

WinCapWEB Employee Self Service

You have been invited to create a WinCapWEB account with New Paltz CSD. Once the account is created by selecting the link in the invitation email and following the account creation steps you will have access to the Employee Self Service module. WinCapWEB is accessible through any internet browser, at home or at work by going to www.wincapweb.com and using the username (email) and password you established. This is a portal where you can access your attendance balances and activity, initiate leave requests, demographic and deduction changes as well as print paycheck stubs and W-2s. Please see the areas available below for more information.

My Paychecks

Any paycheck stub you have received through WinCap may be obtained under the paychecks section of Employee Self Service.

WinCapWeb > Employee Self-Service > My Paychecks

Your paycheck's YTD totals are as of the day you view and/or print. If you require accurate YTD totals you must print your stub on payroll date.

Paycheck Date Range: TO:

My Paychecks

1-4 of 4 First | Previous | Next | Last

Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
08/30/2013		2,554.41	1,978.88		<input type="button" value="Print"/>
08/15/2013		2,039.06	1,611.02		<input type="button" value="Print"/>
07/31/2013		2,794.44	2,149.06		<input type="button" value="Print"/>
07/15/2013		4,414.74	3,327.54		<input type="button" value="Print"/>

1-4 of 4 First | Previous | Next | Last

The payroll checks will display based on the date range selected. If the date range is changed remember to select "get checks" to refresh the view

In order to view the paycheck stub select the pay date

<< Back to My Paychecks

Select Print as PDF is you would like to print off your paycheck

Print as PDF

Check Date	Check Number
08/30/2013	Direct Deposit

Position Title	Pay Items		Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
Office Clerk III 12 Month	\$6,750.00 Prorated Salary		632.82		
	Additional Salary Payment		440.44		
	0.500 Overtime Hours @ \$25.00 x 1.50, 08/04/2013 - 08/10/2013		18.75		
	Subtotal		1,092.01	7,012.65	
Office Clerk III 12 Month	\$40,525.00 Prorated Salary		1,462.40	4,558.63	
	Total		2,554.41	13,923.28	35,061.28

Deductions	Description		Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013
RETIRE	Employees' Retirement System				
RETIRE	Employees' Retirement System		176.00	880.00	2,992.00
MISC	Scopa Dues				267.96
MISC	Long Term Disability Clerical				336.88
FLEX	Dental Single Clerical				48.80
FLEX	Vision Single Clerical				5.64
FLEX	Blue Point 2 Select Single Clerical				521.16
FICA	FICA		158.37	863.24	2,138.14
FICA	FICA Medicare Tax		37.04	201.89	500.01
FEDTAX	Federal Income Tax (Single, 10 exmpt.)		107.07	680.83	3,510.81
STATE	New York State Income Tax (Single, 13 exmpt.)		97.05	559.49	1,552.43
	Total		575.53	3,185.45	11,873.83

Direct Deposit	Current Pay Period	FTD as of 11/26/2013	YTD as of 11/26/2013

Your Year to Date (YTD) totals printed on the paycheck are as of the date you are viewing the paycheck stub.

My Year to Date Totals

The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month.

WinCapWeb > Employee Self-Service > My Year to Date Totals

Carol Nappi

Type:

Year to Date totals may be printed for Fiscal YTD, Calendar YTD, Quarterly or Monthly. If changing select the option from the dropdown then "Get Totals"

My Year to Date Totals

1-8 of 8 First | Previous | Next | Last

Type	Gross	Net Pay	Medi Wages	MediCare	FICA Wages	FICA	Fed Wages	Federal	State Wages	State
Fiscal Year 2013	68,390.00	49,145.28	66,834.80	969.08	66,834.80	3,682.14	65,834.80	7,757.80	65,834.80	3,434.30
Fiscal Year 2012	61,993.00	45,312.84	60,548.20	877.87	60,548.20	2,543.01	59,548.20	6,864.60	59,548.20	3,085.68
Fiscal Year 2011	59,849.00	43,562.24	58,548.20	848.99	58,548.20	2,863.88	57,548.20	6,401.56	57,548.20	3,032.93
Fiscal Year 2010	56,925.00	41,537.07	55,743.00	808.29	55,743.00	3,456.07	55,043.00	5,588.09	55,043.00	2,861.48
Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

