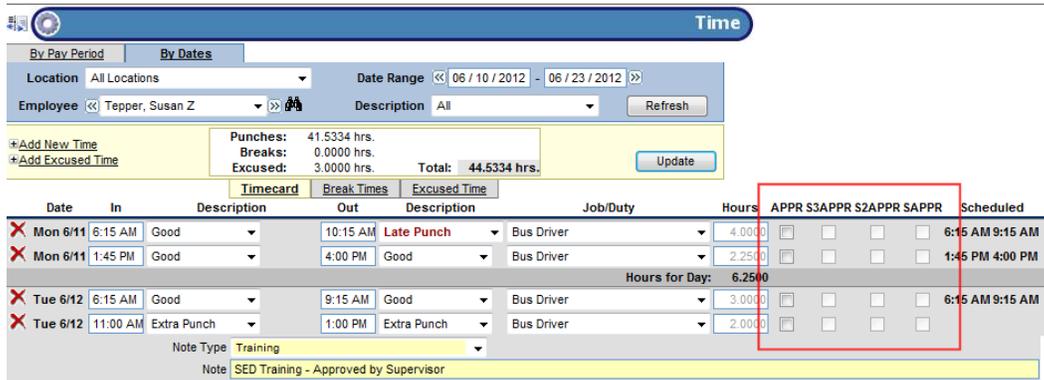
- Once the “>” character is selected, the note section will be opened up for the day/time worked chosen.

×	Tue 6/12	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
×	Tue 6/12	11:00 AM	Extra Punch	1:00 PM	Extra Punch	Bus Driver	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Note Type <input type="text"/> Note <input type="text"/>												
×	Tue 6/12	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
							Hours for Day:	7.2500				

- The Note section can be used to type in additional notes if you prefer. Once the note section is complete by selecting “update” the note fields will be saved and displayed for you as well as your supervisor to view.

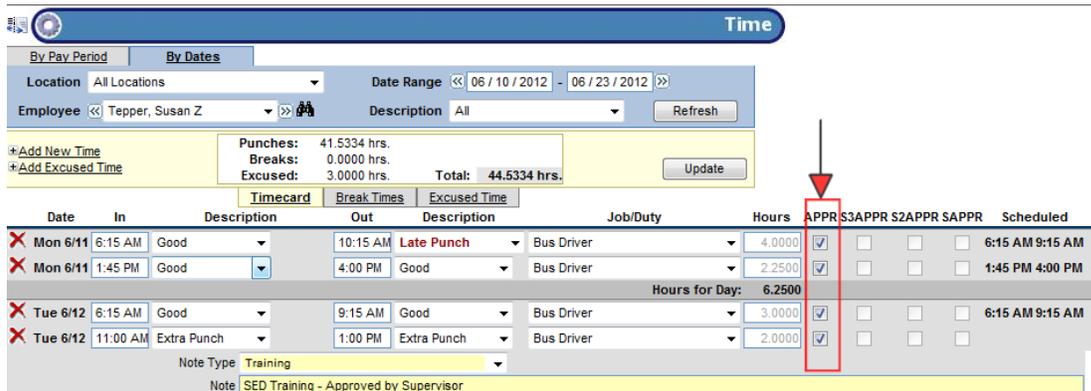
### Section 6: Approving Time

- In order to approve your timecard there is an employee approval section listed for each day. The approval columns are broken out by supervisor and employee. The APPR column is for all employee approvals. The S3APPR through SAPP R is the supervisor section for approving. Once time has been approved by an employee or a supervisor a check mark will appear on the day. If a supervisor has approved a day, you will no longer be able to make any adjustments to the time.



Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPP R	Scheduled	
×	Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	Bus Driver	4.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
×	Mon 6/11	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
Hours for Day:							6.2500					
×	Tue 6/12	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
×	Tue 6/12	11:00 AM	Extra Punch	1:00 PM	Extra Punch	Bus Driver	2.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

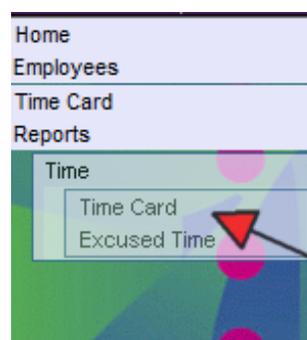
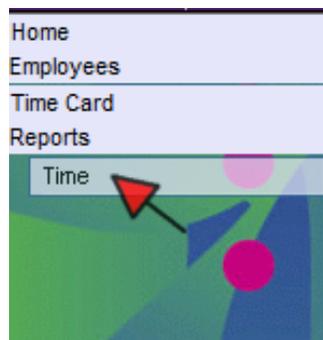
- In order to approve your own timecard you will need to select the box for the applicable day in the APPR column. By selecting the box a check mark will appear. In order to save your approval once all applicable times have been approved you should select “update.”



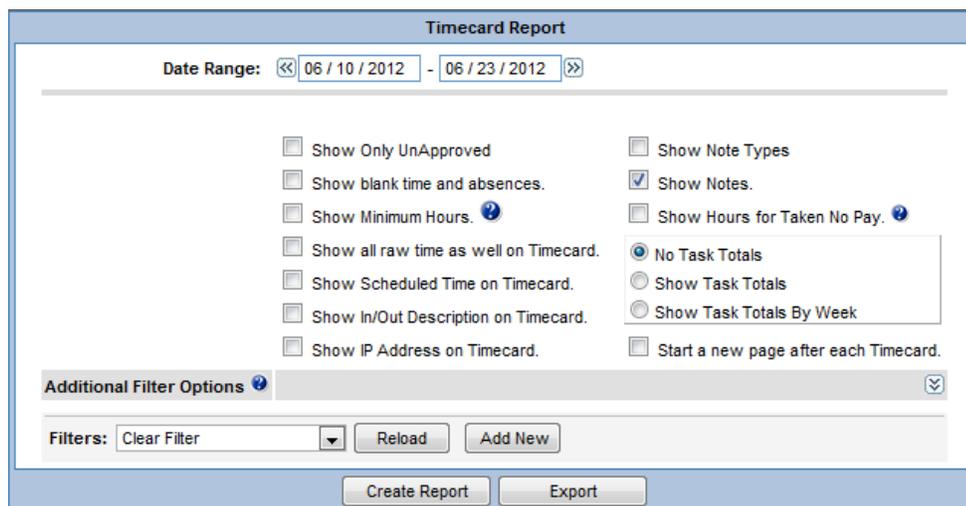
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S3APPR	S2APPR	SAPP R	Scheduled	
×	Mon 6/11	6:15 AM	Good	10:15 AM	Late Punch	Bus Driver	4.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
×	Mon 6/11	1:45 PM	Good	4:00 PM	Good	Bus Driver	2.2500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1:45 PM 4:00 PM
Hours for Day:							6.2500					
×	Tue 6/12	6:15 AM	Good	9:15 AM	Good	Bus Driver	3.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:15 AM 9:15 AM
×	Tue 6/12	11:00 AM	Extra Punch	1:00 PM	Extra Punch	Bus Driver	2.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 7: Printing your Timecard

1. Timecard data is saved from the day you have started with timesheets and does not get removed once approved and exported through payroll. If you wish to see your timecard for three months prior you can navigate to your timecard and change the date range. The data will still be displayed for you to view. If you prefer to have a print off of your timecard you may access the timecard report under the main “timesheets menu” under the “reports” section. By selecting “reports” the time reports section will appear. By selecting “Time” all applicable reports that you have access to will appear. Select “Time Card” in order to open up the Timecard Report.



2. The Timecard Report form will open up on your screen where you have the ability to change the date range and also include optional data within the report.



