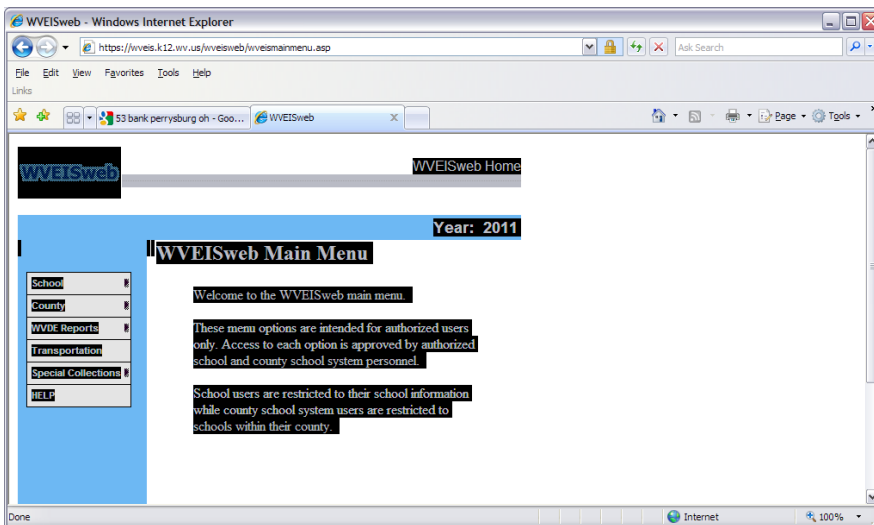


Certified List of Personnel Web Application

<http://wveis.k12.wv.us/wweisweb/>

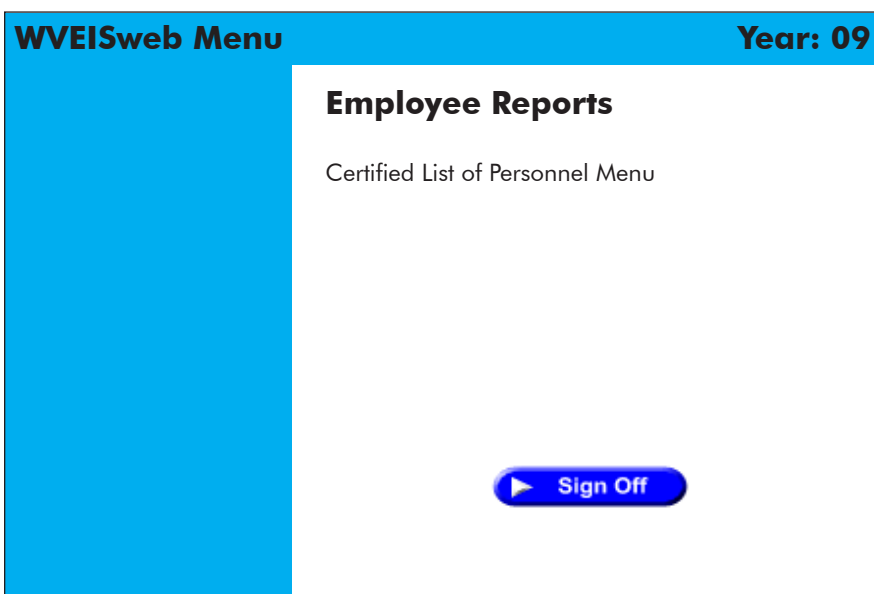
The web site is password protected and requires that you sign-on using your WVEIS user ID and password. An authorization list will also be set up on the server at WVDE, so you must decide who will have access to this site.

For the Certified List of Personnel, choose the **Employee Reports** under the **WVDE Reports** section.



Click on the WVDE Reports and then **Employee Reports**

Sign on using your user ID and password. Choose WVDE Reports and Employee Reports again.



