

Supervisor Functions for WinCapWEB Payroll Vouchers

Payroll Vouchers are a way to submit and track claims for work duties and stipends that are not submitted on a traditional timecard with in and out times. The paper claim form that was once submitted for those extra work duties such as Academic Center, AM/PM Supervision, Athletic Supervision, Teacher Coverage, Tutors etc. will now be submitted electronically through *WinCapWEB*. 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. Once submitted, the second level approver will be responsible for logging into *WinCapWEB* and approving the payroll voucher. Finally once the second level supervisor has approved the claim, the third and final approver (payroll) will approve the claim. Once payroll approves the claim, a pending payroll transaction will automatically be created to compensate the employee for the authorized claim form.

This document outlines all of the supervisor functions within *WinCapWEB* from the initial input of the claim form, modifying existing claim forms, approving, disapproving, and cancelling.

SECTION 1: Accessing *WinCapWEB* Payroll Vouchers (pages 1 -3)

SECTION 2: Adding an individual payroll voucher form for an employee (pages 3 - 7)

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SECTION 6: Disapproving payroll vouchers (pages 15- 16)

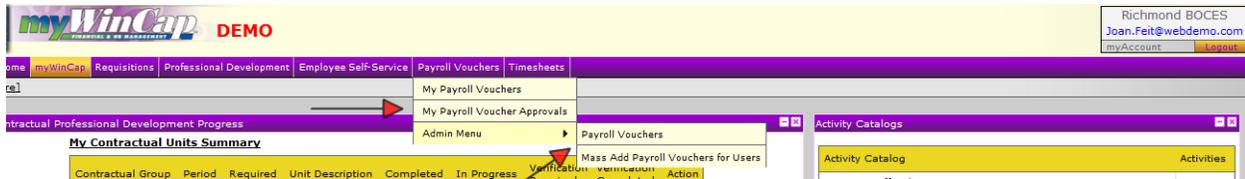
SECTION 7: Cancelling payroll vouchers (pages 16- 17)

SECTION 1: Accessing *WinCapWEB* Payroll Vouchers

Open your internet browser and navigate to www.wincapweb.com. Once on *WinCapWEB*'s home page, a username (district/BOCES) email and password will need to be entered. The password will be the same password that was created during account activation. Select "Login" once all information is input.

The screenshot shows the WinCapWEB DEMO login page. At the top, there is a navigation menu with links for Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. Below the menu is a 'WinCapWeb' header. The main content area is divided into two columns. The left column contains a login form with the following elements: a 'myWinCap' logo, a 'Username (email):' field, a 'Password:' field, a 'Login' button, and a 'Forgot Password?' link. A red arrow points to the 'Login' button. The right column contains a 'Welcome to WinCapWEB' message, a description of the system, and four feature boxes: 'Employee Self-Service', 'Electronic Timesheets', 'Electronic Payroll Vouchers', and 'Professional Development'. Each feature box has a brief description of its functionality.

When successfully logged into **WinCapWEB**, the payroll vouchers module will be a separate dropdown item located in the purple toolbar. Multiple options will display under the payroll voucher menu. My Payroll Voucher Approvals is where a supervisor will need to go in order to approve payroll vouchers. The Admin Menu/Payroll Voucher section will offer a supervisor the ability to review all payroll vouchers that have been submitted through **WinCapWEB**. The Payroll Voucher section is also where a supervisor would go to individually add payroll vouchers for employees. The Admin Menu also offers the option to “Mass Add Payroll Vouchers for Users.” A supervisor will be able to mass add numerous vouchers for multiple employees for the same work duty.



If you have trouble logging into **WinCapWEB**, you should type your username and select the “forgot password?” link below the login button. A prompt will appear and you should enter in your full email and then select “continue”

Forgot Password? - Have it reset:

[Need Help? Contact Support](#)

Please enter your email to begin the password reset process.

Email:

The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had setup on the initial account activation. Hit “Submit” once completed and you will receive a message that you must go to your email to complete the password reset process. *(If you do not remember the answer to your security question or **WinCapWEB** is not accepting your answer you will need to contact your Web System Manager in order to have your **WinCapWEB** account reset. The Web System Manager will send you a “forgot password” email in order to complete the rest of the process.)*

Forgot Password? - Have it reset: (Step 2)

[Need Help? Contact Support](#)

Answer the following question to continue with your password reset:

What is your mother's maiden name?

A message has been sent to your email address, please follow the instructions.

You will receive an email where you must select the link within the email to reset your password

Dear Valued User,

Someone has requested that the password for your account, username Timothy.Quigley@webtest.com, be reset.

If you did not make this request, please simply disregard this email; it is sent only to the address on file for your account.

To choose a new password, please go to the following URL:

<https://test.wincapweb.com/loginresult.aspx?id=dd28b95d-e9cd-4208-9466-a325d4d8d11c>

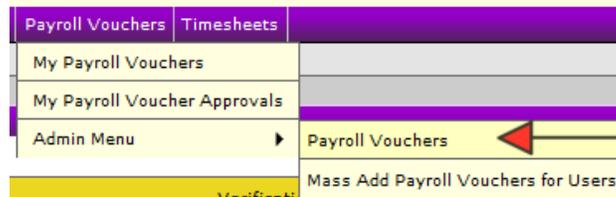
Your request originated from 66.195.66.72.

