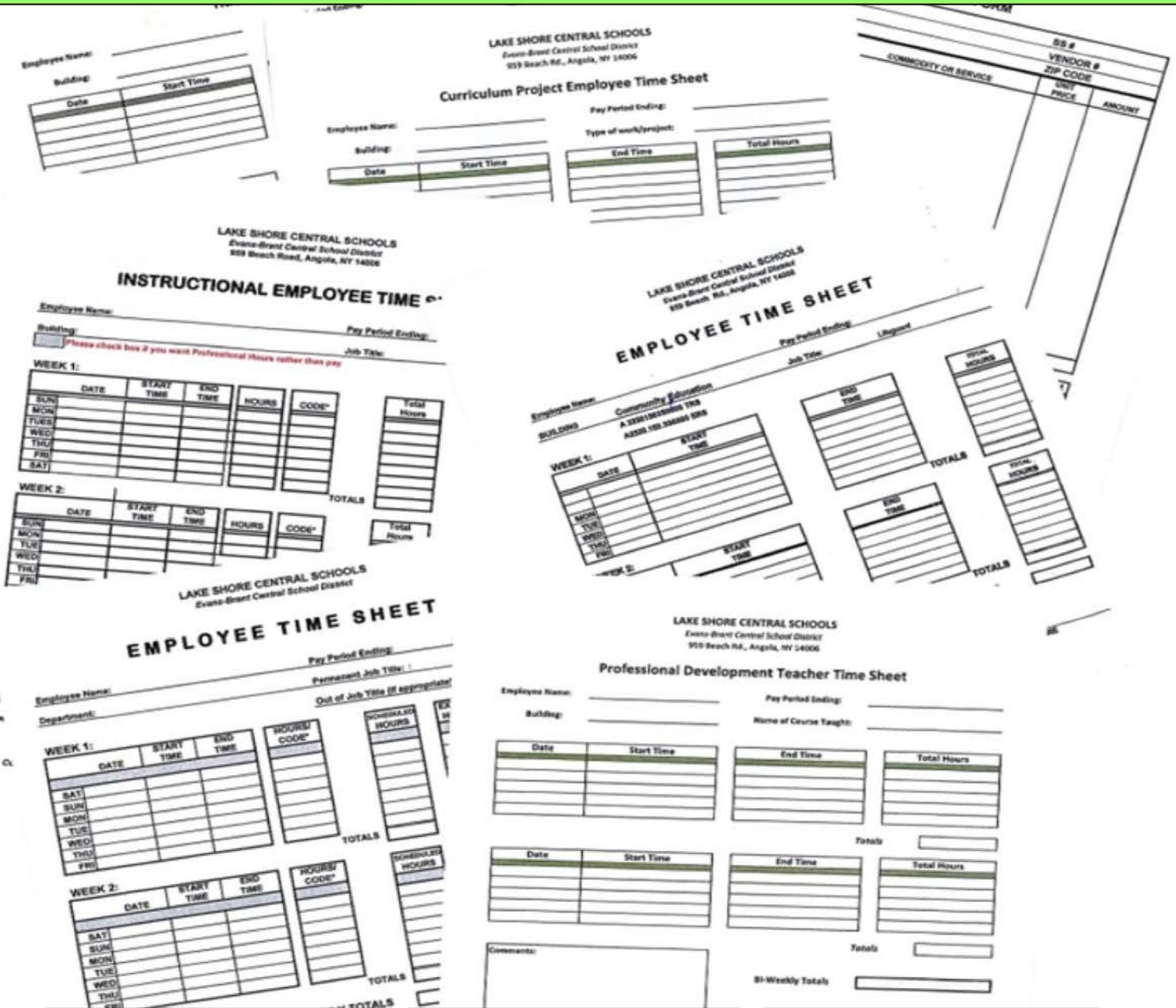


Lake Shore CSD is saying "Goodbye" to all of the paper time sheets we've used for employees, and we're saying "Hello" to WinCap's Electronic Vouchers for payroll.



