



West Virginia Consolidated Public Retirement Board

Employer Self Service (ESS) – WVEIS Training



Today's Agenda



Topic
Welcome and Introductions
Discussion Topics
<ul style="list-style-type: none"> Overview of CPRB's Employer Self Service (ESS) CPRB's ESS Access ESS Admin User Role & Functions Submit Payroll Schedule Process Employer Reports <ul style="list-style-type: none"> Submit Employment Classification & Contribution – File Upload Error Correction Invoicing Employer Certifications
Questions

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Overview of COMPASS

Background

CPRB BlueZone

- Has been in use for over 4 decades
- Difficult and costly to maintain
- Does not provide robust web-based capability for self service to members

COMPASS:

- Provides fully integrated solution capable of supporting the WVCPRB vision:
- New pension system rich in browser based & web-enabled self service functionality, providing ease of use for:
 - WVCPRB staff
 - Members
 - Retirees
 - Beneficiaries
 - Employers


Benefits

- Improved efficiency and accuracy
- Alignment with WVCPRB programs and policies
- The best service for members
- Why COMPASS?!!?
- Accessibility and member-oriented design
- Innovation with technology sustainable by WVCPRB

Employer Self Service (ESS) Access

In order to **Access CPRB's Employer Self Service (ESS)** portal, the employer contact person who will act as ESS Administrator will receive login credentials from CPRB.

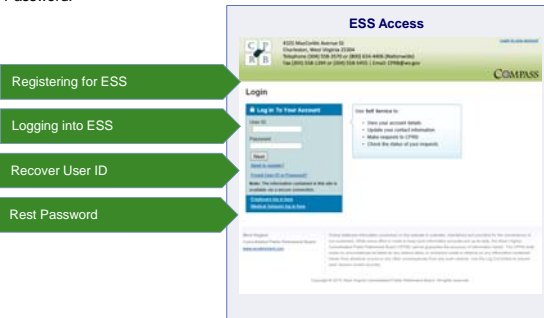
Other employer staff members requiring access to CPRB's ESS should contact their ESS Administrator for login credentials.



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ESS Registration & Login

To access ESS, Log into ESS, Recover Forgotten User ID and Reset Forgotten Password.




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CPRB's Employer Self Service User Roles


CPRB's ESS User Roles provide user access to certain functionalities based on the assigned role.

There are four **ESS User Roles** that can be assigned to employer staff members which are Administrator (ESS Admin), Employer Reporting, and Staff, these will be used by the BOEs. There is also a Fee Coordinator role which is for DSRs Fees and County Commissions.



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ESS Administrator Functions

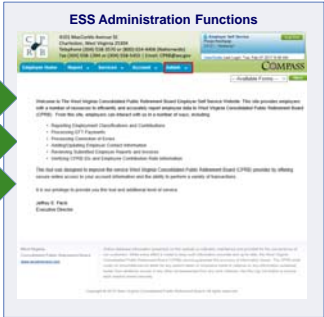


Functions the ESS Administrator can perform in ESS.

Office Locations


Contact Persons

Users




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Payroll Schedule




The **Payroll Schedule** is critical information that must be reported annually to CPRB in order to submit contribution reports and payments for the upcoming year in a timely manner.



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Demonstration – Manage Payroll Schedule



Let's now view the steps to add and view a payroll schedule.

Add Payroll Schedule

View Payroll Schedule



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Calculating the Payroll Schedule

4101 MacCorkle Avenue SE
Charleston, West Virginia 25304
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)
Fax (304) 558-3394 or (304) 558-5455 | Email: CPRB@wv.gov

Employee Self Service
Proja Kashyap
05/11 - Problems

User Guide Last Login: Mon, Jan 16 2017 8:47 AM

COMPASS

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2017	Emergency Medical Se	Monthly	01/17/2017	Current	Calculate

Click the Calculate button.

