ChamplainValley EDUCATIONAL SERVICES

P.O. Box 455, Plattsburgh, NY 12901 www.cves.org

CENTRAL ADMINISTRATION

518-561-0100

District Office	**FAX 518-562-1471**
Management Services	
Business Office	**FAX 518-561-9382**
Employee Services	**FAX 518-324-6612**

CVES MISSION

Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

WinCapWeb Electronic Timesheets Quick Instruction Guide

1. Go to www.wincapweb.com

2. Login in with username (email address) and password

3. On the top purple toolbar, left click on the word "Timesheets"

4. On the left-hand side of your screen select "Timecard" from the menu

5. A timecard will appear on the screen.

6. Go to the bottom of the timecard and make sure the "Expand all Dropdowns" and "Show Hours Summary" checkboxes are checked.

7. Go to the top right of the timecard and make sure the "Date Range" includes the dates you need to enter time for. If it does not, click on the date field and select the correct start and end date from the calendar. Note: If you change the date range, you must click on **"Refresh"** to set the new date range. Make sure your **start date is your hire date or after**.

8. On the left-hand side of the time card, click on "Add New Time"

9. In the field that appears:
   a. Select the date you need to enter time for from the drop-down menu.
   b. Enter the start time in the "In" box. Make sure you enter either an "AM" or "PM". (Ex. 9:30AM). Only enter start and end times in 15-minute increments.
   c. Tab over the description field. Select "Good" for all time entered.
   d. Enter the end time in the "Out" box. Make sure you enter either "AM" or "PM"
   e. Tab over the description field. Select "Good" for all time entered.
   f. Check the "Job/Duty" listed. If you are getting paid for a different job (i.e., Professional Development Hours) you will need to select the correct position from the drop down.
   g. Hit **"Save"** on the lower right-hand corner of the time card.

To logout of WinCapWeb, go to the upper right-hand corner of the screen and click on the "Logout" button that is highlighted in yellow.