

# Certified List on WOW

Kim Harvey  
WVEIS Consultant  
[knharvey@k12.wv.us](mailto:knharvey@k12.wv.us)  
304-993-7403

## Certified List is on WOW

- You will need to get with your County Contact to give you access to the Certified List on WOW and show you how to access.
- You will be able to view edits and certified list record information, print and enter comments.
- Additional reports will be available to view/print.

# Certified List on WOW

235 State Study Play Group
WVEIS
10.140.200.17

39 Kanawha County
WVE.510 : Certified List
2016
CLADMIN

**WVEIS**  
*On the Web*
**West Virginia**  
Department of  
Education

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## Certified List

HOME
EDIT REPORT
FILE MAINTENANCE
SUPPLEMENTAL REPORTS
STATUS

**MENU**

- Edit Report
- File Maintenance
- Supplemental Reports
- Status
- Resources

### Certified List Home Page

**Welcome !**

**You are currently logged in with the following credentials:**

USER ID	USER ROLE	YEAR
KRH99999	CLADMIN	;

**Certified List of Personnel**

Professional Instructions  
Service Instructions

Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-5	Validation Window
October 6*	Initial Closure Date
October 6-31	Certification Window
November 1*	Certification Due Date

\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day

**NOTE:** If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer browser compatibility issues. [Click HERE](#) to find a remedy for your internet problems.

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# Certified List Edits

**West Virginia Department of Education**  
WVEIS

39 Kanawha County  
WVE.510: Certified List  
2016

CLADMIN  
KRH99999 PRD

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## Certified List

HOME | EDIT REPORT | FILE MAINTENANCE | SUPPLEMENTAL REPORTS | STATUS

**MENU**  
Edit Report  
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**Certified List of Personnel**  
Professional Instructions  
Service Instructions  
Important Dates for Certified List Submission  

October 1*	Initial Submission
October 1-8	Validation Window
October 9*	Initial Closure Date
October 8-31	Certification Window
November 1*	Certification Due Date (11:59 PM)

\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day.

### Edit Report

County: **39 Kanawha County**  
School: **WVE.510: Certified List**  
CLIENT: WV039  
ROLE: CLADMIN

☐ Preliminary ☐ Create Excel Spreadsheet? ☐ Don't display, only create Spreadsheet?

Please wait for this field to populate after selecting a County.

☐ Personnel Type: **ALL** ☐ Sort By: **Position Code, Last Name** ☐ Show SSN? **Yes** ☐ No

**Multiple Location selection available**

To select multiple locations, first select District. Then click on a location. Select additional locations by holding CTRL key and clicking on additional locations.

To select a range of locations click on location, hold down SHIFT key and click on last location desired.

Note: Please Limit your Locations to less than 10 for optimal performance.

You must have built and submitted your certified list on the WVEIS side before you can view the edits here. This report will look for a number of scenarios and display warnings and errors related to the data in your Certified List file. Those errors with a red bullet indicate a critical error that must be fixed in order to submit the final. You must enter a comment for all edits listed before submitting the final. To change information on your Certified List, you must go back into WVEIS to Edit/Maintain the Certified List, then submit the file again from WVEIS. Then you can run the edit list again here.

On this screen, you will select which file to run the edits against, preliminary or final. The Output options allow you to create a PDF or download to Excel to print or save. You can choose a location or all locations. Personnel types to choose from are All, Professional or Service. You have a few choices on how you want the edit list to sort. You can choose to display the SSN or not. When you have made your selections, hit submit. The program will build your edit list. Please be patient as this could take several moments.

# Certified List Edit Report

WVDEIS West Virginia Department of Education  
39 Kanawha County  
WVE.510: Certified List  
2016  
CLADMIN  
KRH9999 PRD

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## Certified List

HOME EDIT REPORT FILE MAINTENANCE SUPPLEMENTAL REPORTS STATUS

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### Certified List of Personnel

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Service Instructions

Important Dates for Certified List Submission

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October 6-31	Certification Window
November 1*	Certification Due Date

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### Edit Report

Your report has successfully run. Please be patient while the report loads to your browser.

