How to View your Pay Stub

<u>Myapps.wvsao.gov</u>

1. To view your pay stubs, click on ESS:

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Advanced security options are now available for your account Two-Factor authentication is a security process in which the user provides two means of identification from separate categories of credentials. Tell me more!		
Employee WvGASIS Maintenance Schedule		
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wvQASES System information wvQASES cy		
Copyright © 2019 West Virginia State Auditor's Office. All rights reserved. Privacy Statement		~
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2. Click on <u>More</u> under Pay Summary:

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N	more	
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s	Thirdsheets	
	Last Timesheet Processed : 09/18/2019	
S	Pay Summary	
	Last Paycheck Issued : 09/27/2019	
	Gross Pay Amount : 472.27	
	View Notice of Deposit	
	W2 Tax Form	
more	Tax Year: 2018	
	Las:	
	VIIIW 112	
Do you want to launch the Enrollment Wizard?		
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How to View your Pay Stub

3. Click on Issued Checks/Advices:

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My Information My Benefits My Compensation Paycheck Calculator My Evaluations My Travel	
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4. Select the pay stub you would like to view, and click on <u>Attachments</u>:

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Jobs Pay Summary Deduction Summary Issued Checks/Ad	vices View Tax Forms (ex. W-2)	
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Issued Checks/Advices	Messages	
Appointment ID Title Check Date	Check Number Net Pay Amount Type of Check Bank Account Bank Account Description Disposition Disposition Date	
09/27/2019		
0 08/30/2019		
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08/02/2019		
07/05/2019		
06/21/2019		
06/07/2019		
First Prev Next Last	Atlachments	1
46		
 Disposition Information 		
Appointment ID :	Type of Check : Regular	
Bank Account : 0002	Combined Check : 0.0000	
Bank Name : ****	Disposition Teter 19/20/2019	
Check Number : 200000003515430		
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Pay Details	Event Date, Juput Amount, Dellar A	
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How to View your Pay Stub

5. Click on <u>Download</u>, a dialog box will appear, and click <u>open</u>. That will take you to your pay stub.

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If you have any problems viewing your pay stub, please call or Email:

304-462-6199

304-462-6152.

HR@Glenville.Edu