*WinCap*WEB *Timesheets- Employee Training*
Workforce Development Part Time Staff

Section 1: Logging into *WinCap*WEB Timesheets

Section 2: Accessing the Time Card

Section 3: Adding New Time Worked

Section 4: Changing Time Worked

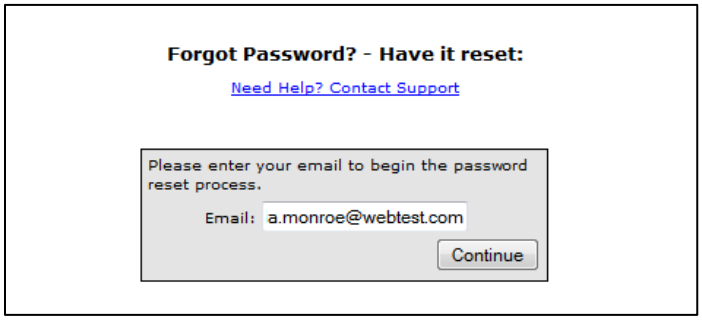
Section 5: Printing your Time Card

Section 1: Logging into *WinCap*WEB Timesheets

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

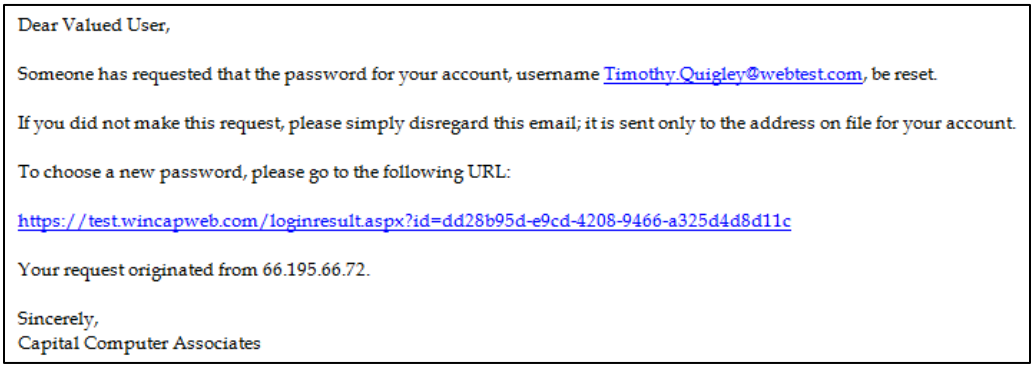
4. If you have trouble logging into *WinCap*WEB, type your username and select the "Forgot Password?" link below the login button.

5. A prompt will appear. Enter in your email address and then select "Continue".

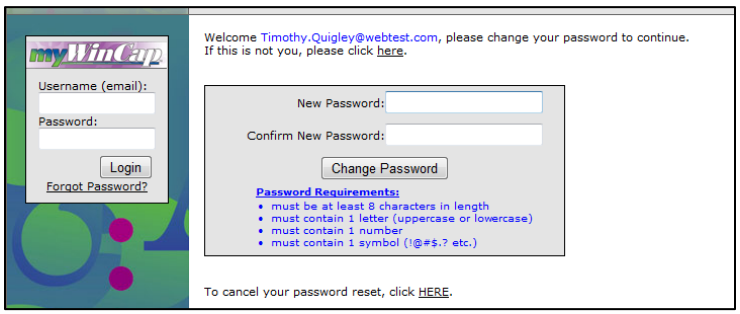


6. The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had set up on the initial account activation. Hit "Submit" once completed and you will receive a message that you must go to your email account to complete the password reset process.
(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.)

