

Instructions for WVEIS Employee Self-Serve Application

This website is used to view basic payroll information, check stubs and W2 forms.

The site can be accessed from either link below.

- Putnam Self-Serve
- District Website
 - Select **Employees**
 - Select **Quick Links**
 - Select **Online Pay Stubs**



Registering for the first time

First time users click the **Register** link below the Login button.

Enter your employee ID, county code, last name, birth date and last 4 numbers of your social security number.

The employee number is on the check stub. If you don't have one, ask the payroll secretary.

Click **Continue**.

Complete the Security Setup by entering a valid email address, creating a password, entering three security questions and answers for password resets, and providing a cell phone number for password resets via text messages (optional). Text messages require a PIN.

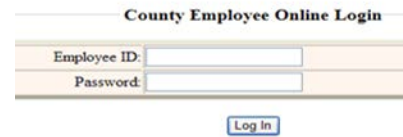
Click **Submit**.

When successfully registered, click Log In to access the site

Navigating the site

To login, type your employee ID and password.

Click **Log In**.



County Employee Online Login

Employee ID:

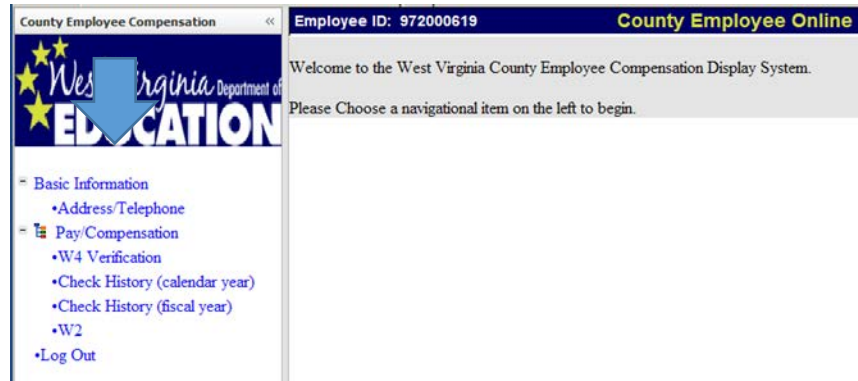
Password:

The left navigation pane provides links to basic information, tax documents and check history.

Basic Information

displays name, address, and work and home phone numbers. If information is incorrect, please contact the district payroll office.

When finished, click **Log Out**.



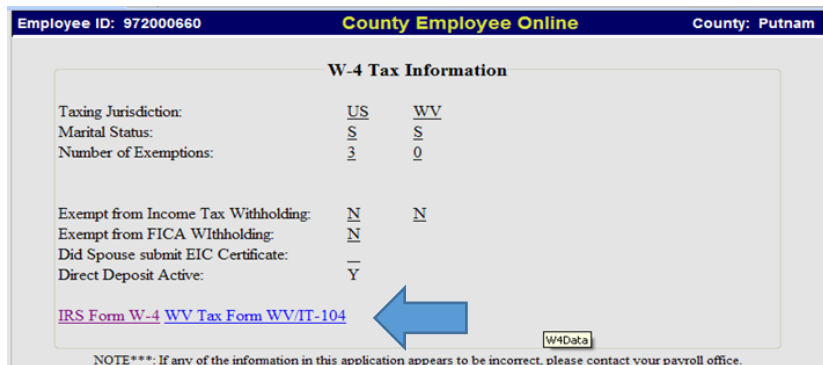
County Employee Compensation << Employee ID: 972000619 County Employee Online

Welcome to the West Virginia County Employee Compensation Display System.
Please Choose a navigational item on the left to begin.

- Basic Information
 - Address/Telephone
- Pay/Compensation
 - W4 Verification
 - Check History (calendar year)
 - Check History (fiscal year)
 - W2
 - Log Out

W4 Verification displays withholding information for federal and state taxes.

Two links at the bottom of the page display the federal and state W-4 forms on file at the board office. Click to view or print.



Employee ID: 972000660 County Employee Online County: Putnam

W-4 Tax Information

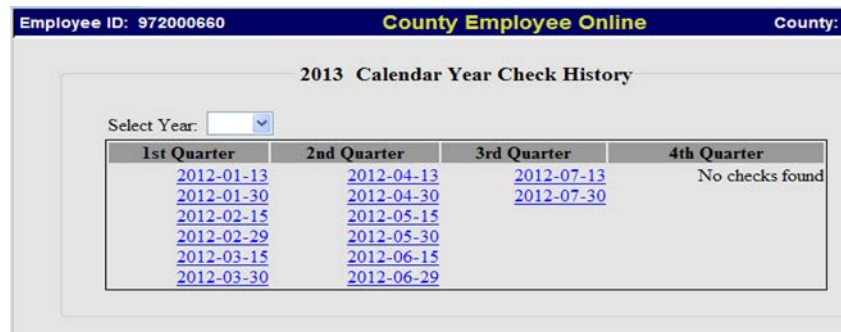
Taxing Jurisdiction:	<u>US</u>	<u>WV</u>
Marital Status:	<u>S</u>	<u>S</u>
Number of Exemptions:	<u>3</u>	<u>0</u>
Exempt from Income Tax Withholding:	<u>N</u>	<u>N</u>
Exempt from FICA Withholding:	<u>N</u>	
Did Spouse submit EIC Certificate:	<u>-</u>	
Direct Deposit Active:	<u>Y</u>	

[IRS Form W-4](#) [WV Tax Form WV/IT-104](#)

NOTE***: If any of the information in this application appears to be incorrect, please contact your payroll office.

Check History is available by calendar year or fiscal year (July-June).

Click any date to access that check.



Employee ID: 972000660 County Employee Online County:

2013 Calendar Year Check History

Select Year:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2012-01-13	2012-04-13	2012-07-13	No checks found
2012-01-30	2012-04-30	2012-07-30	
2012-02-15	2012-05-15		
2012-02-29	2012-05-30		
2012-03-15	2012-06-15		
2012-03-30	2012-06-29		

Click the link in the upper right corner to view/print the check information.

This page displays check details, total deduction for check plus fiscal or calendar year, and employer contribution match for deductions.

W-2 information displays all necessary information for filing tax returns.

Click the link in the upper right corner to print a copy of the W-2 form.

Resetting a password

To reset a forgotten password or to change a password, click **I Forgot My Password** on the login screen.

Enter your employee ID and PIN and click Continue, if reset password via text was the option chosen during account registration.

Otherwise, leave the PIN blank and complete all the other fields to receive an email or text message with reset information. Email must match the email used at account registration.

A screen will pop-up to let you know the message has been sent. The message says: *To reset your password reset your password for the County Employee Online Application, click on the link [Reset County Employee Online Password](#).*

Click the link to continue the password reset process. Answer a couple of security questions if you opted for email password resets. Click **Submit**.

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

Enter your new password twice. If you have a PIN, you will also need to enter the PIN. Click **Submit**.

County Employee Online Password Reset

Please enter your new password:

Please confirm your new password:

Submit

County Employee Online Password Reset

Please enter your new password:

Please confirm your new password:

Please enter a new PIN:

Submit

On the Password Reset Confirmation screen, click **Continue** to login with your new password.

West Virginia Department of EDUCATION

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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.

Continue