Sincerely,
Capital Computer Associates

The link will bring you to **WinCapWEB** where you must choose a new password. Once complete, select “change password.” This will automatically log you into **WinCapWEB**.

SECTION 2: Adding an individual payroll voucher form for an employee

In order to add a payroll voucher for employees a supervisor will need to log into **WinCapWEB** and navigate through to the payroll vouchers section (Payroll Vouchers/Admin Menu/Payroll Vouchers).



The “My User Payroll Vouchers” grid will display all payroll vouchers associated with the supervisor record. The My User Payroll Voucher grid will display all payroll vouchers that have been submitted through the web and indicate all of the details as well as the status whether payment is pending, targeted for payment in a pay period, or awaiting a supervisor’s approval. In order to add an individual payroll voucher for an employee, select the “add payroll voucher” button.

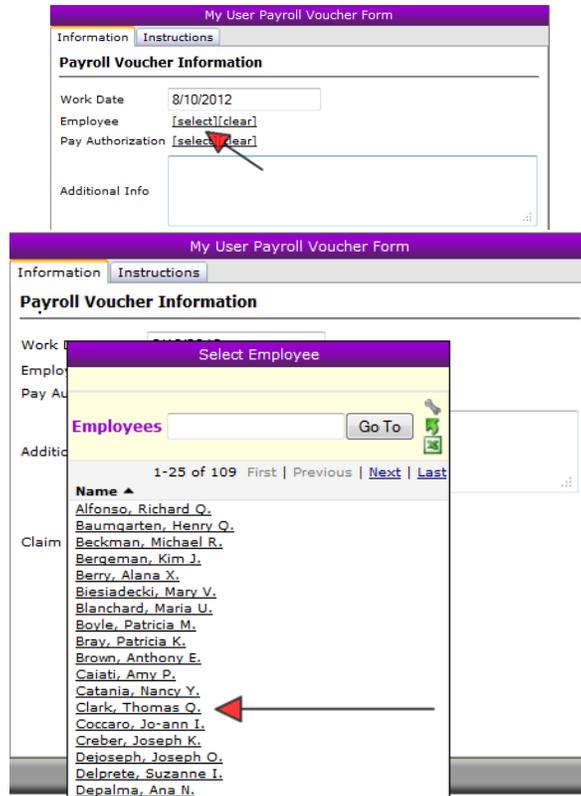
Employee	Employee Number	Work Date	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
Alfonso, Richard Q.	01935	07/30/2012	Tutor Forms, TUTOR		8.00	\$41.98 Stipend	\$335.84	07/25/2012	Payment Pending	
Baumgarten, Henry Q.	00384	07/23/2012	Teacher Aide Full Time, AM SUPERVISION		4.00	\$10.42 hrs of instruction	\$41.68	07/25/2012	Targeted for payment on 08/15/2012	
Baumgarten, Henry Q.	00384	07/27/2012	Teacher Aide Full Time, Athletic Event	test 1	N/A	\$0 Stipend	\$120.00	07/26/2012	Payment Pending	

The “My User Payroll Voucher Form” will appear where the appropriate information such as work date, employee, pay authorization, and claim amount will need to be input onto the claim form. If the district/BOCES has input specific instructions to follow, be selecting the instruction tab of the form, the instructions will display.

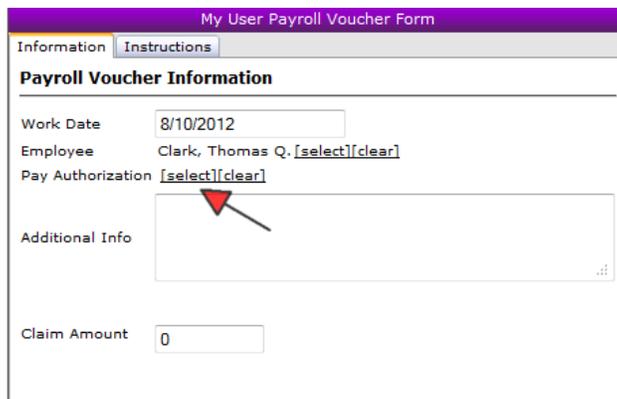
The first field to be completed is the work date. In order to add a work date select the empty field and a calendar will be generated. Select a date within the calendar. The calendar will close and the work date selected will default into the field.

The next field to be chosen on the form is the employee name. By choosing “select” next to employee, an alphabetical employee listing will appear. The listing represents all employees that have you listed as a

supervisor on an authorized work duty. The default for the listing per page will be 25 records, in order to go to the next page select “next” until the employee required displays. By selecting the employee’s name from the listing the employee name will default into the employee section.



The next field to be selected on the claim form is the pay authorization. The pay authorization will display all authorized work duties that have been approved for the chosen employee.



When the “select” option is chosen for the pay authorization field, all authorized work duties will appear in a pay authorization selection grid. The pay authorizations will display the effective date, end date, pay type, rate type and default rate will display. Select the position/work duty that the claim will be submitted for.

