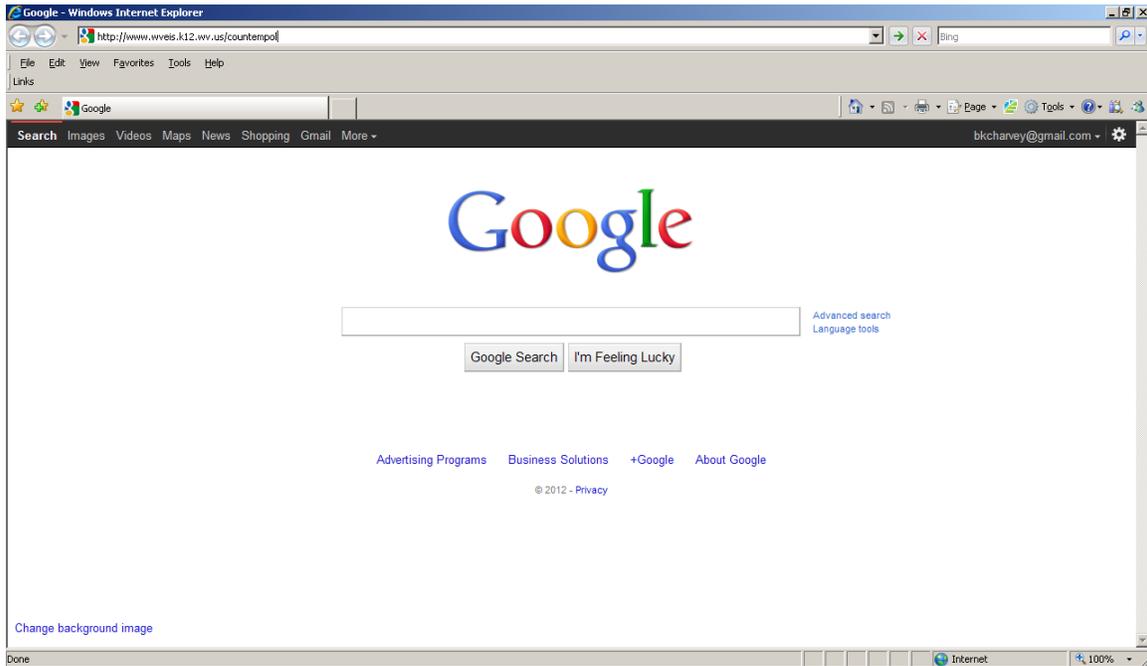


## WVEIS Employee Self Serve

This application will allow the employee to view basic information, checks and W2's.



