*WinCap*WEB *Timesheets- Employee Training Document*

Section 1: Logging into *WinCap*WEB Timesheets

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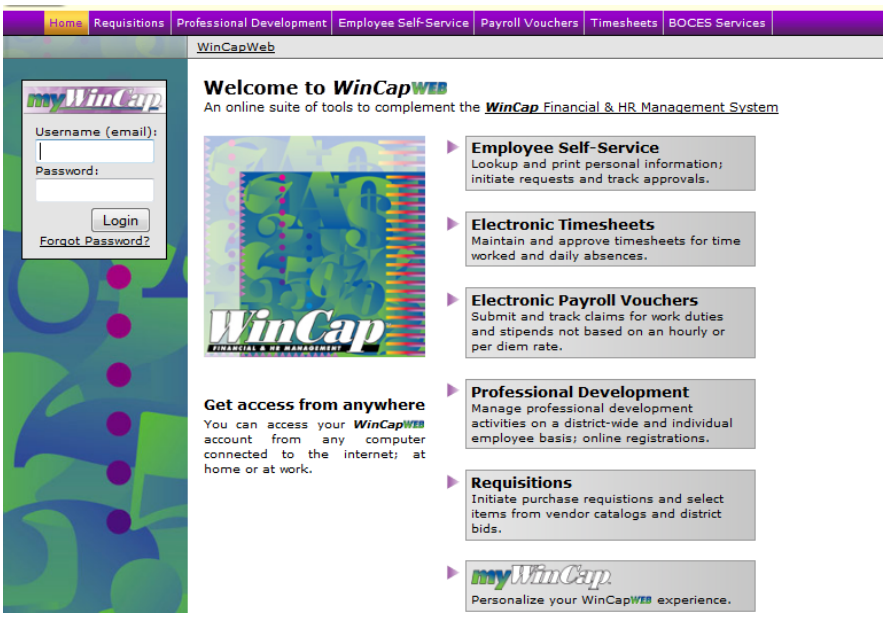
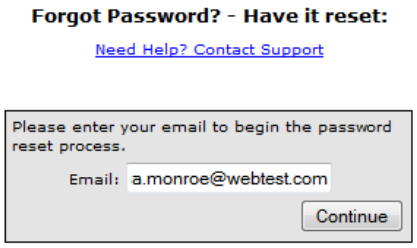
Section 1: Logging into *WinCap*WEB Timesheets

1. Open Internet Browser and navigate to www.*WinCap*web.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"

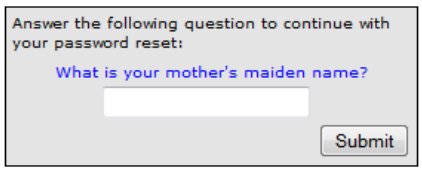


4. If you have trouble logging into *WinCap*WEB, type your username (email address) and select the "forgot password?" link below the login button

5. A prompt will appear, enter in your email and then select "continue"

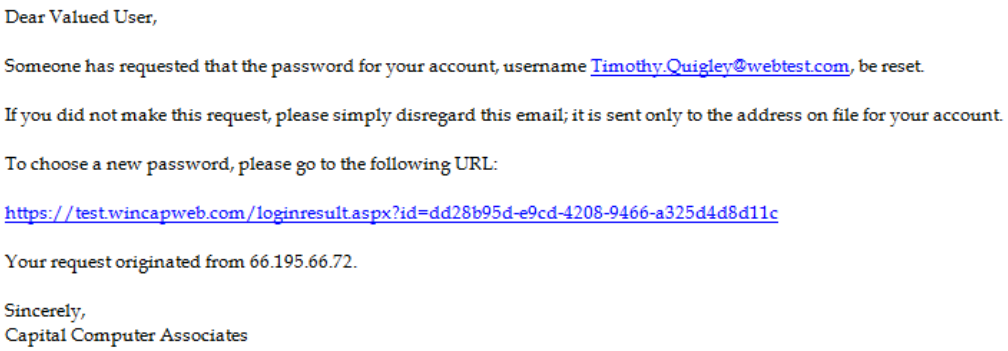


6. The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had setup on the initial account activation. Hit "Submit" once completed and you will receive a message that you must go to your email to complete the password reset process. *(If you do not remember the answer to your security question or WinCap*WEB *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.)*