Selection: County: 002 | Location(s): All | Personnel: All  
Sort: Position Code, Last Name

Please note: All warning messages require a comment

Social Security	Name	Location	Sequence	Field Name	Personnel Code	Code Entered	Amount	Message
XXX-XX	FRANCIS JOSEPH SUPER	002-001	1	PEIA Code	102	260.00	•	PEIA Amount Error
XXX-XX	RONALD J. KITTLE	002-001	1	PEIA Code	103	260.00	•	PEIA Amount Error
XXX-XX	ELAINE ALICE BENSON	002-001	1	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	TONYA L. FERGUSON	002-001	1	PEIA Code	106	235.00	•	PEIA Amount Error
XXX-XX	TONYA L. FERGUSON	002-001	2	PEIA Code	106	235.00	•	PEIA Amount Error
XXX-XX	RONALD J. KITTLE	002-001	2	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	RONALD J. KITTLE	002-001	3	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	JANA LYNN MILLER	002-001	1	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	JANA LYNN MILLER	002-001	2	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	JAMES DALE SPROUSE	002-001	1	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	JAMES DALE SPROUSE	002-001	2	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	GLENN JAMES SWEET	002-001	1	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	GLENN JAMES SWEET	002-003	4	PEIA Code	106	260.00	•	PEIA Amount Error
XXX-XX	ANNETTE M HUGHART	002-001	1	PEIA Code	108	260.00	•	PEIA Amount Error
XXX-XX	TERESA R. MARSH	002-202	1	PEIA Code	111	210.00	•	PEIA Amount Error
XXX-XX	TERESA R. MARSH	002-205	2	PEIA Code	111	210.00	•	PEIA Amount Error
XXX-XX	CONSTANCE H. MUNDY	002-204	1	PEIA Code	111	210.00	•	PEIA Amount Error
XXX-XX	TAMMY M. TUCKER	002-203	1	PEIA Code	111	205.00	•	PEIA Amount Error
XXX-XX	CINDY L VANCE-SIGLEY	002-201	1	PEIA Code	111	210.00	•	PEIA Amount Error
XXX-XX	MICHAEL ANDREW FERGUSON	002-302	1	PEIA Code	112	210.00	•	PEIA Amount Error
XXX-XX	DAVID NEFF	002-303	1	PEIA Code	112	210.00	•	PEIA Amount Error
XXX-XX	MARK W. LAMB	002-501	1	PEIA Code	113	235.00	•	PEIA Amount Error

The edits will display. Each message is color coded to let you know if the message is a Warning (yellow) or a Critical Error (red). Click on any part of the record to display the certified list record and to view options.

WVEIS State Policy Play Group
10.140.200.17
Scholar's Purple Hearts Start Out Off 2 pc | Build-A-Bear Workshop
16 m. Pop of Green Pandas | Build-A-Bear Workshop

**West Virginia Department of Education**  
 WVE.S10: Certified List

2016
CLADMIN | KRH99999 PRD

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## Certified List

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### Edit Report

Your report has successfully run. Please be patient while the report loads to your browser.

Selection: County: 092 | Location(s): All | Personnel: All  
 Sort: Position Code, Last Name

Social Security	Name	Location	Sequence	Filing Method	Position Code	Days Employed	Message
XXX-KK-6802	FRANCIS JOSEPH SUPER	092-091	1	PEIA Code	102	260.00	PEIA Amount Error

Social Security Number: XXX-KK-6802 | Employee Name: FRANCIS JOSEPH SUPER | District: 092 | Location: 091

