



HARRISON COUNTY SCHOOLS

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September 5, 2012

To: All Employees

From: Sharon Haddix, Treasurer

Subject: Direct Deposit Remittance Slips

Effective with the September 20th paycheck, direct deposit remittance slips will no longer be printed. Those employees with direct deposit may view a copy of their paycheck online as described below. This information is available for all employees, regardless if you have direct deposit or you receive a paper check. In addition to your paycheck, the site also has information regarding your current address and phone number, your W-4 and W-2 information, and check history (sorted by calendar and fiscal years). It is our hope that through the elimination of direct deposit slips there will be a significant cost savings to the county.

Please use the following site to log in to view your information:

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

You must register the first time you use this site. Click on register below the login button. This will ask you for the following:

- your employee ID number (this can found on your check stub or you can contact the finance department- always begins with 93300)
- County code = 33 Harrison
- Last name
- Birth date (month and year)
- Last four digits of your social security number
- Email address and cell phone number (cell phone is optional but would be used to text you your pin should you need to change your password)
- Password (this is what you will use to access the site)
- Three security questions that you will ask and answer (to be used if you need to re-set your password)

After you register you can click on "log in" to continue. Enter your employee ID number (9 digit number found on your paycheck) and the password that you just created. Once you are logged in, you have access to your payroll and pay history as listed on the left side bar. If you need assistance, please don't hesitate to contact the finance office.

Forgot your password:

Should 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 a message to click on the link. You must click on the link to continue the password reset process. You will be asked a couple of your security questions if using email then 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.

Good luck in your new school year. If you have questions, please don't hesitate to let me know. Thanks in advance for your acceptance of this cost saving measure.