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Adjusting the Projected Payroll Schedule

4101 MacCorkle Avenue SE
Charleston, West Virginia 25304
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Fax (304) 558-3394 or (304) 558-5455 | Email: CPRB@wv.gov

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User Guide Last Login: Mon, Jan 16 2017 8:47 AM

COMPASS

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2017	Emergency Medical Se	Monthly	01/17/2017	Current	Calculate

Pay Date	Pay Period End Date
01/17/2017	1/31/2017
02/17/2017	2/28/2017
03/17/2017	3/31/2017
04/17/2017	4/30/2017
05/17/2017	5/31/2017
06/16/2017	6/30/2017
07/17/2017	7/31/2017
08/17/2017	8/31/2017
09/15/2017	9/30/2017
10/17/2017	10/31/2017
11/17/2017	11/30/2017
12/15/2017	12/15/2017

Click the Save icon.

West Board
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Saving the Payroll Schedule

4101 MacCorkle Avenue SE
Charleston, West Virginia 25304
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)
Fax (304) 558-3394 or (304) 558-5455 | Email: CPRB@wv.gov

Employee Self Service
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05/11 - Problems

User Guide Last Login: Mon, Jan 16 2017 8:47 AM

COMPASS

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2017	Emergency Medical Se	Monthly	01/17/2017	Current	Calculate

Click the Save icon.

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Employment Classification & Contribution

Submit Employment Classification & Contribution

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COMPASS Employer Self Service Portal: WVEIS Reporting Employers

- With WVEIS as your reporting method, you will continue to enroll your employees within the WVEIS system as a function of paying your employees.
- The enrollment and contribution information that is reported to WVEIS, such as your employee demographic data and earnings, will be passed on to CPRB via a file sent through a secure transfer process.
- The file will be uploaded into COMPASS and you will be able to see reports regarding the information CPRB received from WVEIS, this can be accessed through the Submit History button under the combined employment classification and contribution option.

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Submit Employer Report

Click the Report tab.

West Virginia Consolidated Public Retirement Board

4325 MacCurtin Avenue SE
Charleston, West Virginia 25304
Telephone (304) 536-3370 ext. 2800 | 800 554-4848 (toll-free)
Fax (304) 536-3394 or (304) 536-5453 | Email: CPRB@wv.gov

Employer Self Service
Account Setup
Log In / Forgot Password

COMPASS

Employer Home Report Services Account Admin Available Forms

Welcome to the WVEIS: Retirement Board Employer Self Service Website. This site provides employers with a number of resources to accurately report employee data to West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways, including:

- Reporting Employment Classifications and Contributions
- Processing EPT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Accounting Individual Employer Reports and Receipts
- Verifying CPRB (C) and Employer Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our pleasure to provide you this tool and additional level of service.

JEFFREY C. FICK
Executive Director

West Virginia Consolidated Public Retirement Board
www.wvretirement.com

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Submit Employer Report

4321 MacArthur Avenue SE
Charlottesville, VA 22904
Telephone (804) 538-3370 or (800) 654-4424 (toll-free)
Fax (804) 538-3394 or (800) 654-4423 | Email: CPFRB@virginia.gov

Report **Services** **Account** **Admin**

Submit Employer Reports

Select the Submit Employer Reports option from the drop down menu.

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Getting Started

Choose an option and select the desired action below.

Choose to work with Employment Classification, Contributions or both by either uploading a file or entering online. Previously submitted reports can be viewed using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload only Employment Classification as a file.	Choose this option to upload only Contributions as a file.	Choose this option to upload Employment Classification & Contributions in a combined file.
Learn more about our annual contribution reporting file. See what features make it better than other reports. Please include employer, employer ID, phone and fax info.	Learn more about our annual contribution reporting file. See what features make it better than other reports. Please include employer, employer ID, phone and fax info.	Learn more about our annual contribution reporting file. See what features make it better than other reports. Please include employer, employer ID, phone and fax info.
Upload File Enter Online	Upload File Enter Online	Upload File
Submission History	Submission History	Submission History

