		Common COMPASS ESS Error Guide	
Compass Error Code	**Error Message**	**Cause**	**Resolution**
ER0002	The contribution being reported has a Pay Period End Date later than the enrollment Employment End Date without a new Employment Begin Date. (ER0002)	This is triggered in conjunction with ER0021 when contributions are reported for a person but they also have a termination date and termination reason far in the past on the WVEIS file. Generally seen with re-hires, where a termination date is stored within WVEIS and pulled automatically into the file with the end reason of termination. The employment end date should be within 30 days of the last posted pay period end date.	Compass side of the resolution: If the member is truly not terminated, then remove the end date and end reason from the Employment Classification and save the record and the errors will disappear. WVEIS side of the resolution: Remove the termination date from the Basic Screen if the person is truly not terminated and is instead a re-hire.
ER0021	Employment End Date cannot be more than 30 days in future as compared to last Pay Period End Date, cannot be prior to the last Pay Period End Date for this member, and cannot be prior to the Employment Begin Date. (ER0021)	This is triggered in conjunction with ER0002 when the contributions are not in alignment with the employment end date being reported. This can be seen with re-hires or with members who are terminating more than 30 days in the future from the report being submitted. This can happen if you are working on lagged TRS reports, and are not caught up in time yet.	Compass side of the resolution: If the member is truly not terminated, or if is going to be terminating on a future date that is greater than 30 days from the pay period end date being reported in the file you are currently working on, then remove the end date and end reason from the Employment Classification and save the record and the errors will disappear.
ER0050	An Employment Classification was not found for the employee based on the Contribution Group, Job Position, Position Status and Pay Period End Date provided. Please enroll the employee prior to submit contributions or contact CPRB if the Employment Classification details have already been submitted. (ER0050	Occurs when a New Employment Classification is expected, such as when a person is reported with a few different key identifiers which would normally require a new employment classification in order to correctly caluclate service or FAS. This is also triggered when a person is added into the report using the Add New button on ESS and there is no employment classification without an employment end date.	Correct the key fields that are causing the mismatch if what has been reported is incorrect initially or add the new employment classification that is needed or after adding someone new to the report after previously deleting them off to allow CPRB to make an update on their side, then opening the employment classification that has no employment end date and simply hitting save.
ER0018	Employment Begin Date is a required field for new hires, rehires and changes in contribution group, or position status. (ER0018)	For WVEIS, this error generally occurs when either an existing employee is reported with a different job position than the last time they were reported, or for a true new hire when no employment begin date is provided.	If the person is not a new hire and is an existing employee with a different job position than the original mapping, notify CPRBEmployerHelp@wv.gov of the CPRB ID or name of the individual and their correct job position. If the job position is missing for someone, check your job position mapping in WOW and make sure that you have all the job positions mapped correctly. The Pay from Table value on the assignment in WVEIS is what should determine the job position in WOW. If the person is a new hire, then you would simply update the NEW employment classification with the employment begin date. Then check in WVEIS on the Basic Information screen to see if the date of hire for the member is greater than 7/1/2017; if the date of hire is either missing or is less than 7/1/2017, then you will need to update that value in WVEIS so that it will pull into your Compass file when you generate the file out of WOW.

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ER0015	The employment begin date provided overlaps with an existing enrollment. (ER0015)	Occurs when there are two enrollments and neither one of them has an employment end date and the begin dates are identical or overlapping in time. Often seen with members who have transferred from one employer to another during a school year prior to the 2017-18 Fiscal Year.	These records need to be fixed by CPRB staff. We are identifying the affected records and applying mass fixes as we work through the various scenarios but if there are still individuals with ER0015 firing on their records, please send CPRBEmployerHelp@wv.gov the CPRB ID for the person, the correct employment begin date, the correct contract length and the correct rate of pay for their yearly contract and we will correct those records and notify you once they are corrected.
ER0033	The Pay Period End Date reported for the transaction is not valid based on the employer's Payroll Schedule or cannot be verified because the Payroll Frequency of the employee cannot be determined. (ER0033)	Occurs when the Pay Period End Date on your payroll schedule does not match with the Pay Period End Date in the file. This can happen when you enter the wrong Pay Period End Date on the WOW screen when generating your file, or if the Pay Period End Date in the Payroll Schedule on Compass is incorrect.	If the payroll schedule is correct, then simply regenerate the file out of WOW, making sure to match up the pay period end date entered on screen to your payroll schedule. If you check the payroll schedule by clicking on the Reports tab and selecting Payroll Schedule and it is incorrect, then it can be updated. Remember, to check the payroll schedule for TDC, you have to log into ESS using your TDC credentials. To see the payroll schedule for PERS, you have to log into ESS using your PERS credentials. If the payroll schedule needs to be updated, then you should be able to edit the payroll schedule to correct the dates. See the Handout on How to Edit the Payroll Schedule for details.