

WVEIS Employee Self Serve

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

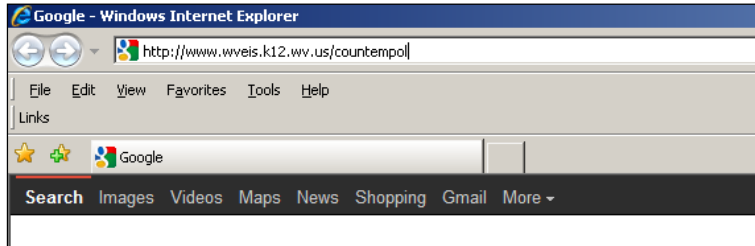
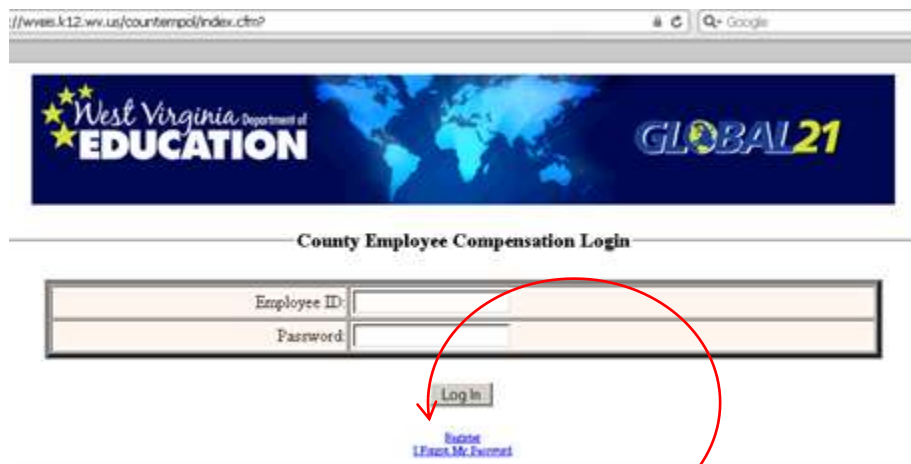


Figure 1

To access the website, type in <https://wveis.k12.wv.us/countempol>

Registering for the First Time



The first time user must register. Click **Register** below the Log In button.



You will be asked to enter your Employee ID (found on your check stub or contact your payroll office), County Code, Last Name, Birth Date and last 4 of your SSN.

County Employee Compensation Registration Security Setup

Email & Cell: Email address & phone(optional) for a password reset request.

Email: Cell Carrier:

Email Confirm: Cell Number: () - -

Password: This is the password you will use to access the site.

Password:

Password Confirm:

Security Questions: Enter three security questions and answers below. You will be required to answer one of the security questions correctly to reset your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

You will then be asked to set a password and answer security questions that will be used if you forget your password. The cell phone is optional, but is used to text your pin should you need to change your password. Click **Submit** when finished.



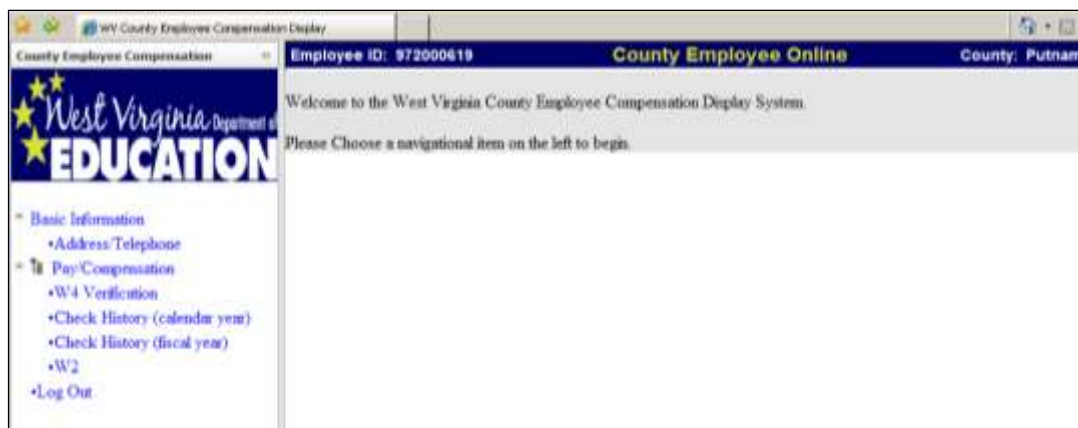
Once you have successfully registered, you have the option to log in to view your employee and pay information. Click **log in** to continue.

