

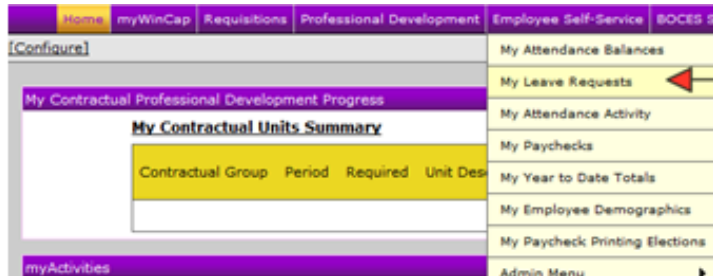
WinCapWEB – Employee Leave Request Submission

Open Internet Browser and navigate to www.wincapweb.com. Input your email as your username and the password that was chosen during account activation

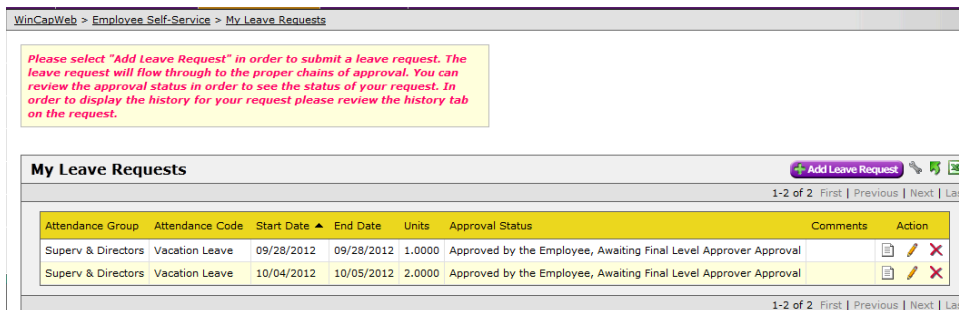


Accessing “My Leave Requests” through Employee Self Service

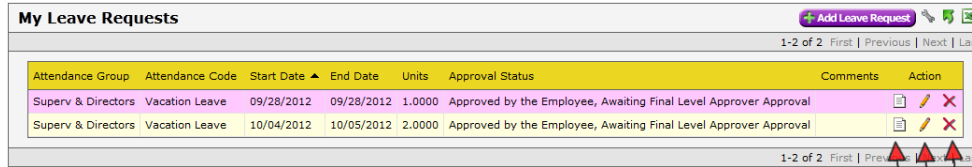
The My Leave Request section of Employee Self Service allows an employee to initiate a leave request electronically through WinCapWEB. Once the request has been submitted, the leave request is available for the supervisor to approve, disapprove or cancel. The “My Leave Requests” option is available off of the Employee Self Service menu.









Once selected from the menu the “My Leave Requests” grid will appear where any requests that have been submitted will appear displaying the employees attendance group, attendance code, the start and end date of the request, the units requests, the approval status, and employee comments. Those leave requests that have been fully approved and posted as taken will display for 21 days past the date.

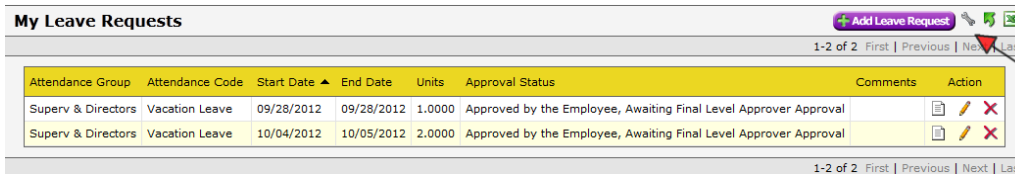








The Action Column of the “My Leave Requests” grid will offer the option to view the leave request, edit the leave request, and cancel the leave request if the leave request is still at a particular level and allows for cancellation or modification. By selecting the icons within the action column, the leave request form will appear where the user can view, change or cancel the request.



