

Lynn A. Chase
Director of Management Services

2020 Jump Brook Road, PO Box 382, Grand Gorge, NY 12434
607-588-6921 ext. 172 Fax: 607-588-7007
e-mail: lchase@mail.oncboces.org



Memo

TO: ONC BOCES Staff

FROM: Lynn Chase, Director of Management Services

DATE: August 31, 2016

SUBJECT: **DIRECT DEPOSIT – Regular Employee**

As an employee of ONC BOCES, you have the option to have your paycheck deposited directly into a bank account of your choice. Please note, with direct deposit, you will be responsible to go on-line and use *MyWinCap* through the ONC BOCES website to retrieve your direct deposit slip. ONC BOCES will no longer print or mail direct deposit slips.

MyWinCap is convenient and easy to use to view paycheck information as well as attendance and leave balances. There is a link along with directions on how to use *MyWinCap* on the ONC BOCES home page at www.oncboces.org. In order to set up your *MyWinCap* account, our Human Resources Coordinator, Diane Matteson, will send an email to your ONC BOCES email account with a link to *MyWinCap*. First time users must set up an account before they are able to proceed to view paycheck information. Each account will be in the form of an email address as follows:

First initial last name@mail.oncboces.org

An example account for John Smith: jsmith@mail.oncboces.org

Each account is password protected so within the set up process, a user will be asked to set up a password. After an account is established, a user will then go to the *MyWinCap* link on the ONC BOCES webpage from that point on to access *MyWinCap*.

In order to take advantage of direct deposit, you must complete the attached form and submit it to Melissa Kiel, Payroll Benefits Specialist, in the Business Office. Your direct deposit will begin on the next open payroll after receipt of the form.

Please note that a *voided* check of the bank account being used for direct deposit must be attached to the form. If a check is not attached, the form will be deemed incomplete and returned to you.

Also, direct deposit information will not be accepted via the telephone or email.

If you have any questions, please contact Melissa Kiel at 607-588-6291 ext. 144.