

Certified List on WOW

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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

WV EIS
West Virginia
Department of
Education

39 Kanawha County
WVE-510: Certified List

2016
CLADMIN
KRH99999 PMS

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Certified List

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Certified List of Personnel

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Service Instructions

Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-8	Validation Window
October 9*	Initial Closure Date
October 9-31	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.

Certified List Home Page

Welcome !

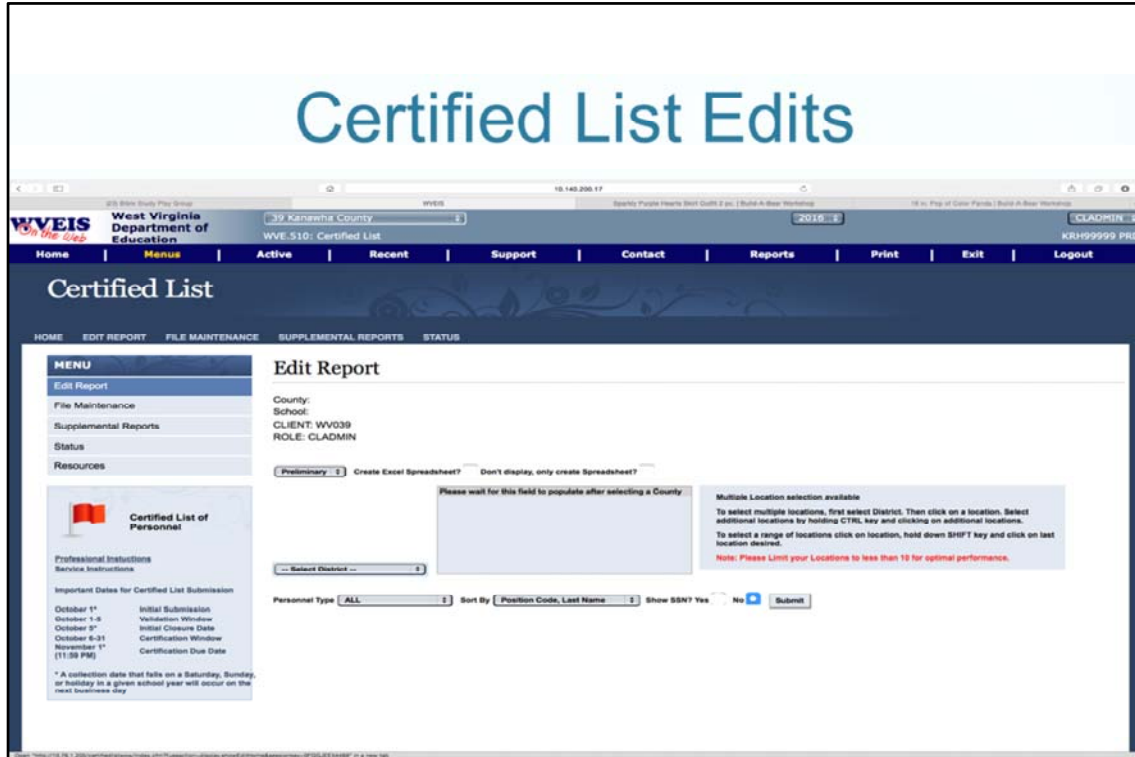
You are currently logged in with the following credentials:

USER ID	USER ROLE	YEAR
KRH99999	CLADMIN	:

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's problems.

Top of Page

Your user ID and the FY you are defaulting to will display. You can use the tabs on the side or at the top to run the Edit and other reports. Also note the important dates related to the Certified List on the left.



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 locations 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

West Virginia Department of Education
 Kanawha County
 WVE:510: Certified List

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Certified List

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Professional Instructions

Send me instructions

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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	Response Field Name	Position Code	Rate	Message	
XXX-XX-	FRANCIS JOSEPH SUPPER	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	002-001	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-	OLIVIA JAMES SWARTY	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	260.00	PEIA Amount Error
XXX-XX-	CINDY L VANCE-BIGLEY	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	002-001	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.

