

EMPLOYEE SELF SERVICE (ESS) USER GUIDE

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The Employee Self Service User Guide reviews the different areas within Employee Self Service (ESS). It provides information on how to navigate within ESS, view information, and, where applicable, request updates and changes.

Your myApps ID

ESS is accessed using your myApps account. If you are not sure you have a myApps account or if you cannot access your myApps account, contact the wvOASIS Help Desk by:

- Emailing helpdesk@wvoasis.gov; or
- Calling 1-855-666-8823

DO NOT send personal information or passwords.

DO NOT CREATE a myApps account if you think you may have one already via email.

Accessing ESS

Users can access ESS by performing the following steps.

1. Open an internet browser and type www.wvOASIS.gov in the address of the internet browser
2. Click the myApps link
3. Enter your myApps email address and password. Passwords are case sensitive.
Note: If the password needs reset, click Reset password. Once the password is reset, complete step 4.
4. Click Sign In
5. Click the ESS link

If you encounter problems logging in, contact the SAO Help Desk for assistance by:

- Calling 304-340-4850 or 877-982-9148
- To ensure that you can access your W-2's or paystubs upon leaving state government you must change the email address on your myApps account to reflect your personal email account. To change your email address, you will need to contact SAO helpdesk

DO NOT send personal information or passwords via email

Navigation

This section covers navigation in the ESS application.

Menu

The menu, located on the top right portion of the screen, provides Help and Log Out links. The State of West Virginia does not utilize the Accessibility, Contact, and My Jobs links.

- Help opens a Help window with additional documentation. The topics include information about functionality.
- Log Out signs the user out of ESS.

Tabs

Tabs organize similar types of activities. These tabs are Home, Compensation, and Travel and Expense. The Home tab is the default tab seen after logging into ESS. The State of West Virginia does not utilize the Time and Leave and Performance tabs.

Widgets

Widgets are self-contained windows which allow you to access data pertaining to specific information

Home Tab

The Home tab displays the Welcome, My Work, Forms and Websites widgets. The State of West Virginia does not utilize the Favorites widget.

The screenshot shows the Home Tab interface with a navigation bar at the top containing: Home, Time and Leave, Compensation, Performance, and Travel and Expense. The main content area is divided into three widgets:

- Welcome!**: HPWEL - Welcome. Choose a link below to view your information or to make updates to your profile information and password. Links include: View Profile, Update Emergency Contact, Password Management, Update Address, and Process Name Change. Below this is a Notifications table with columns: Date, Type, Message, URL, Delete. At the bottom are Quick Links: View Performance Incidents and Launch Manager Self Service.
- My Work**: HPWORK - View and modify your work in progress and track completed work. It features tabs for In Progress and Completed, and a table with columns: Document Name, Status, Date Last Modified, Approver, Comments.
- Forms and Websites**: HPPFW - View links to websites and view downloadable forms. It contains a table with columns: Topic, Description, Department, Link, Attachment.

Topic	Description	Department	Link	Attachment
Benefit	CPRB	ALL	https://www.wvretiremen	
Benefit	PEIA	ALL	https://peia.wv.gov/Page	
Compensation	NET PAY DISTRIB	ALL	https://www.wvsa.gov/	
Enrollment	WV RETIRE PLUS	ALL	https://wv457.employees-retirement.com/participa	
			https://revenue.ky.gov/	

Welcome! Widget

The Welcome widget includes main links, notifications, and quick links areas.

This close-up screenshot of the Welcome! widget shows the following elements:

- Header**: HPWEL - Welcome. ! Choose a link below to view your information or to make updates to your profile information and password.
- Main Links**: View Profile, Update Emergency Contact, Password Management, Update Address, Process Name Change.
- Notifications**: A table with columns: Date, Type, Message, URL, Delete.
- Quick Links**: View Performance Incidents, Launch Manager Self Service.

Main Links

The Main Links area includes View Profile, Update Emergency Contact, and Update Address. The State of West Virginia does not utilize Password Management or Process Name Change.

View Profile

View Profile opens the Employee Profile pop up window, where the user can see various information.

Profile tab

The Profile tab allows the user to view employee related information.

Employee Profile

Profile | Position | Contact | Compensation | Education | Veteran Information | Training | Work History

Personal Information	Assignment Information
Employee ID:	Employment Status:
Employee Name:	Home Department:
Social Security Number:	Home Unit:
Birth Date:	Position Description:
Place Of Birth:	Supervisor Name:
Gender:	Title:
Marital Status:	Sub-Title:
Conviction:	Employment Type:
Disability:	Pay Location:
Citizenship Status:	Work Location:
Ethnicity:	Seniority Date:
Country of Residence:	Seniority Number:
	Work Cycle:
	Probation Start Date:
	Probation End Date:

Position tab

The Position tab displays current and prior position details. The From Date and To Date displays the time frame spent working in a specific position. The current position will have a To Date of 12/31/9999, which indicates this is the current position.

