How to resolve incomplete records within an Employment Classification and Contribution File

Step by Step Guide for resolving any incomplete records within a WVEIS/COMPASS report:

If the green Submit button is greyed out and cannot be clicked because of the below onscreen message:

Click on the Agency Name and Code underlined in blue, this is a hyperlink that will take you to the following page and the Show Errors Only checkbox will be checked by default.

There is a new checkbox that has been added that says Show incomplete records only. If you uncheck the Show Errors Only box, and check the Show incomplete records only box, then any records that do not have any contributions attached will be displayed as below:

If you click on the plus sign next to the Action gear wheel, then an empty row will expand:

This generally happens when the person has more than one contribution row in the file, and one of them is empty. It is unclear why this is happening and we are currently researching how this occurs.

If the member should have contributions reported and already does have one row with the correct salary, days and contributions, but also has one blank contribution row, then we can delete the empty contribution row from this screen, by selecting the Delete option from the Action gear wheel:

An incomplete record can also happen when a person has been deleted off the file and re-added without continuing to the Contributions. The Contributions can be added for an incomplete record:

Clicking on the Contributions option from the drop down will take you to the following screen:

Because there is no contribution row for this member, and the Show Errors Only checkbox is checked, we see the message "Your search within this report did not produce any results."

To add a contribution for the member, click on the green Add New button and this will launch a pop up window for you to enter in the pay period end date for the salary and contributions you wish to report.
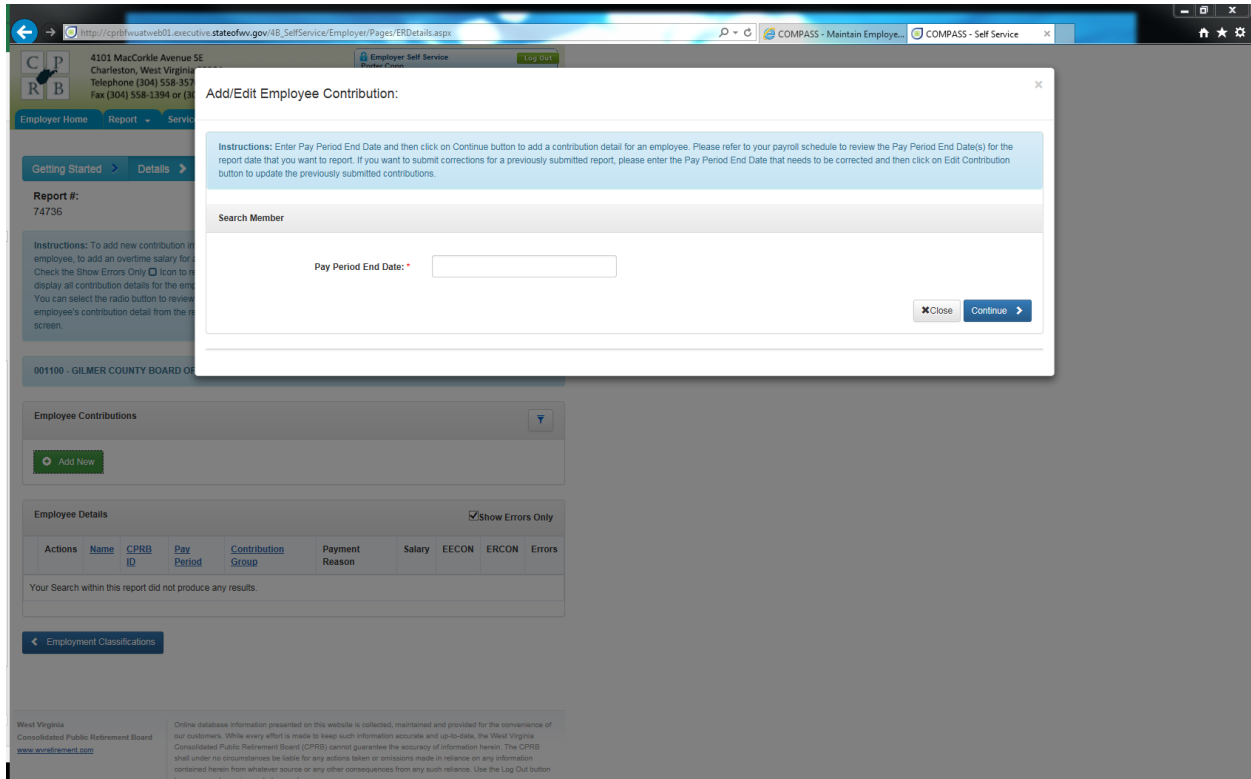
Once you enter the pay period end date, and click on Continue, you will be taken to a pop screen to enter in the salary, days worked and contribution information for the member.
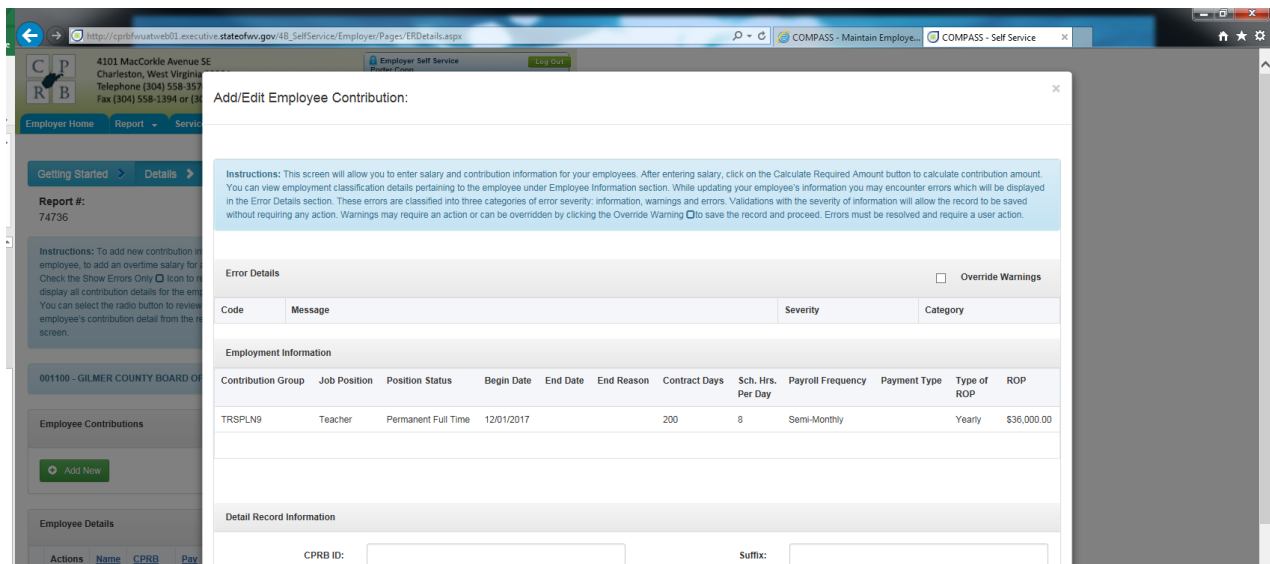
If the person is in your file twice, and already has a contribution reported for that same pay period end date, then you will see the following error message when you try to add the contribution record:

ER0043: Duplicate payment reason of Regular reported for the same Pay Period End Date for the same member.

If you close the pop up window, by clicking anywhere outside of it, or clicking on the Close button on the bottom right or clicking on the X in the upper right, you will be returned to the screen with no contributions showing.
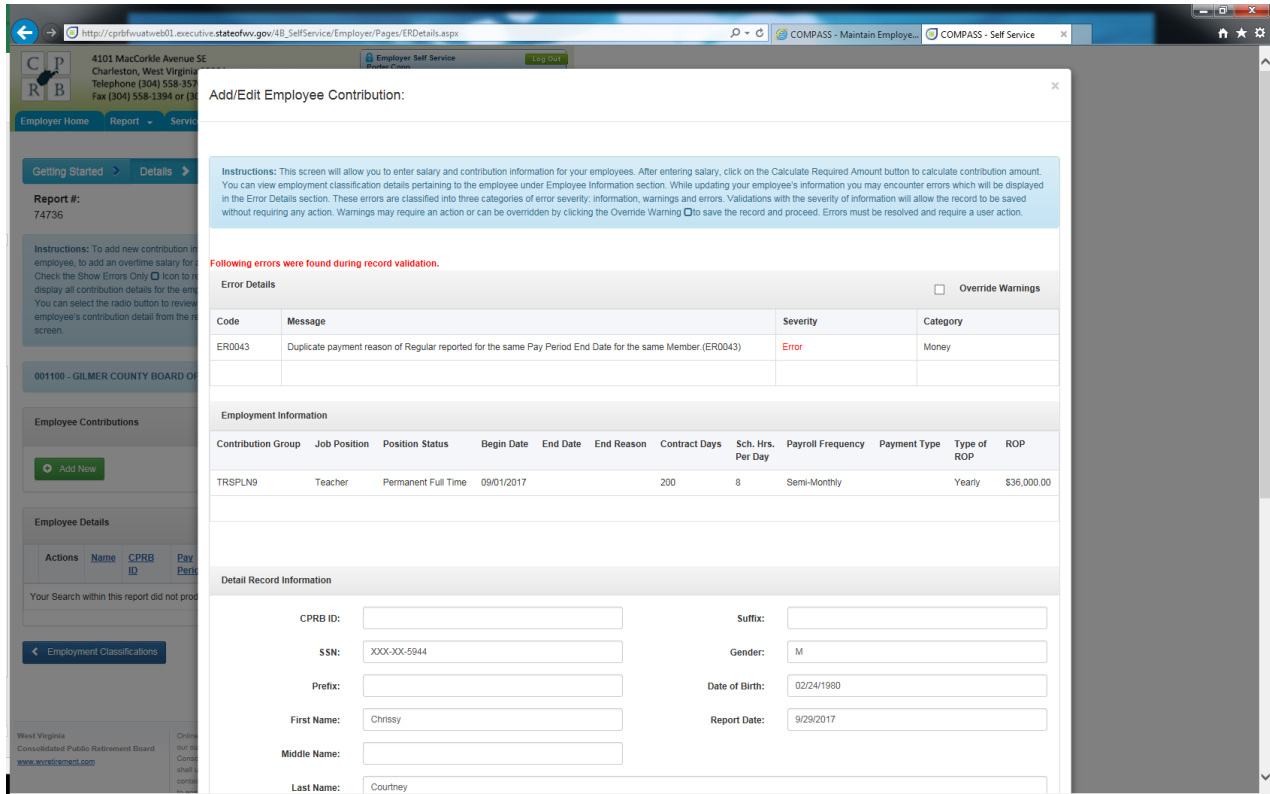
Click on the Return to Employment Classification button on the bottom left of the screen.

You will be returned to the list of incomplete records only, since that is the last checkbox selected. Uncheck the Show incomplete records only checkbox.

Expand the search fields by clicking on the filter icon. Search using any of the fields available for the member that had ER0043.

Click on the plus sign next to the Action gearwheel and you should see the below result: