Supervisor Instructions for

WinCap WEB

Electronic Payroll Vouchers



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 *WinCap*WEB Payroll Vouchers (*pages* 1 -3) SECTION 2: Adding an individual payroll voucher form for an employee (*pages* 3 - 7) SECTION 3: Mass Adding payroll vouchers for multiple employees (*pages* 7 -11) SECTION 4: Modifying an existing payroll voucher (*pages* 11 - 12) SECTION 5: Approving payroll vouchers (*pages* 13- 14) SECTION 6: Disapproving payroll vouchers (*pages* 15- 16) SECTION 7: Cancelling payroll vouchers (*pages* 16- 17)

SECTION 1: Accessing *WinCap*WEB Payroll Vouchers

Open your internet browser and navigate to <u>www.wincapweb.com</u>. Once on *WinCap*WEB'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.



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.

MinCar DEMO				Richmond BOCES Joan.Feit@webdemo.com myAccount Lagout
ome myWinCap Requisitions Professional Development Employee Self-Service	Payroll Vouchers Timesheets			
re]	My Payroll Vouchers			
	My Payroll Voucher Approvals	1	 	
ntractual Professional Development Progress	Adata Manu		 Activity Catalogs	
My Contractual Units Summary	Admin Menu F	Payroll Vouchers		
Contractual Group Period Required Unit Description Com	pleted In Progress	Mass Add Payroll Vouchers for Users	Activity Catalog	Activities

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: a.monroe@webtest.com								
Continue								

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.)

Forg	orgot Password? - Have it reset: (Step 2)							
	Need Help? Contact Support							
Ar	nswer the following question to continue with our password reset:							
	What is your mother's maiden name?							
	Submit							

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 <u>Timothy.Quigley@webtest.com</u> , 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 *WinCap*WEB where you must choose a new password. Once complete, select "change password." This will automatically log you into *WinCap*WEB.

my Win Carp.	Welcome Timothy.Quigley@webtest.com, please change your password to continue. If this is not you, please click <u>here</u> .
Username (email):	New Password:
Password:	Confirm New Password:
Login Forgot Password?	Change Password
	 must be at least 8 characters in length must contain 1 letter (uppercase or lowercase) must contain 1 number must contain 1 symbol (1@#\$.? etc.)
•	To cancel your password reset, click <u>HERE</u> .

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).

	Payroll Vouchers	Timesheets	
	My Payroll Vouch	iers	
ļ	My Payroll Vouch	er Approvals	
ļ	Admin Menu	•	Payroll Vouchers
	•	Verificat	Mass Add Payroll Vouchers for Users

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.

nCapWeb > Payroll	<u>Vouchers</u> > Admin Menu	> <u>Payroll Vo</u>	uchers							
avroll Vouchers as	Supervisor Feit, Joan Z.	•								
My User Payro	ll Vouchers								+ Add Payroll Voucher	S 😽
								1	-16 of 16 First Previous	Next L
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, Her Q.	ry 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, Her Q.	ry 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.

	My User Payroll Voucher Form										
Information Ins	tructions										
Payroll Vouche	Payroll Voucher Information										
Work Date											
Employee	[select][clear]										
Pay Authorization	[select][clear]										
Additional Info											
Claim Amount	0										
		_									
	Submit Cancel										

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.

My User Payroll Voucher Form									
Information Instructions									
Payroll Voucher	' Inf	orn	nati	on					
Work Date									
Employee	4		Augu	ust. 2	2012				
Pay Authorization	Su	Мо	Tu	We	Th	Fr	Sa		
	29	30	31	1	2	3	4		
	5	6	7	8	9	10	11		
Additional Info	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1		
Claim Amount	2	3	4	5	6	7	8		
		Toda	ay: A	ugus	t 10,	2012			
	_	_					_		
	_	_		Subi	mit		Cano		

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.

		My User F	ayroll Voucher f	Form		
Ir	nformation Inst	ructions				
P	Payroll Vouche	r Information				
	Nork Date	8/10/2012				
	molovee	[select][clear]				
	Pay Authorization	[selection]				
	-,					
A	Additional Info					
		Mv User P	avroll Voucher	r Form		
Inform	ation Instruc	tions	·			
1110111	instruc	lions				
Payro	oll Voucher I	nformation				
Work I	4	Select En	nolovee		1	
Emplo		Delete En	npioyee			
Pay Ar						
	1			%		
	Employees		0	Go To 🛛 🗾 🎵		
Additio	-			38		
	1-	25 of 109 Fin	st Previous	Next Last		
	Name 🔺					
	Alfonso, Rich	ard Q.				
	Baumgarten,	Henry Q.				
Claim	Beckman, Mi	chael R.				
	Bergeman, K	im J.				
	Berry, Alana	<u>x.</u>				
	Biesiadecki,	Mary V.				
	Bianchard, M	aria U.				
	Boyle, Patricia					
	Brown, Antho	DV F.				
	Caiati, Amy P).				
	Catania, Nan	cy Y.				
	Clark, Thoma	<u>as Q.</u>				
	Coccaro, Jo-a	inn I.				
	Creber, Jose	ph K.				
	Dejoseph, Jo	seph O.				_
	Delprete, Suz	<u>anne I.</u>				
	Depalma, An	a N.				

