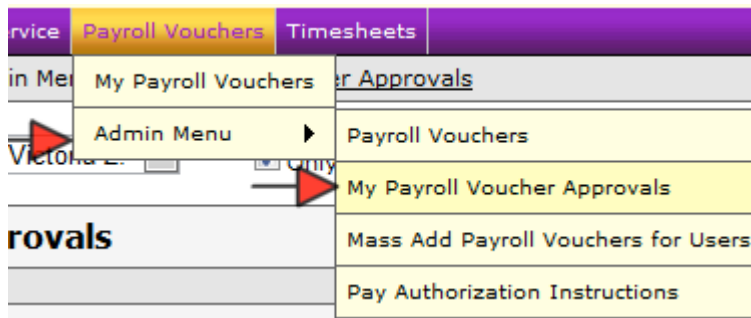


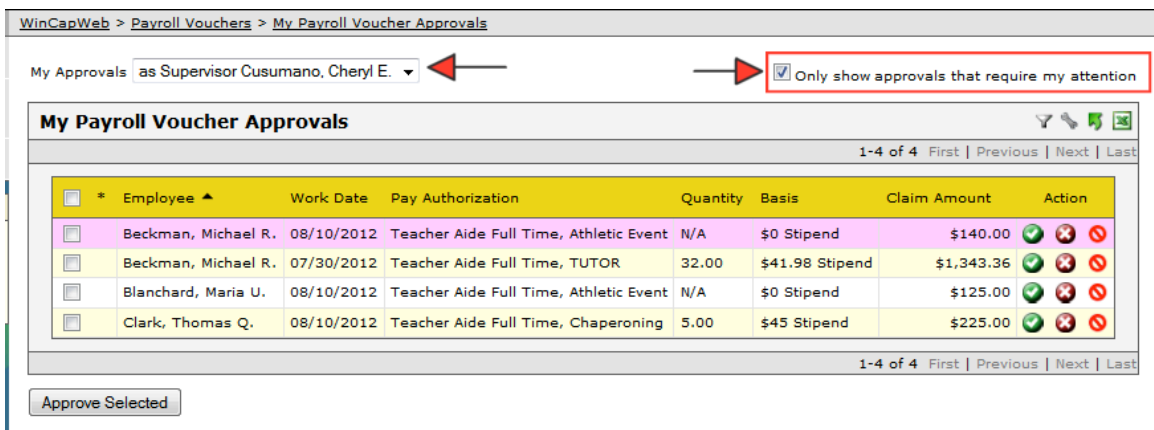
My Payroll Voucher Approvals

Payroll Vouchers is a WinCapWEB module where employees and/or supervisors can initiate a payroll claim form for authorized job/duties. As a payroll voucher is submitted, each supervisor/approver will be able to approve, disapprove or cancel the claims from “My Payroll Voucher Approvals” under the Payroll Vouchers/Admin Menu. Please reference the directions below for approving, disapproving or cancelling user payroll vouchers.

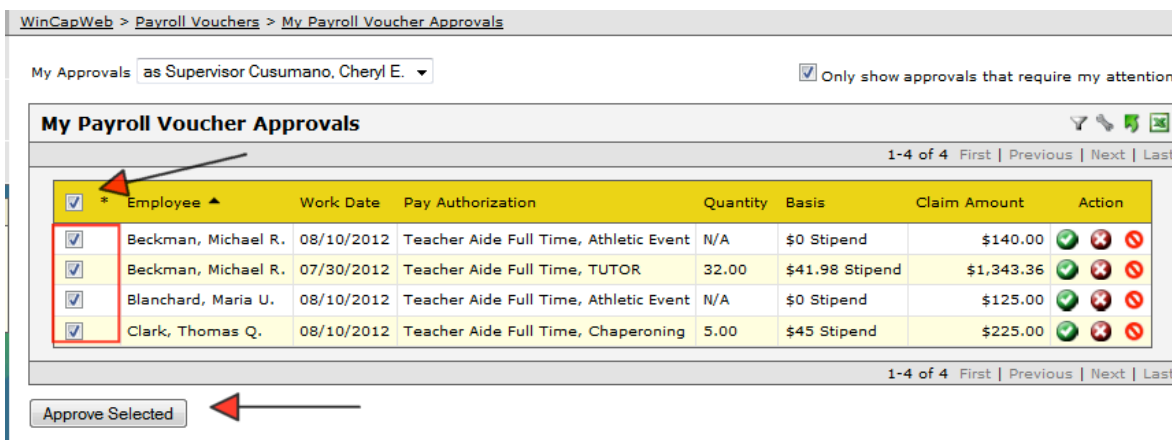
Select “My Payroll Voucher Approvals” from the Payroll Vouchers/Admin Menu to see all payroll vouchers requiring approval:



The “My Payroll Voucher Approvals” grid will appear where the “only show approvals that require my attention” is selected. Those payroll vouchers that are at the supervisor’s level, ready for their approval will appear. If a supervisor level needs to be circumvented in order to complete processing, the option may be deselected and all of those payroll vouchers that are at the supervisors level or are not at their level but they may approve will display. If a supervisor has been named as a backup for another supervisor by selecting the “My Approvals” dropdown the backup supervisor record may be selected.



A Supervisor may mass approve all of the payroll voucher claims that are displayed on the grid by selecting the select all checkbox located at the top of grid. When selected, all employee claims will be selected. After selecting “approve selected” all payroll voucher’s will be approved.



WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals 1-4 of 4 First | Previous | Next | Last

<input checked="" type="checkbox"/>	* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
<input checked="" type="checkbox"/>	Beckman, Michael R.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$140.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1-4 of 4 First | Previous | Next | Last

A green message will appear indicating that all of the payroll vouchers were approved. No more records will display under the “my payroll voucher approvals” once all have been successfully approved.



WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

User Payroll Vouchers Approved

My Payroll Voucher Approvals 0-0 of 0 First | Previous | Next | Last

* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
[no records]						

0-0 of 0 First | Previous | Next | Last

If a supervisor prefers to individually approve payroll vouchers, the action column of the “My Payroll Voucher Approvals” grid has a green check mark. This check mark stands for “approve payroll voucher.”

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals 1-4 of 4 First | Previous | Next | Last

<input type="checkbox"/>	* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
<input type="checkbox"/>	Beckman, Michael R.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$140.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Approve Payroll Voucher]

Once selected the approval transaction form appears and by selecting “ok” the supervisor’s approval has been placed on the payroll voucher.

Approval Transaction

Employee **Beckman, Michael R.**
 Work Date **08/10/2012**
 Pay Authorization **Teacher Aide Full Time, Athletic Event**
 Quantity **N/A**
 Basis **\$0 Stipend**
 Claim Amount **140.00**

Action **Approve**

The approved payroll voucher will no longer appear under the “my payroll voucher approvals” grid and will move up the approving hierarchy to the next supervisor.

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals 1-3 of 3 First | Previous | Next | Last

<input type="checkbox"/>	* Employee ▲	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
<input type="checkbox"/>	Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1-3 of 3 First | Previous | Next | Last

If a payroll voucher needs to be disapproved select the red “x” in the action column of the applicable voucher:

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals: as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals

* Employee	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
Beckman, Michael R.	07/30/2012	Teacher Aide Full Time, TUTOR	32.00	\$41.98 Stipend	\$1,343.36	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

1-3 of 3 First | Previous | Next | Last

Approve Selected

The approval transaction form will appear where the supervisor is required to enter a disapproval reason in the note section. Select “ok” when completed and the payroll voucher is successfully disapproved.

Approval Transaction

Employee **Beckman, Michael R.**
 Work Date **07/30/2012**
 Pay Authorization **Teacher Aide Full Time, TUTOR**
 Quantity **32.00**
 Basis **\$41.98 Stipend**
 Claim Amount **1343.36**

