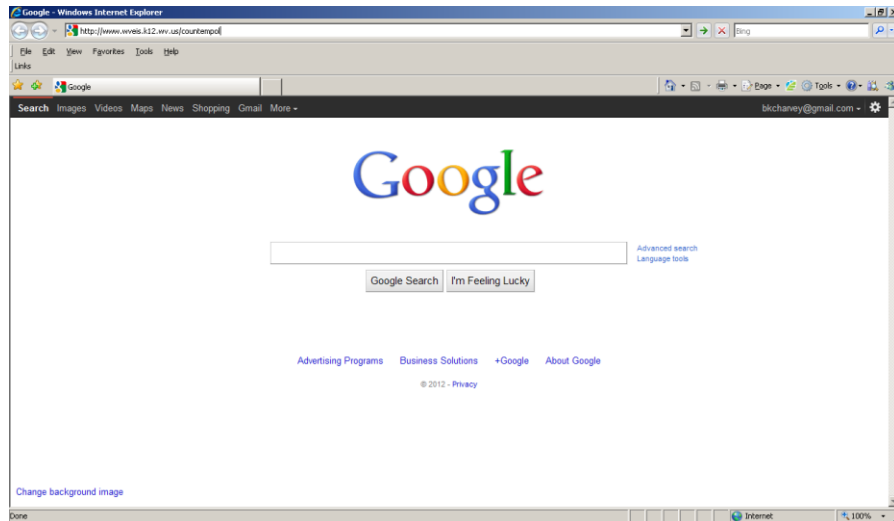


WVEIS Employee Self Serve

This application will allow you to view basic information, your paystub and your W2's.



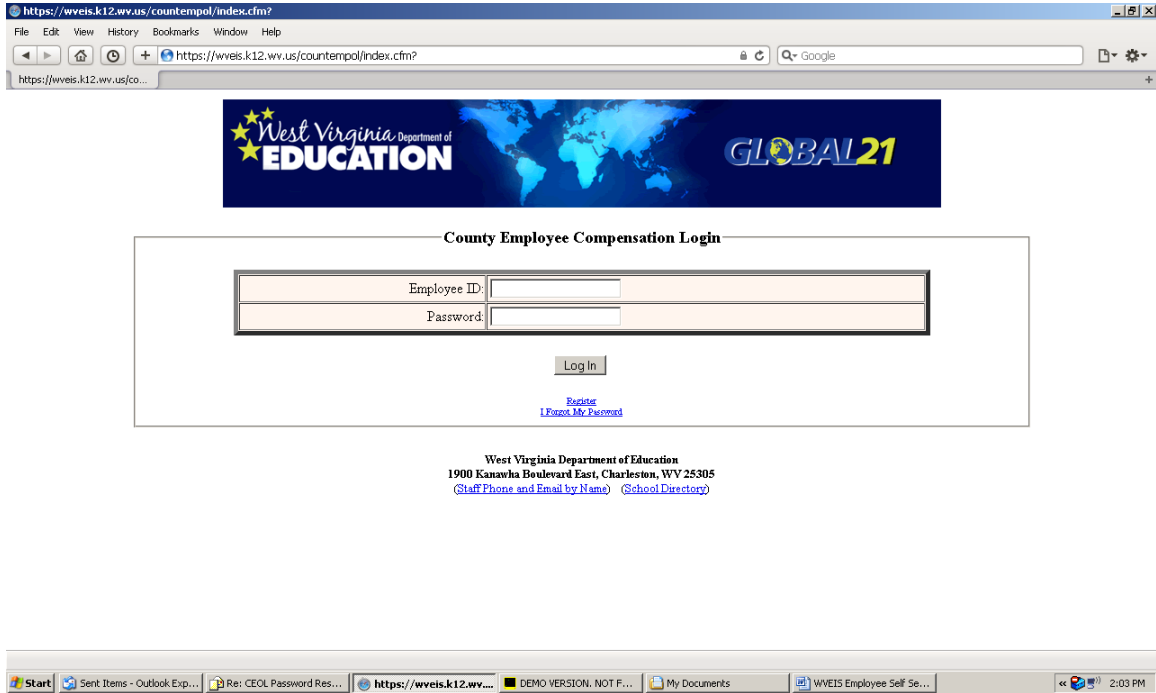
To access the website, type in:

<https://wveis.k12.wv.us/countempol>

OR:

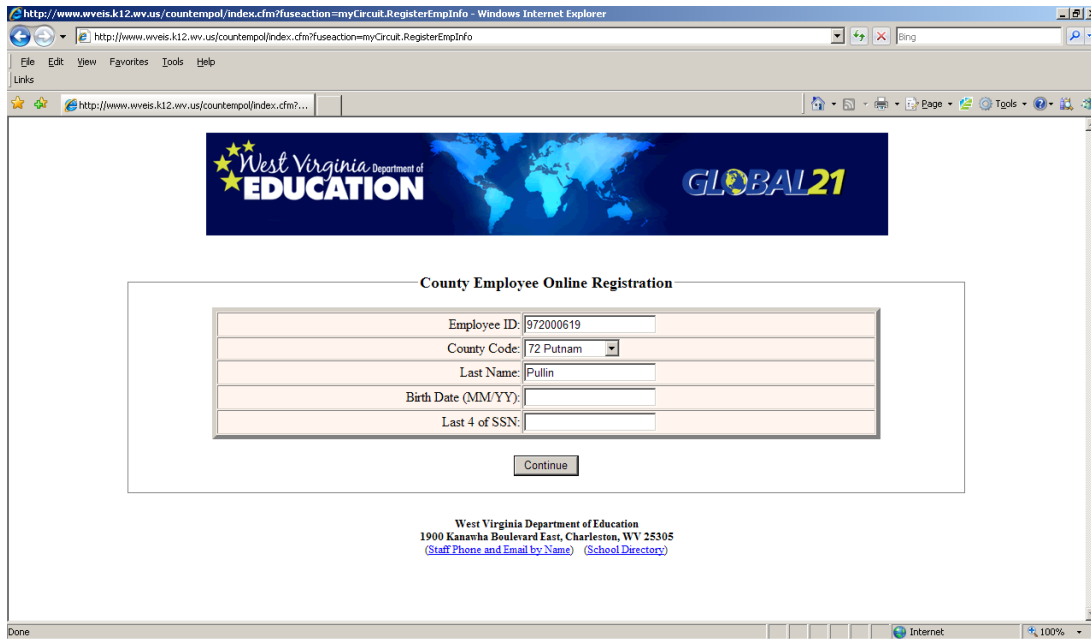
Go to Hampshire County BOE site
&
Click on "Employee Self Serve-Payroll
Management"

Registering for the First Time



The first time user must register.

Click on Register below the Log In button.



You will be asked to enter:

1. Your Employee ID # (this is your 92800XXXX number).
2. County Code (Hampshire is 28 but there is a drop down menu for this).
3. Last Name
4. Birth Date
5. Last 4 digits of your SSN.

Click "Continue" when finished.

The screenshot shows a web browser window with the URL <https://www.wveis.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegSecuritySetup>. The page title is "County Employee Compensation Registration Security Setup". The form contains the following sections:

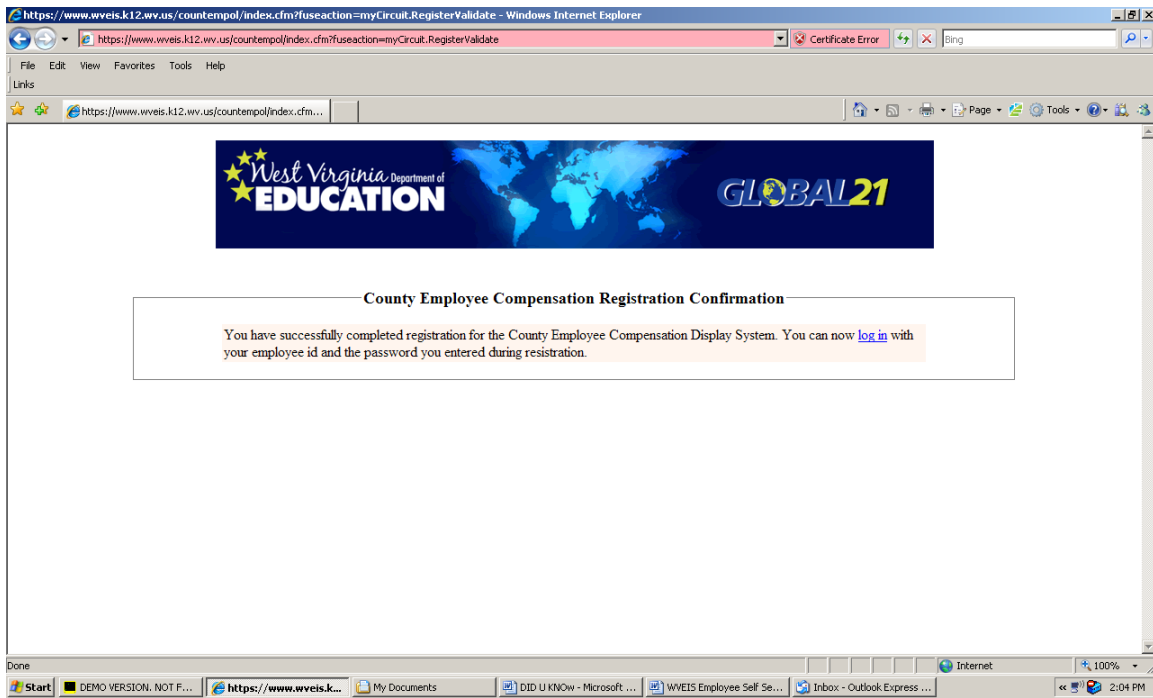
- Email & Cell:** A blue header bar with the text "Email address & phone(optional) for a password reset request." Below it are fields for "Email:", "Email Confirm:", "Cell Carrier:" (a dropdown menu), and "Cell Number:" (with parentheses and dashes for formatting).
- Password:** A blue header bar with the text "This is the password you will use to access the site." Below it are fields for "Password:" and "Password Confirm:".
- Security Questions:** A blue header bar with the text "Enter three security questions and answers below. You will be required to answer one of the security questions correctly to reset your password." Below it are three pairs of fields labeled "Question 1:", "Question 2:", and "Question 3:", each with a corresponding "Answer" field.