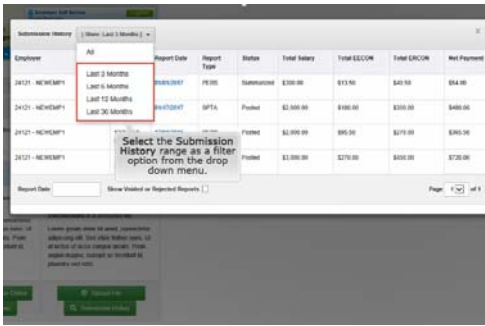
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Submission History

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total Social Sec	Total Medicare	Net Payment
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00
0001-10271-00000001	2/28/2017	07/01/2016	CONTR	Ready	\$0.00	\$0.00	\$0.00	\$0.00

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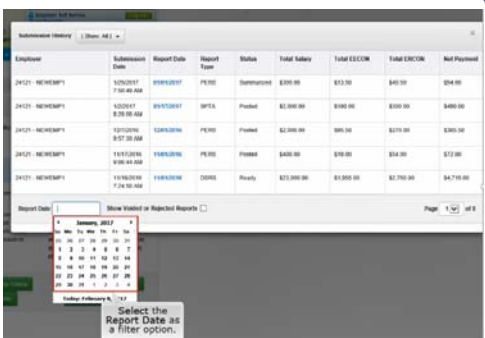
Submission History – Search by Date Range



Employee	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECOM	Total ERCON	Net Payment
24121 - NEWEMP1	5/26/2017 7:54:40 AM	05/26/2017	PE100	Submission	\$300.00	\$13.50	\$40.50	\$246.00
24121 - NEWEMP1	5/26/2017 8:25:00 AM	05/26/2017	SP75A	Product	\$2,500.00	\$100.00	\$300.00	\$400.00
24121 - NEWEMP1	5/26/2017 8:57:30 AM	05/26/2017	PE100	Product	\$2,500.00	\$95.00	\$270.00	\$435.00
24121 - NEWEMP1	5/26/2017 9:08:00 AM	05/26/2017	PE100	Product	\$3,000.00	\$270.00	\$300.00	\$270.00

Report Date: Show Validated or Rejected Reports Page: 1 of 1

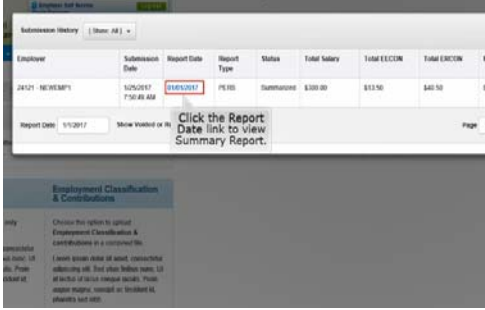
Submission History – Search by Report Date



Employee	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECOM	Total ERCON	Net Payment
24121 - NEWEMP1	5/26/2017 7:54:40 AM	05/26/2017	PE100	Submission	\$300.00	\$13.50	\$40.50	\$246.00
24121 - NEWEMP1	5/26/2017 8:25:00 AM	05/26/2017	SP75A	Product	\$2,500.00	\$100.00	\$300.00	\$400.00
24121 - NEWEMP1	5/26/2017 8:57:30 AM	05/26/2017	PE100	Product	\$2,500.00	\$95.00	\$270.00	\$435.00
24121 - NEWEMP1	5/26/2017 9:08:00 AM	05/26/2017	PE100	Product	\$3,000.00	\$270.00	\$300.00	\$270.00
24121 - NEWEMP1	5/26/2017 7:24:30 AM	05/26/2017	CO005	Ready	\$23,000.00	\$1,000.00	\$2,700.00	\$4,700.00