Action **Disapprove**

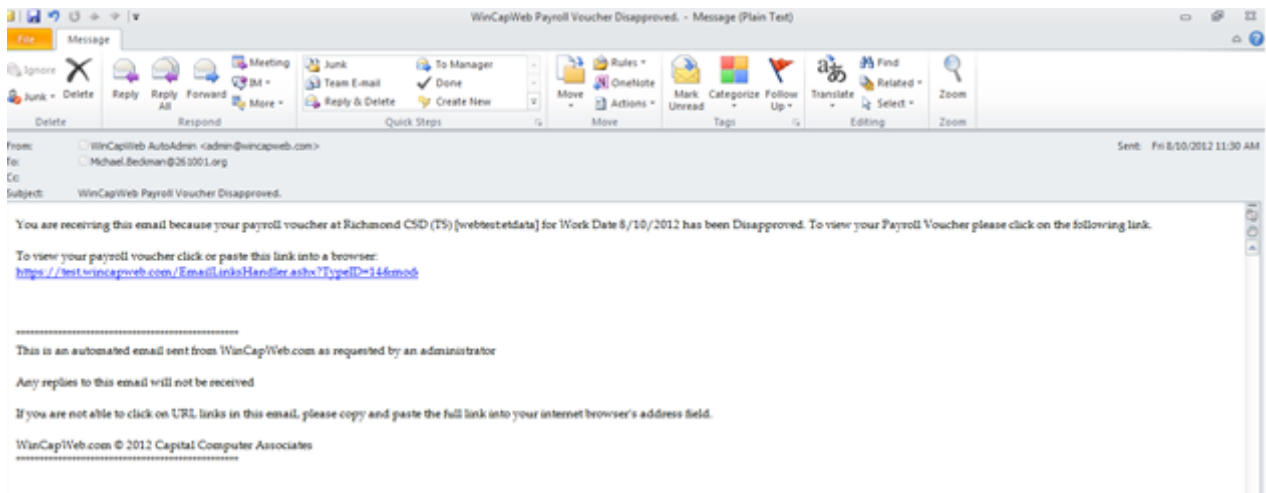
Notes (500 chars)
 This was manually paid through payroll. If approved the stipend would be paid twice

(The notes will be displayed for the employee on their payroll voucher form.)

• Notes are required

OK Cancel

An email will be sent to the employee indicating that a payroll voucher has been disapproved.



WinCapWeb Payroll Voucher Disapproved. - Message (Plain Text)

From: WinCapWeb AutoAdmin <admin@wincapweb.com>
 To: Michael.Bedman@251001.org
 Subject: WinCapWeb Payroll Voucher Disapproved.

You are receiving this email because your payroll voucher at Richmond CSD (TS) [webtestetdata] for Work Date 8/10/2012 has been Disapproved. To view your Payroll Voucher please click on the following link.
 To view your payroll voucher click or paste this link into a browser:
<https://test.wincapweb.com/EmailLinkHandler.ashx?TypeID=14&mode>

 This is an automated email sent from WinCapWeb.com as requested by an administrator
 Any replies to this email will not be received
 If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.
 WinCapWeb.com © 2012 Capital Computer Associates

If a payroll voucher needs to be cancelled select the red cancel circle of the applicable voucher:

WinCapWeb > Payroll Vouchers > My Payroll Voucher Approvals

My Approvals as Supervisor Cusumano, Cheryl E. Only show approvals that require my attention

My Payroll Voucher Approvals

* Employee	Work Date	Pay Authorization	Quantity	Basis	Claim Amount	Action
Blanchard, Maria U.	08/10/2012	Teacher Aide Full Time, Athletic Event	N/A	\$0 Stipend	\$125.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Clark, Thomas Q.	08/10/2012	Teacher Aide Full Time, Chaperoning	5.00	\$45 Stipend	\$225.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Cancel Payroll Voucher]

Approve Selected

The approval transaction form will appear where a cancellation reason will be required. The payroll voucher will be successfully cancelled by selecting “ok.”

Approval Transaction

Employee **Blanchard, Maria U.**
 Work Date **08/10/2012**
 Pay Authorization **Teacher Aide Full Time, Athletic Event**
 Quantity **N/A**
 Basis **\$0 Stipend**
 Claim Amount **125.00**

Action **Cancel**

Notes (500 chars)
 Sports event was cancelled- voucher placed into system before completing work duty.

(The notes will be displayed for the employee on their payroll voucher form.)

* Notes are required

OK Cancel

An email will be sent to the employee indicating that a payroll voucher has been cancelled.

WinCapWeb Payroll Voucher Cancelled. - Message (Plain Text)

From: WinCapWeb AutoAdmin <admin@wincapweb.com>
 To: Maria.Blanchar@261001.org
 Cc:
 Subject: WinCapWeb Payroll Voucher Cancelled.

You are receiving this email because your payroll voucher at Richmond CSD (TS) [vrbtestetdata] for Work Date 8/10/2012 has been Cancelled. To view your Payroll Voucher please click on the following link.

To view your payroll voucher click or paste this link into a browser:
<https://test.wincapweb.com/EmailLinkHandler.aspx?TypeID=14&mode>

 This is an automated email sent from WinCapWeb.com as requested by an administrator

Any replies to this email will not be received

If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.

WinCapWeb.com © 2012 Capital Computer Associates