

Administration

Roy H. Wager
Superintendent
Jack L. Reger
Assistant Superintendent



Board of Education

Teresa Bellamy, President
Dr. Tammy Samples, Vice-President
Greenbrier Almond
Carl R. Martin
Alan Suder

To: All Employees

From: George Carver, Treasurer

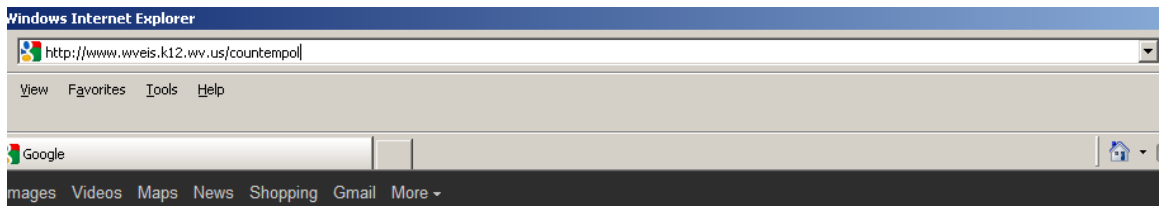
Regarding: Paychecks

Effective July 1, 2015, we will no longer be printing direct deposit check stubs for employees who have their paycheck directly deposited into their bank account. Pro-rated summer direct deposit check stubs will still be printed and distributed this year. Basic employee information, check stubs (including actual checks), and W-2's will be available to all employees by accessing an online system (WVEIS Employee Self Serve) to view and print these documents. Current pay period stubs will be available on the site on or before payday.

There are several years of history available on the website. Directions on how to register and access the website are located on the Upshur County Schools website (<http://www.upshurschools.com/>) under Departments then select Business Office or can also be obtained at the Central Office. We will also be e-mailing copies to site supervisors for distribution via the list serve. If you have any concerns and or questions, please contact the Finance Department at 304-472-5480.

WVEIS Employee Self Serve

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



Google

[Advanced search](#)
[Language tools](#)

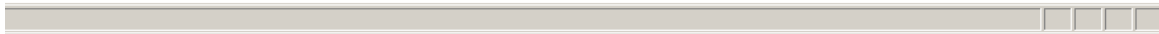
Google Search

I'm Feeling Lucky

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[ckground image](#)



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

Registering for the First Time

us/countempol/index.cfm?

Bookmarks Window Help

https://wweis.k12.wv.us/countempol/index.cfm? Google

West Virginia Department of EDUCATION GLOBAL21

County Employee Compensation Login

Employee ID:

Password:

Log In

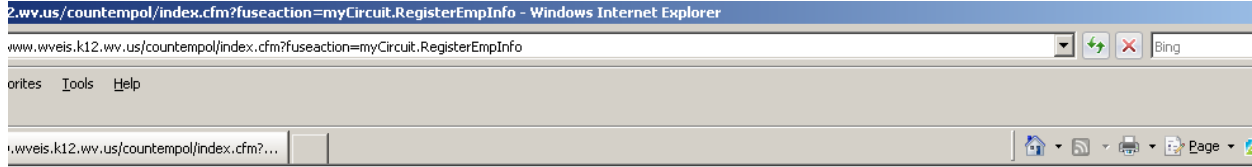
[Register](#)

[I Forgot My Password](#)

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

Outlook Exp... Re: CEOL Password Res... https://wweis.k12.wv... DEMO VERSION. NOT F... My Documents WVEIS Employee Self Se...

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



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 your Employee ID (found on your check stub or you can contact the receptionist at the Board Office Ext: 1010), County Code (87 Upshur), Last Name, Birth Date and last 4 of your SSN.

