

## WinCapWEB – Employee Leave Request Submission

### Section 1: Logging into WinCap WEB Timesheets

1. Open Internet Browser and navigate to [www.wincapweb.com](http://www.wincapweb.com)
2. Input your email as your username and the password that was chosen during account activation
3. Once complete select “Login”



4. If you have trouble logging into WinCap Web, you should type your username and select the “forgot password?” link below the login button
5. A prompt will appear and you should enter in your full 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 WinCap WEB is not accepting your answer you will need to contact your Web System Manager in order to have your WinCap Web account reset. The Web System Manager 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 WinCap Web.



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.)

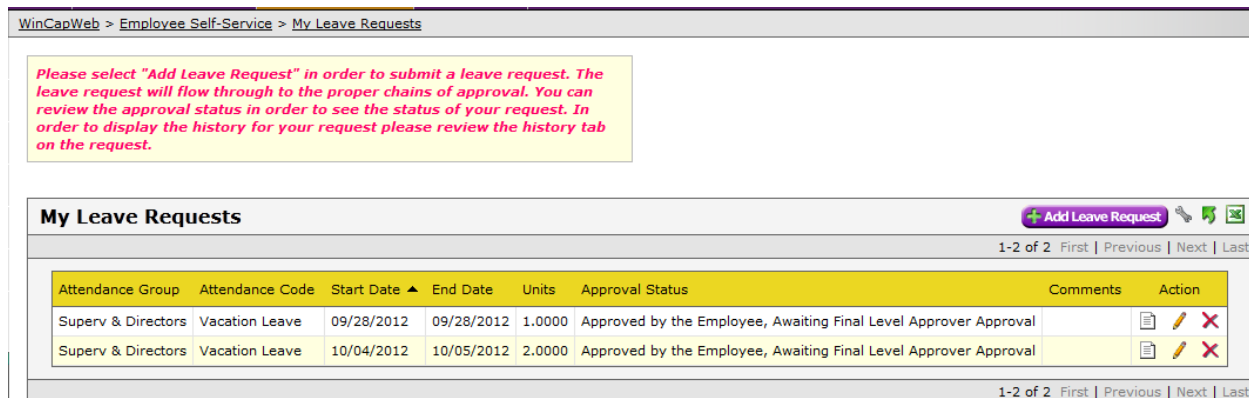
To cancel your password reset, click [HERE](#).

## **SECTION 2: Accessing “My Leave Requests” through Employee Self Service**




The My Leave Request section of Employee Self Service allows an employee to initiate a leave request electronically through WinCapWeb. Once the request has been submitted, the leave request is available for the supervisor to approve, disapprove or cancel. The “My Leave Requests” option is available off of the Employee Self Service menu.









Once selected from the menu the “My Leave Requests” grid will appear where any requests that have been submitted will appear displaying the employees attendance group, attendance code, the start and end date of the request, the units requests, the approval status, and employee comments. Those leave requests that have been fully approved and posted as taken will display for 21 days past the date.



The Action Column of the “My Leave Requests” grid will offer the option to view the leave request, edit the leave request, and cancel the leave request if the leave request is still at a particular level and allows for cancellation or modification. By selecting the icons within the action column, the leave request form will appear where the user can view, change or cancel the request.




**My Leave Requests** + Add Leave Request   

1-2 of 2 First | Previous | Next | Last







Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  

1-2 of 2 First | Previous | Next | Last

The “My Leave Requests” display can also be modified by a user by selecting the wrench icon located next to “add leave request.” Once selected the table display settings form will appear and allow for editing.

**My Leave Requests** + Add Leave Request   

1-2 of 2 First | Previous | Next | Last

Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  

1-2 of 2 First | Previous | Next | Last

Within the Table Display Settings form the column order, display and grouping can be modified. The column order may be adjusted by changing the order number; the display of columns and grouping may be added. Once the setting the employee wishes to display have been selected, the employee will select ok and see their “My Leave Requests” grid updated to their preferences.

Table Display Settings			
Column Name	Order	Show	Group
Attendance Group	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance Code	<input type="text" value="2"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start Date	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
End Date	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Units	<input type="text" value="5"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approval Status	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<input type="text" value="7"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
History	<input type="text" value="8"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

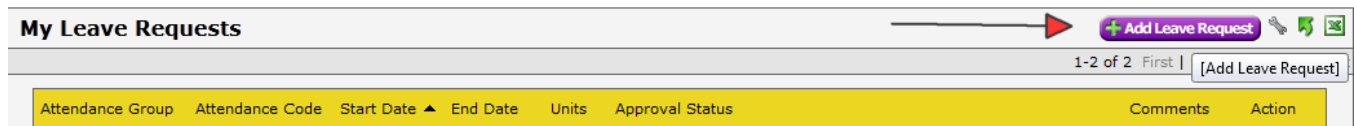
Rows Per Page

(Caution: Selecting to display "All" rows (if available) could cause this page to respond slowly.)

[Store as User Default Settings](#) (No User Default Settings saved for this table)

### SECTION 3: Adding a Leave Request

In order to add a new leave request, select “My Leave Requests” from the Employee Self Service Menu. Once on the My Leave Requests page select the “Add Leave Request” button.



The Leave Request form will appear. The first section to be completed is the attendance group and attendance code. The attendance group will default to the attendance group assigned to your employee record.

Professional Development Employee Self-Service BOCES Services

Leave Request  
New Leave Request

Leave Request Detail

Attendance Group: Superv & Directors 07/01/2012 - No End Date (01) ▾  
Attendance Code: (please select an Attendance Code) ▾  
Available Balance:  
Earned Balance:  
Requested:

**Requested Dates**

Before submitting your request, ensure that the days you intend to request are listed here.

Date ▲	Units	Attendance Code	Action
<input type="text"/>	<input type="text"/>		<input type="button" value="X"/>

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

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

**Quick Add Date Range**

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

Employee Comments:

The second selection to be made is the attendance code the employee will be using. By selecting the drop down all the attendance codes that the employee has access to submit a leave request for will appear. When the proper attendance code is selected the available balance, earned balance and requested balance will appear below the attendance code. The balances that display are as of the time of log in to WinCapWEB.

The screenshot shows the 'New Leave Request' form in WinCapWEB. The form is titled 'Leave Request' and 'New Leave Request'. It includes a 'Leave Request Detail' section with a globe icon. The 'Attendance Group' is set to 'Superv & Directors 07/01/2012 - No End Date (01)'. The 'Attendance Code' dropdown is open, showing options: Employee Illness, Family Illness, Personal, Vacation Leave, and Sick Leave. The 'Available Balance' is '(please select an Attendance Code)', 'Earned Balance' is 'Employee Illness', and 'Requested' is blank. Below the dropdown, a 'Requested Dates' section is visible, with a note: 'Before submitting your request, ensure that the days you intend to request are listed here.' The 'Requested Dates' table has columns for Date, Units, Attendance Code, and Action. The table shows one row with 'Vacation Leave' and a red 'X' in the Action column. The page number '1-1 of 1' and navigation links 'First | Previous | Next | Last' are visible at the bottom of the form.

If the leave request is being submitted for an individual day, under the requested dates section the date can be manually typed or by selecting the blank date box a calendar will appear where the user can select the date to be requested.

**Requested Dates** + ↻ ↵

Before submitting your request, ensure that the days you intend to request are listed here. 1-1 of 1 First | Previous | Next | Last

Date ▲	Units	Attendance Code	Action
9/28/2012		Vacation Leave	✖

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

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	

Today: September 28, 2012 Requested Dates list above

4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

The unit's field is the next section to be completed. The units should be entered in accordance with the district or BOCES policies and procedures. In the example below a full day should be placed in as 1.0 unit. When the form is completed, select "submit" to submit the request or select "save for later" if the user is not ready to submit the leave request for approval.

Date ▲	Units	Attendance Code	Action
9/28/2012	1.0	Vacation Leave	✖

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

**Quick Add Date Range**


To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

Employee Comments:

Upon selecting "submit" the leave request will be successfully submitted and will display in the "my leave requests" grid indicating an approval status that the request has been "approved by the employee" and is awaiting the next level approver's approval. Within the action column the employee has a pencil icon where the leave request can be modified before approved by the approver. The action column also has a "X" icon which will allow an employee to cancel a leave request as well.

 Item Successfully Inserted

*Please select "Add Leave Request" in order to submit a leave request. The leave request will flow through to the proper chains of approval. You can review the approval status in order to see the status of your request. In order to display the history for your request please review the history tab on the request.*

My Leave Requests								<a href="#">Add Leave Request</a>
Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action	
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval			

A leave request can also be submitted for multiple days by placing a start and end date in the form with the amount of units to be used each day. The date range should not include weekends or a request will be created on those days as well. Once the date range is entered with the correct amount of units select the “add dates to request.”

Attendance Group:  07/01/2012 - No End Date (01) ▼  
 Attendance Code:  ▼  
 Available Balance: 14.0000  
 Earned Balance: 14.0000  
 Requested: 0.0000

Requested Dates			
Date ▲	Units	Attendance Code	Action
<input type="text"/>	<input type="text"/>	Vacation Leave	

**Quick Add Date Range**

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

Employee Comments:



**Quick Add Date Range**

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

Employee Comments:

The date ranges will be listed under the requested date's section. Once completed the employee should select "submit" and the leave request will be submitted.

**Requested Dates**

Before submitting your request, ensure that the days you intend to request are listed here. 1-2 of 2 First | Previous | Next | Last

Date ▲	Units	Attendance Code	Action
<input type="text" value="10/4/2012"/>	<input type="text" value="1.0000"/>	Vacation Leave	<input type="button" value="X"/>
<input type="text" value="10/5/2012"/>	<input type="text" value="1.0000"/>	Vacation Leave	<input type="button" value="X"/>

1-2 of 2 First | Previous | Next | Last

**Quick Add Date Range**

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start:  End:  Units per Day:

Employee Comments:

**\*\*\*NOTE: Once your leave has been submitted and approved by your Principal/Supervisor, it cannot be withdrawn by actions in this program You must send an email to your Principal/Supervisor and request the time be credited back to your account. You will be credited by actions in the Business Office and will be able to see it on Employee Self-Serve..**