Select Pay Authorization						
Pay Authorizations						
Position ▲	Effective Date	End Date	Pay Type	Rate Type	Rate	
Teacher Aide Full Time, AM SUPERVISION	07/01/2012	06/30/2013	Stipend	Hourly	10.04	
Teacher Aide Full Time, Athletic Event	07/01/2012	06/30/2013	Stipend	Amount	0.00	
Teacher Aide Full Time, Chaperoning	07/01/2012	06/30/2013	Stipend	Amount	45.00	
Teacher Aide Full Time, TUTOR	07/01/2012	06/30/2013	Stipend	Amount	41.98	

The selected pay authorization will default into the claim form. The next field of additional info is an optional field where a supervisor has the ability to type additional notes. Once completed the next section is where the claim amount should be input. Depending upon the type of authorized task that a payroll voucher is being submitted for, a quantity with a quantity description will appear. The “basis” will be the unit amount per quantity. When the quantity amount is changed to the appropriate amount the claim amount will automatically be adjusted based on the quantity* basis.

My User Payroll Voucher Form

Information | Instructions

Payroll Voucher Information

Work Date: 8/10/2012
 Employee: Clark, Thomas Q. [select][clear]
 Pay Authorization: Teacher Aide Full Time, Chaperoning [select][clear]

Additional Info

Quantity: 1 Hours of Chaperoning
 Basis: 45.00 \$45 Stipend
 Claim Amount: 45.00

Submit Cancel

When the form is complete with all the appropriate information the user should select “submit.” When a payroll voucher is submitted by a supervisor, their approval is automatically placed on the payroll voucher and will be listed under the next supervisor’s approval screen “requiring their attention.”

My User Payroll Voucher Form

Information | Instructions

Payroll Voucher Information

Work Date: 8/10/2012
 Employee: Clark, Thomas Q. [select][clear]
 Pay Authorization: Teacher Aide Full Time, Chaperoning [select][clear]

Additional Info

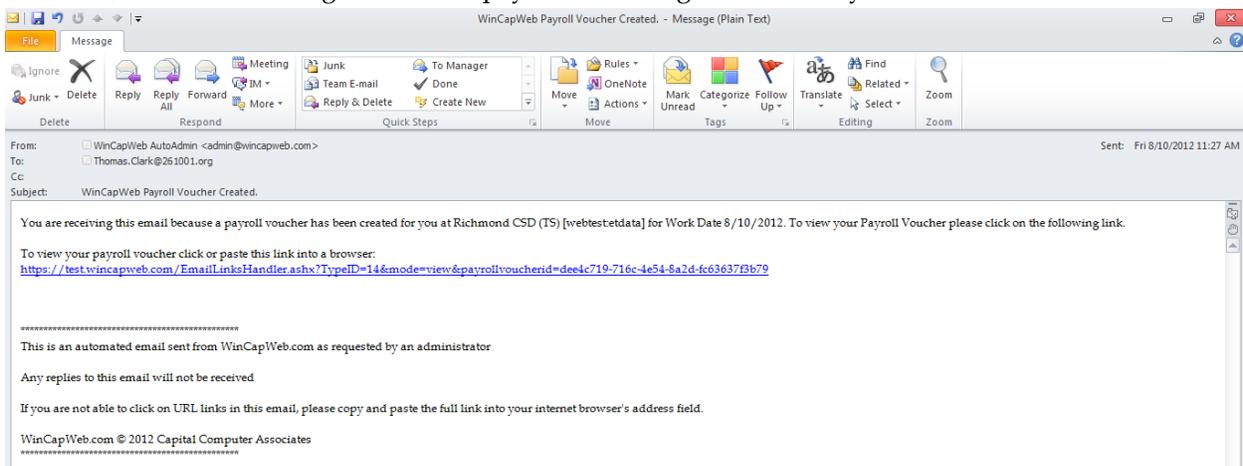
Quantity: 5 Hours of Chaperoning
 Basis: 45.00 \$45 Stipend
 Claim Amount: 225.00

Submit Cancel

The “My User Payroll Vouchers” grid will display the payroll voucher that was submitted with the appropriate status.

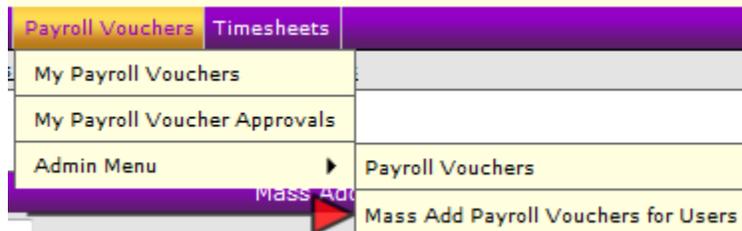
Employee	Employee Number	Work Date	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
Clark, Thomas Q.	01150	08/10/2012	Teacher Aide Full Time, Chaperoning		5.00	\$45 Stipend	\$225.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	
Biesiadecki, Mary V.	01750	07/27/2012	Teacher Aide Full Time, Athletic Event	test 3	N/A	\$0 Stipend	\$360.00	07/26/2012	Payment Pending	

If the employee has an active *WinCapWEB* account, an email will be sent to the employee indicating that a payroll voucher has been created for the employee. There will also be a direct link to the payroll voucher for the employee to view. If the employee has the appropriate access in *WinCapWEB* to payroll vouchers, the link will bring them to the payroll voucher grid where they can see the claim.