Employee Profile

Profile | Position | Contact | Compensation | Education | Veteran Information | Training | Work History

Department	Unit	Position Number	Position Description	Percent Full Time	Title	From Date	To Date
						06/04/2022	12/31/9999
						02/26/2022	06/03/2022
						08/15/2020	02/25/2022
						08/31/2019	08/14/2020
						06/08/2019	08/30/2019
						02/16/2019	06/07/2019
						06/09/2018	02/15/2019
						02/03/2018	06/08/2018
						08/19/2017	02/02/2018
						03/18/2017	08/18/2017

Contact tab

The Contact tab displays contact details. This includes the Employee Contact Information and Emergency Contact Information sections.

The screenshot shows the 'Employee Profile' window with the 'Contact' tab selected. The window has a title bar with a close button. Below the title bar is a navigation bar with tabs for Profile, Position, Contact, Compensation, Education, Veteran Information, Training, and Work History. The main content area is divided into two sections: 'Employee Contact Information' and 'Emergency Contact Information'. The 'Employee Contact Information' section includes fields for Home Address, Mailing Address, Email Address, Home Phone, Mobile Phone, Work Phone, and Work Phone Extension. The 'Emergency Contact Information' section includes fields for First Emergency Contact (Relationship, Primary Contact, Primary Phone Number, Contact Home Address) and Second Emergency Contact (Relationship, Primary Contact, Primary Phone Number, Contact Home Address).

Compensation tab

The State of West Virginia does not utilize the Employee Profile's Compensation tab

Education tab

The Education tab displays prior education details.

The screenshot shows the 'Employee Profile' window with the 'Education' tab selected. The window has a title bar with a close button. Below the title bar is a navigation bar with tabs for Profile, Position, Contact, Compensation, Education, Veteran Information, Training, and Work History. The main content area is a table with the following columns: School, Degree, Major, Minor, From Date, and To Date.

Veteran Information tab

The Veteran Information tab displays veteran information.

The screenshot shows the 'Employee Profile' window with the 'Veteran Information' tab selected. The window has a title bar with a close button. Below the title bar is a navigation bar with tabs for Profile, Position, Contact, Compensation, Education, Veteran Information, Training, and Work History. The main content area is a form with the following fields: Veteran: UNKNOWN, Reserve Branch, Discharge, Pref Credit Used Date, Retro Seniority Date, Discharge Date, Service Branch, and Highest Rank.

Training tab

The Training tab displays historical training details.

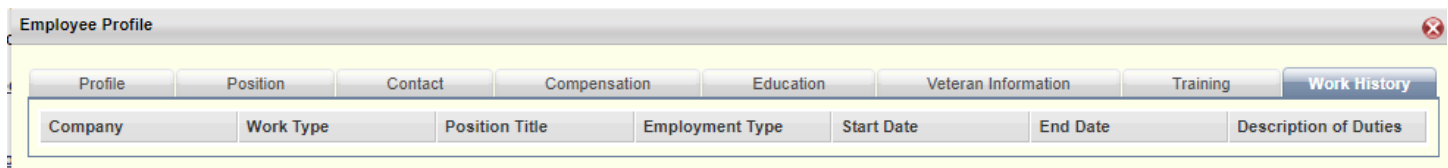


The screenshot shows the 'Employee Profile' window with the 'Training' tab selected. The table below represents the data structure of the training records.

Course	School/Course Location	Course/Grade Status	Course Cost (\$)	Course Level	From Date	To Date
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Work History tab

The Work History tab displays prior work experience details. If the Description of Duties is too long to see, click More to display the rest of the description.



The screenshot shows the 'Employee Profile' window with the 'Work History' tab selected. The table below represents the data structure of the work history records.

Company	Work Type	Position Title	Employment Type	Start Date	End Date	Description of Duties
---------	-----------	----------------	-----------------	------------	----------	-----------------------

Update Emergency Contact – refer to department internal policies and procedures for this update

Update Emergency Contact opens the Update Emergency Contacts pop up window, where the user can modify the emergency contact information.

- Add New Contact - Click the Add Emergency Contact button to insert a new line.
- Delete Line - Existing contact lines can be deleted by clicking the trash can icon for the associated line to delete.
- Copy Line - Add a contact by copying an existing contact. Click the copy icon on the line for the contact to copy. A new line will be inserted, and the information may be modified as needed.
- Enter up to four phone numbers and two e-mail addresses for each contact.
- Select the Primary Phone and Primary E-Mail checkbox next to the phone number or email address which should be used as the primary contact method.
- Click Cancel to exit the Update Emergency Contacts pop up without saving changes.
- Click Submit to save the emergency contacts.

First Name	Last Name	Relationship	Phone	Email	Primary Contact	Delete Line	Copy Line
		SPOUS			false		
		MOTHE			false		

Add Emergency Contact

Enter Address Information

HPEMER1 - Enter the contact name and address information below. Additional emergency contacts can be added by clicking the "Add Emergency Contact" button.

Contact Name Prefix:

* Contact First Name:

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship: SPOUSE

Primary Contact:

Spouse works for same employer?

Spouse ID:

Name:

Street 1:

Street 2:

City:

*State/Province: WEST VIRGINIA

Zip/Postal Code:

*Country: United States of America

County:

Enter Phone and E-mail Information

HPEMER2 - In this section, you can enter up to 4 phone numbers and 2 e-mail addresses for your emergency contact.