7. You will receive an email containing a link you must use to reset your password.

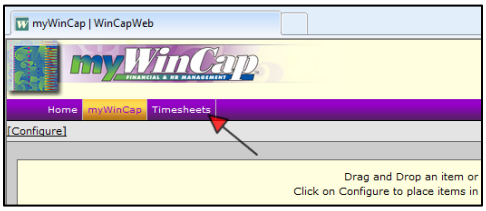


8. The link will bring you to *WinCap*WEB where you must choose a new password. Once complete, select "Change Password." This will automatically log you into *WinCap*WEB.



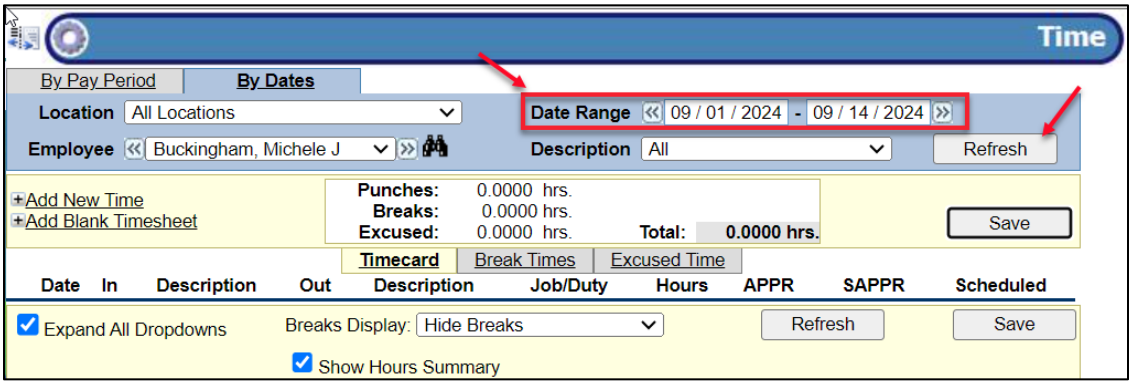
Section 2: Accessing the Time Card

1. Once you have successfully logged into *WinCap*WEB, select "Timesheets" on the purple toolbar to access the Timesheets Web Module.



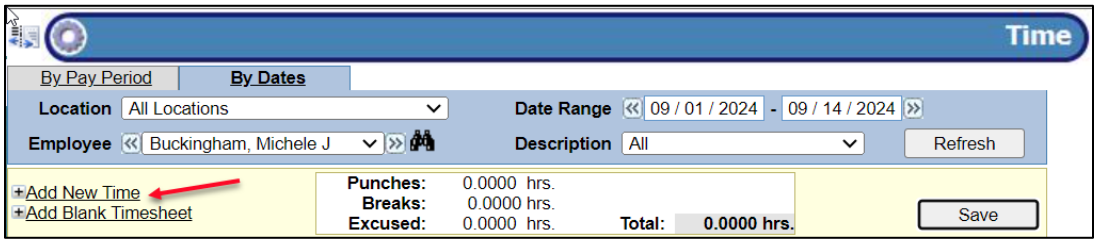
2. Once "Timesheets" is selected, you will enter the Timesheets home page where you will see a "Welcome" greeting. On the home page, you will also see any messages that have been posted by an Admin staff. On the left-hand side of your screen the Timesheets Menu will display. To access your time card,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

3. 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.