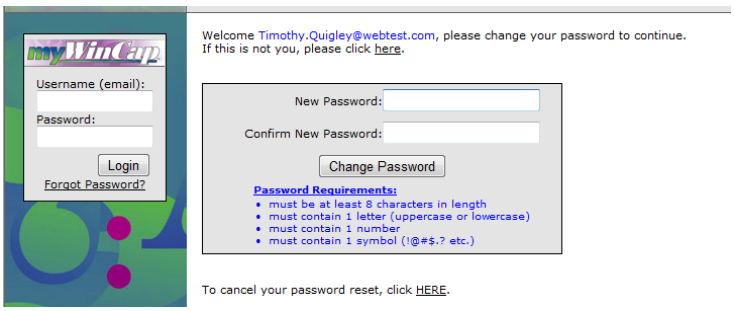


A message has been sent to your email address, please follow the instructions.

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

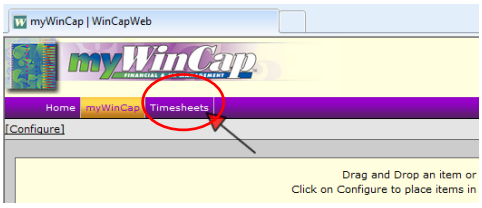


8. The link will bring you to *WinCap*WEB where you must choose a new password. Once complete, select "change password." This will automatically log you into *WinCap*WEB.



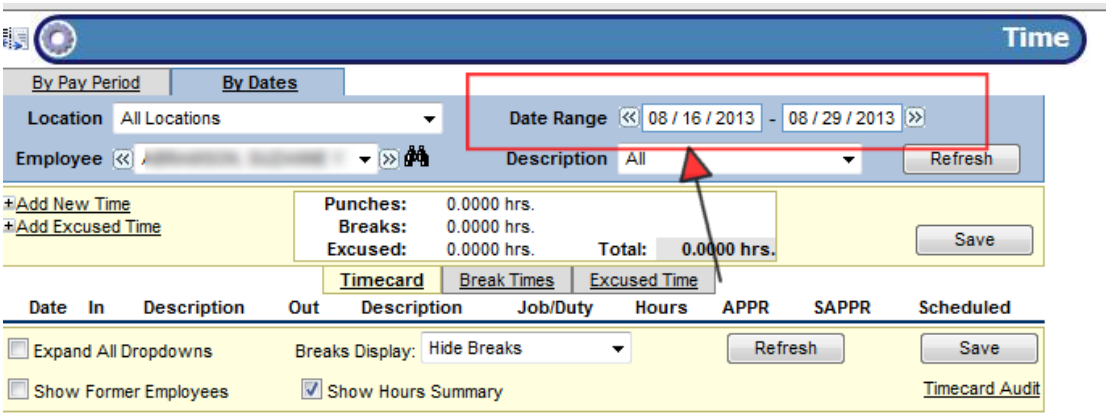
Section 2: Accessing the Timecard

1. Once you have successfully logged into *WinCap*WEB, 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.



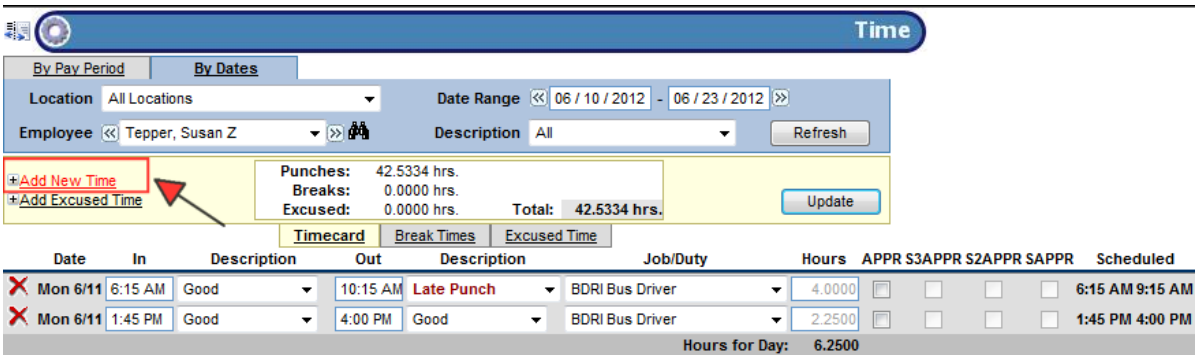
2. Once "Timesheets" is selected, you will enter the Timesheets home page where you will see a "Welcome" greeting. On the home page, you will also see any messages that have been posted by an Admin staff. On the left hand side of your screen the Timesheets Menu will display. In order to access your timecard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

3. 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.