Phone

*Phone: Ext: Type: Mobile Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

Email

E-mail: Confirm E-mail: Primary E-mail:

E-mail: Confirm E-mail: Primary E-mail:

Cancel Submit

Update Address – refer to department internal policies and procedures for this update

Update Address opens the Update Address pop up window, where the user can modify the preferred name, address, phone number, and email information.

Contact Name Information

The Contact Name Information section displays the information on file.

- The preferred name may be updated. For example, the employee’s name is Robert but Bob is the preferred name, Bob can be entered in the Preferred First Name field.
- Click Next to proceed to the next section.

Update Address

Contact Name Information > **Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

HPADDR1 - Please verify the information in the fields below.

Contact Name Information

Preferred Name Prefix: Private Home: N/A

Preferred First Name: Residency Code: WV RES

Preferred Middle Name:

Preferred Last Name:

Preferred Name Suffix:

Next > Submit

Enter Address

Use the Enter Address section to add addresses.

- Click Add Additional Address button to add each additional address.
- Select the Primary Mailing Address checkbox on the line of the address to be used as primary address.
- Delete a line by clicking the trash can icon on the line to delete.
- Insert a copied line by clicking the copy icon on the line that to copy. A new line will be added.
- Click Previous to return to a previous section.
- Click Next to proceed to the next section.

Update Address

Contact Name Information > **Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

HPADDR2 - Enter your Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

*Street 1: *Zip/Postal Code:

Street 2: Country: United States of Am

*City: County: KANAWHA

State/Province: West Virginia Same Mailing Address?:

< Previous Next > Submit

Update Address

Contact Name Information > **Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

HPADDR3 - Enter your Mailing Address information.

*Street 1: *Zip/Postal Code:

Street 2: Country: United States of Am

*City: County: KANAWHA

State/Province: West Virginia

< Previous Next > Submit

Enter Phone

Use the Enter Phone section to add up to four phone numbers. At least one phone number must be entered.

- Select the Primary Phone checkbox on phone number to be used as the primary phone number, which must be work phone as it is provided on WV.gov website.
- Click Previous to return to a previous section.
- Click Next to proceed to the next section.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

HPADDR4 - Enter in your phone information below.

*Phone: Ext: Type: Work Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

< Previous Next > Submit

Enter E-mail

Use the Enter E-mail section to add up to two e-mail addresses. At least one e-mail address must be entered.

- Select the Primary E-mail checkbox on the e-mail address to use as the primary e-mail address, which must be work email address.
- Email address must be entered in the E-mail and Confirm E-mail fields.
- Click Previous to return to a previous section.
- Click Submit to save changes.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

CTEXT not found

E-mail: Confirm E-mail: Primary E-mail:

E-mail: Confirm E-mail: Primary E-mail:

< Previous Submit

Password Management

The State of West Virginia does not utilize Password Management.

Process Name Change

The State of West Virginia does not utilize Process Name Change. Employees should contact the department HR/Payroll Administrator for name changes.

Notifications

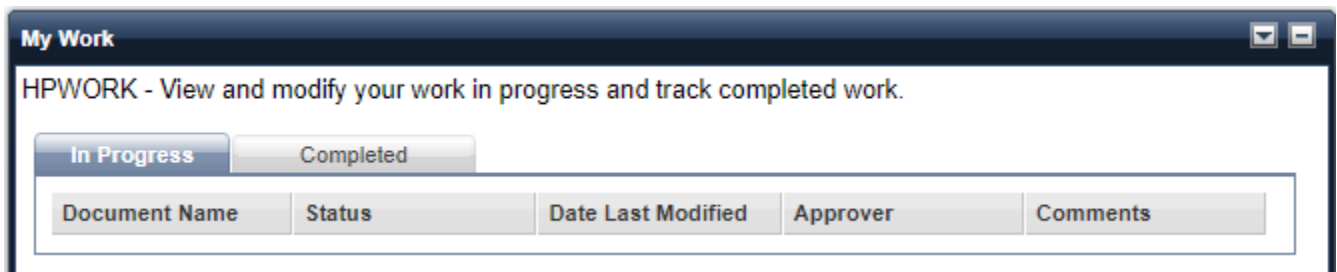
The Notifications area displays various announcements or notifications that have been issued, including the date the notification was issued, the type of notification (for example, an Alert, Broadcast, or Announcement), the associated message, and any relevant links. For large messages, click the More link to display the rest of the message.

Quick Links

The State of West Virginia does not utilize the View Performance Incidents or Launch Manager Self Service quick links.

My Work Widget

The My Work widget displays documents the users created in ESS. Documents are sorted by those that are still in progress, and those that are completed.



In Progress

The In Progress tab lists ESS created documents in progress and not yet finalized.

