

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

West Virginia Department of Education
WVDE

39 Kanawha County

WVDE-510: Certified List

2016

CLADMIN

KRH99999 PRG

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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 !

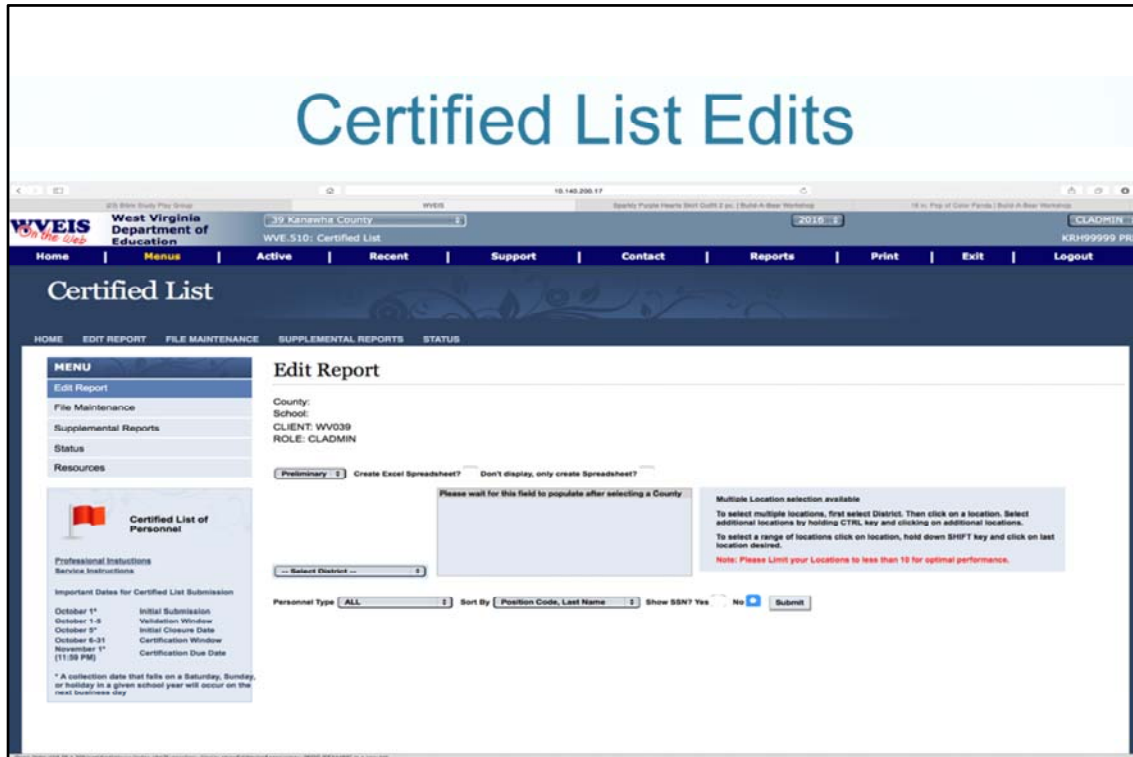
You are currently logged in with the following credentials:

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.

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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

WVE:510: Certified List

WVETS

10.140.200.17

2016

KKR09999 PRG

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October 1st Initial Submission

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October 8-31 Certification Window

November 1st Certification Due Date (11:59 PM)

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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	Payroll Code	Message
XXX-XX-		002-001	1	PEEA Code	102	260.00
XXX-XX-		002-001	1	PEEA Code	103	260.00
XXX-XX-		002-001	1	PEEA Code	106	260.00
XXX-XX-		002-001	1	PEEA Code	106	235.00
XXX-XX-		002-001	2	PEEA Code	106	235.00
XXX-XX-		002-001	2	PEEA Code	106	260.00
XXX-XX-		002-001	3	PEEA Code	106	260.00
XXX-XX-		002-001	1	PEEA Code	106	260.00
XXX-XX-		002-001	2	PEEA Code	106	260.00
XXX-XX-		002-001	1	PEEA Code	106	260.00
XXX-XX-		002-001	2	PEEA Code	106	260.00
XXX-XX-		002-001	1	PEEA Code	106	260.00
XXX-XX-		002-001	1	PEEA Code	106	260.00
XXX-XX-		002-001	2	PEEA Code	106	260.00
XXX-XX-		002-001	2	PEEA Code	111	210.00
XXX-XX-		002-202	1	PEEA Code	111	210.00
XXX-XX-		002-205	2	PEEA Code	111	210.00
XXX-XX-		002-204	1	PEEA Code	111	210.00
XXX-XX-		002-203	1	PEEA Code	111	260.00
XXX-XX-		002-201	1	PEEA Code	111	210.00
XXX-XX-		002-302	1	PEEA Code	112	210.00
XXX-XX-		002-303	1	PEEA Code	112	210.00
XXX-XX-		002-001	1	PEEA Code	113	235.00

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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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-		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: 995,000 • Education Level: DR • Years Experience: 42 • Salary Classification: DR • Certificate Code: 02 • Certificate Type: 4
 National Teacher Certification: 5 • Extra Pay: • 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. No detail.