Certified List Edit Report

West Virginia Department of Education
WVE:510: Certified List
2016
ADMIN

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Certified List of Personnel

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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	Position Code	Days Estimated	Message
XXX-XX-	FRANCIS JOSEPH SUPER	002-001	1	PEIA Code	102	200.00	PEIA Amount Error

Social Security number: XXX-XX- | Employee Name: FRANCIS JOSEPH SUPER | DISTRICT: 002 | LOCATION: 001

Age: 67 • Birth Date: 09/23/1947
 Salary: \$95,000 • Education Level: DR • Years Experience: 42 • Salary Classification: DR • Certificate Code: 02 • Certificate Type: 4
 National Teacher Certification: 5 • Extra Pay: 4 Night Pay: N • Supervisory Aide: N • 0th Code: N
 Funding Source: 1 • Account Code: 11000001232111001000000000 • PEIA Amount: \$919.60

[Salary Classification Records](#) • [QPP Certification Records](#)

No comments on file

XXX-XX-	RONALD J. KITTLE	002-001	1	PEIA Code	102	200.00	PEIA Amount Error
XXX-XX-	ELAINE ALICE BENSON	002-001	1	PEIA Code	106	200.00	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	3	PEIA Code	104	738.00	PEIA Amount Error
XXX-XX-	RONALD J. KITTLE	002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	RONALD J. KITTLE	002-001	3	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	JANA LYNN MILLER	002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	JANA LYNN MILLER	002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	JAMES DALE SPROUSE	002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	JAMES DALE SPROUSE	002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	GLENN JAMES SWEET	002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	GLENN JAMES SWEET	002-001	4	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX-	ANNETTE M HUGHART	002-001	1	PEIA Code	108	200.00	PEIA Amount Error

By clicking on the record, a sample of fields of the record display. By clicking the left icon with 'I', all information will display. (See next slide)
 Click on the same line of the report to go back to just the line listing. No detail.

Certified List Edit Report

Employee Details

Employee Name: FRANCIS JOSEPH SUPER

Social Security Number: XXX-XX-XXXX
Sort Line Number: 1.00

Sex: Male
Ethnicity: White
Birth Date: 09/23/1947

Position Code: 102
Salary Classification: DR

National Teacher Cert: 0
Cert Code: 02
Cert Type: 4

SUPV AIDE: N
EXTP Z12HR:
NITP ZNITE: N
STH Y OR N: N

PEIA Employer Amount: \$9,820
Retirement Code: 1 (1=RETI 2=RETI)

District: Barbour (002)
School: BARBOUR COUNTY SCHOOLS (001)
Internal County Code: 02

Years Experience: 42
Days Employed: 260

Salary: \$95,000
Education Level: DR

Account Code: 1100000123211110010000000000
Full-time Equivalent: 1.0000
Funding Source: 1

Hours/ Day: 0.000
MU / EX:

File Status: 1
Misc. One:
Misc. Two:
Misc. Three:
Misc. Four:

Sender User ID: HAT02001
Send Date: 10/09/2014
Send Time: 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.



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

West Virginia Department of Education
WVE.S10: Certified List

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Certified List

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Supplemental Reports

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

Certified List of Personnel

Professional Instructions
Review Instructions

Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-6	Validation Window
October 9*	Initial Closure Date
October 8-31	Certification Window
November 1*	Certification Due Date

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NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer browser compatibility issues. Please refer to the help & support page for more information.

Top of Page

Click on the report to print.

The screenshot shows a web application interface for 'Comments Listing'. At the top, there is a navigation bar with links: Home, Menu, Active, Recent, Support, Contact, Reports, Print, Exit, and Logout. Below this is a 'Certified List' section with sub-links: HOME, EDIT REPORT, FILE MAINTENANCE, SUPPLEMENTAL REPORTS, and STATUS. The main content area is titled 'Comments Listing' and contains a form with the following elements:

- Create Excel Spreadsheet?** (button)
- Select District** (dropdown menu)
- Locations** (dropdown menu)
- Personnel Type** (dropdown menu, currently set to 'ALL')
- Show SSN on Report?** (checkbox, checked)
- Sort By** (dropdown menu, currently set to 'Last Name')
- Submit** (button)

On the left side, there is a 'MENU' sidebar with links: Edit Report, File Maintenance, Supplemental Reports, Status, and Resources. Below the menu is a section titled 'Certified List of Personnel' with a sub-section 'Professional Instructions Service Instructions' and a table of 'Important Dates for Certified List Submission':

Important Dates for Certified List Submission	
October 1*	Initial Submission
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November 1*	Certification Due Date (11:59 pm)

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At the bottom of the page, there is a note: 'NOTE: If this website doesn't appear like you expect it to, you may be experiencing Internet Explorer' and a 'Top of Page' link.

