



WinCapWEB Timesheets- Employee Training Workforce Development Part Time Staff

Section 1: Logging into *WinCapWEB* Timesheets

Section 2: Accessing the Time Card

Section 3: Adding New Time Worked

Section 4: Changing Time Worked

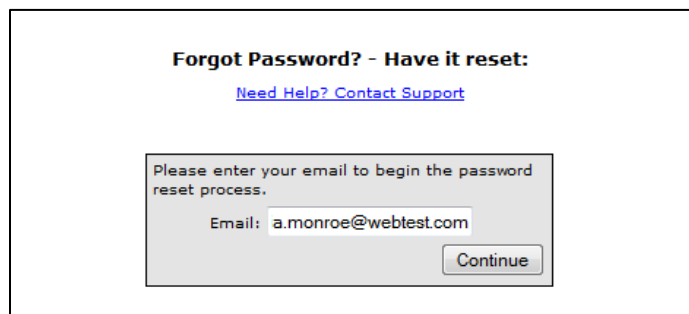
Section 5: Printing your Time Card

Section 1: Logging into WinCapWEB Timesheets

1. Open an Internet Browser and navigate to www.WinCapweb.com.
2. Input your email address as your username and the password that you chose during account activation.
3. Once complete select “Login”.



4. If you have trouble logging into WinCapWEB, type your username and select the “Forgot Password?” link below the login button.
5. A prompt will appear. Enter in your email address and then select “Continue”.



- The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had set up on the initial account activation. Hit “Submit” once completed and you will receive a message that you must go to your email account 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 to have your WinCap Web account reset. The Web System Manager will send you a “forgot password” email 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 containing a link you must use 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.



Username (email):

Password:

[Forgot Password?](#)

Welcome Timothy.Quigley@webtest.com, please change your password to continue. If this is not you, please click [here](#).

New Password:

Confirm New Password:

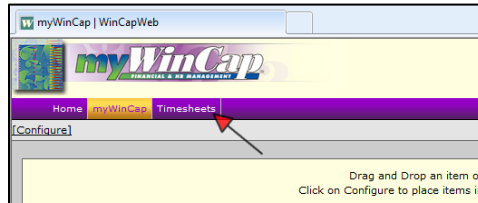
Password Requirements:

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$% etc.)

To cancel your password reset, click [HERE](#).

Section 2: Accessing the Time Card

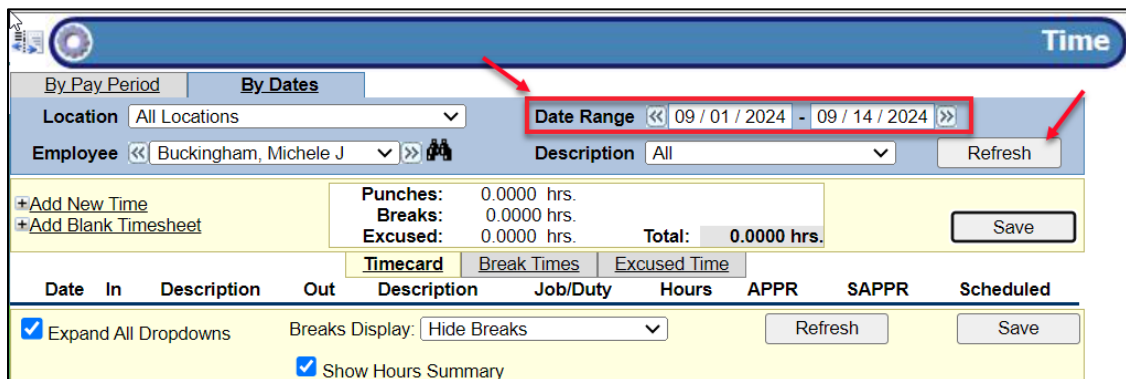
- Once you have successfully logged into *WinCapWEB*, select “Timesheets” on the purple toolbar to access the Timesheets Web Module.