SECTION 3: Mass Adding payroll vouchers for multiple employees

The Payroll Vouchers module also allows a supervisor to mass add payroll vouchers for users. This function becomes useful to a supervisor when multiple claims need to be submitted for employees under the same work duty. The mass add option allows all employees authorized for the same work duty to be displayed. The supervisor can select all or individually select from the listing and enter the quantity or amount for the claim. The mass add option is found under Payroll Vouchers/Admin Menu/Mass Add Payroll Vouchers for Users.



Once the menu option has been selected the Mass Add Payroll Voucher form will appear where the supervisor must select the appropriate fields to generate an employee listing.

Mass Add Payroll Vouchers [Instructions](#)

Mass Add Payroll Vouchers

Add Payroll Voucher as Supervisor Feit, Joan Z. ▾

Work Date

Position

Adjustment

Defaults applied to all Payroll Vouchers

Additional Info

Quantity

Claim Amount

Payroll Vouchers to be created...

0-0 of 0 First | Previous | Next | Last

<input type="checkbox"/>	Employee ▲	Position	Quantity	Basis	Claim Amount	Additional Info	Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending	Balance
[no records]													

0-0 of 0 First | Previous | Next | Last

The first field to be selected is the work date. By selecting the empty field a calendar will appear where the appropriate work date may be selected. Once selected, the date will default into the form.

Mass Add Payroll Vouchers [Instructions](#)

Mass Add Payroll Vouchers

Add Payroll Voucher as Supervisor Feit, Joan Z. ▾

Work Date

Position

Adjustment

Defaults applied to a

Additional Info

August, 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: August 10, 2012

The next field that needs to be completed is the position or adjustment selection. A position would need to be selected if a claim is being entered for a term contract position such as coaching. The position does not need to be selected, and just an adjustment can be selected if the claim is being entered for any work duty that is an additional pay item. An example would be a listing of all teachers, teacher assistants and tutors that are authorized for the adjustment code of tutor. If you prefer to filter the adjustment item by position, the position section could be used as a filter. An example would be a listing of only teacher assistants with the adjustment of teacher coverage.

Mass Add Payroll Vouchers [Instructions](#)

Mass Add Payroll Vouchers

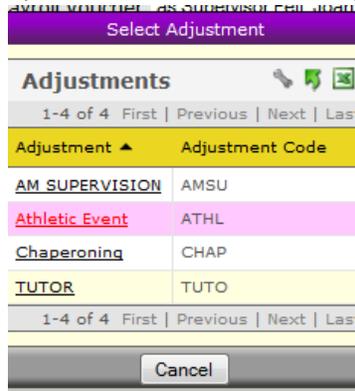
Add Payroll Voucher as Supervisor Feit, Joan Z. ▾

Work Date

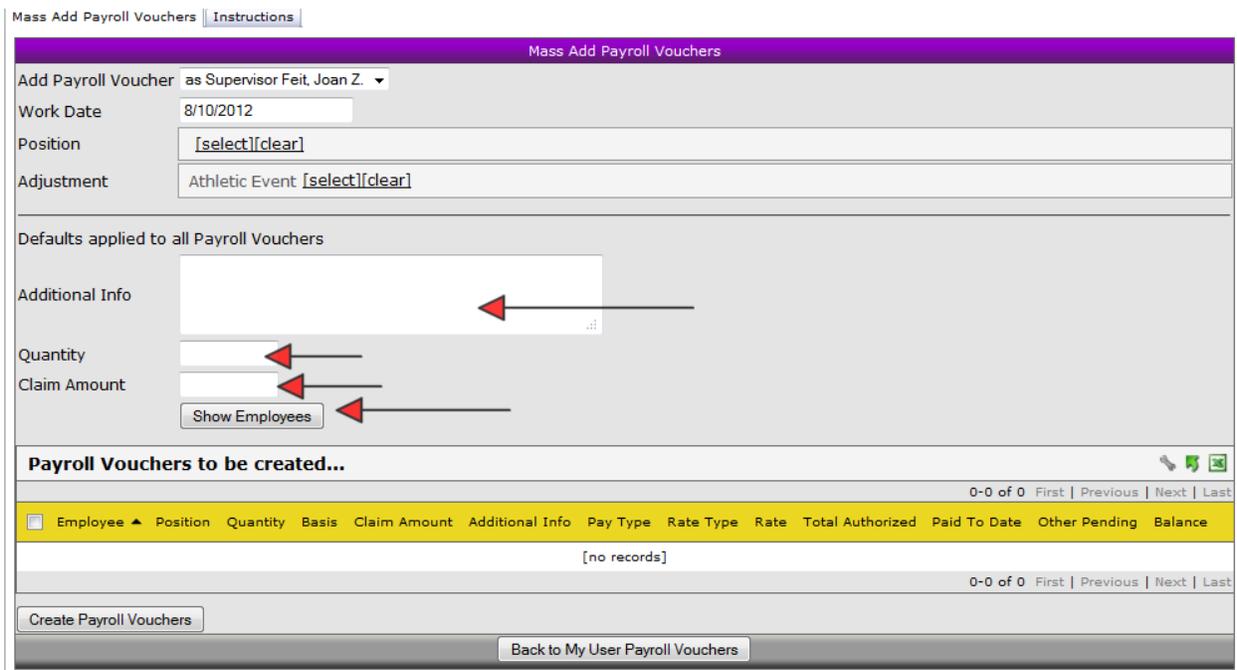
Position ←

Adjustment ←

In the example below, only an adjustment option is selected. When the user chooses “select” for the adjustment section, all of the adjustment items that are authorized for payroll voucher submission will appear. By selecting the appropriate adjustment item, the work duty will default into the mass add form.



