

## WinCapWEB – Employee Leave Request Submission

Open Internet Browser and navigate to <u>www.wincapweb.com</u>. Input your email as your username and the password that was chosen during account activation



## Accessing "My Leave Requests" through Employee Self Service

The My Leave Request section of Employee Self Service allows an employee to initiate a leave request electronically through *WinCap*WEB. Once the request has been submitted, the leave request is available for the supervisor to approve, disapprove or cancel. The "My Leave Requests" option is available off of the Employee Self Service menu.

Home	wWinCap	Requisition	ns Profe	ssional Dev	elopment	Employee Self-Service	BOCES S
[Configure]						My Attendance Balance	e5
_						My Leave Requests	-
My Contractua				-		My Attendance Activity	/
	My Cont	ractual Ur	ins sun	imary		My Paychecks	
	Contract	ual Group	Period	Required	Unit Des	My Year to Date Total	5
						My Employee Demogr	aphics
	·					My Paycheck Printing	Elections
myActivities						Admin Menu	

Once selected from the menu the "My Leave Requests" grid will appear where any requests that have been submitted will appear displaying the employees attendance group, attendance code, the start and end date of the request, the units requests, the approval status, and employee comments. Those leave requests that have been fully approved and posted as taken will display for 21 days past the date.

ease select "Add Lo ave request will flo view the approval der to display the the request.	low through to the I status in order t	e proper chain to see the stat	s of approva us of your re	al. You c equest.	an In		
y Leave Requ	uests					Add Leave Rec f 2 First   Prev	
y Leave Requ	uests Attendance Code	Start Date 🔺	End Date	Units			
	Attendance Code	Start Date   09/28/2012			1-2 of	f 2 First   Prev	vious   N

WinCapWEB Employee Self Service- Leave Request Submission Capital Computer Associates, Inc., a division of Harris School Solutions page 1 of 7



The Action Column of the "My Leave Requests" grid will offer the option to view the leave request, edit the leave request, and cancel the leave request if the leave request is still at a particular level and allows for cancellation or modification. By selecting the icons within the action column, the leave request form will appear where the user can view, change or cancel the request.

ly Leave Requ	iests				6	Add Leave Rea	quest	÷	5
					1-2 of	2 First   Prev	vious	Nex	d   L
Attendance Group	Attendance Code	Start Date 🔺	End Date	Units	Approval Status	Comments	A	ction	
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval			J	×
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval			1	×
					1-2 of	2 First Prev		<b>A</b> .	4

The "My Leave Requests" display can also be modified by a user by selecting the wrench icon located next to "add leave request." Once selected the table display settings form will appear and allow for editing.

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					1-2 of	2 First   Pre	vious	Ne	~
Attendance Group	Attendance Code	Start Date 🔺	End Date	Units	Approval Status	Comments	A	ction	h
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		Ē	1	×
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval			1	×

Within the Table Display Settings form the column order, display and grouping can be modified. The column order may be adjusted by changing the order number; the display of columns and grouping may be added. Once the setting the employee wishes to display have been selected, the employee will select ok and see their "My Leave Requests" grid updated to their preferences.

Table	e Display Settings		
Column Name	Order	Show	Group
Attendance Group	1	<b>V</b>	
Attendance Code	2	$\checkmark$	
Start Date	3	$\checkmark$	
End Date	4	$\checkmark$	
Units	5	$\checkmark$	
Approval Status	6	$\checkmark$	
Comments	7	$\checkmark$	
History	8	$\checkmark$	
Rows	Per Page 25 👻		
(Caution: Selecting to display "All" rows	(if available) could ca	use this page to	respond slowly.)
[Store as User Default Settings]	(No User Default Sett	ings saved for t	his table)
	OK Cancel		

## Adding a Leave Request

In order to add a new leave request, select "My Leave Requests" from the Employee Self Service Menu. Once on the My Leave Requests page select the "Add Leave Request" button.

1	Ay Leave Requests				+ Ado	d Leave Request	% 🐬 🗷
					1-2 of 2 F	irst   [Add Lea	ve Request]
	Attendance Group Attendance Code	Start Date 🔺 End Date	Units	Approval Status	Co	omments A	ction



The Leave Request form will appear. The first section to be completed is the attendance group and attendance code. The attendance group will default to the attendance group assigned to your employee record.

ons Professional Develo	pment <mark>Employee Self-Service</mark>	BOOIS Services		
		Leave Requi	at .	
		New Leave Rep		
eave Request Detail				
tendence Group Super	v & Directors 07/01/2012 - No	End Date (01)		
Attendance Code: (pleat Available Balance: Carned Balance: Requested:	e select an Attendance Code)			
Requested Dates				
Define submitting you Date +	r request, ensure that the days	units		1-1 of 1 First   Previous   Next   Las endance Code Action Action 2-1 of 1 First   Previous   Next   Las
<ol> <li>Click the [Add De 3. Review the dates</li> </ol>		bove elow	ts per Devi	Add Dates to Result
mployee Comments	end:	* *	a per carri	Contract in contract
		Save for Later Subm	it Cancel	

The second selection to be made is the attendance code the employee will be using. By selecting the drop down all the attendance codes that the employee has access to submit a leave request for will appear. When the proper attendance code is selected the available balance, earned balance and requested balance will appear below the attendance code.