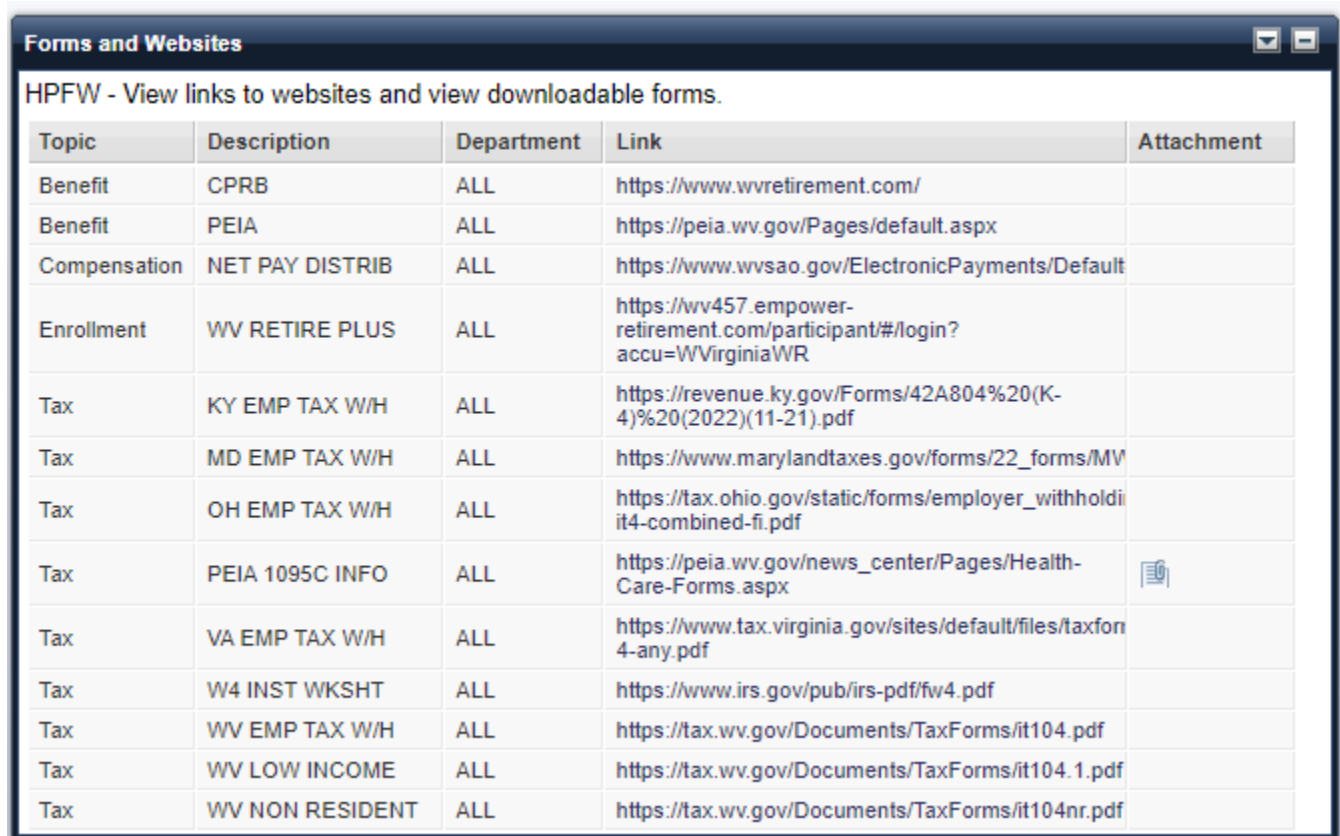
Completed

The Completed tab lists ESS created documents which are finalized.


Forms and Websites Widget

The Forms and Websites widget displays forms or website links. Users may:

- Click the link to launch the website
- Click the Attachments icon to open a pop-up window to download the related attachment
 - Click the Attachments icon to open a pop-up window with a list of attached forms or websites related to the selected topic.
 - Click the Download button to download an attachment.



The screenshot shows a window titled "Forms and Websites" with a subtitle "HPFW - View links to websites and view downloadable forms." Below the subtitle is a table with five columns: Topic, Description, Department, Link, and Attachment. The table lists various topics such as Benefit, Compensation, Enrollment, and Tax, with corresponding descriptions, departments (all listed as ALL), and links to external websites or PDF forms. An attachment icon is visible in the Attachment column for the "PEIA 1095C INFO" row.

Topic	Description	Department	Link	Attachment
Benefit	CPRB	ALL	https://www.wvretirement.com/	
Benefit	PEIA	ALL	https://peia.wv.gov/Pages/default.aspx	
Compensation	NET PAY DISTRIB	ALL	https://www.wvsao.gov/ElectronicPayments/Default	
Enrollment	WV RETIRE PLUS	ALL	https://wv457.empower-retirement.com/participant#!/login?accu=WViretirementWR	
Tax	KY EMP TAX W/H	ALL	https://revenue.ky.gov/Forms/42A804%20(K-4)%20(2022)(11-21).pdf	
Tax	MD EMP TAX W/H	ALL	https://www.marylandtaxes.gov/forms/22_forms/MV	
Tax	OH EMP TAX W/H	ALL	https://tax.ohio.gov/static/forms/employer_withholdit4-combined-fi.pdf	
Tax	PEIA 1095C INFO	ALL	https://peia.wv.gov/news_center/Pages/Health-Care-Forms.aspx	
Tax	VA EMP TAX W/H	ALL	https://www.tax.virginia.gov/sites/default/files/taxform4-any.pdf	
Tax	W4 INST WKSHT	ALL	https://www.irs.gov/pub/irs-pdf/fw4.pdf	
Tax	WV EMP TAX W/H	ALL	https://tax.wv.gov/Documents/TaxForms/it104.pdf	
Tax	WV LOW INCOME	ALL	https://tax.wv.gov/Documents/TaxForms/it104.1.pdf	
Tax	WV NON RESIDENT	ALL	https://tax.wv.gov/Documents/TaxForms/it104nr.pdf	

