



West Virginia Consolidated Public Retirement Board

Employer Self Service (ESS) – WVEIS Training

COMPASS

Today's Agenda



Topic

COMPASS AND WVEIS

Discussion Topics

- CPRB's Employer Self Service (ESS)
- ESS Admin User Role & Functions
- Submit Payroll Schedule
- Process Employer Reports
 - Submit Employment Classification & Contribution – File Upload
 - Error Correction
 - Resources

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.



ESS Administrator Functions



Functions the ESS Administrator can perform in ESS.

- Office Locations
- Contact Persons
- Users

ESS Administration Functions

CPRB
4305 MacCorkle Avenue SE
Charleston, West Virginia 25304
Telephone (304) 558-3930 or (800) 654-4406 (Nationwide)
Fax (304) 558-1394 or (304) 558-9455 | Email: CPRB@wv.gov

Employer Self Service
Phone: (304) 558-3930
Fax: (304) 558-1394
Log Out | Log In | Help

Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of resources to efficiently and 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 EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Records
- Verifying CPRB IDs and Employee 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 privilege to provide you this tool and additional level of service.


Jeffrey E. Fleck
Executive Director

West Virginia Consolidated Public Retirement Board
www.wvcprrb.com

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ESS Administrator Functions



Employer Home Report Services Account Admin

COMPASS

-- Available Forms -- Open

Contact Persons


The Contact Persons module allows employers to manage staff contact information. To add a new contact person, click **Add Contact Person**. To edit or delete contacts click on the appropriate link.

Details	Contact Type	Role
CHATTERJEE, SUMIT Mailing sumchatterjee@deloitte.com	Treasurer	Edit Delete
CHATTERJEE, SUMIT B Mailing sumchatterjee@deloitte.com	Payroll Coordinator	Edit Delete
MC DOWELL, ALEJANDRO Z Mailing (304) 558-3570 chrissy.i.courtney@wv.gov	Superintendent Payroll Coordinator Treasurer	ESS Administrator Edit

➔ Add Contact Person

- 5 -

ESS Administrator Functions



Adding a New Contact Person – CPRB ID

C
P
R
B

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
 Alejandro Mc Dowell
 001100 - Glinner County Board Of Education
 UserGuide Last Login: Tue, Jul 17 2018 10:10 AM

Employer Home Report Services Account Admin

COMPASS

-- Available Forms -- Open

Add a Contact Person

Enter details for the new staff contact information, choose the appropriate office location and contact type and click **Submit**.

Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.

Name

CPRB ID:

Prefix: Select Prefix

First Name:

Middle Name:

Last Name:

Search

➔

- 6 -

ESS Administrator Functions



CPRB ID - Services Tab – Employee Information

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 Home Report Services Account Admin

COMPASS

Available Forms -- Open

Add a Contact Person

Enter details for the new staff contact person and click **Submit**.

Please Note: A new Staff Contact account.

Name

CPRB ID: *

Prefix: Select

First Name: *

Middle Name:

Last Name: *

Suffix: Select

Title:

Contact Information

Services dropdown menu:

- Bulk Order
- Death Notice
- Seminars
- Employee Certification
- Employee Information
- Reports
- Online Process Service Purchase Request
- Online Service Purchase Estimator

ESS Administrator Functions



CPRB ID - Services Tab – Employee Information

If SSN is entered and returns the following error message, please contact CPRB, the person may need to be added to the system.

Employer Home Report Services Account Admin

COMPASS

Available Forms -- Open

Errors returned, please check below.
Please correct the following:

- SSN does not match any active or inactive enrollments for the logged in employer.

Employee Information

Enter Employee SSN

Enter the Employee SSN that you wish to work with and then click on the [Next] button.

SSN: * (99999999)

Next >>

ESS Administrator Functions



CPRB ID - Services Tab – Employee Information

Enter SSN – Click Next – CPRB ID shown under Account Information

Employee Information

Enter Employee SSN

Enter the Employee SSN that you wish to work with and then click on the [Next] button.

