

My Position & Salary Notices

Within the position and salary notice section you will be able to retrieve your annual salary notice. If you are required to electronically acknowledge the notice, you will be able to by selecting the pencil on the correct position.

WinCapWeb > Employee Self-Service > My Positions & Salary Notices

Fiscal Year

My Positions/Salary Notices

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Position	Unit	Start Date	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000		

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Salary Notice

Employee Salary Notice

Employee Number: 00841
Fiscal Year: 2014
Position: Teacher
Bargaining Unit: West South Teacher Association

After reviewing your Salary Notice, acknowledge that you received your Salary Notice by entering your password and clicking acknowledge.

Type your password confirm your electronic signature:

Fiscal Year 2014

My Positions/Salary Notices						
Position	Unit	Start Date ▲	End Date	FTE	Acknowledgement	Action
Teacher	West South Teacher Association	09/02/2013		1.0000	Acknowledged via Web on 11/27/2013 11:04:00 AM by Carol R. Nappi	

Refresh

Your acknowledgement will be time stamped for the appropriate position

If your position salary changes by any means from the original that was acknowledged when the timestamp was recorded, the timestamp is removed, and the system does require another acknowledgement when the salary changes. An example would be a mid-year increment.

The employee would now see two positions under the “My Positions/Salary Notices” section of Employee Self Service and would be required to select the pencil for each position, download the salary notice and input their WinCapWEB password to record their timestamp of acknowledgement.

Fiscal Year 2015

Employee View when the timestamp is removed and requires reacknowledgement

My Positions/Salary Notices						
Position	Unit	Start Date ▲	End Date	FTE	Acknowledgement	Action
Account Clerk, 12 Mo	Clerical	07/01/2014	02/01/2015	1.0000		
Account Clerk, 12 Mo	Clerical	02/02/2015		1.0000		

Refresh

Fiscal Year 2015

My Positions/Salary Notices						
Position	Unit	Start Date ▲	End Date	FTE	Acknowledgement	Action
Account Clerk, 12 Mo	Clerical	07/01/2014	02/01/2015	1.0000	Acknowledged via Web on 09/26/2014 09:47:00 AM by James E. Jasmin	
Account Clerk, 12 Mo	Clerical	02/02/2015		1.0000	Acknowledged via Web on 09/26/2014 09:47:00 AM by James E. Jasmin	

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