At the bottom of the form are "Submit" and "Cancel" buttons. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock showing 1:57 PM.

On this page:

1. Enter your email and confirm it. Email address is required. The cell phone is optional but would be used to text you your pin should you need to change your password.
2. Create a password and confirm it.
3. Create and answer your own security questions. They will be used if you forget your password. Must do all three.

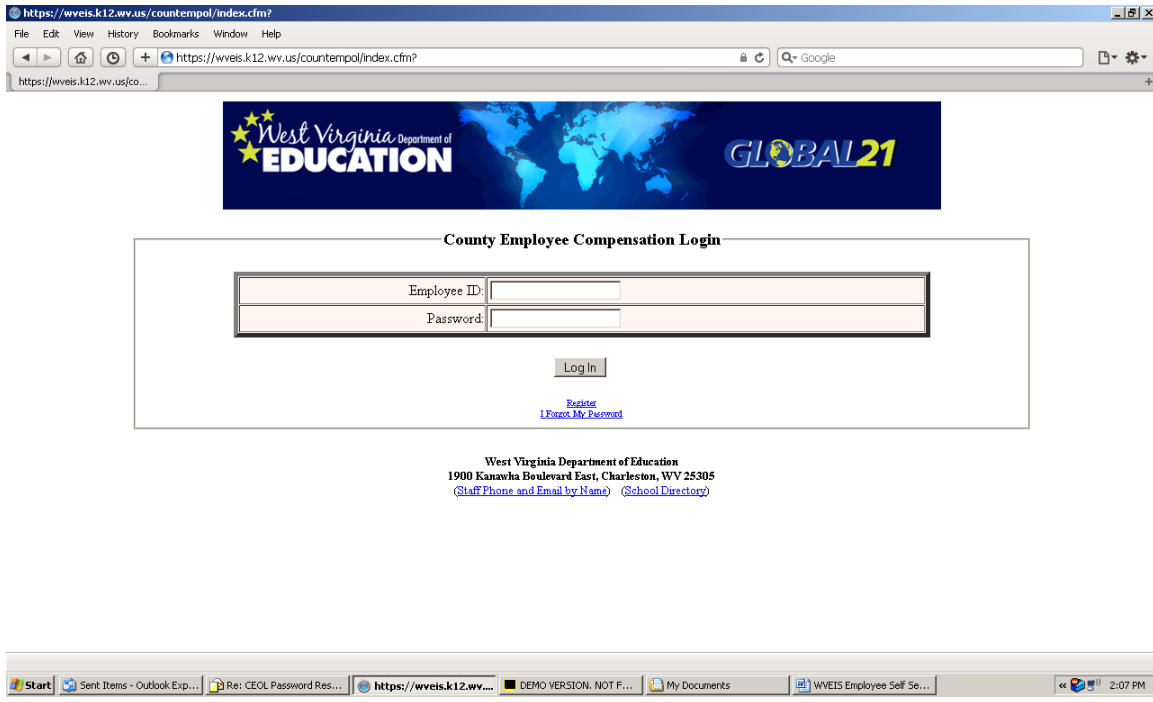
Click "Submit" when finished.



Once you have successfully registered,
you will have the option to login
to view your information.

Click " log in" to continue.

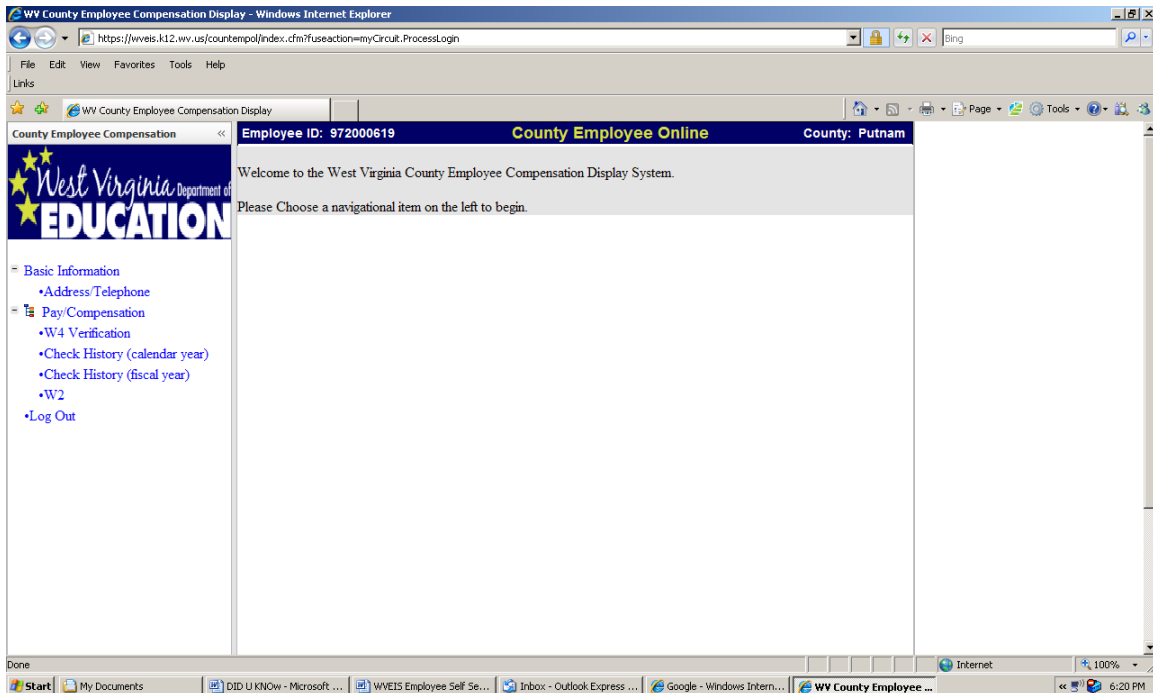
Sign On



This is the “Home” page for the WVEIS Employee Self Serve. (you may want to save this page in your favorites so that you do not need to type the address each time)

Enter your Employee ID (92800XXXX) and your password (the one you created in the registration process).

If you have not registered, refer to the registration process on Pages 1-4.



Once you are logged in,
you have access to payroll and pay history
information.

Click on the information you want to view on the
left side of the screen.

If you have any questions or problems with the
information, email me at:
rhonda.baker@access.k12.wv.us

When you finish viewing your information, be
sure to Log Out.

Additional Information:

--Be sure to view your personal information and make sure it is correct. If anything you see is not correct, email me at:

rhonda.baker@access.k12.wv.us

--Please note: If you are "married" but withhold at the higher single rate, it will show "S" for Single. This is fine because you are withholding at the Single rate.

--You can view your paystubs for last "4" fiscal years. You can view them by "fiscal" year or by "calendar" year.

--You can also view W-2's for the last "4" years.

--You can view your information on this site regardless if you have "direct deposit" or an actual check.

--We will no longer send direct deposit paystubs or actual checks to the schools. If you have direct deposit you can view and/or print your paystub from this site.

--If you receive an actual check, it will be mailed to the address we have on file (just as they are in the summer). Please check your address to make sure it is correct on the Basic Information. All checks will be mailed the day prior to payday.

--There are computers located in each school and the bus garage if you do not have computer access at home.