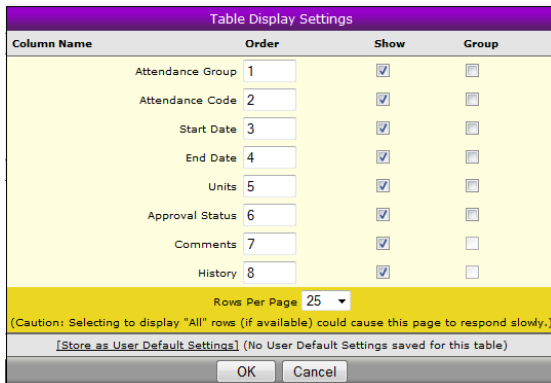
Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  

The “My Leave Requests” display can also be modified by a user by selecting the wrench icon located next to “add leave request.” Once selected the table display settings form will appear and allow for editing.



Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  
Superv & Directors	Vacation Leave	10/04/2012	10/05/2012	2.0000	Approved by the Employee, Awaiting Final Level Approver Approval		  

Within the Table Display Settings form the column order, display and grouping can be modified. The column order may be adjusted by changing the order number; the display of columns and grouping may be added. Once the setting the employee wishes to display have been selected, the employee will select ok and see their “My Leave Requests” grid updated to their preferences.



Column Name	Order	Show	Group
Attendance Group	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance Code	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start Date	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
End Date	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Units	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approval Status	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
History	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rows Per Page: 25

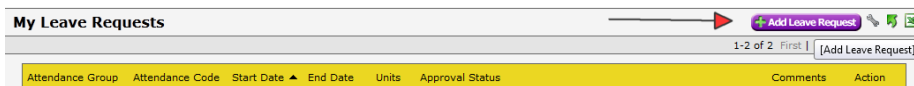
(Caution: Selecting to display "All" rows (if available) could cause this page to respond slowly.)


[Store as User Default Settings] (No User Default Settings saved for this table)

OK Cancel

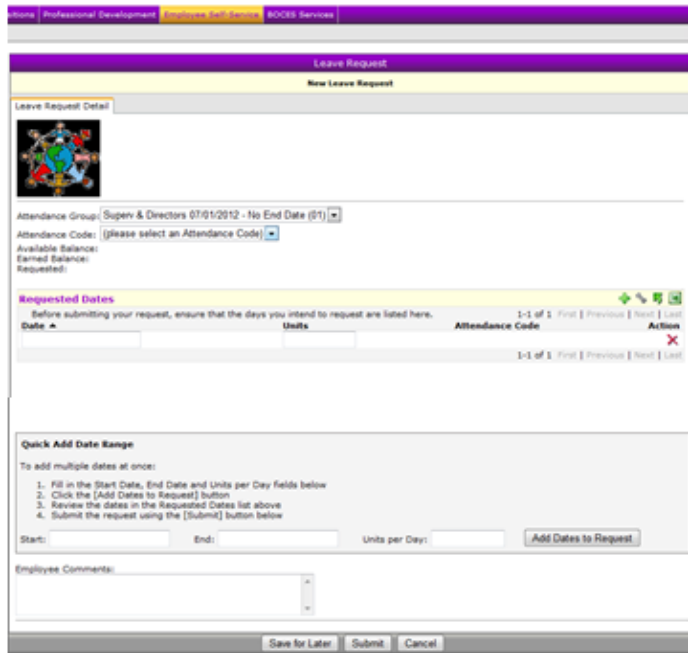
Adding a Leave Request

In order to add a new leave request, select “My Leave Requests” from the Employee Self Service Menu. Once on the My Leave Requests page select the “Add Leave Request” button.