The next section of the mass add form is the “defaults applied to all payroll vouchers.” This section allows a user to enter default notes, quantities or a claim amount for all employees that are displayed in the listing. These default fields are optional. Once the fields are completed, or if the fields are being skipped over, the “show employees” button will generate the employee listing.



The employee listing will display all users that have been authorized for the work duty selected on the form. The employee listing defaults to 25 records per page. This form will only generate a claim for those that are selected with a check mark to the left of their name. Each field can be modified individually to the appropriate quantity, claim amount, and additional information (notes) can be added.

Claim Amount: Show Employees

Payroll Vouchers to be created... Go To

1-25 of 77 First Previous

Employee	Position	Quantity	Basis	Claim Amount	Additional Info	Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending
<input type="checkbox"/> Baumgarten, Henry Q.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
<input type="checkbox"/> Beckman, Michael R.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
<input type="checkbox"/> Blaslaedde, Mary V.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
<input type="checkbox"/> Blanchard, Maria U.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
<input type="checkbox"/> Boyle, Patricia M.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
<input type="checkbox"/> Caiati, Amy P.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00			
	Teacher										

A wrench option is available at the top of the employee payroll voucher listing that allows a user to change the table display settings. Optional columns can be removed or added to the table. The wrench option also allows the user to change how many records display per page on the employee listing. The default is 25 per page. If a user prefers to see all employee's on one page without having to select "next" the option may be selected.

Show Employees

Payroll Vouchers to be created... Go To

1-25 of 77 First Previous **Next** Last

Employee	Position	Quantity	Basis	Claim Amount	Additional Info	Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending	Balance
<input type="checkbox"/> Baumgarten, Henry Q.	Teacher Aide Full Time, Athletic Event			1.00		Stipend	Amount	0.00				
<input checked="" type="checkbox"/> Beckman, Michael R.	Teacher Aide Full Time, Athletic Event			140		Stipend	Amount	0.00				

Table Display Settings

Column Name	Order	Show	Group
Employee	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Position	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quantity	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basis	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Claim Amount	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Info	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pay Type	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rate Type	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rate	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Authorized	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paid To Date	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Pending	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balance	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fiscal Year		<input type="checkbox"/>	<input type="checkbox"/>
Position Code		<input type="checkbox"/>	<input type="checkbox"/>
Adjustment Code		<input type="checkbox"/>	<input type="checkbox"/>
Effective Date		<input type="checkbox"/>	<input type="checkbox"/>
End Date		<input type="checkbox"/>	<input type="checkbox"/>

Rows Per Page 25

(Caution: Selecting to display "All" rows (if available) could cause this page to respond slowly.)

Position Code

Adjustment Code

Effective Date

End Date

Rows Per Page 25

(Caution: Selecting to display "All" rows (if available) may cause this page to respond slowly.)

[Store as User Default Settings] (No User Settings saved for this table)

Blanchard, Aide Full Time

- 10
- 25
- 50
- 100
- 200
- All

Below is an example of a supervisor mass adding an athletic event to 3 out of 77 employees. Those employees that performed the work duty were selected. The different claim amount was typed in for each of the employees. Once completed, the supervisor must select "create payroll vouchers." At that time, three payroll vouchers are created with that supervisor's approval on them.

Payroll Vouchers to be created...										Go To		
										1-25 of 77 First Previous		
Employee	Position	Quantity	Basis	Claim Amount	Additional Info	Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending	
<input type="checkbox"/>	Baumgarten, Henry Q.	Teacher Aide Full Time, Athletic Event		1.00		Stipend	Amount	0.00				
<input checked="" type="checkbox"/>	Beckman, Michael R.	Teacher Aide Full Time, Athletic Event		140		Stipend	Amount	0.00				
<input type="checkbox"/>	Biesiadecki, Mary V.	Teacher Aide Full Time, Athletic Event		1.00		Stipend	Amount	0.00				
<input checked="" type="checkbox"/>	Blanchard, Maria U.	Teacher Aide Full Time, Athletic Event		125		Stipend	Amount	0.00				
<input type="checkbox"/>	Boyle, Patricia M.	Teacher Aide Full Time, Athletic Event		1.00		Stipend	Amount	0.00				
<input checked="" type="checkbox"/>	Calati, Amy P.	Teacher Aide Full Time, Athletic Event		75		Stipend	Amount	0.00				
<input type="checkbox"/>	Howe, Barbara L.	Teacher Aide Full Time, Athletic Event		1.00		Stipend	Amount	0.00				
<input type="checkbox"/>	Johnson, Gerald B.	Teacher Aide Full Time, Athletic Event		1.00		Stipend	Amount	0.00				

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SECTION 4: Modifying an existing payroll voucher

If a payroll voucher was previously submitted and has not been approved at a higher supervisor level, the claim may be modified from its original value if necessary. Any claim that is at a supervisor's level for approval can be modified by accessing the payroll voucher manage grid (payroll vouchers/admin menu/payroll vouchers). If the payroll voucher may still be modified, a pencil icon will appear in the action column. If no pencil displays this means that a higher level supervisor must make the appropriate changes.