Age: 67 • Birth Date: 09/25/1947  
 Salary: \$95,000 • Education Level: DR • Years Experience: 42 • Salary Classification: DR • Certificate Code: 02 • Certificate Type: 4  
 National Teacher Certification 1 = Data Entry • Night Pay: 0 • Supervisory Aide: N • Bn Code: N  
 Funding Source: 1 • Account Code: 11000051232111010000000000 • PEIA Amount: \$819.80

[Salary Classification Records](#) • [OPP Certificate Records](#)

No comments on file

XXX-KK-6802	RONALD J. KITTLE	092-091	1	PEIA Code	103	260.00	PEIA Amount Error
XXX-KK-6802	ELAINE ALICE BENSON	092-091	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	TONYA L. FERGUSON	092-091	1	PEIA Code	106	235.00	PEIA Amount Error
XXX-KK-6802	TONYA L. FERGUSON	092-091	2	PEIA Code	106	235.00	PEIA Amount Error
XXX-KK-6802	RONALD J. KITTLE	092-091	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	RONALD J. KITTLE	092-091	3	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	JANA LYNN MILLER	092-091	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	JANA LYNN MILLER	092-091	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	JAMES DALE SPOURIE	092-091	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	JAMES DALE SPOURIE	092-091	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	GLENN JAMES SWEET	092-091	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	GLENN JAMES SWEET	092-093	4	PEIA Code	106	260.00	PEIA Amount Error
XXX-KK-6802	ANNETTE M HUGHART	092-091	1	PEIA Code	106	260.00	PEIA Amount Error

**Certified List of Personnel**

[Professional Instructions](#)  
[Service Instructions](#)

**Important Dates for Certified List Submission**

October 1*	Initial Submission
October 1-5	Validation Window
October 8*	Initial Closure Date
October 8-31	Certification Window
November 1*	Certification Due Date
(11:59 PM)	

\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day

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# Certified List Edit Report

The screenshot shows a web browser window displaying the 'Employee Details' form. The browser's address bar shows '10.76.1.200'. The form is titled 'Employee Details' and has a close button (X) in the top right corner. The form is divided into two columns. The left column contains fields for Employee Name, Social Security Number, Sort Line Number, Sex, Ethnicity, Birth Date, Position Code, Salary Classification, National Teacher Cert, Cert Code, Cert Type, SUPV AIDE, EXTP Z12HR, NITP ZNITE, STH Y OR N, PEIA Employer Amount, and Retirement Code. The right column contains fields for District, School, Internal County Code, Years Experience, Days Employed, Salary, Education Level, Account Code, Full-time Equivalent, Funding Source, Hours/Day, MU/EX, File Status, Misc. One, Misc. Two, Misc. Three, Misc. Four, Sender User ID, Send Date, and Send Time.

<b>Employee Name:</b> [REDACTED]	<b>District:</b> Barbour (002)
<b>Social Security Number:</b> XXX-XX [REDACTED]	<b>School:</b> BARBOUR COUNTY SCHOOLS (001)
<b>Sort Line Number:</b> 1.00	<b>Internal County Code:</b> 02
<b>Sex:</b> Male	<b>Years Experience:</b> 42
<b>Ethnicity:</b> White	<b>Days Employed:</b> 260
<b>Birth Date:</b> [REDACTED]	<b>Salary:</b> \$95,000
<b>Position Code:</b> 102	<b>Education Level:</b> DR
<b>Salary Classification:</b> DR	<b>Account Code:</b> 1100000123211110010000000000
<b>National Teacher Cert:</b> 0	<b>Full-time Equivalent:</b> 1.0000
<b>Cert Code:</b> 02	<b>Funding Source:</b> 1
<b>Cert Type:</b> 4	<b>Hours/Day:</b> 0.000
<b>SUPV AIDE:</b> N	<b>MU / EX:</b>
<b>EXTP Z12HR:</b>	<b>File Status:</b> 1
<b>NITP ZNITE:</b> N	<b>Misc. One:</b>
<b>STH Y OR N:</b> N	<b>Misc. Two:</b>
<b>PEIA Employer Amount:</b> \$9,820	<b>Misc. Three:</b>
<b>Retirement Code:</b> 1 (1=RETI 2=RETI)	<b>Misc. Four:</b>
	<b>Sender User ID:</b> HAT02001
	<b>Send Date:</b> 10/09/2014
	<b>Send Time:</b> 20:14:10

All information related to this record will display. Click X in the upper right corner to get out of the Employee Details.