SSN: * (999999999)

View Account History

Employee Name : ALEJANDRO MC DOWELL Employee SSN : XXX-XX-2957 Date Of Birth : 3/1/1967

Account Information

CPRB ID :	548169
Retirement System :	Teachers' Retirement System
Most Recent Contribution Group :	TRSPLN3 - TRS Plan 3
Most Recent Employer :	GILMER COUNTY BOARD OF EDUCATION



- 9 -

ESS Administrator Functions



Enter CPRB ID from Employee Information Results

Click on green Search Button

Add a Contact Person

Enter details for the new staff contact information, choose the appropriate office location and contact type and click **Submit**.

Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.

Name

CPRB ID: *

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Title:

- 10 -

ESS Administrator Functions



After clicking on Search, demographic and contact information for the person will be shown on screen

Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.

Name

CPRB ID: * 548169 Search

Prefix: Select Prefix ▼

First Name: * ALEJANDRO

Middle Name: Z

Last Name: * MC DOWELL

Suffix: Select Suffix ▼

Title:

- 11 -

ESS Administrator Functions



Complete the required fields – including the Contact Type

Remember: Primary Payroll Coordinator is who all automated ESS emails will go to – click green Submit button when finished

Contact Information

Office Location: * Mailing ▼

E-mail: * az@mcdowell.com

Work Phone: * 3045583570 ext. 52435

Alternate Phone: ext.

Fax:

Contact Type

Director/Agency Head

Superintendent

Treasurer

Benefit Coordinator

Payroll Coordinator Set as Primary Contact

Personnel Coordinator

Fee Coordinator

Other

TDC Contacts

←

- 12 -

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.



Demonstration – Manage Payroll Schedule



To add and view a payroll schedule.

Add Payroll Schedule

View Payroll Schedule

The screenshot shows the CPRB Employee Self Service website. The header includes the CPRB logo, contact information (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), and a navigation menu with options like 'Employee Home', 'Report', 'Services', 'Account', and 'Admin'. The 'Payroll Schedule' option is highlighted in a blue box. Below the header, there is a 'Welcome to the CPRB Employee Self Service Website' message and a list of services including 'Contribution Group Search', 'Submit DGRS Fax', 'Submit Employer Reports', 'View Employer Packets', and 'Download CPRB ID'. The footer contains the West Virginia Consolidated Public Retirement Board logo and a disclaimer.

Calculating the Payroll Schedule



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	
2019	Teachers' Retirement	Semi-Mo	07/10/2018	2 Weeks	

Saving the Payroll Schedule



-- Available Forms --

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	
2019	Teachers' Retirement	Semi-Mo	07/10/2018	2 Weeks	



Adjusting the Payroll Schedule



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	
2019	Teachers' Retirement System	Semi-Mo	07/10/2018	2 Weeks	Calculate

Pay Date	Pay Period End Date
07/10/2018	06/26/2018
7/25/2018	7/11/2018
8/10/2018	7/27/2018
8/24/2018	8/10/2018
9/10/2018	8/27/2018
9/25/2018	9/11/2018
10/10/2018	9/26/2018
10/25/2018	10/11/2018
11/9/2018	10/26/2018
11/23/2018	11/9/2018

- 17 -

Adjusting a specific date on the Payroll Schedule



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	
2019	Teachers' Retirement System	Semi-Mo	07/10/2018	2 Weeks	Calculate

Pay Date	Pay Period End Date
7/10/2018	7/1/2018
7/25/2018	7/11/2018
8/10/2018	7/27/2018
8/24/2018	8/10/2018
9/10/2018	8/27/2018
9/25/2018	9/11/2018
10/10/2018	9/26/2018
10/25/2018	10/11/2018
11/9/2018	10/26/2018
11/23/2018	11/9/2018
12/10/2018	11/26/2018

- 18 -

Adjusting the Entire Payroll Schedule



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						Calculate Payroll Schedule
Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears		
2018	Teachers' Retirement System	Semi-Monthly	7/14/2017	2 Weeks		
2019	Teachers' Retirement System	Semi-Monthly	7/10/2018	2 Weeks		
						Calculate

Adjusting the Entire Payroll Schedule



- Red X will delete the entire payroll schedule
- Red Circle cancels the editing

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		
2019	Teachers' Retirement System	Semi-Mon	07/10/2018	2 Weeks		Calculate

Adjusting the Entire Payroll Schedule



- 21 -

Updating the Payroll Schedule



Remember: Once you have submitted a report for that plan year, the payroll schedule cannot be changed through ESS.