Select Locations, Personnel type and Sorting options. You can also choose whether or not to display the SSN. You can create an Excel spreadsheet by clicking the option at the top.

Comment Listing Report

Certified List

HOME EDIT REPORT FILE MAINTENANCE SUPPLEMENTAL REPORTS STATUS SIGN OUT

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Comments Listing

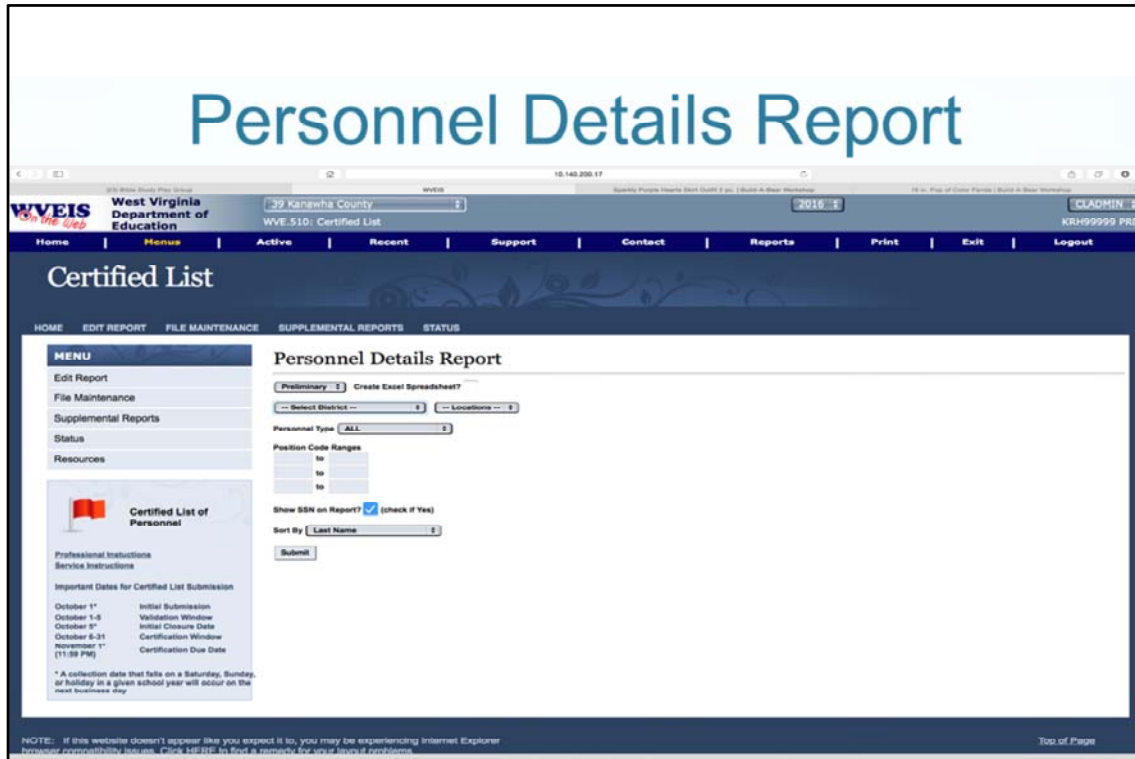
Sorted by: Last Name

Location	Social Security	Name	Field Name	Funding Source	Sequence	Comment
0167301	XXX-XX-	Betty J. Adkins	Years Experience	1	1	Other, Betty was off without pay most of FY 2011 experience.
064005	XXX-XX-	Denise Lisa Aiken	Salary	3	1	Salary has been verified and is correct.
062902	XXX-XX-	Mary A Allford	Certification Code	1	1	Application pending at WWDE.
068001	XXX-XX-	David E Arter	Certification Code	1	1	Other, Changed position code to 639 match the
004213	XXX-XX-	LAUREN C. ABBAZIA	Certification Code	1	1	Application pending at WWDE.
004213	XXX-XX-	LAUREN C. ABBAZIA	Salary Classification	1	1	Application pending at WWDE.
006301	XXX-XX-	JENNIFER M ABBOTT	Years Experience	1	1	New employee- years of experience verified and
004207	XXX-XX-	JAYMEE L ABE	PEIA Employer Amount	1	1	PEIA is correct. Employee not enrolled.
024501	XXX-XX-	MARC P ABE	Certification Code	1	1	Application pending at WWDE.
024501	XXX-XX-	MARC P ABE	Salary Classification	1	1	Application pending at WWDE.
072275	XXX-XX-	TRUDY LYNN ACORD	Certification Code	3	1	Application pending at WWDE.
073275	XXX-XX-	TRUDY LYNN ACORD	Salary Classification	3	1	Application pending at WWDE.
056302	XXX-XX-	PASCHA ADAMS	Years Experience	2	1	New employee- years of experience verified and
033003	XXX-XX-	DANNY G ADAMS	Salary	1	1	Salary has been verified and is correct.
045020	XXX-XX-	DIANA S ADAMS	Salary	1	1	Salary has been verified and is correct.
047902	XXX-XX-	ERIN L ADAMS	Position Code	1	1	PEIA is correct. Employee not enrolled.
051791	XXX-XX-	MICHAEL ANTHONY ADAMS	Certification Code	1	1	Application pending at WWDE.
074213	XXX-XX-	SHARON L ADAMS	Years Experience	1	1	Leave of absence in PY, years of experience cor
046501	XXX-XX-	TAMMIE G ADAMS	Years Experience	1	1	Leave of absence in PY, years of experience cor
006301	XXX-XX-	BRITTANY L ADKINS	Certification Code	1	1	Application pending at WWDE.
006301	XXX-XX-	BRITTANY L ADKINS	Salary Classification	1	1	Application pending at WWDE.
045001	XXX-XX-	CATHY M ADKINS	Salary	1	1	Salary has been verified and is correct.
046001	XXX-XX-	CATHY M ADKINS	Salary	1	1	Salary has been verified and is correct.

Important Dates

- 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)

