

## How to Edit a Payroll Schedule – Page 1:

### Payroll Schedule

**Instructions:** Your payroll schedule(s) must be provided at the beginning of each plan year. In order to set up a payroll schedule please select the Plan Year, Report Type (retirement system), Payroll Frequency, Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned) and click on the Calculate button. Then click on the Icon to review the Pay Dates and Pay Period End Dates for the plan year. To update any Pay Dates or Pay Period End Dates please click on Icon beside the date and click on the Icon to save the changed date. To save your payroll schedule, please click on the Icon located next to the Icon used to expand your payroll schedule.

Please Note: Contributions can be reported to CPRB monthly, payroll schedule tells CPRB how frequently the agency pays their employees. These two frequencies do not need to match. An agency can report monthly while paying the employees monthly, semi-monthly, bi-weekly or weekly. If you see a warning that your Pay Dates fall in a weekend or holiday, COMPASS will allow you to save the schedule regardless of the warning.

Payroll Schedule						Calculate Payroll Schedule
Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears		
2018	Teachers' Retirement System	Semi-Monthly	7/14/2017	2 Weeks		
*	*	*	*	*		<input type="button" value="Calculate"/>


West Virginia  
Consolidated Public Retirement Board  
[www.wvretirement.com](http://www.wvretirement.com)

Online database information presented on this website is collected, maintained and provided for the convenience of our customers. While every effort is made to keep such information accurate and up-to-date, the West Virginia Consolidated Public Retirement Board (CPRB) cannot guarantee the accuracy of information herein. The CPRB shall under no circumstances be liable for any actions taken or omissions made in reliance on any information contained herein from whatever source or any other consequences from any such reliance. Use the Log Out button to ensure each session ended securely.

Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.

Click on the plus sign to the left of the Plan Year, which will expand the schedule as shown on Page 2:

**How to Edit a Payroll Schedule – Page 2:** Certain dates are not editable, if there is no gear wheel.


 4101 MacCorkle Avenue SE  
 Charleston, West Virginia 25304  
 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov






**Employer Self Service**  
 Porter Copp  
 001100 - Gilmer County Board Of Education  
 UserGuide Last Login: Sun, Dec 03 2017 4:06 PM

[Employer Home](#) | [Report](#) | [Services](#) | [Account](#) | [Admin](#)

COMPASS





























































-- Available Forms -- [Open](#)

## Payroll Schedule

**Instructions:** Your payroll schedule(s) must be provided at the beginning of each plan year. In order to set up a payroll schedule please select the Plan Year, Report Type (retirement system), Payroll Frequency, Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned) and click on the Calculate button. Then click on the  Icon to review the Pay Dates and Pay Period End Dates for the plan year. To update any Pay Dates or Pay Period End Dates please click on  Icon beside the date and click on the  Icon to save the changed date. To save your payroll schedule, please click on the  Icon located next to the  Icon used to expand your payroll schedule.

**Please Note:** Contributions can be reported to CPRB monthly, payroll schedule tells CPRB how frequently the agency pays their employees. These two frequencies do not need to match. An agency can report monthly while paying the employees monthly, semi-monthly, bi-weekly or weekly. If you see a warning that your Pay Dates fall in a weekend or holiday, COMPASS will allow you to save the schedule regardless of the warning.

### Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule																																													
<input type="checkbox"/> 2018	Teachers' Retirement System	Semi-Monthly	7/14/2017	2 Weeks																																														
			<table border="1"> <thead> <tr> <th>Pay Period End Date</th> <th>Pay Date</th> </tr> </thead> <tbody> <tr><td> 6/29/2017</td><td>6/29/2017</td></tr> <tr><td> 7/1/2017</td><td>7/14/2017</td></tr> <tr><td>7/14/2017</td><td>7/28/2017</td></tr> <tr><td> 7/31/2017</td><td>8/15/2017</td></tr> <tr><td>8/15/2017</td><td>8/31/2017</td></tr> <tr><td> 8/25/2017</td><td>9/15/2017</td></tr> <tr><td> 9/8/2017</td><td>9/29/2017</td></tr> <tr><td> 9/22/2017</td><td>10/16/2017</td></tr> <tr><td> 10/6/2017</td><td>10/30/2017</td></tr> <tr><td> 10/20/2017</td><td>11/15/2017</td></tr> <tr><td> 11/3/2017</td><td>11/30/2017</td></tr> <tr><td> 11/24/2017</td><td>12/15/2017</td></tr> <tr><td> 12/8/2017</td><td>12/29/2017</td></tr> <tr><td> 12/29/2017</td><td>1/12/2018</td></tr> <tr><td> 1/12/2018</td><td>1/30/2018</td></tr> <tr><td> 1/26/2018</td><td>2/15/2018</td></tr> <tr><td> 2/9/2018</td><td>2/28/2018</td></tr> <tr><td> 2/23/2018</td><td>3/15/2018</td></tr> <tr><td> 3/9/2018</td><td>3/30/2018</td></tr> <tr><td> 3/30/2018</td><td>4/16/2018</td></tr> <tr><td> 4/13/2018</td><td>4/30/2018</td></tr> <tr><td> 4/27/2018</td><td>5/15/2018</td></tr> </tbody> </table>	Pay Period End Date	Pay Date	 6/29/2017	6/29/2017	 7/1/2017	7/14/2017	7/14/2017	7/28/2017	 7/31/2017	8/15/2017	8/15/2017	8/31/2017	 8/25/2017	9/15/2017	 9/8/2017	9/29/2017	 9/22/2017	10/16/2017	 10/6/2017	10/30/2017	 10/20/2017	11/15/2017	 11/3/2017	11/30/2017	 11/24/2017	12/15/2017	 12/8/2017	12/29/2017	 12/29/2017	1/12/2018	 1/12/2018	1/30/2018	 1/26/2018	2/15/2018	 2/9/2018	2/28/2018	 2/23/2018	3/15/2018	 3/9/2018	3/30/2018	 3/30/2018	4/16/2018	 4/13/2018	4/30/2018	 4/27/2018	5/15/2018	
Pay Period End Date	Pay Date																																																	
 6/29/2017	6/29/2017																																																	
 7/1/2017	7/14/2017																																																	
7/14/2017	7/28/2017																																																	
 7/31/2017	8/15/2017																																																	
8/15/2017	8/31/2017																																																	
 8/25/2017	9/15/2017																																																	
 9/8/2017	9/29/2017																																																	
 9/22/2017	10/16/2017																																																	
 10/6/2017	10/30/2017																																																	
 10/20/2017	11/15/2017																																																	
 11/3/2017	11/30/2017																																																	
 11/24/2017	12/15/2017																																																	
 12/8/2017	12/29/2017																																																	
 12/29/2017	1/12/2018																																																	
 1/12/2018	1/30/2018																																																	
 1/26/2018	2/15/2018																																																	
 2/9/2018	2/28/2018																																																	
 2/23/2018	3/15/2018																																																	
 3/9/2018	3/30/2018																																																	
 3/30/2018	4/16/2018																																																	
 4/13/2018	4/30/2018																																																	
 4/27/2018	5/15/2018																																																	

**How to Edit a Payroll Schedule – Page 3:** The rows where the gear wheel can be clicked are still editable and can be changed by entering the new date into the field as shown below:

The screenshot shows the top navigation bar of the application. On the left, there are four square icons labeled C, P, R, and B. To their right is contact information for the Gilmer County Board of Education: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone numbers are (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax is (304) 558-1394 or (304) 558-5455. Email is CPRB@wv.gov. On the right side of the header, there is a user profile for Porter Copp, ID 001100, with a 'Log Out' button. Below the profile, it shows the last login time: Sun, Dec 03 2017 4:06 PM. A main navigation menu contains 'Employer Home', 'Report', 'Services', 'Account', and 'Admin'. The 'COMPASS' logo is on the far right. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button.

## Payroll Schedule

**Instructions:** Your payroll schedule(s) must be provided at the beginning of each plan year. In order to set up a payroll schedule please select the Plan Year, Report Type (retirement system), Payroll Frequency, Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned) and click on the Calculate button. Then click on the icon to review the Pay Dates and Pay Period End Dates for the plan year. To update any Pay Dates or Pay Period End Dates please click on icon beside the date and click on the icon to save the changed date. To save your payroll schedule, please click on the icon located next to the icon used to expand your payroll schedule.