Favorites Widget

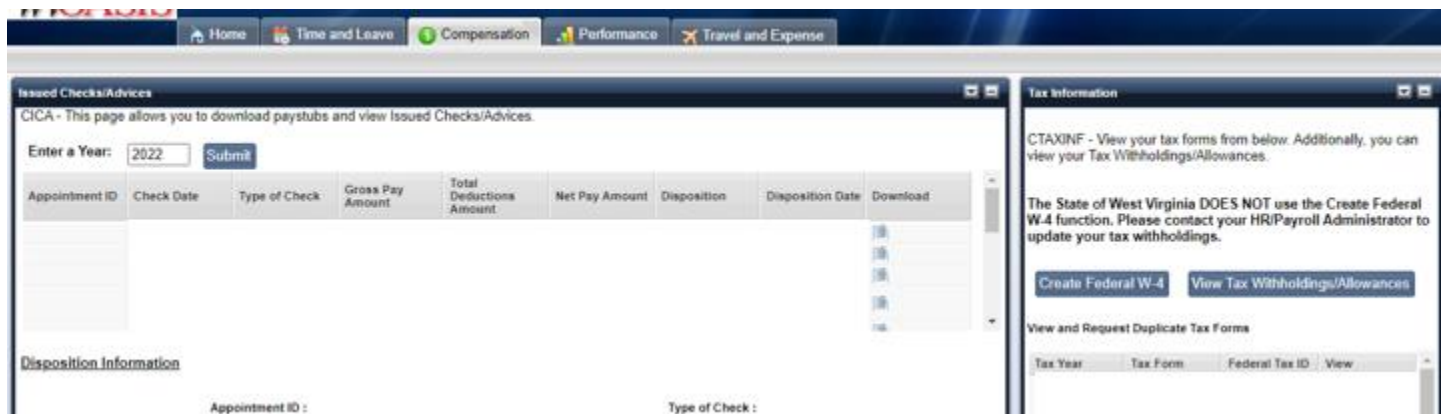
The State of West Virginia does not utilize the favorites widget.

Time and Leave Tab

The State of West Virginia does not utilize the Time and Leave tab.

Compensation Tab

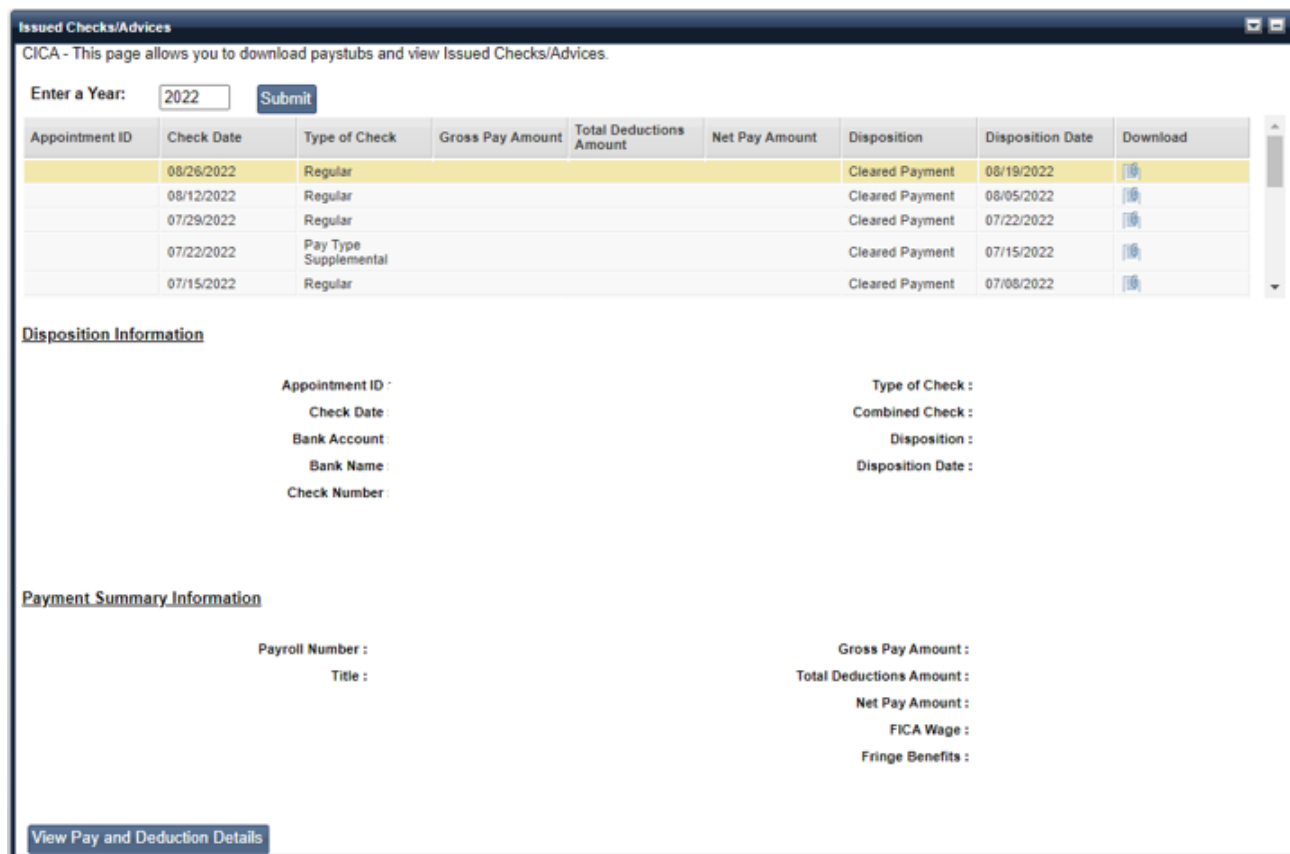
The Compensation tab allows a user to view information related to pay, deductions, and tax information. The Issued Checks/Advices, Tax Information, Pay and Deduction Summary, Tax Levies and Garnishments, Electronic W-2, and Paycheck Calculator widgets are on the Compensation tab.