WinCapWeb > Payroll Vouchers > Admin Menu > Payroll Vouchers

Payroll Vouchers as Supervisor Cusumano, Cheryl E.

My User Payroll Vouchers Add Payroll Voucher

1-20 of 20 First Previous Next Last

Employee	Employee Number	Work Date	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
Caiati, Amy P.	02523	08/10/2012	Teacher Aide Full Time, Athletic Event		N/A	\$0 Stipend	\$75.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	
Blanchard, Maria U.	00476	08/10/2012	Teacher Aide Full Time, Athletic Event		N/A	\$0 Stipend	\$125.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	
Beckman, Michael R.	02896	08/10/2012	Teacher Aide Full Time, Athletic Event		N/A	\$0 Stipend	\$140.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	
Clark, Thomas Q.	01150	08/10/2012	Teacher Aide Full Time, Chaperoning		5.00	\$45 Stipend	\$225.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	
									Targeted for payment	

By selecting the pencil the “my user payroll voucher form” will appear where adjustments can be made.

My User Payroll Voucher Form

Information | History | Instructions

Payroll Voucher Information

Payroll Voucher Seq: 002112

Work Date: 8/10/2012

Employee: Amy P. Caiati

Pay Authorization: Teacher Aide Full Time, Athletic Event

Additional Info:

Claim Amount: 75.00

Tax Withholding Election: Regular Employee W-4/IT-2101 Tax Withholding Rates

Notes:

Voucher Approvals/Certifications

Approval Level	Supervisor	Approval Status	Approved By	Approved On
Employee				
Pay Supervisor 2	Feit, Joan Z.	Approved	Feit, Joan Z.	8/10/2012 10:32:44 AM
Pay Supervisor 1	Cusumano, Cheryl E.			

Update Cancel

After all necessary changes are completed by selecting “update” the form will be updated with the appropriate information and place that modifying supervisor’s approval on it. The payroll voucher will continue up the approval hierarchy until fully approved.

My User Payroll Voucher Form

Information | History | Instructions

Payroll Voucher Information

Payroll Voucher Seq: 002112

Work Date: 8/10/2012

Employee: Amy P. Caiati

Pay Authorization: Teacher Aide Full Time, Athletic Event

Additional Info:

Claim Amount: 125

Tax Withholding Election: Regular Employee W-4/IT-2101 Tax Withholding Rates

Notes:

Voucher Approvals/Certifications

Approval Level	Supervisor	Approval Status	Approved By	Approved On
Employee				
Pay Supervisor 2	Feit, Joan Z.	Approved	Feit, Joan Z.	8/10/2012 10:32:44 AM
Pay Supervisor 1	Cusumano, Cheryl E.			

Update Cancel

WinCapWeb > Payroll Vouchers > Admin Menu > Payroll Vouchers

Payroll Vouchers as Supervisor Cusumano, Cheryl E.

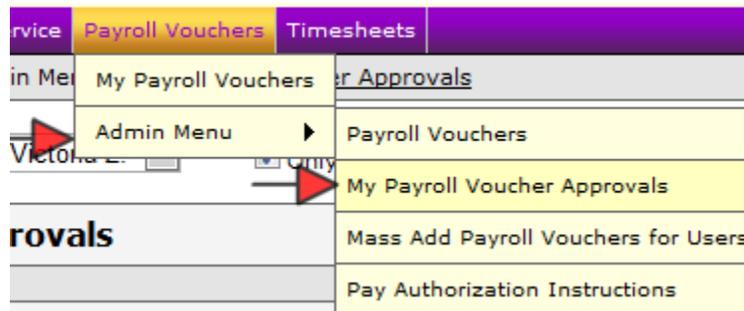
My User Payroll Vouchers Add Payroll Voucher

1-20 of 20 First Previous Next Last

Employee	Employee Number	Work Date	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	Action
Caiati, Amy P.	02523	08/10/2012	Teacher Aide Full Time, Athletic Event		N/A	\$0 Stipend	\$125.00	08/10/2012	Fully Approved	
Blanchard, Maria U.	00476	08/10/2012	Teacher Aide Full Time, Athletic Event		N/A	\$0 Stipend	\$125.00	08/10/2012	Awaiting "Pay Supervisor 1" Approval	

SECTION 5: Approving payroll vouchers

When a payroll voucher is submitted by a supervisor on behalf of an employee, that supervisor's approval is automatically placed on the payroll voucher claim. If a supervisor is a higher level supervisor who is responsible for approving and not submitting, a separate form is offered under the payroll voucher menu to allow for approvals, disapprovals or cancellations. In order to access the My Payroll Voucher Approvals grid select the option from the payroll vouchers admin menu.



