

INSTRUCTIONS FOR LEAVE REQUESTS WINCAPWEB

To enter a leave day in WinCapWeb, please follow these instructions:

- 1) Go to: <https://wincapweb.com>
- 2) Enter your user name and password
- 3) Click on the Employee Self Service tab at the top of the page
- 4) Scroll down the menu on the left and click on My Leave Request
- 5) This will bring up a leave request page
- 6) Click on the down arrow next to the attendance code to select the type of day to be used (ex. Personal, sick, family, vacation)
- 7) Once this is done, your available balance will appear
- 8) Continue to the requested dates section
- 9) Click on the date box and a calendar will appear
- 10) Select a date
- 11) Go to the unit box and type in the amount of time request off for that day (1 unit = 1 day, .5 unit = 1/2 day)
- 12) Scroll to the bottom and click on the submit button
- 13) You will receive an email notifying you when the day is approved