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.

	My User Payroll Voucher Form
Information Inst	ructions
Payroll Vouche	r Information
Work Date	8/10/2012
Employee	Clark, Thomas Q. [select][clear]
Pay Authorization	[select][clear]
Additional Info	
Claim Amount	0

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.

Se	elect Pay Authori:	zation			
Pay Authorizations				e	V 🕫 🗷
		1-4 c	f 4 First	Previous N	ext Last
Position A	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
		1-4 c	f 4 First	Previous N	ext Last
	Cancel				

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 Ins	tructions
Payroll Vouche	er 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 Ins	tructions								
Payroll Vouche	er Information	n							
Work Date	8/10/2012								
Employee	Clark, Thomas	o. [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								
	Su	Ibmit Cancel							

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

CapWeb > Payroll Vo	<u>uchers</u> > Admin Meni	> Payroll Voi	uchers									
yroll Vouchers as Su	roll Vouchers as Supervisor Feit, Joan Z. 👻											
ly User Payroll Vouchers 🕹 Add Payroll Voucher 💙 🏷 🖡 🗷												
								1-	17 of 17 First Previous	Next l		
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 *WinCap*WEB 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 *WinCap*WEB to payroll vouchers, the link will bring them to the payroll voucher grid where they can see the claim.

🖂 🚽 Ű 🍝	Image: Second secon												
File Messa	je									(2) ه			
🗟 Ignore 🗙	Reply Reply Forward More *	Image: Provide the second	Manager one eate New	Move Actions *	Mark Categorize Fol Unread - Up	Iow Translate	Zoom						
Delete	Respond	Quick Steps	Es.	Move	Tags	G Editing	Zoom						
From: W To: Th Cc: Subject: Wind	From: WInCapWeb AutoAdmin «admin@wincapweb.com> Sent: Fri 8/10/2012 11:27 AM To: Thomas.Clark@251001.org Sent: Fri 8/10/2012 11:27 AM Subject: WinCapWeb Payroll Voucher Created. Sent: Fri 8/10/2012 11:27 AM												
You are receivir To view your pa <u>https://test.wir</u>	Subject wincapweb rayrol vourner created.												
*******	**********												
This is an autor	nated email sent from WinCapWeb	com as requested by an admi	inistrator										
Any replies to t	nis email will not be received												
If you are not at	le to click on URL links in this ema	il, please copy and paste the f	ull link into your int	ernet browser's add	ress field.								
WinCapWeb.co	m © 2012 Capital Computer Associ	ates											

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.

Payroll Vouchers Timesheets	
My Payroll Vouchers	
My Payroll Voucher Approvals	
Admin Menu 🕨 🕨	Payroll Vouchers
	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 Vouch	ers Instructions	1									
				Mass A	dd Payroll ۱	Vouchers					
Add Payroll Voucher	as Supervisor Fe	eit, Joan	Z. 💌								
Work Date											
Position	[select][clear	1									
Adjustment	[select][clear	1									
Defaults applied to a	II Payroll Vouch	ners									
Additional Info											
Quantity Claim Amount											
Davinall Mariahan		es									A
	s to be crea	teu							0-0 of 0	First Dravious	Nevt Last
Employee 🔺 Pos	ition Quantity	Basis	Claim Amount	Additional Info	Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending	Balance
					[no records	5]					
									0-0 of 0	First Previous	Next Last
Create Payroll Vouche	rs										
				Back to M	ly User Payre	oll Vouchers					

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 Vouch	ers	Inst	ruct	ions			
Add Payroll Voucher	as S	Supe	rvis	or Fe	eit, J	oan	Z. •
Work Date							
Position	1.		Aug	ust, 2	2012		×
	Su	Мо	Tu	We	Th	Fr	Sa
Adjustment	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
Defaulte applied to a	12	13	14	15	16	17	18
Defaults applied to a	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
Additional Info	2	3	4	5	6	7	8
		Toda	iy: A	Augus	t 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.

uctions
1

		Mass Add Payroll Vouchers
Add Payroll Voucher	as Supervisor Feit, Joan Z. 👻	
Work Date	8/10/2012	
Position	[select][clear]	
Adjustment	[select][clear]	

In the example below, only an adjustment option is selected. When the user choses "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.