- Once “Timesheets” is selected, you will enter the Timesheets home page where you will see a “Welcome” greeting. On the home page, you will also see any messages that have been posted by an Admin staff. On the left-hand side of your screen the Timesheets Menu will display. To access your time card, you must select “Time Card” from the menu.

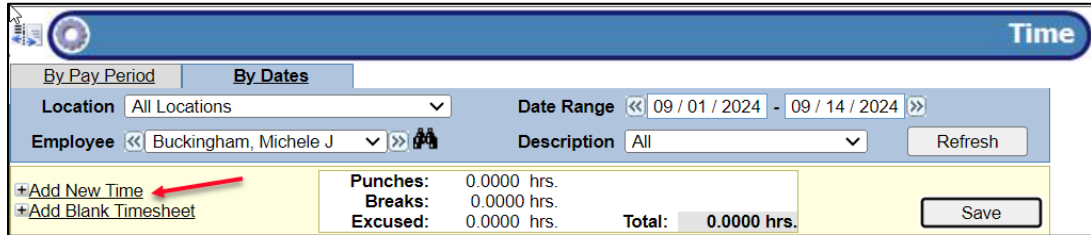


- Your time card will appear for the current date range based on the login date. The date range appears in the upper right-hand corner. To change the date range, you can manually type in the dates you wish to display, or you can click in the date cell and a calendar will appear where you can choose the date. Select “Refresh” to update the time card data.