To access the website, type in

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

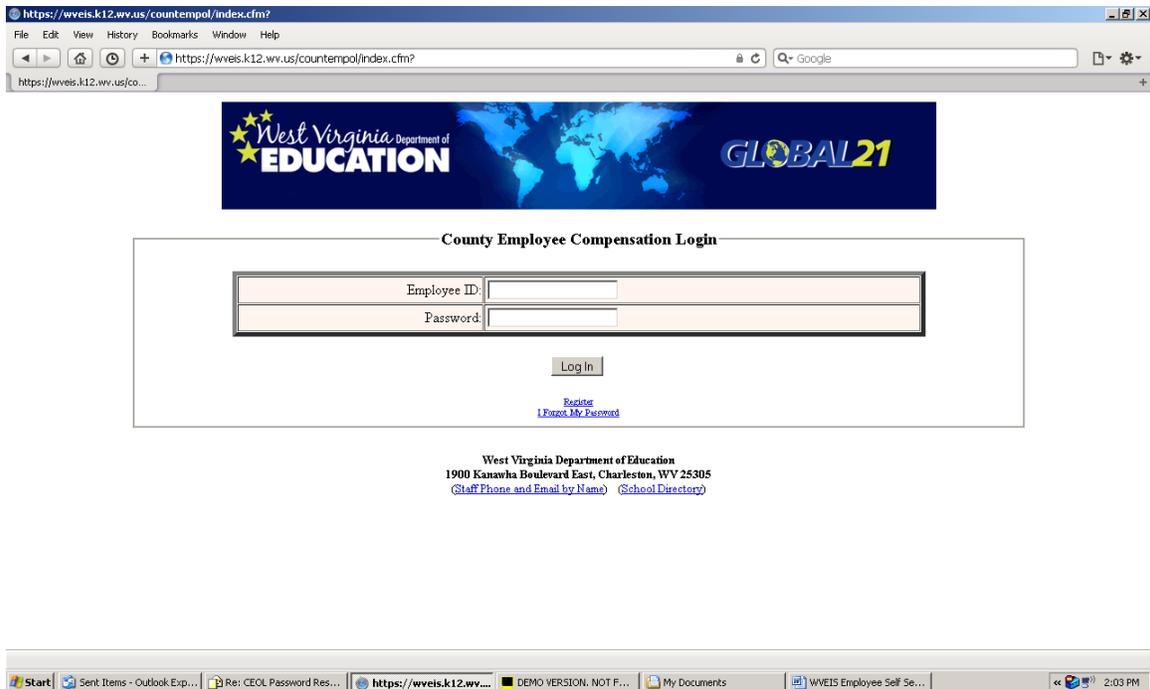
OR

Go to Monongalia County BOE website

And

Click on “Employee Self-Serve Paystub”

# Registering for the First Time



If you are a first time user, you must register.

Click on Register below the Log In button.

http://www.wvweis.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegisterEmpInfo - Windows Internet Explorer

http://www.wvweis.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegisterEmpInfo

West Virginia Department of Education  
GLOBAL 21

County Employee Online Registration

Employee ID:	972000619
County Code:	72 Putnam
Last Name:	Pullin
Birth Date (MM/YY):	
Last 4 of SSN:	

Continue

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
([Staff Phone and Email by Name](#)) ([School Directory](#))

You will be asked to enter:

1. your Employee ID (found on your check stub, this is your 95600XXXX number)
2. County Code (Monongalia is 56, there is a drop down menu for this)
3. Last Name
4. Birth Date
5. Last 4 of your SSN.

Click “Continue” when finished.

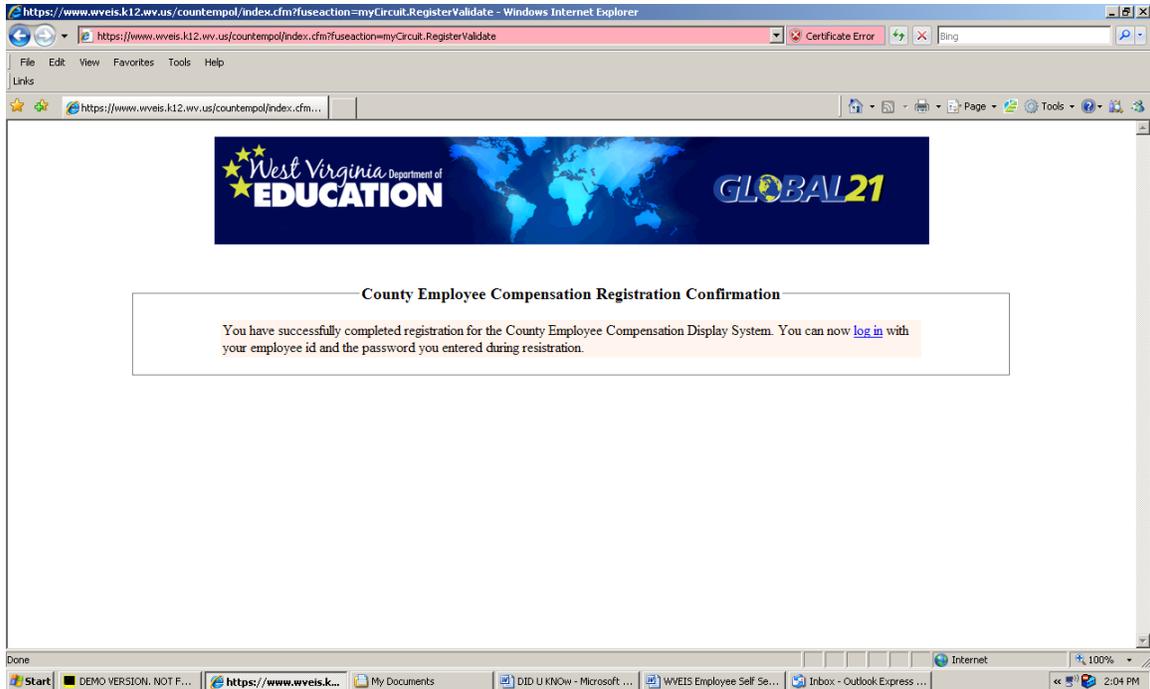
The screenshot shows a web browser window with the URL <https://www.wweis.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegSecuritySetup>. The page title is "County Employee Compensation Registration Security Setup". The form contains the following sections:

- 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:" (three input boxes).
- 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: "Question 1:" and "Answer 1:", "Question 2:" and "Answer 2:", and "Question 3:" and "Answer 3:".

At the bottom of the form are "Submit" and "Cancel" buttons. The browser's taskbar at the bottom shows several open applications, including "My Documents", "DID U KNOW - Microsoft...", "WWEIS Employee Self Se...", and "Inbox - Outlook Express...". The system clock shows 1:57 PM.

You will then be asked to setup a password and a number of security questions that will be used if you forget your password.

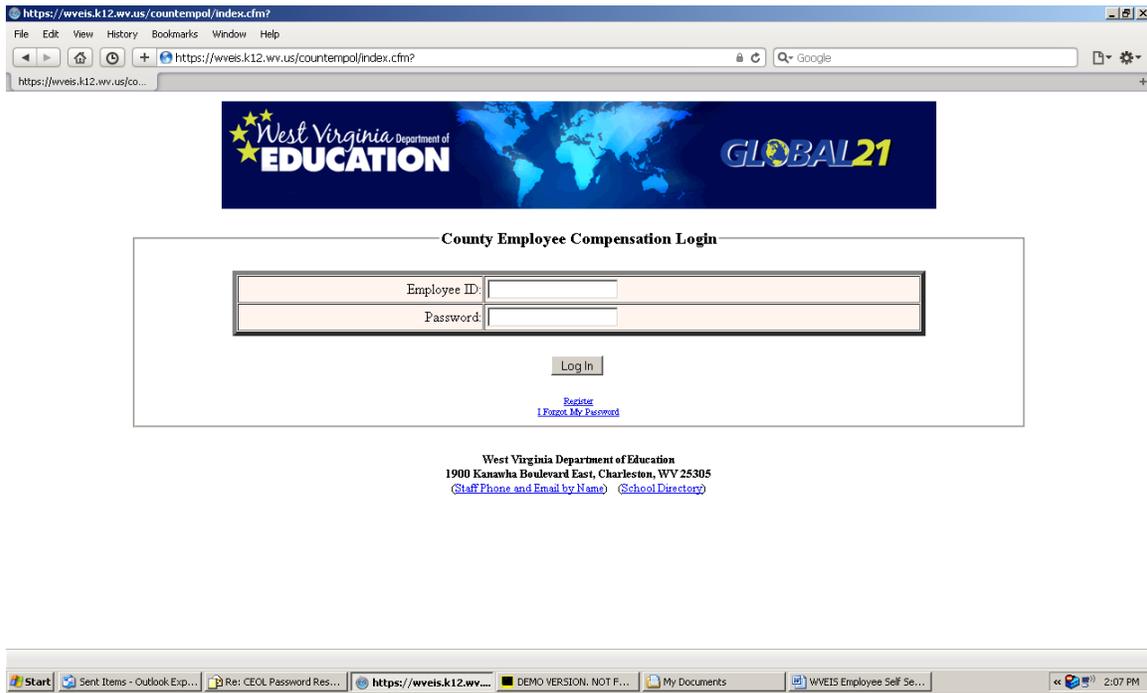
1. Enter your email address and confirm it
2. The cell phone is optional but would be used to text you your pin should you need to change your password.
3. Create a password and confirm it
4. Create and answer your own security questions. They will be used if you forget your password. Must do all three.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



Once you have successfully registered, you will have the option to log in to view your employee and pay information.

Click on “log in” to continue.