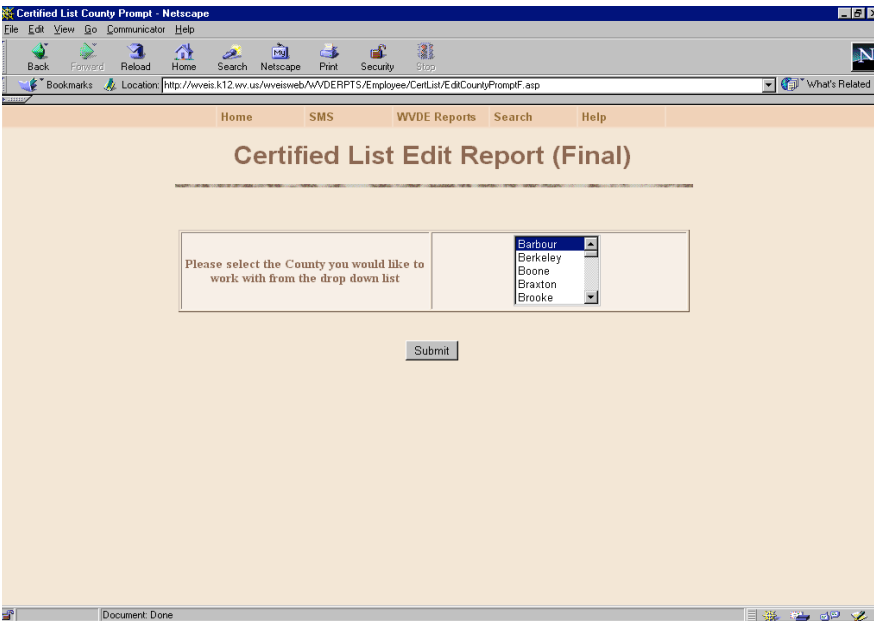
Next, Click **Certified List of Personnel Menu**

Certified List of Personnel Menu

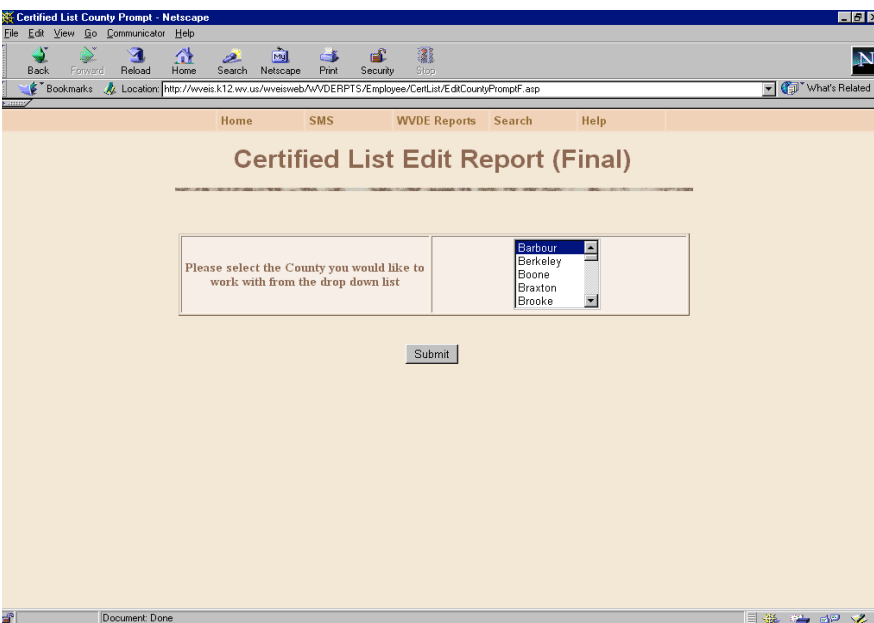
- Certified List Authorization List** (Admin)
- Certified List Resubmit Authorization** (Admin)
- Certified List Edit Report**
- Certified List Submission Status**
- Certified List Comments Listing**
- FTE, Salaries by Funding Source**
- Personnel Details**
- PEIA Employer Share Maintenance** (Admin)