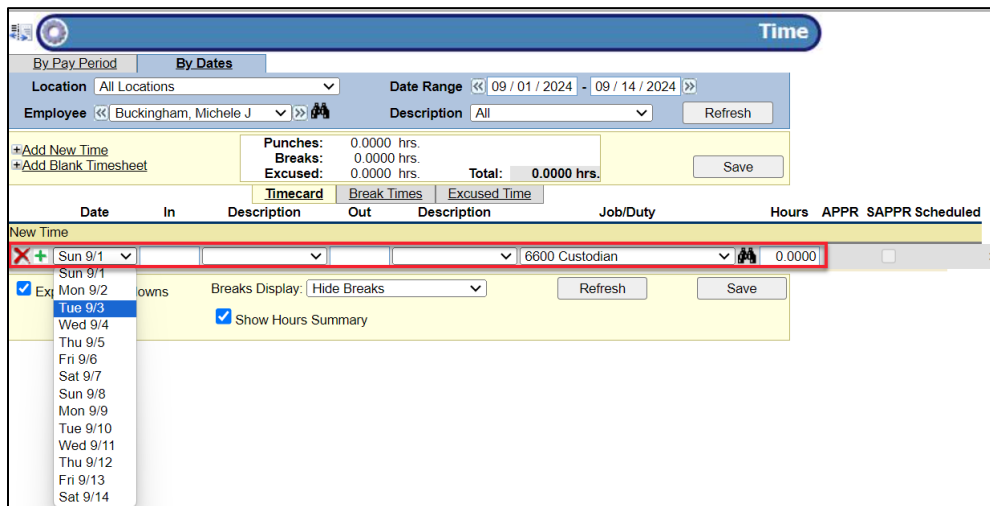
Section 3: Adding New Time Worked

1. To enter the in and out times for each work day, you will need to select “Add New Time.”



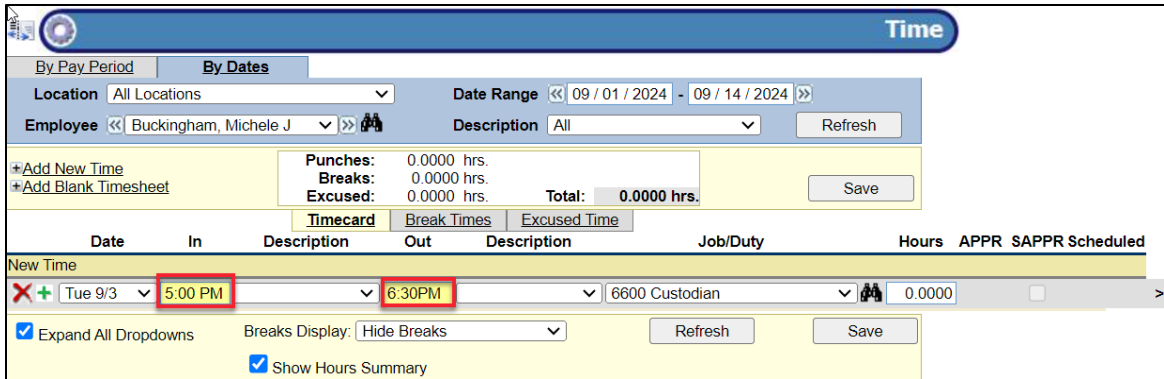
The screenshot shows the 'Time' card interface. At the top, there are tabs for 'By Pay Period' and 'By Dates'. Below these are fields for 'Location' (All Locations), 'Date Range' (09 / 01 / 2024 - 09 / 14 / 2024), 'Employee' (Buckingham, Michele J), and 'Description' (All). A 'Refresh' button is located to the right of the Description field. Below these fields, there are two buttons: '+Add New Time' (highlighted with a red arrow) and '+Add Blank Timesheet'. To the right of these buttons, there is a summary section with the following data: Punches: 0.0000 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., and Total: 0.0000 hrs. A 'Save' button is located to the right of the Total field.

2. When “Add New Time” is selected, a new entry row will appear at the top of time card where the date can be adjusted to the date you are adding time for. The entry date may be adjusted by selecting the down arrow and selecting the appropriate date from the list. Only the dates within the date range that is selected for the time card will display in the drop down. If you need to add time for a different date range, you must first adjust the time card date range and then select “Add New Time” in the correct time card.



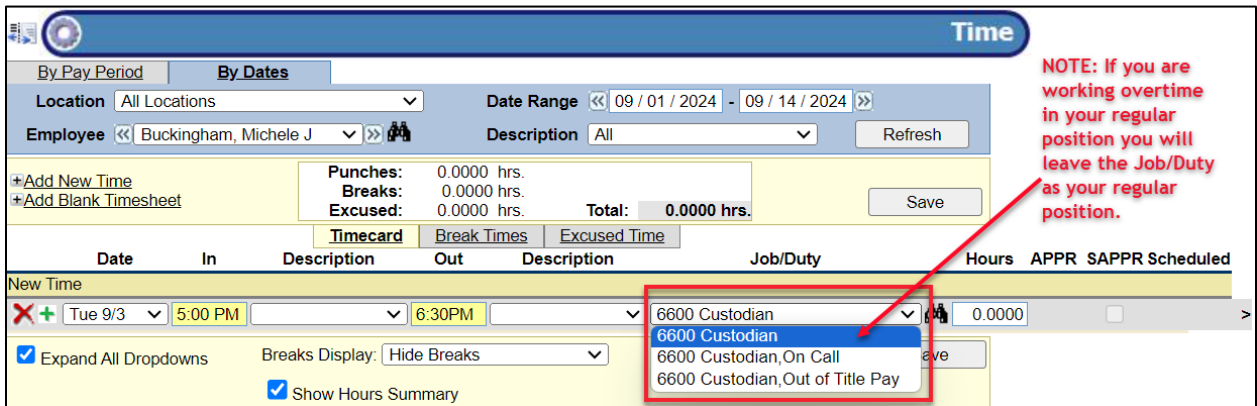
The screenshot shows the 'Time' card interface with a new entry row added at the top. The entry row is highlighted with a red box and contains the following information: Date: Sun 9/1, In: (empty), Description: (empty), Out: (empty), Description: 6600 Custodian, Job/Duty: (empty), Hours: 0.0000, APPR: (empty), SAPPR: (empty), Scheduled: (empty). Below the entry row, there is a dropdown menu for the date, which is currently set to 'Sun 9/1'. The dropdown menu is open, showing a list of dates from 'Sun 9/1' to 'Sat 9/14'. The date 'Tue 9/3' is selected. Below the dropdown menu, there is a 'Show Hours Summary' checkbox which is checked. There are also 'Refresh' and 'Save' buttons.