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 blue header bar at the top of the report area contains the title "Employee Details" and a close button (an 'X' in a circle) in the upper right corner. The browser's address bar and other interface elements are visible at the top of the window.

Employee Name: [REDACTED]	District: Barbour (002)
Social Security Number: XXX-XX [REDACTED]	School: BARBOUR COUNTY SCHOOLS (001)
Sort Line Number: 1.00	Internal County Code: 02
Sex: Male	Years Experience: 42
Ethnicity: White	Days Employed: 260
Birth Date: 09/23/1947	Salary: \$95,000
Position Code: 102	Education Level: DR
Salary Classification: DR	Account Code: 1100000123211110010000000000
National Teacher Cert: 0	Full-time Equivalent: 1.0000
Cert Code: 02	Funding Source: 1
Cert Type: 4	Hours/ Day: 0.000
SUPV AIDE: N	MU / EX:
EXTP Z12HR:	File Status: 1
NITP ZNITE: N	Misc. One:
STH Y OR N: N	Misc. Two:
PEIA Employer Amount: \$9,820	Misc. Three:
Retirement Code: 1 (1=RETI 2=RETI)	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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- Edit Report w/Comments on Side

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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 report problems.

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Click on the report to print.

Comments Listing

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WVDE SLD: 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

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

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 201 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 PY, years of experience or
045/301	XXX-XX-		Years Experience	1	1	Leave of absence in PY, 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. .
045/001	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.

Personnel Details Report

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 Kanawha County
 WVE 510: Certified List

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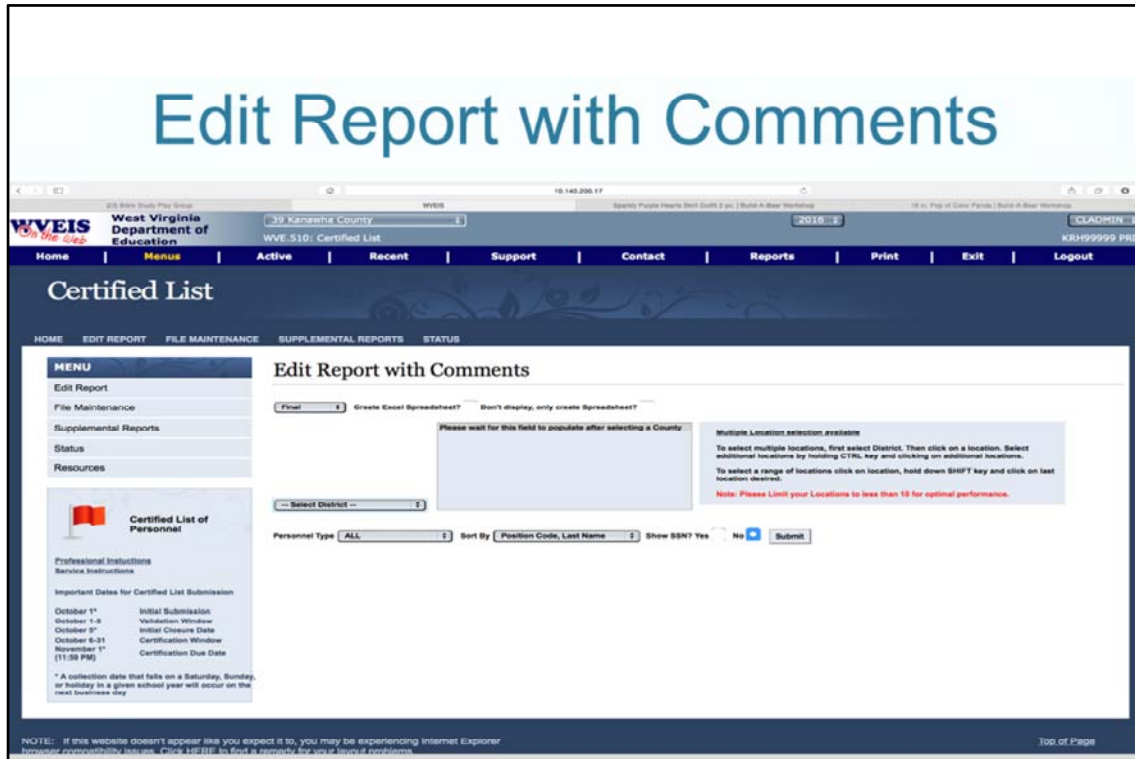
Personnel Details Report