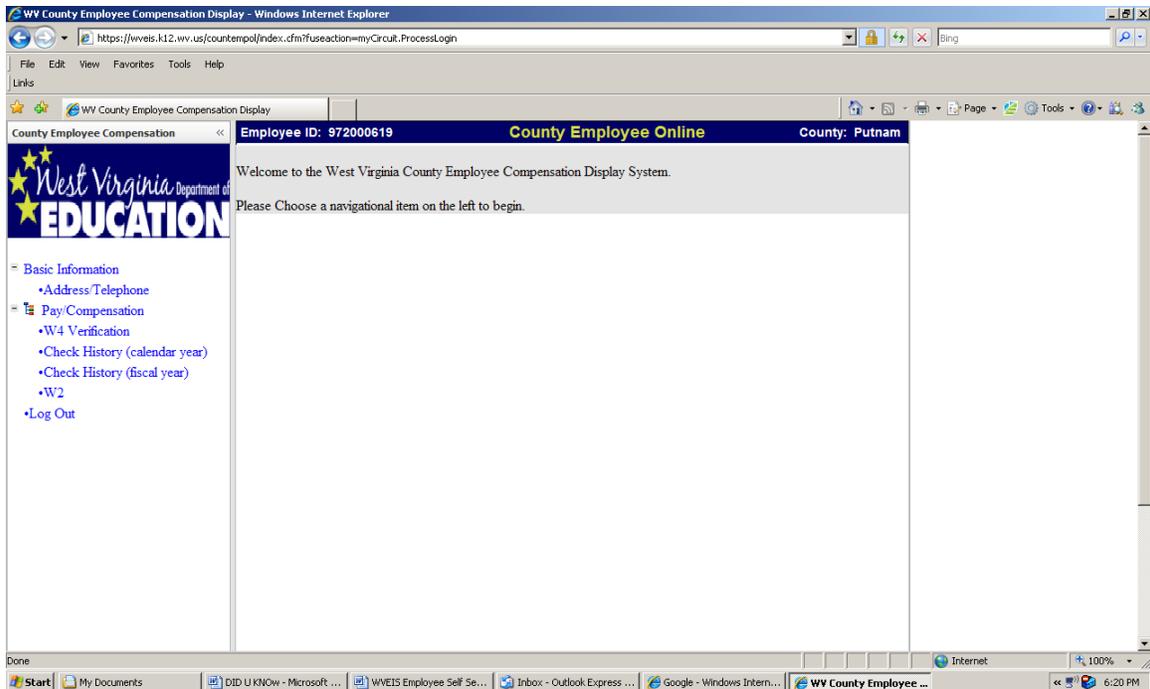
# Sign On



This is the home page for WVEIS Employee Self Serve (you may want to save this page in your favorites).

Enter your Employee ID (found on your check stub, the 95600XXXX number) and your password entered during the Registration process.

If you have not registered, refer to the registration process described above.



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.

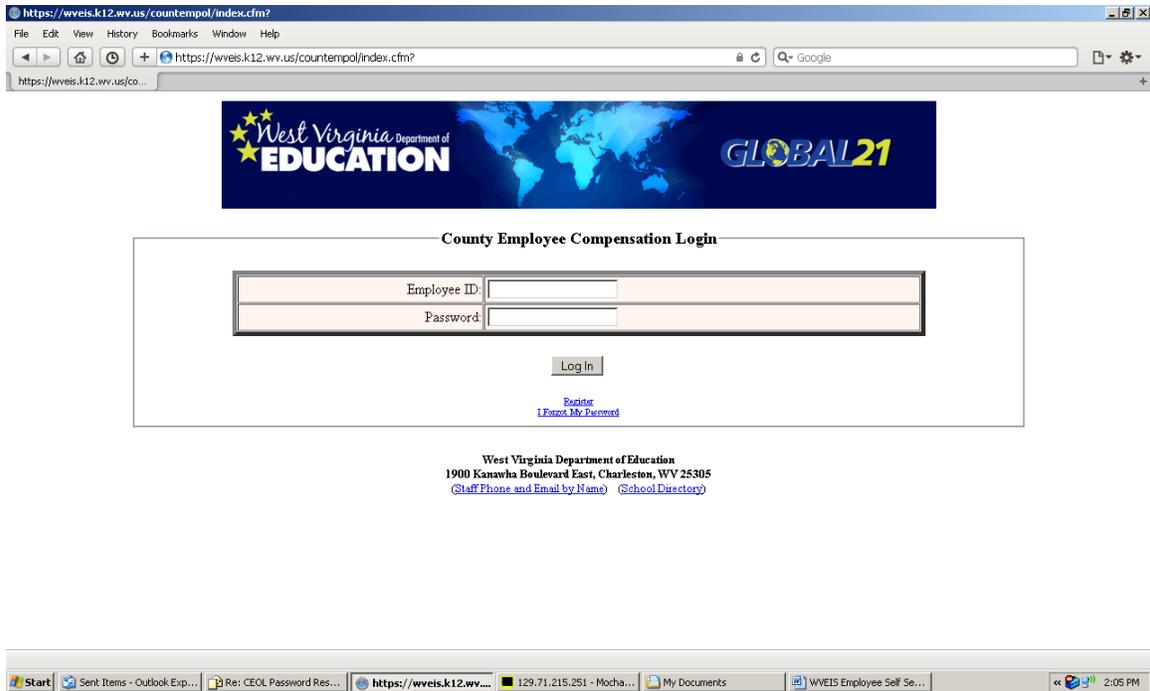
If you have any questions or problems with the information, contact your payroll office.

