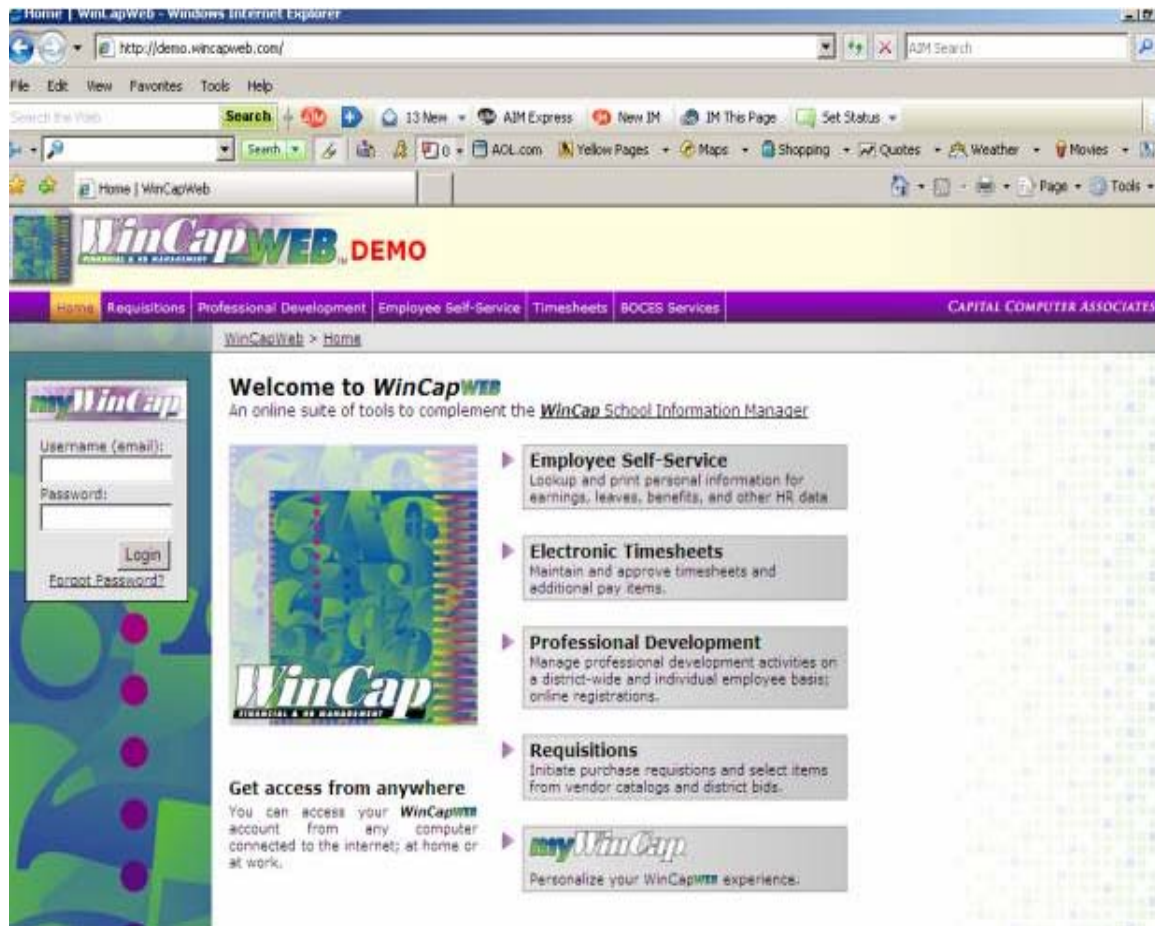


WinCapWeb Employee Self Service Screens

You will access the Employee Self-Service menu through the Baldwinsville Central School District website. Click on “Staff Only” and then “WinCap”. You will login through **myWinCap** generally with your district email address for the “Username” and a “Password” that was established during the registration process to create an account. At this time, December 2010, Baldwinsville CSD is not using the Professional Development, Electronic Timesheets or the Requisitions, parts of WinCapWeb. **Only Employee Self-Service is functional as of December 2010.**