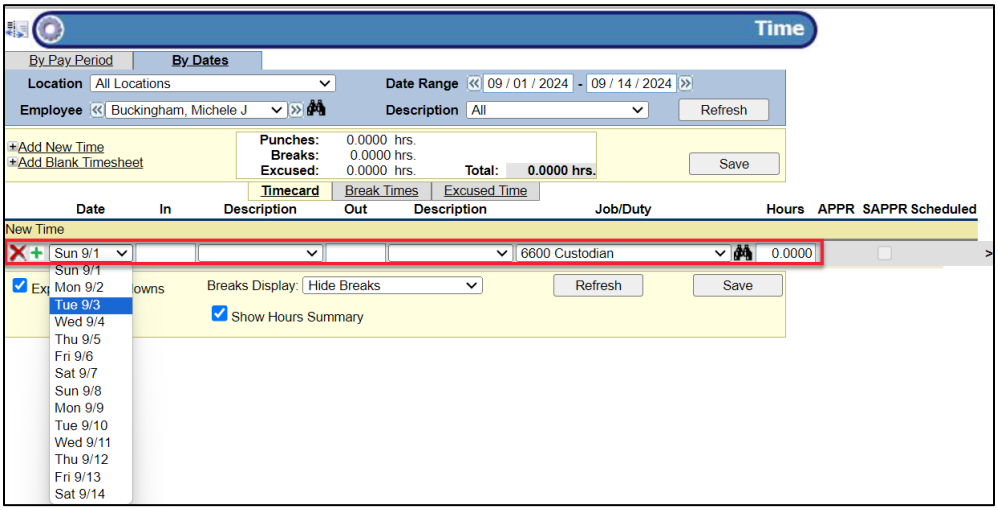


Section 3: Adding New Time Worked

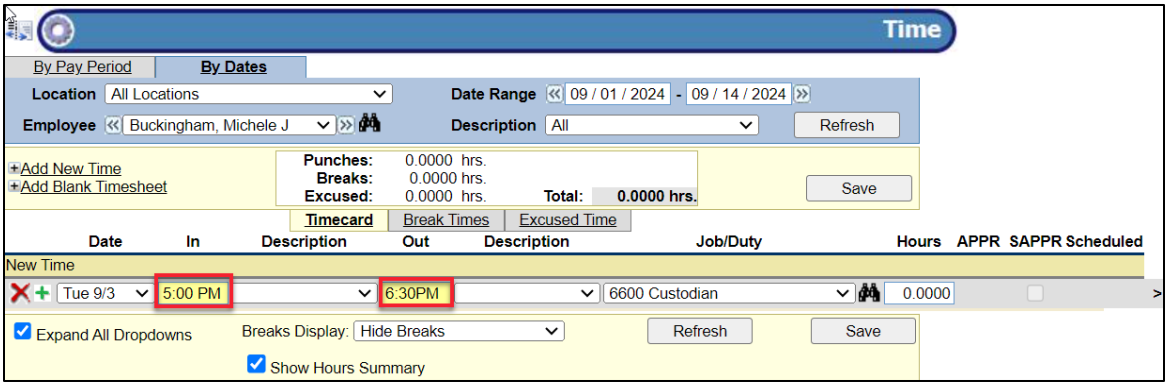
1. To enter the in and out times for each work day, you will need to select "Add New Time."



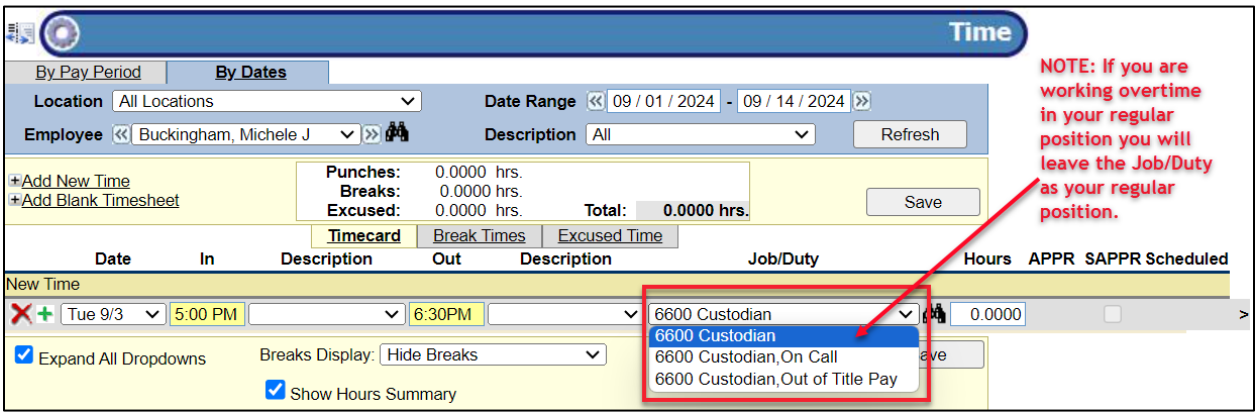
2. When "Add New Time" is selected, a new entry row will appear at the top of time card where the date can be adjusted to the date you are adding time for. The entry date may be adjusted by selecting the down arrow and selecting the appropriate date from the list. Only the dates within the date range 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.