UPSHUR COUNTY BOARD OF EDUCATION
 BUCKHANNON, WV 26201
 GENERAL CURRENT EXPENSE FUND

BANK ONE
 BANK ONE, WEST VIRGINIA
 BUCKHANNON, NA 89-36
 519

DATE	CHECK NUMBER
3/13/15	120538

PAY VOID VOID VOID VOID VOID

CHECK AMOUNT

TO THE ORDER OF

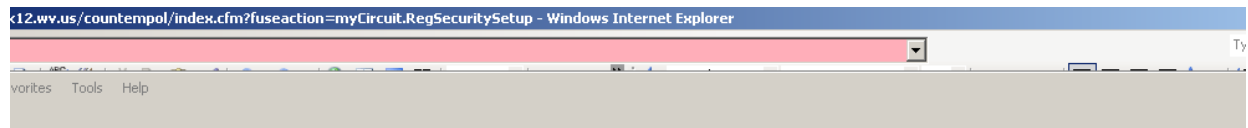
⑈ 120538 ⑈ ⑆051900366⑆ 402001292⑈

UPSHUR COUNTY BOARD OF EDUCATION
 BUCKHANNON, WV 26201
 DETACH AND RETAIN FOR YOUR RECORDS

Check Date: 3/13/15 Check:
 Period End Date: 2/20/15 Run #: 3692

98700 Fiscal Calendar Current Employer

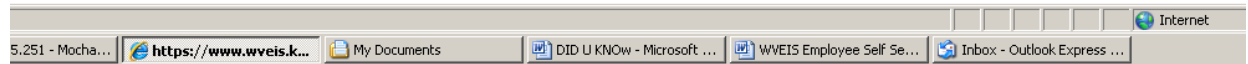
Employee ID



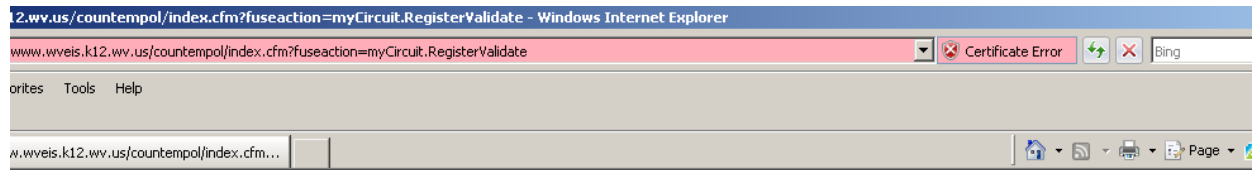
asked to setup a password and a number of security questions that will

County Employee Compensation Registration Security Setup

Email & Cell:	Email address & phone(optional) for a password reset request.	
Email:	<input type="text"/>	Cell Carrier: <input type="text"/>
Email Confirm:	<input type="text"/>	Cell Number: (<input type="text"/>) <input type="text"/> - <input type="text"/>
Password:	This is the password you will use to access the site.	
Password:	<input type="password"/>	
Password Confirm:	<input type="password"/>	
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:	<input type="text"/>	
Answer 1:	<input type="text"/>	
Question 2:	<input type="text"/>	
Answer 2:	<input type="text"/>	
Question 3:	<input type="text"/>	
Answer 3:	<input type="text"/>	

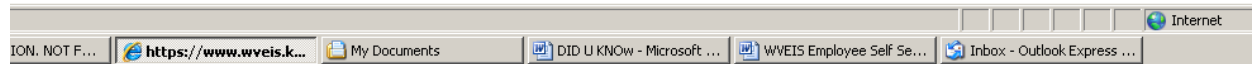


You will then be asked to setup a password and a number of security questions that will be used if you forget your password. The cell phone is optional but would be used to text you your pin should you need to change your password. Create and answer your own security questions. Click Submit when finished.



County Employee Compensation Registration Confirmation

You have successfully completed registration for the County Employee Compensation Display System. You can now [log in](#) with your employee id and the password you entered during registration.



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

us/countempol/index.cfm?

Bookmarks Window Help

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

West Virginia Department of **EDUCATION** GLOBAL21

County Employee Compensation Login

Employee ID:

Password:

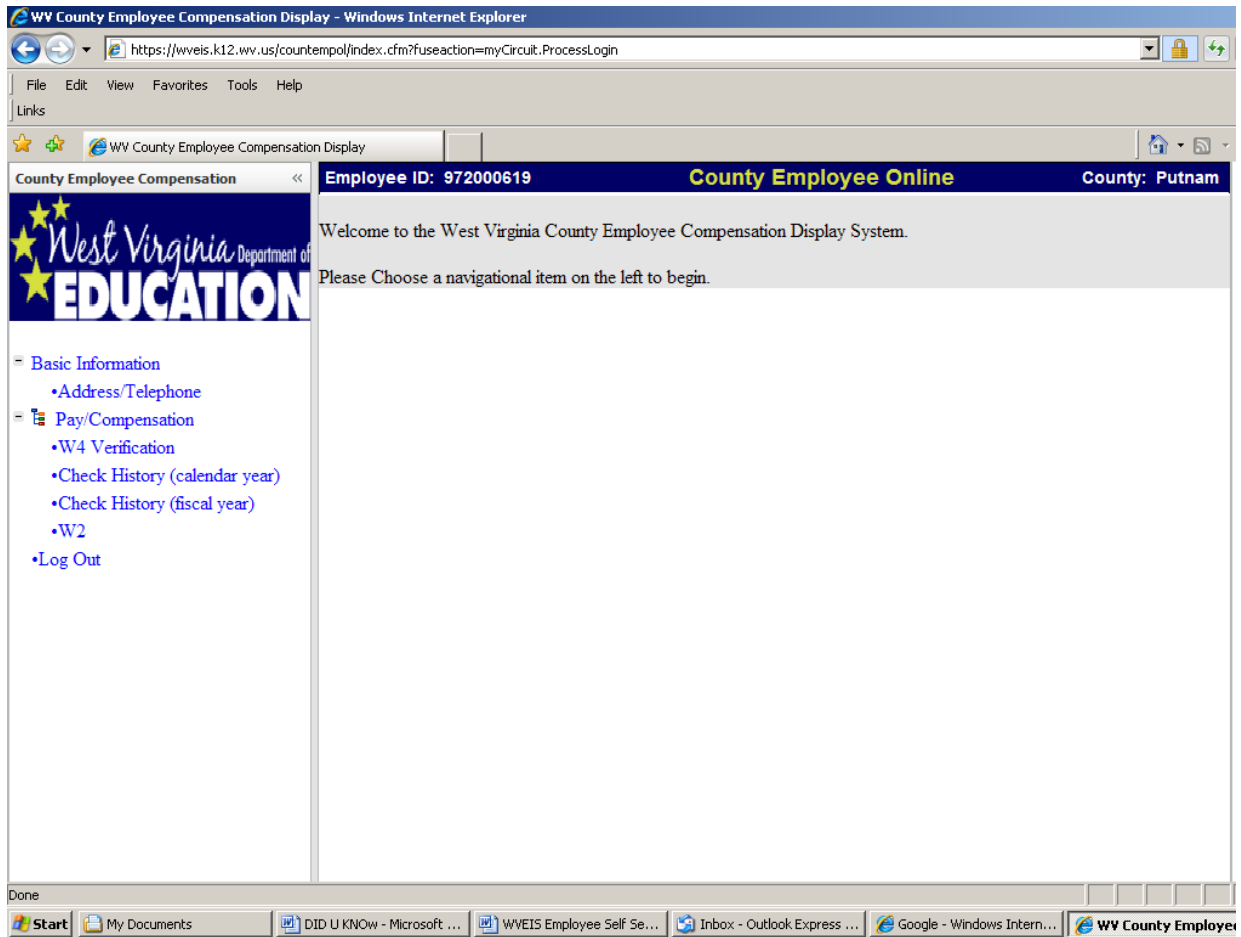
Log In

[Register](#)
[Forgot My Password](#)

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

Outlook Exp... Re: CEOL Password Res... https://wveis.k12.wv... DEMO VERSION, NOT F... My Documents WVEIS Employee Self Se...

Enter your Employee ID (found on your check stub or contact the receptionist at the Board Office Ext: 1010) and your password entered during the Registration or I Forgot My Password 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.

Resetting my Password

us/countempol/index.cfm?

Bookmarks Window Help

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

West Virginia Department of EDUCATION GLOBAL21

County Employee Compensation Login

Employee ID:

Password:

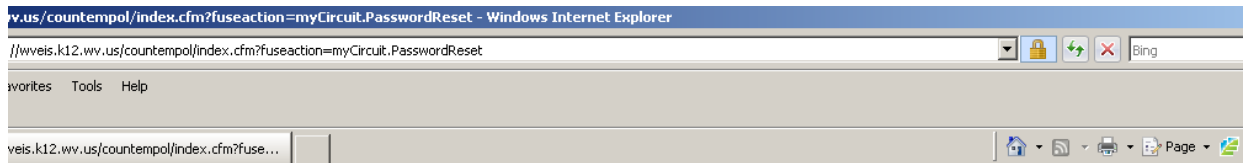
Log In

[Register](#)
[I Forgot My Password](#) ←

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1900 Kanawha Boulevard East, Charleston, WV 25305
[\(Staff Phone and Email by Name\)](#) [\(School Directory\)](#)

Outlook Exp... Re: CEOL Password Res... https://wveis.k12.wv... 129.71.215.251 - Mocha... My Documents WVEIS Employee Self Se...