Please contact CPRB to make any needed changes after that point.

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	
<input checked="" type="checkbox"/> 2019	Teachers' Retirement System	Semi-Monthly	7/10/2018	2 Weeks	
			Pay Period	Pay Date	
			End Date		
			<input checked="" type="checkbox"/> 7/1/2018	7/10/2018	
			<input checked="" type="checkbox"/> 7/11/2018	7/25/2018	
			<input checked="" type="checkbox"/> 7/27/2018	8/10/2018	
			<input checked="" type="checkbox"/> 8/10/2018	8/24/2018	
			<input checked="" type="checkbox"/> 8/27/2018	9/10/2018	
			<input checked="" type="checkbox"/> 9/11/2018	9/25/2018	
			<input checked="" type="checkbox"/> 9/26/2018	10/10/2018	
			<input checked="" type="checkbox"/> 10/11/2018	10/25/2018	
			<input checked="" type="checkbox"/> 10/26/2018	11/9/2018	
			<input checked="" type="checkbox"/> 11/9/2018	11/23/2018	

- 22 -

Submit Employer Report

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
Brad Balleck
21121 - Newcamp1
User/Outle Last Login: Mon, Feb 06 2017 11:40 PM

COMPASS
-- Available Forms --

Submit Employer Reports

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

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Submission History

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
9191 - TESTLOAN9191	2/9/2017 3:30:54 PM	07/01/2015	DSRS	Ready	\$0.00	\$0.00	\$0.00	\$0.00
9191 - TESTLOAN9191	2/8/2017 5:21:16 PM	07/01/2016	TRS	Submitted	\$4,000.00	\$240.00	\$800.00	\$840.00
9191 - TESTLOAN9191	7/29/2016 11:17:50 PM	09/01/2015	TDC	Submitted	\$1,900.00	\$45.00	\$75.00	\$120.00
9191 - TESTLOAN9191	7/14/2016 4:18:44 PM	07/01/2016	PIERS	Posted	\$2,200.00	\$1,109.00	\$297.00	\$1,406.00
9191 - TESTLOAN9191	7/12/2016 11:32:03 AM	08/01/2015	TDC	Ready	\$1,000.00	\$45.00	\$75.00	\$120.00

Report Date: Show Voided or Rejected Reports Page 1 of 3

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Submission History – Search by Date Range



Submission History [Show: Last 3 Months]

Employer	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
24121 - NEWEMP1	01/01/2017	PERS	Summarized	\$300.00	\$13.50	\$40.50	\$54.00
24121 - NEWEMP1	01/17/2017	SPTA	Posted	\$2,000.00	\$180.00	\$300.00	\$480.00
24121 - NEWEMP1			Posted	\$2,000.00	\$95.50	\$270.00	\$365.50
24121 - NEWEMP1			Posted	\$3,000.00	\$270.00	\$450.00	\$720.00

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

Select the Submission History range as a filter option from the drop down menu.

- 25 -

Submission History – Search by Report Date



Submission History [Show: All]

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
24121 - NEWEMP1	1/25/2017 7:50:49 AM	01/01/2017	PERS	Summarized	\$300.00	\$13.50	\$40.50	\$54.00
24121 - NEWEMP1	1/2/2017 8:29:09 AM	01/17/2017	SPTA	Posted	\$2,000.00	\$180.00	\$300.00	\$480.00
24121 - NEWEMP1	12/7/2016 9:57:30 AM	12/01/2016	PERS	Posted	\$2,000.00	\$95.50	\$270.00	\$365.50
24121 - NEWEMP1	11/17/2016 9:06:44 AM	11/01/2016	PERS	Posted	\$400.00	\$18.00	\$54.00	\$72.00
24121 - NEWEMP1	11/16/2016 7:24:50 AM	11/01/2016	DSRS	Ready	\$23,000.00	\$1,955.00	\$2,760.00	\$4,715.00

Report Date: Show Voided or Rejected Reports Page: 1 of 8

Select the Report Date as a filter option.

- 26 -

Submission History – Selecting a Report



Employer Self Service

Submission History [Show: All]

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
24121 - NEWEMP1	1/25/2017 7:50:49 AM	01/01/2017	PERS	Summarized	\$300.00	\$13.50	\$40.50	\$54.00

Report Date: 1/1/2017 Show Voided or Rejected: [] Page: 1 of 1

Click the Report Date link to view Summary Report.