Report Date: Show Validated or Rejected Reports Page: 1 of 1

Submission History – Selecting a Report



Employee	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECOM	Total ERCON	Net Payment
24121 - NEWEMP1	5/26/2017 7:54:40 AM	05/26/2017	PE100	Submission	\$300.00	\$13.50	\$40.50	\$246.00

Report Date: 5/26/2017 Show Validated or Rejected Reports Page: 1 of 1

Search within a Report

99998 - BROOKE COUNTY BOARD OF EDUCATION - Employment Classifications Report

Search Employee

Employee SSN: [] [] [] CPFB ID: []

First Name: [] Last Name: []

Search by Contribution Group: [Select Contribution Group]

[Add New](#) [Search](#) [Clear](#)

Employee Details Show Errors Only

Actions	Last Name	First Name	CPFB ID	Birth Date	SSN
[]	ADLEY	DEAN	52533	02/01/1980	XXX-XX-8534

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Viewing the Error on the Record

99998 - BROOKE COUNTY BOARD OF EDUCATION - Employment Classifications Report

Display Records: 10 Page: 1 of 2 [4 Prev](#) [Next >](#)

Error Details Employment Classification Errors Contribution Errors

Error Code	Description	Severity	Category
ER0009	Contract Days cannot be less than 180 or greater than 366 (ER0009)	Error	GENERAL

[Continue to Contributions >](#)
[Return to Submit Details >](#)

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Opening an Employee Record within the Report

99998 - BROOKE COUNTY BOARD OF EDUCATION - Employment Classifications Report

Display Records: 10 Page: 1 of 2 [4 Prev](#) [Next >](#)

Demographics
Employment Classification
Contributions
Delete

Error Details Employment Classification Errors Contribution Errors

Error Code	Description	Severity	Category
ER0009	Contract Days cannot be less than 180 or greater than 366 (ER0009)	Error	GENERAL

[Continue to Contributions >](#)
[Return to Submit Details >](#)

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Demographics

Personal Information

SSN: * XXX-XX-3553 CPFB ID: 548355

Prefix: Date of Birth: * 01/18/1954

First Name: * BRADLY Middle Name: 2

Last Name: * COPOCK Gender: * Male

Suffix:

Address Information

Address Line 1: * Address Line 2: 200 East Lee ST

City: * CHARLESTON State: * West Virginia

Zip: * 25302 (optional)

International Address:

Employment Classifications

Personal Information

Prefix: SSN: XXX-XX-1195

First Name: CHRIS CPFB ID: 605364

Middle Name: 2 Date of Birth: 3/11/1970

Last Name: PIRTLE Gender: Unknown

Suffix:

Address Information

Address Line1: 4700 MACCORCKLE AVE Address Line2:

City: CHARLESTON State: West Virginia

Zip: 25304 Address Line3:

International Address: Country:

Employment Details

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason	Status
<input type="button" value=""/>	TRS Plan 3	Permanent Full Time	Teacher	12/29/2016			

Display Records: 10 Page: 1

Employment Classifications – Updating or Ending

Personal Information

Prefix: SSN: XXX-XX-1195

First Name: CHRIS CPFB ID: 605364

Middle Name: 2 Date of Birth: 3/11/1970

Last Name: PIRTLE Gender: Unknown

Suffix:

Address Information

Address Line1: 4700 MACCORCKLE AVE Address Line2:

City: CHARLESTON State: West Virginia

Zip: 25304 Address Line3:

International Address: Country:

Employment Details

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason	Status
<input type="button" value=""/>	TRS Plan 3	Permanent Full Time	Teacher	12/29/2016			

Update Employment Classification
 End Employment Classification

Page: 1

Employment Classifications – Updating

990308 - BOONE COUNTY BOE / ASES&B Employment Information

Error Details Override Warnings

Error Code	Description	Severity	Category
ER0005	Contact Day cannot be less than 100 or greater than 300. (ER0005)	ERROR	GENERAL

Reporting For

Please Select the Retirement System: Teachers' Retirement System

Employment Information

Contribution Group: TMS Plan 3
Employment Begin Date: 12/01/2016
Hire Date: Permanent Full Time
Employment End Date:
Job Position: Teacher
Employment End Reason:
Scheduled Hours Per Day: 8.00
Employment Payment Type:
Type of Rate of Pay: Hourly
Payroll Frequency: Term Monthly
Rate of Pay: 22040.000
Contract Days: 208
Days

Adding an Employee who is not in the File

990308 - BOONE COUNTY BOE / Employment Classifications And Contributions Report

Search Employee

Employee Details Show Errors Only

Your search did not produce any result.

