

INSTRUCTIONS FOR SUBMITTING TIMESHEETS IN WINCAP WEB

1. Go to <http://wincapweb.com>
2. Log in with the username and password.
3. Click **Timesheets** on the purple bar.
4. Click **Time Card** on the left side
5. Click **By Dates** tab. **Date range** will open toward the right. Click on either set of **double-arrows (>> or <<)** to change the date range. Make sure the dates of the time sheets you are entering are within those dates.
6. Click **Add New Time**.
7. A time sheet will open below. Click the **down arrow** next to the date and select the date from the drop down list.
8. In the **In** box, enter the start time of the time you worked. (Example: 3:00PM)
9. In the **Out** box, enter the end time of the time you worked. (Example: 5:00PM)
10. Under the **Job/Duty** column, click the down arrow and select the name of the course you are teaching.
11. Scroll to the right and click on the right-facing arrow (>) . A blank **note** box will open.
12. In the **description**, indicate the class session (Example: "Session #2" or "Class #3 out of #4" etc.) of the activity / work performed in the **note** box (Example:
13. Click **Save**.

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January 23, 2015