The screenshot shows a web browser window displaying the WinCapWeb Employee Self-Service interface. The browser's address bar shows the URL <http://demo.wincapweb.com/>. The page features a navigation menu with the following items: Home, Requisitions, Professional Development, Employee Self-Service, Timesheets, BOCES Services, and CAPITAL COMPUTER ASSOCIATES. The main content area is titled "Welcome to WinCapWEB" and includes a login form on the left with fields for "Username (email):", "Password:", and a "Login" button. Below the login form, there is a section titled "Get access from anywhere" with a sub-heading "You can access your WinCapWEB account from any computer connected to the internet; at home or at work." To the right of the login form, there is a list of services with expandable arrows:

- Employee Self-Service**: Lookup and print personal information for earnings, leaves, benefits, and other HR data.
- Electronic Timesheets**: Maintain and approve timesheets and additional pay items.
- Professional Development**: Manage professional development activities on a district-wide and individual employee basis; online registrations.
- Requisitions**: Initiate purchase requisitions and select items from vendor catalogs and district bids.
- myWinCap**: Personalize your WinCapWEB experience.

After you have created an account and logged on, the following screen will display.

The screenshot displays the WinCapWEB DEMO Employee Self-Service interface. At the top, there is a navigation bar with the following tabs: Home, MyWinCap, Professional Development, Employee Self-Service (highlighted), and Timecards. The main content area is titled "WinCapWEB - Employee Self-Service" and contains a list of menu items with descriptions:

- Attendance Balances**: View a summary of your Attendance Balances.
- Leave Requests**: View and submit Leave Requests.
- Paychecks**: View a summary or a detailed view of your Paychecks; Print individual Paycheck stubs.
- Employee Demographics**: View the demographic information that your organization has on file.
- Year-to-Date Totals**: View year to date payroll totals.
- Attendance Activity**: View your Attendance Activity Detail.
- Print W-2s**: View and Print your W-2s.

On the left side, there is a sidebar with a "Service Support" section containing contact information for various departments:

- Employee Self-Service Support**: Employee Demographics, Human Resources, 518-535-1223.
- Attendance Balances**: Leave Requests, Attendance, Attendance Clerk, 518-535-1224.
- Paychecks**: YTD Totals, W-2s, Payroll Office, 518-535-1226.

The top right corner of the page shows the user's name "Ashmond BOCE" and the email address "bfa.marucci@webdemo.com". The bottom right corner of the page contains the text "CAPITAL COMPUTER ASSOCIATES".

Attendance Balances

Employees can view their attendance balances and year-to-date activity for the specific attendance codes that they have been authorized to view based on rules established for their Attendance Group in the *WinCap* Attendance Module (these are the same settings as are used to display attendance data on printed paycheck stubs). Different attendance codes can be displayed by group.

The screenshot shows the WinCap WEB DEMO Employee Self-Service interface. The user is logged in as 'Richmond BOLES (Timesheets DEMO)' with email 'bols.martino@webdemo.com'. The navigation menu includes Home, MyWinCap, Requests, Professional Development, Employee Self-Service, Timesheets, and BODS Services. The current page is 'WinCapWeb > Employee Self-Service > Attendance Balances'.

On the left sidebar, there are links for Attendance Balances, Leave Requests, Paychecks, Employee Demographics, and Year to Date Totals. The main content area has a yellow background with a legend explaining column headers:

- Carryover** - Balance carried over from prior year
- Available** - Total new time that will be earned this year by year end
- Earned** - New time that has been earned this year to date
- Adjustment** - Manual adjustments/corrections posted to date
- Available Balance** - Total time available for use by year-end (reflects taken time but not requested time)
- Earned Balance** - Time carried over from prior year + Current year earned
- Requested** - Time for leave requests not yet confirmed as taken

Below the legend, there is a tab for 'Teachers' and a table titled 'Attendance Balances'. The table has columns: Attendance Codes, Carry Over, Available, Earned, As Of, Taken, Left Taken, Adjustments, Available Balance, Earned Balance, and Requested. The data is as follows:

Attendance Codes	Carry Over	Available	Earned	As Of	Taken	Left Taken	Adjustments	Available Balance	Earned Balance	Requested
Family Emergency Des		3.0000	3.0000	08/31/2009				3.0000	3.0000	
Personal Days		2.0000	2.0000	08/31/2009				2.0000	2.0000	1.0000
Sick	50.0000	15.0000	15.0000	08/31/2009				65.0000	65.0000	

At the bottom of the table, there are navigation links: '1-3 of 3', 'Print', 'Previous', 'Next', and 'Last'.