Mass Add Payroll Vouch	ers Instructions										
				Mass A	dd Payroll \	/ouchers					
Add Payroll Voucher	as Supervisor Fe	eit, Joan	Z. 🔻								
Work Date	8/10/2012										
Position	[select][clear	1									
Adjustment	Athletic Event	[selec	t][clear]								
Defaults applied to a	ill Payroll Vouch	iers			_						
Additional Info											
Quantity			_								
Claim Amount	<	(
	Show Employe	es <									
Payroll Voucher	s to be crea	ted									s 🔊 🗷
									0-0 of 0	First Previous	Next Last
Employee 🔺 Pos	ition 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
Create Payroll Vouche	rs										
	_			Back to M	y User Payro	Il Vouchers					

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	Sho	w Employe	es									
Payroll Vou	chers to	be crea	ted									Go To
											1-25 of 77	First Previous
Employee +	Position	Quantity	Basis	Claim Amount	Additional Info		Рау Туре	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending
Baumgarten Henry Q.	Teacher Aide Full Time, Athletic Event			1.00		1	Stipend	Amount	0.00			
Beckman. Michael R.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Biesiadecki. Mary V.	Teacher Alde Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Blanchard, Maria U.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Boyle. Patricia M.	Teacher Aide Full Time, Athletic Event			1.00		al	Stipend	Amount	0.00			
Caiati, Amy p.	Teacher Aide Full Time. Athletic Event			1.00		a	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	S 🛛 🖉
							1-25 of 77	First Previo	Next Last
Employee Position Quantity Basis Claim Amount	: Additional Info		Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending	Balance
Teacher Baumgarten, Aide Full Henry Q. Athletic Event			Stipend	Amount	0.00		-		
Beckman, Aide Full Michael R. Time, Athletic Event			Stipend	Amount	0.00				
	Tabl	e Display Settings	<u>chann</u>	6					
	Column Name	1	Show	Group		1			
· · · · · · · · · · · · · · · · · · ·	Position	2				-			
	Quantity	3							
	Basis	4							
	Claim Amount	5							
	Additional Info	6							
	Pay Type	7							
	Rate Type	8							
1	Rate	9							
	Total Authorized	10							
	Paid To Date	11	V			-			
	Other Pending	12	\checkmark			-			
	Balance	13	\checkmark						
	Fiscal Year					-			
1	Position Code								
	Adjustment Code								
	Effective Date								
1	End Date								
	Row (Caution: Selecting to display "All" row	s Per Page 25 👻 s (if available) could ca	use this pag	e to respond	slowly.)	5			



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 Vou	hers to	be crea	ted									Go To
											1-25 of 77	First Previou:
📄 Employee 🔺	Position	Quantity	Basis	Claim Amount	Additional Info		Pay Type	Rate Type	Rate	Total Authorized	Paid To Date	Other Pending
Baumgarten Henry Q.	Teacher Aide Full Time, Athletic Event			1.00		đ	Stipend	Amount	0.00			
Beckman, Michael R.	Teacher Aide Full Time, Athletic Event			140		.4	Stipend	Amount	0.00			
Biesiadecki, Mary V.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Blanchard, Maria U.	Teacher Aide Full Time, Athletic Event			125			Stipend	Amount	0.00			
Boyle, Patricia M.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Caiati, Amy P.	Teacher Aide Full Time, Athletic Event			75			Stipend	Amount	0.00			
	Teacher Aida Full											
Howe, Barbara L.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Johnson, Gerald B.	Teacher Aide Full Time, Athletic Event			1.00			Stipend	Amount	0.00			
Create Payroll Vo	uchers										1-25 of 77	First Previous
)				Back to My User Pavro	Il Vouchers						

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.

roll Vouchers as Su	uchers > Admin Men pervisor Cusumano, (u > <u>Payroll Vou</u> Cheryl E. 👻	<u>chers</u>							
y User Payroll	Vouchers								Add Payroll Voucher	V 🗞 🕏
Employee	Employee Number	Work Date ¥	Pay Authorization	Additional Info	Quantity	Bacic	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	0 /
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	1
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	E /
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	🖹 🖊
			1						Targeted for payment	- Ch

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

Information History Instr	My User Payroll Voucher Form
Desmall Vessel as Information	-41
Payron voucher informa	1000
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
ciality without c	/5.00
Tax Withholding Election	Regular Employee W-4/IT-2101 Tax Withholding Rates 👻
Notes	
Voucher Approvals/Cer	tifications
Approval Level Supervis	or Approval Status Approved By Approved On
Employee Pay Supervisor 2 Eait 100	n 7 Approved Eait Joan 7 9/10/2012 10:32:44 AM
Pay Supervisor 1 Cusumar	no, Cheryl E.
	Undate 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.