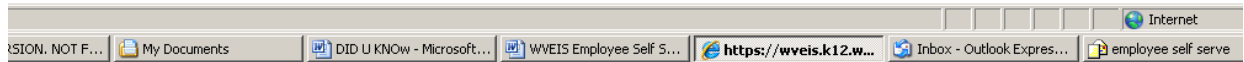
If you forget or want to change your password, you can reset it on the Log In screen. Click on “I Forgot my Password” under the Log In button.



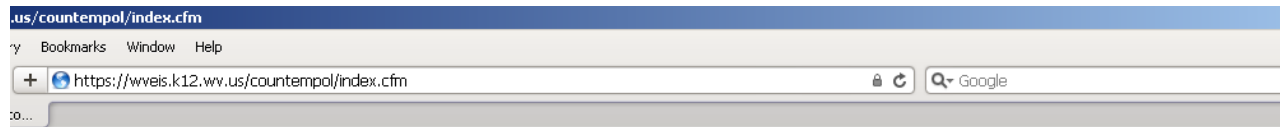
County Employee Online System Password Reset

Employee ID:	<input type="text"/>
(*Read instruction below) PIN:	<input type="text"/>
County:	<input type="text"/>
Email:	<input type="text"/>
Birth Date(mm/yy):	<input type="text"/>
Last 4 of SSN:	<input type="text"/>
Contact Method:	<input type="text"/>
<input type="button" value="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.

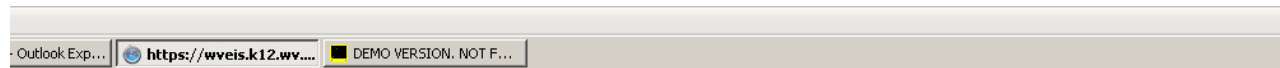


County Employee Online System Password Reset

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 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.

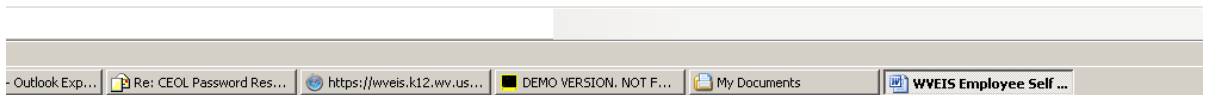
[Reset County Employee Online Password](#)

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

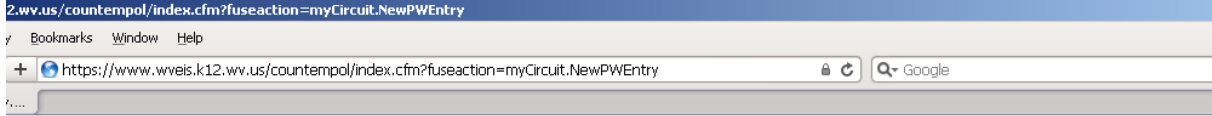


County Employee Online Password Reset

Please enter your new password:	<input type="password" value="....."/>
Please confirm your new password:	<input type="password" value="....."/>
<input type="button" value="Submit"/>	



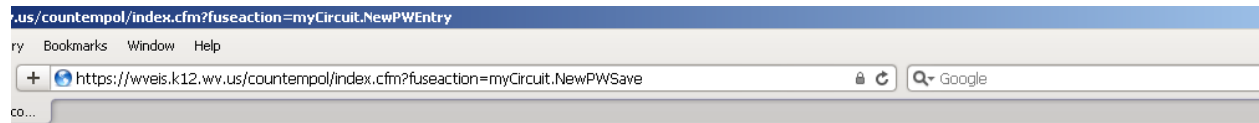
You will be asked to enter your new password.



County Employee Online Password Reset

Please enter your new password:	<input type="text"/>
Please confirm your new password:	<input type="text"/>
Please enter a new PIN:	<input type="text"/>
<input type="button" value="Submit"/>	

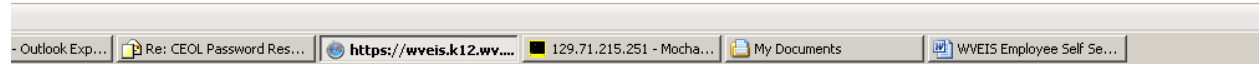
If you entered a PIN#, the screen will pop up to enter your new password and PIN#.