The "My Payroll Voucher Approvals" grid will automatically appear for the supervisor that has signed in. The option to "only show approvals that require my attention" is by default to be selected. This means that only the payroll vouchers that are at the supervisor's level, ready for their approval will appear. If a supervisor level needs to be circumvented in order to complete processing, the option may be deselected and all of those payroll vouchers that are at the supervisors level or are not at their level but they may approve will display.

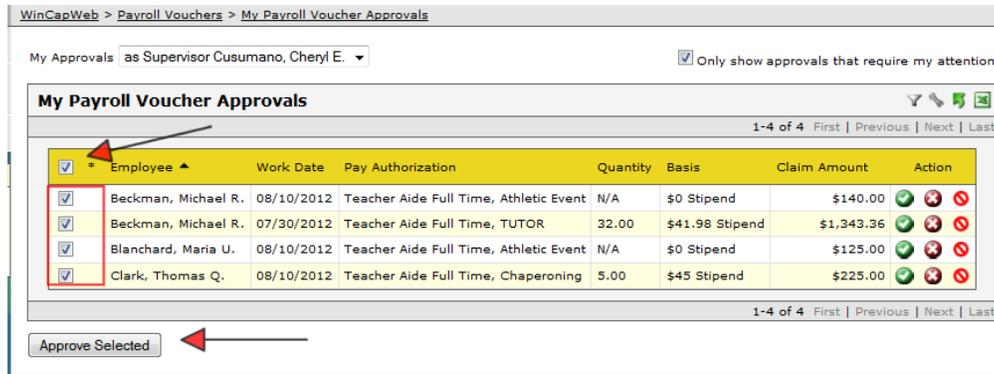
The screenshot shows a web interface for 'My Payroll Voucher Approvals'. At the top, there is a checkbox labeled 'Only show approvals that require my attention' which is checked. Below this is a table with the following data:

Employee	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
Beckman, Michael R.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$140.00	[Icons]
Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	[Icons]
Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	[Icons]
Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	3.00	\$45 Stipend	\$225.00	[Icons]

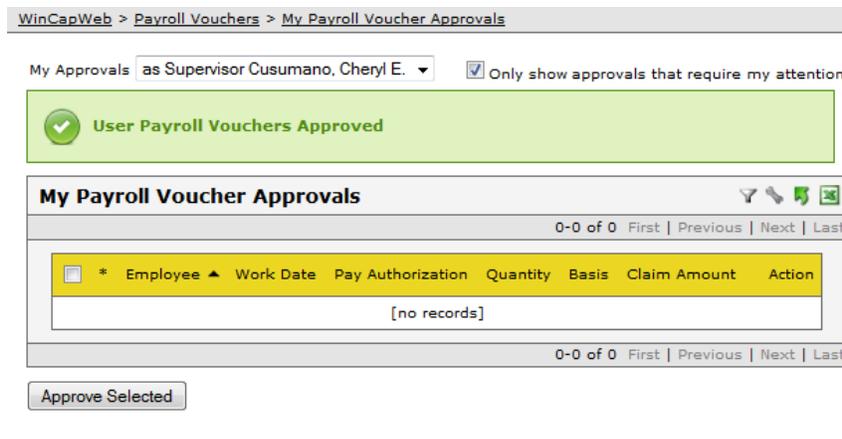
At the bottom of the grid, there is a button labeled 'Approve Selected'.

Mass Approving all payroll vouchers displayed

If a supervisor prefers to mass approve all of the payroll voucher claims that are displayed on the grid, a select all option is located at the top of grid. When selected, all claims will be selected. By selecting "approve selected" all payroll voucher's will be approved.

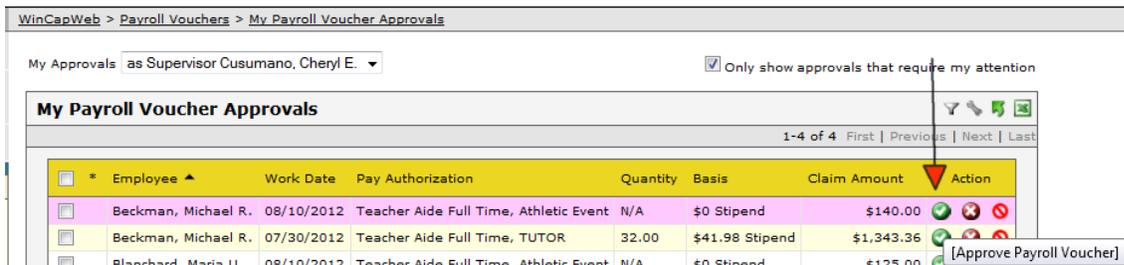


A green message will appear indicating that all of the payroll vouchers were approved. No more records will display under the “my payroll voucher approvals” once all have been successfully approved.



Individually Approving:

If a supervisor prefers to individually approve payroll vouchers, the action column of the “My Payroll Voucher Approvals” grid has a green check mark. This check mark stands for “approve payroll voucher.”



Once selected the approval transaction form appears and by selecting “ok” the supervisor’s approval has been placed on the payroll voucher.

Approval Transaction

Employee **Beckman, Michael R.**
 Work Date **08/10/2012**
 Pay Authorization **Teacher Aide Full Time, Athletic Event**
 Quantity **N/A**
 Basis **\$0 Stipend**
 Claim Amount **140.00**

Action **Approve**

OK Cancel

The approved payroll voucher will no longer appear under the “my payroll voucher approvals” grid and will move up the approving hierarchy to the next supervisor.