 Sign Off

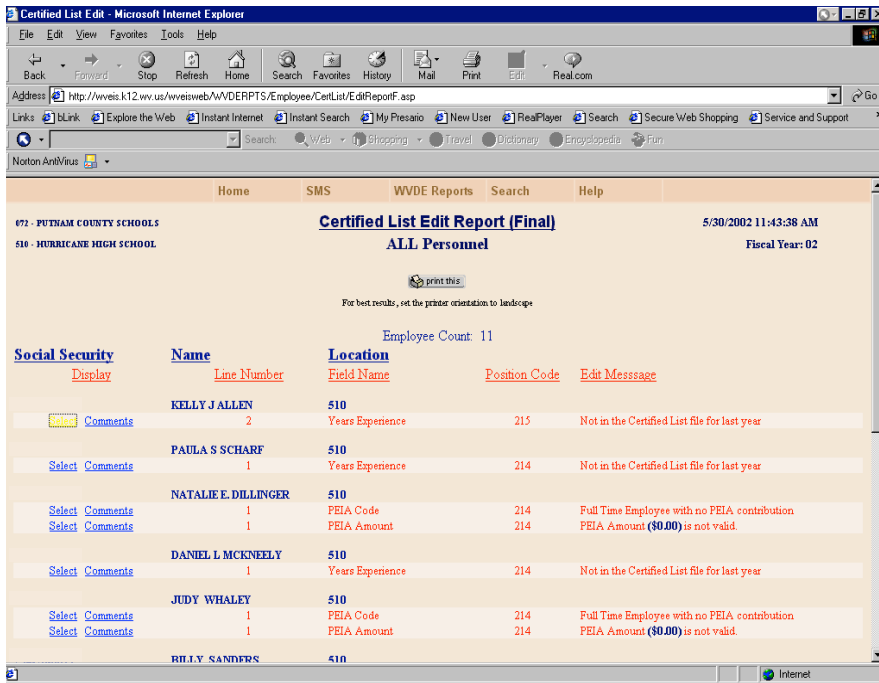
Choose Certified List Edit Report to run the edits. You can also check your submission, print the comments or other reports.



Choose your county.



Choose the locations, personnel and how you want to sort. You can also choose whether the SSN will show on the report.



Once the query for the program edits has been submitted, it will take some time to process the file to get the edits listed. A listing will show on the screen. You can also print out this listing, if you choose to do so. You CANNOT make changes to this file on-line. Changes still have to be made at the WVEIS level.

This edit listing will be your official edit listing and any error showing must be corrected. If the condition is not an error, you will need to justify its existence by entering a comment on the web.

Copies of your Certified List of Personnel can be sent from WVEIS to the state computer as often as you choose.

There is a "print" button at the top and the bottom of the screen.

If you press the Select button beside the person's name, the Certified List record that appears to be in error will appear. Following is a copy of one of the records.

The record is shown on these three screens.

Certified List Edit (Final) 5/30/2002 11:45:31 AM
Certified List Record (PWVE310FC) Fiscal Year: 02

672 - PUTNAM COUNTY SCHOOLS
 510 - HURRICANE HIGH SCHOOL

print this
 Close Window

Social Security #	
Last Name	ALLEN
First Name	KELLY
Middle Name	J
Sex	F
Years of Experience	2
Salary Class	BA15
Certification Code	81
Certification Type	1
School Location	510
Salary	14379
Full Time Equivalent	50
Funding Source	3
Hour / Day	0
Mu / Ex	

Funding source	3
Hour / Day	0
Mu / Ex	
Days Employed	200
Education Level	NHS
District	072
Account Code	6143210212101115100000000000
Position Code	215
Ethnicity Code	W
Retirement System Code	2
Sender User ID	DMG72001
Internal County Code	72
Send Date	113001
Send Time	131644
Line Number	2
File Status	3
Misc. One	
Misc. Two	
Misc. Three	
Misc. Four	
National Teacher Certification	N
Supervisor Aide	N