	Payroll Vo	ucher Inf	ormation							
	Payroll Vouc	her Seg	002112							
	Work Date		8/10/2012							
	Employee		Amy P. Ca	iati						
	Pay Authoriz	ation	Teacher Ai	de Full Time,	Athletic	Event				
	Additional Ir	ıfo					-	.4		
	Claim Amou	nt	125	◀		_				
	Tax Withhol	ding Election	n Regular E	mployee W-4/	IT-2101	Tax Withhold	ing Rates	-		
	Notes									
	Voucher A Approval L Employee Pay Superv Pay Superv	pprovals evel Sup isor 2 Feit isor 1 Cu:	Certifications bervisor t, Joan Z. sumano, Cheryl E.	Approval St Approved	tatus	Approved By Feit, Joan Z.	Approve 8/10/20	ed On 12 10:32	:44 AM	
				Update	Cancel					
> Payroll V	/ouchers > Admin Men	u > Payroll Vou	chera							
chers as S	Supervisor Cusumano, (Cheryl E. 👻								
	I Vouchers								Add Payroll V	oucher V
r Payrol										
r Payrol	Employee Number	Work Date *	Pay Authorization	Additional Info	Quantity	Basis	Claim Amount	Submit Date	Status	~

WinCap Payrol

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.

rvice Payroll Vouchers Time	esheets
in Mei My Payroll Vouchers	r Approvals
Admin Menu	Payroll Vouchers
	My Payroll Voucher Approvals
rovals	Mass Add Payroll Vouchers for Users
	Pay Authorization Instructions

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.

y Pay	roll Voucher App	provals					· V	- 14	=
					1-	4 of 4 First Previ	ous I	Nex	=1
	Employee *	Work Date	Pay Authorization	Quantity	Basis	Claim Amount		Iction	,
	Beckman, Michael R.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$140.00	0	0	0
13	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1.343.36	0	0	0
8	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	s0 Stipend	\$125.00	0	0	0
E1.	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	0	0	0

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.

y Pay	yroll Voucher App	rovals					$\neg A \gg$
					1	4 of 4 First Previo	ous Nex
V	Employee 🔺	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
1	Beckman, Michael R.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$140.00	3
V	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	3
V	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	3
_			Teacher Aide Full Time, Channeller	E 00	AAR Oliveral	4005.00	

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.

<u>WinCapWeb</u> > <u>Payroll Vouchers</u> > <u>My Payroll Voucher Approvals</u>
My Approvals as Supervisor Cusumano, Cheryl E. 👻 Only show approvals that require my attention
User Payroll Vouchers Approved
My Payroll Voucher Approvals 🛛 🖓 🖏
0-0 of 0 First Previous Next Last
* Employee Work Date Pay Authorization Quantity Basis Claim Amount Action
[no records]
0-0 of 0 First Previous Next Last
Approve Selected

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."

Wi	nCapWeb	> <u>Payroll Vouchers</u> > <u>M</u>	ty Payroll Vou	cher Approvals					
M	1y Approva	Is as Supervisor Cusur	mano, Cheryl E	E. 🔻		🗹 Only show a	approvals that requ	re my attention	
	My Pay	roll Voucher App	orovals					7 % 🐬 🗷	
						1-4	4 of 4 First Previo	us Next Last	
		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	O O	
		Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36		h and
		Blanchard Maria II	08/10/2012	Teacher Aide Full Time Athletic Event	N/A	¢0 Stinend	¢125.00	Approve Payroll vouci	nerj

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

A	pproval 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.

y Pay	roll Voucher App	provals					Y % 🖡
					1-3	3 of 3 First Previo	ous Next
•	Employee 🔺	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	3 3 6
	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	3 3 6
	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	3 3 6

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."

