

Certified List on WOW

Kim Harvey
WVEIS Consultant
knharvey@k12.wv.us
419-202-9898

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

2008 Server Status: OK
WV EIS West Virginia Department of Education
 WV-510: Certified List

10.143.200.17
 Kanawha County
 2016
 CLADMIN
 KRH99999 PMS

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Certified List

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Important Dates for Certified List Submission

October 1*	Initial Submission
October 1-5	Validation Window
October 9*	Initial Closure Date
October 9-31	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.

Certified List Home Page

Welcome !

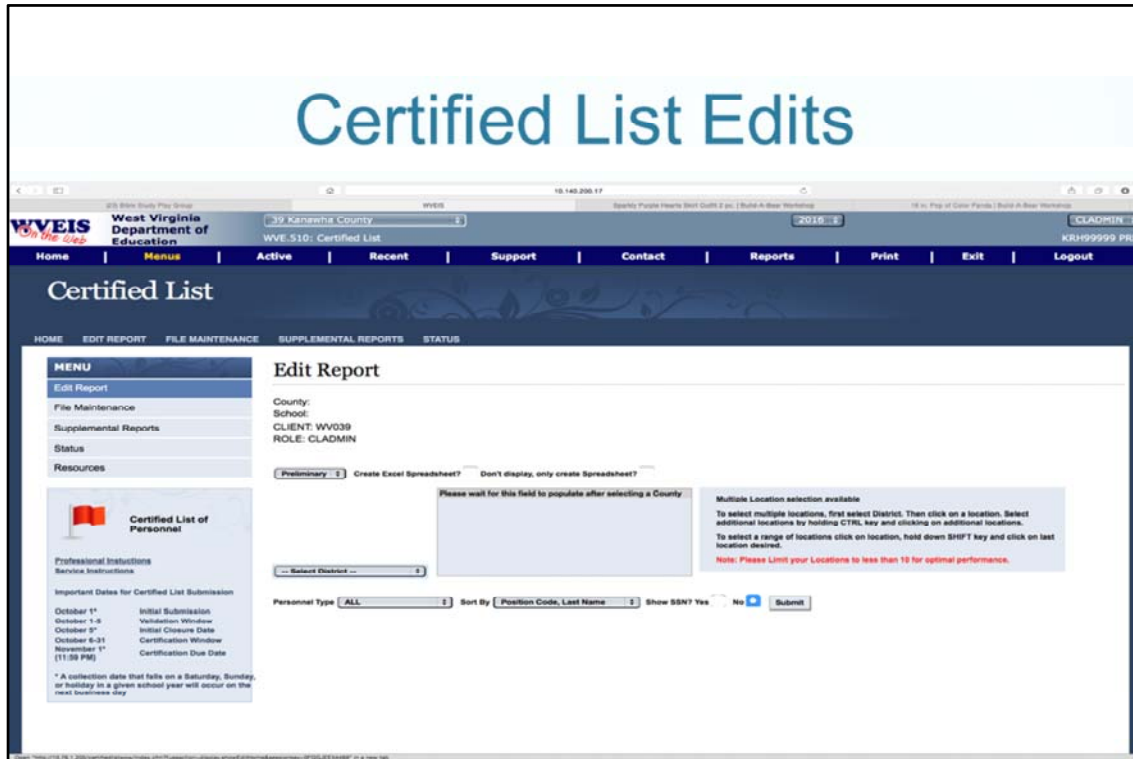
You are currently logged in with the following credentials:

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.

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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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Important Dates for Certified List Submission

October 1st Initial Submission
 October 1-8 Validation Window
 October 9th Initial Closure Date
 October 8-31 Certification Window
 November 1st 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

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-		002-001	1	PEIA Code	102	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	103	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	106	235.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	106	235.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	3	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	4	PEIA Code	106	260.00	PEIA Amount Error
XXX-XX-		002-001	1	PEIA Code	108	260.00	PEIA Amount Error
XXX-XX-		002-001	2	PEIA Code	108	260.00	PEIA Amount Error
XXX-XX-		002-202	1	PEIA Code	111	210.00	PEIA Amount Error
XXX-XX-		002-205	2	PEIA Code	111	210.00	PEIA Amount Error
XXX-XX-		002-204	1	PEIA Code	111	210.00	PEIA Amount Error
XXX-XX-		002-203	1	PEIA Code	111	200.00	PEIA Amount Error
XXX-XX-		002-201	1	PEIA Code	111	210.00	PEIA Amount Error
XXX-XX-		002-302	1	PEIA Code	112	210.00	PEIA Amount Error
XXX-XX-		002-303	1	PEIA Code	112	210.00	PEIA Amount Error
XXX-XX-		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

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WVE:510: Certified List
2016
ADMIN

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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.

