

To Get Paycheck Info from Employee Self Service Program after registration is completed

1. Go to www.wincapweb.com
2. Enter your individual log-in ID (ccsdk12.org email address)
3. Enter your individual password
4. Click on the words "My Paychecks"
5. A list of payroll dates will appear – if you are looking for a prior check – change the date range at the top of the page click the "Get Checks" Box
6. To open check and view detail - click on the date
7. To Print click on the "Print as PDF" Box located at the top right corner
8. This will do 1 of 2 things
 - a. Open a PDF that you can print
 - b. Put a file "report" box at the bottom of your page – simply click on this box or select "open" .
9. You can print your check page 3 ways
 - a. Move your mouse to lower right corner of page – print option will appear
 - b. Right click your mouse and select print from drop-down option
 - c. Hold the Ctrl key and press P on your keyboard