The screenshot shows the 'Timecard Report' form. At the top, the 'Date Range' is set to '06/10/2012 - 06/23/2012'. Below this, there are two columns of checkboxes for filter options:

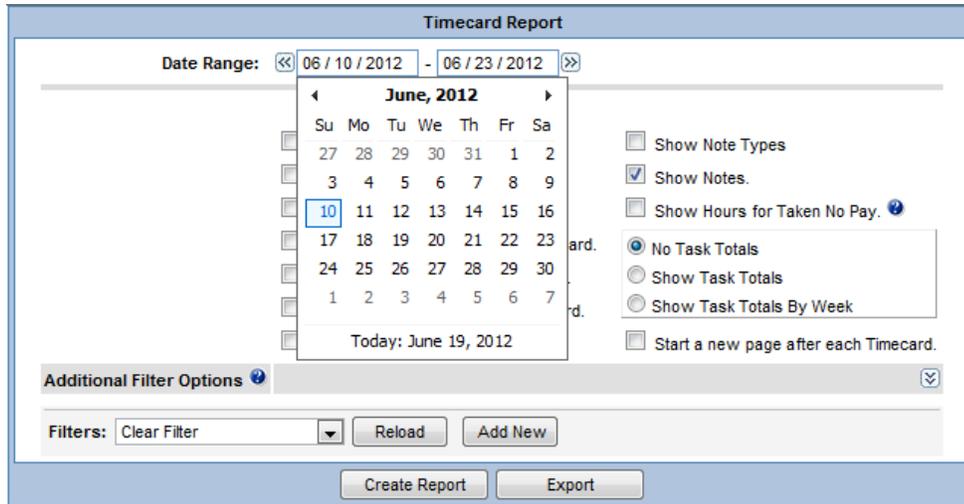
- Show Only UnApproved
- Show blank time and absences.
- Show Minimum Hours. ?
- Show all raw time as well on Timecard.
- Show Scheduled Time on Timecard.
- Show In/Out Description on Timecard.
- Show IP Address on Timecard.
- Show Note Types
- Show Notes.
- Show Hours for Taken No Pay. ?

Below these options, there are three radio button options for task totals:

- No Task Totals
- Show Task Totals
- Show Task Totals By Week

At the bottom, there is an 'Additional Filter Options' dropdown menu, a 'Filters:' section with a 'Clear Filter' dropdown, and buttons for 'Reload', 'Add New', 'Create Report', and 'Export'.

- In order to change the date range you can manually type in the effective date or you may select the effective date's section and a calendar will appear. You can then select the date from the calendar and it will default into the field.



- Once you have the applicable date range chosen and the options you would like to display selected you may receive a “PDF” of the report by selecting “Create Report.” A pop up of the PDF report will appear. You may select the “print” icon on your report to print out the report.

### Time Card Report By Employee

Employee Count: 1

Dates: 6/10/2012 - 6/23/2012 [Showing Notes] [Not Showing Taken No Pay Hours]  
 \* - When dates are followed by an asterisks(\*), the time record crosses multiple days

#### Tepper, Susan [Clock ID: 990174974, Payroll ID: 02670]

Date	In	Description	Out	Job/Duty	Hours
Mon 06/11/2012	6:15 AM		10:15 AM	Bus Driver	4.0000
Mon 06/11/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					<b>6.2500</b>
Tue 06/12/2012	6:15 AM		9:15 AM	Bus Driver	3.0000
Tue 06/12/2012	11:00 AM		1:00 PM	Bus Driver	2.0000
		Note SED Training - Approved by Supervisor			
Tue 06/12/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					<b>7.2500</b>
Wed 06/13/2012	6:15 AM	Sick	9:15 AM	Bus Driver	3.0000
Wed 06/13/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					<b>5.2500</b>
Thu 06/14/2012	6:15 AM		9:15 AM	Bus Driver	3.0000
Thu 06/14/2012	1:45 PM		4:00 PM	Bus Driver	2.2500
					<b>5.2500</b>