



Sharifa Carbon

Assistant Superintendent for Business

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MEMORANDUM

TO: New Paltz CSD Faculty & Staff

FROM: Sharifa Carbon 
Assistant Superintendent for Business

DATE: May 4, 2020

RE: Online Paycheck Access – WinCap Web

I hope that this letter finds you and your families doing well during this challenging time.

As you well know, the sudden and extended closure of school districts has led us to immediately shift to working in an online environment as much as possible. This holds true to the business operations of the District as well.

Consequently, the Business Office has been working with WinCap, our business and HR software provider, to give our permanent employees access to pay stubs online. The online platform is [WinCap Web](#), which many of our teachers are already familiar with for purchase order requests.

Through WinCap Web, New Paltz CSD employees can use [Employee Self Service \(ESS\)](#) to access: paycheck stubs and demographic information that may need to be updated. Paycheck information for the year is available in WinCap Web.

To access ESS, go to www.wincapweb.com. There is also a link to WinCap Web in the Staff section of the District website. Detailed instructions for each service are attached to this email. Also attached to this email is a brief video that demonstrates the login process.

PLEASE NOTE - If you have never logged into WinCap Web, you will receive an “invitation email” to activate your account. The email will come from “[WinCapWeb AutoAdmin](#)”, from the email address: Admin@WinCap. **THIS IS NOT SPAM. You must click the link in the invite to active your account and access Employee Self Service.**

Your username will be your district email address, and you will be prompted to set up a password. If you have an active account and have forgotten your password, there is a link in the login screen to reset your password.

If you have any questions or have issues accessing your ESS account, please contact Mindi Ottavan at mottavan@newpaltz.k12.ny.us, or x64010.

Thank you, and be well!