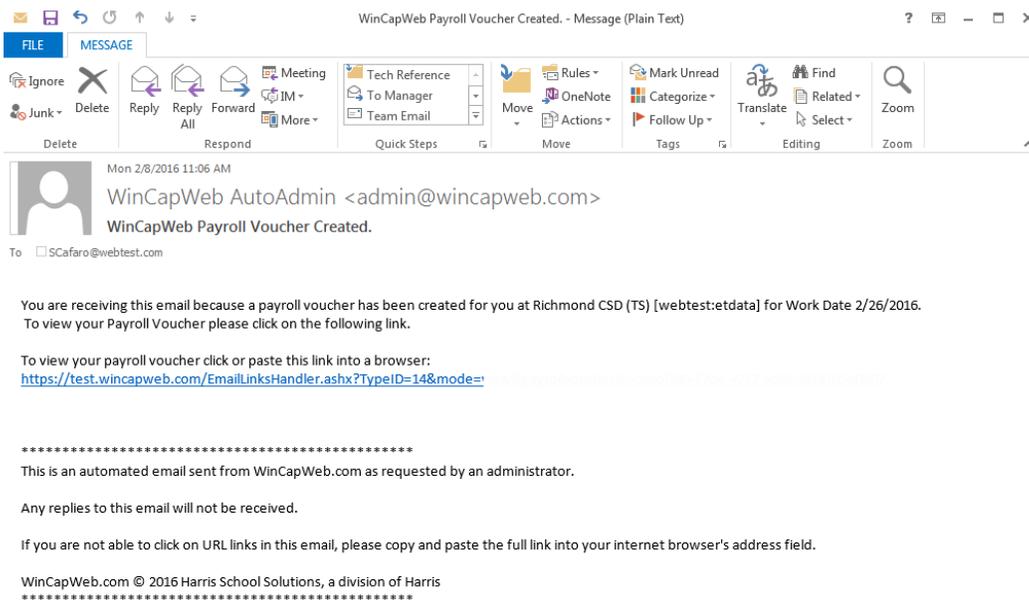
WinCapWEB Payroll Vouchers- Employee

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 *WinCapWEB* 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 *WinCapWEB* 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 vouchers. Once the payroll voucher is fully approved, the employee will receive an email indicating 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 *WinCapWEB* 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

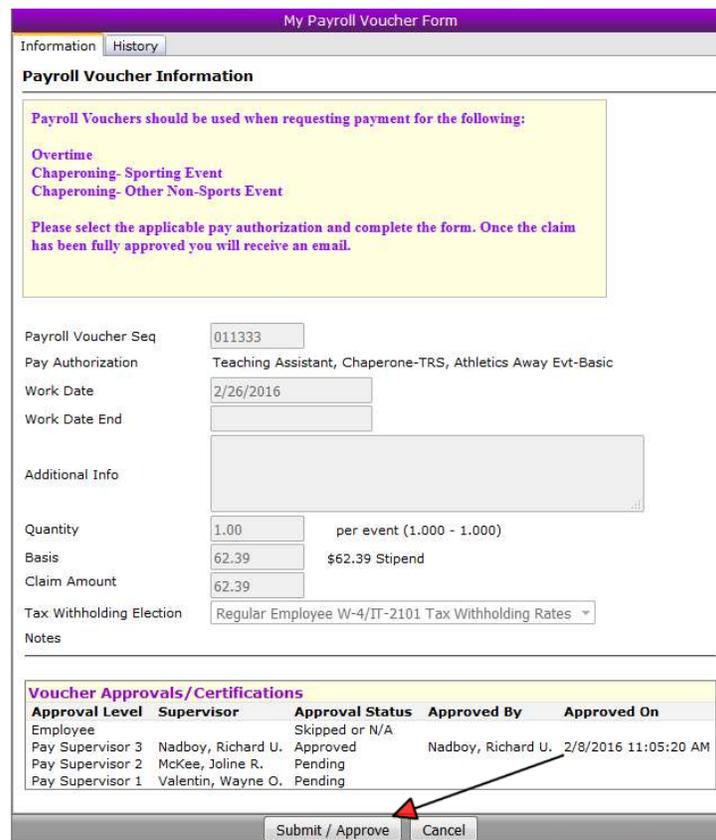
The employee will be prompted to sign into WinCapWEB. The sign information will be the email and the password that was established for WinCapWEB Employee Self Service. If the user does not remember this information they should proceed through the “forgot password” link or reach out to the WinCapWEB system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



*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 WinCapWEB, 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.



Approval Level	Supervisor	Approval Status	Approved By	Approved On
Employee		Skipped or N/A		
Pay Supervisor 3	Nadboy, Richard U.	Approved	Nadboy, Richard U.	2/8/2016 11:05:20 AM
Pay Supervisor 2	McKee, Joline R.	Pending		
Pay Supervisor 1	Valentin, Wayne O.	Pending		

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.

Payroll Vouchers > My Payroll Vouchers

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	
12/16/2015	12/16/2015	Teaching Assistant, HH TA Acting as	Denig release for holiday	1.00	\$10	\$10.00	12/16/2015	Paid 01/15/2016	

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