Sign On



The screenshot shows a web browser window with the URL <https://wvweb.k12.wv.us/courtempd/index.cfm?>. The page features the West Virginia Department of Education logo and the text "GLOBAL21". Below the logo is the heading "County Employee Compensation Login". There is a login form with two input fields: "Employee ID:" and "Password:". A "Log In" button is positioned below the form. A link for "Forgot My Password" is located below the "Log In" button. At the bottom of the page, the West Virginia Department of Education address is provided: "1900 Kanawha Boulevard East, Charleston, WV 25305", along with links for "Staff Phone and Email by Hand" and "Global Desktop".

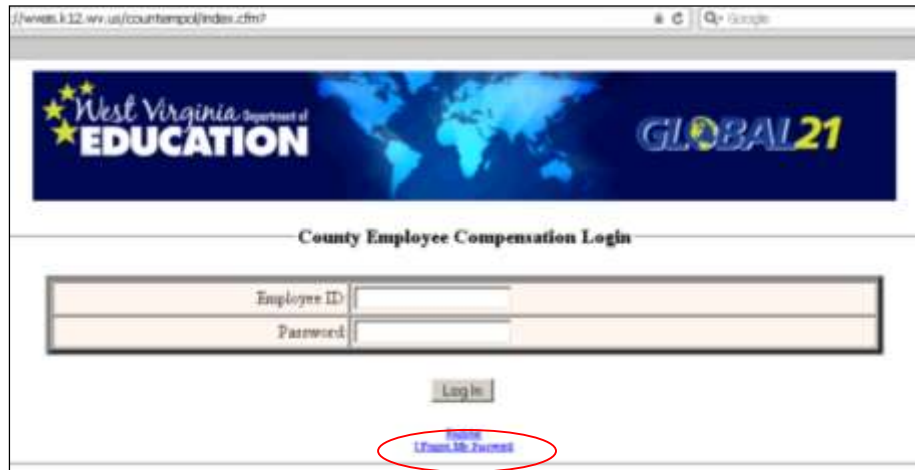
Enter your Employee ID (found on your check stub or contact your payroll office) and your password set during the Registration. Click **I Forgot My Password** if you don't remember the password. If you have not registered, refer to the registration process described above.



The screenshot shows the "County Employee Compensation Display" system. The top navigation bar includes "County Employee Compensation", "Employee ID: 972000619", "County Employee Online", and "County: Putnam". The main content area displays a welcome message: "Welcome to the West Virginia County Employee Compensation Display System. Please Choose a navigational item on the left to begin." On the left side, there is a navigation menu with the following items: "Basic Information" (with sub-items "Address/Telephone"), "Pay/Compensation" (with sub-items "W4 Verification", "Check History (calendar year)", "Check History (fiscal year)", "W2"), and "Log Out".

Once you are logged in, you have access to payroll and pay history information. Click the information on the left side of the screen that you want to view. If you have any questions or problems with the information, contact your payroll office. Once you are done, click **Log Out**.

Resetting Password



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County Employee Compensation Login