Issued Checks/Advices Widget

This Issued Checks/Advices widget displays a listing of paychecks which have been issued.

- Click the view icon to download a paystub.
- Click View Pay and Deduction Details to open Pay and Deduction Details pop up window.



Note: The Bank Name is displayed as BB&T. This field represents the name of the clearinghouse bank that is used by the state of West Virginia. It is NOT the bank where the employee paycheck was deposited.

Paystub

Click the attachments icon to download the paystub in PDF format.



STATE OF WEST VIRGINIA

Payroll Number:	Total Gross Amt:1,884.61	Multiple Jobs: 0
Employee Department:	YTD Gross Amt:32,405.41	Dependents: 0
Pay Period End Date:08-12-2022	Total Deductions Amt:600.89	Other Income: 0
Check Date:08-26-2022	Net Pay Amt:1,283.72	Deductions: 0
Primary Check Number:	State Exemptions:0	Federal Exemptions: 0
Control Number:	State Tax Status Claimed:m	Tax Status Claimed: S

EARNINGS			
Description	Pay Rate	Input Amount	Pay Amount
ANNUAL PAY	25.1282	2.00	50.26
REGULAR PAY	25.1282	70.00	1,758.97
SICK LEAVE PAY	25.1282	3.00	75.38

DEDUCTIONS		
Description	Deduction Amount	YTD Deduction Amount
FEDERAL INC TAX	174.81	3,244.04
ADOL WV TAX	20.00	340.00
WV STATE TAX	69.66	1,240.23
FICAR INC TAX	110.04	1,949.01
MEDICARE TAX	25.74	455.82
PERF EE DED	84.81	1,458.21
MT PLEX BENEFIT	74.54	625.28
FEIA EE DED	34.50	333.00
FEIA OPT INC TX	0.79	11.64
CITY CHAS UNEMP	6.00	102.00

LEAVE		Balance
Description		
ANNUAL LEAVE		370.10
HOLIDAY LEAVE		7.30
SICK LEAVE		978.07

FRINGE BENEFITS		
Description	Amount	YTD Amount
FICA TAX EMPR	110.04	1,949.01
MEDICARE TAX ER	25.74	455.82
PERF ER DED	169.61	3,158.54
FEIA ER DED	238.00	2,878.00
FEIA ER LF DED	0.88	15.52

DISTRIBUTIONS		
Nickname	Check No.	Amount
		383.72
		700.00
		200.00

Pay and Deduction Details

Pay and Deductions Details pop up window displays detailed pay, deduction, and fringe information about the paycheck.

Pay And Deduction Details ✖

CPAYDEDD - On this screen, you can view line detail information pertaining to Pay, Deduction and Fringe details on your paycheck.

Pay Details		Deduction Details		Fringe Details		
Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Entity Adjustment
	REGULAR PAY	REGULAR PAY	08/12/2022	6:15		
	REGULAR PAY	REGULAR PAY	08/11/2022	8:00		

Pay Details tab

The Pay Details tab displays payment information.

Pay Details		Deduction Details		Fringe Details		
Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Entity Adjustment
	REGULAR PAY	REGULAR PAY	08/12/2022	6:15	157.05	0
	REGULAR PAY	REGULAR PAY	08/11/2022	8:00	201.03	0

Deduction Details tab

The Deduction Details tab displays employee deduction information.

Appointment ID	Ded Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Entity Adjustment
	NET PAY	NET PAY	NET PAY	08/26/2022	1283.72	
	PEIA EE DED	PEAI HEALTH INS		08/26/2022	34.50	

Fringe Details tab

The Fringe Details tab displays employer fringe information.