- Once you have selected the appropriate date from the drop-down list, you will need to type in the in and out times into each field. In the example below, the employee worked from 5:00 p.m. to 6:30 p.m.



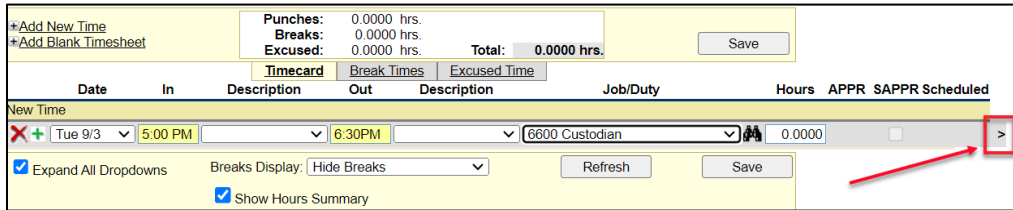
The screenshot shows the 'Time' entry interface. At the top, there are filters for 'By Pay Period' (set to 'By Dates') and 'Date Range' (09/01/2024 - 09/14/2024). The 'Employee' is 'Buckingham, Michele J' and 'Description' is 'All'. Below these are summary statistics: Punches: 0.0000 hrs., Breaks: 0.0000 hrs., Excused: 0.0000 hrs., Total: 0.0000 hrs. There are buttons for '+Add New Time', '+Add Blank Timesheet', and 'Save'. A 'Timecard' tab is active, showing a table with columns: Date, In, Description, Out, Description, Job/Duty, Hours, APPR, SAPPR, Scheduled. A 'New Time' entry is shown for 'Tue 9/3' with 'In' time '5:00 PM' and 'Out' time '6:30 PM', and 'Job/Duty' '6600 Custodian'. There are also checkboxes for 'Expand All Dropdowns' and 'Show Hours Summary', and a 'Breaks Display' dropdown set to 'Hide Breaks'.

- The last section you may need to update on the New Time entry prior to saving is the job/duty that is being performed. By selecting the job/duty down arrow, all of the authorized job/duties will display. Please make sure that the job/duty that you have selected is for the correct job/duty for the time worked. If you do not see the job/duty that you are trying to add time for, you will need to contact your payroll or human resources department(s).



This screenshot is similar to the previous one but shows the 'Job/Duty' dropdown menu open. The options listed are '6600 Custodian', '6600 Custodian,On Call', and '6600 Custodian,Out of Title Pay'. A red arrow points from a note to the dropdown menu. The note reads: 'NOTE: If you are working overtime in your regular position you will leave the Job/Duty as your regular position.'

- Once you have selected the appropriate job/duty from the list, you can enter a note/description of what job you were doing or who you were working for, if applicable. Click on the > button and then click in the box on the end of the New Time line. This will open the Note section. In the Note, enter the job or person you were working for, if necessary. After entering the Note, select “Save” to save the time entry.



+Add New Time
 +Add Blank Timesheet

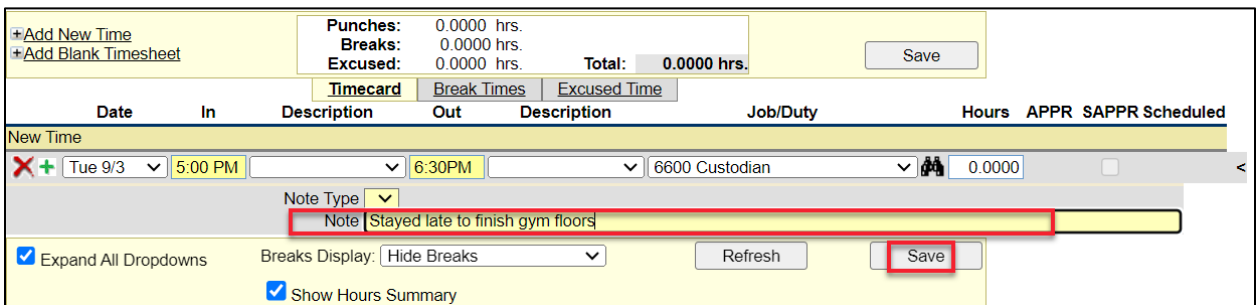
Punches: 0.0000 hrs.
 Breaks: 0.0000 hrs.
 Excused: 0.0000 hrs. Total: 0.0000 hrs. Save