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	Fund Name	Position Code	Days Estimated	Message
XXX-XX		002-001	1	PEIA Code	102	200.00	PEIA Amount Error

Social Security number: XXX-XX | Employee Name: | 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		002-001	1	PEIA Code	102	200.00	PEIA Amount Error
XXX-XX		002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	1	PEIA Code	106	235.00	PEIA Amount Error
XXX-XX		002-001	3	PEIA Code	104	738.00	PEIA Amount Error
XXX-XX		002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	3	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	2	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	1	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		002-001	4	PEIA Code	106	200.00	PEIA Amount Error
XXX-XX		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.

Certified List Edit Report



The screenshot shows a web browser window displaying an "Employee Details" report. The report is organized into two columns of text. The left column contains personal and identification information, while the right column contains employment and financial details. A close button (an 'X' in a circle) is located in the top right corner of the report area.

Field	Value
Employee Name:	[REDACTED]
Social Security Number:	XXX-XX [REDACTED]
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:	N
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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Supplemental Reports

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- Comments Listing Report
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Certified List of Personnel

Professional Instructions
Review Instructions

Important Dates for Certified List Submission

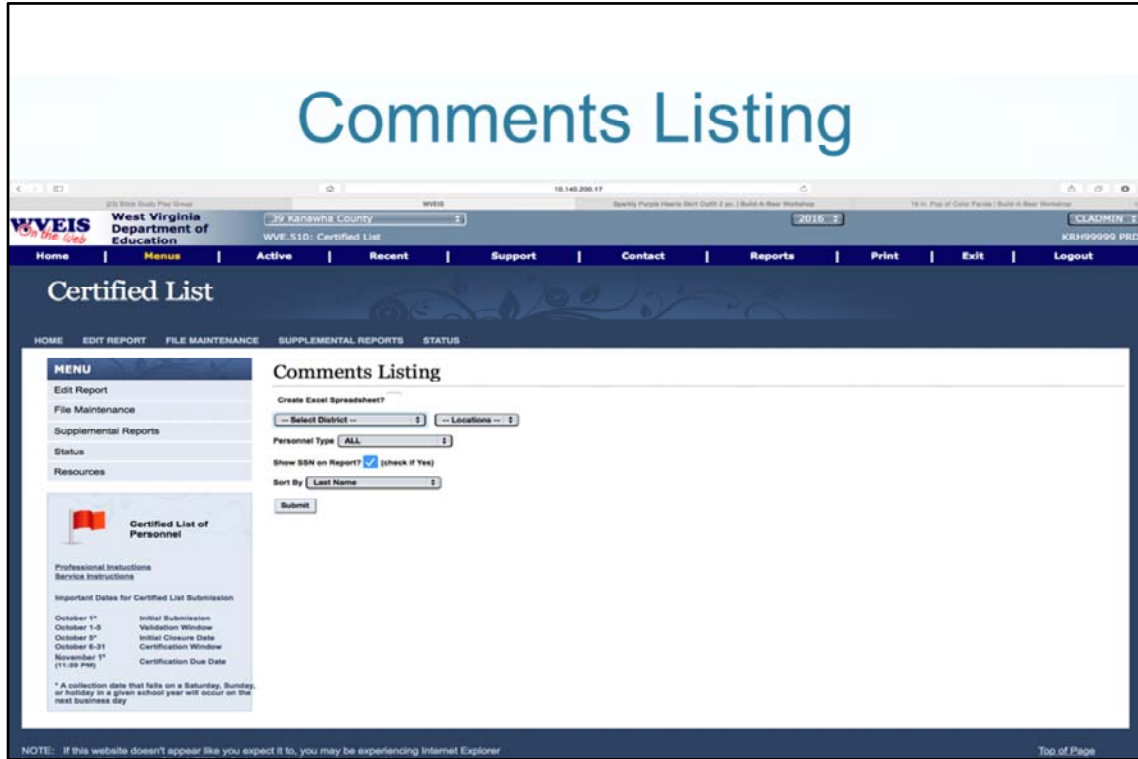
October 1*	Initial Submission
October 1-6	Validation Window
October 9*	Initial Closure Date
October 8-31	Certification Window
November 1*	Certification Due Date

* 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. Please refer to the help & support page for more information.

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Click on the report to print.