Employee Paychecks

Employees will have access to display or print paystubs for any paycheck or direct deposit advice issued to them through *WinCap* payroll processing from July 2006 to present.

Use the “Paycheck Date Range” to select paycheck dates and then click “Get Checks”. Once your checks are displayed, you can click on an individual check to see the detail of that selected check.

The screenshot displays the WinCapWEB DEMO Employee Self-Service interface. The top navigation bar includes links for Home, myWinCap, Professional Development, Employee Self-Service, and Timesheets. The user is logged in as 'Richmond BOCES' with email 'brita.martucco@webdemo.com' and role 'CAPITAL COMPUTER ASSOCIATE'. The main content area shows the 'Paychecks' section with a date range filter set to 9/7/2010 to 10/7/2010 and a 'Get Checks' button. A table displays two paychecks:

Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
09/30/2010	D013085	1,816.18	1,286.67		
09/15/2010	D012575	1,816.18	1,286.67		

Below the table is a 'Quick Help' section with links for View Paycheck Details, Display Settings, Reset Display Settings, and Export to Excel.

After clicking on an individual check, your paycheck will display as shown below.

When you click on “Print as PDF”, your paycheck will printout. Clicking on “Back to Paychecks”, will return you back to the paycheck selection screen.

Note:

In the Paycheck display, only the current pay period information appears on each paycheck. To review year-to-date information for salary and deductions, you will need to go to the “Year to Date Totals” section of Employee Self Service.

Home | myWinCap | Professional Development | **Employee Self-Service** | Timesheets | CAPITAL COMPUTER ASSOCIATES

Attendance Balances
 Leave Requests
Paychecks
 Employee Demographics
 Year to Date Totals
 Attendance Activity
 Print W-2s

Employee Self Service Support:
 Employee Demographics
 Human Resources
 518-555-1223
 Attendance Balances
 Leave Requests
 Attendance
 Transactions
 Attendance Clerk
 518-555-1224
 Paychecks
 YTD Totals
 W-2's
 Payroll Office
 518-555-1226

« Back to Paychecks Print as PDF

Check Date	Check Number
09/30/2010	Direct Deposit

Position Title	Pay Items	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/07/2010
Special Education Teacher	\$40,000.00 Salary	1818.18	3636.36	
Total		1818.18	3636.36	27636.36

Deductions	Description	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/07/2010
RETIRE	Employees' Retirement System Tier 4 #37592946	0.00	0.00	0.00
RETIRE	Teachers' Retirement System Tier 4 #955795	0.00	0.00	0.00
TSA	AXA Equitable Life	100.00	200.00	1400.00
FICA	FICA (YTD Wages \$27,636.36)	112.73	225.46	1713.46
FICA	FICA Medicare Tax (YTD Wages \$27,636.36)	26.36	52.72	400.72
FEDTAX	Federal Income Tax (Married, Single Rate, 0 exempt.)	214.49	428.99	3290.26
STATE	New York State Income Tax (Married, Single Rate, 0 exempt.)	77.93	155.86	1192.78
Total		531.51	1063.02	7997.22

Direct Deposit	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/07/2010
Eastman Savings & Loan Checking Account Ending in 6408	1286.67	2573.34	19639.14

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals	1818.18	531.51	1286.67	1286.67	0.00



Richmond BOCES
 200 Main St.
 Richmond, NY 12345

Employee Number	Employee Name	Check Date	Check Number
00620	Martucci, Brita S	09/30/2010	Direct Deposit

Position Title	Pay Items	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/7/2010
Special Education Teacher	\$40,000.00 Salary	1,818.18	3,636.36	
Total		1,818.18	3,636.36	27,856.36

Deductions	Description	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/7/2010
RETIRE	Employees' Retirement System Tier 4 #37592946	0.00	0.00	0.00
RETIRE	Teachers' Retirement System Tier 4 #955795	0.00	0.00	0.00
TSA	AXA Equitable Life	100.00	200.00	1,400.00
FICA	FICA (YTD Wages \$27,636.36)	112.73	225.46	1,713.46
FICA	FICA Medicare Tax (YTD Wages \$27,636.36)	26.36	62.72	400.72
FEDTAX	Federal Income Tax (Married, Single Rate, 0 exmpt.)	214.49	428.98	3,200.20
STATE	New York State Income Tax (Married, Single Rate, 0 exmpt.)	77.93	155.86	1,192.78
Total		531.51	1,063.02	7,997.22

Direct Deposit	Current Pay Period	FTD as of 10/07/2010	YTD as of 10/7/2010
Eastman Savings & Loan Checking Account Ending in 9408	1,286.67	2,573.34	19,839.14

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals	1,818.18	531.51	1,286.67	1,286.67	0.00

Year-to-Date Wage and Withholding Totals and Detail

Employees can select any year (Fiscal or Calendar Year), Quarter or Month for which to display gross pay, net pay and withholdings.

