

How to Void or Process an Employment Classification Report

If you are trying to submit a TRS or TDC file and get the error message that says “Your enrollment report is in progress. Please complete the processing of the enrollment report, prior to submitting a new report.”

This message is shown when someone has clicked on the Enter Online button under the Employment Classification column, which triggers the system to consider that a new enrollment is being reported.

Boards of Education do not use the Enter Online option except when enrolling a new Board Member who has elected to participate in the Public Employees Retirement System (PERS), if that Board of Education participates in PERS.

In order to get rid of this error message, the Employment Classification report needs to be cancelled, if it was created in error, or submitted, if it was created to report a new elected Board Member in PERS.

To cancel the report follow these steps:

1. Log into the Compass Employer Self Service (ESS) portal, then click on the Reports tab.
2. Select Submit Employer Reports from the drop down, and this will take you to the three columns page, and you want the one on the far left, Employment Classification.
3. Click on Submission History and look for a report or reports with a status that is NOT "Published" So, you should look for a status of Processed, or Created, or Ready or Summarized.
4. Click on the date with the blue underlined hyperlink for that report or those reports that are in the Processed or Created or Ready status.
5. This will take you to a page where you will see the Agency Name and Code underlined in blue and a little grid showing you the number of people in the report, and the wages and contributions.
6. Below the Agency Name and Code is a button that says Cancel report. Click on that button and there will be a pop up that asks if you are sure, click OK and the screen will refresh and mark the report as Voided in the status column.
7. Return to the three columns page by clicking on Getting Started at the upper left of the page, or selecting Submit Employer Reports from the Reports tab from the top of the page.
8. Select the column on the far right, Contributions and Employment Classifications.
9. Click on Submission History and you should be able to select the report you wish to submit.

Please Note: All TRS and TDC members, including new hires, will be reported in your WVEIS file with all of their demographic, employment, and contribution information together in one place, which is the Contributions and Employment Classification column, the one on the far right under Submit Employer Reports. However, if you are trying to enroll a new elected Board Member into PERS only, then follow steps 1-5 referenced above, but when you reach the page with the Agency Name and Code, instead of cancelling the report, click on the green Submit button to the bottom right of the grid.

The Submit button will take you to a summary page and if you are satisfied with the information you entered for the new participating board member, then click on the green Submit Employment Classification button on the bottom right of the screen. This will fully submit the Employment Classification report and after the report has been processed, you will see the status of the report change to Published.