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



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

West Virginia Department of Education
 Kanawha County
 WVE 510: Certified List

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Personnel Details Report

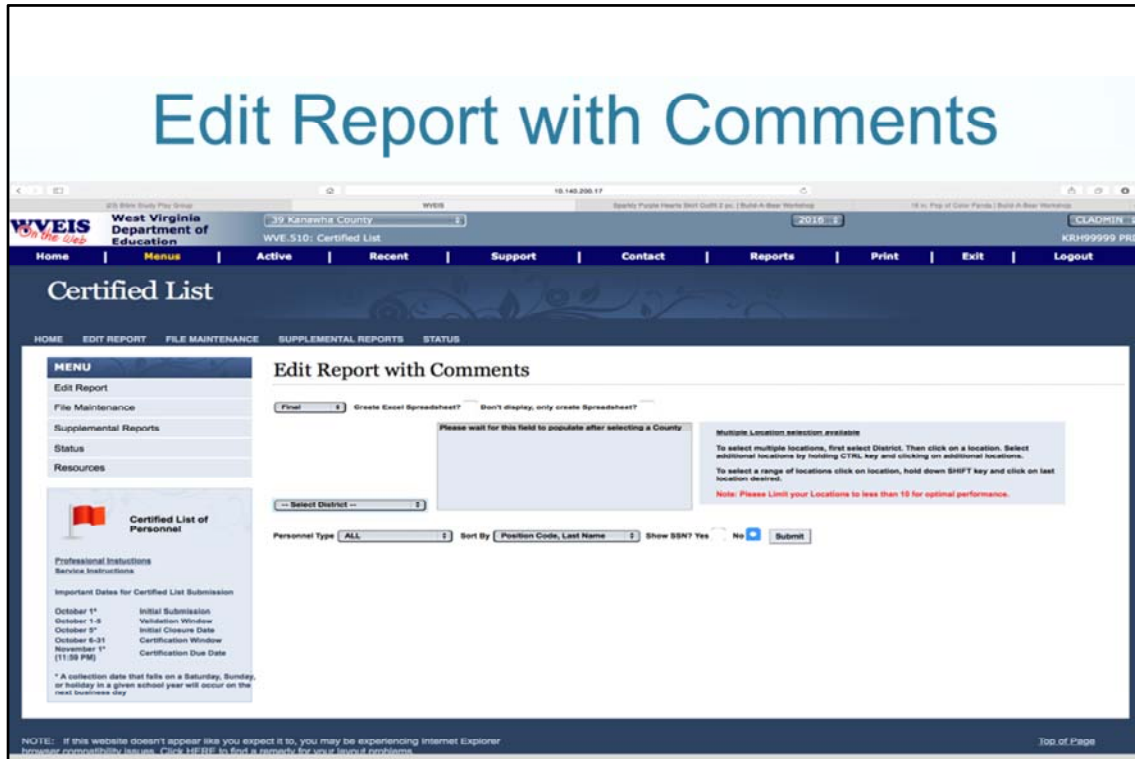
Back to selection screen

Selection: 002/999 - All Personnel

Sorted by: Last Name

Name	Social Security	Sex	Birth Date	Line	Yrs Exp	Class	Cert Cntry	Salary	FTE	Fund	Hour	Rate/Day	Days Emp	Ed Lev	Pos Code	Eth	Ret	NTC	Supr	Z12	Nite	5th	PEIA	Account Code
CHRISTIE JO ALLEN	XXX-XX	F	10/19/1908	1	30	MA45	22-4	27468.00	1.00	1	0.00	890	MA	212	W	1	0	N	N	N	34	11000001111111204000000000		
DONNA D. ANGLIN	XXX-XX	F	04/08/1961	1	19	D	-	25730.00	1.00	1	0.00	200	HS	655	W	4	0	N	N	N	8,828	11000001271121020000000000		
SUSAN L ANGLIN	XXX-XX	F	07/10/1958	1	29	BA15	22-4	81411.00	1.00	1	0.00	200	BA	213	W	4	0	N	N	N	8,824	11000001111111101000000000		
TINA L ANGLIN	XXX-XX	F	06/07/1968	1	6	F	-	2064.00	0.10	3	0.00	200	HS	603	W	4	0	Y	N	N	8,828	81438102121012040000000000		
TINA L ANGLIN	XXX-XX	F	06/07/1968	2	6	F	58-4	20376.00	0.50	3	0.00	200	HS	507	W	4	0	Y	N	N	8,828	8143810212101210400000000000		
BRANDON H ANTON	XXX-XX	M	08/09/1979	1	9	BA	22-1	28855.25	0.75	1	0.00	200	BA	217	W	4	0	N	N	N	7,768	1100000031371110100000000000		
BRANDON H ANTON	XXX-XX	M	08/09/1979	3	9	BA	22-1	9651.75	0.25	1	0.00	200	BA	217	W	4	0	N	N	N	7,768	1100000031345110100000000000		
DONALD L AUWIL	XXX-XX	M	07/03/1951	1	39	C	-	32307.45	1.00	1	0.00	203	HS	683	W	1	0	N	N	N	8,824	11000001261121010000000000		