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

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Comments Listing

Sorted by: Last Name

Location	Social Security	Name	Field Name	Funding Source	Sequence	Comment
016/301	XXX-XX-		Years Experience	1	1	Other, Betty was off without pay most of FY 2011 experience.
064/005	XXX-XX-		Salary	3	1	Salary has been verified and is correct.
062/502	XXX-XX-		Certification Code	1	1	Application pending at WWDE.
068/001	XXX-XX-		Certification Code	1	1	Other, Changed position code to 639 match the
004/213	XXX-XX-		Certification Code	1	1	Application pending at WWDE.
004/213	XXX-XX-		Salary Classification	1	1	Application pending at WWDE.
006/301	XXX-XX-		Years Experience	1	1	New employee- years of experience verified and
004/207	XXX-XX-		PEIA Employer Amount	1	1	PEIA is correct. Employee not enrolled.
024/501	XXX-XX-		Certification Code	1	1	Application pending at WWDE.
024/501	XXX-XX-		Salary Classification	1	1	Application pending at WWDE.
072/275	XXX-XX-		Certification Code	3	1	Application pending at WWDE.
073/375	XXX-XX-		Salary Classification	3	1	Application pending at WWDE.
056/302	XXX-XX-		Years Experience	2	1	New employee- years of experience verified and
030/000	XXX-XX-		Salary	1	1	Salary has been verified and is correct.
045/020	XXX-XX-		Salary	1	1	Salary has been verified and is correct.
047/902	XXX-XX-		Position Code	1	1	PEIA is correct. Employee not enrolled.
051/791	XXX-XX-		Certification Code	1	1	Application pending at WWDE.
074/213	XXX-XX-		Years Experience	1	1	Leave of absence in FT, years of experience or
046/501	XXX-XX-		Years Experience	1	1	Leave of absence in PV, years of experience or
006/301	XXX-XX-		Certification Code	1	1	Application pending at WWDE.
006/301	XXX-XX-		Salary Classification	1	1	Application pending at WWDE.
045/001	XXX-XX-		Salary	1	1	Salary has been verified and is correct.
046/001	XXX-XX-		Salary	1	1	Salary has been verified and is correct.

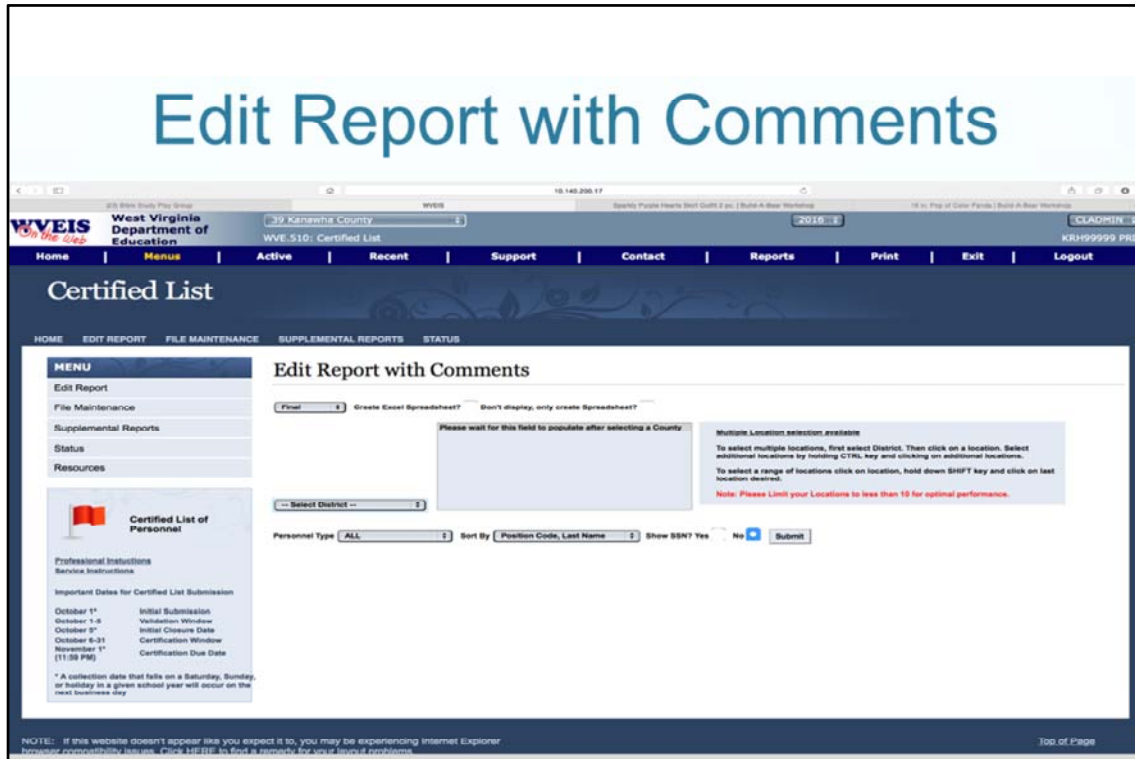
Important Dates

- 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. 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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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 Expired	Message	Comments	
XXX-XX		002-001	1	PESA Code	102	200.00	PEIA Amount Error	
XXX-XX		002-001	1	PESA Code	103	200.00	PEIA Amount Error	
XXX-XX		002-001	1	PESA Code	106	200.00	PEIA Amount Error	
XXX-XX		002-001	1	PESA Code	108	235.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	106	200.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	108	200.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	109	200.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	110	200.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	111	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	112	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	113	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	114	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	115	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	116	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	117	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	118	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	119	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	120	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	121	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	122	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	123	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	124	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	125	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	126	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	127	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	128	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	129	210.00	PEIA Amount Error	
XXX-XX		002-001	2	PESA Code	130	210.00	PEIA Amount Error	