Once you are done, click on Log Out.

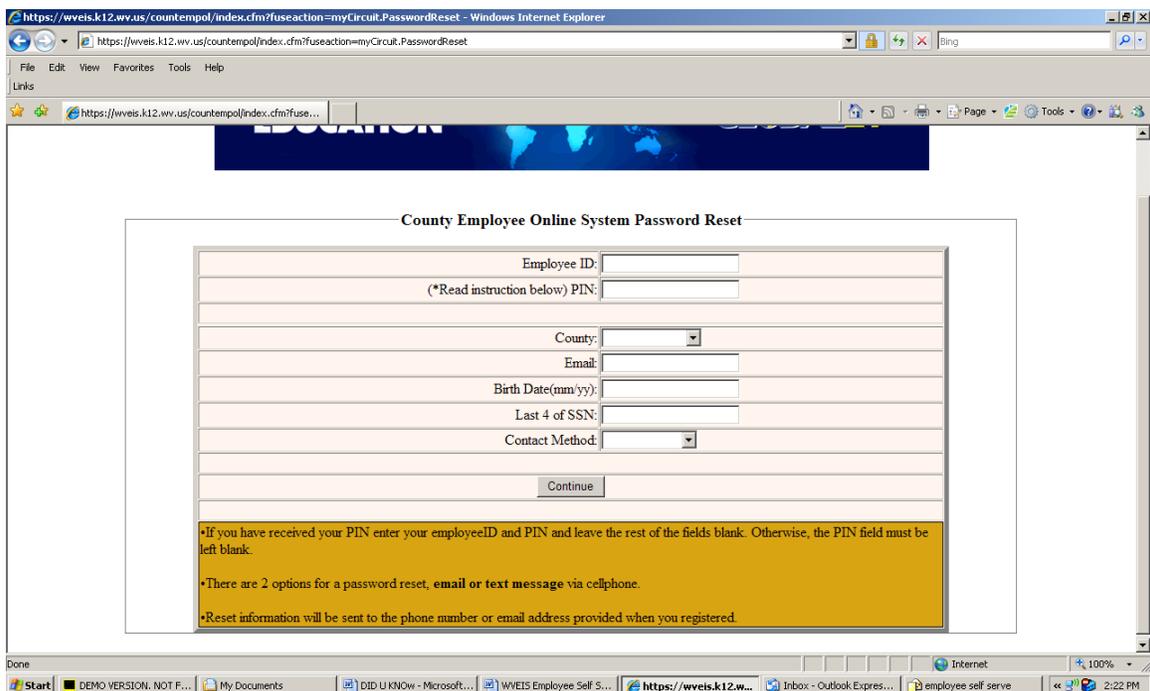
## **ADDITIONAL INFORMATION:**

- Review your personal information and make sure it is correct. If anything is not correct, contact the payroll office.
- You can view and/or print your paystubs for the last 4 years. You can view them by “fiscal” year or “calendar” year.
- You can view and/or print your W-2’s for the last 4 years.
- Beginning January 1, 2013, we will no longer print and distribute Direct Deposit paystubs. If you have Direct Deposit you can view and/or print your paystub from this site.
- If you still receive an actual check, beginning January 1, 2013, your check will be mailed. All pay checks will be mailed the day before payday.
- There are computers located at each worksite if you do not have access to a computer at home.

