

WinCapWeb Employee Self Service Instructions

Access is granted via invite through school email from Michael Goldspeil

Step 1
Login into wincapweb.com

Step 2
Enter user name & password

Step 3
Select Employee Self-Service

The screenshot shows the WinCapWeb homepage. The navigation menu includes Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, BOCES Services, Accounts Payable Vouchers, and Support Center. The main content area features a 'Welcome to WinCapWEB' message and a 'myWinCap' login box with fields for 'Username (email):' and 'Password:'. Below the login box is a 'Login' button and a 'Forgot Password?' link. To the right of the login box is a list of services: Employee Self-Service, Electronic Timesheets, Electronic Payroll Vouchers, Professional Development, Requisitions, and myWinCap. Red arrows point from the annotations to the 'Employee Self-Service' link in the navigation menu, the password field in the login box, and the 'Employee Self-Service' service box.

Step 4 Select my paychecks

The screenshot shows the WinCapWeb Employee Self-Service page. The navigation menu includes Home, myWinCap, Employee Self-Service, Payroll Vouchers, Timesheets, and Support Center. The main content area features a list of services: My Attendance Balances, My Attendance Activity, My Paychecks, My Year to Date Totals, My W-2s, My Employee Deductions, My Employee Demographics, and My Paycheck Printing Elections. Red arrows point from the annotation to the 'My Paychecks' link in the list.

wincapweb.com/empselfserve/myprofile/mypaychecks.aspx

WinCapWEB
FINANCIAL & HR MANAGEMENT
EMPLOYEE SELF-SERVICE

Home | myWinCap | **Employee Self-Service** | Payroll Vouchers | Timesheets | Support Center

<< WinCapWeb > Employee Self-Service > My Paychecks

Please call Payroll (extension 5041) with any questions you may have about your paycheck

Paycheck Date Range: TO:

My Paychecks

1-14 of 14 First | Previous | Next | Last

Pay Date	Check Number	Gross	Direct Deposit	Check Amount	Action
06/30/2021	D211				
06/25/2021	D210				
06/11/2021	D209				
06/11/2021	D209				
05/28/2021	D209				
05/14/2021	D208				
04/30/2021	D207				
04/16/2021	D207				
03/26/2021	D206				
03/12/2021	D205				
02/26/2021	D205				
02/12/2021	D204				
01/29/2021	D203				
01/15/2021	D203				

Quick Help

- View My Paycheck Details
- Display Settings
- Reset Display Settings
- Export to Excel

Step 5 Enter a date range and click "Get Checks"

Click on a specific check to view details

Step 6 View your paycheck and/or print out your stub.

Check Date	Check Number
04/30/2021	Direct Deposit

Position Title	Pay Items	Current Pay Period	Fiscal Year to date	Calendar Year to date
	Salary			
Total				

Deductions	Description	Current Pay Period	Fiscal Year to date	Calendar Year to date
RETIRE	Employees' Retirement System Tier 4 #			
MISC	Resa Dues			
MISC	JOVIA Financial Credit Union			
TSA	Fiduciary Trust Int'l South (Franklin)			
FLEX	Pre-Tax Unreimbursed Medical			
FLEX	Pre-Tax AFLAC Ins. Policies			
FLEX	Pre-Tax Dental Premiums			
FICA	FICA (YTD Wages \$22,920.44)			
FICA	FICA Medicare Tax (YTD Wages \$22,920.44)			
FEDTAX	Federal Income Tax (Married, Single Rate, 0 exmpt.)			
STATE	New York State Income Tax (Married, 0 exmpt.)			
Total				

Direct Deposit	Current Pay Period	Fiscal Year to date	Calendar Year to date
Bank of America Checking Account			

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals					0.00

Note: you can also access history of W2's and paychecks from prior years

PAYSTUB DEDUCTION CODE KEY (as applicable)

RETIRE Employee Retirement System/Teachers Retirement System Tier and # also shows if there is a Loan or Arrears
BENEFT Post-Tax AFLAC Insurance Policies
GARNSH Name of Garnishment Agency

MISC Union Dues by Unit Name
 NYSUT -Benefit Trust
 JOVIA Financial Credit Union
 LTD (Long Term Disability) if applicable
 Vote/Cope (1x VCOPE or 10 pays VC10) Teachers only

TSA Tax Sheltered Annuity 403(b) Company Name will be listed 403B and/or Roth 403B/NYS Deferred Comp (457)

FLEX
 Pre-Tax Health Premium - Health Insurance
 Pre-Tax Dental Premium - Dental Insurance
 Pre-Tax AFLAC Ins. Policies
 Pre-Tax Unreimbursed Medical (BRI) Pre-Tax Child Care (BRI)
 Declines Dental

FICA Social Security tax 6.2% of eligible gross (Gross Salary Max for 2021 is \$142,800)
FICA Medicare tax 1.45% of eligible gross

FEDTAX Federal Income Tax (shows marital status and exemptions)

STATE New York State Income Tax (shows marital status and exemptions)

CITY New York City Income Tax (shows marital status and exemptions) if applicable