Timecard Break Times Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled
Tue 9/3	5:00 PM		6:30 PM		6600 Custodian	0.0000			

Expand All Dropdowns
 Breaks Display: Hide Breaks Refresh Save

Show Hours Summary



+Add New Time
 +Add Blank Timesheet

Punches: 0.0000 hrs.
 Breaks: 0.0000 hrs.
 Excused: 0.0000 hrs. Total: 0.0000 hrs. Save

Timecard Break Times Excused Time

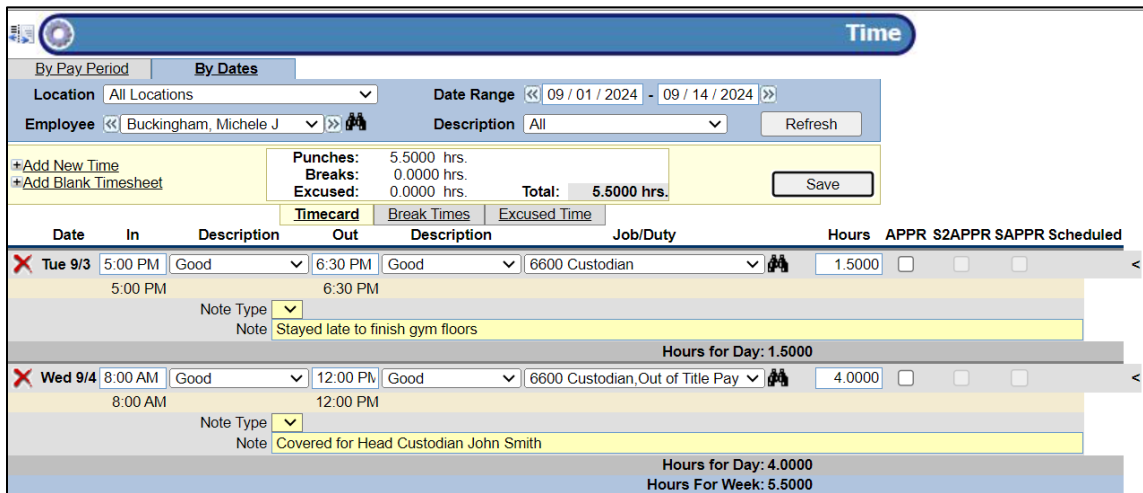
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	SAPPR	Scheduled
Tue 9/3	5:00 PM		6:30 PM		6600 Custodian	0.0000			

Note Type
 Note Stayed late to finish gym floors Save

Expand All Dropdowns
 Breaks Display: Hide Breaks Refresh Save

Show Hours Summary

Once you save the new time entry it will look like the below example. If you need to add another entry, continue to select the “Add New Time” until the time card reflects all of your days and hours worked for that pay period.



Time

By Pay Period By Dates

Location All Locations Date Range << 09 / 01 / 2024 - 09 / 14 / 2024 >>

Employee << Buckingham, Michele J >> Description All Refresh

+Add New Time
 +Add Blank Timesheet

Punches: 5.5000 hrs.
 Breaks: 0.0000 hrs.
 Excused: 0.0000 hrs. Total: 5.5000 hrs. Save

Timecard Break Times Excused Time

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
Tue 9/3	5:00 PM	Good	6:30 PM	Good	6600 Custodian	1.5000				
	5:00 PM		6:30 PM							
		Note Type		Note						
				Stayed late to finish gym floors						
						Hours for Day: 1.5000				
Wed 9/4	8:00 AM	Good	12:00 PM	Good	6600 Custodian, Out of Title Pay	4.0000				
	8:00 AM		12:00 PM							
		Note Type		Note						
				Covered for Head Custodian John Smith						
						Hours for Day: 4.0000				
						Hours For Week: 5.5000				