Retirement System Code	2
Sender User ID	DMG72001
Internal County Code	72
Send Date	113001
Send Time	131644
Line Number	2
File Status	3
Misc. One	
Misc. Two	
Misc. Three	
Misc. Four	
National Teacher Certification	N
Supervisor Aide	N
Extra Pay Z12HR	
Nite Pay Znte	N
Sth	N
Birth Date	19680603
PEIA Employer Amount	57.72

Close Window

Add Comments

WVEISweb **Year: 06**

Year	District	School	Social Security	Sequence #	Name
2006	002	302	xxx-xx-xxxx	1	HARRY M. POST

There are currently no comments for this employee

Field in Error

- None
- Account Code
- Birth Date

Comments (Limit: 250 characters - approx. 5 lines)

When you run an edit, you will have a comment field where you can enter comments for each edit. Click on the comment field and the following screen is displayed.

Select the field in error and enter any comments at the bottom of the screen.

Salaries by Funding Source

Another option is to run the Certified List by Funding Source. Again, you can choose to run the report for all personnel or for just the professional or service groups. You can also select the funding source or run the program for all sources. Sort order is by name or Social Security number.

Certified List Home Page - Microsoft Internet Explorer

Address: http://wveis.k12.wv.us/wveisweb/WVDERPTS/Employee/CertList/FTEsalariesByFundPrompt.asp

FTE, Salaries by Funding Source Report

Fiscal Year: 01

County: 072
School: 510

Personnel Type:
 Funding Source:
 Sort Order:

The following screen shows a sample of the funding source report.

Certified List - Microsoft Internet Explorer

Address: http://wveis.k12.wv.us/wveisweb/WVDERPTS/Employee/CertList/FundSourceReport.asp

072 - PUTNAM COUNTY SCHOOLS **FTE, Salaries by Funding Source Report** 6/14/2001 1:32:48 PM
 510 - HURRICANE HIGH SCHOOL ALL Personnel, Funding Source = All Fiscal Year: 01

Social Security #	Name	Line Number	Position Code	Salary Class	Salary	FTE	Days Employed	Adj FTE	
Funding Source: 1-									
GREGORY B SPRADLING									
Select		1	675		\$0.00	0.400	0.00		
Subtotals					Funding Source: 1	Employee Count: 1	\$0.00	0.400	0.000
Funding Source: 1									
WILLOE ASHWORTH									
Select		1	217	MA30	\$45,124.80	1.000	210.00		

Name	Line Number	Position Code	Salary Class	Salary	FTE	Days Employed	Adj FTE
JANESSA ATKINS	3	214	BA	\$8,890.00	0.330	200.00	
JAMES W. BARR	1	203	MA	\$39,122.00	1.000	200.00	
CAROL BAUER	1	207	MA45	\$46,111.80	1.000	210.00	
LINDA JEAN BEDWAY	1	214	BA	\$30,804.00	1.000	200.00	
NANCY R. BENNETT	1	536	E	\$17,680.00	1.000	200.00	
TIMOTHY P. BILLUPS	1	683	C	\$16,592.00	1.000	200.00	
WILLIAM R. BILLUPS	1	214	MA45	\$43,916.00	1.000	200.00	
DANIEL BONNETT	1	214	BA15	\$27,508.00	1.000	200.00	
AMYL. BOOTH	1	217	MA	\$40,393.50	1.000	210.00	
CHRISTINA D. BROWNE							

Another option on the screen is to run a personnel list by position code or range of codes.

Personnel Details Report

Fiscal Year: 01

County: 072
School: 510

Personnel Type: ALL

Position Code Range: [] []

Sort Order: Name

Summary Only?

Submit Reset

Enter the position code or range of codes to be listed in the report. The personnel type and sort order are the same as with the items already discussed. The report can be run for detail or summary.

The following screens show samples of the report.