The screenshot displays the iWageWEB DEMO interface for an employee self-service portal. The main content area is titled "Year-to-Date Totals" and features a table with columns for Type, Gross, Net Pay, Med. Wages, Medicare, FICA Wages, FICA, Fed. Wages, Federal, SSC, State Wages, State, and City Wages, City. The table lists data for Fiscal Year 2009 and Fiscal Year 2008. Below the table, there are sections for "Position" and "Year to Date Detail".

Year-to-Date Totals Table:

Type	Gross	Net Pay	Med. Wages	Medicare	FICA Wages	FICA	Fed. Wages	Federal	SSC	State Wages	State	City Wages	City
Fiscal Year 2009	12,000.00	9,575.94	12,000.00	174.00	12,000.00	744.00	11,400.00	1,392.00		11,400.00	518.46		
Fiscal Year 2008	19,827.47	14,167.43	19,827.47	287.52	19,827.47	1,229.35	18,327.47	2,022.47		18,327.47	626.72		
Fiscal Year 2008	17,618.56	13,050.42	17,617.38	259.87	17,577.38	1,104.79	16,577.38	1,871.44		16,577.38	564.94		
Fiscal Year 2007	22,102.51	15,944.38	22,068.41	319.96	22,068.41	1,368.25	19,783.21	2,185.97		20,268.41	569.03		
Fiscal Year 2008	17,180.00	12,779.89	17,180.00	249.32	17,380.00	1,065.19	16,684.87	1,928.88		17,180.00	586.92		
Fiscal Year 2005	20,758.00	15,565.45	20,758.00	301.02	20,758.00	1,287.04	20,139.22	2,014.87		20,758.00	636.55		
Fiscal Year 2004	14,741.20	11,042.22	14,741.20	213.75	14,741.20	913.88	14,322.70	1,702.95		14,741.20	451.58		

Position Table:

Description	Amount
Special Education Teacher	12,000.00

Year to Date Detail Table:

Del Group	Del Code	Seq	Wages	Amount	Description
TSA	TSAEQI		400.00	404.00	404 Equitable Life
FICA	FICA		12,000.00	744.00	FICA
FICA	MEDI		12,000.00	174.00	FICA Medicare Tax
FEDTAX	FEDTAX		11,400.00	1,392.00	Federal Income Tax
STATE	NY		11,400.00	518.46	New York State Income Tax
DDDEF	ESTMMA		8,572.94	8,572.94	Eastman Savings & Loan

Employee Demographics

Employees can currently view their own contact information. If a change is needed, contact your HR Department.

The screenshot displays the WinCap WEB DEMO Employee Self-Service interface. The main content area shows the following information for Brita S Martucci:

Employee Details:		Emergency Contact Information:	
Employee Number:	00620	Contact Name:	Gledys
Home Phone:	518-555-1212	Contact Phone:	518-555-1212
Work Phone:	518-435-0500 Ext 110	Contact Relation:	Mother
Mobile Phone:	518-121-5555	Notes:	
Official Email:	brita.martucci@webdemo.com		
Other Email:			
Birth Date:	06/13/1953		
State ID:	111111111		

Legal Address:		Mailing Address:	
Address 1:	1 Cerone Drive	Address 1:	1 Cerone Drive
Address 2:		Address 2:	
City:	Albany	City:	Albany
State:	NY	State:	NY
Zip:	12205	Zip:	12205
Country:		Country:	

The interface also includes a navigation menu on the left with options like Attendance Balances, Leave Requests, and Employee Demographics. A sidebar on the right contains an 'Employee Self-Service Support' section with contact information for Human Resources.

W-2 Printing

The W-2 printing feature will allow end users to print current calendar year W-2's once the processing is complete in WinCap. (Prior calendar year W-2's are available beginning with calendar year 2009).