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals

1-3 of 3 First Previous Next Last

<input type="checkbox"/>	* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
<input type="checkbox"/>	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

1-3 of 3 First Previous Next Last

Approve Selected

SECTION 6: Disapproving payroll vouchers

If a payroll voucher needs to be disapproved the “My Payroll Voucher Approvals” grid offers a red “x” that stands for “disapprove payroll voucher.”

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals

1-3 of 3 First Previous Next Last

<input type="checkbox"/>	* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
<input type="checkbox"/>	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

1-3 of 3 First Previous Next Last

Approve Selected

[Disapprove Payroll Voucher]

When disapprove is selected, the approval transaction form will appear where the supervisor is required to enter a disapproval reason in the note section.

Approval Transaction

Employee **Beckman, Michael R.**
 Work Date **07/30/2012**
 Pay Authorization **Teacher Aide Full Time, TUTOR**
 Quantity **32.00**
 Basis **\$41.98 Stipend**
 Claim Amount **1343.36**

Action **Disapprove**

Notes (500 chars)

(The notes will be displayed for the employee on their payroll voucher form.)

OK Cancel

Approval Transaction

Employee **Beckman, Michael R.**
 Work Date **07/30/2012**
 Pay Authorization **Teacher Aide Full Time, TUTOR**
 Quantity **32.00**
 Basis **\$41.98 Stipend**
 Claim Amount **1343.36**

Action **Disapprove**

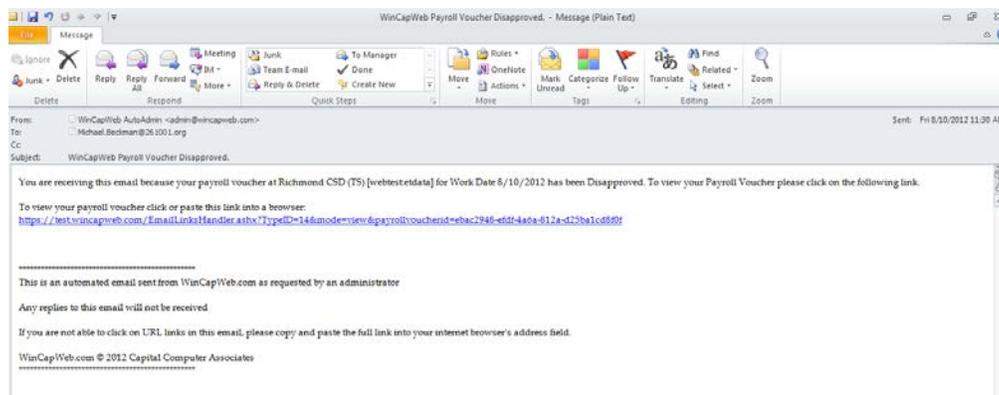
Notes (500 chars)

(The notes will be displayed for the employee on their payroll voucher form.)

• Notes are required

OK Cancel

Once completed by selecting “ok” the payroll voucher is successfully disapproved. If the employee has an active **WinCapWEB** account, an email will be sent to the employee indicating that a payroll voucher has been disapproved. There will also be a direct link to the payroll voucher for the employee to view. If the employee has the appropriate access in **WinCapWEB** to payroll vouchers, the link will bring them to the payroll voucher grid where they can see the claim.

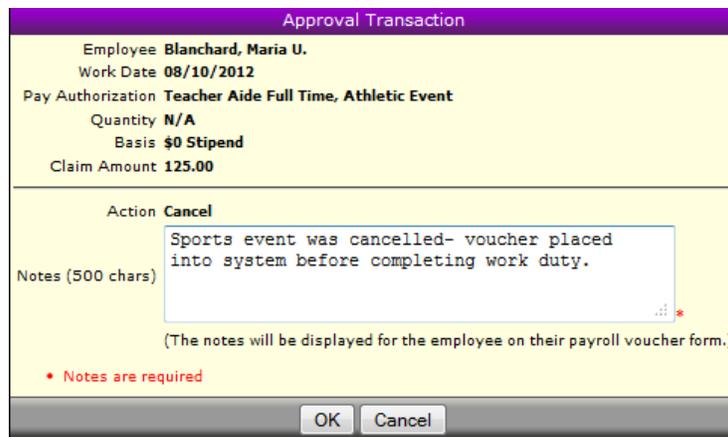


SECTION 7: Cancelling payroll vouchers

If a payroll voucher needs to be cancelled, the “My Payroll Voucher Approvals” grid offers a cancel option under the action column. The red cancel circle may be selected for those payroll vouchers that need to be cancelled.



The approval transaction form will appear where a cancellation reason will be required. Once the supervisor has entered in a cancellation reason, the payroll voucher will be successfully cancelled by selecting "ok."



If the employee has an active *WinCapWEB* account, an email will be sent to the employee indicating that a payroll voucher has been cancelled. There will also be a direct link to the payroll voucher for the employee to view. If the employee has the appropriate access in *WinCapWEB* to payroll vouchers, the link will bring them to the payroll voucher grid where they can see the claim.