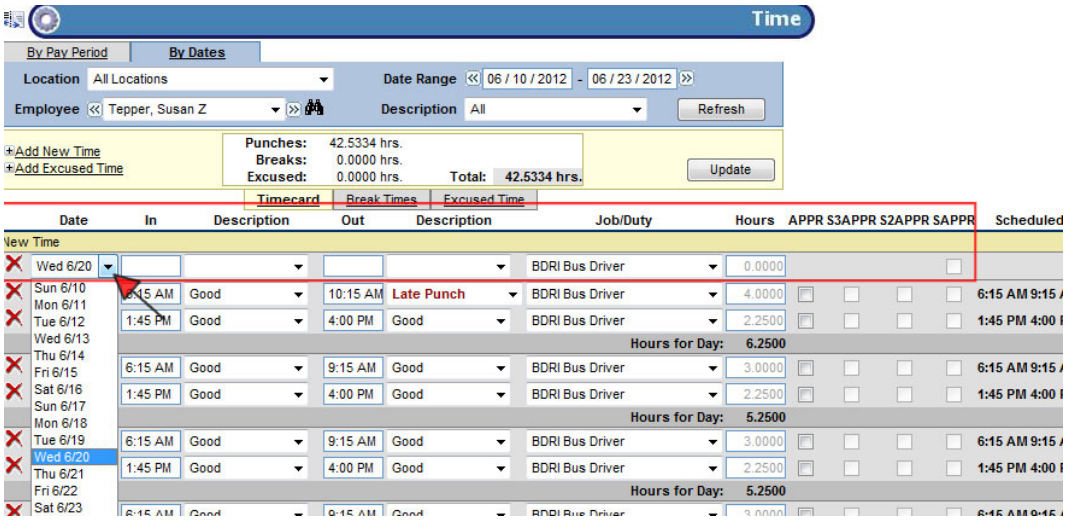


Section 3: Adding New Time Worked

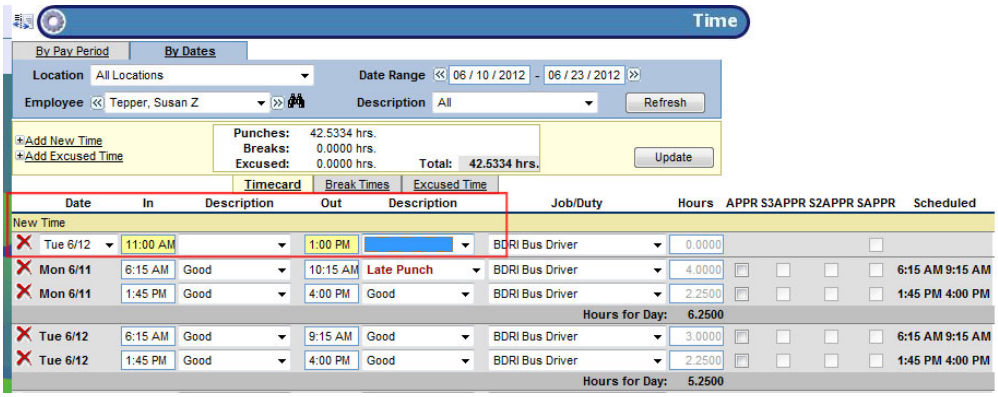
1. If you are required to manually enter the in and out times for each work day, you will need to select "add new time."



