HOW TO REGISTER

"WVEIS EMPLOYEE SELF SERVE"

Access from Jefferson County Schools Website

www.boe.jeff.k12.wv.us
New BOE Policy Out For Review

Jefferson County Board of Education policy, Chapter 3, Section 3.4.7.1
Modular Classroom Disposal Policy is OUt for review until 12:00 p.m. July 17, 2012. The JCS BOE will take up the new policy at the July 23, 2012 board meeting.

All comments are due by 12:00 PM on July 17, 2012. Please send all comments or suggestions to Ralph Dinges, Assistant Superintendent of Maintenance, Construction, and Facilities, Jefferson County Board of Education, 110 Mordington Avenue, Charles Town, WV 25414, by fax at 304-724-5311, or by e-mail to rdinges@jeffco.k12.wv.us.

The proposed new policy can be viewed in the Policy on Review section of the website, under the Board of Education tab.

- Click on “Staff” Option from the top tool bar
- Click on “How to register for “WVEIS Self Serve” from the options listed on the left
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 your Employee ID (found on your check stub or you can contact your payroll office), County Code, Last Name, Birth Date, and last 4 of your SSN. *You must include any surnames (Jr, Sr, III) with your last name.

Security Question Ideas: what is your mother's maiden name, the name of your 1st pet, where did you attend 1st grade, what is your father's middle name, where were you born?
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.

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.
Enter your Employee ID (found on your Employee ID Badge or your check stub) 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

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.

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#.
Click Continue to log in with your new password.
WELCOME TO “WVEIS EMPLOYEE SELF SERVE”

After registering, click on the same “quick link” from the Jefferson County Schools website used to register.

**Basic Information**

Name and Address

Home Phone # = Home phone number on file

Work Phone # = Phone number you have listed for the Emergency Calling Phone System to use for emergency school closings.

**W-4 Verification**

Current tax information

**IRS Form W-4 Quick Link**

This form can be filled out on line, but must be printed, signed and sent to Finance for changes to be effective.

**Check History by Calendar Year and Check History by Fiscal Year**

Information will default to current year pay history.

For Prior Year Information:

Select a year from the drop down menu box “Select Year”

**W-2**

Information will default to most current W-2

For Prior Year information:

Select a year from the drop down menu box “Select Year”

**To Print Copies of Information**

Click on “View as PDF” then print

**Click “Log Out” Option When Finished**