County Employee Online Password Reset Confirmation

Your new Password has been saved.

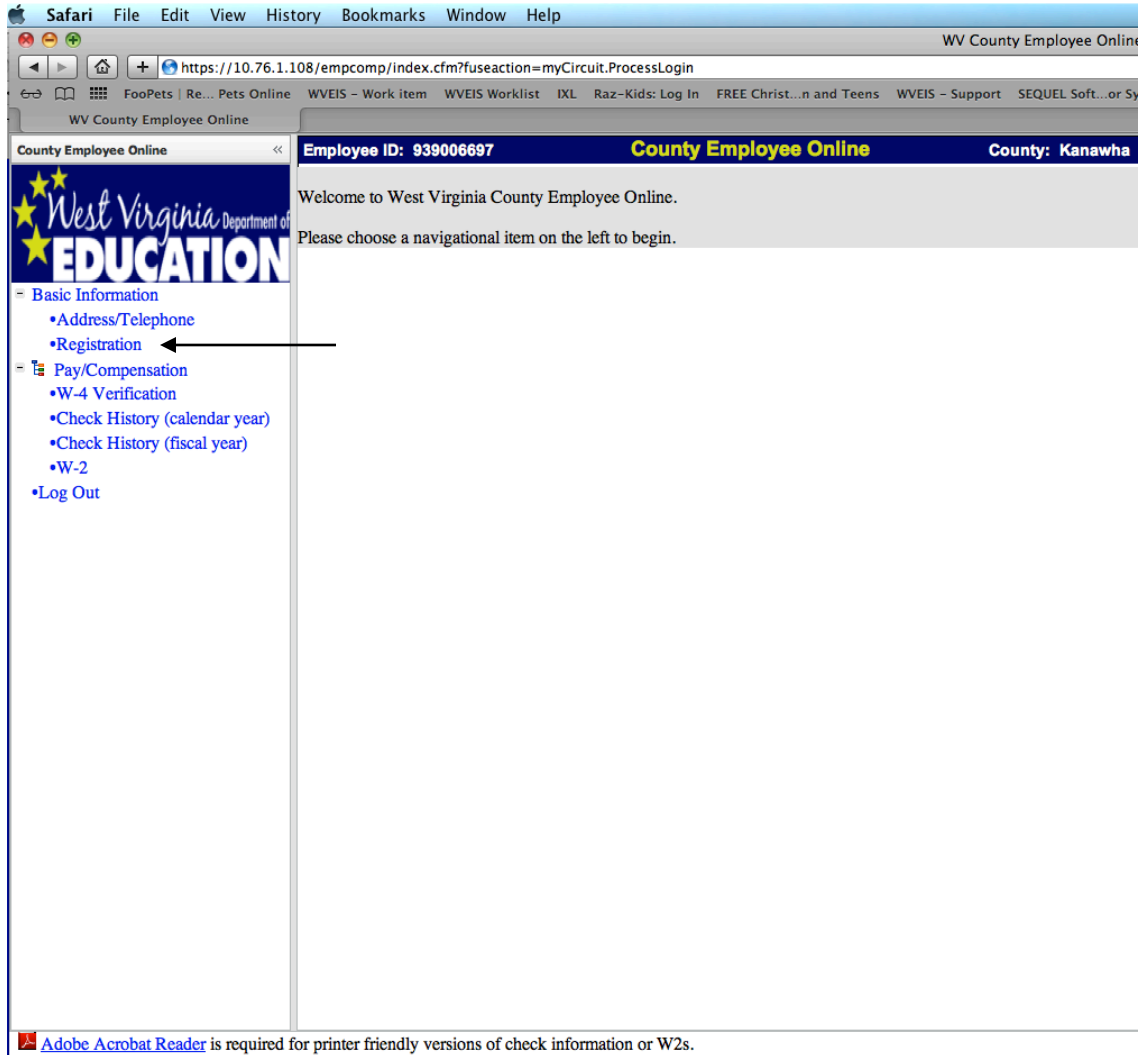
Click Continue to return to the login screen and log in using your new password.



Click Continue to log in with your new password.

Changing Registration

If you need to change your email address, cell phone or security questions, click on the Registration tab on the left.



You will be able to change any of the information on the screen. Hit submit to save your changes. You will have to re-enter your email address to submit. The screen will continue to display, you can then go to another feature on the left side of the screen or Log Out.