<u>WinCapWeb</u> > <u>Payroll Vouchers</u> > <u>My Payroll Voucher Approvals</u>

Pay	roll Voucher Ap	provals					$\neg \gamma$	s 🔊 🕯	26
					1-3	of 3 First Previ	ous M	lext L	last
] *	Employee 🔺	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Ac	V n	
]	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	0	3 0	
	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	(Disa	nnrove Payroll \
]	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	 (pproveragion
					1-3	of 3 First Previ	ous N	lext L	.ast

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 I	Beckman, Michael R.						
Work Date (07/30/2012						
Pay Authorization 1	Teacher Aide Full Time, TUTOR						
Quantity 3	32.00						
Basis :	\$41.98 Stipend						
Claim Amount :	1343.36						
Action	Disapprove						
	This was manually naid through nauroll If						
	approved the stipend would be paid twice						
Notes (500 chars)							
	(The notes will be displayed for the employee on their payroll you has form)						
	i ne notes un de displayed for the employee on their payroll voucher form.)						
 Notes are req 	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.

al a *7 ⊡ ⇒ Nessa;				WinCap	Web Payrol	I Voucher Disappro	ved Message (P	lain Text)			- 2 II 0 2
Calanore X Solunk - Delete Delete	Reply Re	ply Forward No.	eeting 🖓 Junk I - 🖓 Team E-mail One - 🖓 Repty & Delete Qu	 ➡ To Manager ✓ Done ❤ Create New Kk Steps 		Roles • N OneNote Actions • Move	Mark Categori Unread	ze Follow Up -	Translate	R Zoom Zoom	
From: OW Tai OM Cc	inCapWeb Aut ichael.Becimar	toAdmin ≺admin@winc n@261001.org	ap=eb.com>								Sent: FH 8/10/2012 11:30 AM
You are receivin To view your pa https://test.wir	ng this emai ayroll vouch ncapweb.co	il because your pay ner click or paste th m/EmailLinksHau	roll voucher at Richmond is link into a browser: ndler ashx?TypeID=14&m	CSD (TS) [webteste	tdata] for V roucherid=	Vork Date 8/10/; ebac2946-efdf-4a	012 has been Dis 6a-612a-d25ba1c	approved d8t0t	1. To view your Payroll	Voucher please click	on the following link.
This is an autoe	mated email	sent from WinCap	pWeb.com as requested by	an administrator							
Any replies to the	his email wi	ill not be received									
If you are not at	ste to click o	n URL links in this	email, please copy and p	aste the full link into	your inter	net browser's ada	iress field.				
WinCapWeb.co	en © 2012 C	apital Computer A	lasociates								

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.

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals												
My	My Approvals as Supervisor Cusumano, Cheryl E. 👻 On							$\overline{\mathbb{Z}}$ Only show approvals that require my attention				
м	My Payroll Voucher Approvals 🛛 🗸 🕏 🕸								5 3			
							1-0	2 of 2 First Previ	ous Next	Last		
	•	F	Employee 🔺	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action			
			Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	3 (3)	0		
			Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	3	Cancel Payroll Voucher]		
	1-2 of 2 First Previous Next Last											
Ap	prove	Se	elected									

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 succesfully cancelled by selecting "ok."

	Approval Transaction						
Employee	Blanchard, Maria U.						
Work Date	08/10/2012						
Pay Authorization	Teacher Aide Full Time, Athletic Event						
Quantity	N/A						
Basis	\$0 Stipend						
Claim Amount	125.00						
Action Cancel Sports event was cancelled- voucher placed into system before completing work duty.							
(The notes will be displayed for the employee on their payroll voucher form.) • Notes are required							
	OK Cancel						

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.

⊠ <mark> </mark>			ēP 23							
File Message										
lgnore X Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	Ward the first of	Image: A manager ∧ Image: A manager ∧ Image: A manager ∨ Image: A manager ∧ Image: A manager ∧ <	Move	ark Categorize Follow	Translate ↓ Select → 2	Zoom				
Delete Resp	ond Q	uick Steps 🕞	Move	Tags G	Editing Z	Zoom				
From: WinCapWeb AutoAdmin To: Maria.Blanchard@26100 Cc Subject: WinCapWeb Payroll Vouc	From: WinCapWeb AutoAdmin <admin @wincapweb.com=""> Sent: Fri 8/10/2012 11:30 AM To: Image: Ima</admin>									
Subject: WinCapWeb Payroll Voucher Cancelled. You are receiving this email because your payroll voucher at Richmond CSD (TS) [webtestedata] for Work Date 8/10/2012 has been Cancelled. To view your Payroll Voucher please click on the following link. To view your payroll voucher click or paste this link into a browser. https://test.wincapweb.com/EmailLinksHandler.ashx?TypeID=14&mode=wiew&payrollvoucherid=?ee011db=55cb=4808-94bb=6dc?1ac50146 ************************************										