

Registration for myApps on the West Virginia State Auditor's website is required in order to view your pay stubs and W-2. When wvOASIS/Kronos goes live it also will be required for leave management and time keeping.

Please register now!



# INSTRUCTIONS

State employees may view their pay stubs and W-2 forms at any time. To view your pay stub and/or your W-2 form, please go to the West Virginia State Auditor's website (<https://www.wvsao.gov/>). You will be on a screen that looks like the one below.

*West Virginia State Auditor's Office*  
GLEN B. GAINER III, STATE AUDITOR

Home Sign In

## Public Employee & Teacher Retirees

Create a myApps account to view your eNODS, W-2s and Retiree 1099s

**myApps**

- Accounting
- Auditing
- Chief Inspector
- Communications
- County Collections
- Electronic Payments
- EPICS Payroll
- Local Government
- Purchasing Card
- Securities Commission
- Social Security

Search wvsao.gov

### 2014 Meetings, Events & Seminars

- View upcoming Events

### Land Sales

- Search Delinquent Land
- Land Sales Handouts
- Notice to Redeem
- Delinquent Land Bid Form
- Sold to Individual Inquiry
- Make a Payment on your Delinquent Property Taxes
- Calculate Your NTR Cost

### P-Card Programs

- State Government
- Web-Based Training
- Local Government

### Direct Deposit

- Direct Deposit Forms
- Direct Deposit Schedules

### WVSAO Reports

- Annual Report
- State Dollar Report
- State Employees Total Compensation

### Auditing

- Rules & Procedures
- Forms & Memos
- Electronic Requisitions
- Daily Reports

### Chief Inspector

- Online Payment
- Audit Procurement
- Advisory Memos
- View/Download Audits

### Employment Opportunities

**myApps**

**Transparency**

**VISTA (Beta)**

**MOASIS**

**State Dollar PROGRAM**

**State Employees Total Compensation**

### Press Releases

- 8/29/2014 - Vista Back Online
- 8/12/2014 - Adult Protective Supervisors Attend Financial Exploitation Workshop
- 8/8/2014 - Wetzel County Commission Recognized by Peers
- 8/6/2014 - Educators Spend Their Week Earning a Financial Education Credential
- 7/1/2014 - Vendor Self Service (VSS) Set to Launch Next Week [more...](#)