Employment Classification & Contributions

only Choose this option to upload Employment Classification & contributions in a combined file.

Manufacturing
 as nunc. Ut
 ilis. Proin
 idunt id.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue sagittis. Proin augue magna, suscipit ac tristique id, pharetra sed nibh.

- 27 -

Adjusting a Previously Submitted Record




When an adjustment needs made for a pay period end date previously submitted for a member, then the adjustment will be made on the next available report for that system. **Please only adjust payments made in the 2018 Fiscal Year and forward through ESS.**

Prior years will have records converted from our legacy system and adjustments for prior years may also require service purchases. **Please contact CPRB for assistance in making corrections to 2017 and previous Fiscal Years.**

Corrections to service, contributions, wages, etc. can all be performed through ESS on a per pay period basis and such corrections should always be done whenever a check previously reported to CPRB is voided through WVEIS and either re-issued for a different amount, or not re-issued at all.

- 28 -

Click on the Employer Name and Code



Getting Started >
Details >
Summary >
Payments >
Results

Report #: 58876 **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 (hyperlink) in the employer column below to review and update your employees' 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
58876	04/01/2017	TRS	Ready


Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
000300 - BOONE COUNTY BOE	453	0	0	453	\$102,031.24	\$0,122.01	\$8,676.76	Error Report

Cancel Report
Submit >

Back

- 29 -

Detailed List of Employees within the Report



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Search Employee ▼

Add New


Employee Details Show incomplete records only Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	<input type="checkbox"/> ⚙	CRIBBS	EMANUEL	611082	06/25/1978	XXX-XX-4169	1 (E=1) (C=0)
<input type="radio"/>	<input type="checkbox"/> ⚙	FOLLIS	ADELA	611091	12/05/1986	XXX-XX-3944	1 (E=1) (C=0)
<input type="radio"/>	<input type="checkbox"/> ⚙	HAVILAND	ACACIA	613807	08/15/1993	XXX-XX-6935	1 (E=1) (C=0)
<input type="radio"/>	<input type="checkbox"/> ⚙	TEETER	MAJOR	540963	10/11/1966	XXX-XX-9414	1 (E=1) (C=0)

Display Records 10 Page 1 Of 1 ◀ Prev Next ▶

- 30 -

Uncheck Show Errors Only and Expand Search



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Search Employee ▼

Employee SSN: - - CPRB ID:

First Name: Last Name:

Search by Contribution Group: ▼

[More](#)


+ Add New Search ✕ Clear

Employee Details Show incomplete records only Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ALBEE	ANGELES	553871	05/02/1984	XXX-XX-6162	0 (E=0) (C=0)
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	AMSDEN	ROBT	153439	12/05/1992	XXX-XX-2815	0 (E=0) (C=0)
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	APPLEBY	REYES	611094	12/17/1993	XXX-XX-7968	0 (E=0) (C=0)

- 31 -

Search by any field if Person is on the Report



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Search Employee ▼

Employee SSN: - - CPRB ID:

First Name: Last Name:

Search by Contribution Group: ▼

[More](#)


+ Add New Search ✕ Clear

Employee Details Show incomplete records only Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ALBEE	ANGELES	553871	05/02/1984	XXX-XX-6162	0 (E=0) (C=0)
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	AMSDEN	ROBT	153439	12/05/1992	XXX-XX-2815	0 (E=0) (C=0)
<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	APPLEBY	REYES	611094	12/17/1993	XXX-XX-7968	0 (E=0) (C=0)

- 32 -

Click on Add New if Person is NOT on Report



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Search Employee

Employee SSN: - - CPRB ID:

First Name: Last Name:

Search by Contribution Group:


[More](#)

Employee Details Show incomplete records only Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	<input type="button" value="⚙"/>	ALBEE	ANGELES	553871	05/02/1984	XXX-XX-6162	0 (E=0) (C=0)
<input type="radio"/>	<input type="button" value="⚙"/>	AMSDEN	ROBT	153439	12/05/1992	XXX-XX-2815	0 (E=0) (C=0)
<input type="radio"/>	<input type="button" value="⚙"/>	APPLEBY	REYES	611094	12/17/1993	XXX-XX-7968	0 (E=0) (C=0)