Adding Employee Not in File

990308 - BOONE COUNTY BOE / Employment Classifications And Contributions Report

ADD&B Employee Contribution

Search Member

Enter the SSN in SSN field.

Address	SSN	DOB	DOB	LASTNAME	Payment	Salary	ESTD	ESTD	Errors

Total Search did not produce any results.

Opening a Report – Show Errors Checked



Actions	Last Name	ESSL Name	CFIB ID	Birth Date	SIN	Error Count
	BALCOM	CAMERON	54338	05/11/57	XXX-XX-4153	2 (6)(2) (2)(5)
	BARDOLF	CHADWICK	55153	01/01/57	XXX-XX-5274	1 (6)(1) (2)(5)
	BARNICH	AMARIS	495127	12/11/86	XXX-XX-8146	1 (6)(1) (2)(5)
	BLTYNE	LAWRENCE	66114	06/11/52	XXX-XX-4758	1 (6)(1) (2)(5)
	BLOOMER	ALBERT	495175	02/11/82	XXX-XX-3401	1 (6)(1) (2)(5)
	FOLLIS	JONATHAN	53388	01/01/57	XXX-XX-8027	1 (6)(1) (2)(5)
	HURLAND	ALYN	88547	01/01/87	XXX-XX-5756	1 (6)(1) (2)(5)
	SMATERACK	MARYANNE	54275	12/11/87	XXX-XX-7926	2 (6)(2) (2)(5)
	PARDUE	RUDOLPH	495282	12/11/88	XXX-XX-9121	1 (6)(1) (2)(5)
	PATTLE	CHRIS	495284	02/01/87	XXX-XX-1165	1 (6)(1) (2)(5)

Blank horizontal lines for notes.

Continue to Contributions – Update or Delete



960506 - BOONE COUNTY BOE : Employment Classifications And Contributions Report

Employee Contributions

Actions	Name	CFIB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
	ALBUQUICHA JACINTO	524271	05/02/2017	TRSPFLN1	Regular Pay	\$2,951.37	\$177.08	\$442.71	0
	PELT, CARMELO	524871	05/02/2017	TRSPFLN1	Regular Pay	\$3,384.48	\$203.07	\$507.67	0

← Employment Classifications

Next →

Blank horizontal lines for notes.

Contributions Updating – Employment Info



Add/Edit Employee Contribution:

Instructions: This screen will allow you to enter salary and contribution information for your employees. After entering salary, click on the Calculate Required Amount button to calculate contribution amount. You can view employment classification details pertaining to the employee under Employee Information section. While updating your employee's information you may encounter errors which will be displayed in the Error Details section. These errors are classified into three categories of error severity: information, warnings and errors. Validations with the severity of information will allow the record to be saved without requiring any action. Warnings may require an action or can be overridden by clicking the Override Warning checkbox save the record and proceed. Errors must be resolved and require a user action.

Error Details

Override Warnings

Code	Message	Severity	Category
------	---------	----------	----------

Employment Information

Contribution Group	Job Position	Position Status	Begin Date	End Date	End Reason	Contract Days	Sch. Hrs. Per Day	Payroll Frequency	Payment Type	Type of ROP	ROP
TRSPFLN1	Teacher	Permanent Full Time	06/31/1989			200	8	Semi-Monthly	Yearly		\$2,003.16

Blank horizontal lines for notes.