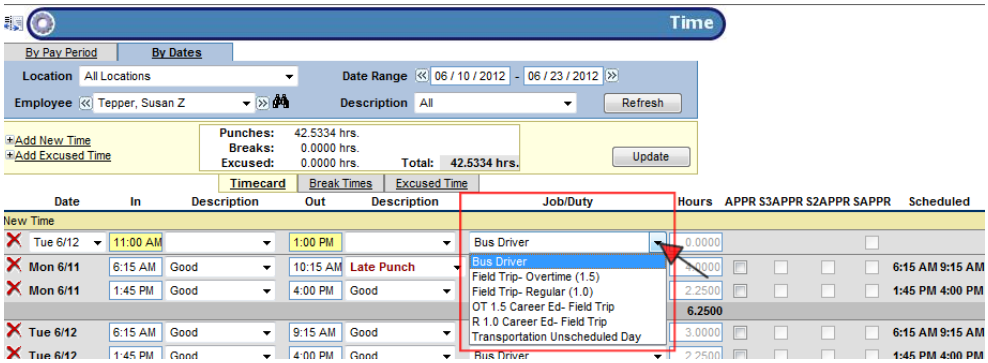
2. When "add new time" is selected a new entry row will appear at the top of timecard where the date may be adjusted to the date that you must add time for. The date range may be adjusted by selecting the down arrow and selecting the appropriate date from the list. Only the date range that is selected 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."



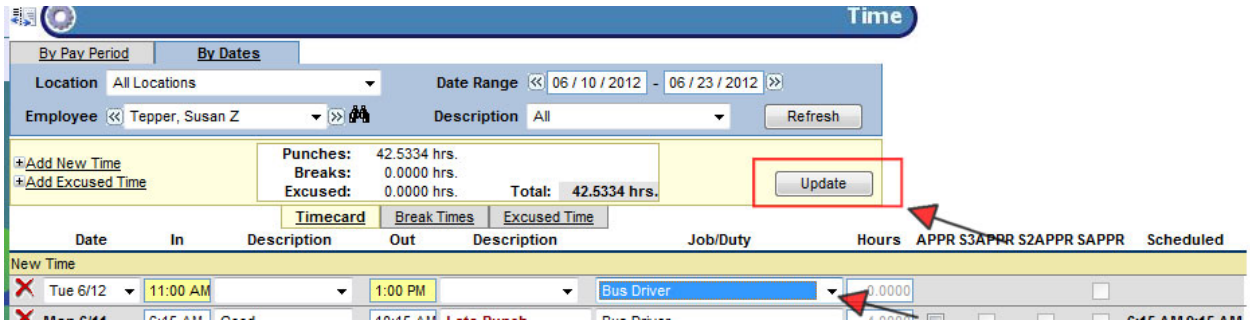
3. Once you have selected the appropriate date from the drop down list, you will need to type in the in and out times into the empty section for each applicable field. In the example below the employee worked a midday shift from 11:00am to 1:00pm. The punch descriptions may be left blank as once you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



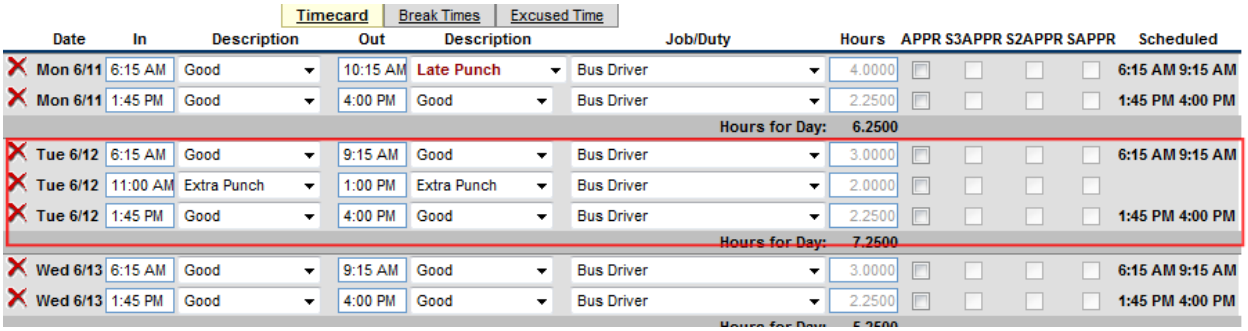
4. The last section you may need to update on the new time entry prior to saving is the job/duty that is being performed. By selecting the job/duty down arrow, all of the authorized job/duties will display. Please make sure that the job/duty that you have selected is for the correct job/duty for the 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.