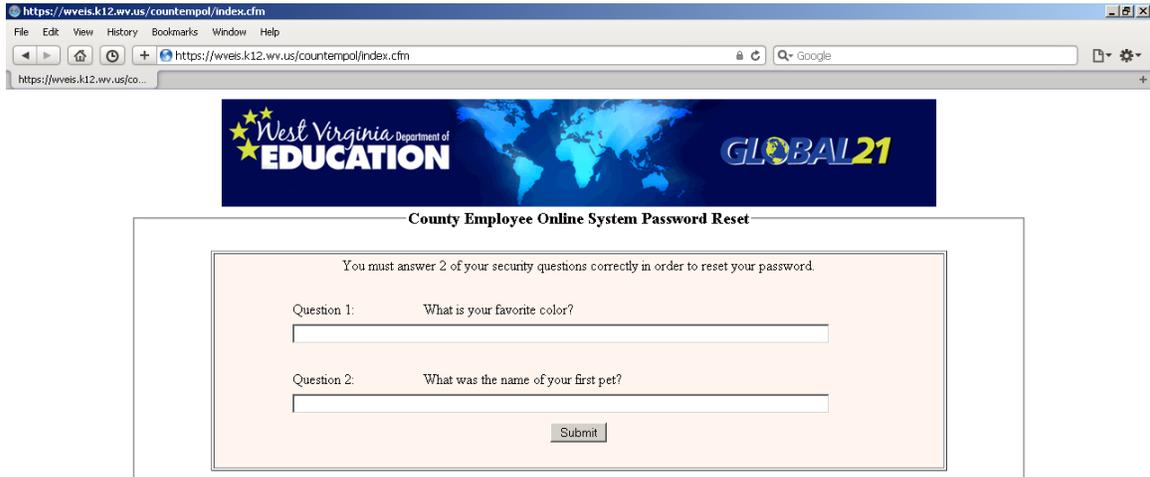
# Resetting my Password



If you forget or want to change your password, you can reset it on the Log In screen. Click on "I Forgot my Password" under the Log In button.



You may enter your PIN# or other information to have a text or email sent with your new password. You will only use a PIN to reset your password if you chose Text Message as your contact method during the password reset process.



https://wveis.k12.wv.us/countempol/index.cfm

File Edit View History Bookmarks Window Help

https://wveis.k12.wv.us/countempol/index.cfm

West Virginia Department of EDUCATION GLOBAL21

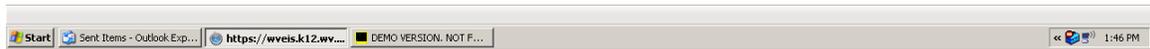
County Employee Online System Password Reset

You must answer 2 of your security questions correctly in order to reset your password.

Question 1: What is your favorite color?

Question 2: What was the name of your first pet?