Appointment ID	Fringe Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Entity Adjustment
	FICA TAX EMPR	FICA ER TAX	FICA EMPLR TAX	08/12/2022	110.04	
	MEDICARE TAX ER	MEDIC ER TAX	MEDICARE EMPR	08/12/2022	25.74	

Tax Information Widget

The Tax Information widget displays a user's tax information, including the Tax Year and Tax Form.

Tax Information

CTAXINF - View your tax forms from below. Additionally, you can view your Tax Withholdings/Allowances.

The State of West Virginia DOES NOT use the Create Federal W-4 function. Please contact your HR/Payroll Administrator to update your tax withholdings.

[Create Federal W-4](#) [View Tax Withholdings/Allowances](#)

View and Request Duplicate Tax Forms

Tax Year	Tax Form	Federal Tax ID	View
2021	W2	472045326	
2020	W2	472045326	
2019	W2	472045326	
2018	W2	472045326	
2017	W2	472045326	
2016	W2	472045326	

ESSTAXA - The State of West Virginia does not use this function.

[Submit](#)

Create Federal W-4

The State of West Virginia does not utilize the Create Federal W-4 in ESS. Tax parameter changes require signed tax forms which should be provided the employee's department HR/Payroll Administrator.

View Tax Withholdings/Allowances

Click View Tax Withholdings/Allowances to view the tax withholdings and allowances.

Tax Withholdings/Allowances

Appointment ID	Federal Tax Marital Status	State Tax Marital Status	Federal Tax Allowance	State Tax Allowance	Additional State Tax Allowance	From	To
*	SINGLE	MARRIED	0	0		04/16/2016	12/31/9999

General Information

Appointment ID : From : 04/16/2016 To : 12/31/9999 Tax Class : FED AND WV TAX	FICA Class : FICA & MEDICARE Last W-4 File Date : 05/12/2017 Date of Last Electronic Submission : 05/12/2017
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------

Federal Tax Information

Federal Tax Marital Status : SINGLE Dependents : Other Income :	Federal Tax Allowance : 0 Multiple Jobs : <input type="checkbox"/> Deductions :
-----------------------------------------------------------------------	---------------------------------------------------------------------------------------

Additional Federal Withholdings

Type	Plan	Amount	Percent	From	To

State Tax Information

State Tax Marital Status : MARRIED	State Tax Allowance : 0 Additional State Tax Allowance :
------------------------------------	-------------------------------------------------------------



Additional State and Localities Withholdings

Type	Plan	Amount	Percent	From	To
ADDL WV TAX	WV ST TAX ADDL	20.00		05/12/2017	12/31/9999
ADDL WV TAX	WV ST TAX ADDL	10.00		04/16/2016	05/11/2017

View and Request Duplicate Tax Forms

View and Request Duplicate Tax Forms displays Form W-2.

- Click the view icon to download the tax form/Form W-2.

View and Request Duplicate Tax Forms			
Tax Year	Tax Form	Federal Tax ID	View
2021	W2	472045326	
2020	W2	472045326	

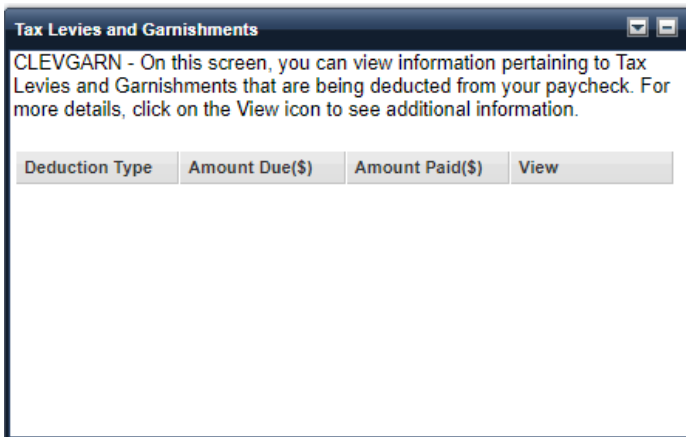
ESSTAXA and Submit

The State of West Virginia does not utilize ESSTAXA. Contact the department HR/payroll administrator for Form W-2 for a printed copy.