Contributions Updating – Detail Record Info

Detail Record Information

CPRB ID:	524271	Suffix:	
SSN:	XXX-XX-8937	Gender:	F
Prefix:		Date of Birth:	04/02/1957
First Name:	JACINTO	Report Date:	05/02/2017
Middle Name:	Z		
Last Name:	ALBUQUER		

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Contributions Updating – Contributions Info

Contribution Information

Pay Period End Date:	5/30/2017	Salary:	\$ 2951.37
Contribution Group:	TRS Plan 1	Pre-Tax EECON:	\$ 177.08
Payment Reason:	Regular Pay	Post-Tax EECON:	\$ 0.00
Hours Worked:	0.00	Employee Contrib Require Amount:	\$ 0.00
Days Worked:	20.00	Employer Contrib:	\$ 442.71
Salary that Exceeds IRS Limit:	\$ 0.00		

[Calculate Required Amounts](#)

Employee Information

Position Status: Permanent Full Time Job Position: Teacher

[Close](#) [Save](#)

Return to Submit Details

ID	PARCODE	RUDOLPH	60530	12/01/1998	XXX-XX-8121	1 (E+1) (G+)
1	PRITTE	CHRIS	605304	03/01/1970	XXX-XX-1195	1 (E+1) (G+)


Display As: Demographics Employment Classification Contributions Details

1 of 2 [First](#) [Next](#)

[Continue to Contributions](#) [Return to Submit Details](#)

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Return to Submit Details



Getting Started > Details > Summary > Payments > Results

Report #: 55875 Type: Employment Classification & Contribution Report Mode: File Upload

Instructions: The table below provides you with a summary of your employment classification and contribution report such as total number of employees in the report, total number of errors, etc. Click on your agency code - name (highlight) in the employer column below to review and update your employee's demographic, employment classification, and/or salary and contribution information. Once finished, click on the Submit button to submit the detail report. Please click on the Cancel Report button if you wish to void your current report.

Employment Classifications And Contributions Report

Summary	Report Date	Retirement System	Status
00007	04/01/2017	TRS	Ready


Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
00007_BOONE COUNTY_BOE	453	0	0	453	\$102,237.24	\$5,122.51	\$5,576.76	Error Report

Cancel Report Submit

← Home

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Submitting After Editing or Adding



Getting Started > Details > Summary > Payments > Results

Report #: 11592 Type: Mode:

Instructions: Click on the hyperlink in the employer column below to add, and/or modify records within the report. Once finished, click on the Submit button to submit the detail report.

Contributions Report

Summary	Report Date	Retirement System	Status
115209	02/19/2017	TRS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
00007_BOONE COUNTY_BOE	1	0	0	1	\$1,000.00	\$0.00	\$20.00	Error Report


View & Edit Here Submit

← Home Click the Submit button.

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Summary After Submitting Details – Top



Getting Started > Details > Summary > Payments > Results

Report #: 55875 Type: Employment Classification & Contribution Report Mode: File Upload

Instructions: This screen provides you a summary view for your contribution report. You will be able to round the employer contribution amount by one penny per person per pay period under the ERCON column in Regular Contributions or Corrections section. If you are a TRS or TDC employer you will be able to apply credit for your employer contribution amount from State Aid (and formula used for TDC allocation). To apply any debit or credit entries to your report, click on the Apply Credit icon under Apply Invoices section. Click on the Save and Processed to reinitiate your payment for the report. If you do not wish to submit your summary and need to review and update your detail report, click on the Unsubmitted and Review Details button.

00000 - BOONE COUNTY BOE / Employment Classification And Contributions Summary

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
55875	TRS	04/01/2017	453	Summarized

Regular Contributions

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 112,324.00	\$ 770.40	0.00	\$ 1,848.71	15.00
TRS Plan 3	\$ 873,470.04	\$ 4,400.38	0.00	\$ 5,510.37	7.00
TRS Plan 9	\$ 116,235.84	\$ 874.15	0.00	\$ 1,217.68	7.50
Total:	\$1,101,030.88	\$ 6,044.93		\$ 8,576.76	

Summary After Submitting Details – Middle



Contributions

Contributor Group	Salary	EECON	EBCON
No adjustments available.			