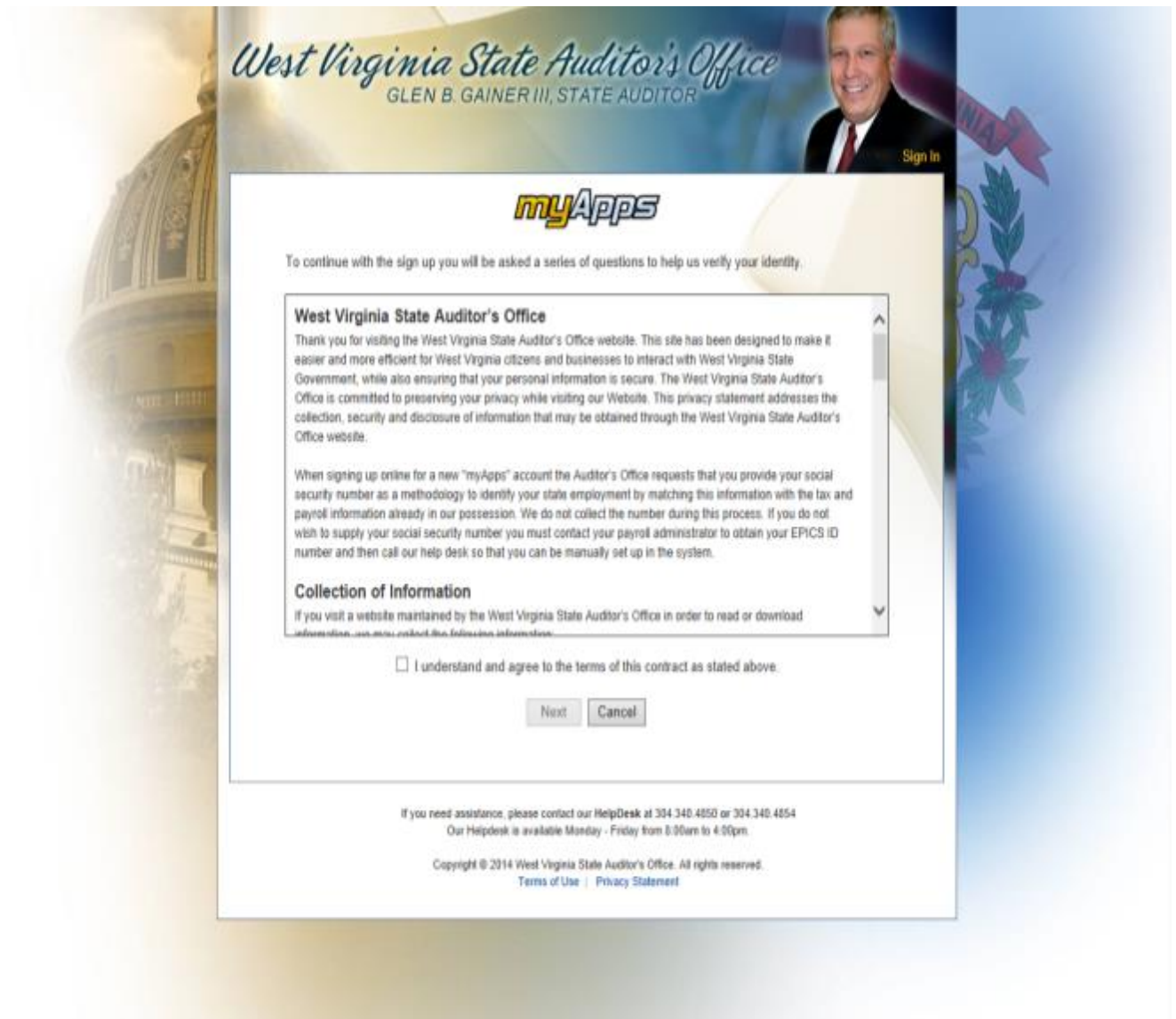
West Virginia Pay Card

Click on "myApps" and it will take you to the following screen.