GLEN M. AUWIL	XXX-XX	M	11/07/1969	1	17	BA15	22-1	43761.00	1.00	3	0.00	200	BA	213	W	4	0	N	N	N	8,828	8141510111111130300000000000		
PAILETTE ANN BAILEY	XXX-XX	F	09/19/1958	1	8	S	-	30300.00	1.00	1	0.00	200	HS	676	W	4	0	N	N	N	8,824	8188510131212101000000000000		
STEPHANIE L BAILEY	XXX-XX	F	01/16/1984	1	1	G	-	1104.50	0.05	1	0.00	200	HS	504	W	4	0	Y	07	N	N	8,824	1100000111112101000000000000	
STEPHANIE L BAILEY	XXX-XX	F	01/16/1984	2	1	G	98-4	15463.00	0.70	1	0.00	200	HS	507	W	4	0	Y	07	N	N	8,824	1100000111112101000000000000	
STEPHANIE L BAILEY	XXX-XX	F	01/16/1984	3	1	G	-	5822.00	0.25	1	0.00	200	HS	511	W	4	0	Y	07	N	N	8,824	1100000221301210100000000000	
AMANDA BETH BAKER	XXX-XX	F	06/23/1981	1	9	MA15	22-2	41876.00	1.00	1	0.00	200	MA	212	W	4	0	N	N	N	8,828	1100000111111120200000000000		
TONYA LEIGH BAKER	XXX-XX	F	03/21/1969	1	21	BA15	22-4	48171.48	0.86	1	0.00	200	BA	212	W	4	0	N	N	N	34	1100000111111120400000000000		
TONYA LEIGH BAKER	XXX-XX	F	03/21/1969	2	21	BA15	22-4	4339.24	0.14	1	0.00	200	BA	212	W	4	0	N	N	N	34	1100000111111120300000000000		
KIMBERLEY A BARBUS	XXX-XX	F	02/05/1996	1	1	BA	21-1	32362.00	1.00	1	0.00	200	BA	213	W	4	0	N	N	N	8,828	11000001210110100000000000		
BARBARA M BARKLEY	XXX-XX	F	04/30/1958	1	33	MA43	22-4	50390.00	1.00	1	0.00	200	MA	214	W	4	0	N	N	N	8,828	1100000111111130100000000000		
REBECCA J. BARTLETT	XXX-XX	F	10/30/1963	1	20	MA43	22-4	50350.00	1.00	1	0.00	200	MA	213	W	4	0	N	N	N	34	1100000111111130200000000000		
ANNETTA BECK	XXX-XX	F	04/12/1948	1	20	F	-	28889.75	1.00	1	0.00	203	HS	827	W	4	0	N	07	N	N	8,816	1100000124112130200000000000	