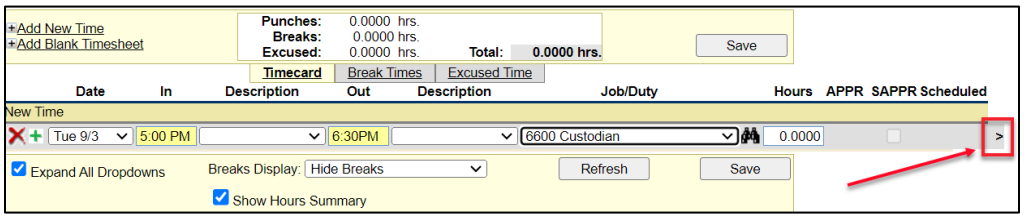
3. Once you have selected the appropriate date from the drop-down list, you will need to type in the in and out times into each field. In the example below, the employee worked from 5:00 p.m. to 6:30 p.m.

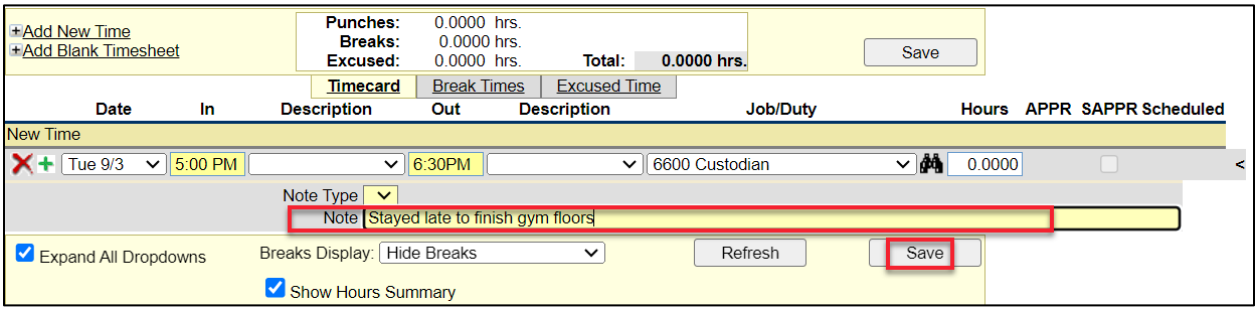


4. The last section you may need to update on the New Time entry prior to saving is the job/duty that is being performed. By selecting the job/duty down arrow, all of the authorized job/duties will display. Please make sure that the job/duty that you have selected is for the correct job/duty for the 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).