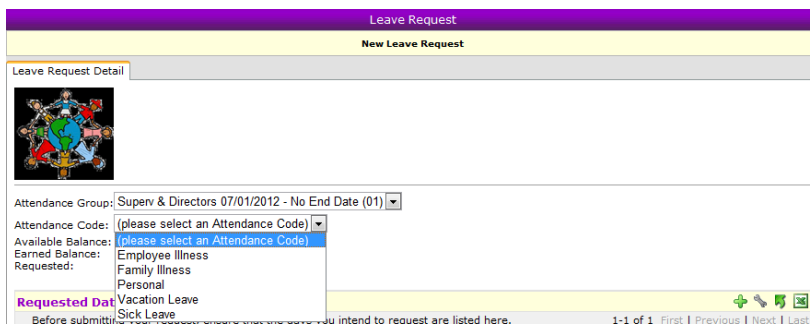


Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
							


The Leave Request form will appear. The first section to be completed is the attendance group and attendance code. The attendance group will default to the attendance group assigned to your employee record.



The second selection to be made is the attendance code the employee will be using. By selecting the drop down all the attendance codes that the employee has access to submit a leave request for will appear. When the proper attendance code is selected the available balance, earned balance and requested balance will appear below the attendance code.



Leave Request Detail



Attendance Group: **Superv & Directors 07/01/2012 - No End Date (01)**

Attendance Code: **Vacation Leave**

Available Balance: 14.0000

Earned Balance: 14.0000

Requested: 0.0000

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
		Vacation Leave	X

If the leave request is being submitted for an individual day, under the requested dates section the date can be manually typed or by selecting the blank date box a calendar will appear where the user can select the date to be requested.

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
9/28/2012		Vacation Leave	X

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	

Today: September 28, 2012 Requested Dates list above

4. Submit the request using the [Submit] button below

Start: End: Units per Day:

The unit's field is the next section to be completed. The units should be entered in accordance with the district or BOCES policies and procedures. In the example below a full day should be placed in as 1.0 unit. When the form is completed, select "submit" to submit the request or select "save for later" if the user is not ready to submit the leave request for approval.

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
			X

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: End: Units per Day:

Employee Comments:

Upon selecting "submit" the leave request will be successfully submitted and will display in the "my leave requests" grid indicating an approval status that the request has been "approved by the employee" and is awaiting the next level approver's approval. Within the action column the employee has a pencil icon

where the leave request can be modified before approved by the approver. The action column also has a “X” icon which will allow an employee to cancel a leave request as well.

WinCapWeb > Employee Self-Service > My Leave Requests

Item Successfully Inserted

Please select "Add Leave Request" in order to submit a leave request. The leave request will flow through to the proper chains of approval. You can review the approval status in order to see the status of your request. In order to display the history for your request please review the history tab on the request.

My Leave Requests

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

Attendance Group	Attendance Code	Start Date	End Date	Units	Approval Status	Comments	Action
Superv & Directors	Vacation Leave	09/28/2012	09/28/2012	1.0000	Approved by the Employee, Awaiting Final Level Approver Approval		

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

A leave request can also be submitted for multiple days by placing a start and end date in the form with the amount of units to be used each day. The date range should not include weekends or a request will be created on those days as well. Once the date range is entered with the correct amount of units select the “add dates to request.”

Attendance Group: Superv & Directors 07/01/2012 - 10/01/2012 (1)

Attendance Code: Vacation Leave

Available Balance: 14.0000
Earned Balance: 14.0000
Requested: 0.0000

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here.

Date	Units	Attendance Code	Action
		Vacation Leave	

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

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: End: Units per Day:

Employee Comments:

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: End: Units per Day:

Employee Comments:

The date ranges will be listed under the requested date’s section. Once completed the employee should select “submit” and the leave request will be submitted.

Requested Dates

Before submitting your request, ensure that the days you intend to request are listed here. 1-2 of 2 First | Previous | Next | Last

Date ▲	Units	Attendance Code	Action
10/4/2012	1.0000	Vacation Leave	X
10/5/2012	1.0000	Vacation Leave	X

1-2 of 2 First | Previous | Next | Last

Quick Add Date Range

To add multiple dates at once:

1. Fill in the Start Date, End Date and Units per Day fields below
2. Click the [Add Dates to Request] button
3. Review the dates in the Requested Dates list above
4. Submit the request using the [Submit] button below

Start: 10/4/2012 End: 10/5/2012 Units per Day: 1.0

Employee Comments: