Lake Shore CSD is saying "Goodbye" to all of the paper time sheets we've used for employees, and we're saying "Hello" to WinCap's Electronic Vouchers for payroll.



WinCapWEB Payroll Vouchers- Employee

The paper claim forms that we've been using for those extra work duties such as Chaperoning, Intramurals, Athletic related activities, Tutoring etc. will now be submitted electronically through *WinCap*WEB Payroll Vouchers. Each work duty has three levels of approvals defined. The first level supervisor or the lowest level supervisor will be responsible for submitting the employee's claim form electronically through the *WinCap*WEB Payroll Voucher web module. This will usually be a clerical staff member who enters the voucher. Once submitted, the employee who has completed the work will receive an email that will require the employee to select the link and "approve" the payroll voucher. Should any changes need to be made they must reach out to the supervisor (or secretary) to make the change. The second level (building principal or department supervisor) and the third and final approver (Assistant Superintendent) will approve the payroll voucher has been fully approved and a pending payroll transaction will be placed into the next available payroll for payment.

This document outlines the employee process.

1. Employee will receive an email

Whenever a payroll voucher is submitted on behalf of the employee, they will receive an email from WinCapWeb AutoAdmin. The employee must select the link in the email and login to *WinCap*WEB and approve the payroll voucher to send it up the approval chain in order for the payroll voucher to be paid (see example on next page).



2. Selecting the link will bring the employee to WinCapWEB

The employee will be prompted to sign into *WinCap*WEB. The sign information will be the email and the password that was established for *WinCap*WEB Employee Self Service. If the user does not remember this information they should proceed through the "forgot password" link or reach out to the *WinCap*WEB system manager for assistance.

	DWEB , CONTRACTOR
Home Requisitions Pr	ofessional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services
Username (email): ifaro@webtest.com Password: Login Forgot.Password?	Please login to continue. You do not have access to this resource or we cannot identify you. If you are having trouble logging in please contact your organization's support staff.

*If the employee does not have an active WinCap WEB account, please contact Suzanne Kowal in the Business Office to have an account created for the employee. The District will need a valid e-mail address in order to create the WinCap WEB account. Note: if the employee does not have a District e-mail address, a private (home) e-mail address may be used.

3. Payroll Voucher form will display with a "Submit/Approve" button.

Upon successfully logging into *WinCap*WEB, the link from the email will bring the employee directly into the payroll voucher form for their review and approval. After reviewing the payroll voucher form, the user should scroll to the bottom and select "submit/approve." If there is something wrong with the form the user must reach out to the supervisor for any changes or cancellations.

		My Payroll Voucher Form					
nformation History							
Payroll Voucher Infor	mation						
Payroll Vouchers should b	a used when a	sequesting payment for the following:					
Tayron vouchers should v	o usee when i	equesting payment for the following.					
Overtime							
Chaperoning- Sporting Er	Sports Event						
chaptroning other ron	Sports Litent						
Please select the applicabl	e pay authoriz	zation and complete the form. Once the claim					
has been fully approved y	ou will receive	an email.					
Payroll Voucher Seq	011333						
Pay Authorization	Teaching As	ssistant, Chaperone-TRS, Athletics Away Evt-Basic					
Work Date	2/26/2016						
Work Date End							
	-						
a data a set recto							
Additional Info							
Quantity	1.00						
Quantity	1.00	per event (1.000 - 1.000)					
Basis	62,39	\$62.39 Stipend					
Claim Amount	62.39						
Tax Withholding Election	Regular En	nployee W-4/IT-2101 Tax Withholding Rates 👻					
Notes							
Voucher Approvals/	Certificatio	ns					
Approval Level Super	rvisor	Approval Status Approved By Approved On					
Employee		Skipped or N/A					
Pay Supervisor 3 Nadbo	y, Richard U.	Approved Nadboy, Richard U. 2/8/2016 11:05:20 AM					
Pay Supervisor 1 Valent	in, Wayne O.	Pending					
	Co						

4. Reviewing Payroll Vouchers

An employee may always see the status and history of payroll vouchers by signing into WinCapWEB and going to the Payroll Vouchers menu and selecting "My Payroll Vouchers." The wrench icon and filter offer options to the employee for display settings and filtering items that display.

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nCapWeb > Payroll Vouchers > My Payroll Vouchers										
								/		
My Payroll Vouchers										
							:	1-15 of 15 rst Previous	Next La	
Work Date Start 🔻	Work Date End	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action	
02/26/2016		Teaching Assistant, Chaperone-TRS, Athletics Away Evt-Basic		1.00	\$62.39 Stipend	\$62.39	02/08/2016	Awaiting "Pay Supervisor 2" Approval		
12/23/2015	12/23/2015	Teaching Assistant, HH TA Acting as Teacher	10:05-10:50 Denig for Nappi	1.00	\$10 Stipend	\$10.00	12/24/2015	Paid 01/15/2016		
12/22/2015	12/22/2015	Teaching Assistant, HH TA Acting as Teacher	Nappi 11:15-2:35	3.00	\$10 Stipend	\$30.00	12/22/2015	Paid 01/15/2016		
10/10/2015	10/10/0015	TILLER ALTER IN TA ARE I	Barris - 1997 - 414 - 1994 - 1	1.00	***	£10.00	10/10/2015	D=14.01/15/2016		



As always, please contact Suzanne Kowal in the Business Office with any questions or problems.