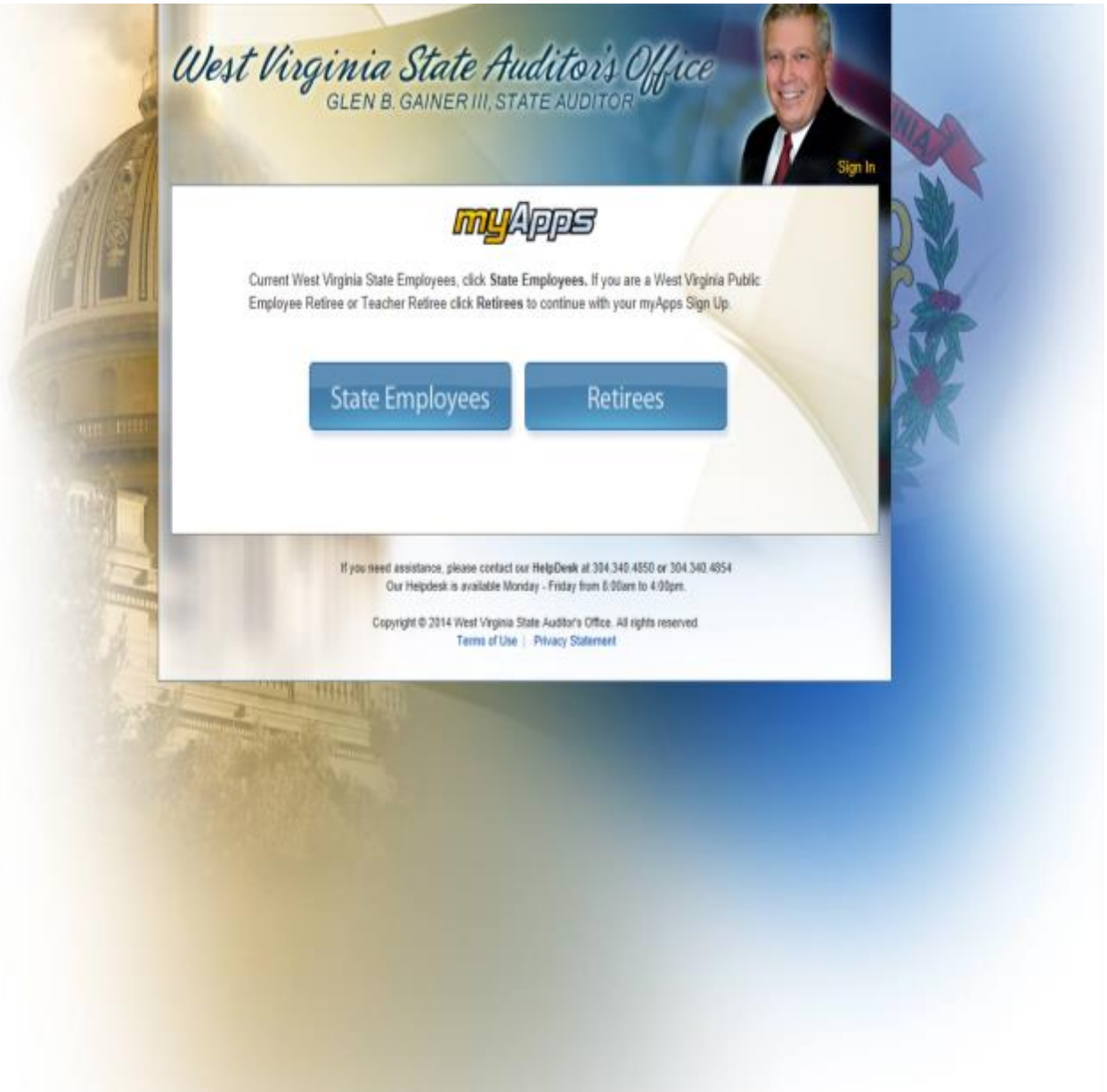
Click on the blue words "Sign Up!" which are next to "New to myApps."

The following screen will appear.



After you have read the terms of the contract, click on the box before the statement "I understand and agree to the terms of this contract as stated above" and click "Next."

After you click "Next," the following screen will appear.



Click on the "State Employees" button and you will be taken to the next screen.



This screen allows you to enter information required in order to complete the sign up process.

The screenshot shows a web page for the West Virginia State Auditor's Office. At the top, it features the office's name and the name of the State Auditor, Glen B. Gainer III, along with a portrait of him and a "Sign In" button. The main content area is titled "myApps State Employees Sign Up" and contains a form for creating an account. The form includes fields for First Name, Last Name, Address, City, State (a dropdown menu), Zip, SSN, and Confirm SSN. Below the form, there is a security verification step with a CAPTCHA image showing the code "69PPH" and a text prompt to enter the code. At the bottom of the form area, there are "Sign Up" and "Reset" buttons. The footer of the page provides contact information for the HelpDesk and copyright details for 2014.

*West Virginia State Auditor's Office*  
GLEN B. GAINER III, STATE AUDITOR

**myApps**

**State Employees Sign Up**

State Employees Fill in the information below to create a myApps account

First Name

Last Name

Address

City

State

Zip

SSN  (no dashes)

Confirm SSN  (no dashes)

For added security, please enter the verification code in the image below

69PPH

Enter the code shown above:

If you need assistance, please contact our HelpDesk at 304.340.4050 or 304.340.4054  
Our Helpdesk is available Monday - Friday from 8:00am to 4:00pm.