Section 4: Changing Existing Time Worked

1. If you need to change the time worked for a day that you have previously added, you will need to change the in or out punch to reflect the correct time. To change the time, you can select the existing time in the cell (whether in or out) and select “Backspace” or “Delete” on your keyboard.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Tue 9/3	5:00 PM	Good	6:30 PM	Good	6600 Custodian	1.5000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5:00 PM		6:30 PM							
		Note Type								
		Note								
										Hours for Day: 1.5000

2. Once the incorrect time is cleared out of the cell, you can type in the correct time. In the example below, we have removed the out punch of 6:30 p.m. because the employee worked an additional hour and stayed until 7:30 p.m. By typing “730p” then pressing “Save”, the system will automatically format the time to 7:30 PM and save the change to the time card.

Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Tue 9/3	5:00 PM	Good		Good	6600 Custodian	1.5000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5:00 PM			6:30 PM						
		Note Type								
		Note								
										Hours for Day: 1.5000

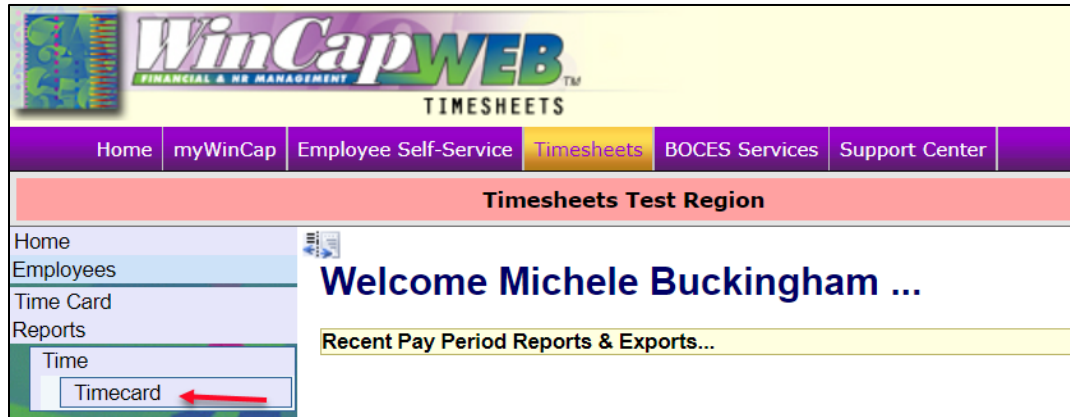
By Pay Period		By Dates								
Location	All Locations	Date Range	<< 09 / 01 / 2024 - 09 / 14 / 2024 >>							
Employee	<< Buckingham, Michele J >>	Description	All							
+Add New Time +Add Blank Timesheet		Punches: 5.5000 hrs. Breaks: 0.0000 hrs. Excused: 0.0000 hrs.	Total: 5.5000 hrs.							
			Save							
		Timecard	Break Times							
		Excused Time								
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Tue 9/3	5:00 PM	Good	7:30p	Good	6600 Custodian	1.5000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5:00 PM			6:30 PM						
		Note Type								
		Note								
										Hours for Day: 1.5000

3. Once “Save” is selected, the correct out time for the adjusted date will display and the total hours for the shift will be adjusted from 1.5 hours to 2.5 hours.