# Certified List Edit Report

**Employee Comments**

Social Security Number: XXX-XX-XXXX  
Employee Name: [redacted]  
Sequence Number: 1

District: Barbour (002)  
School: BARBOUR COUNTY SCHOOLS (001)

[Show All Comments](#)

Add a comment:

Field in Error:   
Extra Pay  
FTE  
First Name  
Funding Source  
Hours per Day  
Last Name  
Middle Name  
NTC  
Night Pay  
PEIA Employer Amount

Comments (250 character maximum)  
Choose comment ...

Request Override from Office of Finance? ☐ (click for yes)

Add

The comments window will pop up by clicking on the other icon just to the left of the SSN. Select the field in error. You can choose a standard comment or select other and you can enter your comment in the comment box. Click Add. If a person has multiple edits, you will need to enter a comment for each one separately. To close out any of the pop-up boxes, click on the X in the upper right hand corner.



# Supplemental Reports

The screenshot shows a web browser window displaying the 'Supplemental Reports' page of the West Virginia Department of Education's 'Certified List' application. The browser's address bar shows '10.140.200.17'. The page header includes the WVDE logo, the text 'West Virginia Department of Education', and a dropdown menu for '39 Kanawha County' with 'WVE.510: Certified List' selected. A navigation bar contains links: Home, Menu, Active, Recent, Support, Contact, Reports, Print, Exit, and Logout. The main content area is titled 'Certified List' and has a sub-header 'Supplemental Reports'. On the left, a 'MENU' sidebar lists: Edit Report, File Maintenance, Supplemental Reports, Status, and Resources. Below the menu is a section titled 'Certified List of Personnel' with a flag icon, containing links for 'Professional Instructions', 'Service Instructions', and 'Important Dates for Certified List Submission'. The 'Important Dates' section lists: October 1\* (Initial Submission), October 1-5 (Validation Window), October 5\* (Initial Closure Date), October 5-31 (Certification Window), and November 1\* (Certification Due Date). A note at the bottom states: '\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day.' The right side of the page lists four reports: 'Personnel Details Report', 'FTE, Salaries Report', 'Comments Listing Report', and 'Edit Report w/Comments on Side'. A footer note reads: 'NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer' and 'Too of Page'.

WVDE On the Web West Virginia Department of Education

39 Kanawha County WVE.510: Certified List

2015

CLADMIN KRH99999 PRD

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Certified List

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**Certified List of Personnel**

Professional Instructions  
Service Instructions

Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-5	Validation Window
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October 5-31	Certification Window
November 1* (11:59 PM)	Certification Due Date

\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day.

Supplemental Reports

- Personnel Details Report
- FTE, Salaries Report
- Comments Listing Report
- Edit Report w/Comments on Side

NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer

Too of Page

Click on the report to print.

# Comments Listing

Comments Listing

10.140.200.17

WVDE | West Virginia Department of Education | WVDE 510: Certified List | 2016 | CLADMIN | KRH99999 PRD

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## Certified List

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### Comments Listing

Create Excel Spreadsheet?