State Aid Adjustment

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 1100,000.00	\$ 0.00	\$ 1100,000.00	\$ 0.00

Note: The allocated amount above contains \$1100000.00 as a rollover amount from a prior year.

Service Purchase Payment

Service Purchase Amount
No Service Purchase Payments available.


Loan 1 Payment

Loan 1 Payment
No Loan 1 Payments available.

Loan 2 Payment

Loan 2 Payment

Summary After Submitting Details – Invoices




Apply Invoices

Apply	Invoice	Invoice Type	Date	Amount
You have no invoices outstanding.				

[Reset](#) [Save](#)

[← Unsubmit and Review Details](#) [Save and Proceed to Payment →](#)

Applying Invoices



Apply Invoices

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2072	Penalty - Monthly Reporting	06/29/2016	\$53.29
<input type="checkbox"/>	2073	Penalty - Monthly Reporting	06/29/2016	\$50.98
<input type="checkbox"/>	2074	Penalty - Monthly Reporting	06/29/2016	\$50.98
<input type="checkbox"/>	2077	Penalty - Monthly Reporting	06/29/2016	\$72.76
<input type="checkbox"/>	2078	Penalty - Monthly Reporting	06/29/2016	\$68.74
<input type="checkbox"/>	2079	Penalty - Monthly Reporting	06/29/2016	\$57.98
<input type="checkbox"/>	2125	Employer Monthly Reporting	06/29/2016	\$276.29
<input type="checkbox"/>	3337	Employer Error Correction	11/03/2016	

[Reset](#) [Save](#)

[← Unsubmit and Review Details](#) [Save and Proceed to Payment →](#)

Click the Save and Proceed to Payment button.

Invoice	Invoice Type	Invoice Date	Invoice Amount
2072	Penalty - Monthly Reporting	06/29/2016	\$53.29
2073	Penalty - Monthly Reporting	06/29/2016	\$50.98
2074	Penalty - Monthly Reporting	06/29/2016	\$50.98
2077	Penalty - Monthly Reporting	06/29/2016	\$72.76
2078	Penalty - Monthly Reporting	06/29/2016	\$68.74
2079	Penalty - Monthly Reporting	06/29/2016	\$57.98
2125	Employer Monthly Reporting	06/29/2016	\$276.29
3337	Employer Error Correction	11/03/2016	

After Clicking Save and Proceed to Payment

Contribution Summary #: 00007 Retirement System: TRS Report Date: 04/01/2017 Total Members: 423 Status: Summary/Detail

Review Your Payment Information

Contributions	EECON	ERCON	Total
Regular Contributions	\$6,122.01	\$8,576.76	\$14,698.77
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
Totals	\$6,122.01	\$8,576.76	\$14,698.77

Credits

Fund Type	ERCON	Total
You have not chosen to pay from any Credit fund.		

Remit Your Payment

Payment Due Amount: \$14,698.77

Enter the PIN number:

Summary

04/01 04/01

Request Details

Request ID	Type	Mode
11064	Payment	Normal

Contribution Summary #	Retirement System	Report Date	Total Members	Status
00007	TRS	04/01/2017	423	Summary/Detail