		Leave Request	
		New Leave Request	
Leave Request Def	ail		
Attendance Group	Superv & Directors 07/01/2012 - No En	d Date (01) 💌	
Attendance Code:	(please select an Attendance Code) -	1	
	(please select an Attendance Code)		
Earned Balance: Requested:	Employee Illness		
	Family Illness Personal		
Requested Da	Vacation Leave		e 🔧 🖪 💌
Before submitt	Sick Leave	u intend to request are listed here.	1-1 of 1 First Previous Next Last



	& Directors 07/01/2012 - No End Date (01)		
Attendance Code: Vacation	on Leave		
Available Balance: 14.0000			
Earned Balance: 14.0000 Requested: 0.0000 Requested Dates			
Requested: 0.0000	request, ensure that the days you intend to request are		Previous   Next   Las
Requested: 0.0000 Requested Dates Before submitting your	<b>▲</b>	Attendance Code	Previous   Next   Las Action
Requested: 0.0000 Requested Dates	request, ensure that the days you intend to request are		Previous   Next   Las

If the leave request is being submitted for an individual day, under the requested dates section the date can be manually typed or by selecting the blank date box a calendar will appear where the user can select the date to be requested.

Bet	ore	subr	nittir	ig ye	our i	eque	est, ensure that the days you intend to req	est are listed here. 1-1 of 1 First   Previous	Next Last
ate	•						Units	Attendance Code	Action
9/28	201	2			<			Vacation Leave	×
4	Se	pte	nbei	, 20	12	÷		1-1 of 1 First   Previous	Next Las
Su	Мо	Tu	We	Th	Fr	Sa			
26	27	28	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	1	2	3	4	Ē	riday	Day fields below		
Т	oday	: Sep	temb	er 28	, 201	2	Requested Dates list above		
4	. Sı	ıbmi	t the	req	uest	usin	g the [Submit] button below		

The unit's field is the next section to be completed. The units should be entered in accordance with the district or BOCES policies and procedures. In the example below a full day should be placed in as 1.0 unit. When the form is completed, select "submit" to submit the request or select "save for later" if the user is not ready to submit the leave request for approval.

Requested Dates					÷ 🗞 🕱 🗷	
Before submitting your reque Date ▲	est, ensure that the days you in	ntend to request a Units	re listed here.	1-1 of 1 Attendance Code	First   Previous   Next   Last Action	
	l			1-1 of 1	First   Previous   Next   Last	
<ol> <li>Click the [Add Dates to</li> <li>Review the dates in the</li> </ol>	d Date and Units per Day fields Request Dutton Requested Dates list above g the [Submit] button below	below				/
Start:	End:		Units per Day:		Add Dates to Request	
Employee Comments:						_
		Submit Ca	ncel			

Upon selecting "submit" the leave request will be successfully submitted and will display in the "my leave requests" grid indicating an approval status that the request has been "approved by the employee" and is awaiting the next level approver's approval. Within the action column the employee has a pencil icon



where the leave request can be modified before approved by the approver. The action column also has a "X" icon which will allow an employee to cancel a leave request as well.

1-1 of 1 First   Previous   Ne	Item Success	fully Inserted						
1-1 of 1 First   Previous   Ne       Attendance Group Attendance Code Start Date          End Date Units Approval Status         Comments Action         Comments Action	ave request will fl view the approval der to display the	ow through to the status in order to	proper chain see the stat	s of approve tus of your r	al. You o equest.	an In		
Attendance Group Attendance Code Start Date + End Date Units Approval Status	ly Leave Requ	iests					Add Leave Requ	st 📏 🍕
						1-1 of	1 First   Previo	us Next
Superv & Directors Vacation Leave 09/28/2012 09/28/2012 1.0000 Approved by the Employee, Awaiting Final Level Approver Approval 🖹 🥖		Attendance Code	Start Date 🔺	End Date	Units	Approval Status	Comments	Action
	Attendance Group		00/00/0010	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		1 / X

A leave request can also be submitted for multiple days by placing a start and end date in the form with the amount of units to be used each day. The date range should not include weekends or a request will be created on those days as well. Once the date range is entered with the correct amount of units select the "add dates to request."

