

ATTENTION!

Effective March 1, All Hourly WFD Staff Must Submit **Electronic Timesheets!**



- Starting March 1, 2025, all hourly Workforce Development staff are required to submit their time worked electronically via WinCapWeb.
- During the trial period, staff must complete BOTH online time sheets AND paper copies.
- It is CRITICAL that electronic timesheets and paper submissions be submitted ON TIME! Failure to submit by the due date will result in delays in pay.
- Timesheets can ONLY be submitted using your Erie 1 BOCES-assigned email address.

LOGGING INTO THE COMPUTER FROM THE HOME SCREEN

Username Format: [First Initial] [Last Name] @e1b.org

- Example: Josh Allen = jallen@e1b.org

Password Format: Erie1[YYYYMMDD]!

- Replace [YYYYMMDD] with your birthday in year-month-day format.
- Example: Birthdate of May 21, 1996 = Erie119960521!

LOGGING INTO OUTLOOK (EMAIL)

- Look for the Outlook app or visit www.e1b.org and click Employee Login, then navigate to Outlook.
- Use the same Username and Password you chose for your computer login credentials.

LOGGING INTO WINCAPWEB (TIME KEEPING SYSTEM)

- www.wincapweb.com
- Once you are logged into your email account, you should see an email from WinCapWeb to set up your personalized account.
- Follow the link to set up your password.
- Once your account is set up, each time you log in you will use the browser of your choice and navigate to WinCapWeb (www.wincapweb.com).
- Log in with the credentials you set up through your E1B email address.
- This is where you will enter in your time worked each day. Please see the instructions on how to use WinCapWeb Timesheets under www.e1b.org/wfdstaff.

CONTACT INFORMATION

General Issues/Questions/Trouble Shooting

Please see your program manager for general support.

WinCapWeb Training/Resources

www.e1b.org/wfdstaff

E1B Computer or Email Access/Technical Issues

- 8 a.m. to 4 p.m., E1B Service Desk, servicedesk@e1b.org, 716-821-7171
- After 4 p.m., Complete ServiceNow Form <https://wnyricprod.service-now.com/>

WinCapWeb Access Issues (8 a.m. to 4 p.m.)

Dawn Schmidt, dschmidt@e1b.org, 716-821-7083

Payroll/Paycheck Questions (8 a.m. to 4 p.m.)

E1B Payroll Department, payroll@e1b.org, 716-821-7010

*Do not send personal information.

REMINDERS

- Part-time employees are paid only per your approved Teaching Assignment. For example, if your class is scheduled from 12:00 p.m. to 3:00 p.m., you should only report those hours. Any additional time, such as arriving early at 11:45 a.m. to prepare, is unpaid and should not be recorded in WinCapWeb. If you arrive late, leave early, or adjust your approved schedule, round your time to the nearest approved 15-minute increment. (e.g., 7:15 a.m., 7:45 a.m.) Failure to accurately report your start and end times will result in delays in pay and possible rejection of your timesheet.
- • Be sure to log out of your email and computer at the end of your shift to avoid losing data or sharing unwanted information.
- • You may need to set up Multi-Factor Authentication (MFA) through an application called Okta. Please see the instructions needed to complete this step under www.e1b.org/wfdstaff.