## **!! WELCOME TO WEST SENECA CENTRAL SCHOOLS !!**

We would like to welcome all our new employees and introduce them to WincapWeb.

If you do not already have WincapWeb access, please call ext. 3116 or email Rebecca Hacic (<u>rhacic@wscschools.org</u>) to receive a personalized email invitation.

WincapWeb has many features, so PLEASE take a look at the next pages before you get on the site.

You can change your demographic information (address, contacts, phone number) for Human Resources, change your tax deductions for Payroll as often as needed and specify effective dates, you can view and print payroll checks going back to 2005, W-2 's back to 2009 and 1095C's. You can choose to not receive a direct deposit slip and just view or print them as needed from work or home. Changes must be approved electronically by either Payroll or Human Resources and will not be updated on WincapWeb until they are approved. Here is a list of features WincapWeb has to offer at this time. Hopefully more will be added in the future.

My Attendance Balances - View a summary of your Attendance Balances

My Leave Requests – Not available at this time

<u>My Attendance Activity</u> – View your Attendance Activity Detail

My Paychecks – View a summary or a detailed view of your Paycheck; Print individual paycheck stubs

<u>My Year to Date Totals</u> – View your year to date payroll totals, Select Calendar Year or School Year totals.

Print My W-2's – View and Print your W-2's

Print My 1095-C's- View and Print your 1095-C's

Employee Deductions – View and/or Change your tax deductions.

<u>My Employee Demographics</u> – View and/or change your demographic information.

My Paycheck Printing Elections – View and update your Direct Deposit Printing Elections

My W-2 Consent Elections – Consent or Withdraw Consent to receive your W-2 forms electronically online.

My Evaluations – Not available at this time.

My Positions & Salary Notices - Not available at this time

My 1095-C Consent Elections Consent or Withdraw Consent to receive your 1095-C forms electronically online.

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Page 7 of 7