Request Details

Total Contributions	1
Contribution Credit Payment	1
Contribution Amount	0
Date Total Available	07/02/17 1:06:07 AM
Contribution Frequency	0
Regular Payments	\$14,698.77
Corrections	\$0.00
Service Purchase Payment	\$0.00
Loan I Payment	\$0.00
Loan II Payment	\$0.00
Loan III Payment	\$0.00
Loan IV Payment	\$0.00
Loan V Payment	\$0.00
Loan VI Payment	\$0.00
Loan VII Payment	\$0.00
Loan VIII Payment	\$0.00
Loan IX Payment	\$0.00
Loan X Payment	\$0.00
Loan XI Payment	\$0.00
Loan XII Payment	\$0.00
Loan XIII Payment	\$0.00
Loan XIV Payment	\$0.00
Loan XV Payment	\$0.00
Loan XVI Payment	\$0.00
Loan XVII Payment	\$0.00
Loan XVIII Payment	\$0.00
Loan XIX Payment	\$0.00
Loan XX Payment	\$0.00
Loan XXI Payment	\$0.00
Loan XXII Payment	\$0.00
Loan XXIII Payment	\$0.00
Loan XXIV Payment	\$0.00
Loan XXV Payment	\$0.00
Loan XXVI Payment	\$0.00
Loan XXVII Payment	\$0.00
Loan XXVIII Payment	\$0.00
Loan XXIX Payment	\$0.00
Loan XXX Payment	\$0.00

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Employer Certifications

ESS allows employers to **certify employee requests** for retirement, refund, disability, or service purchase. A **certification** email notification is sent to the employer informing them that an employee or former employee has initiated a request or a CPRB staff member initiated a request in COMPASS



Employer Certifications

Certification options in ESS

Certify a Retirement

Certify a Refund

Retirement & Refunds Certifications

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Types of Certifications

An ESS user can view and approve the following certification types:

Retirement

- Retirement request are initiated by a member (either via Member Self Service or submitting application to CPRB)
- Employers certify the application and CPRB complete the retirement process for the member

Refunds

- Refund request can be submitted by a member on Member Self Service or through COMPASS; if additional information or approval is required then the Employer will certify the Refund request through ESS

Service Purchase

- Service purchase request are initiated by a member
- Sent to the Employer for certification by CPRB as to process the members request

Disability

- Disability request are initiated through Member Self Service or through COMPASS; if additional information or approval is required then the Employer will certify the Disability request through ESS

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Certification Example – Retirement

Retirement Requests:										
CPRB ID	Employee Name	Job Position	Position Status	Contribution Group	Retirement System	Request Date	Approved Date	Employment End Date	Final Salary	Rejected Comments
220105	PABLO SLEEPER	Teacher	Permanent	TRISPLN1	Teachers' Retirement System	5/26/2017		No	No	

Service Purchase Requests:

Member Refund Requests:

Disability Requests:

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Certification Example – Retirement

Retirement Certification

CPFB ID: 370105 Employee Name: PABLO SLEEPER Retirement System: Teachers' Retirement System
 Job Position: Teacher Position Status: Permanent Full Time Contribution Group: TRSPLN1

Last Contribution Date: 03/25/2017
 Last Date Physically Worked:
 Employment End Date: 03/31/2017
 Employment End Reason:
 List the last day the member was or will be covered under any insurance plan offered by your agency:

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Resources on www.wvretirement.com

■ Participating Employers Tab

Participating Employers Tab

NEWS
 Showing News: 03/04/17 4:54 PM
 All News Reporting: All News Reporting
 All News Reporting: All News Reporting
 All News Reporting: All News Reporting
 All News Reporting: All News Reporting
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 All News Reporting: All News Reporting

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Resources on www.wvretirement.com

■ General Resources – COMPASS Online Tutorials

GENERAL RESOURCES – COMPASS ONLINE TUTORIALS

PARTICIPATING EMPLOYER RESOURCES:

- COMPASS Online Tutorials
- COMPASS Helpdesk

Employer Self Service (ESS) Presentations:

- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual
- COMPASS ESS - First Report (onboarding) Manual

Universal Payment Guidelines:

- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual
- COMPASS Universal Reporting Information Manual

Check for PERS participation between 07/01/97 and 06/30/15, please enter the employee number below and then submit:

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Questions?

Send questions via email to CPRBEmployerHelp@wv.gov
Phone: 304-558-1395 or 855-867-3797

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