5. 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.

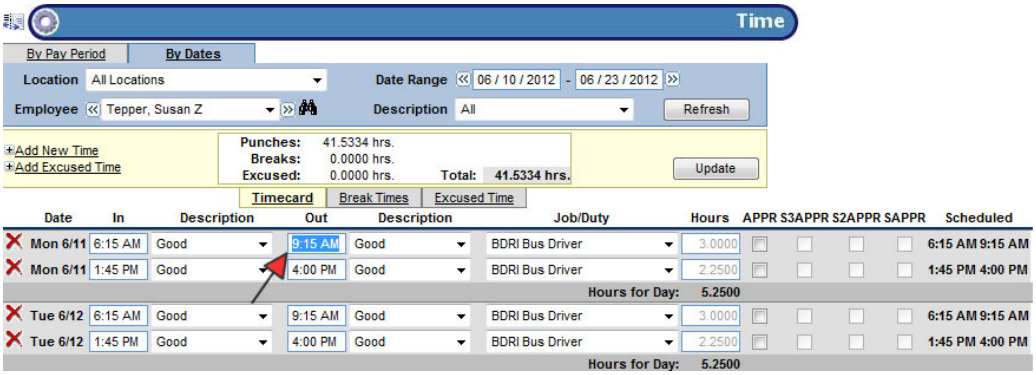


The additional time is flagged as an "extra punch" and has been totaled for 2 additional hours to make her total hours for the day 7.25 hours. This might apply to anyone who has the option of claiming duty differential (TA's in Exceptional Ed Summer School).

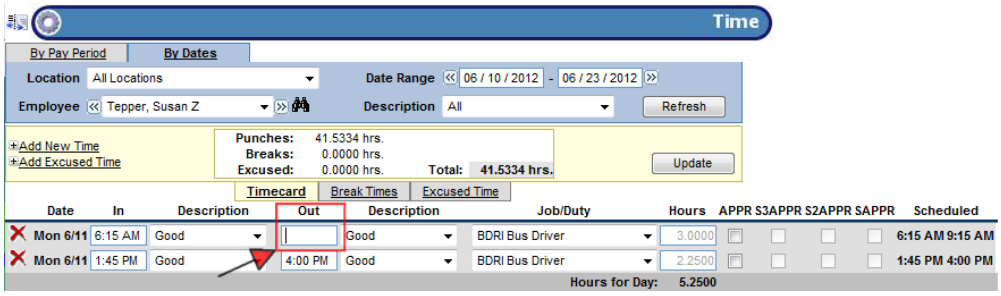


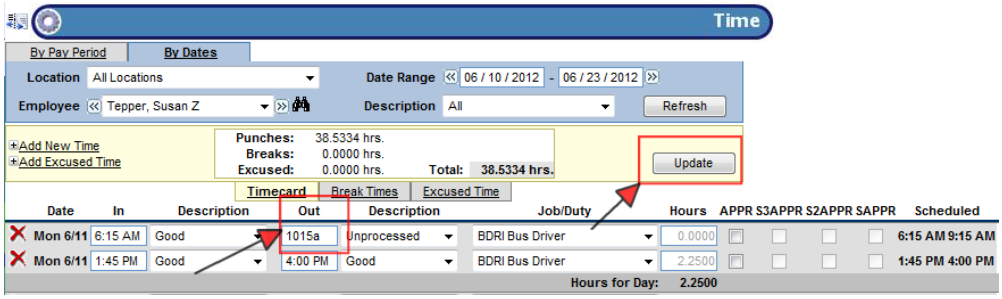
Section 4: Changing Existing Time Worked

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.