Attendance Group	s oupervisi Directors 07/01/2012 * No	Lilu Date (01) ·					
Attendance Code:	Vacation Leave	•					
Available Balance							
Earned Balance: Requested:	14.0000						
Requested:	0.0000						
Requested Da	tes			4 % <b>5</b> 🗵			
	ing your request, ensure that the days			1-1 of 1 First   Previous   Next   Last			
Date 🔺		Units	Attendance Co				
			Vacation Leave	1-1 of 1 First   Previous   Next   Last			
				11 DI I HISC PIEVIOUS   NEXC   Lasc			
Quick Add Date	e Range						
To add multiple of	dates at once:						
1. Fill in the	Start Date, End Date and Units per Da	v fields below					
2. Click the	[Add Dates to Request] button						
	e dates in the Requested Dates list ab e request using the [Submit] button be						
			-				
Start:	End:	Units pr	er Day: A	dd Dates to Request			
Employee Comme	ents:	<b>V</b>					
Employee comme				<b>`</b>			
-							
		Save for Later 📗 Subm	it Cancel				
Quick A	dd Date Range						
To add a	nultiple dates at once:						
10 aug 1	nuitiple dates at once.						
1 5	ill in the Start Date, Er	d Date and Un	its ner Dav fields l	below			
	lick the [Add Dates to			below			
	eview the dates in the						
4. S	ubmit the request usir	ig the [Submit]	button below				
_							
Start: 1	0/4/2012	End: 10	/5/2012	Units per Day:	1.0	Add Dates to Request	
Employee	Comments:						
2pioyee	- commentar						

The date ranges will be listed under the requested date's section. Once completed the employee should select "submit" and the leave request will be submitted.



Requested Dates     Image: State A       Defore submitting your request, ensure that the days you intend to request are listed here.     1-2 of 2 First   Previous   Next   Last       10/4/2012     1.0000     Vacation Leave       10/5/2012     1.0000     Vacation Leave       10/6/2012     1.0000     Vacation Leave
Date ▲     Units     Attendance Code     Action       10/4/2012     1.0000     Vacation Leave     X       10/5/2012     1.0000     Vacation Leave     X       Urick Add Date Range   To add multiple dates at once:       1. Fill in the Start Date, End Date and Units per Day fields below       2. Click the f.ddd Dates to Request] Dutton       3. Review He dates in the Requested Dates list above       4. Submit the request using the [Submit] button below
10/4/2012       1.0000       Vacation Leave       X         10/5/2012       1.0000       Vacation Leave       X         1-2 of 2 First   Previous   Next   Last       1-2 of 2 First   Previous   Next   Last         Quick Add Date Range       1       10/5/2012       1.0000         To add multiple dates at once:       1. Fill in the Start Date, End Date and Units per Day fields below       2. Click the (Add Dates to Request) button         3. Review Leades in the Requested Dates list above       4. Submit the request using the [Submit] button below       1.0000
10/5/2012 1.0000 Vacation Leave Vacation Leave 1-2 of 2 First   Previous   Next   Last Quick Add Date Range To add multiple dates at once: 1. Fill in the Start Date, End Date and Units per Day fields below 2. Click the fadds Date Request  Dutton 3. Review the dates inte Requested Dates list above 4. Submit the request using the [Submit] button below
1-2 of 2 First   Previous   Next   Last Quick Add Date Range To add multiple dates at once: 1. Fill in the Start Date, End Date and Units per Day fields below 2. Click the fAdd Dates to Request] Dutton 3. Review the dates in the Requested Dates list above 4. Submit the request using the [Submit] button below
Quick Add Date Range         To add multiple dates at once:         1. Fill in the Start Date, End Date and Units per Day fields below         2. Click the IAdd Dates to RequestB Dates list above         3. Review the dates in the Requested Dates list above         4. Submit the request using the [Submit] button below
To add multiple dates at once:  1. Fill in the Start Date, End Date and Units per Day fields below 2. Click the [Add Dates to Request] button 3. Review the dates in the Requested Dates list above 4. Submit the request using the [Submit] button below
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Fill in the Start Date, End Date and Units per Day fields below     Cilck the [Add Dates to Request] button     Review the dates in the Requested Dates list above     Submit the request using the [Submit] button below
Fill in the Start Date, End Date and Units per Day fields below     Cilck the [Add Dates to Request] button     Review the dates in the Requested Dates list above     Submit the request using the [Submit] button below
Click the [Add Dates to Request] button     Sueview the dates in the Requestel Dates list above     Submit the request using the [Submit] button below
Review the dates in the Requested Dates list above     Submit the request using the [Submit] button below
4. Submit the request using the [Submit] button below
Start: 10/4/2012 End: 10/5/2012 Units per Day: 1.0 Add Dates to Request
Employee Comments:
Save for Later Submit Cancel