Tax Levies and Garnishments Widget

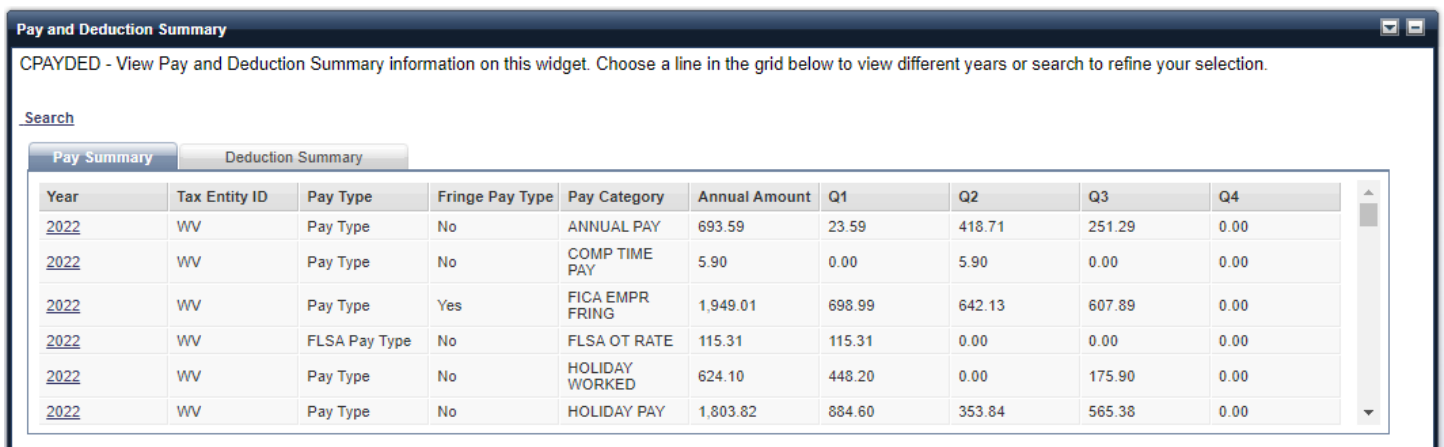
The Tax Levies and Garnishments widget displays a listing of the tax levies and garnishments withheld. These are listed by Deduction Type, Amount Due, and Amount Paid.

- Click the View icon to display detailed information for the garnishment or tax levy.
- Contact the department HR/Payroll Administration for any questions.



Pay and Deduction Summary Widget

The Pay and Deduction Summary widget displays pay and deduction summaries.



- Click Search to search by Year From, Year To, Tax Entity ID, Pay Type, Fringe Pay Type, Pay Category, and Deduction Category.

Search - Pay Summary

Year From : Pay Type :

Year To : Fringe Pay Type :

Tax Entity ID : Pay Category :

Pay Summary tab

The Pay Summary tab summarizes compensation during each year of employment. Click the year of a line from to display the compensation details for that Pay Category.

Pay Summary		Deduction Summary							
Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2022	WV	Pay Type	No	ANNUAL PAY	693.59	23.59	418.71	251.29	0.00
2022	WV	Pay Type	No	COMP TIME PAY	5.90	0.00	5.90	0.00	0.00

Deduction Summary tab

The Deduction tab summarizes deductions during each year of employment. Click the year of a line from to display the deduction details for that Deduction Category.

Pay Summary		Deduction Summary							
Year	Tax Entity ID	Deduction Category	Annual Amount	Q1	Q2	Q3	Q4	Category Cap	Annual Cap Amount
2022	WV	NET PAY	22,646.24	8,109.83	7,510.93	7,025.48	0.00		0.0000
2022	WV	ADDL WV TAX	340.00	120.00	120.00	100.00	0.00		0.0000

Electronic W-2 Widget

The Electronic W-2 widget allows a user to select paperless W-2 and W-2C tax forms rather than receiving mailed paper forms.

Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: No

Effective Date: 10/09/2020

You may consent to receive your W-2 & W-2C forms electronically. You will receive a paper W-2 unless you consent to receive the W-2 electronically. If you consent to receive these forms electronically, your consent will be effective for the current tax year and all subsequent tax years until you withdraw your consent or terminate your employment. You may change and review your W-2 delivery method on ESS at any time. To withdraw your consent remove the checkmark and Submit. Please note, changes made on or after November 1st will apply to the following year's W-2 delivery. For example, if you consent to receive your 2022 W-2 electronically on 11/20/2022, you will receive a paper copy of the W-2 for 2022 and an electronic copy for all tax years thereafter, unless you change your delivery method. You may request a paper copy of Form W-2 by mail by contacting your department HR/Payroll Administrator. A request for a paper statement will not be considered withdrawal of consent. If your email contact information changes, you may provide an updated address by contacting the WVSAO Help Desk (304) 340-4850. In order to access and print or save your electronic W-2, you must have a computer system with Adobe PDF reader installed. Your electronic W-2 will remain available for five years.

Paperless Only

To change the Paperless option to Yes and receive paperless only:

- Select the checkbox so the checkmark is displayed to consent to electronic delivery only then click Submit.

After submitting consent, the user will receive a message that paperless consent option was updated, and the Effective Date is updated with the consent date.

Once the Paperless option is selected, a paper copy of W-2 will not be mailed. A PDF version will still be available to view, print, or download as needed.

Mailed Paper Form

To change the Paperless option back to No and receive mailed paper forms:

- Select the checkbox so the checkmark is NOT displayed to consent to electronic delivery only then click Submit.

Beginning with the next tax year, you will begin receiving the paper distribution once again.

Paycheck Calculator Widget

The State of West Virginia does not utilize the Paycheck Calculator widget.

Performance Tab

The State of West Virginia does not utilize the Performance tab.

Travel and Expense Tab

The State of West Virginia does not utilize the Travel and Expense Tab. Training resources about travel are located in myApps / Enterprise Readiness / Training / Travel / Employee.