Please Note: Contributions can be reported to CPRB monthly, payroll schedule tells CPRB how frequently the agency pays their employees. These two frequencies do not need to match. An agency can report monthly while paying the employees monthly, semi-monthly, bi-weekly or weekly. If you see a warning that your Pay Dates fall in a weekend or holiday, COMPASS will allow you to save the schedule regardless of the warning.

### Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule																																														
2018	Teachers' Retirement System	Semi-Monthly	7/14/2017	2 Weeks																																															
<table border="1"> <thead> <tr> <th>Pay Period End Date</th> <th>Pay Date</th> </tr> </thead> <tbody> <tr><td> 6/29/2017</td><td>6/29/2017</td></tr> <tr><td> 7/1/2017</td><td>7/14/2017</td></tr> <tr><td>7/14/2017</td><td>7/28/2017</td></tr> <tr><td> 7/31/2017</td><td>8/15/2017</td></tr> <tr><td>8/15/2017</td><td>8/31/2017</td></tr> <tr><td> 8/25/2017</td><td>9/15/2017</td></tr> <tr><td> 9/8/2017</td><td>9/29/2017</td></tr> <tr><td> 9/22/2017</td><td>10/16/2017</td></tr> <tr><td> 10/6/2017</td><td>10/30/2017</td></tr> <tr><td> 10/20/2017</td><td>11/15/2017</td></tr> <tr><td> 11/3/2017</td><td>11/30/2017</td></tr> <tr><td> 11/24/2017</td><td>12/15/2017</td></tr> <tr><td> 12/8/2017</td><td>12/29/2017</td></tr> <tr> <td> 12/29/2017</td> <td>01/12/2018</td> </tr> <tr> <td></td> <td></td> </tr> <tr><td> 1/12/2018</td><td>1/30/2018</td></tr> <tr><td> 1/26/2018</td><td>2/15/2018</td></tr> <tr><td> 2/9/2018</td><td>2/28/2018</td></tr> <tr><td> 2/23/2018</td><td>3/15/2018</td></tr> <tr><td> 3/9/2018</td><td>3/30/2018</td></tr> <tr><td> 3/30/2018</td><td>4/16/2018</td></tr> <tr><td> 4/13/2018</td><td>4/30/2018</td></tr> </tbody> </table>						Pay Period End Date	Pay Date	6/29/2017	6/29/2017	7/1/2017	7/14/2017	7/14/2017	7/28/2017	7/31/2017	8/15/2017	8/15/2017	8/31/2017	8/25/2017	9/15/2017	9/8/2017	9/29/2017	9/22/2017	10/16/2017	10/6/2017	10/30/2017	10/20/2017	11/15/2017	11/3/2017	11/30/2017	11/24/2017	12/15/2017	12/8/2017	12/29/2017	12/29/2017	01/12/2018			1/12/2018	1/30/2018	1/26/2018	2/15/2018	2/9/2018	2/28/2018	2/23/2018	3/15/2018	3/9/2018	3/30/2018	3/30/2018	4/16/2018	4/13/2018	4/30/2018
Pay Period End Date	Pay Date																																																		
6/29/2017	6/29/2017																																																		
7/1/2017	7/14/2017																																																		
7/14/2017	7/28/2017																																																		
7/31/2017	8/15/2017																																																		
8/15/2017	8/31/2017																																																		
8/25/2017	9/15/2017																																																		
9/8/2017	9/29/2017																																																		
9/22/2017	10/16/2017																																																		
10/6/2017	10/30/2017																																																		
10/20/2017	11/15/2017																																																		
11/3/2017	11/30/2017																																																		
11/24/2017	12/15/2017																																																		
12/8/2017	12/29/2017																																																		
12/29/2017	01/12/2018																																																		
1/12/2018	1/30/2018																																																		
1/26/2018	2/15/2018																																																		
2/9/2018	2/28/2018																																																		
2/23/2018	3/15/2018																																																		
3/9/2018	3/30/2018																																																		
3/30/2018	4/16/2018																																																		
4/13/2018	4/30/2018																																																		