-- Select District -- | -- Locations --

Personnel Type | ALL

Show SSN on Report? ☒ (check if Yes)

Sort By | Last Name

Submit

**Certified List of Personnel**

Professional Instructions  
Service Instructions

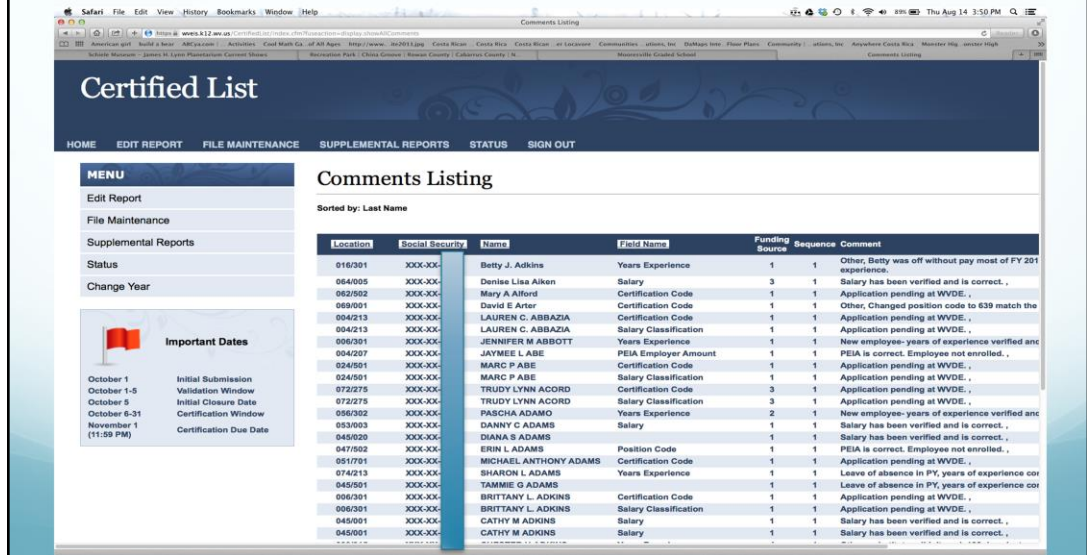
Important Dates for Certified List Submission

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# Comment Listing Report



**Certified List**

HOME EDIT REPORT FILE MAINTENANCE SUPPLEMENTAL REPORTS STATUS SIGN OUT

**MENU**

- Edit Report
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**Important Dates**

- October 1: Initial Submission
- October 1-5: Validation Window
- October 5: Initial Closure Date
- October 6-31: Certification Window
- November 1 (11:59 PM): Certification Due Date

**Comments Listing**

Sorted by: Last Name

Location	Social Security	Name	Field Name	Funding Source	Sequence	Comment
016/201	XXX-XX-	Betty J. Adkins	Years Experience	1	1	Other, Betty was off without pay most of FY 201 experience.
064/005	XXX-XX-	Denise Lisa Aiken	Salary	3	1	Salary has been verified and is correct.
062/002	XXX-XX-	Mary A Alford	Certification Code	1	1	Application pending at WVDE.
069/001	XXX-XX-	David E Arter	Certification Code	1	1	Other, Changed position code to 639 match the
064/213	XXX-XX-	LAUREN C. ABBAZIA	Certification Code	1	1	Application pending at WVDE.
064/213	XXX-XX-	LAUREN C. ABBAZIA	Salary Classification	1	1	Application pending at WVDE.
006/201	XXX-XX-	JENNIFER M ABBOTT	Years Experience	1	1	New employee- years of experience verified and
064/207	XXX-XX-	JAYMEE L ABE	PEIA Employer Amount	1	1	PEIA is correct. Employee not enrolled.
024/001	XXX-XX-	MARC P ABE	Certification Code	1	1	Application pending at WVDE.
024/001	XXX-XX-	MARC P ABE	Salary Classification	1	1	Application pending at WVDE.
072/275	XXX-XX-	TRUDY LYNN ACORD	Certification Code	3	1	Application pending at WVDE.
072/275	XXX-XX-	TRUDY LYNN ACORD	Salary Classification	3	1	Application pending at WVDE.
065/002	XXX-XX-	PASCHIA ADAMO	Years Experience	2	1	New employee- years of experience verified and
063/003	XXX-XX-	DANNY C ADAMS	Salary	1	1	Salary has been verified and is correct.
045/020	XXX-XX-	DIANA S ADAMS	Salary	1	1	Salary has been verified and is correct.
047/002	XXX-XX-	ERIN L ADAMS	Position Code	1	1	PEIA is correct. Employee not enrolled.
051/001	XXX-XX-	MICHAEL ANTHONY ADAMS	Certification Code	1	1	Application pending at WVDE.
074/213	XXX-XX-	SHARON L ADAMS	Years Experience	1	1	Leave of absence in PY, years of experience cor
045/001	XXX-XX-	TAMMIE G ADAMS	Years Experience	1	1	Leave of absence in PY, years of experience cor
006/201	XXX-XX-	BRITTANY L ADKINS	Certification Code	1	1	Application pending at WVDE.
006/201	XXX-XX-	BRITTANY L ADKINS	Salary Classification	1	1	Application pending at WVDE.
045/001	XXX-XX-	CATHY M ADKINS	Salary	1	1	Salary has been verified and is correct.
045/001	XXX-XX-	CATHY M ADKINS	Salary	1	1	Salary has been verified and is correct.