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The required information includes:

First Name

Last Name

Address

City

State (select from drop down box)

Zip

Social Security Number (with no dashes)

Confirm Social Security Number (with no dashes)

You will then type in the code shown in the box and click the "Sign Up" button. A confirmation page should appear. You will be sent an email message from the Auditor's Office with your temporary password. (Be sure to check your junk email folder if the email is not in your In box.) If you have not received an email from the Auditor's Office within a half-hour, call the Help desk at 304-340-4850 or 304-340-4854.

Once you receive your temporary password, go to the West Virginia State Auditor's website (<https://www.wvsao.gov/>) and click on MyApps.

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Home Sign In

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**myApps**

Accounting Auditing Chief Inspector Communications County Collections Electronic Payments EPICS Payroll Local Government Purchasing Card Securities Commission Social Security  Search wvsao.gov	<b>2014 Meetings, Events &amp; Seminars</b> View upcoming Events	<b>myApps</b>	
	<b>Land Sales</b> Search Delinquent Land Land Sales Handouts Notice to Retirees Delinquent Land Bid Form Sold to Individual Inquiry Make a Payment on your Delinquent Property Taxes Calculate Your NTR Cost	<b>P-Card Programs</b> State Government Web-Based Training Local Government	<b>Transparency</b>
	<b>WWSAO Reports</b> Annual Report State Dollar Report State Employees Total Compensation	<b>Auditing</b> Rules & Procedures Forms & Memos Electronic Requisitions Daily Reports	<b>VISTA (Beta)</b>
	<b>Direct Deposit</b> Direct Deposit Forms Direct Deposit Schedules	<b>Employment Opportunities</b>	<b>MOASIS</b>
		<b>State Dollar PROGRAM</b>	
		<b>State Employees Total Compensation</b>	

**Press Releases**

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[more...](#)

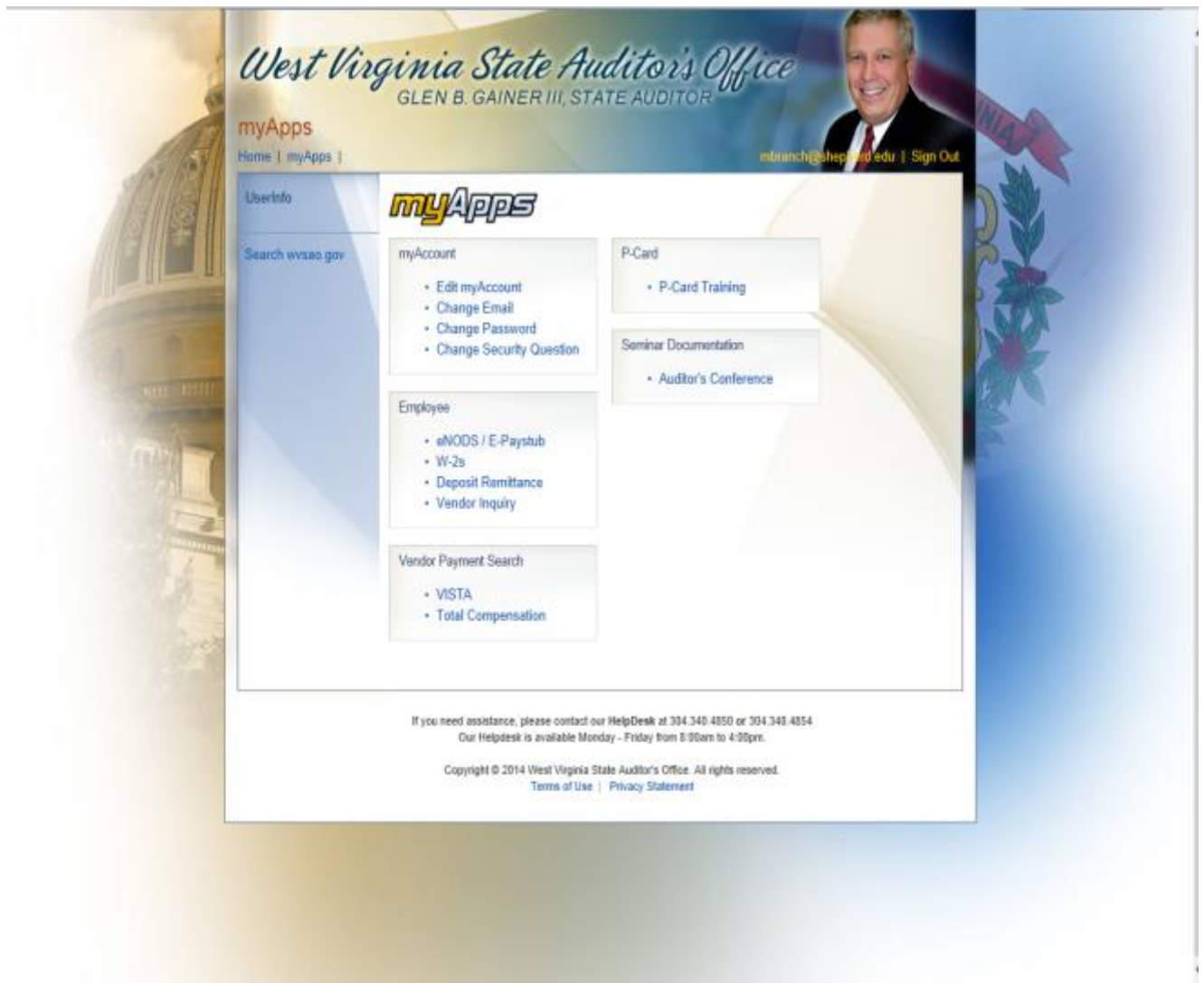
[West Virginia Pay Card](#)