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.



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

Edit Report with Comments

WVEIS Virginia Department of Education | Kanawha County | WVE.S10: Certified List | 2016 | ADMIN | KRH99999 PRG

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(11:59 PM)	

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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 Expired	Message	Comments
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XXX-XX	RONALD J. KITTLE	002-001	1	PESA Code	103	260.00	PEIA Amount Error
XXX-XX	ELAINE ALICE BENSON	002-001	1	PESA Code	106	260.00	PEIA Amount Error
XXX-XX	TONYA L. FERGUSON	002-001	1	PESA Code	106	235.00	PEIA Amount Error
XXX-XX	TONYA L. FERGUSON	002-001	2	PESA Code	106	235.00	PEIA Amount Error
XXX-XX	RONALD J. KITTLE	002-001	2	PESA Code	106	260.00	PEIA Amount Error
XXX-XX	RONALD J. KITTLE	002-001	3	PESA Code	106	260.00	PEIA Amount Error
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XXX-XX	JAMES DALE SPROUSE	002-001	2	PESA Code	106	260.00	PEIA Amount Error
XXX-XX	GLENN JAMES SWEET	002-001	1	PESA Code	106	260.00	PEIA Amount Error
XXX-XX	GLENN JAMES SWEET	002-002	1	PESA Code	106	260.00	PEIA Amount Error
XXX-XX	JANNETTE M HUGHART	002-001	1	PESA Code	108	260.00	PEIA Amount Error
XXX-XX	TERESA R. MARSH	002-202	1	PESA Code	111	210.00	PEIA Amount Error
XXX-XX	TERESA R. MARSH	002-202	2	PESA Code	111	210.00	PEIA Amount Error
XXX-XX	CONSTANCE H. MUNDY	002-204	1	PESA Code	111	210.00	PEIA Amount Error
XXX-XX	TAMMY M. TUCKER	002-203	1	PESA Code	111	205.00	PEIA Amount Error
XXX-XX	CINDY L. VANCE-BOLIV	002-201	1	PESA Code	111	210.00	PEIA Amount Error
XXX-XX	MICHAEL ANDREW FERGUSON	002-302	1	PESA Code	112	210.00	PEIA Amount Error
XXX-XX	DAVID NEFF	002-303	1	PESA Code	112	210.00	PEIA Amount Error
XXX-XX	HARVEY L. LAMB	002-301	1	PESA Code	113	205.00	PEIA Amount Error