- 33 -

After Add New is Clicked, Enter SSN, Verify SSN



001100 - GILMER COUNTY BOARD OF EDUCATION / Add/Edit Employee Demographics

Error Details Override Warnings

Personal Information

SSN: * - - ←

Prefix: Date of Birth: *

First Name: * Middle Name:


Last Name: * Gender: *

Suffix:

Address Information

- 34 -

Once the Person is Already in the Report



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Search Employee ▼

Employee SSN: - - CPRB ID:

First Name: Last Name:

Search by Contribution Group: ▼

[More](#)

+ Add New Search ✖ Clear


Employee Details Show incomplete records only Show Errors Only

			Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
○	⊞	⚙️	RAE	CONNIE	518016	02/24/1982	XXX-XX-3634	0 (E=0) (C=0)

Display Records Page Of 1 ◀ Prev Next ▶

- 35 -

Once the Person is Added or Found in Report



Click the Gear Wheel for Options

Employee Details Show incomplete records only Show Errors Only

			Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
○	⊞	⚙️	RAE	CONNIE	518016	02/24/1982	XXX-XX-3634	0 (E=0) (C=0)

Display Records Page Of 1 ◀ Prev Next ▶

- [Demographics](#)
- [Employment Classification](#)
- [Contributions](#)
- [Delete](#)

Continue to Contributions >

Return to Submit Details >

- 36 -

Once the Person is Added or Found in Report



Click the Gear Wheel for Options, Select Contributions from Drop Down Menu to adjust Days, Wages and/or Contributions

Employee Details Show incomplete records only Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>		RAE	CONNIE	518016	02/24/1982	XXX-XX-3634	0 (E=0) (C=0)

- Demographics
- Employment Classification
- Contributions
- Delete

Display Results 1 of 1 ◀ Prev Next ▶

Continue to Contributions >
Return to Submit Details >

- 37 -

After selecting Contributions from Gear Wheel



Uncheck the Show Errors Only box to show any existing contribution records for the person in the report, expand search icon to see member details, click on Add New

001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Employee Contributions

+ Add New


Employee Details Show Errors Only

Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
Your Search within this report did not produce any results.									

← Employment Classifications

- 38 -

Adjust the Days Worked or Salary Amount



First Name: Report Date:
 Middle Name:
 Last Name:

Contribution Information


Pay Period End Date: *	<input type="text" value="4/27/2018"/>	Salary:	\$ <input type="text" value="2075.96"/>
Contribution Group: *	<input type="text" value="TRS Plan 3"/>	Pre-Tax EECON:	\$ <input type="text" value="124.56"/>
Payment Reason: *	<input type="text" value="Regular Pay"/>	Post-Tax EECON:	\$ <input type="text" value="0.00"/>
Hours Worked:	<input type="text" value="0.00"/>	Employee Contrib Require Amount:	\$ <input type="text" value="124.56"/>
Days Worked:	<input type="text" value="8.33"/>	Employer Contrib.:	\$ <input type="text" value="155.70"/>
Salary that Exceeds IRS Limit:	\$ <input type="text" value="0.00"/>		

Calculate Required Amounts

Employee Information

Position Status: * Job Position: *

Click on Calculate Required Amounts, then Save




First Name: Report Date:
 Middle Name:
 Last Name:

Contribution Information

Pay Period End Date: *	<input type="text" value="4/27/2018"/>	Salary:	\$ <input type="text" value="1700.00"/>
Contribution Group: *	<input type="text" value="TRS Plan 3"/>	Pre-Tax EECON:	\$ <input type="text" value="102.00"/>
Payment Reason: *	<input type="text" value="Regular Pay"/>	Post-Tax EECON:	\$ <input type="text" value="0.00"/>
Hours Worked:	<input type="text" value="0.00"/>	Employee Contrib Require Amount:	\$ <input type="text" value="102.00"/>
Days Worked:	<input type="text" value="5.00"/>	Employer Contrib.:	\$ <input type="text" value="127.50"/>
Salary that Exceeds IRS Limit:	\$ <input type="text" value="0.00"/>		


