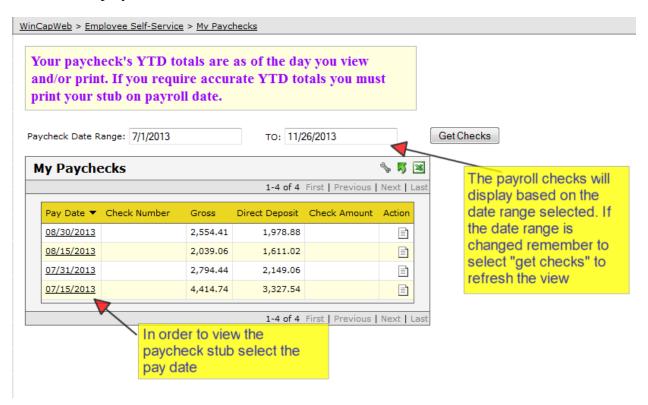


WinCapWEB Employee Self Service

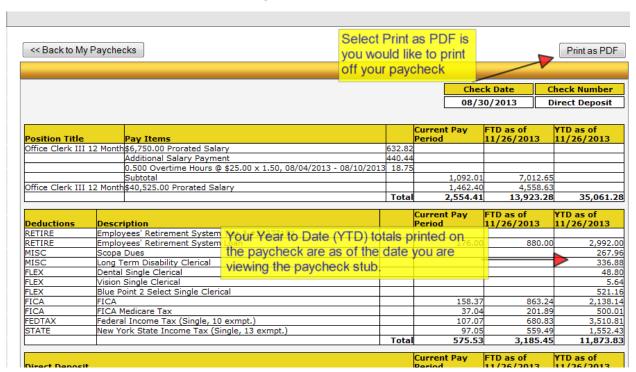
You have been invited to create a WinCapWEB account with New Paltz CSD. Once the account is created by selecting the link in the invitation email and following the account creation steps you will have access to the Employee Self Service module. WinCapWEB is accessible through any internet browser, at 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.



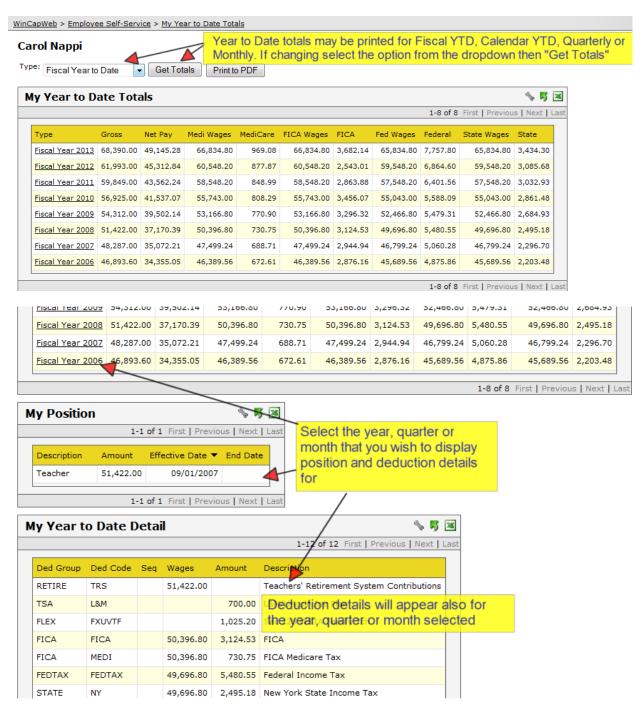






My Year to Date Totals

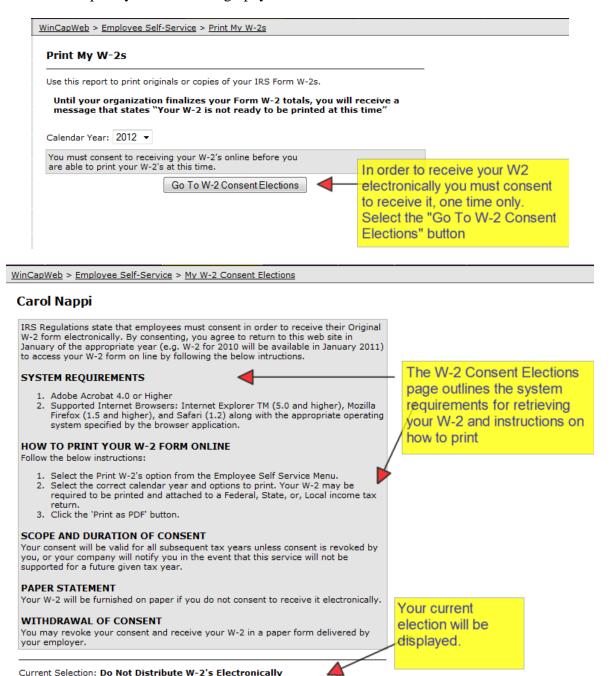
The My Year to Date totals section allows you to obtain position and deduction data for particular fiscal and/or calendar year as well as quarter or month.



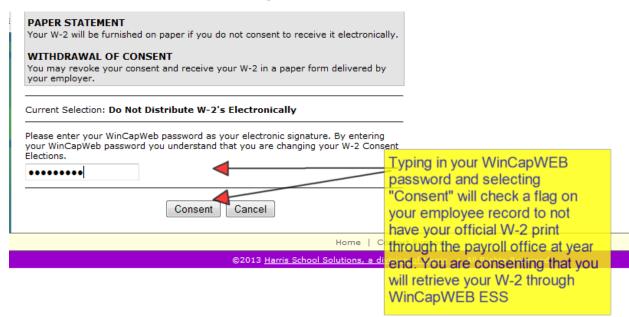


My W-2s

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 > My W-2 Consent Elections

Carol Nappi

September 2015

THANK YOU FOR YOUR CONSENT!

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

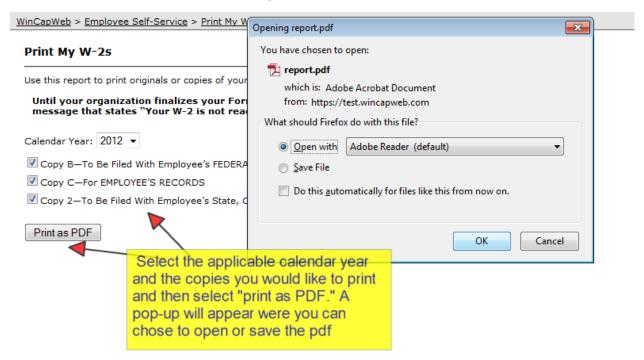
You will be notified when your W-2 is available or you can check back in January to see if your W-2 form is ready.

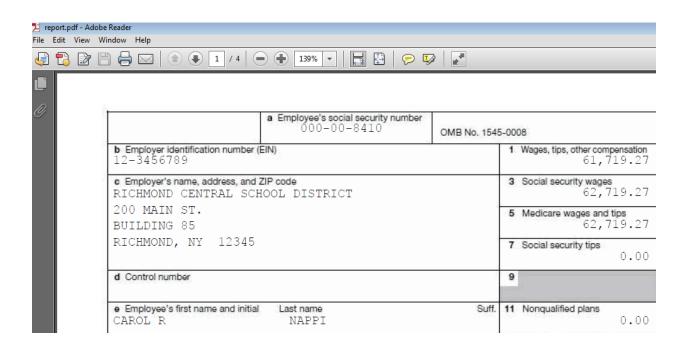
Important Note: Your W-2 form will NOT be automatically mailed to you.

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

Check W-2 Availability









My Employee Demographics

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