1-8 of 8 First | Previous | Next | Last

Fiscal Year 2009	54,312.00	39,502.14	53,166.80	770.90	53,166.80	3,296.32	52,466.80	5,479.31	52,466.80	2,684.93
Fiscal Year 2008	51,422.00	37,170.39	50,396.80	730.75	50,396.80	3,124.53	49,696.80	5,480.55	49,696.80	2,495.18
Fiscal Year 2007	48,287.00	35,072.21	47,499.24	688.71	47,499.24	2,944.94	46,799.24	5,060.28	46,799.24	2,296.70
Fiscal Year 2006	46,893.60	34,355.05	46,389.56	672.61	46,389.56	2,876.16	45,689.56	4,875.86	45,689.56	2,203.48

1-8 of 8 First | Previous | Next | Last

My Position

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

Description	Amount	Effective Date	End Date
Teacher	51,422.00	09/01/2007	

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

Select the year, quarter or month that you wish to display position and deduction details for

My Year to Date Detail

1-12 of 12 First | Previous | Next | Last

Ded Group	Ded Code	Seq	Wages	Amount	Description
RETIRE	TRS		51,422.00		Teachers' Retirement System Contributions
TSA	L&M			700.00	
FLEX	FXUVTF			1,025.20	
FICA	FICA		50,396.80	3,124.53	FICA
FICA	MEDI		50,396.80	730.75	FICA Medicare Tax
FEDTAX	FEDTAX		49,696.80	5,480.55	Federal Income Tax
STATE	NY		49,696.80	2,495.18	New York State Income Tax

Deduction details will appear also for the year, quarter or month selected

My W-2s

Any W-2 you have ever received from *WinCap* may be obtained under the W-2s section of Employee Self Service. Current W-2s may be obtained once the district/BOCES has finalized for the calendar year. If you wish to receive your original W-2 through *WinCapWEB* only and no longer have a paper copy print through the payroll office you may manage your consent elections and elect to not print your W-2 through payroll.

WinCapWeb > Employee Self-Service > Print My W-2s

Print My W-2s

Use this report to print originals or copies of your IRS Form W-2s.

Until your organization finalizes your Form W-2 totals, you will receive a message that states "Your W-2 is not ready to be printed at this time"

Calendar Year: 2012 ▾

You must consent to receiving your W-2's online before you are able to print your W-2's at this time.

[Go To W-2 Consent Elections](#)

In order to receive your W2 electronically you must consent to receive it, one time only. Select the "Go To W-2 Consent Elections" button

WinCapWeb > Employee Self-Service > My W-2 Consent Elections

Carol Nappi

IRS Regulations state that employees must consent in order to receive their Original W-2 form electronically. By consenting, you agree to return to this web site in January of the appropriate year (e.g. W-2 for 2010 will be available in January 2011) to access your W-2 form on line by following the below instructions.

SYSTEM REQUIREMENTS

1. Adobe Acrobat 4.0 or Higher
2. Supported Internet Browsers: Internet Explorer TM (5.0 and higher), Mozilla Firefox (1.5 and higher), and Safari (1.2) along with the appropriate operating system specified by the browser application.

HOW TO PRINT YOUR W-2 FORM ONLINE
Follow the below instructions:

1. Select the Print W-2's option from the Employee Self Service Menu.
2. Select the correct calendar year and options to print. Your W-2 may be required to be printed and attached to a Federal, State, or, Local income tax return.
3. Click the 'Print as PDF' button.

SCOPE AND DURATION OF CONSENT
Your consent will be valid for all subsequent tax years unless consent is revoked by you, or your company will notify you in the event that this service will not be supported for a future given tax year.

PAPER STATEMENT
Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT
You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

The W-2 Consent Elections page outlines the system requirements for retrieving your W-2 and instructions on how to print

Your current election will be displayed.

Current Selection: **Do Not Distribute W-2's Electronically**

PAPER STATEMENT

Your W-2 will be furnished on paper if you do not consent to receive it electronically.

