

Payroll Frequently Asked Questions

What are the advantages of Direct Deposit?

No longer will you have to visit your financial institution to deposit your check. Why spend countless hours standing in lines or sitting at a drive through window when your check can be automatically deposited into your account. It goes into your account, no matter where you are. An average person will spend anywhere from 8.5 to 24 hours each year waiting in lines at financial institutions. Direct deposit is faster!

How safe is direct deposit?

With direct deposit your payment cannot be lost. Direct Deposit eliminates the possibility of lost or stolen checks.

How do I sign up for direct deposit?

You may sign up by completing a Payroll Direct Deposit form.

Can I view my paystub electronically?

State employees may view their paystub and W-2s on ESS (Employee Self Service)

What if I have a myApps account and forget my sign In information?

Employees who forget their password can obtain this information by clicking Reset Password or contact the WVSAO helpdesk at (304) 340-4850.

Sign in to your account

Email Address:

Password:

[Sign In](#)

[Create Account](#)

[Reset Password](#)

[Contact HelpDesk](#)

How do I change my email address on Myapps?

Employee's who need to update their MyApps email address or are no longer employed with the state of West Virginia and need access to Myapps may contact the WVSAO helpdesk at (304) 340-4850.

What if I change accounts or financial institutions?

Do not close your old account until you have received payment in the new account. This will help prevent a delay in receiving your pay. You must complete a Payroll Direct Deposit form and submit it to your payroll representative.

I have a new home mailing address who do I notify?

Employees must notify their Payroll Department anytime they have a name or address change.