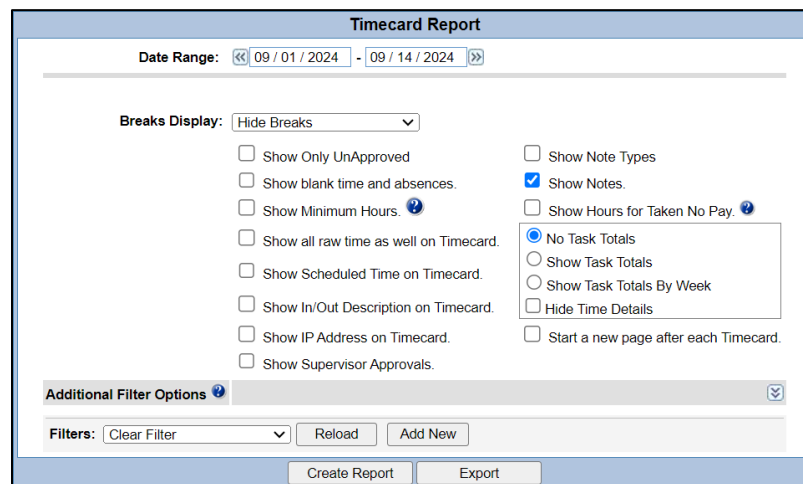
Date	In	Description	Out	Description	Job/Duty	Hours	APPR	S2APPR	SAPPR	Scheduled
✗ Tue 9/3	5:00 PM	Good	7:30 PM	Good	6600 Custodian	2.5000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5:00 PM			6:30 PM						
		Note Type								
		Note								
										Hours for Day: 2.5000
✗ Wed 9/4	8:00 AM	Good	12:00 PM	Good	6600 Custodian, Out of Title Pay	4.0000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8:00 AM			12:00 PM						
		Note Type								
		Note								
										Hours for Day: 4.0000
										Hours For Week: 6.5000

Section 7: Printing your Time Card

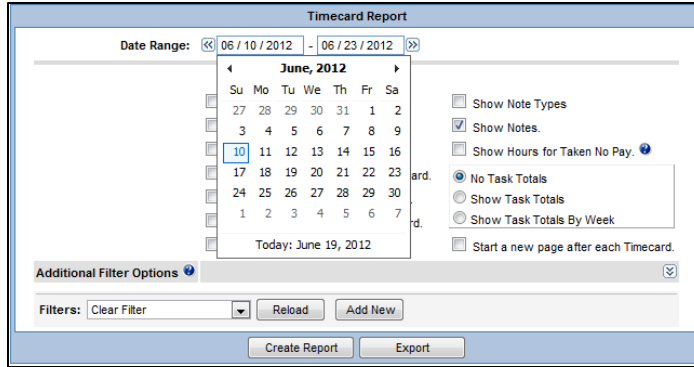
1. Time card data is saved and does not get removed once approved and exported through payroll. If you wish to see a prior time card, you can go to your “Time Card” and change the date range (three-month ranges). If you prefer to have a print off of your time card, you may access the timecard report. In the main menu, click on the “Reports” section and the available reports will appear. Select “Time” to see all applicable reports that you have access to. Select “Timecard” to open the Timecard Report.



2. The Timecard Report form will open on your screen, and you will have the ability to change the date range and also include optional data within the report.



- To change the date range, you can manually type in the effective date, or you may select the effective date section and use the calendar function that will appear.



- Once you have the applicable date range chosen and the options you would like to display selected, you may receive a PDF of the report by selecting “Create Report.” A pop up of the PDF report will appear. Select the “Print” icon to print out the report.

Time Card Report By Employee						Employee Count: 1
Dates: 9/1/2024 - 9/14/2024 [Hide Breaks] [Showing Notes] [Not Showing Taken No Pay Hours]						
* - When dates are followed by an asterisk(*), the time record crosses multiple days						
Buckingham, Michele [Clock ID: 09615, Payroll ID: 09615]						
Date	In	Description	Out	Job/Duty	Hours	
Tue 09/03/2024	5:00 PM		7:30 PM	Custodian	2.5000	
Note Stayed late to finish gym floors						
Wed 09/04/2024	8:00 AM		12:00 PM	Custodian, Out of Title Pay	4.0000	
Note Covered for Head Custodian John Smith						
Week Totals:					6.5000 Hrs	
Totals:					6.5000 Hrs	
Total Hours:					6.5000 Hrs	