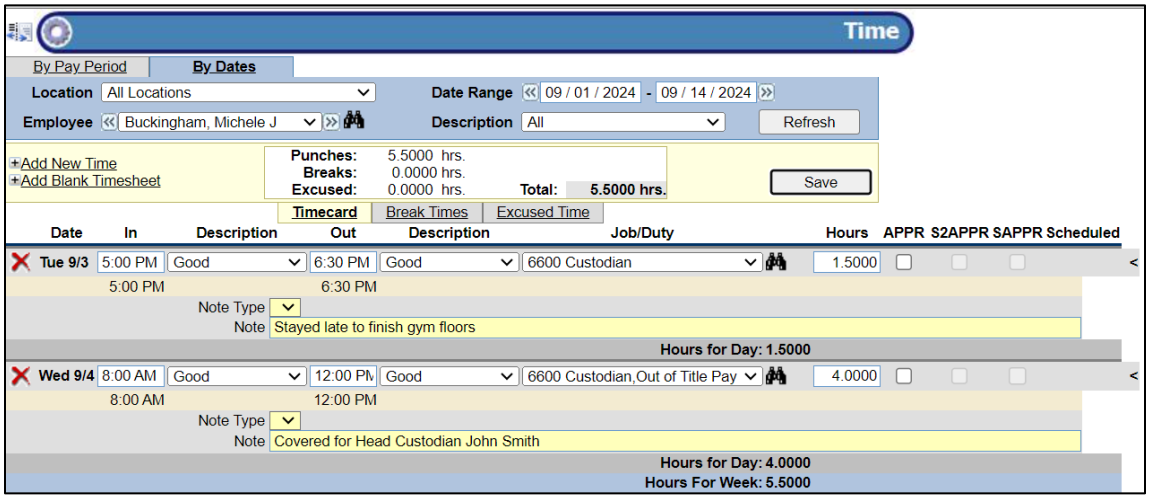


5. Once you have selected the appropriate job/duty from the list, you can enter a note/description of what job you were doing or who you were working for, if applicable. Click on the > button and then click in the box on the end of the New Time line. This will open the Note section. In the Note, enter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



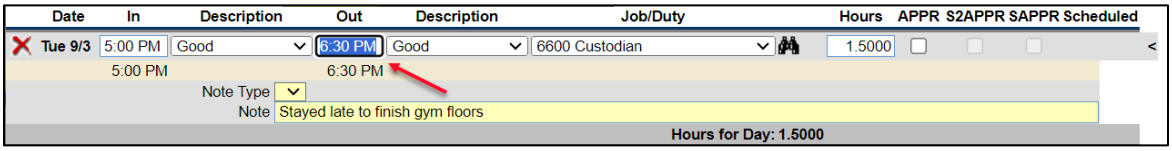


Once you save the new time entry it will look like the below example. If you need to add another entry, continue to select the "Add New Time" until the time card reflects all of your days and hours worked for that pay period.

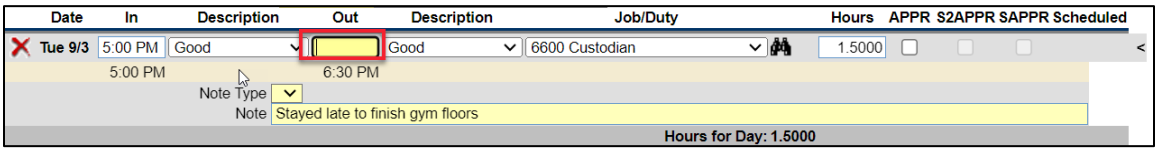


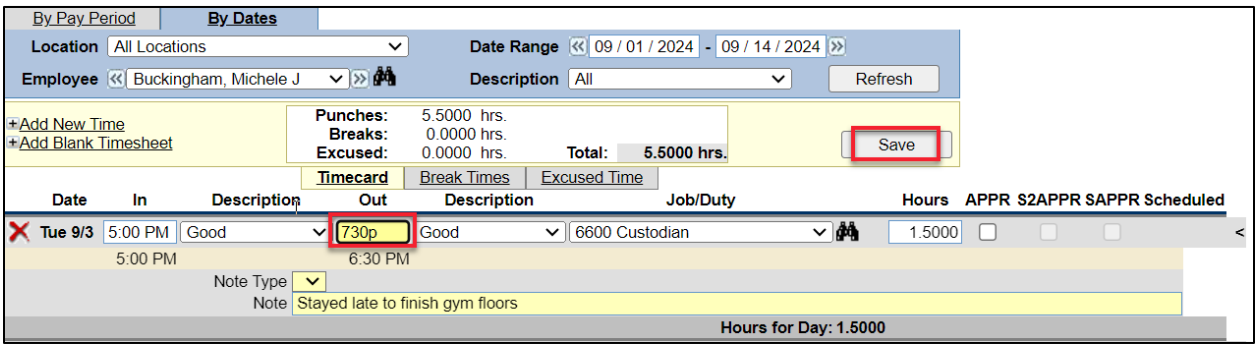
Section 4: Changing Existing Time Worked

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.