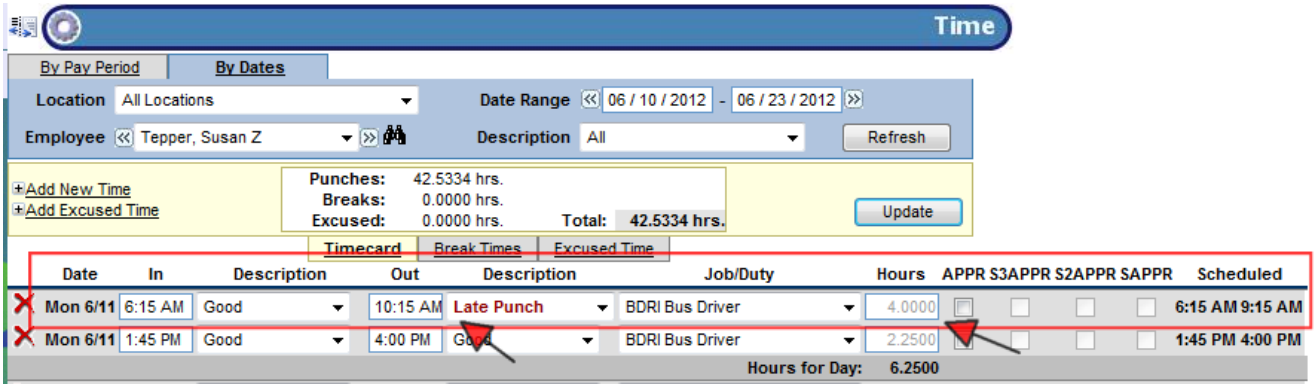


2. Once you have selected "backspace" the time will be cleared out of the cell you wish to change. You may now type in the true time into the cell. In the example below we have removed the out punch of 9:15am because the employee worked an additional hour and stayed until 10:15am. By typing 1015a then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



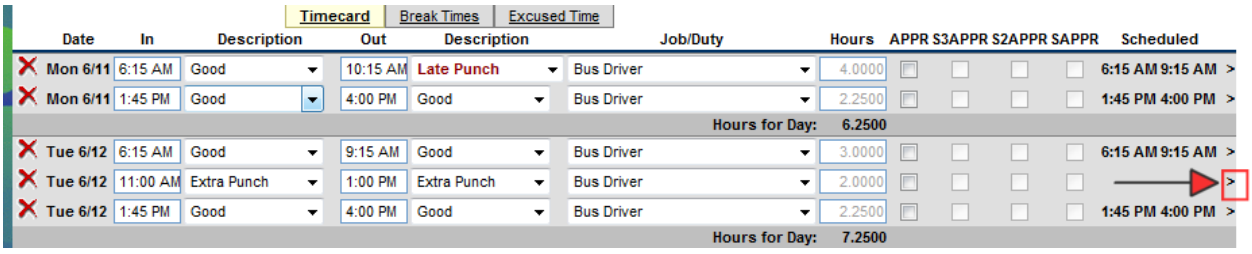


3. Once "update" is selected, the correct out time for the day will display, the total hours for the shift will be adjusted from 3 hours to 4 hours. The description for the out punch will be changed from "good" to "late punch" indicating that you worked later than your scheduled out time. This is just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

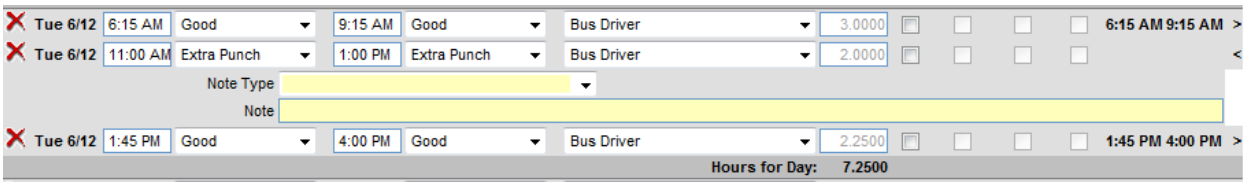


Section 5: Adding a Note and Note Type to Time

1. 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.



