



Marion County Board of Education

Scott Reider
Treasurer

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TO: All Employees
FROM: Payroll
DATE: November 29, 2017
SUBJECT: Employee Self-Serve Check and W-2 Lookup

Marion County Schools, thru WVEIS and the WV Dept. of Education, can now allow employees to look-up their pay stubs and W-2s on line and to look at your state and federal tax deductions. Many county boards of education around us have been using this feature for the last year or so.

This feature will allow employees to look-up and print copies of not only their paychecks but also W-2 forms. (We are still required to send out paper W-2 forms. However, if one is lost you can then reprint it from this site.) The history allows you to go back to 2012 to review old paystubs and W-2 forms. Also, if you want to change your tax deductions, there is a link to allow you to download a new W-4 form, which can be filled out and returned to the payroll office. (The site does not show additional \$\$ amounts withheld above the standard deductions.) Each employee will register and set up their individual password to access the site. The only information you will need is your employee number. (If you do not already know your number, it can be found on your check or direct deposit stub.) The number begins with 94700 followed by 4 numbers. Please register as soon as possible and review the features.

Only actual checks will be printed and distributed. If an employee does not have access to a computer and printer at home, please make arrangements with your supervisor to use a computer and printer at your work location. The website to register for this new feature is <https://wveis.k12.wv.us/countempo!>. Bookmark this link or save it as a favorite on your computer. Please review the directions on the back of this memo and follow the instructions. There is also a link on the Marion County BOE page.

We also encourage all employees who are still receiving paper checks to sign up for direct deposit. All lost checks, whether received by mail or at the school, will not be replaced until one week after the pay date.

We think this is a great new feature that will allow each employee to better trace their financial information and review information as necessary. Please contact us if you have any problems registering. Our phone numbers are 304-367-2116 or 304-367-2100 ext. 121 or 122.