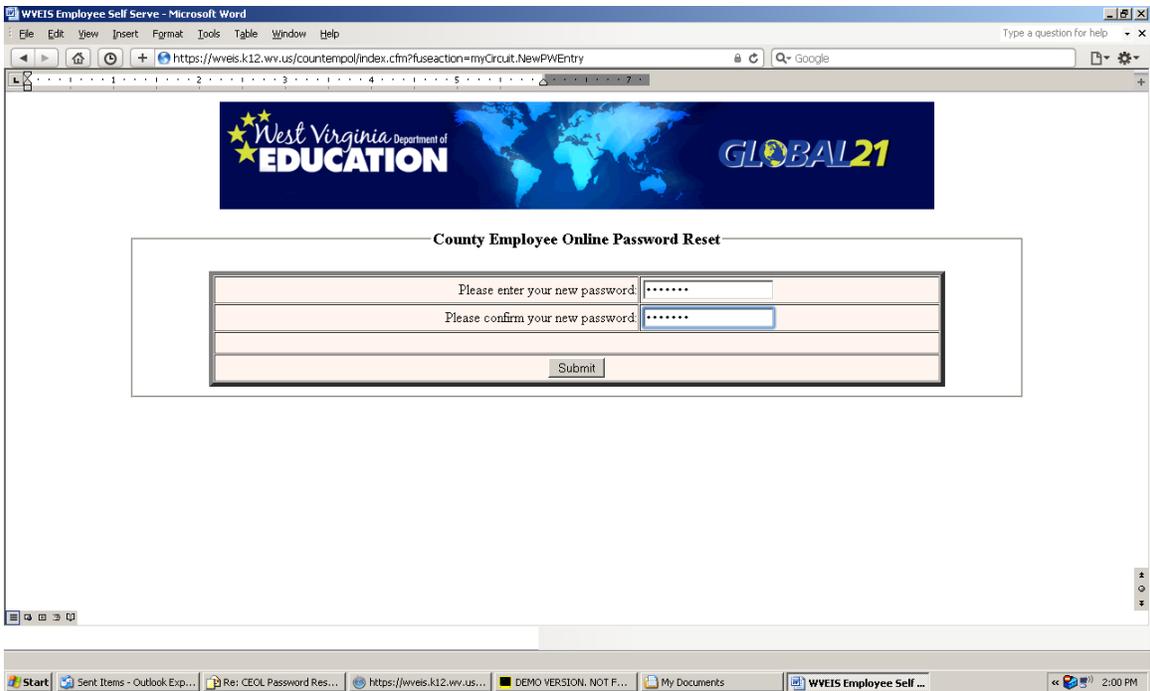
Submit



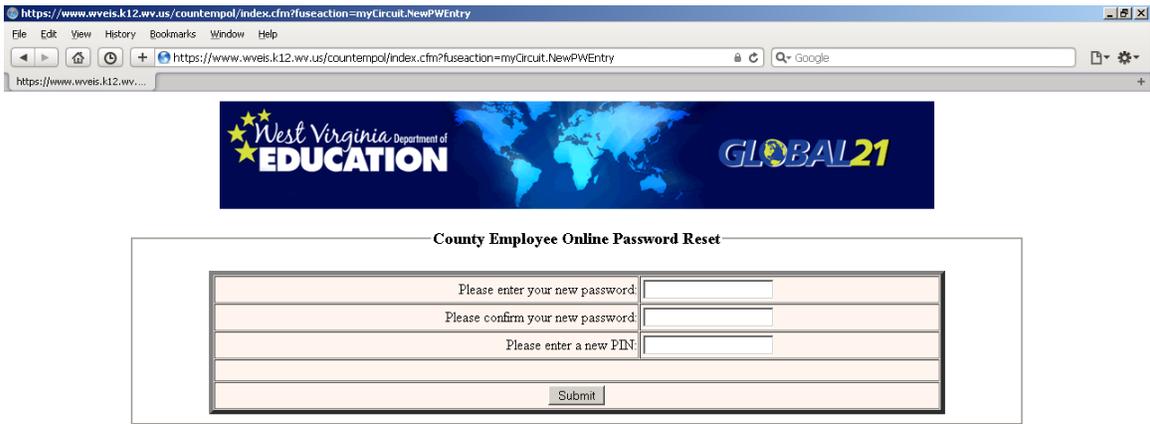
A screen will pop up to let you know an email or text has been sent. You will receive the following message: To reset your password for the County Employee Online Application, click on the link below.

[Reset County Employee Online Password](#)

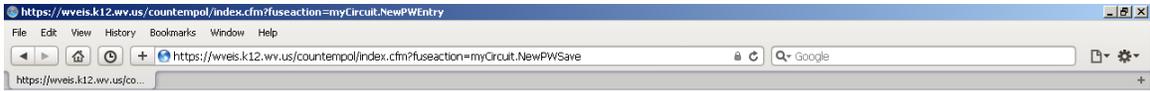
Click on the link to continue the password reset process. You will be asked to answer a couple of security questions if using email.



You will be asked to enter your new password.



If you entered a PIN#, the screen will pop up to enter your new password and PIN#.



**County Employee Online Password Reset Confirmation**

Your new Password has been saved.

Click Continue to return to the login screen and log in using your new password.

Click Continue to log in with your new password.