You can click on the Location, Social Security, Name or Field Name tabs to change the sort of the listing.

# Personnel Details Report

**West Virginia Department of Education**  
WVE 510: Certified List

WVDE  
 WVDE 510: Certified List  
 2016

ADMIN  
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## Certified List

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**Certified List of Personnel**

Professional Instructions  
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Important Dates for Certified List Submission

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### Personnel Details Report

**Preliminary**

-- Select District --

Personnel Type **ALL**

Position Code Ranges

to

to

to

Show SSN on Report? ☒ (check if Yes)

Sort By **Last Name**

NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer browser compatibility issues. [Click HERE](#) to find a remedy for your browser problems.

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Choose Preliminary or Final, Locations, Personnel Type, Sort options and whether or not to display the SSN. You can also restrict to Position Code Ranges, if wanting a listing of only certain positions within professional or service types.

# Personnel Details Report

10/160.200.17

29 Kanawha County

WVE.510: Certified List

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November 1\* Certification Due Date (11:59 PM)

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Personnel Details Report

Back to selection screen

Selection: 002/999 • All Personnel

Sorted by: Last Name

Name	Social Security	Sex	Birth Date	Line	Yrs Class Exp	Cert Clk/yr	Salary	FTE	Fund	Hour	Mult	Days	Ed Lvl	Pos Code	Eth	Ret	NTC	Supr	212	Nite	Stn	PEIA	Account Code	
XXX-XX	F			1	32	MA45	22-4	57869.00	1.00	1	0.00	200	MA	212	W	1	0	N	N	N	24	1100000011111112040000000000		
XXX-XX	F			1	19	D	-	25730.00	1.00	1	0.00	200	HS	655	W	4	0	N	N	N	8,828	1100000012711121002000000000		
XXX-XX	F			1	29	BA15	22-4	51411.00	1.00	1	0.00	200	BA	213	W	4	0	N	N	N	4,824	1100000011111111101000000000		
XXX-XX	F			1	6	F	-	2264.00	0.10	3	0.00	200	HS	503	W	4	0	Y	N	N	8,828	6143310212101212040000000000		
XXX-XX	F			2	6	F	98-4	20376.00	0.90	3	0.00	200	HS	507	W	4	0	Y	N	N	8,828	6143310212101212040000000000		
XXX-XX	M			1	9	BA	22-1	28655.25	0.75	1	0.00	200	BA	217	W	4	0	N	N	N	7,788	110000003137111150100000000000		
XXX-XX	M			2	9	BA	22-1	9551.75	0.25	1	0.00	200	BA	217	W	4	0	N	N	N	7,788	110000003134511150100000000000		
XXX-XX	M			1	39	C	-	32307.45	1.00	1	0.00	203	HS	683	W	1	0	N	N	N	4,824	110000001281112110100000000000		
XXX-XX	M			1	17	BA15	22-1	43761.00	1.00	3	0.00	200	BA	213	W	4	0	N	N	N	8,828	6141510111111130300000000000		
XXX-XX	F			1	5	B	-	20200.00	1.00	1	0.00	200	HS	676	W	4	0	N	N	N	4,824	615651011011211210100000000000		
XXX-XX	F			1	1	G	-	1104.90	0.05	1	0.00	200	HS	504	W	4	0	Y	07	N	N	4,824	1100000011111121010000000000	
XXX-XX	F			2	1	G	99-4	15463.00	0.70	1	0.00	200	HS	507	W	4	0	Y	07	N	N	4,824	1100000011111121010000000000	
XXX-XX	F			3	1	G	-	5502.50	0.25	1	0.00	200	HS	511	W	4	0	Y	07	N	N	4,824	1100000022130121010000000000	
XXX-XX	F			1	9	MA15	22-2	41876.00	1.00	1	0.00	200	MA	212	W	4	0	N	N	N	8,828	1100000011111112020000000000		
XXX-XX	F			1	21	BA15	22-4	40171.46	0.86	1	0.00	200	BA	212	W	4	0	N	N	N	24	1100000011111112040000000000		
XXX-XX	F			2	21	BA15	22-4	6539.54	0.14	1	0.00	200	BA	212	W	4	0	N	N	N	24	1100000011111112030000000000		
XXX-XX	F			1	1	BA	21-1	32862.00	1.00	1	0.00	200	BA	215	W	4	0	N	N	N	8,828	110000002121011150100000000000		
XXX-XX	F			1	33	MA45	22-4	58186.00	1.00	1	0.00	200	MA	214	W	4	0	N	N	N	8,828	110000001111111150100000000000		
XXX-XX	F			1	20	MA45	22-4	50558.00	1.00	1	0.00	200	MA	213	W	4	0	N	N	N	24	110000001111111130200000000000		
XXX-XX	F			1	20	F	-	28889.75	1.00	1	0.00	203	HS	537	W	4	0	N	07	N	N	4,816	1100000124111213020000000000	

This report will display sex, birth date, years experience, salary class, certificate, salary, FTE, funding source, days employed, education level, position code, ethnic, retirement plan, PEIA and account code.

# Edit Report with Comments

The screenshot shows a web application interface for the West Virginia Department of Education. The main heading is "Edit Report with Comments". The interface includes a navigation menu on the left with options like "Edit Report", "File Maintenance", "Supplemental Reports", "Status", and "Resources". The main content area has a "Final" button, a "Create Excel Spreadsheet?" checkbox, and a "Don't display, only create Spreadsheet?" checkbox. Below these are fields for "Select District" and "Personnel Type" (set to "ALL"). There is also a "Sort By" dropdown (set to "Position Code, Last Name") and a "Show SSN?" checkbox (set to "No"). A "Submit" button is at the bottom right. A "Multiple Location selection available" message is displayed, explaining how to select multiple locations by holding the CTRL key. A "NOTE" at the bottom states: "If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer browser compatibility issues. Click HERE to find a remedy for your browser problems." The footer includes "Top of Page".

West Virginia Department of Education

39 Kanawha County

WVE.510: Certified List

2016

CLADMIN

KRH99999 PRD

Home | Menu | Active | Recent | Support | Contact | Reports | Print | Exit | Logout

Certified List

HOME | EDIT REPORT | FILE MAINTENANCE | SUPPLEMENTAL REPORTS | STATUS

MENU

- Edit Report
- File Maintenance
- Supplemental Reports
- Status
- Resources

Certified List of Personnel

Professional Instructions

Service Instructions

Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-8	Validation Window
October 9*	Initial Closure Date
October 8-31	Certification Window
November 1*	Certification Due Date

(11:59 PM)

\* A collection date that falls on a Saturday, Sunday, or holiday in a given school year will occur on the next business day.