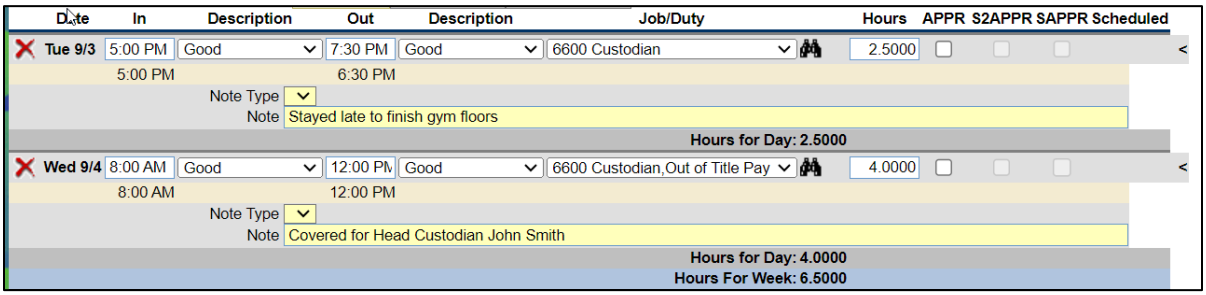


2. Once the incorrect time is cleared out of the cell, you can type in the correct time. In the example below, we have removed the out punch of 6:30 p.m. because the employee worked an additional hour and stayed until 7:30 p.m. By typing "730p" then pressing "Save", the system will automatically format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



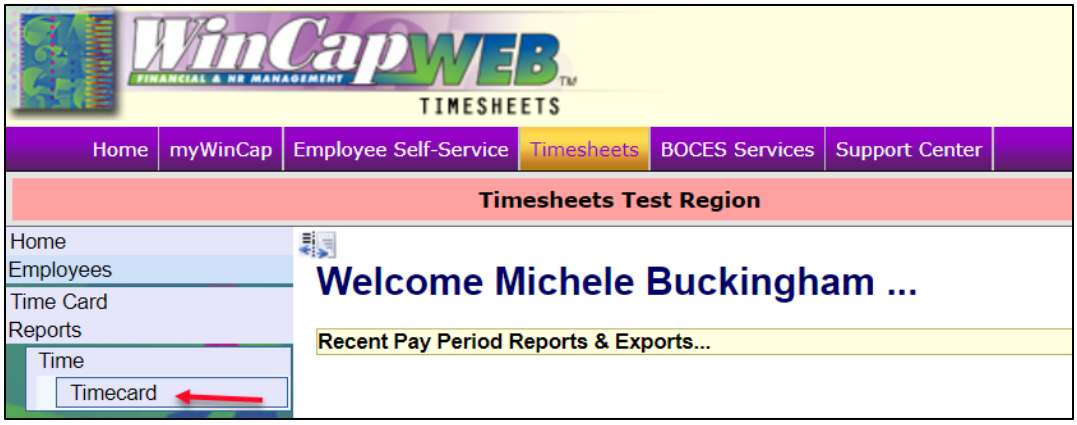


3. Once "Save" is selected, the correct out time for the adjusted date will display and the total hours for the shift will be adjusted from 1.5 hours to 2.5 hours.