The following screen will appear. This time you will enter your email address and your temporary password.



Once you have logged in, the following screen will appear. From this screen you can change your password. (You should change your password from the temporary password to a password you will easily remember.) To change your password, click on "Change Password" in the "myAccount" box at the top of the screen.



The following screen will appear.

The screenshot shows a web application interface for the West Virginia State Auditor's Office. The header includes the office name, the name of the State Auditor (Glen B. Gainer III), and a user profile picture. The main content area is titled 'Change Password' and displays the user's email address and the date the password was last changed. It lists requirements for a new password: at least 8 characters, at least one number, and at least one symbol. There are three input fields for 'Old Password', 'New Password', and 'Confirm Password'. Below the fields are 'Change Password' and 'Cancel' buttons. A 'Change Security Question' link is located at the bottom of the form. The footer contains contact information for the HelpDesk and copyright details.

West Virginia State Auditor's Office  
GLEN B. GAINER III, STATE AUDITOR

myApps  
Home | myApps | mbranch@shepherd.edu | Sign Out

User Info  
Change Email  
Security Question  
Change Password  
Search wvsas.gov

**Change Password**  
Email: mbranch@shepherd.edu Password Last Changed: 08/15/2014 06:27:59 AM

Your new password must:

- Be at least 8 characters
- Contain 1 number
- As well as 1 symbol such as ( ~ ! @ # \$ % ^ & \* / ).

Old Password:   
New Password:   
Confirm Password:

[Change Security Question](#)

If you need assistance, please contact our HelpDesk at 304.340.4850 or 304.340.4854  
Our Helpdesk is available Monday - Friday from 8:00am to 4:30pm.

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Enter your temporary password in the box labeled "Old Password." Enter your new password on the next line. Enter your new password again in the box labeled "Confirm Password" and then click "Change Password." Your new password will be saved.

You will now be back at this screen. To view your pay stub (or electronic deposit), click on "eNODS/E-Paystub" in the "Employee" box.