Final

Create Excel Spreadsheet?

Don't display, only create Spreadsheet?

Please wait for this field to populate after selecting a County.

-- Select District --

Personnel Type: ALL

Sort By: Position Code, Last Name

Show SSN? Yes No

Submit

Multiple Location selection available

To select multiple locations, first select District. Then click on a location. Select additional locations by holding CTRL key and clicking on additional locations. To select a range of locations click on location, hold down SHIFT key and click on last location desired.

Note: Please Limit your Locations to less than 10 for optimal performance.

NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer browser compatibility issues. Click HERE to find a remedy for your browser problems.

Top of Page

Similar options as on other reports. This will print the Edits with any comments entered.

# Edit Report with Comments

WVEIS  
On the Web

Department of  
Education

39 Kanawha County

WVE510: Certified List

2016

ELADMIN  
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Home | Menu | Active | Recent | Support | Contact | Reports | Print | Exit | Logout

Certified List

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MENU

Edit Report

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Certified List of  
Personnel

Professional Instructions

Service Instructions

Important Dates for Certified List Submission

October 1\* Initial Submission

October 1-5 Validation Window

October 5\* Initial Closure Date

October 6-31 Certification Window

November 1\* Certification Due Date

(11:59 PM)

\* A collection date that falls on a Saturday, Sunday,  
or holiday in a given school year will occur on the  
next business day

Edit Report with Comments

Your report has successfully run. Please be patient while the report loads to your browser.

Selection: County: 002 | Location(s): All | Personnel: All  
Sort: Position Code, Last Name

Please note: All warning messages require a comment!

Social Security	Name	Loc	Line Field	Position	Days	Message	Comments	
XXX-XX	FRANCIS JOSEPH SUPER	002-001	1	PEIA Code	102	260.00	PEIA Amount Error	
XXX-XX	RONALD J. KITTLE	002-001	1	PEIA Code	103	260.00	PEIA Amount Error	
XXX-XX	ELAINE ALICE BENSON	002-001	1	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	TONYA L. FERGUSON	002-001	1	PEIA Code	106	233.00	PEIA Amount Error	
XXX-XX	TONYA L. FERGUSON	002-001	2	PEIA Code	106	235.00	PEIA Amount Error	
XXX-XX	RONALD J. KITTLE	002-001	2	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	RONALD J. KITTLE	002-001	3	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	JANA LYNN MILLER	002-001	1	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	JANA LYNN MILLER	002-001	2	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	JAMES DALE SPROUSE	002-001	1	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	JAMES DALE SPROUSE	002-001	2	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	GLENN JAMES SWEET	002-001	1	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	GLENN JAMES SWEET	002-003	4	PEIA Code	106	260.00	PEIA Amount Error	
XXX-XX	ANNETTE M HUGHART	002-001	1	PEIA Code	108	260.00	PEIA Amount Error	
XXX-XX	TERESA R. MARSH	002-202	1	PEIA Code	111	210.00	PEIA Amount Error	
XXX-XX	TERESA R. MARSH	002-205	2	PEIA Code	111	210.00	PEIA Amount Error	
XXX-XX	CONSTANCE H. MUNDY	002-204	1	PEIA Code	111	210.00	PEIA Amount Error	
XXX-XX	TAMMY M. TUCKER	002-203	1	PEIA Code	111	205.00	PEIA Amount Error	
XXX-XX	CHERYL VANCE-SIGLEY	002-201	1	PEIA Code	111	210.00	PEIA Amount Error	
XXX-XX	MICHAEL ANDREW FERGUSON	002-302	1	PEIA Code	112	210.00	PEIA Amount Error	
XXX-XX	DAVID NEFF	002-303	1	PEIA Code	112	210.00	PEIA Amount Error	