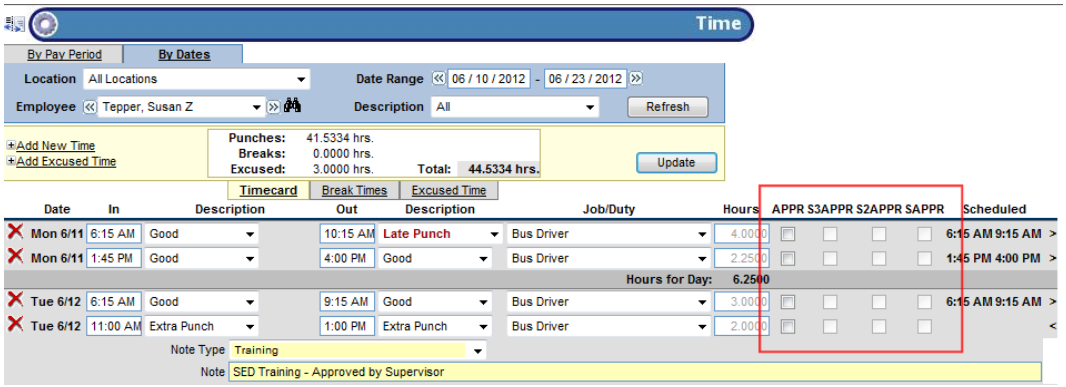
2. Once the ">" character is selected, the note section will be opened up for the day/time worked chosen.



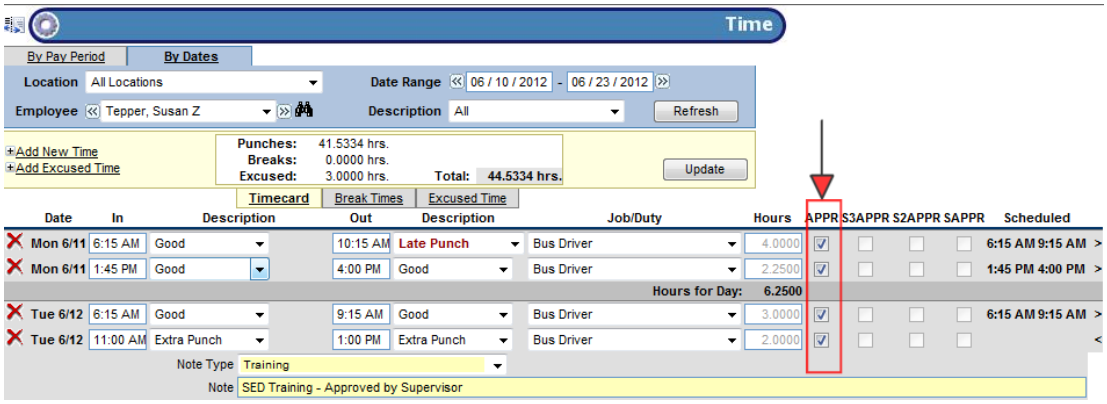
3. The Note section can be used to type in additional notes if you prefer. Once the note section is complete by selecting "update" the note fields will be saved and displayed for you as well as your supervisor to view.

Section 6: Approving Time

1. 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 SAPPR 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.

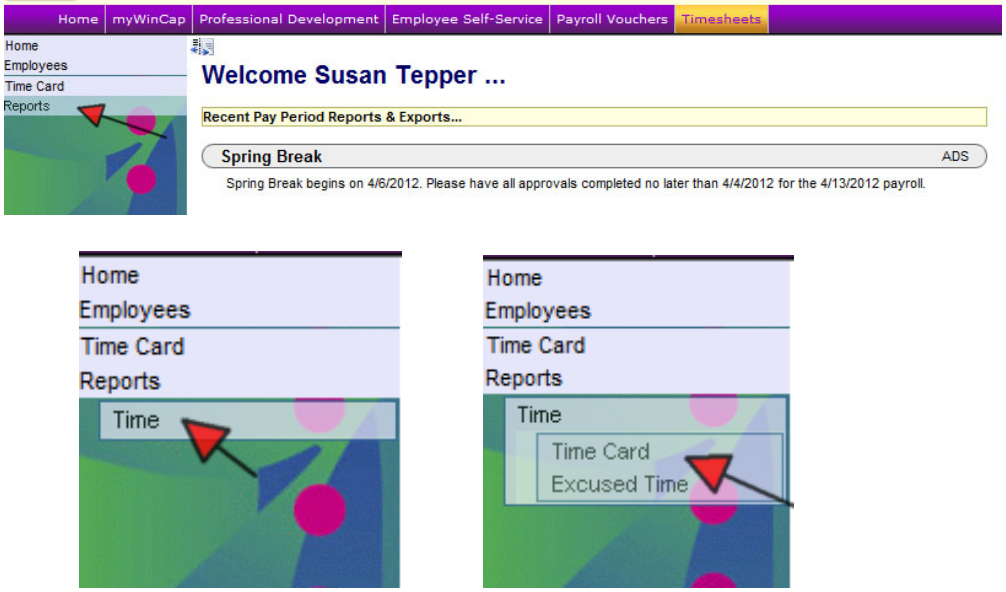


2. In order to approve your own timecard you will need to select the box for the applicable day in the APPR column. By selecting the box a check mark will appear. In order to save your approval once all applicable times have been approved you should select "update."