Copies B, C and 2 can be printed individually or in any combination.

Baldwinsville CSD as of December 2010 is working with OCM BOCES on the W-2 feature. More information about this will be forthcoming in 2011.

The screenshot displays the WinCapWEB DEMO Employee Self-Service interface. The top navigation bar includes links for Home, myWinCap, Professional Development, Employee Self-Service, and Time sheets. The main content area is titled "Print W-2s" and provides instructions: "Use this report to print originals or copies of your IRS Form W-2s." A dropdown menu for "Calendar Year" is set to 2009. Three checkboxes are selected: "Copy B—To Be Filed With Employee's FEDERAL Tax Return", "Copy C—For EMPLOYEE'S RECORDS", and "Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return". A "Print as PDF" button is visible. On the left, a sidebar menu lists various services: Attendance Balances, Leave Requests, Paychecks, Employee Demographics, Year to Date Totals, Attendance Activity, and Print W-2s. A contact box for "Employee Self-Service Support" is also present, listing contact information for Human Resources and Attendance Clerk.

a Employee's social security number 000-00-6200		OMB No. 1545-0008	
b Employer identification number (EIN) 12-3456789		1 Wages, tips, other compensation 24,406.42	2 Federal income tax withheld 2,880.44
c Employer's name, address, and ZIP code RICHMOND COUNTY SCHOOL DISTRICT 200 MAIN ST. RICHMOND, NY 12345		3 Social security wages 26,006.42	4 Social security tax withheld 1,612.41
		5 Medicare wages and tips 26,006.42	6 Medicare tax withheld 377.10
		7 Social security tips 0.00	8 Allocated tips 0.00
d Control number		9 Advance EIC payment 0.00	10 Dependent care benefits 0.00
e Employee's first name and initial BRITA S		Last name MARTUCCI	
1 CERONE DRIVE ALBANY, NY 12205		Subt. 0.00	
f Employee's address and ZIP code		11 Nonqualified plans 0.00	12a See instructions for box 12 E 1,600.00
15 State Employee's state ID number NY 12-3456789		10 State wages, tips, etc. 24,406.42	17 State income tax 1,042.58
		16 Local wages, tips, etc. 0.00	19 Local income tax 0.00
		20 Locality name	

Form **W-2** Wage and Tax Statement **2009** Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return

The instructions page will print each time any copies of the W-2 are printed.

Notice to Employee

Refund. Even if you do not have to file a tax return, you should file to get a refund if box 2 shows federal income tax withheld or if you can take the earned income credit.

Earned income credit (EIC). You must file a tax return if any amount is shown in box 9. You may be able to take the EIC for 2009 if (a) you do not have a qualifying child and you earned less than \$13,440 (\$16,560 if married filing jointly), (b) you have one qualifying child and you earned less than \$35,463 (\$38,583 if married filing jointly), or (c) you have more than one qualifying child and you earned less than \$40,295 (\$43,415 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs). You cannot take the EIC if your investment income is more than \$3,100. **Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.** If you have at least one qualifying child, you may get as much as \$1,826 of the EIC in advance by completing Form W-5, Earned Income Credit Advance Payment Certificate, and giving it to your employer.

Clergy and religious workers. If you are not subject to social security and Medicare taxes, see Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers. (Also see instructions for Employee.)

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. If your name and SSN are correct but are not the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 1-800-772-1213.

Credit for excess taxes. If you had more than one employer in 2009 and more than \$6,621.60 in social security and/or Tier I railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$3,088.80 in Tier II RRRA tax was withheld, you also may be able to claim a credit. See your Form 1040 or Form 1040A instructions and Publication 505, Tax Withholding and Estimated Tax.

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 8. This amount is not included in boxes 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

Box 9. Enter this amount on the advance earned income credit payments line of your Form 1040 or Form 1040A.

Box 10. This amount is the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 is also included in box 1. You must complete Schedule 2 (Form 1040A) or Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA and BB) under all plans are generally limited to a total of \$16,500 (\$11,500 if you only have SIMPLE plans; \$19,500 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$16,500. Deferrals under code H are limited to \$7,000.

However, if you were at least age 50 in 2009, your employer may have allowed an additional deferral of up to \$5,500 (\$2,500 for section 401(k)(11) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the "Wages, Salaries, Tips, etc." line instructions for Form 1040.

(Instruction for Employee continued below)