Bi-weekly Pay Estimator Instructions

When the pay cycles change from twice a month (semi-monthly) to every two weeks (bi-weekly) the amount of each of your pay checks will be different than it has been with semi-monthly payments. Here is how you can see what your bi-weekly pay will be.

1. Go to the West Virginia State Auditor’s Office website (http://www.wvsao.gov/).

2. Click on myApps.

3. If you are new to myApps you will first need to register. To do that, click on “Sign Up!” and then follow these instructions to sign up:
   - Check the box for the statement, “I understand and agree to the terms of this contract as stated above.”
   - Click Next.
   - Click State Employees.
   - Fill in the required information and type the security code as shown.
   - Click Sign Up.

4. After signing up, go back and click the myApps2 button. Obviously, if you previously had registered then you can skip step 3 and go right to the myApps2 button when you log in.

5. Type in your email address and password, then click Sign In. The user name and password are the same for myApps and myApps2.

6. Click Employee.

7. If you ever have received reimbursement for travel or other expenses you will see two employee numbers, one for the Department of Administration and the other for Shepherd University. Click on the employee number for Shepherd University.

8. Next, click on Bi-Weekly Payroll Estimator.