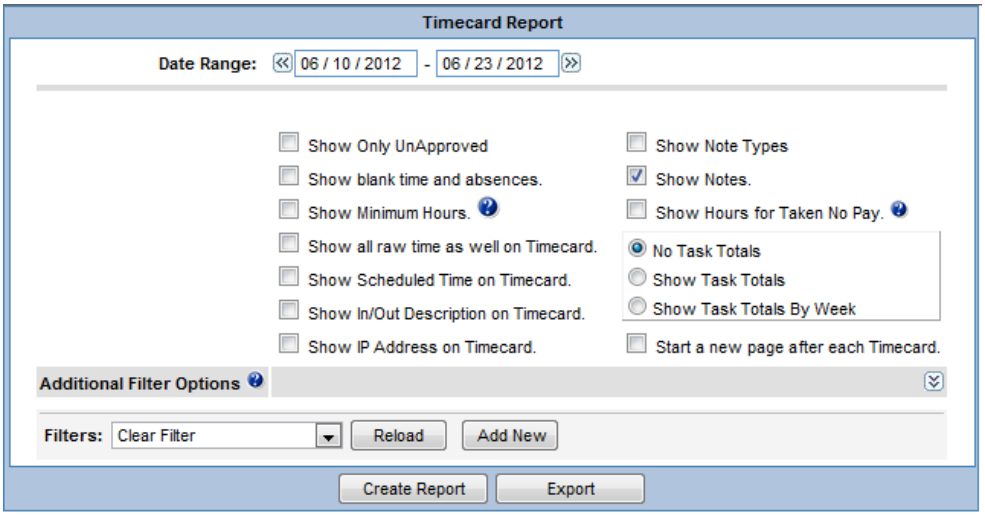


Section 7: Printing your Timecard

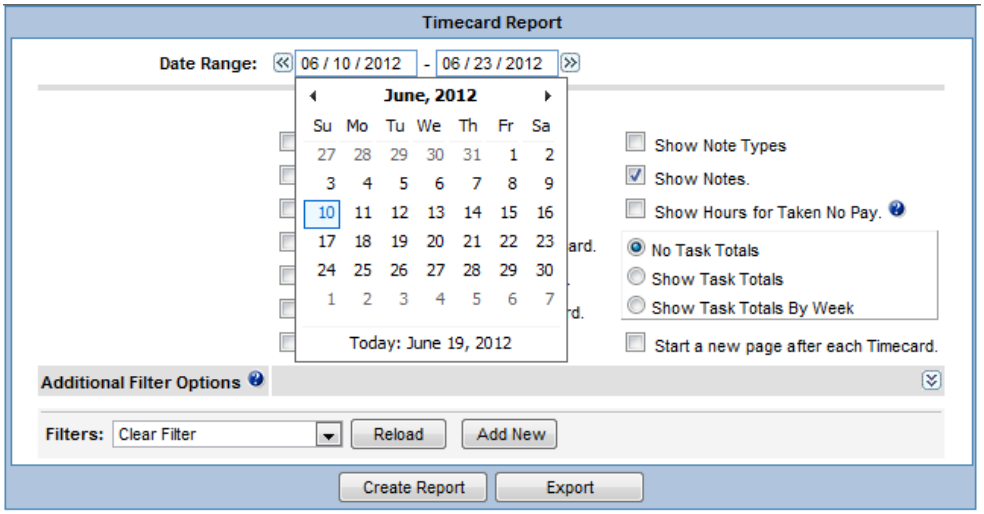
1. Timecard data is saved from the day you have started with timesheets and does not get removed once approved and exported through payroll. If you wish to see your timecard for three months prior you can navigate to your timecard and change the date range. The data will still be displayed for you to 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.



3. 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.



4. 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
						6.2500
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
						7.2500
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
						5.2500
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