WITHDRAWAL OF CONSENT

You may revoke your consent and receive your W-2 in a paper form delivered by your employer.

Current Selection: **Do Not Distribute W-2's Electronically**

Please enter your WinCapWeb password as your electronic signature. By entering your WinCapWeb password you understand that you are changing your W-2 Consent Elections.

Typing in your WinCapWEB password and selecting "Consent" will check a flag on your employee record to not have your official W-2 print through the payroll office at year end. You are consenting that you will retrieve your W-2 through WinCapWEB ESS

[WinCapWeb](#) > [Employee Self-Service](#) > [My W-2 Consent Elections](#)

Carol Nappi

THANK YOU FOR YOUR CONSENT!

You have successfully consented to receive your W-2 forms electronically.

You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

Important Note: Your W-2 form will NOT be automatically mailed to you.

Once W-2's have been processed, you will be able to view and print them online.

WinCapWeb > Employee Self-Service > Print My W-2s

Print My W-2s

Use this report to print originals or copies of your

Until your organization finalizes your Form 1099 message that states "Your W-2 is not ready"

Calendar Year:

Copy B—To Be Filed With Employee's FEDERAL TAX RETURN


Copy C—For EMPLOYEE'S RECORDS

Copy 2—To Be Filed With Employee's State, LOCAL, OR FOREIGN TAX RETURN

Select the applicable calendar year and the copies you would like to print and then select "print as PDF." A pop-up will appear where you can choose to open or save the pdf

Opening report.pdf

You have chosen to open:

 **report.pdf**
 which is: Adobe Acrobat Document
 from: https://test.wincapweb.com

What should Firefox do with this file?

Open with:

Save File

Do this automatically for files like this from now on.

report.pdf - Adobe Reader

File Edit View Window Help

1 / 4 139%

		a Employee's social security number 000-00-8410	OMB No. 1545-0008
b Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 61,719.27	
c Employer's name, address, and ZIP code RICHMOND CENTRAL SCHOOL DISTRICT 200 MAIN ST. BUILDING 85 RICHMOND, NY 12345		3 Social security wages 62,719.27	
		5 Medicare wages and tips 62,719.27	
		7 Social security tips 0.00	
d Control number		9	
e Employee's first name and initial CAROL R	Last name NAPPI	Suff.	11 Nonqualified plans 0.00

My Employee Demographics

You may initiate electronic change requests for phone number, address, name, or emergency contact information under the employee demographics section.

WinCapWeb > Employee Self-Service > My Employee Demographics

View Changes

Name **Edit**

Carol R Nappi

Employee Details	Email
Employee Number: 00841	Official Email: Carol.Nappi@webtest.com
Birth Date: 12/18/1966	Other Email: <input type="text"/>
State ID: 1234567	

Address **Edit**

Legal	Mailing
Address 1: 1 Harris Schools Way	Address 1: 1 Harris Schools Way
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: Harrisville	City: Harrisville
State: NY	State: NY
Zip: 12345	Zip: 12345
Country: <input type="text"/>	Country: <input type="text"/>
Address Unlisted: No	

Phone Edit	Emergency Contact Information Edit
Home Phone: <input type="text"/>	Contact Name: <input type="text"/>
Home Unlisted: No	Contact Phone: <input type="text"/>
Work Phone: <input type="text"/>	Contact Relation: Husband
Mobile Phone: <input type="text"/>	Notes: <input type="text"/>
Mobile Unlisted: No	

To view the status of the pending change requests select "View Changes"

Select the edit button in order to submit a change request.

My Employee Demographics

Phone Numbers

Home Phone


Unlisted

Work Phone

Mobile Phone x

Unlisted





Comments

 Pending changes differ from current WinCap information

Update the desired fields with the changes and select "Update" when completed

My Employee Demographics Change Requests

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

Change Type	Status	Comments	Date of Last Edit	Action
Address	Posted		11/27/2013	
Phone Numbers	Pending		11/27/2013	  

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

After selecting "View Changes" all change requests will display with their status. The pencil icon will allow for editing and the red x will allow the user to withdraw the pending request until it is posted.