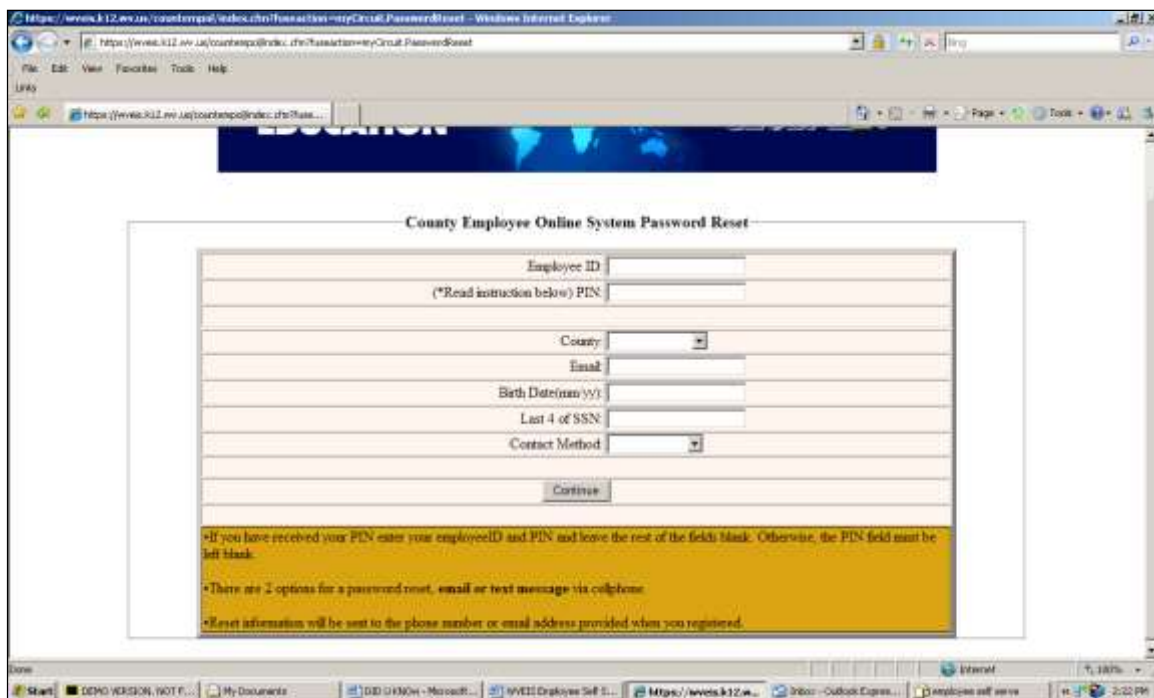
Employee ID

Password

Log In

[Forgot My Password](#)

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



County Employee Online System Password Reset

Employee ID

(*Read instruction below) PIN

County

Email

Birth Date (mm/dd)

Last 4 of SSN

Contact Method

Continue

If you have received your PIN enter your employeeID and PIN and leave the rest of the fields blank. Otherwise, the PIN field must be left blank.

There are 2 options for a password reset, email or text message via cellphone.

Reset information will be sent to the phone number or email address provided when you registered.

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.

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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?

A screen will pop up to notify you that 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.

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County Employee Online Password Reset

Please enter your new password:

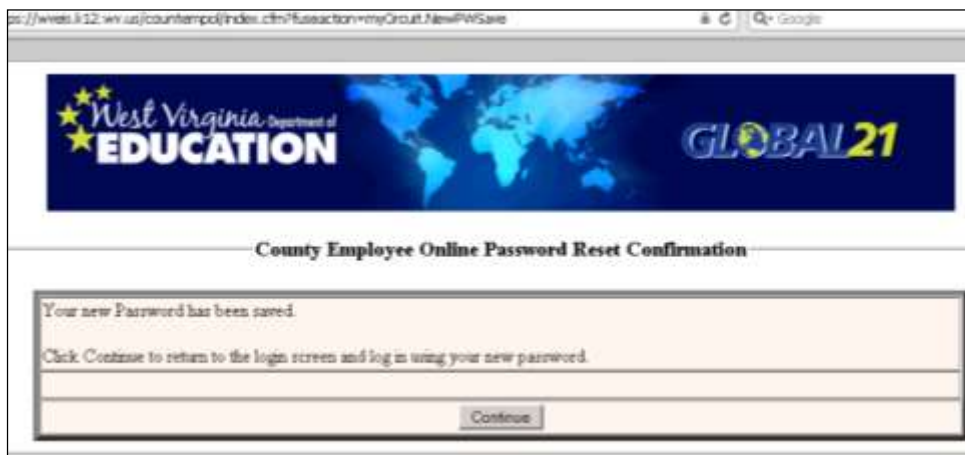
Please confirm your new password:

You will be asked to enter your new password.

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



The screenshot shows a web form titled "County Employee Online Password Reset". At the top, there is a banner with the West Virginia Department of Education logo on the left and the "GLOBAL21" logo on the right, set against a blue world map background. Below the banner, the form contains three input fields: "Please enter your new password:", "Please confirm your new password:", and "Please enter a new PIN:". A "Submit" button is located at the bottom of the form.



The screenshot shows a web browser window displaying the "County Employee Online Password Reset Confirmation" page. The browser's address bar shows the URL: "http://www.k12.wv.us/countyempol/index.cfm?function=myOrcut.NewPWSave". The page features the same West Virginia Department of Education and GLOBAL21 banner as the previous screen. Below the banner, the text reads: "Your new Password has been saved." and "Click Continue to return to the login screen and log in using your new password." A "Continue" button is positioned at the bottom of the page.

Click Continue to log in with your new password.