*West Virginia State Auditor's Office*  
GLEN B. GAINER III, STATE AUDITOR

myApps  
Home | myApps | [mbranch@shepherd.edu](mailto:mbranch@shepherd.edu) | Sign Out

Userinfo

Search wvsao.gov

**myApps**

myAccount

- Edit myAccount
- Change Email
- Change Password
- Change Security Question

Employee

- eNODS / E-Paystub
- W-2s
- Deposit Remittance
- Vendor Inquiry

Vendor Payment Search

- VISTA
- Total Compensation

P-Card

- P-Card Training

Seminar Documentation

- Auditor's Conference

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The following screen should then appear.

*West Virginia State Auditor's Office*  
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myApps  
Home | myApps | [mbranch@shac.wv.edu](mailto:mbranch@shac.wv.edu) | Sign Out

User Info  
Search wvsao.gov

**eNODS**  
ELECTRONIC NOTICE OF DEPOSITS

The calendar below shows ALL pay dates. The dates in blue are your Notices of Deposits. Click on any active link below to view your eNODS.

\* User experience may vary depending on browser selection

January	February	March	April	May	June
<a href="#">01/09/2014</a>	<a href="#">02/10/2014</a>	<a href="#">03/10/2014</a>	<a href="#">04/08/2014</a>	<a href="#">05/08/2014</a>	<a href="#">06/09/2014</a>
<a href="#">01/16/2014</a>	<a href="#">02/14/2014</a>	<a href="#">03/14/2014</a>	<a href="#">04/15/2014</a>	<a href="#">05/16/2014</a>	<a href="#">06/13/2014</a>
<a href="#">01/27/2014</a>	<a href="#">02/25/2014</a>	<a href="#">03/24/2014</a>	<a href="#">04/23/2014</a>	<a href="#">05/27/2014</a>	<a href="#">06/24/2014</a>
<a href="#">01/31/2014</a>	<a href="#">02/28/2014</a>	<a href="#">03/31/2014</a>	<a href="#">04/30/2014</a>	<a href="#">05/30/2014</a>	<a href="#">06/30/2014</a>
July	August	September	October	November	December
<a href="#">07/16/2014</a>	<a href="#">08/08/2014</a>	<a href="#">09/09/2014</a>			
<a href="#">07/23/2014</a>	<a href="#">08/15/2014</a>	<a href="#">09/15/2014</a>			
<a href="#">07/24/2014</a>	<a href="#">08/25/2014</a>	<a href="#">09/23/2014</a>			
<a href="#">07/30/2014</a>	<a href="#">08/29/2014</a>	<a href="#">09/30/2014</a>			
<a href="#">07/31/2014</a>					

2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014

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You will then be able to view your electronic deposits (pay stub) by clicking on the links that are blue. You also can print your pay stubs from that screen. You will notice that some of the dates are in black and some are in blue. The dates in black are the dates your pay stub is loaded into the payroll system. You will not have access to those funds until the date shown in blue.



If you wish to view your W-2 form, click on the word "W-2s" in the "Employee" box.

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myApps  
Home | myApps | [mbranch@shepherd.edu](#) | Sign Out