Personnel Details Report 5/30/2002 11:28:57 AM

002 - BARBOUR COUNTY SCHOOLS
001 - BARBOUR COUNTY BOARD OF EDUCATION OFFICE

ALL Personnel Fiscal Year: 02

Sort Order: Last Name

print this

Social Security	Name	Sex	Birth Date	Display	Line #	Yr Exp	Class	Cent	C4	Cet	Tr	Loc	Salary	FTE	Pand	Hr/Day	Mu/Rt	Dov	Bup	B1	Lvl	Dist	Pos	Rth	Ext	NTC	Supv	Z12	Nbr	Sh	PEIA	Act	Acct Code
195510/26	ELAINE ALICE BENSON	F		1	22	MAA5	02	4	001	\$27,733.00	0.500	1	0	240	MA	002	106	W	1	N	N	N	N	N	\$3,925.72	11.00000	92211	111.001	0000.00				
				2	22	MAA5	32	4	001	\$27,733.00	0.500	1	0	240	MA	002	318	W	1	N	N	N	N	N	\$3,925.72	11.00000	22142	111.001	0000.00				
194512/11	RUTH ELLEN FREEMAN	F		1	6	F			001	\$9,909.46	0.500	1	0	MTJ	240	HS	002	683	W	2	N	N	N	N	\$37.72	11.00000	92621	121.001	0000.00				
1950/07/20	MARGARET ELAINE GRAY	F		1	33	H			001	\$16,515.41	0.400	1	0	MTJ	247	HS	002	521	W	1	N	N	N	N	\$3,925.72	11.00000	92114	121.001	0000.00				
				2	33	H			001	\$9,945.65	0.200	1	0	MTJ	247	HS	002	534	W	1	N	N	N	N	\$3,925.72	11.00000	92519	121.001	0000.00				
				3	33	H			001	\$4,472.92	0.130	1	0	MTJ	247	HS	002	525	W	1	N	N	N	N	\$3,925.72	11.00000	92516	121.001	0000.00				
				4	33	H			001	\$4,472.92	0.130	1	0	MTJ	247	HS	002	546	W	1	N	N	N	N	\$3,925.72	11.00000	92515	121.001	0000.00				
1947/09/17	JOHN H. MAGER	M		1	31	MAA15	02	4	001	\$66,000.00	1.000	1	0	261	MA	002	102	W	1	N	N	N	N	N	\$5,889.72	11.00000	92321	111.001	0000.00				
1965/03/18	TAMMY L. HILL	F		1	3	G	50	2	001	\$6,345.00	0.300	1	0	MTJ	240	HS	002	538	W	2	N	N	N	N	\$5,889.72	11.00000	92691	121.001	0000.00				
				2	3	G	50	2	001	\$14,805.00	0.700	1	0	MTJ	240	HS	002	545	W	2	N	N	N	N	\$5,889.72	11.00000	92791	121.001	0000.00				
1967/01/24	ROBERT M KITTLIE	M		1	12	MAA30	02	4	001	\$49,955.40	0.900	1	0	240	MA	002	106	W	2	N	N	N	N	N	\$5,889.72	11.00000	92211	111.001	0000.00				
1962/09/29	RONALD J. KITTLIE	M		1	14	MAA5	02	4	001	\$45,455.40	0.900	3	0	230	MA	002	106	W	2	N	N	N	N	N	\$5,889.72	11.41210	92212	111.001	0000.00				
1967/01/24	ROBERT M KITTLIE	M		2	12	MAA30	02	4	001	\$5,500.00	0.100	3	0	240	MA	002	106	W	2	N	N	N	N	N	\$5,889.72	11.41210	92212	111.001	0000.00				

This is a sample of the report run for details.

Certified List Edits

Another option is to run the Certified List by Funding Source. Again, you can choose to run the report for all personnel or for just the professional or service groups. You can also select the funding source or run the program for all sources. Sort order is by name or Social Security number.