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	Rat	NTC	Supr	Z12	Nbr	5th	PEIA	Account Code
XXX-X	F 10/19/1908	1	30	MA43	22-4	27468.00	1.00	1	0.00	200	MA	212	W	1	0	N	N	N	84	11000001111112040000000000				
XXX-X	F 04/06/1961	1	19	D	-	25730.00	1.00	1	0.00	200	HS	655	W	4	0	N	N	N	8,828	11000001271121020000000000				
XXX-X	F 07/10/1908	1	29	BA15	22-4	51411.00	1.00	1	0.00	200	BA	213	W	4	0	N	N	N	8,824	11000001111111010000000000				
XXX-X	F 06/07/1968	1	6	F	-	2064.00	0.10	3	0.00	200	HS	803	W	4	0	Y	N	N	8,828	81438102121012040000000000				
XXX-X	F 06/07/1968	2	6	F	58-4	20376.00	0.80	3	0.00	200	HS	507	W	4	0	Y	N	N	8,828	8143810212101210400000000000				
XXX-X	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	7,788	1100000031371110100000000000				
XXX-X	M 08/09/1979	3	9	BA	22-1	9651.75	0.35	1	0.00	200	BA	217	W	4	0	N	N	N	7,788	1100000031371110100000000000				
XXX-X	M 07/30/1951	1	39	C	-	32307.45	1.00	1	0.00	203	HS	683	W	1	0	N	N	N	8,824	11000001261121010000000000				
XXX-X	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	81415101111110300000000000				
XXX-X	F 09/19/1908	1	8	S	-	30300.00	1.00	1	0.00	200	HS	876	W	4	0	N	N	N	8,824	81885101312101000000000000				
XXX-X	F 01/14/1984	1	1	G	-	1104.80	0.05	1	0.00	200	HS	504	W	4	0	Y	07	N	8,824	11000001111121010000000000				
XXX-X	F 01/14/1984	2	1	G	98-4	15463.00	0.70	1	0.00	200	HS	507	W	4	0	Y	07	N	8,824	11000001111121010000000000				
XXX-X	F 01/14/1984	3	1	G	-	5822.00	0.25	1	0.00	200	HS	511	W	4	0	Y	07	N	8,824	11000002213012101000000000				
XXX-X	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	11000001111111202000000000				
XXX-X	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	24	11000001111111204000000000				
XXX-X	F 03/21/1969	2	21	BA15	22-4	43336.24	0.74	1	0.00	200	BA	212	W	4	0	N	N	N	24	1100000111111120300000000000				
XXX-X	F 02/01/1996	1	1	BA	21-1	32362.00	1.00	1	0.00	200	BA	213	W	4	0	N	N	N	8,828	11000001210101010000000000				
XXX-X	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	11000001111110101000000000				
XXX-X	F 10/30/1963	1	20	MA43	22-4	50550.00	1.00	1	0.00	200	MA	213	W	4	0	N	N	N	24	11000001111110101000000000				
XXX-X	F 04/12/1948	1	20	F	-	28889.75	1.00	1	0.00	203	HS	827	W	4	0	N	07	N	8,816	11000001241121020000000000				

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

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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	
XXX-XX-XXXX		002-001	1	PESA Code	102	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	103	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	108	235.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	2	PESA Code	106	235.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	2	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	3	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	2	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	2	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	106	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	108	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-002	4	PESA Code	108	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-001	1	PESA Code	108	260.00	PEIA Amount Error	
XXX-XX-XXXX		002-202	1	PESA Code	111	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-208	2	PESA Code	111	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-204	1	PESA Code	111	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-203	1	PESA Code	111	205.00	PEIA Amount Error	
XXX-XX-XXXX		002-201	1	PESA Code	111	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-202	1	PESA Code	112	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-203	1	PESA Code	112	210.00	PEIA Amount Error	
XXX-XX-XXXX		002-201	1	PESA Code	112	210.00	PEIA Amount Error	