User Info

Search wvsao.gov

**myApps**

myAccount

- Edit myAccount
- Change Email
- Change Password
- Change Security Question

P-Card

- P-Card Training

Seminar Documentation

- Auditor's Conference

Employee

- eNODS / E-Paystub
- W-2s
- Deposit Remittance
- Vendor Inquiry

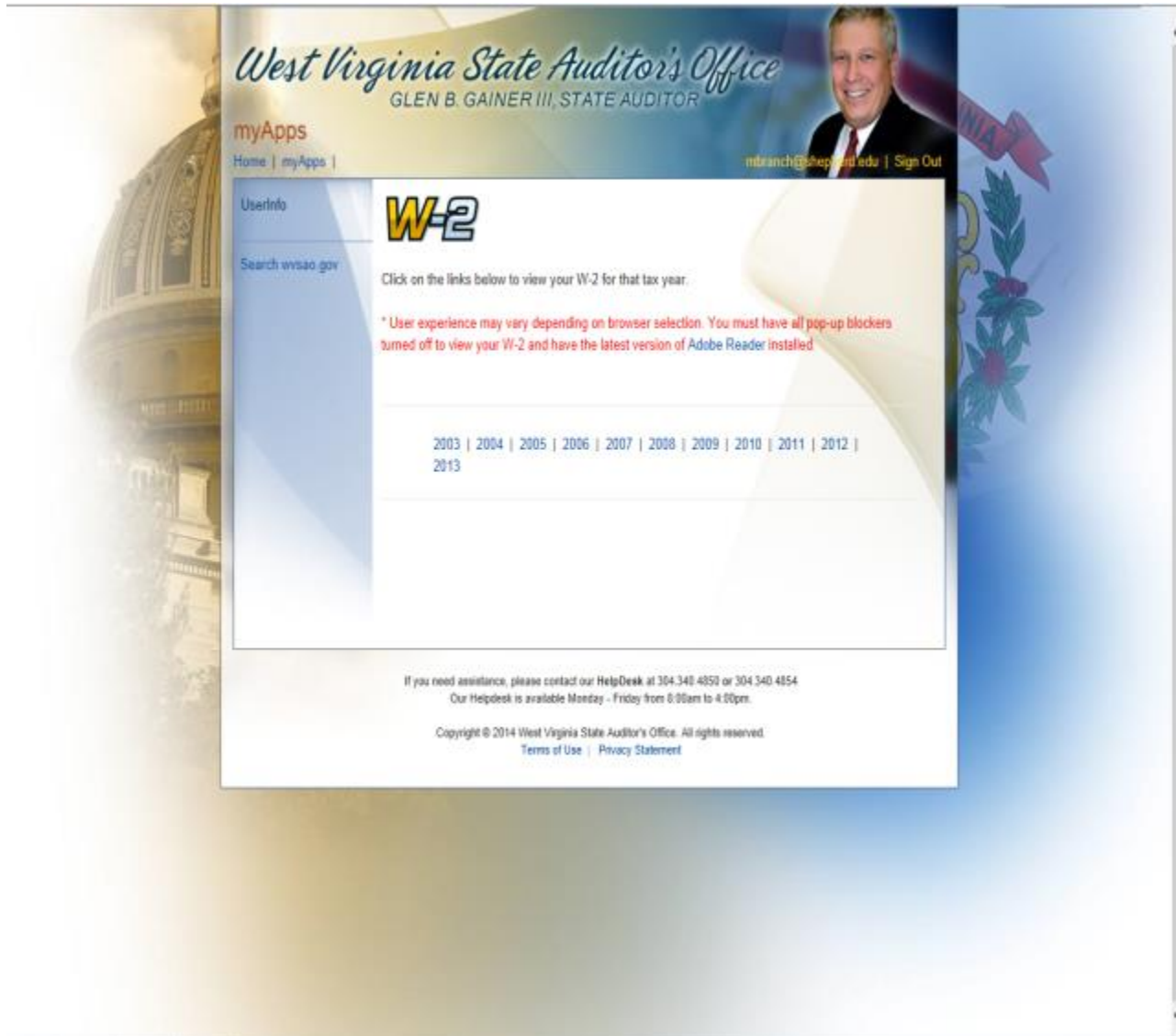
Vendor Payment Search

- VISTA
- Total Compensation

If you need assistance, please contact our HelpDesk at 304.340.4850 or 304.340.4854  
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The following screen will appear. Click on the year you wish to view your W-2. You can print your W-2 form from this screen.



When you have finished viewing all the information that you want to see, be sure to click on the words "Sign Out" at the top of the screen. This will sign you out of the State Auditor's website and ensure that no one else will be able to view your information.