

WinCapWEB – Employee Leave Request Submission

SECTION 1: Logging into WinCapWEB

1. Open Internet Browser and navigate to www.wincapweb.com
2. Input your email as your username and the password that was chosen during account activation
3. Once complete select “Login”



SECTION 2: 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.



Icon Key	
	View Comments Only
	Details of the Leave Request
	Edit Leave Request
	Withdraw

SECTION 3: Adding a Leave Request

My Leave Requests ➔ [Add Leave Request](#)

1-2 of 2 First | [\[Add Leave Request\]](#)

Attendance Group	Attendance Code	Start Date ▲	End Date	Units	Approval Status	Comments	Action								
<div style="border: 1px solid gray; padding: 5px;"> <p>Leave Request</p> <p style="text-align: center;">New Leave Request</p> <p>Leave Request Detail:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Attendance Group: Superv & Directors 07/01/2012 - No End Date (07/01/2012) 1</p> <p>Attendance Code: [Please select an Attendance Code] 2</p> <p>Available Balance: [0.00]</p> <p>Earned Balance: [0.00]</p> <p>Requested:</p> </div> <div style="width: 50%;"> <p>Requested Dates</p> <p>Before submitting your request, ensure that the days you intend to request are listed here.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date ▲</th> <th style="text-align: left;">Units</th> <th style="text-align: left;">Leave Code</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Quick Add Date Range</p> <p>To add multiple dates at once:</p> <ol style="list-style-type: none"> 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 <p>Start: <input type="text"/> End: <input type="text"/> Units per Day: <input type="text"/> Add Dates to Request 3</p> <p>Employee Comments: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"> Save for Later Submit Cancel 5 </p> </div>								Date ▲	Units	Leave Code	Action				
Date ▲	Units	Leave Code	Action												

Step 1 – Select Attendance Group

Step 2 – Select Attendance Code

Step 3 – Enter Date and Units
or
Enter Date Range and Units

Step 4 – Enter Comments

Step 5 – Select Submit or Save for Later