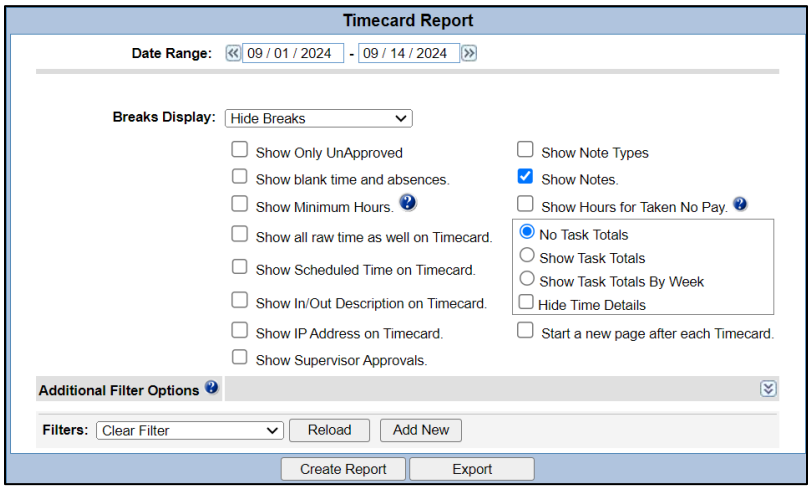


Section 7: Printing your Time Card

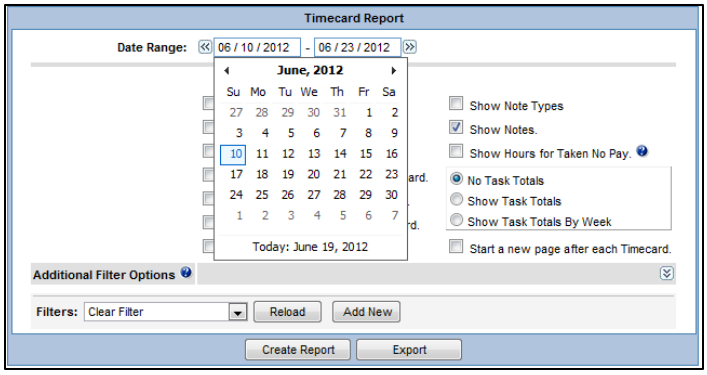
1. Time card data is saved and does not get removed once approved and exported through payroll. If you wish to see a prior time card, you can go to your "Time Card" and change the date range (three-month ranges). If you prefer to have a print off of your time card, you may access the timecard report. 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.



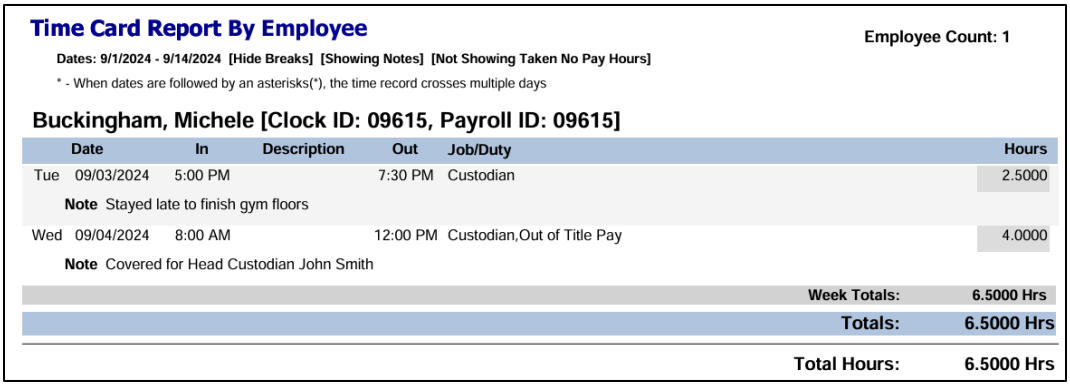
2. The Timecard Report form will open on your screen, and you will have the ability to change the date range and also include optional data within the report.



3. 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.



4. 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 asterisks(*), 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**