SSN does not contain 9 digits or is blank

Name is missing

Sex code is not M or F

Years experience is greater than 55 (warning notice, not necessarily an error)

Years Experience is missing

Years Experience (1) is less than 8 and retirement system code = 1, wrong system?(warning notice, not necessarily an error)

No record exists in Prior Year Certified List file and years experience is shown to be greater than 0

Certificate code is missing (for position codes 100-499)

Certificate code is incorrect for the position code

Salary Classification is missing

Salary Classification is not an acceptable value

School location is not valid

Salary entered as zero

Salary outside limits of \$70,000 for professional positions other than 102 and 103 (warning notice, not necessarily an error)

Salary outside limits of \$35,000 for service personnel (warning notice, not necessarily an error)

Salary not less than \$16,000 x FTE (warning notice, not necessarily an error)

Invalid Birth Date: **'0'** (must be in form: YYYYMMDD)

Retirement Code is missing

Full Time Employee with no PEIA contribution

Hours per day not greater than 8 (service positions)

Invalid Funding Source: ' '

FTE percent **(0.4)** less than 50 and Hours Worked **(4.5)** greater than 4

FTE greater than 1

Funding source code invalid

Invalid Birth Date: **'560917'** (must be in form: YYYYMMDD)

Years Experience is missing

Prior Years Experience **(5)** should be 1 year less than current value (25)

Salary Classification is blank

Salary Classification is invalid

Salary Account Code Missing

Salary amount is missing - working for free?

Days Employed is missing

Account Code is missing

Race Code is missing or not a valid value

Education level is blank (positions 100-499)

Education level code invalid

Position Code invalid or missing

Extra pay addenda invalid

Social Security Number is blank

Last Name is blank

First Name is blank

Middle Name is blank

Sex field is blank

Invalid Entry: **A** not valid

Salary Classification **X** should begin with 'A,B,H,M,D or P' for this position code

Salary Classification **X** should be 'A' for this position code

Salary Classification **X** should be 'B' for this position code

Salary Classification **X** should be 'C' for this position code

Salary Classification **X** should be 'D' for this position code

Salary Classification **X** should be 'E' for this position code

Salary Classification **X** should be 'F' for this position code

Salary Classification **X** should be 'G' for this position code

Salary Classification **X** should be 'H' for this position code

Invalid Cert Code **99** for Professional Personnel

Certification Type is missing

Computed Age **99** is under 18 or over 75

Funding Source cannot be **1** for an account code beginning with '14' or '64'.

CURRENT YEARS EXPERIENCE **99** should be 1 year greater than PRIOR Years Experience which is **99**

Not in the Certified List file for last year

School Location is missing

School Closed? - Location **999** not found in Master Listing of Schools

Low/High Proportional Salary **10,000** should be between \$13,000 and \$45,000.

Low/High Proportional Salary **80,000** should be between \$20,000 and \$65,000.

Hours/Day is missing

Hours/Day is greater than 8

Days Employed is greater than 261

Days Employed is less than 200

Education Level is missing for this Position Code

Ethnic Code is missing

Retirement Code is missing

Retirement Code **3** must equal 1 or 2

Full Time Employee with no PEIA contribution

PEIA Amount **\$3,648.99** is not valid. Note: Person is over 65.

PEIA Amount **\$3,648.99** is not valid.

Special Health Training - Code must be blank, 'Y', or 'N'

Position Code must be 500 to 515, 519, 527 when Sth = 'Y'

Extra Pay **AB** must be 0-10, BA, MA, or DR

BA degree without Extra Pay indicated

Supervisor Aide Code must be blank, 'Y', or 'N'

NTC Code must be blank, 'Y', or 'N'

NTC not attached to valid teaching position code

Certification **99** (not on file)

Invalid Certification **99** (Expired)

Total Hours Per Day (**11**) is greater than 8

This employee appears in multiple counties

Night Pay NOT allowed for Professional Personnel

No record exists for this person in the Salary Certification file (PCERTSALA)

Salary Classification does not match salary classification in Certification File'

This employee appears in multiple counties

There may be additional edits that aren't listed.