Calculate Required Amounts



Employee Information

Position Status: * Job Position: *

After Record Has Been Saved



001100 - GILMER COUNTY BOARD OF EDUCATION / Employment Classifications And Contributions Report

Employee Contributions ▼

+ Add New

Employee Details
 Show Errors Only


	Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
<input type="radio"/>		RAE, CONNIE	518016	05/11/2018	TRSPLN3	Regular Pay	\$1,775.95	\$106.56	\$133.20	0
<input type="radio"/>		RAE, CONNIE	518016	04/27/2018	TRSPLN3	Regular Pay	\$1,700.00	\$102.00	\$127.50	0

Display Records 10 ▼
Page 1 ▼ of 1
◀ Prev
Next ▶

← Employment Classifications

- 43 -

Submitting After Editing or Adding



Note: the difference between total records and total employees shows there is an employee with 2 records

Getting Started >
Details >
Summary >
Payments >
Results

Report #:
91651

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 (hyperlink) in the employer column below to review and update your employees' 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
88563	05/30/2018	TRS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
001100 - GILMER COUNTY BOARD OF EDUCATION	130	0	0	129	\$219,338.39	\$13,160.31	\$17,306.21	Error Report

↻ Cancel Report
Contribution Totals by Pay Period Report
Contribution Details by Pay Period Report
Submit >

← Back

- 44 -



Adjustment will be shown in Corrections Grid


After clicking on Submit, details are displayed of credit or debit due based on the adjusted records within the report.

Contribution Summary #: 88563	Retirement System: TRS	Report Date: 05/30/2018	Total Members: 129	Status: Summarized
-------------------------------	------------------------	-------------------------	--------------------	--------------------

Regular Contributions					
Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 11,451.40	\$ 687.09	6.00	\$ 1,717.71	15.00
TRS Plan 3	\$ 183,294.94	\$ 10,997.71	6.00	\$ 13,747.12	7.50
TRS Plan 9	\$ 24,968.01	\$ 1,498.07	6.00	\$ 1,872.58	7.50
Totals	\$219,714.35	\$13,182.87		\$17,337.41	

Corrections			
Contribution Group	Salary	EECON	ERCON
TRS Plan 3	\$ (\$375.96)	\$ (\$22.56)	\$ (\$28.20)
Totals	(\$375.96)	(\$22.56)	(\$28.20)

- 45 -



Resources on www.wvretirement.com

- General Resources – COMPASS Online Tutorials

[Board of Trustees](#) | [Active Members](#) | [Retirees](#) | [Participating Employers](#) | [Publications](#)

PARTICIPATING EMPLOYER RESOURCES:

[COMPASS Online Tutorials](#) | [COMPASS Helpdesk](#)

Employer Self Service (ESS) Presentations:

- COMPASS ESS - First Report Walkthrough Webinar
- COMPASS ESS Portal Training PowerPoint
- COMPASS ESS Portal Webinar (video)
- COMPASS w/OASIS Joint Training PowerPoint
- COMPASS w/OASIS Joint Training Webinar (video)
- COMPASS WVEIS Joint Training PowerPoint

-Lockbox Payment Guidance
 -COMPASS Employer Reporting Implementation Handbook
 -COMPASS Employer FAQs
 -Contact the Employer Reporting Support Team and Helpdesk
 -COMPASS Employer Reporting File Format Document
 -COMPASS Contribution Groups
 -COMPASS Required Fields by Retirement System
 -CRRS ID Download File Format Guide
 -Secure File Transfers - SFTP Instructions Guide
 -Employer Self Service (ESS)
 -Administrator Change Form
 -ESS Training Materials - Work Process Manual

System by System Appendices:

- DGRS Appendix
- EMRSR Appendix
- JRS Appendix
- MPFRS Appendix
- PERS Appendix
- TDC Appendix
- Trooper A Appendix
- Trooper B Appendix
- TRS Appendix

- 2015 Tier II Resources for Public Employees Retirement System (PERS) and Teachers' Retirement System (TRS)
 - ACH Pre-Authorization Form for Employers

[ems/forms/2016COMPASS-EMPLOYER-FAQs.pdf](#)

To check for PERS participation between 07/01/1972 and 06/30/2015, please enter the employee number below and then submit:

Submit

- 46 -



Questions?

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