



Employer Self Service  
Work Process Manual  
October 12, 2016

West Virginia  
Consolidated Public Retirement Board  
(WVCPRB)

COMPASS Project



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# Employer Self Service

## 1. Overview

The West Virginia Consolidated Public Retirement Board (CPRB) is replacing their existing software and web reporting system with **COMPASS**, which is a comprehensive, scalable, browser-based solution. **Employer Self-Service** (ESS) is the web portal that employers will use to view and update information related to contribution reporting, user administrative functions and other employee remittance functions. In order to access the ESS portal, the employer contacts (i.e. the employer staff member(s) requiring access to ESS) must have a valid login name and password (See Section 2. CPRB's ESS Access Registration and Login for Employer Self-Service for more details on logins and passwords) and will be able to access functionality based on assigned user roles (See Section 10. Manage Users for more details).

### Employers can perform the following tasks on the Employer Self Service portal:

- **Payroll Schedule:** Allows employers to submit their Payroll begin date, which allows COMPASS to calculate and maintain each employer's payroll schedule. Employers must provide and confirm their payroll schedule information pertaining to each retirement system for a plan year prior to submitting their first contribution report.
- **Submit Employer Reports:** Allows employers flexibility in submitting information, 1) Employment Classification information, such as Job Position or Job Status can be submitted on its own or 2) Contribution Detail information along with Contribution Summary information and payment information can be submitted on its own, once the Employment Classification information is reported or 3) Employment Classification and Contribution Details, Summary information and payment information associated with the contribution report can be submitted together. This information can be submitted to CPRB via Enter On-Line or Upload Detail File functionality.
- **Employer Packet:** Allows employers to view the reports contained within a packet, which reflect information from the employer's last report submission. The Employer Packet will be generated 5 business days after the employer's report is balanced and posted. Employers will receive an email notification alerting them that their new employer packet is available for review.
- **Download CPRB ID:** Allows employers to download CPRB IDs for either a particular employee or a set of employees based on defined search criteria. A CPRB ID is optional to be reported for all employers reporting via the file layout, but may at some point in the future be required (in an effort to do away with reporting SSN).
- **Contribution Group Search:** Allows employers to determine the correct contribution group for employees, based on their prior and current employment classification.
- **Office Locations:** Allows employers to add and maintain office location information.
- **Contact Persons:** Employers will have the ability to identify employees within their organization who they wish to set up as contacts within the COMPASS system. Persons must be entered as contacts before they can be setup as an ESS user.
- **Manage Users:** Allows employers to maintain user information for employees who require access to Employer Self Service. Role assignment as well as password/PIN maintenance is



included in this module. Only employees assigned to the ESS Admin role will have access to this functionality.

- **Death Notice:** Employers can notify CPRB about the death of employees.
- **Seminar Registration:** Allows employers to register for seminars via Employer Self Service.
- **Online Certification:** Allows employers to certify refund, retirement, disability and service purchase applications.
- **Message Center:** Allows employers to view messages that have been sent via the COMPASS correspondence engine. Documents sent from the COMPASS system will be viewed as attachments to the messages. Also, employers will be able to send a new message, or reply to a message from CPRB via the Message Center functionality.
- **Reports:** Allows employers to ad-hoc generate selected reports using pre-defined parameters.
- **DSRS Fee:** Allows County Commissions to separate their reporting by providing a separate role just for submitting the Deputy Sheriff Retirement System (DSRS) fees.
- **Pay Invoices:** Allows employers to view and remit payment for outstanding invoices. Credit Invoices will be available for selection at the time of report submission.
- **Bulk Order:** Employer can request forms, brochures, and other materials for bulk printing from CPRB.
- **Service Purchase Cost Calculator:** This functionality allows the employers to calculate certain service purchase costs for a member, once they are eligible for such a purchase event.
- **Service Purchase Request:** Employers can create requests for service purchase cost letters on behalf of their employees, through the Employer Self Service portal.

## 1.1 What You Will Be Able to Do

At the end of this module, you will be able to:

- Register for access to the ESS portal
- Login to the ESS portal for the first time
- Reset forgotten user IDs and/or passwords
- Submit Employer reports; containing Employment Classification details, and/or contributions, and DSRS fees
- Manage employer contact access, security settings, and other information about the agency, such as office locations and staff roles
- Send messages to CPRB through the Message Center, request bulk orders for CPRB materials, and access various reports
- Process invoices, and maintain your payroll schedules

## 1.2 Assumptions

The instructions in this guide assume you know the basics of navigating within a browser-based system.

All “employee” information shown within the screen shots in this document is not real and does not contain any Personally Identifiable Information (PII) or Protected Health Information (PHI).



## 2. CPRB's ESS Access – Registration and Login

In order to **Access CPRB's Employer Self-Service (ESS)** portal, the employer contact person who will act as ESS Administrator for the other employer staff member(s) requiring access to the ESS portal must have a valid login name and password.

The ESS Administrative user will have the ability to request access to CPRB's ESS portal for other staff members of the participating agency. If for some reason the agency's ESS Administrative user does not have access, then the employer can contact CPRB to restore the ESS Administrative user's access.

The four ESS user roles are:

- **Administrative user (ESS Admin):** has access to all functionalities such as Submit Employer Report, Contribution Group Search etc., including exclusive access to add, remove, and edit employer staff contact person(s) and ESS portal user accounts for the agency staff members
- **Employer Reporting user:** has access to all screens except for the Admin-related (manage users, locations, and contact persons) screens
- **Staff user:** has access to services such as Death Notice, Seminars, Message Center, Employee Information, Reporting and Admin menu.
- **DSRS Fee Reporter:** has access to be able to report DSRS fees only, no other access is given with this role assignment

### 2.1 ESS Registration Request

To submit an **ESS Registration Request**, the employer contact will submit the request to their:

1. **Employer administrator:** if the request is for access in a role as an employer reporting user, staff user, or DSRS fee reporter, for an employer that has an existing employer administrative user within ESS, then the ESS Admin creates the ESS user.

The ESS user will receive their login credentials in three separate emails. One email includes the User ID, one email includes a temporary PIN and one email includes a temporary password.

The temporary PIN and password are valid for 72 hours after the administrator emails the credentials. When the new user logs in to the ESS portal, they are prompted to enter a new password and PIN and select a security question. This new password, PIN and security question cannot be accessed by CPRB staff.

**Note:** If the employer's ESS administrator is unavailable or unable to access the account, CPRB staff will help create an ESS account or create/update employer contact login credentials.

2. **CPRB Representative:** for access setup for the first ESS Admin from each participating employer, CPRB will create an ESS Admin user in COMPASS and an email is sent to the prospective ESS Admin user with the login credentials.

The prospective ESS Admin will receive three separate emails, providing the required information to access the ESS portal – the first email will contain the User ID, the second will contain the temporary PIN, and the third and final will contain a temporary password. The temporary PIN and password are valid for 72 hours. When the user logs into the ESS portal for the first time, they are prompted to enter a new password and PIN and select a security question. This new password, PIN and security question cannot be accessed by CPRB staff.



## 2.2 Login to Employer Self-Service for the First Time

The first time a new employer contact logs into the ESS portal, they will be prompted to enter the user ID, temporary password and PIN as received in the auto generated email. The temporary password and PIN can only be used up to 72 hours after the administrator email is sent to the employer contact. If the employer contact does not use the temporary password and PIN within 72 hours, both credentials will become invalid and the employer administrator will have to reset the password and PIN.

The steps below describe the process to login to CPRB's ESS portal for the first time:

**Step 1 --** In the **Self-Service** screen, click the **Employers login here** link.

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

[Login to your account](#)

**COMPASS**

### Login

**Log In To Your Account**

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

Note: The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



**Step 2 --** Enter details in the **User ID** and **Password** fields and click the **Next** button.

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

[Login to your account](#)

**COMPASS**

### Login

**Log In To Your Account**

User ID  
bhope

Password  
••••••••

**Next**

[Need to register?](#)  
[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)  
[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests

**Step 3 --** Enter the password received in the auto-generated mail in the **Current Password** field.

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Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service**  
Bob Hope  
Dep  
[Log Out](#)

UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

**COMPASS**

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

### Change Password

**Step 1 of 3**

Valid passwords are 8 to 16 characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$).

**Note:** Maintaining the security of your login information is your responsibility. No one at the Retirement Board knows or can retrieve your password for you, and no Retirement Board representative will ever ask you for your password.

**Change Password**

Your User Name: bhope

Current Password: \*

Your New Password: \*  (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 number and 1 special character; no spaces)

Retype Your New Password: \*

[Continue to Step 2](#)



**Step 4 --** Enter the new password in the **Your New Password** field.

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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  
Bob Hope  
Dep  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

COMPASS

-- Available Forms -- Open

### Change Password

**Step 1 of 3**

Valid passwords are 8 to 16 characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$).

**Note:** Maintaining the security of your login information is your responsibility. No one at the Retirement Board knows or can retrieve your password for you, and no Retirement Board representative will ever ask you for your password.

**Change Password**

Your User Name: bhope

Current Password: \*

Your New Password: \*  (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 number and 1 special character; no spaces)

Retype Your New Password: \*

[Continue to Step 2](#)

**Step 5 --** Enter the new password again in the **Retype Your New Password** field.

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Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Bob Hope  
Dep  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

COMPASS

-- Available Forms -- Open

### Change Password

**Step 1 of 3**

Valid passwords are 8 to 16 characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$).

**Note:** Maintaining the security of your login information is your responsibility. No one at the Retirement Board knows or can retrieve your password for you, and no Retirement Board representative will ever ask you for your password.

**Change Password**

Your User Name: bhope

Current Password: \*

Your New Password: \*  (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 number and 1 special character; no spaces)

Retype Your New Password: \*

[Continue to Step 2](#)



**Step 6 --** Click the **Continue to Step 2** button.

The screenshot shows the top navigation bar with the COMPASS logo and contact information for the Retirement Board. The main content area is titled "Change Password" and includes a "Step 1 of 3" indicator. A text box explains password requirements: 8-16 characters, case sensitive, with at least one uppercase letter, one number, and one special character. A "Note" states that the Retirement Board cannot retrieve passwords. The form fields are: "Your User Name" (bhope), "Current Password" (empty), "Your New Password" (empty), and "Retype Your New Password" (empty). A "Continue to Step 2" button is highlighted with a red box.

**Step 7 --** Enter the PIN the received in the auto-generated mail in the **Current PIN** text field.

The screenshot shows the "Change Password" form at "Step 2 of 3". The "Current PIN" field is highlighted with a red box and contains four black dots. The "Your New PIN" and "Retype Your New PIN" fields also contain four black dots. A note specifies "(4 characters, all numbers, no spaces)". A "Continue to Step 3" button is visible at the bottom.



**Step 8 --** Enter the new PIN in the **Your New PIN** field.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B in a 2x2 grid. To the right of the logo, the address and contact information for the West Virginia Department of Corrections are listed: 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. On the top right, the user is logged in as Bob Hope, Department, with a last login time of Thu, Jul 07 2016 9:34 AM. A 'Log Out' button is visible. Below the header, there is a 'COMPASS' logo and a dropdown menu for 'Available Forms' with an 'Open' button. The main content area is titled 'Step 2 of 3'. It contains a form with the following fields: 'Your User Name:' with the value 'bhope'; 'Current PIN:' with a masked input field (4 dots); 'Your New PIN:' with a masked input field (4 dots) highlighted by a red border, and a note '(4 characters, all numbers, no spaces)'; and 'Retype Your New PIN:' with a masked input field (4 dots). A green 'Continue to Step 3' button is at the bottom of the form.

**Step 9 --** Enter the new PIN again in the **Retype Your New PIN** field.

This screenshot is identical to the one for Step 8, showing the same interface and form fields. However, in this step, the 'Retype Your New PIN' field is highlighted with a red border, indicating that the user is now entering the new PIN again.



**Step 10** -- Click the **Continue to Step 3** button to proceed further.

**C P**  
**R B**

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** [Log Out](#)  
**Bob Hope**  
Dep  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

**COMPASS**

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

**Step 2 of 3**

Your User Name: bhope

Current PIN: \*

Your New PIN: \*  (4 characters, all numbers, no spaces)

Retype Your New PIN: \*

[Continue to Step 3](#)



**Step 11 --** Select a question from the **Security Question** drop down menu.

**Note:** In case, password is forgotten, this question will be used to validate access to the account.

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Charleston, West Virginia 25304  
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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Bob Hope  
Dep  
Log Out  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

COMPASS

-- Available Forms -- Open

### Update Security Question

Step 3 of 3

Security Question

Security Question: \* **Select Security Question**

Answer: \*  
Retype Your Answer: \*

- What is the first name of your best friend from high school?
- What is the last name of your all-time favorite athlete?
- What is the name of your high school mascot?
- What is your favorite cartoon character?
- What is your favorite movie?
- What is your favorite sports team?
- What is your favorite vacation spot?
- What was the first phone number that you remember?
- What was the last name of your favorite teacher?
- What was the last name of your first teacher?
- Who is your favorite composer, singer, band?
- Who was your favorite childhood hero?
- Whom did you go to prom with?

West Virginia  
Consolidated Public Retirement Board  
Home

Consolidated Public Retirement Board (CPRB) cannot guarantee the accuracy of information herein. The CPRB shall



**Step 12** -- Enter the answer to the security question and click the **Submit** button.

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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  
Bob Hope  
Dep  
Log Out  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

COMPASS

-- Available Forms -- Open

### Update Security Question

Step 3 of 3

Security Question

Security Question: \* What is the last name of your all-time favorite athlete? ▾

Answer: \* ●●●●●●

Retype Your Answer: \* ●●●●●●

Submit

**Step 13** -- The **Confirmation** screen is displayed, click the **Continue** button.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Bob Hope  
Dep  
Log Out  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

COMPASS

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open Print

### Confirmation

Password and security question information saved

The new password, PIN and Security Question is updated.

Continue



**Step 14 -- The Employer Home screen is displayed.**

The screenshot shows the Employer Self Service website interface. At the top left, there is a logo with the letters C, P, R, and B in a grid. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, the telephone number is (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax number is (304) 558-1394 or (304) 558-5455. The email address is CPRB@wv.gov. On the top right, there is a user profile section for 'Bob Hope' with a 'Log Out' button. Below the user profile, it says 'UserGuide Last Login: Thu, Jul 07 2016 9:34 AM'. A navigation bar contains links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'COMPASS' logo is on the right side of the navigation bar. Below the navigation bar, there is a dropdown menu for 'Available Forms' with an 'Open' button. The main content area contains a welcome message: '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:'. A bulleted list follows: 'Reporting Enrollments and Contributions', 'Processing EFT Payments', 'Processing Correction of Errors', 'Adding/Updating Employer Contact Information', 'Reviewing Submitted Employer Reports and Invoices', and 'Verifying CPRB IDs and Employee Contribution Rate Information'. Below the list, there is a paragraph: '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.' Another paragraph states: 'It is our privilege to provide you this tool and additional level of service.' At the bottom, the name 'Jeffrey E. Fleck' and title 'Executive Director' are listed.

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Charleston, West Virginia 25304  
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
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Employer Self Service  
Bob Hope  
Dep  
Log Out  
UserGuide Last Login: Thu, Jul 07 2016 9:34 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

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 Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- 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



## 2.3 Login to Employer Self-Service

After an employer contact has registered and they have logged into the ESS portal for the first time, then the ESS portal is accessible by using the new password and PIN created by the employer contact.

The steps below describe the process to login to the ESS portal:

**Step 1 --** In the **Self-Service** screen, click the **Employers login here** link.

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

[Login to your account](#)

**COMPASS**

### Login

**Log In To Your Account**

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

Note: The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



**Step 2 --** In the **Login** screen, enter the user ID in the **User ID** field.

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

[Login to your account](#)

**COMPASS**

## Login

**Log In To Your Account**

User ID

Password

Need to register? Please contact your administrator or a retirement system representative.

[Forgot User ID](#) | [Forgot Password](#)

Note: The information contained in this site is available via a secure connection.

[Members log in here](#)  
[Medical Advisors log in here](#)

Use Employer Self-Service to:

- Add and Update Employee Enrollments
- Submit and Correct Contribution Reports
- Add and Update User Account Credentials
- View Prior Transactions and Reports



**Step 3 -- Enter the Password associated with the User ID.**

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

[Login to your account](#)

**COMPASS**

## Login

**Log In To Your Account**

User ID  
bhope

**Password**

Next

[Need to register?](#)

[Forgot User ID or Password?](#)

Note: The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



**Step 4 --** Click the **Next** button.

**Note:** An ESS user is allowed five unsuccessful login attempts before the account is locked. Once the account is locked, an ESS user will need to contact their ESS Admin to unlock their account. If the ESS Admin is locked out, they will need to contact CPRB to unlock their Admin account.

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[Login to your account](#)

**COMPASS**

## Login

### Log In To Your Account

User ID  
bhope

Password  
••••••••

**Next**

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

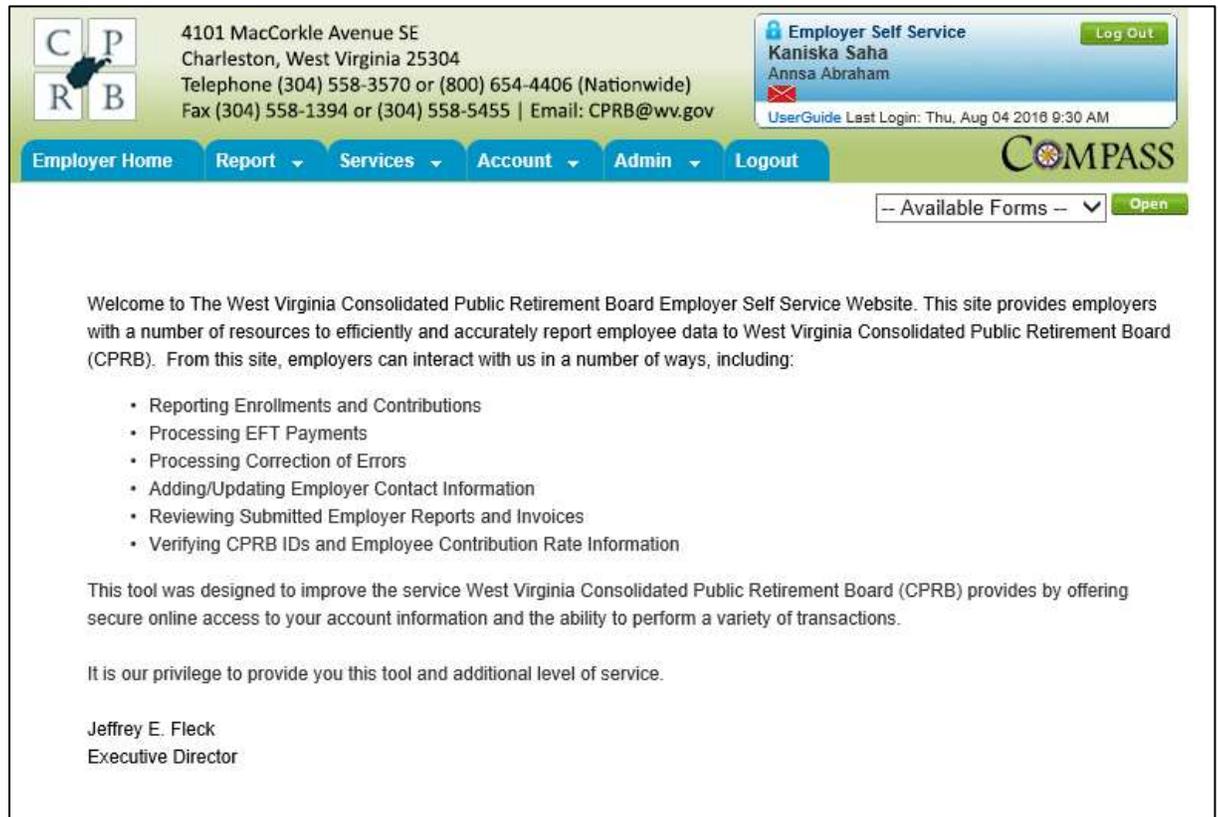
[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



**Step 5 --** The **Home** screen is displayed.



The screenshot shows the Employer Self Service website home screen. At the top left is the CPRB logo (C, P, R, B in a grid). To its right is contact 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. On the top right, a user profile for Kaniska Saha (Annsa Abraham) is shown with a 'Log Out' button and a last login timestamp of Thu, Aug 04 2016 9:30 AM. Below this is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'COMPASS' logo is on the far right of the navigation bar. A dropdown menu for 'Available Forms' is open, showing an 'Open' button. The main content area contains a welcome message, a list of services, and a sign-off from Jeffrey E. Fleck, Executive Director.

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Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 9:30 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

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 Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- 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



## 2.4 Retrieve Forgotten User ID

ESS users who have forgotten their User ID, can use the **Forgot User ID** link on the **Log In To Your Account** dialog box. The ESS user will be required to provide their **employer code**, **email address** associated with their ESS account, and **answer the security question** they selected to retrieve their forgotten User ID.

To obtain the forgotten User ID, follow the steps below:

**Step 1 --** From the **Self-Service** login screen, click the **Employers login here** link.

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[Login to your account](#)

COMPASS

### Login

#### Log In To Your Account

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests

West Virginia  
Consolidated Public Retirement Board  
[Home](#)

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**Step 2 --** Click the **Forgot User ID** link to reset the user ID.

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Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
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[Login to your account](#)

**COMPASS**

## Login

**Log In To Your Account**

User ID

Password

**Need to register?** Please contact your administrator or a retirement system representative.

[Forgot User ID](#) [Forgot Password](#)

**Note:** The information contained in this site is available via a secure connection.

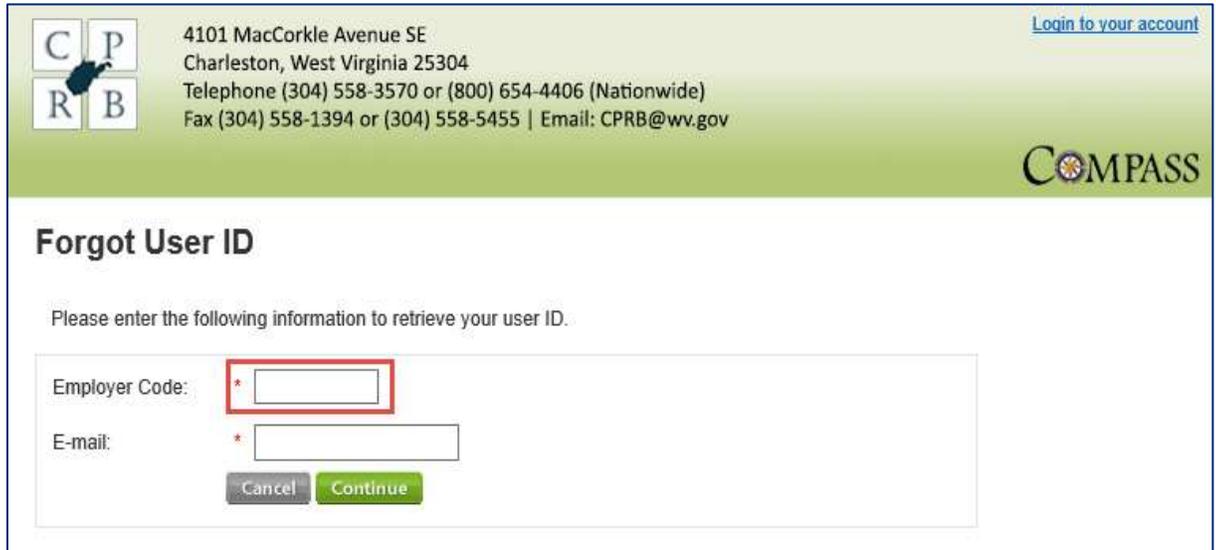
[Members log in here](#)  
[Medical Advisors log in here](#)

**Use Employer Self-Service to:**

- Add and Update Employee Enrollments
- Submit and Correct Contribution Reports
- Add and Update User Account Credentials
- View Prior Transactions and Reports



**Step 3 --** Enter the **Employer Code** associated with the login credentials.



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[Login to your account](#)

**COMPASS**

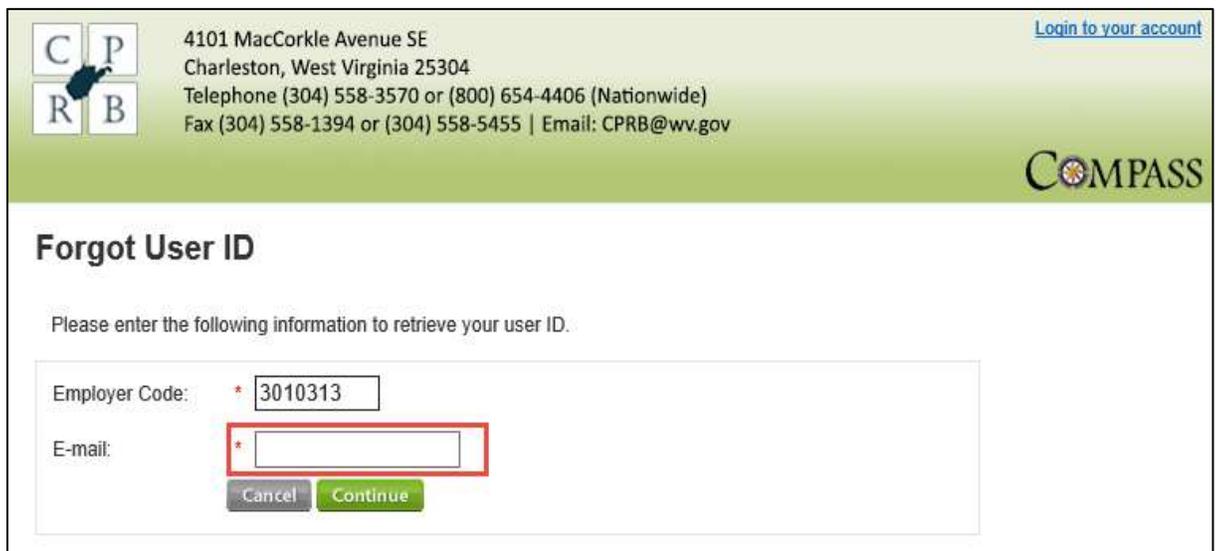
### Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code: \*

E-mail: \*

**Step 4 --** Enter the email address associated with the login credentials in the **E-mail** field



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[Login to your account](#)

**COMPASS**

### Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code: \*

E-mail: \*



**Step 5 --** Click the **Continue** button.

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[Login to your account](#)

## COMPASS

### Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code: \* 3010313

E-mail: \* jesims@deloitte.cc x

**Step 6 --** Enter the answer for the security question in the security question field.

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[Login to your account](#)

## COMPASS

### Forgot User ID

We're protecting your online account information.

As an added security measure, please validate your online identity by answering the question below.

What is the last name of your all-time favorite athlete? \*



**Step 7 --** Click the **Continue** button.

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[Login to your account](#)

**COMPASS**

### Forgot User ID

We're protecting your online account information.

As an added security measure, please validate your online identity by answering the question below.

What is the last name of your all-time favorite athlete? \*

**Step 6 --** The **User ID** is displayed on the screen.

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[Login to your account](#)

**COMPASS**

### Forgot User ID

Your user ID is: bhope

To return to the login page, [click here](#).

**Step 7 --** Click the **click here** link to return to the login screen.

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[Login to your account](#)

**COMPASS**

### Forgot User ID

Your user ID is: bhope

To return to the login page, [click here](#).



## 2.5 Reset Forgotten Password

ESS users who have forgotten their password, can use the **Forgot Password** link on the **Log In To Your Account** dialog box. ESS users will be required to enter their **User ID**, answer the **security question** they selected, and enter their **PIN** to Reset the Forgotten Password.

To reset a password, follow the steps listed below:

**Step 1 --** From the **Self-Service** login screen, click the **Employers login here** link.

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[Login to your account](#)

**COMPASS**

### Login

#### Log In To Your Account

User ID:

Password:

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use **Self Service** to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



**Step 2 --** In the **Log In To Your Account** dialog box, click the **Forgot Password** link.

The screenshot shows the COMPASS login interface. At the top left is the COMPASS logo. Below it is the 'Login' section. On the left, there is a 'Log In To Your Account' box with fields for 'User ID' and 'Password', and a 'Next' button. Below these fields are links for 'Forgot User ID' and 'Forgot Password', with the latter highlighted by a red box. To the right of the login box is a 'Use Employer Self-Service to:' box containing a list of actions: 'Submit your monthly report', 'Manage your WVCPRB account', 'Review reports and account information', and 'View recent transactions'. At the bottom of the login box are links for 'Members log in here' and 'Medical Advisors log in here'.

**Step 3 --** Enter information in the **User ID** field.

The screenshot shows the COMPASS 'Forgot Password' page. At the top left is the CPRB logo and contact 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'. A 'Login to your account' link is at the top right. The main heading is 'Forgot Password'. Below it is the instruction: 'Please enter the requested information and click Continue.' The 'User ID:' label is followed by a text input field with an asterisk and a red border, which is highlighted by a red box. Below the input field are 'Cancel' and 'Continue' buttons.

**Step 4 --** Click the **Continue** button.

This screenshot is identical to the previous one, but the text 'bhope' has been entered into the 'User ID' input field. The 'Continue' button is now highlighted with a red box.



**Step 5 --** Enter the answer of the security question in the security question field.

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[Login to your account](#)

**COMPASS**

## Forgot Password

We're protecting your online account information.

As an added security measure, please validate your online identity by answering the question below.

What is the last name of your all-time favorite athlete? \*



**Step 6 --** Click the **Continue** button.

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[Login to your account](#)

## COMPASS

### Forgot Password

We're protecting your online account information.

As an added security measure, please validate your online identity by answering the question below.

What is the last name of your all-time favorite athlete? \*

**Step 7 --** Enter the PIN in the **PIN** field.

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[Login to your account](#)

## COMPASS

### Forgot Password

Please provide your secure COMPASS PIN.

PIN: \*

**Step 8 --** Click the **Continue** button.

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[Login to your account](#)

## COMPASS

### Forgot Password

Please provide your secure COMPASS PIN.

PIN: \*



**Step 9 --** Enter a new password in the **Your New Password** field following the instructions to the right of the field.

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[Login to your account](#)

**COMPASS**

## Forgot Password

Your user name is: **bhope**

Please enter the requested information below to create a new password.

Your New Password:  (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter and 1 number; no spaces)

Retype Your New Password:

**Step 10 --** Enter the new password again in the **Retype Your New Password** field.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

[Login to your account](#)

**COMPASS**

## Forgot Password

Your user name is: **bhope**

Please enter the requested information below to create a new password.

Your New Password:  (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter and 1 number; no spaces)

Retype Your New Password:



**Step 11 --** Click the **Continue** button.

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[Login to your account](#)

**COMPASS**

## Forgot Password

Your user name is: **bhope**

Please enter the requested information below to create a new password.

Your New Password:

Retype Your New Password:

(8-18 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter and 1 number; no spaces)

**Note:** Clicking the **Cancel** button will display the initial self-service login screen.

**Step 12 --** The password is changed and updated in the system. Click the **click here** link to return to the login screen.

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[Login to your account](#)

**COMPASS**

## Forgot Password

Your password has been updated. Please use your new password to login to your account.

To return to the login page [click here](#)

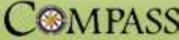


**Step 13 --** The **Login** screen is displayed. Click the **Employers login here** link.



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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

[Login to your account](#)



## Login

 **Log In To Your Account**

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests

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**Step 14 --** Enter the new User ID and Password in the **User ID** and **Password** fields.

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[Login to your account](#)

**COMPASS**

## Login

### Log In To Your Account

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests

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**Step 15 --** Click the  button to access the ESS portal.





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[Login to your account](#)



## Login

**Log In To Your Account**

User ID

Password

**Next**

[Need to register?](#)

[Forgot User ID or Password?](#)

**Note:** The information contained in this site is available via a secure connection.

[Employers log in here](#)

[Medical Advisors log in here](#)

### Use Self Service to:

- View your account details
- Update your contact information
- Make requests to CPRB
- Check the status of your requests



### 3. Manage Office Locations

The **Office Location** screen gives the user the ability to add, update, or delete office locations associated with an organization. Multiple office locations can be listed using this screen.

**Note:** Once the office location is set up only then can a contact person be added, and each contact person must be assigned a location.

#### 3.1 Add an Office Location

If an organization has a new office, enter the new office location using the **Office Location** screen. The following steps demonstrate how to add a new office location.

**Note:** A mailing location must be added before any other location types can be added. It is the default location type. Only one Primary Location and one Mailing Location (these two can be the same location), and as many Satellite Locations as needed can be added per employer.

**Step 1 --** To navigate to the **Office Locations** screen, click the following menu options:

**Admin > Office Locations**



**Step 2 --** If the organization office location already exists, a list of existing office locations displays in the **Office Location** section of the **Manage Office Locations** screen.

To add a new office location, click the **Add an Office Location** button.

The screenshot displays the 'Manage Office Locations' interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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, and Email: CPRB@wv.gov. On the top right, a user profile for Bob Hope is shown with a 'Log Out' button and a last login timestamp of Wed, Aug 03 2016 9:04 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a 'COMPASS' logo and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Manage Office Locations', followed by a brief description of the module. A table titled 'Office Locations' contains one entry: 'Mailing' with 'Edit' and 'Delete' links. Below the table is a red button labeled 'Add an Office Location'.



**Step 3 --** The **Add Office Location** screen is displayed. Select the **Location Type** from the drop down options.

**Note:** The location types are: mailing, primary location, satellite, and third party preparer.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 8:20 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Add Office Location

Choose a Location Type, complete the appropriate fields, and click **Submit**.

**Please Note:** If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

**Office Location**

Employer: ANNSA ABRAHAM

Location Type: \* **Select Location Type**  
Mailing  
Primary Location  
Satellite

Care Of: \_\_\_\_\_

Address Line 1: \* \_\_\_\_\_

Address Line 2 (optional): \_\_\_\_\_

City: \* \_\_\_\_\_

State: \* Select State

Zip Code: \* \_\_\_\_\_ - \_\_\_\_\_ (optional)

County: Select County

Submit Cancel



**Step 4 --** Enter the **Address Line 1** text field.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, a user profile for Kaniska Saha, Annsa Abraham is shown with a 'Log Out' button and a 'UserGuide Last Login: Thu, Aug 04 2016 6:20 AM' timestamp. Below the header is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right, and a 'Available Forms' dropdown menu is below it. The main content area is titled 'Add Office Location' and includes instructions: 'Choose a Location Type, complete the appropriate fields, and click Submit.' and a 'Please Note' about P.O. Boxes. The form itself is titled 'Office Location' and contains the following fields: Employer (ANNSA ABRAHAM), Location Type (Satellite), Care Of, Address Line 1 (highlighted with a red box), Address Line 2 (optional), City, State (Select State), Zip Code, and County (Select County). 'Submit' and 'Cancel' buttons are at the bottom.



**Step 5 --** Enter the **City** in the text field.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, the user is logged in as Kaniska Saha, Annsa Abraham, with a last login of Thu, Aug 04 2016 8:20 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a dropdown for 'Available Forms' and an 'Open' button. The main heading is 'Add Office Location'. Below the heading, instructions state: 'Choose a Location Type, complete the appropriate fields, and click Submit.' A 'Please Note' section states: 'If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.' The form itself is titled 'Office Location' and contains the following fields: Employer (ANNSA ABRAHAM), Location Type (Satellite), Care Of (empty), Address Line 1 (203 Baker Street), Address Line 2 (optional) (empty), City (empty, highlighted with a red box), State (Select State), Zip Code (empty - empty optional), and County (Select County). At the bottom of the form are 'Submit' and 'Cancel' buttons.



**Step 6 --** Select the **State** from the drop down menu.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right is contact information for the West Virginia Consolidated Public Retirement Board: 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. On the top right, there is a user profile for Kaniska Saha, Annsa Abraham, with a 'Log Out' button and a 'UserGuide Last Login: Thu, Aug 04 2016 6:20 AM' timestamp. Below the header is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right of the navigation bar. Below the navigation bar is a dropdown menu for 'Available Forms' with an 'Open' button. The main content area is titled 'Add Office Location'. It contains instructions: 'Choose a Location Type, complete the appropriate fields, and click **Submit**.' and a 'Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.' Below this is a form titled 'Office Location'. The 'Employer' field is filled with 'ANNSA ABRAHAM'. The 'Location Type' field has a red asterisk and a dropdown menu is open, showing a list of states and territories: Alabama, Alaska, American Samoa, Arizona, Arkansas, Armed Forces America, Armed Forces Europe, Armed Forces Pacific, California, Colorado, Connecticut, Delaware, District of Columbia, Federated States of Micronesia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Marshall Islands. The 'State' field has a red asterisk. Other fields include 'Care Of', 'Address Line 1', 'Address Line 2 (optional)', 'City', 'Zip Code', and 'County'. At the bottom left, there is a link to 'West Virginia Consolidated Public Retirement Board Home'. At the bottom right, there is a disclaimer: 'This website is collected, maintained and provided for the convenience of... keep such information accurate and up-to-date, the West Virginia... cannot guarantee the accuracy of information herein. The CPRB shall... ns taken or omissions made in reliance on any information contained... rsequences from any such reliance.' At the bottom center, there is a copyright notice: 'Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.'



**Step 7 --** Enter the zip code in the **Zip Code** field.

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  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 8:20 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Add Office Location

Choose a Location Type, complete the appropriate fields, and click **Submit**.

**Please Note:** If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

**Office Location**

Employer: ANNSA ABRAHAM

Location Type: \* Satellite

Care Of:

Address Line 1: \* 203 Baker Street

Address Line 2 (optional):

City: \* Greewich

State: \* Connecticut

Zip Code: \*  -  (optional)

County: Select County

Submit Cancel

**Step 8 --** Click the **Submit** button.

**Please Note:** If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

**Office Location**

Employer: ANNSA ABRAHAM

Location Type: \* Satellite

Care Of:

Address Line 1: \* 203 Baker Street

Address Line 2 (optional):

City: \* Greewich

State: \* Connecticut

Zip Code: \* 06830 -  (optional)

County: Select County

Submit Cancel



**Step 9 --** The “**Office location saved successfully**” message is displayed, confirming the office location saved is successfully.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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, and Email: CPRB@wv.gov. On the top right, the user's name is Bob Hope, and the last login date is Wed, Aug 03 2016 9:04 AM. A navigation bar below the header contains links for Employer Home, Report, Services, Account, Admin, and Logout. The main content area features a "Confirmation" section with a sub-header "Office Location Saved". A red-bordered box highlights the message "Office location saved successfully". A "Continue" button is located at the bottom right of the confirmation area. In the top right corner of the main content area, there are "Available Forms" and "Print" options.

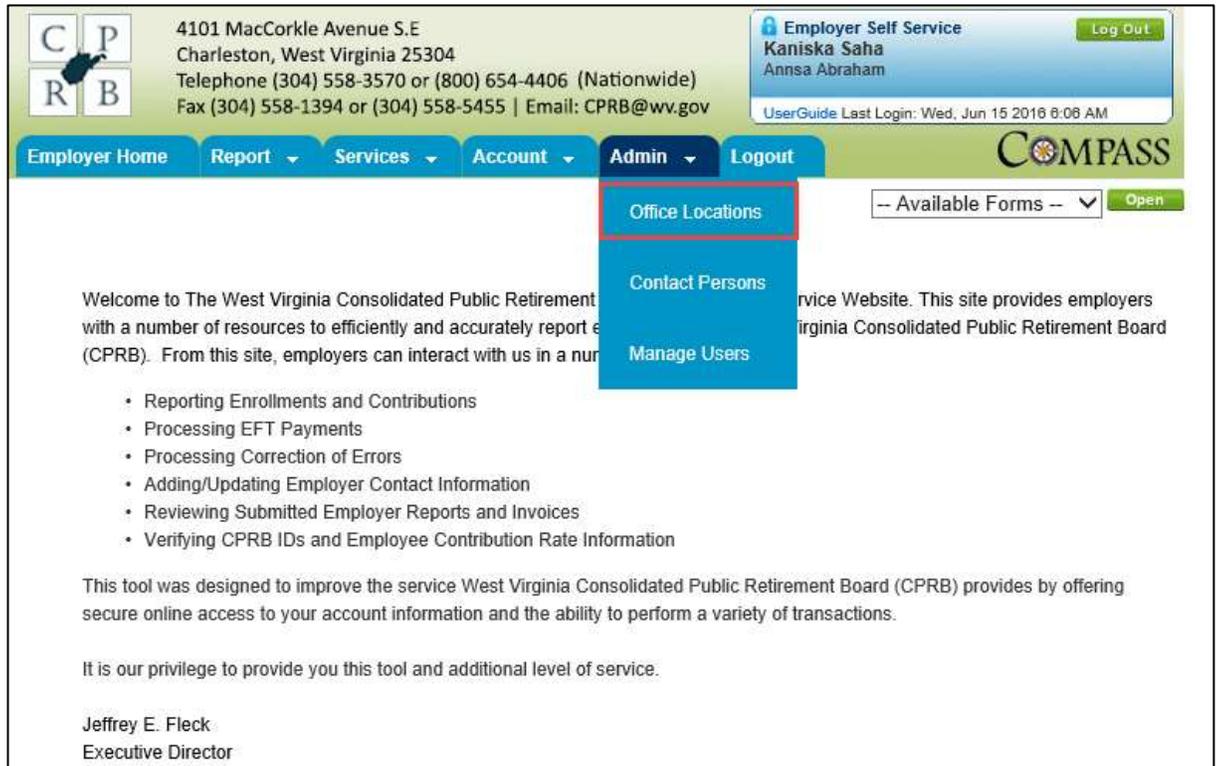


### 3.2 Edit an Office Location

Use the **Office Location** screen to update an organization's existing office locations. Follow the steps below to edit an office location:

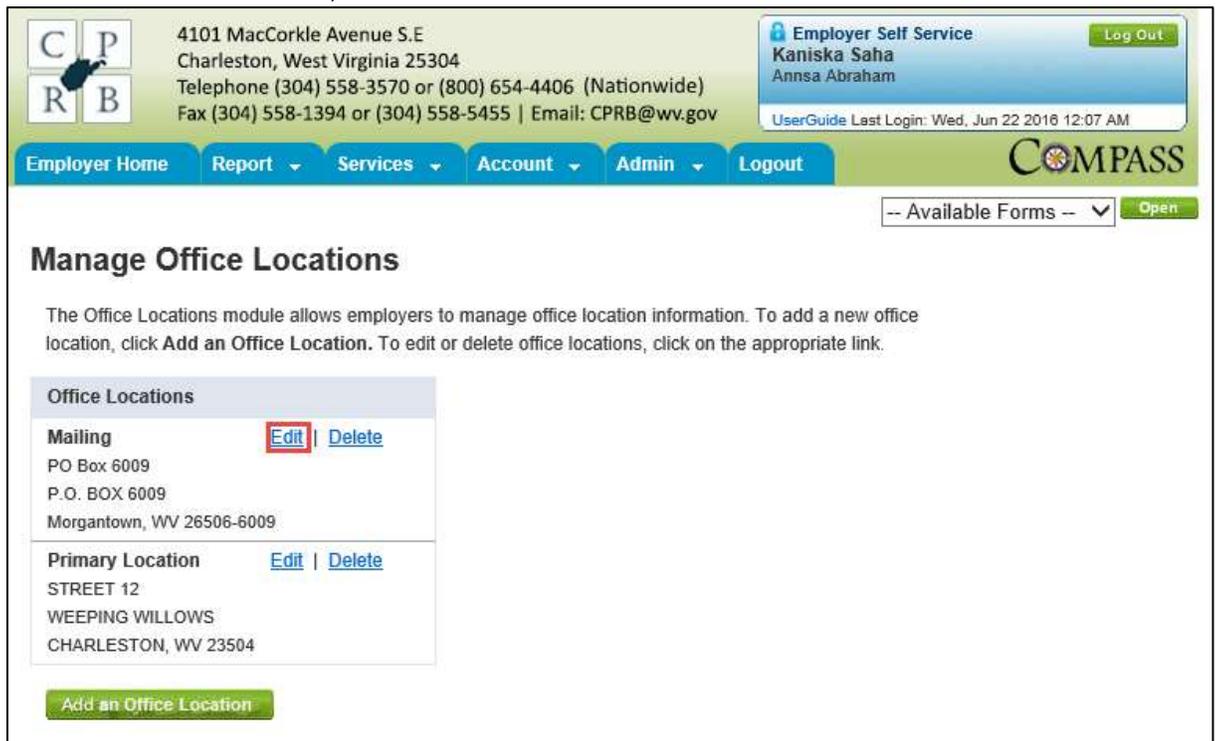
**Step 1 --** To navigate to the **Office Location** screen click the following menu options:

#### Admin > Office Locations



The screenshot shows the COMPASS system interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is displayed: 4101 MacCorkle Avenue S.E, 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. On the top right, there is a user profile for Kaniska Saha and Annsa Abraham, with a 'Log Out' button and a 'UserGuide Last Login: Wed, Jun 15 2016 8:08 AM' timestamp. Below this is a navigation bar with tabs: Employer Home, Report, Services, Account, Admin, and Logout. The 'Admin' tab is selected, and a dropdown menu is open, showing 'Office Locations' (highlighted with a red box), 'Contact Persons', and 'Manage Users'. To the right of the dropdown is a search box labeled '-- Available Forms --' with an 'Open' button. The main content area contains a welcome message and a list of services: Reporting Enrollments and Contributions, Processing EFT Payments, Processing Correction of Errors, Adding/Updating Employer Contact Information, Reviewing Submitted Employer Reports and Invoices, and Verifying CPRB IDs and Employee Contribution Rate Information. At the bottom, there is a signature for Jeffrey E. Fleck, Executive Director.

**Step 2 --** To edit the office location, click the **Edit** link next to the office location.



The screenshot shows the COMPASS system interface for the 'Manage Office Locations' screen. The top navigation bar is the same as in the previous screenshot. The main content area has a heading 'Manage Office Locations' and a paragraph explaining the module: 'The Office Locations module allows employers to manage office location information. To add a new office location, click Add an Office Location. To edit or delete office locations, click on the appropriate link.' Below this is a table with two rows of office location information. The first row is for 'Mailing' and the second is for 'Primary Location'. Each row has 'Edit' and 'Delete' links. At the bottom of the table is a green button labeled 'Add an Office Location'.

Office Locations
<b>Mailing</b> <a href="#">Edit</a>   <a href="#">Delete</a> PO Box 6009 P.O. BOX 6009 Morgantown, WV 26506-6009
<b>Primary Location</b> <a href="#">Edit</a>   <a href="#">Delete</a> STREET 12 WEEPING WILLOWS CHARLESTON, WV 23504



**Step 3 --** Edit the required information for the office location. Click the **Update** button to confirm edits.

The screenshot shows the COMPASS web application interface. At the top, the COMPASS logo is on the left, and the user's login information is on the right: "Employer Self Service Marilyn Doe Clinch Powell Ed Coop", "Last Login: Fri, Jan 23 2015 11:42 AM", and a "Log Out" button. Below the header is a navigation menu with "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A dropdown menu for "Available Forms" is open, showing "Open". The main content area is titled "Edit Office Location" and contains instructions: "Choose a Location Type, complete the appropriate fields, and click **Submit**." and "Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type." The form fields are: "Employer: CLINCH POWELL ED COOP", "Location Type: \* Primary Location", "Care Of: [empty]", "Address Line 1: \* 123, XYZ Street", "Address Line 2 (optional): [empty]", "City: \* TAZEWELL", "State: \* Tennessee", "Zip Code: \* 37879 - 0000 (optional)", and "County: Select County". At the bottom of the form are "Update" and "Cancel" buttons.

**Step 4 --** The “Office location save successfully” message displays indicating the edits have been successfully saved. Click the **Continue** button to return to the **Manage Office Locations** screen.

The screenshot shows the COMPASS web application interface after a successful save. The header shows the user's login information: "Employer Self Service Hope Bob West Virginia State Police", "UserGuide Last Login: Tue, Jun 07 2016 1:42 PM", and a "Log Out" button. The navigation menu is the same as in Step 3. The main content area is titled "Confirmation" and contains a message: "Office Location Saved" and "Office location saved successfully". At the bottom right of the message area is a "Continue" button.



### 3.3 Delete an Office Location

Use the **Office Location** screen to delete an organization's office locations. An Office Location can only be deleted if there is not an existing Contact Person linked to the Office Location. To delete an office location with an existing Contact Person, either:

- Navigate to section 4.2 Edit Contact Person, follow steps 1 – 4 to reassign the Contact Person associated with the office location to be deleted to another office location
- If the Contact Person does not have an ESS role or account, navigate to section 4.3 Delete a Contact Person, follow steps 1 – 4 to delete a contact person associated with the office location to be deleted

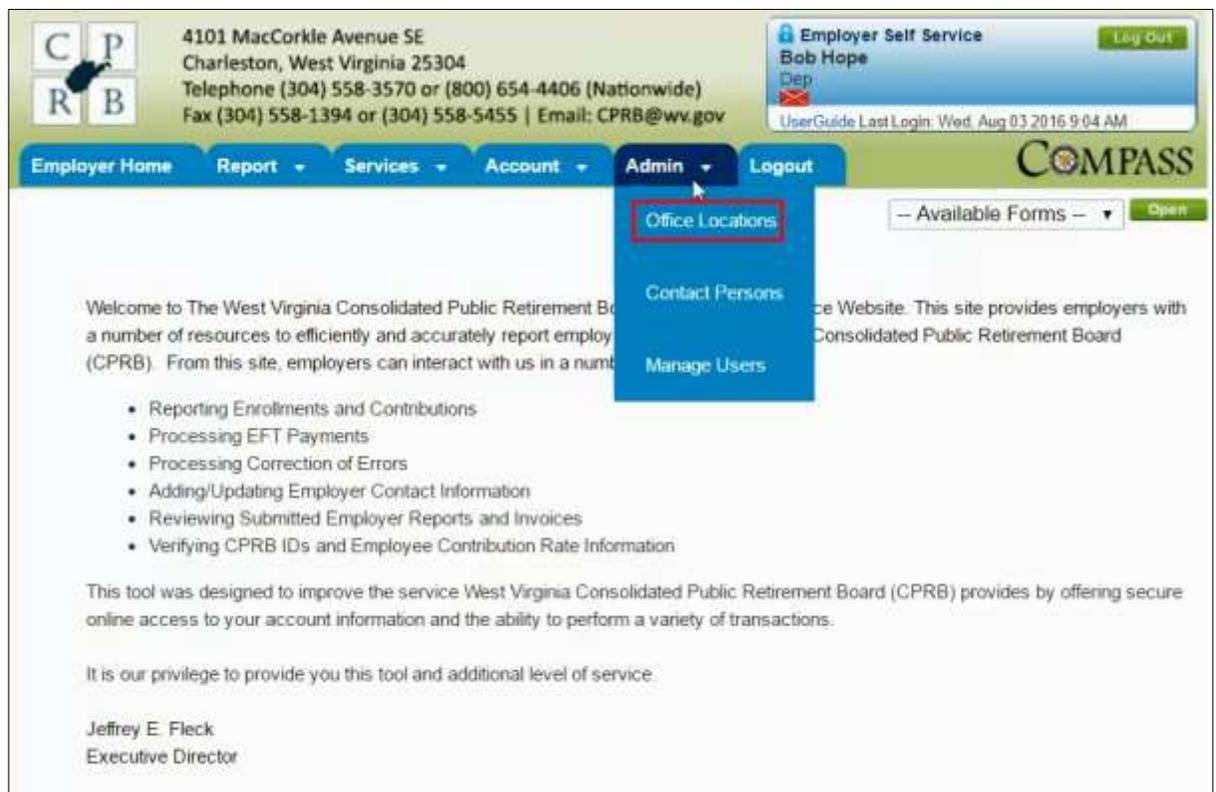
An Office Location can only be deleted if the office location type assigned to the office is Satellite or Primary. If the office location type assigned is Mailing the office location cannot be deleted but if can be the office location type can be edited or updated. To edit an office location with a location type listed as Mailing Location:

- Navigate to section 3.2 Edit an Office location to update the Mailing Office location type.

Follow the steps below to delete an office location:

**Step 1 --** To navigate to the **Office Location** screen, click the following menu options:

**Admin > Office Locations**



**Step 2 --** On the **Manage Office Locations** screen, click the **Delete** link next to the office location to delete the office location.

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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  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 9:04 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Manage Office Locations

The Office Locations module allows employers to manage office location information. To add a new office location, click **Add an Office Location**. To edit or delete office locations, click on the appropriate link.

Office Locations	
<b>Mailing</b> 100 Capitol St Charleston, WV 25301-2623	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Primary Location</b> 122 STONEHILL DR NORTH CHESTERFIELD, VA 23236-2838	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add an Office Location](#)

**Step 3 --** Click the  button in the dialog box to confirm the deletion.

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  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 9:04 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Manage Office Locations

The Office Locations module allows employers to manage office location information. To add a new office location, click **Add an Office Location**. To edit or delete office locations, click on the appropriate link.

Office Locations	
<b>Mailing</b> 100 Capitol St Charleston, WV 25301-2623	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Primary Location</b> 122 STONEHILL DR NORTH CHESTERFIELD, VA 23236-2838	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add an Office Location](#)

10.118.23.92 says:

Are you sure you want to delete this location?

[OK](#) [Cancel](#)



**Step 4 --** The “Office location save successfully” message displays message is displayed, confirming the office location is deleted successfully.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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, and Email: CPRB@wv.gov. On the top right, a user profile for Bob Hope is shown with a 'Log Out' button and a 'UserGuide' link. Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. The main content area features a message box with the text 'Office location deleted successfully.' highlighted in a red box. Below this is the 'Manage Office Locations' section, which includes a description of the module and a table of office locations. The table has one entry for 'Mailing' at '100 Capitol St, Charleston, WV 25301-2623' with 'Edit' and 'Delete' links. An 'Add an Office Location' button is located at the bottom of the table.

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  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 9:04 AM

Employer Home Report Services Account Admin Logout COMPASS

Office location deleted successfully.

### Manage Office Locations

The Office Locations module allows employers to manage office location information. To add a new office location, click **Add an Office Location**. To edit or delete office locations, click on the appropriate link.

Office Locations	
Mailing	<a href="#">Edit</a>   <a href="#">Delete</a>
100 Capitol St Charleston, WV 25301-2623	

[Add an Office Location](#)



## 4. Maintain Contact Persons

The **Contact Person** screen allows employers to manage their staff's contact information. The **Contact Person** screen can be used to add a new contact person, edit the existing contact information, or/and delete the contact information for an organization.

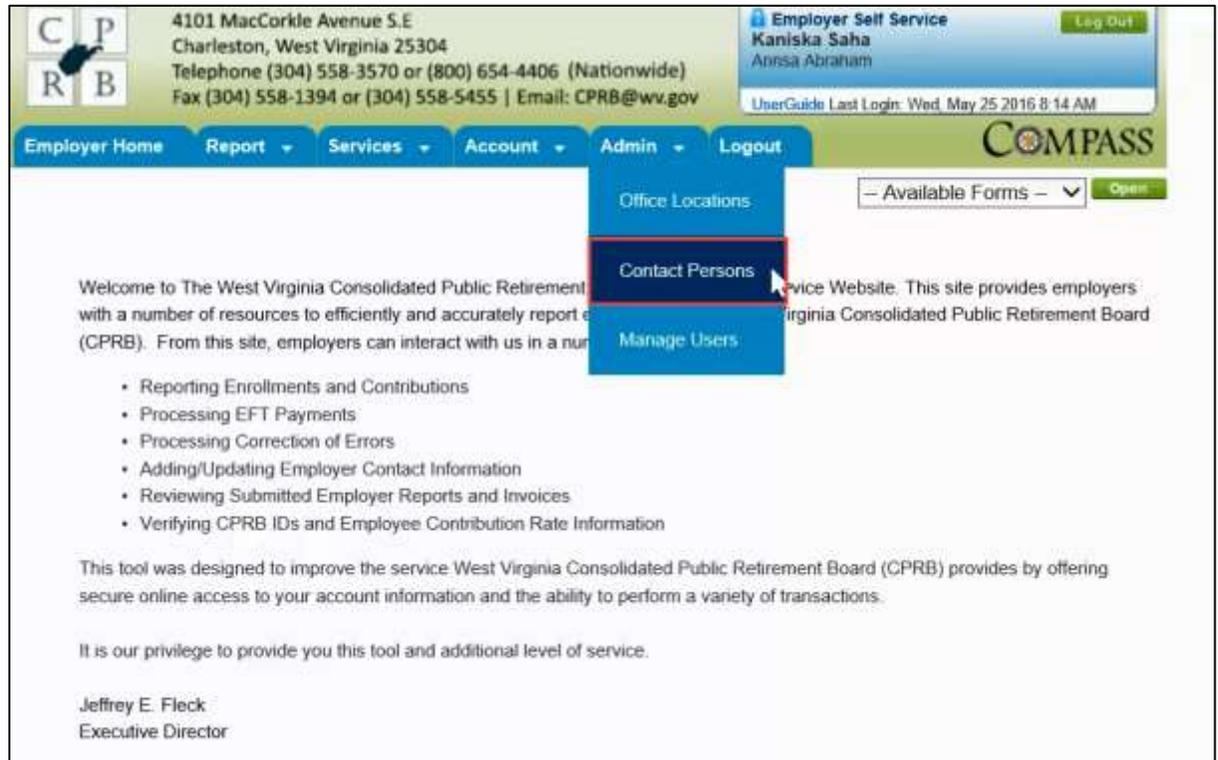
**Note:** The **Contact Person** screen is only accessible by ESS administrator role.

### 4.1 Add a Contact Person

The following steps demonstrate how to add a new contact person in ESS:

**Step 1 --** To navigate to the **Contact Persons** screen, click the following menu options:

**Admin > Contact Persons**



**Step 2 --** The **Contact Persons** screen displays. Click the **Add Contact Person** button to add a new contact person.

**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
<b>SAHA, KANISKA</b> Mailing (100) 000-0000 <a href="mailto:kansaha@deloitte.com">kansaha@deloitte.com</a>	Service Coordinator	ESS Administrator
	Payroll Coordinator	
	Benefit Coordinator	
<b>SIMS, JEANNAE</b> Primary Location (900) 000-0000 <a href="mailto:jesims@deloitte.com">jesims@deloitte.com</a>	Benefit Coordinator	ESS File Validation
<b>SINTI, ELIZABETH</b> Primary Location (476) 644-7671 <a href="mailto:lizsinti@gmail.com">lizsinti@gmail.com</a>	Benefit Coordinator	ESS File Validation

**Add Contact Person**



**Step 3 --** Enter the required information in the **Name** section. Enter the **First Name**.

The screenshot shows the top navigation bar with contact information for CPRB (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304) and the user Kaniska Saha. The main heading is "Add a Contact Person". Below the heading, there is a "Please Note" section stating that a new Staff Contact must be set up as a contact person to be assigned an ESS account. The form fields are: Prefix (Ms.), First Name (highlighted with a red border), Middle Name, Last Name (marked with an asterisk), Suffix (Select Suffix), and Title.

**Step 4 --** Enter the **Last Name**.

This screenshot is identical to the previous one, showing the "Add a Contact Person" form. In this step, the "Last Name" field is highlighted with a red border, indicating where the user should enter the last name.



**Step 5 --** Enter the required information in the **Contact Information** section. Select the **Office Location** from the drop down menu.

Contact Information	
Office Location: *	<input type="text" value="Select Office Location"/>
E-mail: *	<input type="text" value="Mailing"/>
Work Phone: *	<input type="text" value="Primary Location"/> ext. <input type="text"/>
	<input type="text" value="Satellite"/>
	<input type="text" value="Third-Party Preparer"/>
Alternate Phone:	<input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/>

**Step 6 --** Enter the email address in the **E-mail** text field.  
**Note:** The e-mail address for each Contact Type cannot be the same for more than one Contact Person with the same Contact Type.

Contact Information	
Office Location: *	<input type="text" value="Select Office Location"/>
E-mail: *	<input type="text"/>
Work Phone: *	<input type="text"/> ext. <input type="text"/>
Alternate Phone:	<input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/>

**Step 7 --** Enter the **Work Phone** number.

Name	
Prefix:	<input type="text" value="Ms."/> <input type="text"/>
First Name: *	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>
Suffix:	<input type="text" value="Select Suffix"/>
Title:	<input type="text"/>
Contact Information	
Office Location: *	<input type="text" value="Select Office Location"/>
E-mail: *	<input type="text"/>
Work Phone: *	<input type="text"/> ext. <input type="text"/>
Alternate Phone:	<input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/>



**Step 8 --** Select the appropriate check box in the **Contact Type** section.

**Contact Type**

- Director/Agency Head
- Superintendent
- Treasurer
- Benefit Coordinator
- Payroll Coordinator
- Personnel Coordinator
- Fee Coordinator
- Other
- TDC Contacts



**Step 9 --** If the contact person is the primary contact for the employer, select the **Set as Primary Contact** check box.

**Note:** When designating a Payroll Coordinator for the first time, select the **Set as Primary Contact** check box. The **Primary Payroll Coordinator** receives and manages the following:

- Reminder – receive reminders on invoices
- Employer Packet – receive employer packets
- Delinquencies – receive notices on delinquent payments
- File Rejection – receive file rejection notice
- Submit payroll schedule – needs to submit payroll schedule before the beginning of the plan year
- Submit signature – receives reminder to submit signature card

**Contact Type**

Director/Agency Head

Superintendent

Treasurer

Benefit Coordinator

Payroll Coordinator  Set as Primary Contact

Personnel Coordinator

Fee Coordinator

Other

TDC Contacts



Step 10 -- Click the **Submit** button.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 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. The email address is CPRB@wv.gov. On the top right, the user's session information is shown: Pritha Nanda, Test00001, with a last login time of Wednesday, August 03, 2016, at 3:47 AM. A 'Log Out' button is also present.

The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right side of the navigation bar. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' 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**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

**Contact Information**

Office Location:

E-mail:

Work Phone:  ext.

Alternate Phone:  ext.

Fax:

**Contact Type**

Director/Agency Head

Superintendent

Treasurer

Benefit Coordinator

Payroll Coordinator  Set as Primary Contact

Personnel Coordinator

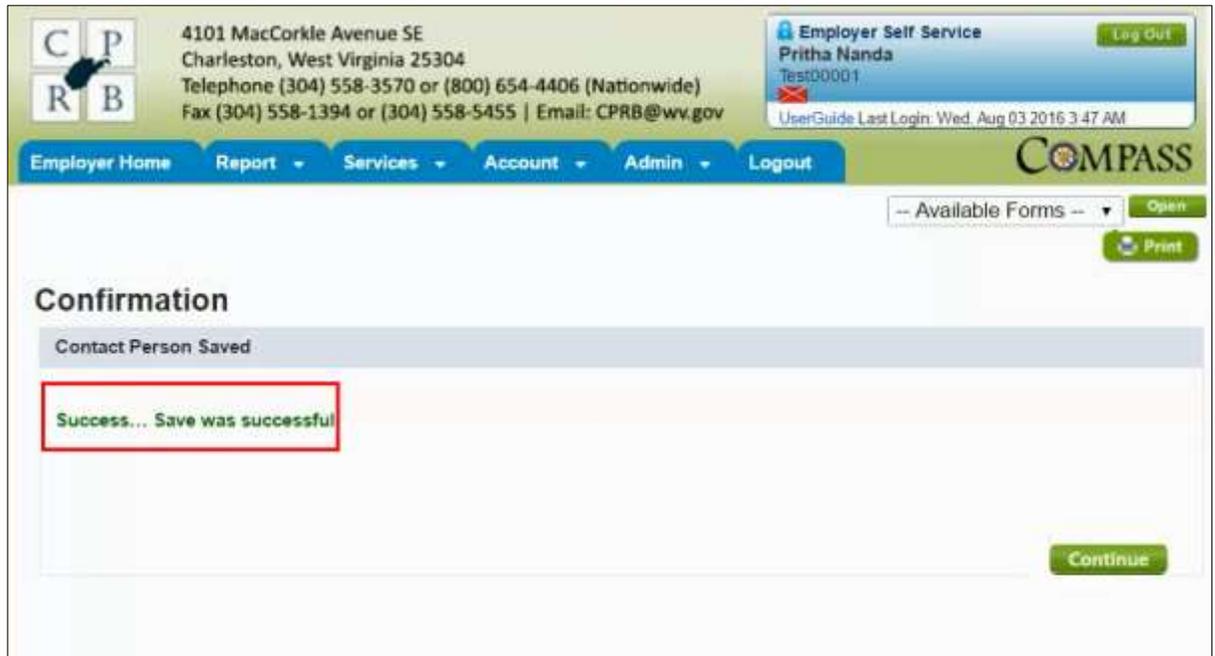
Fee Coordinator

Other

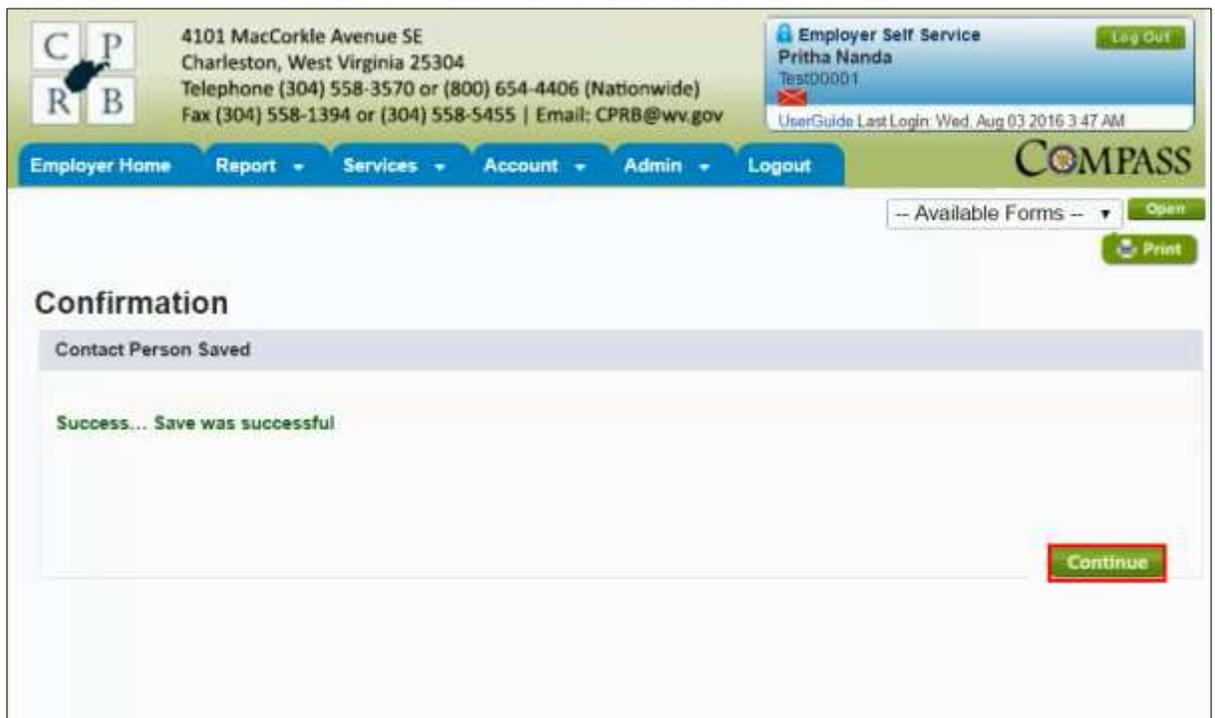
TDC Contacts



**Step 11 --** The ‘**Success... Save was successful**’ message displays when the contact person is added to the system.



**Step 12 --** Click the **Continue** button to return to the **Contact Person** screen.



## 4.2 Edit a Contact Person

Contact person information may need to be edited if the information has been keyed incorrectly or if it has changed. The contact information can also be edited if a new contact type needs to be designated to an existing contact person for the employer, or for other administrative reasons.

The following steps show how to edit a contact person's information in the ESS portal:

**Step 1 --** To navigate to the **Contact Persons** screen, click the following menu options:

**Admin > Contact Persons**

The screenshot displays the COMPASS Employer Self Service portal. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., 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. The top right features the user's name, Kaniska Saha, and a Log Out button. Below the header is a navigation bar with tabs for Employer Home, Report, Services, Account, Admin, and Logout. The Admin tab is selected, and a dropdown menu is open, showing options for Office Locations, Contact Persons (highlighted with a red box), and Manage Users. The main content area contains a welcome message from Jeffrey E. Fleck, Executive Director, and a list of services including Reporting Enrollments and Contributions, Processing EFT Payments, Processing Correction of Errors, Adding/Updating Employer Contact Information, Reviewing Submitted Employer Reports and Invoices, and Verifying CPRB IDs and Employee Contribution Rate Information.



Step 2 -- The **Contact Persons** screen displays. Click the **Edit** link.



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**  
Pritha Nanda  
Berkeley County Commission

UserGuide Last Login: Fri, Aug 05 2016 10:47 AM

Employer Home

Report ▾

Services ▾

Account ▾

Admin ▾

Logout



-- 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.

Contact Persons		
Details	Contact Type	Role
BONILLA, DAVID Mailing (123) 123-1234 <a href="mailto:DBONILLA@DELOITTE.COM">DBONILLA@DELOITTE.COM</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
DALAL, TAPAN Mailing (123) 456-7898 <a href="mailto:tdalal@deloitte.com">tdalal@deloitte.com</a>	Payroll Coordinator	✔ ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
EMPLOYER, REFUND Mailing (738) 799-4306 <a href="mailto:pkashyap@deloitte.com">pkashyap@deloitte.com</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
KAPOOR, KARISHMA Mailing (576) 587-8871 <a href="mailto:jysharma@deloitte.com">jysharma@deloitte.com</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
LANKA, RACHANA Mailing (999) 888-7890 <a href="mailto:ralanka@deloitte.com">ralanka@deloitte.com</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
MITRA, AYAN Mailing (205) 776-3354 <a href="mailto:AYAN_MITRA@OUTLOOK.COM">AYAN_MITRA@OUTLOOK.COM</a>	Director/Agency Head Superintendent	✔ ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>
NANDA, PRITHA Mailing (123) 123-1234 <a href="mailto:PRINANDA@DELOITTE.COM">PRINANDA@DELOITTE.COM</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>
SANGHAVI, HELIE Mailing (123) 456-7890 <a href="mailto:hsanghavi@deloitte.com">hsanghavi@deloitte.com</a>	Superintendent	✔ ESS Administrator <span style="border: 1px solid red; padding: 2px;">Edit</span>   <a href="#">Delete</a>
SINGH, PAUL Mailing (333) 222-1122 <a href="mailto:munisingh@deloitte.com">munisingh@deloitte.com</a>	Payroll Coordinator	ESS Administrator <a href="#">Edit</a>   <a href="#">Delete</a>

Add Contact Person

\*DPAS.WebUI.Internet.Employer.UserControls.ContactPersons\* ACLS = C(0), R(0), U(0), D(1)



**Step 3 -- Update the contact person information.**

**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** [Log Out](#)  
**Pritha Nanda**  
Berkeley County Commission  
UserGuide Last Login: Fri, Aug 05 2016 10:47 AM

**COMPASS**

Employer Home Report Services Account Admin Logout

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

### Edit 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**

Prefix:

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Title:

**Contact Information**

Office Location: \*

E-mail: \*

Work Phone: \*  ext.

Alternate Phone:  ext.

Fax:

**Contact Type**

Director/Agency Head

Superintendent  Set as Primary Contact

Treasurer

Benefit Coordinator

Payroll Coordinator

Personnel Coordinator

Fee Coordinator

Other

TDC Contacts

'DPAS.WebUI.Internet.Employer.UserControls.ContactPersonDetail' ACLS = C(0), R(0), U(1), D(0)



**Step 4 --** Click the **Update** button. The **“Save was Successful”** message displays to confirm that the contact person information has been updated.

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**Charleston, West Virginia 25304**  
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**Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov**

**Employer Self Service**  
**Pritha Nanda**  
 Berkeley County Commission  
 UserGuide Last Login: Fri, Aug 05 2016 10:47 AM

**COMPASS**

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Edit 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**

Prefix: Select Prefix ▼

First Name: \* HELIE

Middle Name:

Last Name: \* SANGHAVI

Suffix: Select Suffix ▼

Title:

**Contact Information**

Office Location: \* Mailing ▼

E-mail: \* hsanghavi@deloitte.com

Work Phone: \* (123) 456-7890 ext.

Alternate Phone: ext.

Fax:

**Contact Type**

Director/Agency Head

Superintendent  Set as Primary Contact

Treasurer

Benefit Coordinator

Payroll Coordinator

Personnel Coordinator

Fee Coordinator

Other

TDC Contacts

Cancel **Update**

'DPAS.WebUI.Internet.Employer.UserControls.ContactPersonDetail' ACLS = C(0), R(0), U(1), D(0)



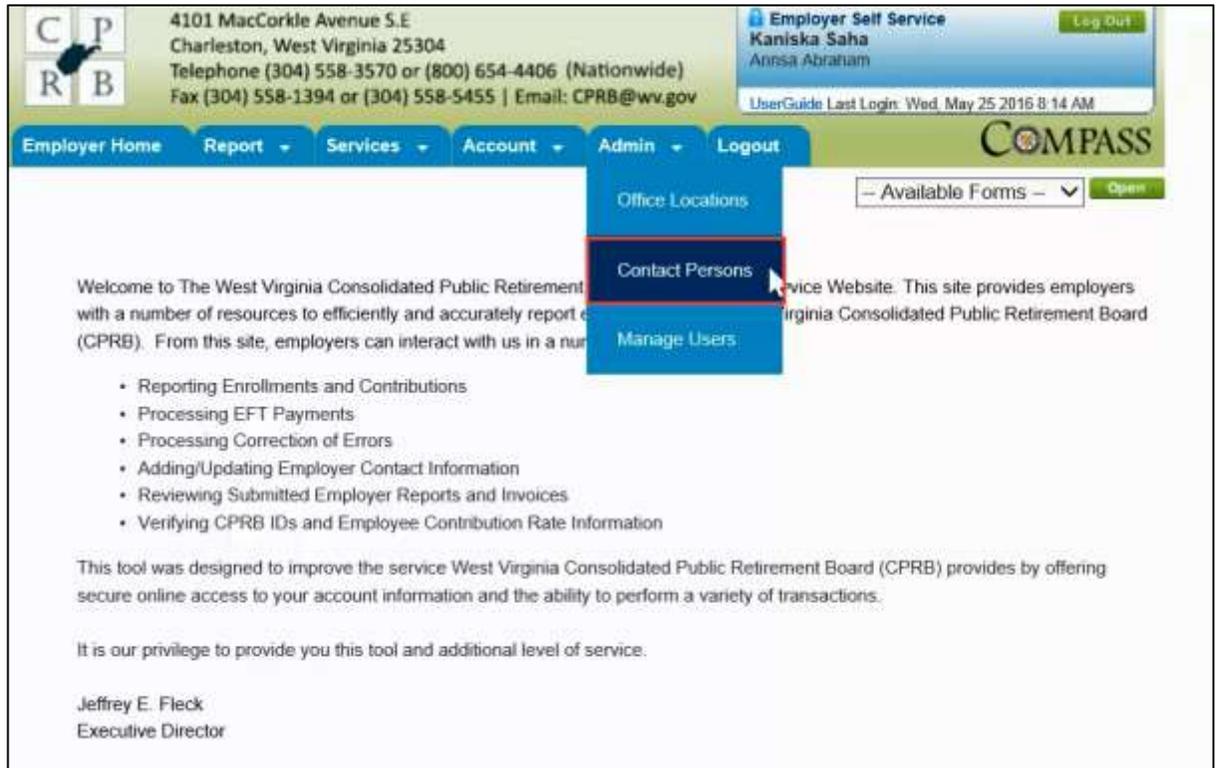
### 4.3 Delete a Contact Person

Certain contact persons in the organization may be deleted if they are not associated with an ESS user account. However, before a primary contact person can be deleted with a Contact Type such as Payroll Coordinator, then a new primary contact for the Contact Type must first be designated.

The following steps show how to delete a contact person's information in ESS:

**Step 1 --** To navigate to the **Contact Persons** screen, click the following menu options:

**Admin > Contact Persons**



Step 2 -- The **Contact Person** screen displays, click the **Delete** link.

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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  
Bob Hope  
Dep  
Log Out  
UserGuide Last Login: Mon, Jul 11 2016 4:08 PM

Employer Home Report Services Account Admin Logout 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	
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	<input checked="" type="checkbox"/> Reporting Official <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> IT <input checked="" type="checkbox"/> DC Contact	ESS Administrator	<a href="#">Edit</a>
S, JANANI Mailing (123) 123-1234 jsundaresan@deloitte.com	Reporting Official	ESS File Validation	<a href="#">Edit</a>   <a href="#">Delete</a>

[Add Contact Person](#)



Step 3 -- The “Are you sure you want to delete this contact person?” message displays.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the organization's name (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), telephone (304) 558-3570 or (800) 654-4406, fax (304) 558-1394 or (304) 558-5455, and email CPRB@wv.gov. A user profile for Bob Hope is visible in the top right corner, along with a 'Log Out' button and the last login time (Mon, Jul 11 2016 4:08 PM). The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is also present.

### 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	
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	<input checked="" type="checkbox"/> Reporting Official <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> IT <input checked="" type="checkbox"/> DC Contact	ESS Administrator	<a href="#">Edit</a>
S, JANANI Mailing (123) 123-1234 jsundaresan@deloitte.com	Report		<a href="#">Edit</a>   <a href="#">Delete</a>

**Add Contact Person**

Message from webpage

Are you sure you want to delete this contact person?

OK Cancel

West Virginia Consolidated Public Retirement Board  
Home  
Contact Us  
Legal  
Privacy  
Site Terms & Conditions

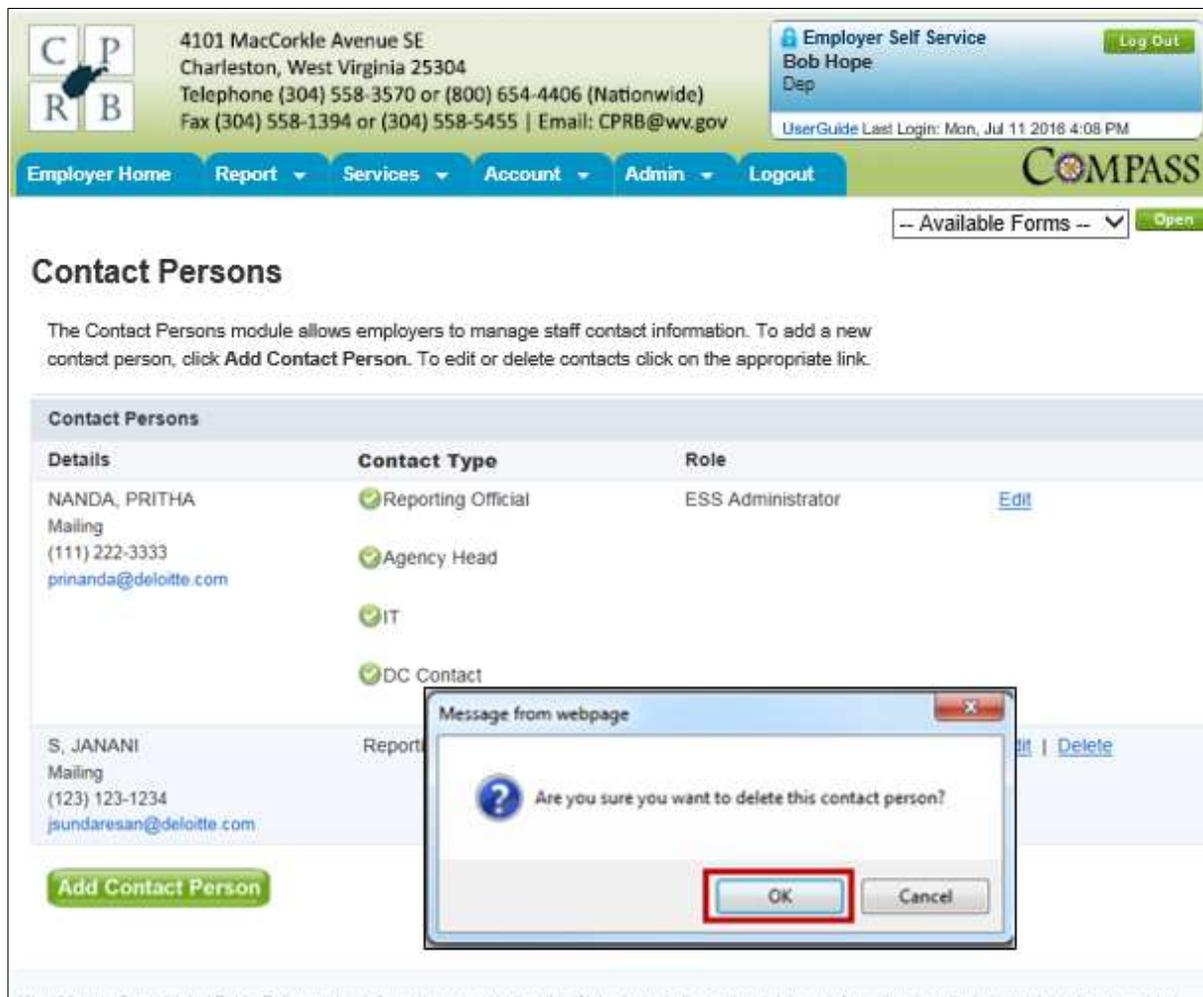
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Charleston, WV 25304  
(304) 558-3570

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Step 4 -- Click the  button in the dialog box to delete the contact.



The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the organization's name (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), and contact information. A user profile for Bob Hope is visible in the top right corner. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The current page is titled "Contact Persons" and provides instructions on how to manage contact information. A table lists two contact persons: NANDA, PRITHA and S, JANANI. A dialog box titled "Message from webpage" is overlaid on the table, asking "Are you sure you want to delete this contact person?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Details	Contact Type	Role
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	<input checked="" type="checkbox"/> Reporting Official <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> IT <input checked="" type="checkbox"/> DC Contact	ESS Administrator <a href="#">Edit</a>
S, JANANI Mailing (123) 123-1234 jsundaresan@deloitte.com	Report	<a href="#">Edit</a>   <a href="#">Delete</a>



## 5. Manage Users

The **Manage Users** screen features the ability to add, deactivate, or reset user access to their ESS accounts.

**Note:** To use the **Manage Users** screen, requires Administrative access.

The Manage Users functionality allows the employers to administer their own employees' ESS accounts. Each employer will have at least one individual who is assigned as an Administrator role for ESS. Multiple ESS Admins can be created for an employer for instances when an administrator is out of the office or unavailable.

The available roles are Admin (access to all ESS functionality including Manage Users), Employer Reporting (access to all functionality except Admin menu) and Staff (access to screens such as Death Notice, Message Center, etc.). Administrators will also have the ability to reset ESS passwords and PINs and inactivate ESS accounts.

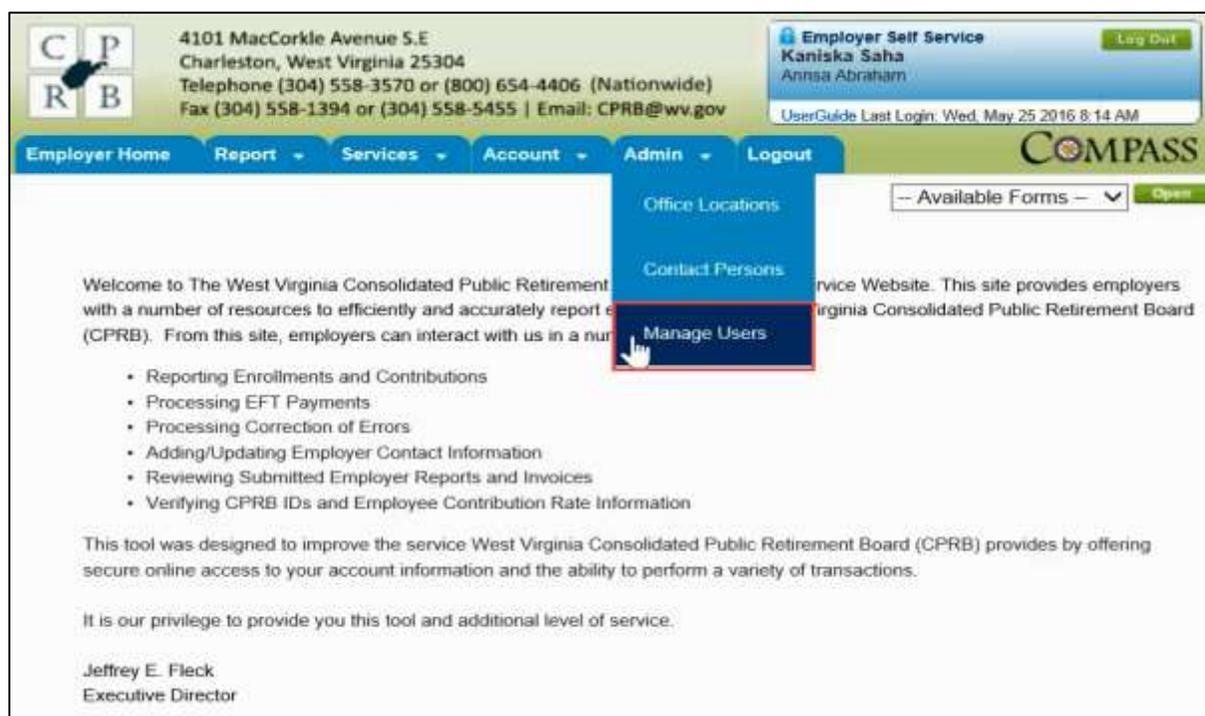
### 5.1 Add a New User

Staff contact information must be added in the **Contact Person** screen before adding that staff person as a new ESS user (See Section 4.1 Add Contact Persons).

The following steps show how to add a new user in CPRB's ESS portal who is already added as a Contact Person:

**Step 1 --** To navigate to the **Manage Users** screen, click the following menu options

**Admin > Manage Users**



**Step 2 --** The **Manage Users** screen displays. This screen displays all the active users and their roles. To add a new user, click the **Add User** button.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annisa Abraham  
UserGuide Last Login: Wed, May 25 2016 8:14 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

Users

Filter By: Select Role Items Per Page: All

User Name	Name	Assigned Role	Last Activity	Active	Account Locked	PIN Locked
<a href="#">LIZASIN</a>	SINTI, ELIZABETH	ESS File Validation		Yes		
<a href="#">KANSAHA123</a>	SAHA, KANISKA	ESS Administrator	5/25/2016 9:14:09 AM	Yes		
<a href="#">jsims</a>	SIMS, JEANNAE	ESS File Validation		Yes		

**Add User**

**Step 3 --** The **Add User** screen displays to select a contact person.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Hope Bob  
West Virginia State Police  
UserGuide Last Login: Tue, Jun 07 2016 1:42 PM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Add User

Choose a contact person, enter a unique User Name, select the appropriate security role and click **Submit**.

**Please Note:** Only those employees that have been setup as Contact Persons may be assigned an ESS account.

New User

Contact Person: \* Select Contact Person

User Name: \*

Role: \* Select Role

E-mail:

Active

Cancel Submit



**Step 4 --** Select a contact person from the **Contact Person** drop down menu.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 4101 MacCorkle Avenue S.E, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the top right, the user is identified as 'Employer Self Service Hope Bob West Virginia State Police' with a 'Log Out' button and a 'UserGuide' link. Below this is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the far right of the navigation bar. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'Add User'. It contains instructions: 'Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit.' A 'Please Note' states: 'Only those employees that have been setup as Contact Persons may be assigned an ESS account.' Below this is a 'New User' form with the following fields: 'Contact Person:' with a dropdown menu showing 'Select Contact Person' and 'ROY, SONALI' (highlighted with a red box); 'User Name:' with an empty text input field; 'Role:' with a dropdown menu showing 'Select Role'; 'E-mail:' with an empty text input field; and 'Active' with a checked checkbox. At the bottom of the form are 'Cancel' and 'Submit' buttons.



**Step 5 --** The email address for the user displays. The status of the user is automatically set to active. Enter a unique user ID for the person.

**Note:** The user ID must be between 5 and 20 characters, using characters A-Z, a-z, and numbers 0-9. If the user name already exists, an error message will display.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 4101 MacCorkle Avenue S.E, 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. On the top right, a user profile for 'Hope Bob' is shown with a 'Log Out' button and a last login timestamp of 'Tue, Jun 07 2016 1:42 PM'. Below this is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is also present. The main content area is titled 'Add User' and contains instructions: 'Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit.' A note states: 'Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account.' The 'New User' form includes the following fields: 'Contact Person' (dropdown menu with 'ROY, SONALI' selected), 'User Name' (text input field), 'Role' (dropdown menu with 'Select Role' selected), 'E-mail' (text input field with 'ssubratokumarchow@deloitte.com' entered), and an 'Active' checkbox which is checked. At the bottom of the form are 'Cancel' and 'Submit' buttons.



**Step 6 --** Select an appropriate user role from the **Role** drop down menu.

**Note:** DSRs Fee Reporting user role should only be selected for the user who will submit the Deputy Sheriff Fee details. The ESS user role of **DSRS Fee Reporting**, will not be able to see the other menu options except **Submit DSRs Fee**. The **Submit DSRs Fee** menu will be available to ESS Admin and ESS Employer Reporting user roles as read-only. For other ESS user roles, this menu option will not be available.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Hope Bob  
West Virginia State Police  
Log Out  
UserGuide Last Login: Tue, Jun 07 2016 1:42 PM

Employer Home Report Services Account Admin Logout COMPASS

Available Forms Open

### Add User

Choose a contact person, enter a unique User Name, select the appropriate security role and click **Submit**.

**Please Note:** Only those employees that have been setup as Contact Persons may be assigned an ESS account.

**New User**

Contact Person: \* ROY, SONALI

User Name: \* SoRo83

Role: \* Select Role  
DSRS Fee Reporting  
ESS Employer Reporting  
ESS File Validation  
ESS Staff

E-mail: SS

Active

Cancel Submit



**Step 7 --** Click the **Submit** button.

**Note:** The user ID, temporary password and temporary PIN will be sent to the new user in three separate emails (i.e. the user ID will be sent in a separate email, the temporary password in a separate email, and the temporary PIN in a separate email). The User ID, Password, and PIN information sent message displays to confirm the addition of a new user. The user must sign into CPRB's ESS portal within 72 hours with the login information emailed to them before the information expires.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, contact information for 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and a 'Log Out' button. Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Add User' and includes instructions: 'Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit.' A 'Please Note' section states: 'Only those employees that have been setup as Contact Persons may be assigned an ESS account.' The 'New User' form contains the following fields: 'Contact Person' (dropdown menu with 'ROY, SONALI' selected), 'User Name' (text input with 'SoRo83'), 'Role' (dropdown menu with 'ESS Employer Reporting' selected), 'E-mail' (text input with 'ssubratokumarchow@deloitte.com'), and 'Active' (checkbox checked). At the bottom of the form are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.



**Step 8 --** The **Confirmation** screen displays the message 'Your user has been successfully saved.' Click the **Continue** button to return to the **Manage Users** screen.

**Note:** After the person is added as a new user, they must login to the ESS portal and change their password, PIN, and answer security questions (refer to Section 2.2 Login Employer Self-Service for the First Time).

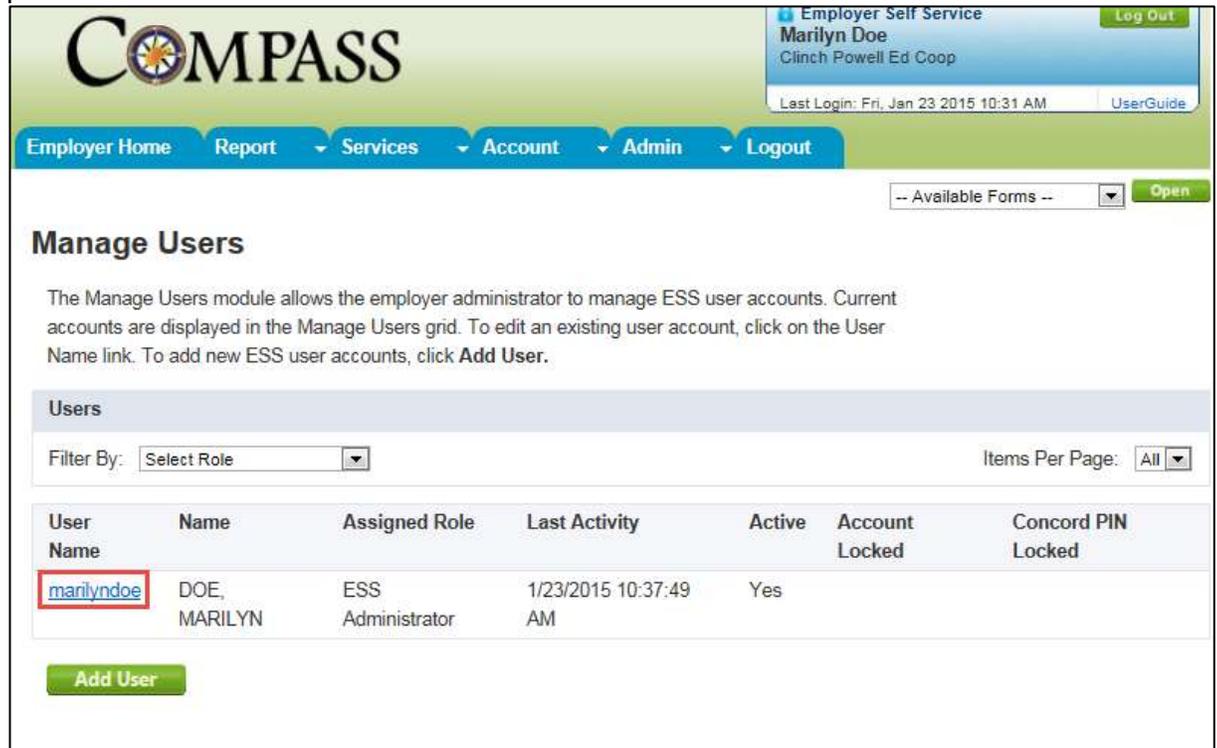
The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, a user profile for Kaniska Saha and Annsa Abraham is shown, with a 'Log Out' button and a 'UserGuide Last Login: Wed, May 25 2016 8:14 AM' timestamp. Below this is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Confirmation' and contains a message box that says 'User Saved' and 'Your user has been successfully saved.' Below this, it states 'A login for john123 has been created and sent to jsmith@abc.com.' A 'Continue' button is located at the bottom right of the message area. There are also 'Open' and 'Print' buttons in the top right corner of the main content area.



## 5.2 Reset a User's Password or PIN

An ESS Administrator can reset the password or PIN of an ESS user. Follow the steps below to reset a user's password or PIN.

**Step 1 --** On the **Manage Users** screen, click the **User Name** link for the user which needs their password or PIN reset.



The screenshot shows the COMPASS web application interface. At the top, there is a header with the COMPASS logo and a user profile for Marilyn Doe, including a 'Log Out' button. Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is visible on the right. The main content area is titled 'Manage Users' and contains a descriptive paragraph about the module. Below this is a table of users with columns for User Name, Name, Assigned Role, Last Activity, Active, Account Locked, and Concord PIN Locked. The user 'marilyndoe' is highlighted in the table. Below the table is an 'Add User' button.

User Name	Name	Assigned Role	Last Activity	Active	Account Locked	Concord PIN Locked
<a href="#">marilyndoe</a>	DOE, MARILYN	ESS Administrator	1/23/2015 10:37:49 AM	Yes		



**Step 2 --** The **Reset User** screen displays, select the **Reset Password** and/or **Reset PIN** check box(s) to reset the password and/or PIN.

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Employer Self Service  
Kaniska Saha  
Annsa Abraham  
Log Out

UserGuide Last Login: Tue, Jun 21 2016 3:06 AM

COMPASS

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

## Reset User

Edit User allows the employer administrator to reset forgotten password information, update the selected user's security role, and inactivate the selected account.

**Please Note:** Resetting the password will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Person module.

**Reset User**

Contact Person: SAHA, KANISKA  
User Name: KANSAHA123  
Reset Password:   
Reset PIN:   
Role: ESS Administrator  
E-mail: kansaha@deloitte.com  
Active:

Cancel Update



**Step 3 --** Click the **Update** button. A temporary password is sent to the user.

**Note:** If both the password and PIN have been reset, the user will receive two separate emails. One email will contain the temporary password and the other email will contain the temporary PIN. The user will have 72 hours from the time the email is sent to login using the temporary password and PIN.

The screenshot displays the COMPASS Employer Self Service interface. At the top, the COMPASS logo is on the left, and the user's profile (Marilyn Doe, Clinch Powell Ed Coop) is on the right with a 'Log Out' button. Below the logo is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is visible on the right. The main content area is titled 'Edit User' and contains the following text: 'Edit User allows the employer administrator to reset forgotten password information, update the selected user's security role, and inactive the selected account.' Below this is a 'Please Note' section: 'Resetting the password will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Person module.' The 'Edit User' form includes the following fields: 'Contact Person: DOE, MARILYN', 'User Name: marilyndoe', 'Reset Password: ', 'Reset Concord PIN: ', 'Role: ESS Administrator', 'E-mail: prinanda@deloitte.com', and 'Active: '. At the bottom of the form are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted by a red box.



### 5.3 Deactivate a User

An ESS account must be deactivated by the ESS administrator, if a user is no longer employed with an employers' organization or that user no longer needs access to the ESS portal.

**Step 1 --** On the **Manage Users** screen, click the particular User Name to deactivate the user.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Fri, Aug 05 2016 5:38 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

Users

Filter By:  Items Per Page:

User Name	Name	Assigned Role	Last Activity	Active	Account Locked	PIN Locked
<a href="#">LIZASIN</a>	SINTI, ELIZABETH	ESS File Validation		Yes		
<a href="#">KANSAHA123</a>	SAHA, KANISKA	ESS Administrator	8/5/2016 10:27:56 AM	Yes		
<a href="#">jsims</a>	SIMS, JEANNAE	ESS File Validation		Yes		
<a href="#">john123</a>	SMITH, JOHN	ESS Staff		Yes		
<a href="#">ESS103169</a>	SHRIVASTAVA, ROZY	ESS Administrator	6/30/2016 4:10:26 AM	Yes		

**Add User**



**Step 2 --** The **Reset Users** screen displays. Click the **Active** check box to uncheck it.

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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  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Fri, Aug 05 2016 5:38 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Reset User

Edit User allows the employer administrator to reset forgotten password information, update the selected user's security role, and inactivate the selected account.

**Please Note:** Resetting the password will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Person module.

**Reset User**

Contact Person: SIMS, JEANNAE  
User Name: jsims  
Reset Password:   
Reset PIN:   
Role: \* ESS File Validation  
E-mail: jesims@deloitte.com  
Active:

Cancel Update

**Step 3 --** Click the **Update** button.

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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  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Fri, Aug 05 2016 5:38 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Reset User

Edit User allows the employer administrator to reset forgotten password information, update the selected user's security role, and inactivate the selected account.

**Please Note:** Resetting the password will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Person module.

**Reset User**

Contact Person: SIMS, JEANNAE  
User Name: jsims  
Reset Password:   
Reset PIN:   
Role: \* ESS File Validation  
E-mail: jesims@deloitte.com  
Active:

Cancel Update



**Step 4 --** The **Confirmation** screen displays to confirm the account is deactivated.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, the user's name is Kaniska Saha, with a 'Log Out' button. Below the header is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area has a 'Confirmation' heading and a message box that says 'User Saved' and 'Your user has been successfully saved.' A green 'Continue' button is located at the bottom right of the message box. There are also 'Available Forms' and 'Print' options in the top right corner.

**Step 5 --** Click the **Continue** button to return to the **Manage Users** screen.

This screenshot is identical to the one above, showing the same confirmation message. However, the 'Continue' button at the bottom right of the message box is highlighted with a red border, indicating it is the button to be clicked.



## 6. Payroll Schedule

The Payroll Schedule is critical information that must be reported by the employer in order to submit the contribution reports and payments for the upcoming year. The Payroll schedule is used to assist employers in ensuring contribution information is reported in a timely manner. It is the employer's responsibility to provide the payroll schedule to CPRB using the Payroll Schedule screen.

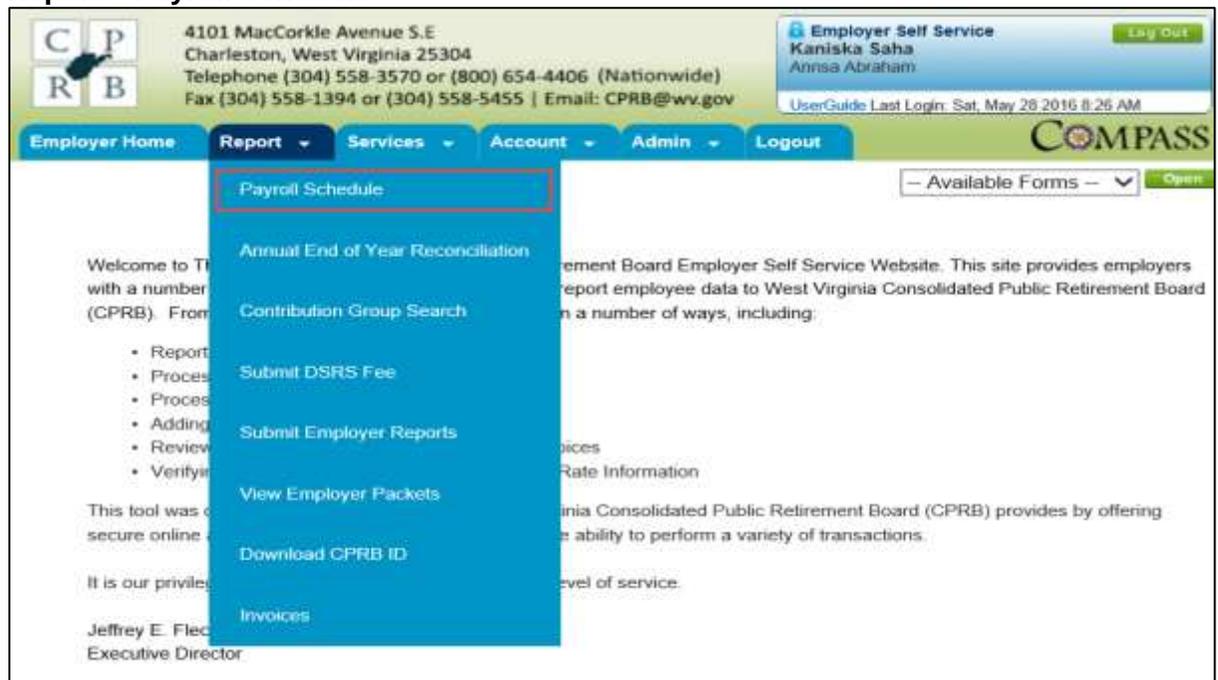
The **Payroll Schedule** screen provides the ability to add, view, or edit employer payroll schedules. The Employer Payroll Schedule is determined by the frequency with which an employer pays their employees, as indicated by the specific dates for a given year (plan year). Employers with ESS Admin roles and Employer Reporting roles can submit and maintain payroll schedules for the retirement system(s) in which they participate.

### 6.1 Add Payroll Schedule Information

As an employer, the payroll schedule must be submitted in CPRB's ESS portal prior to submission of the first report for the plan year. Follow the steps below to add a Payroll Schedule:

**Step 1 --** To navigate to the **Payroll Schedule** screen, click the following menu options:

#### Report > Payroll Schedule



The screenshot displays the CPRB Employer Self Service website interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the top right, the user is logged in as Kaniska Saha (Annsa Abraham) with a 'Logout' button and a 'UserGuide Last Login: Sat, May 28 2016 8:26 AM' timestamp. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, with 'Payroll Schedule' highlighted in red. Other menu items include 'Annual End of Year Reconciliation', 'Contribution Group Search', 'Submit DSRS Fee', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The background shows a welcome message and a list of services.



**Step 2 --** The **Payroll Schedule** screen displays.

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Employer Self Service  
Emma Matthew  
Harpers Ferry Bolivar Psd  
Log Out

UserGuide Last Login:

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
*	*	*	*	*	Calculate

**Step 3 --** Select the **Plan Year** from the drop down menu.

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### Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
*	*	*	*	*	Calculate

2016  
2017



**Step 4 --** Select the **Report Type** from the drop down menu. The Report Type is the associated Retirement System.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia State Retirement System: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone numbers are (304) 558-3570 or (800) 654-4406 (Nationwide). Fax is (304) 558-1394 or (304) 558-5455. Email is CPRB@wv.gov. The user is logged in as Emma Matthew, Harpers Ferry Bolivar Psd. The main navigation bar includes Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'Payroll Schedule'. It contains a form with the following fields: Plan Year (2016), Report Type (Public Employees Retir), Payroll Frequency, Initial Pay Date, and Arrears. A 'Calculate Payroll Schedule' button is on the right. The 'Report Type' dropdown menu is open, showing 'Public Employees Retirement System' as the selected option.

**Step 5 --** Select the **Payroll Frequency** from the drop down menu.

**Note:** The Payroll Frequency is how often the employees receive compensation.

The screenshot shows the COMPASS Employer Self Service interface, similar to the previous one. The 'Payroll Frequency' dropdown menu is open, showing the following options: Bi-Weekly, Monthly, Semi-Monthly, and Weekly. The 'Report Type' dropdown menu is still open, showing 'Public Employees Retirement System' as the selected option. The 'Calculate Payroll Schedule' button is visible on the right.



**Step 6 --** Enter the date in the **Initial Pay Date** field.

**Note:** The Initial Pay Date is first pay date for the corresponding Plan Year.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user profile for Emma Matthew. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right corner.

The **Payroll Schedule** section is active, showing a form with the following fields:

- Plan Year: 2016
- Report Type: Public Employees Retir
- Payroll Frequency: Bi-Weekl
- Initial Pay Date: (empty field)
- Arrears: (empty dropdown)
- Calculate Payroll Schedule: (Calculate button)

A calendar for August 2016 is displayed below the form, with the date August 16, 2016, highlighted in a red box. The calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 16, 2016

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**Step 7 --** Select the **Arrears** from the drop down menu.

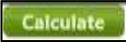
**Note:** Arrears is the length of the delay between when the employee works and when they are paid for that work; the options are Current, 1 week, 2 weeks, 3 weeks, or 4 weeks.

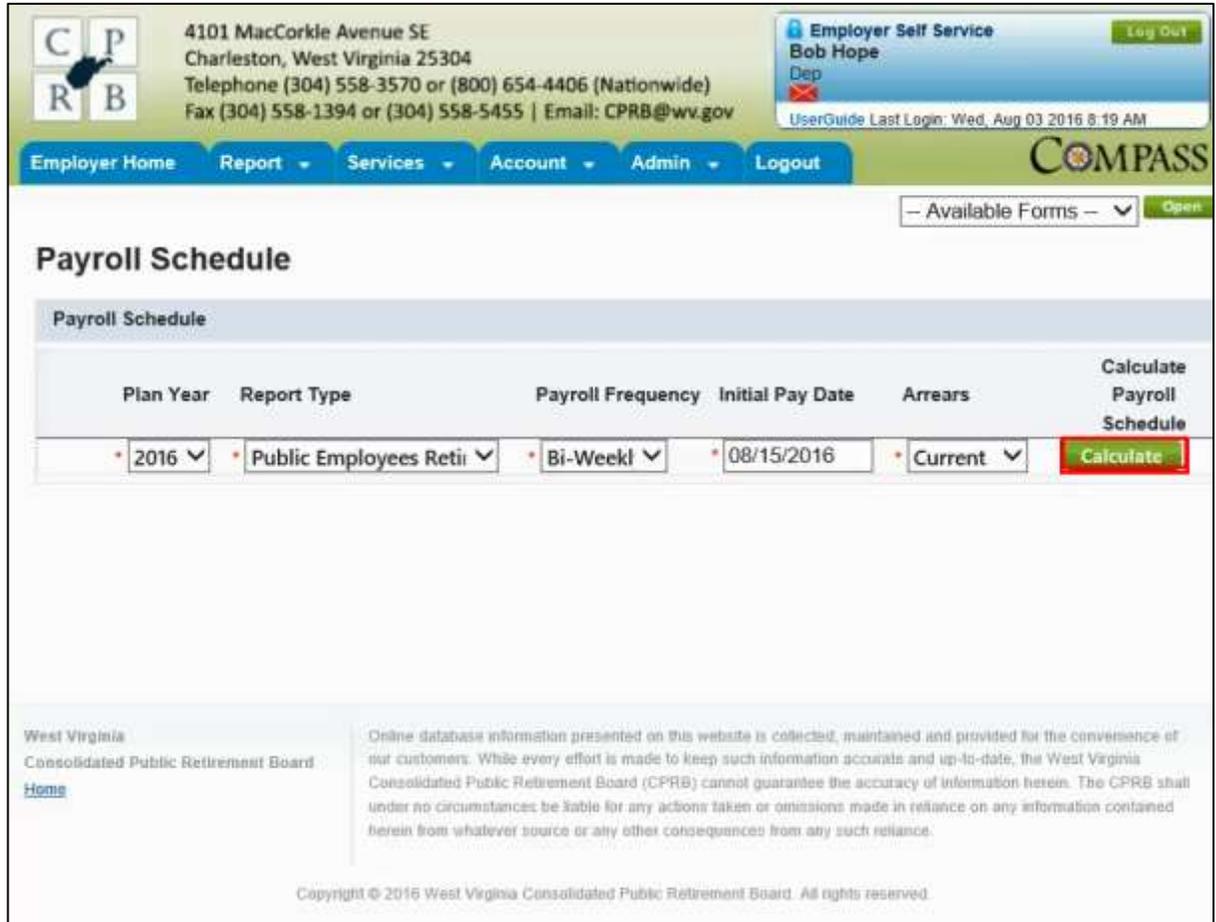
The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user profile for Bob Hope. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right corner. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'Payroll Schedule' and contains a form with the following fields:

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retii	Bi-Weekl	08/15/2016	1 Week 2 Weeks 3 Weeks 4 Weeks Current	Calculate

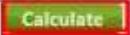
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Step 8 -- Click the  button.



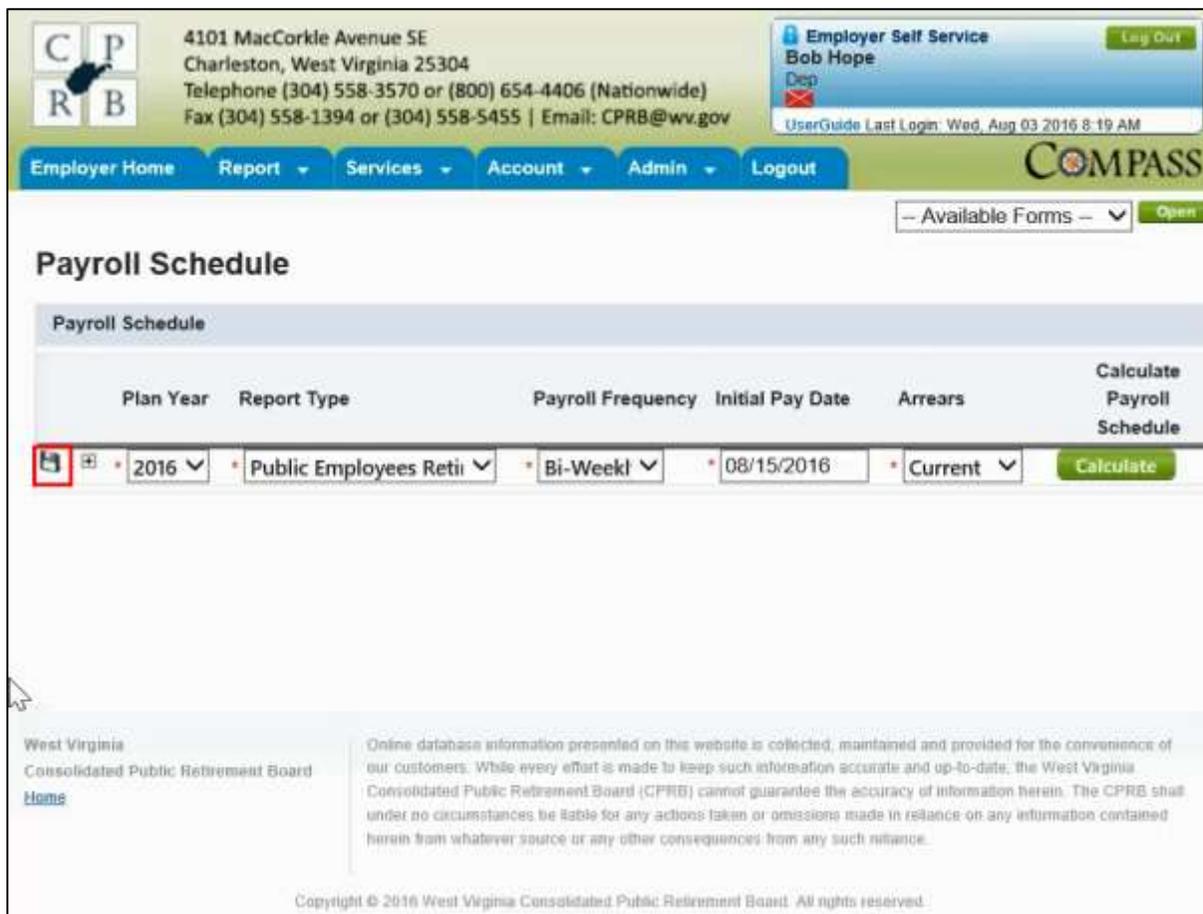
The screenshot shows the COMPASS Employer Self Service interface. At the top left is the CPRB logo and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone (304) 558-3570 or (800) 654-4406 (Nationwide). Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. At the top right is the user profile for Bob Hope, Department, with a Log Out button and last login information: UserGuide Last Login: Wed, Aug 03 2016 8:19 AM. Below the header is a navigation menu with links: Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open. The main content area is titled 'Payroll Schedule' and contains a form with the following fields:

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retii	Bi-Weekl	08/15/2016	Current	

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Step 9 -- Click the **save**  icon.



The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB), including the address (4101 MacCorkle Avenue SE, Charleston, WV 25304), telephone numbers (304) 558-3570 and (800) 654-4406, and fax (304) 558-1394. The top right shows the user's name (Bob Hope), a 'Log Out' button, and the last login date (Wed, Aug 03 2016 8:19 AM). Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. The main content area is titled 'Payroll Schedule' and features a form with the following fields: Plan Year (2016), Report Type (Public Employees Reti), Payroll Frequency (Bi-Weekl), Initial Pay Date (08/15/2016), and Arrears (Current). A 'Calculate' button is located to the right of the form. A red box highlights the 'save' icon (a floppy disk) in the top left corner of the form area. At the bottom of the page, there is a disclaimer and copyright notice: 'Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.'



**Step 10** -- Upon saving the payroll schedule, click the **expand**  icon to view the detailed payroll schedule.



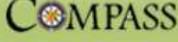
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Pritha Nanda  
Test00001

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Employer Home
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Admin ▾
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-- Available Forms -- ▾ Open

## Payroll Schedule

Payroll Schedule						
	Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
	2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	

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**Step 11** -- The detailed **Payroll Schedule** displays with the Pay Dates and the Pay Period End Dates.

**Note:** A Pay Period End Date is the month, day and year which reflects the end of the period in which the wages were earned (regardless of when they were paid).



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Logout



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

## Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	<a href="#">Calculate</a>

Pay Date	Pay Period End Date
7/31/ 2016	7/24/ 2016
8/14/ 2016	8/7/ 2016
8/28/ 2016	8/21/ 2016
9/11/ 2016	9/4/ 2016
9/25/ 2016	9/18/ 2016
10/6/ 2016	9/29/ 2016

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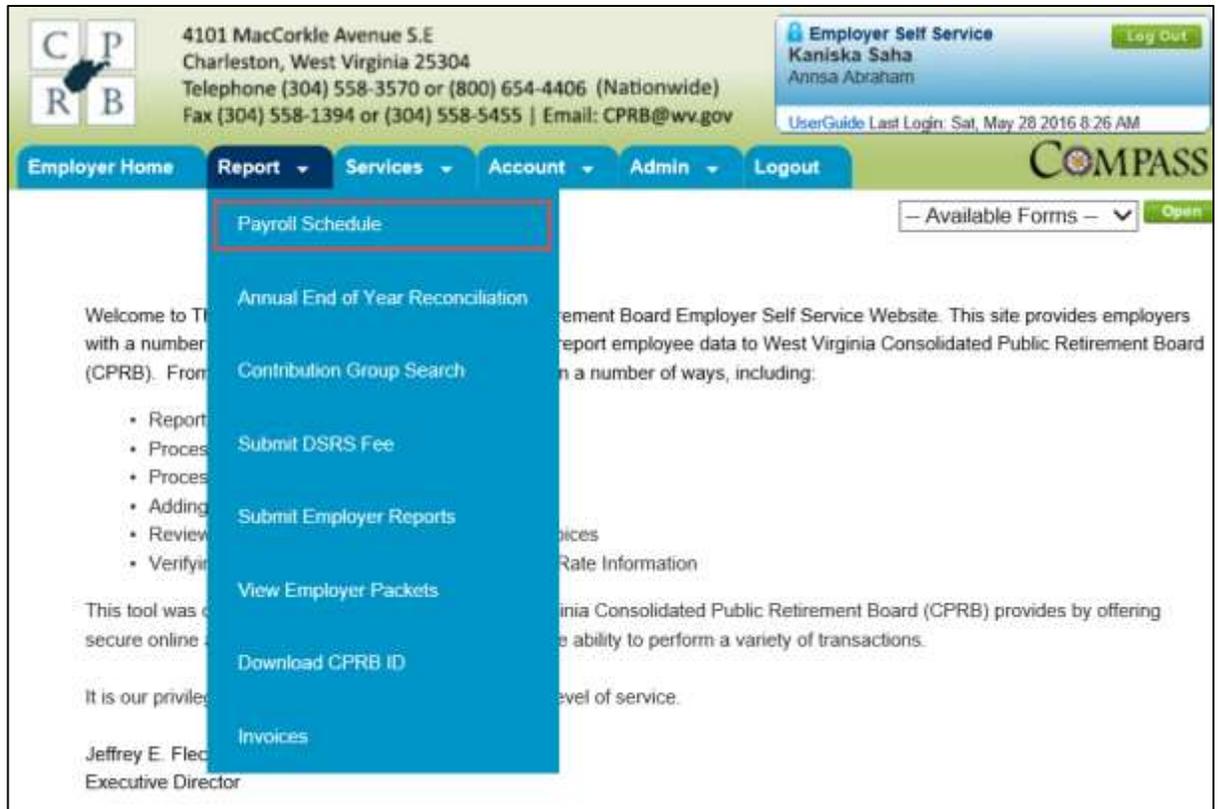
## 6.2 View Payroll Schedule Information

Once a **Payroll Schedule** has been added, employers can verify the pay dates which are projected by the system. When the payroll schedules are reported through the ESS portal to CPRB, the Report Date (the period for which the employer is submitting the contribution report) will coincide with the pay dates provided by the employer to CPRB during the beginning of the plan year, unless the employer is reporting monthly, then the Report Date will be defaulted to the first of the month being reported.

Perform the steps below to view the Payroll Schedule information:

**Step 1 --** To navigate to the **Payroll Schedule** screen, click the following menu options:

**Report > Payroll Schedule**



**Step 2 --** The **Payroll Schedule** screen displays.



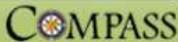
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-- Available Forms -- ▾ Open

## Payroll Schedule

Payroll Schedule

	Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
⊕	2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	

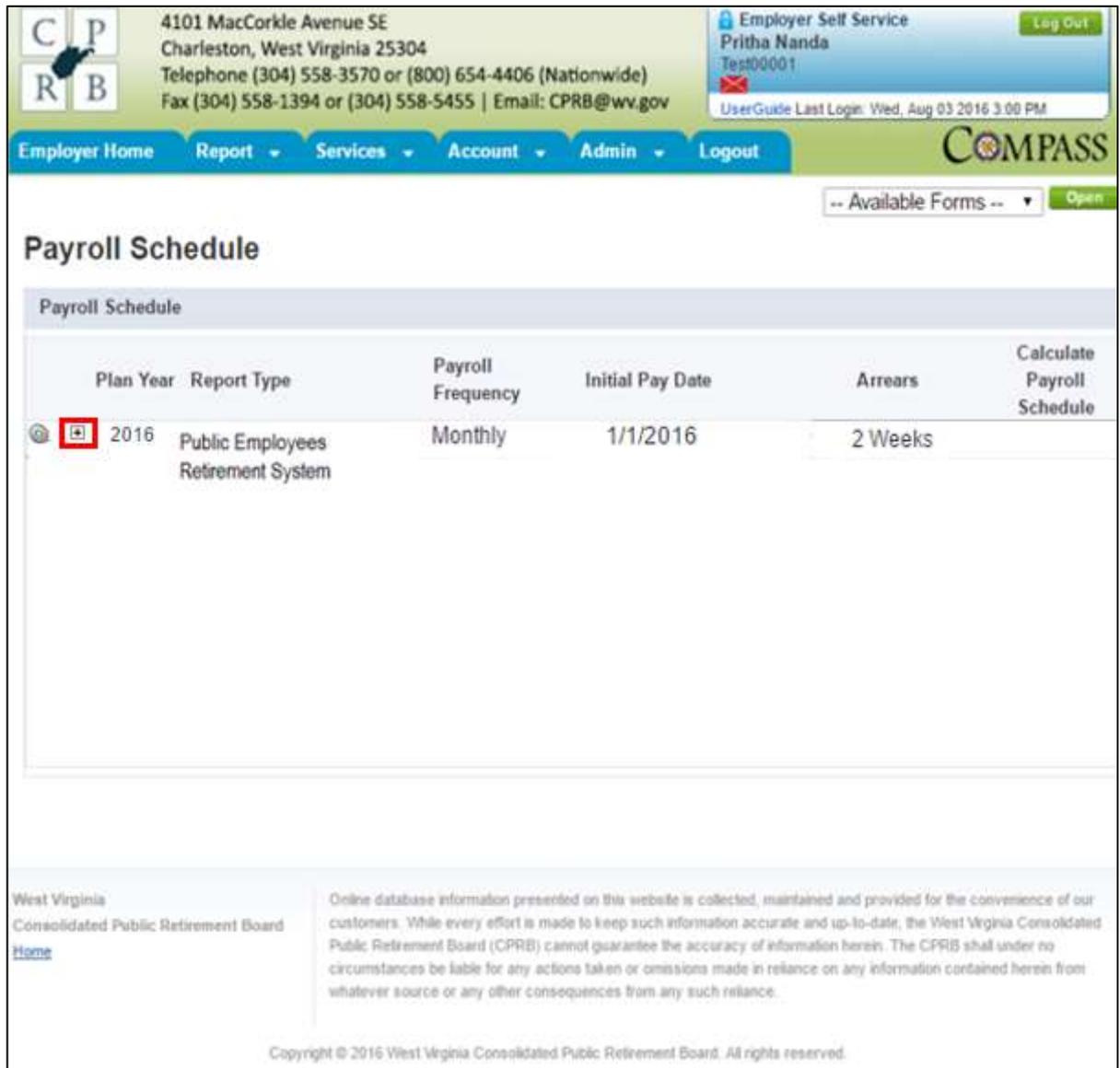
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**Step 3 --** Click the **expand**  icon next to the Plan Year to view the payroll schedule information.



The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and user details for Pritha Nanda. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right corner. Below the navigation bar, there is a dropdown menu for "Available Forms" and an "Open" button. The main content area is titled "Payroll Schedule" and contains a table with the following data:

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	1/1/2016	2 Weeks	

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**Step 4 --** The detailed **Payroll Schedule** is displayed with the Pay Date and Pay Period End Date.

**Note:** A Pay Period End Date is the year, month, and day which reflects the end of the period in which the wages were earned (regardless of when they were paid).

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Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	1/1/2016	2 Weeks	

Pay Date	Pay Period End Date
1/1/2016	12/18/2015
2/1/2016	1/18/2016
3/1/2016	2/16/2016
4/1/2016	3/18/2016
5/2/2016	4/18/2016
6/1/2016	5/18/2016
7/1/2016	6/17/2016
8/1/2016	7/18/2016
9/1/2016	8/18/2016
10/3/2016	9/19/2016
11/1/2016	10/18/2016
12/1/2016	11/17/2016

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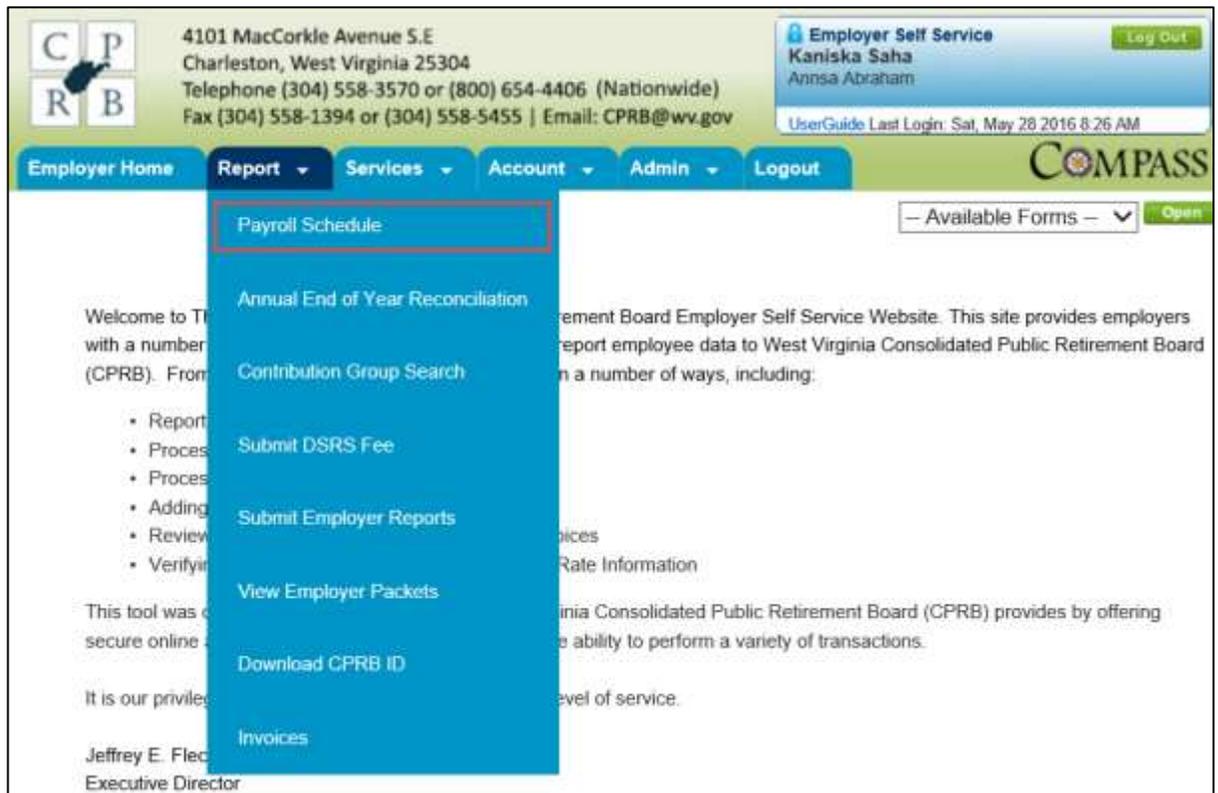
### 6.3 Edit Payroll Schedule Information

The **Payroll Schedule** can be edited using the gear icon on the **Payroll Schedule** screen. Upon clicking the Calculate button, the Payroll Schedule is re-calculated for that Plan Year and Retirement System.

**Note:** The Payroll Schedule will be locked in the Employer Self Service module once the first contribution report is submitted by the employer for the selected Plan Year. If there is a need to edit the Payroll Schedule after the first report has been submitted, the employer must contact CPRB.

**Step 1 --** To navigate to the **Payroll Schedule** screen, click the following menu options:

**Report > Payroll Schedule**



**Step 2 --** The **Payroll Schedule** screen displays.



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## Payroll Schedule

Payroll Schedule

	Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
⊕	2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	

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**Step 3 --** Click the gear  icon next to a Plan Year to open that item for editing.

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### Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
 2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	

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**Step 4 --** Make edits to the payroll schedule information.

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### Payroll Schedule

Payroll Schedule

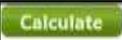
Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	01/01/2016	1 Week	Calculate

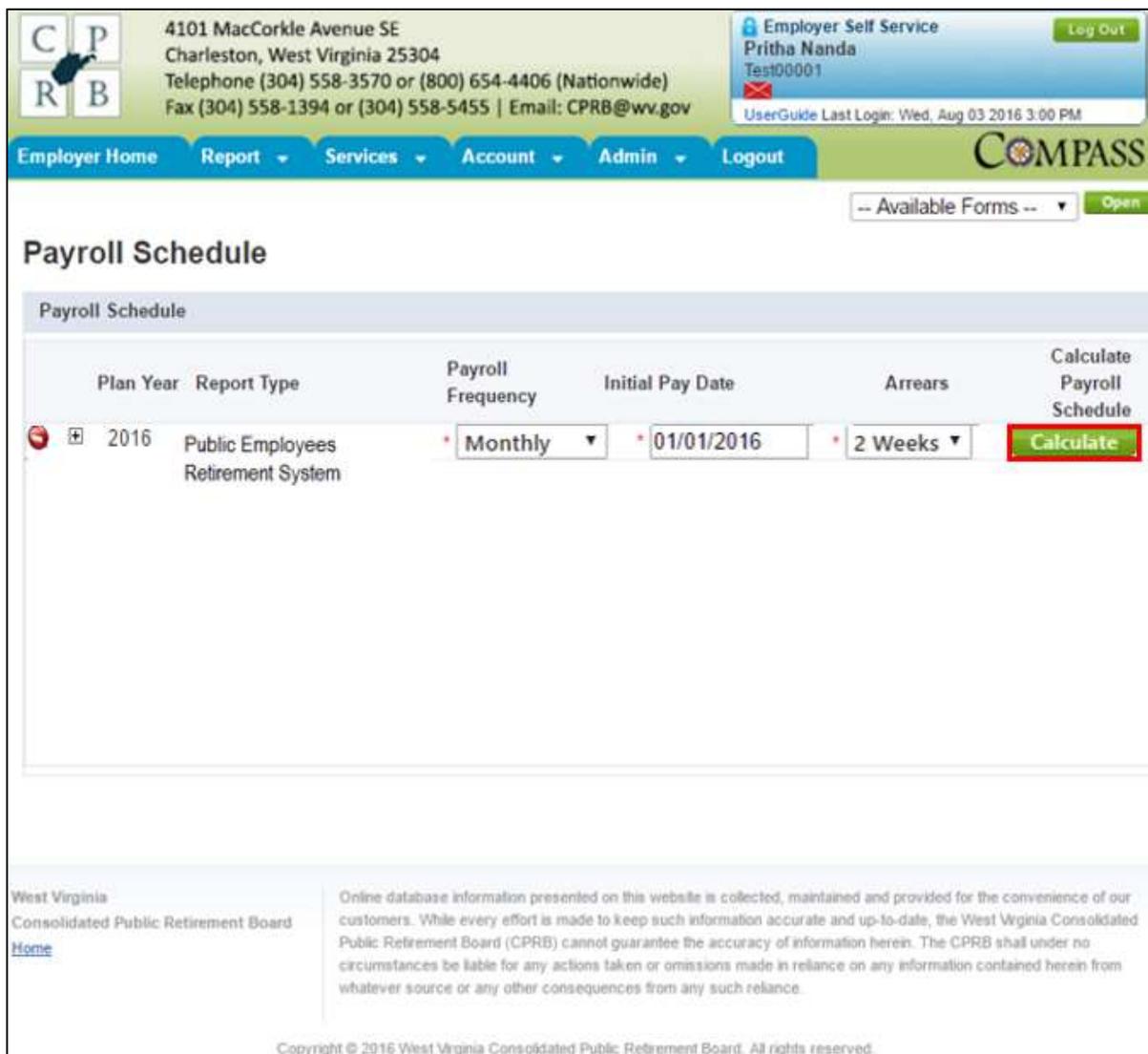
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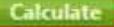
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Step 5 -- Click the  button.



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Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	01/01/2016	2 Weeks	

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**Step 6 --** Click the  icon to save the edits made to the payroll schedule.



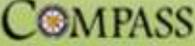
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Account ▾
Admin ▾
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-- Available Forms -- ▾ Open

## Payroll Schedule

Payroll Schedule

	Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
	2016	Public Employees Retirement System	* Monthly ▾	* 01/01/2016	* 2 Weeks ▾	<a href="#">Calculate</a>

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**Step 7 --** Upon saving the **Payroll Schedule**, click the **expand**  icon to view the detailed payroll schedule.



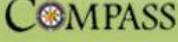
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Report ▾
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-- Available Forms -- ▾ Open

## Payroll Schedule

Payroll Schedule						
Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears		Calculate Payroll Schedule
2017	West Virginia State Police - Trooper B	Bi-Weekly	7/31/2017	1 Week		

West Virginia Consolidated Public Retirement Board

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**Step 8 --** The detailed **Payroll Schedule** is displayed with the Pay Date and Pay Period End Date.

**Note:** A Pay Period End Date is the year, month and day which reflects the end of the period in which the wages were earned (regardless of when they were paid).



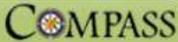
4101 MacCorkle Avenue SE  
Charleston, West Virginia 25304  
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001

UserGuide Last Login: Wed, Aug 03 2016 3:00 PM

[Log Out](#)

Employer Home
Report
Services
Account
Admin
Logout



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

### Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule														
2017	West Virginia State Police - Trooper B	Bi-Weekly	7/31/2017	1 Week	<table border="1" style="border: 2px solid red; margin: auto;"> <thead> <tr> <th>Pay Date</th> <th>Pay Period End Date</th> </tr> </thead> <tbody> <tr><td>7/31/2017</td><td>7/24/2017</td></tr> <tr><td>8/14/2017</td><td>8/7/2017</td></tr> <tr><td>8/28/2017</td><td>8/21/2017</td></tr> <tr><td>9/11/2017</td><td>9/4/2017</td></tr> <tr><td>9/25/2017</td><td>9/18/2017</td></tr> <tr><td>10/6/2017</td><td>9/29/2017</td></tr> </tbody> </table>	Pay Date	Pay Period End Date	7/31/2017	7/24/2017	8/14/2017	8/7/2017	8/28/2017	8/21/2017	9/11/2017	9/4/2017	9/25/2017	9/18/2017	10/6/2017	9/29/2017
Pay Date	Pay Period End Date																		
7/31/2017	7/24/2017																		
8/14/2017	8/7/2017																		
8/28/2017	8/21/2017																		
9/11/2017	9/4/2017																		
9/25/2017	9/18/2017																		
10/6/2017	9/29/2017																		

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## 7. Submit Employer Reports

The **Submit Employer Reports** functionality enables the employers to submit only Employment Classification information, only Contribution information, or both Employment Classification and Contribution information together to CPRB. The employers can submit their reports to CPRB through two different methods:

1. **Upload File** (a new COMPASS file format has been defined for employers to submit the information in a flat file, typically used by employers with large employee populations), or
2. **Enter On-Line** (enables employers to review, update, and submit the information which is replicated from previous reports, mainly used by employers with smaller employee populations).

Employers can submit the following three types of reports:

- **Employment Classification Information** - Submit the Employment Classification report containing the employee demographic and employment information to CPRB in order to enroll an employee in one of the CPRB administered retirement systems.
- **Contribution Information** - Submit wage / salary and contribution information to CPRB for the employees. This information can be submitted only if the employee already has their employment classification and demographic information reported to CPRB.
- **Employment Classification and Contribution Information** - Submit both Employment Classification and Contribution information combined in one file for the employees. This option requires an employer to submit the employment classification and contribution information using the new COMPASS file format.

### 7.1 Submit Employment Classification Information

Employers must **Submit Employment Classification Information** to CPRB in order to report their employees in one of the CPRB administered retirement systems.

The key information required for an Employment Classification is the employee's job position, position status, contribution group, and agency. The Employment Classification information is critical for the validation of contributions and posting of service credit. In addition to the above key information, the other details that are included in an Employment Classification are the employee's first name, last name, CPRB ID (optional), birth date, SSN, employment begin and end dates, employment end reason (if applicable), Contract Days, Scheduled Hours Per Day, Payroll Frequency, Rate of Pay, Type of Rate of Pay and Employment Payment Type (if applicable).

Once the Employment Classification information is reported (through either the Upload File or Enter On-Line function), the demographic and employment classification information is validated by COMPASS and any errors identified must be resolved by the employer prior to submitting to CPRB.

For example, validations based on the employment begin date being reported are performed so that the employee is enrolled in the correct contribution group. So, employees belonging to the Public Employees Retirement System (PERS) who first participated in PERS on or after 7/1/2015 will be enrolled in the PERS Tier 2 contribution group, while PERS employees who first participated in PERS prior to 7/1/2015 are enrolled in the PERS Tier 1 contribution group.



Once the Employment Classification information has been submitted and errors (if any) have been corrected, employers will be able to view the **Employment Classification Summary**. The **Employment Classification Summary** indicates the total number of new Employment Classification that were created or updated in COMPASS based on the demographic and Employment Classification information provided by the employer. COMPASS generates a new person record (CPRB ID) for a new member, creates / updates memberships, and Employment Classification.

### 7.1.1 Submit Employment Classification – Upload File

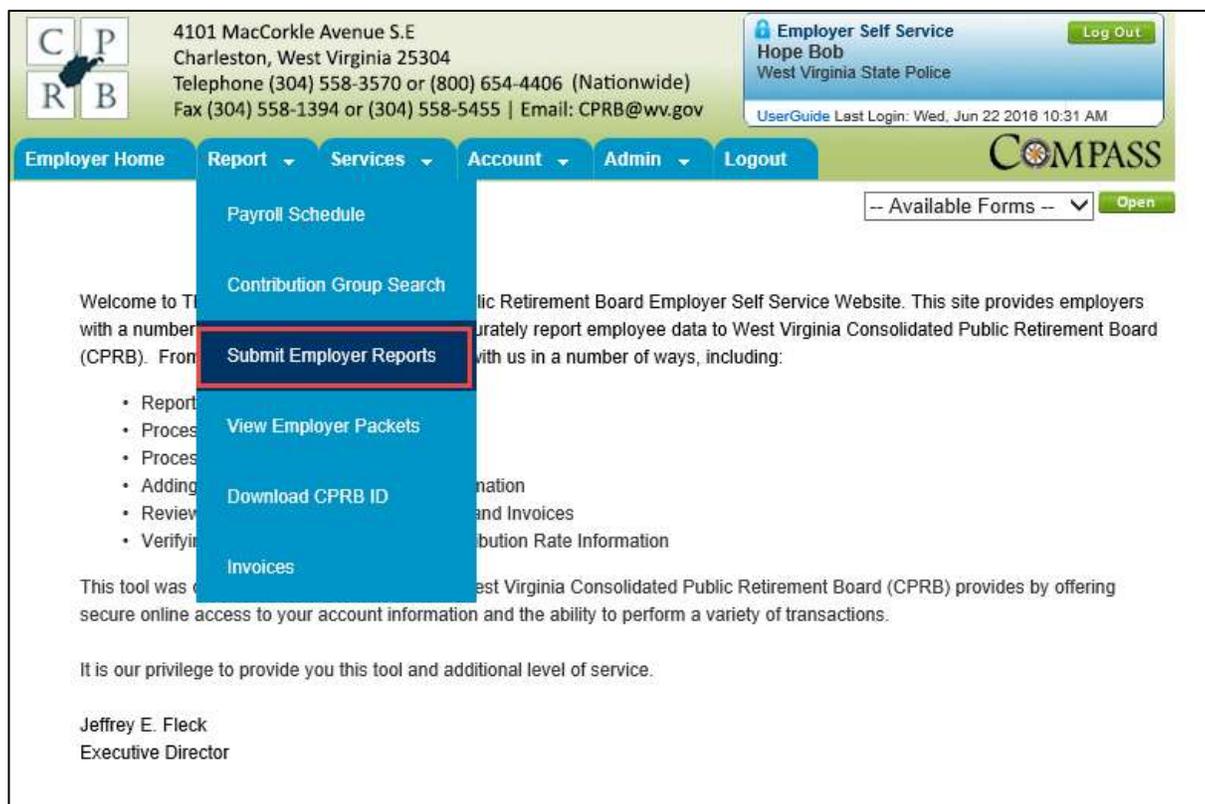
If the employer chooses to submit the Employment Classification to CPRB using the Upload File medium, then the Employment Classification must be in the new COMPASS file format. Please refer to the COMPASS Employer Reporting File Format, which was first distributed to employers in March of 2016, which can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>.

1. **Upload File** (a new COMPASS file format has been defined for employers to submit the information in a flat file, typically used by employers with large employee populations), or
2. **Enter On-Line** (enables employers to review, update, and submit the information which is replicated from previous reports, mainly used by employers with smaller employee populations).

Follow the steps to upload the Employment Classification Information using the Upload File method:

**Step 1 --** To navigate to the **Submit Employer Reports** screen, click the following menu options:

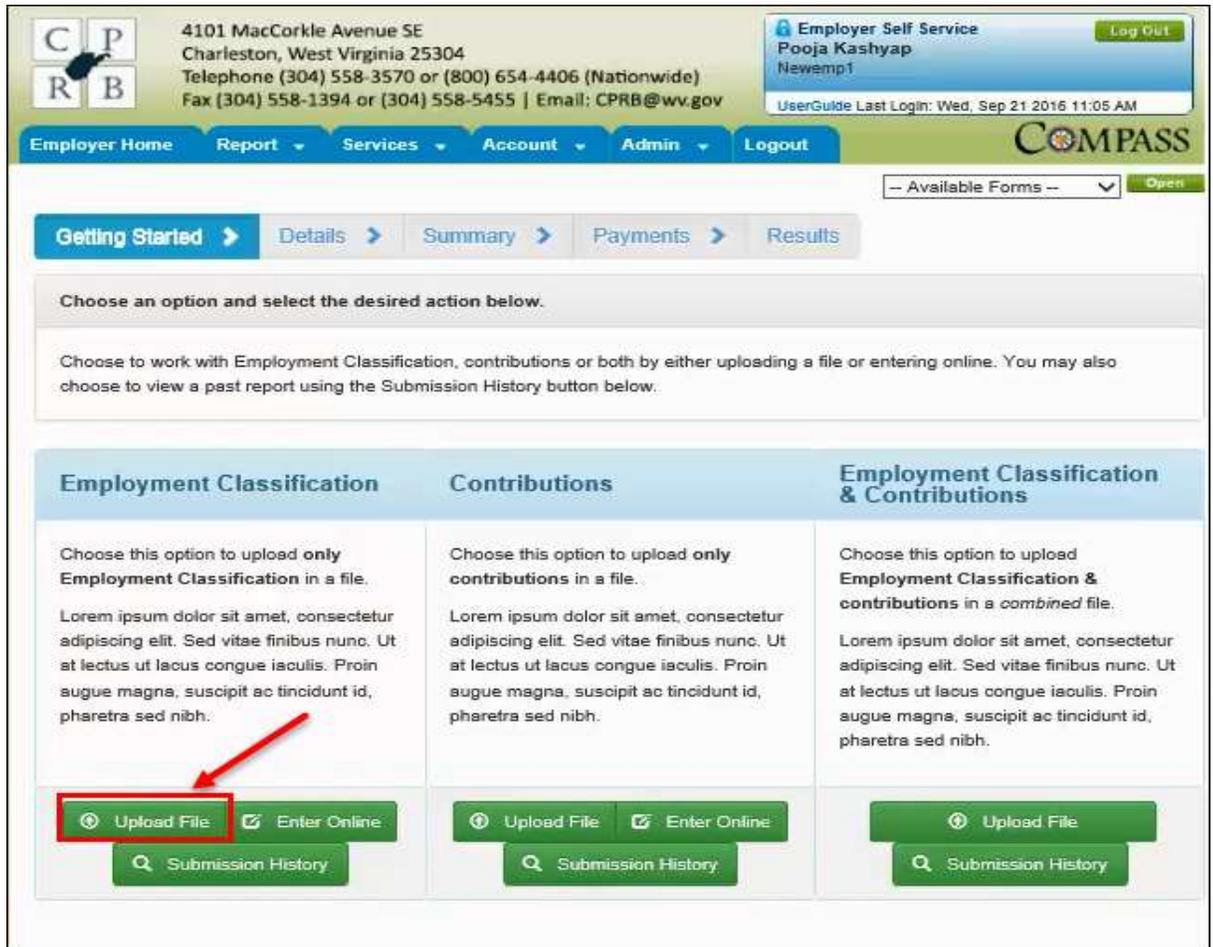
#### Report > Submit Employer Reports



The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, contact information for 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and a 'Log Out' button. Below the header is a navigation bar with tabs for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The main content area contains a welcome message and a list of services.



**Step 2 --** The **Getting Started** screen displays. In the **Employment Classification** section, click the  button.



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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

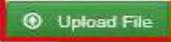
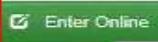
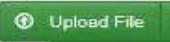
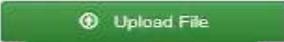
Employer Self Service  
Pooja Kashyap  
Newemp1  
Log Out  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Employer Home Report Services Account Admin Logout COMPASS

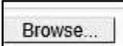
Getting Started > Details > Summary > Payments > Results

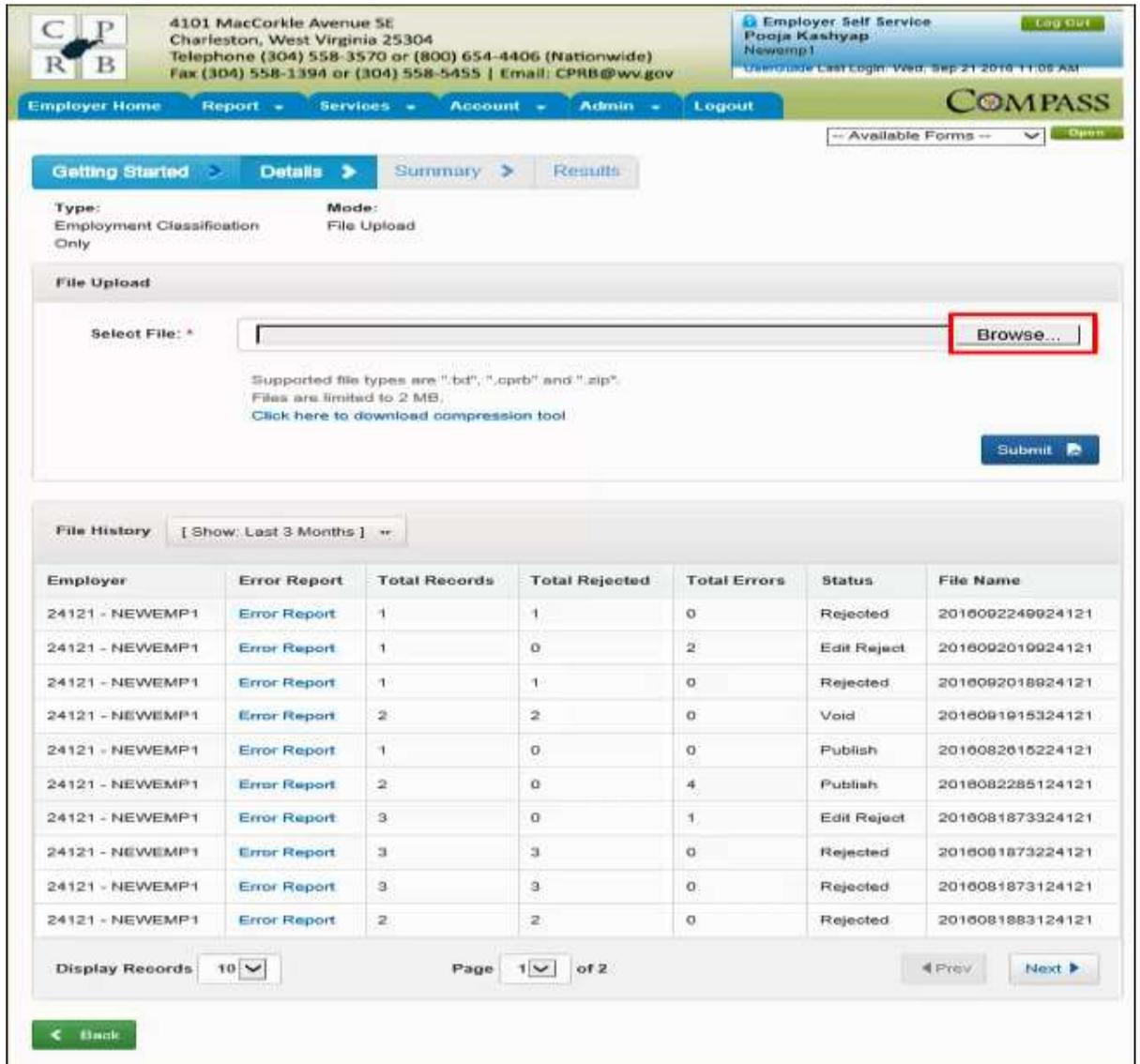
Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
  	  	 



**Step 3 --** Click the  button to select the **Employment Classification** file to be submitted through a browse function that will allow for the selection of a saved file.



The screenshot shows the COMPASS web application interface. At the top, there is a header with the logo and contact information for the West Virginia Department of Labor and Industry. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The user is logged in as Pooja Kashyap.

The main content area is titled "Getting Started" and "Details". It shows the report type as "Employment Classification" and the mode as "File Upload". Below this, there is a "File Upload" section with a "Select File:" label, a text input field, and a "Browse..." button highlighted with a red box. Below the input field, there is a note about supported file types (.pdf, .prb, .zip) and a link to download a compression tool. A "Submit" button is also present.

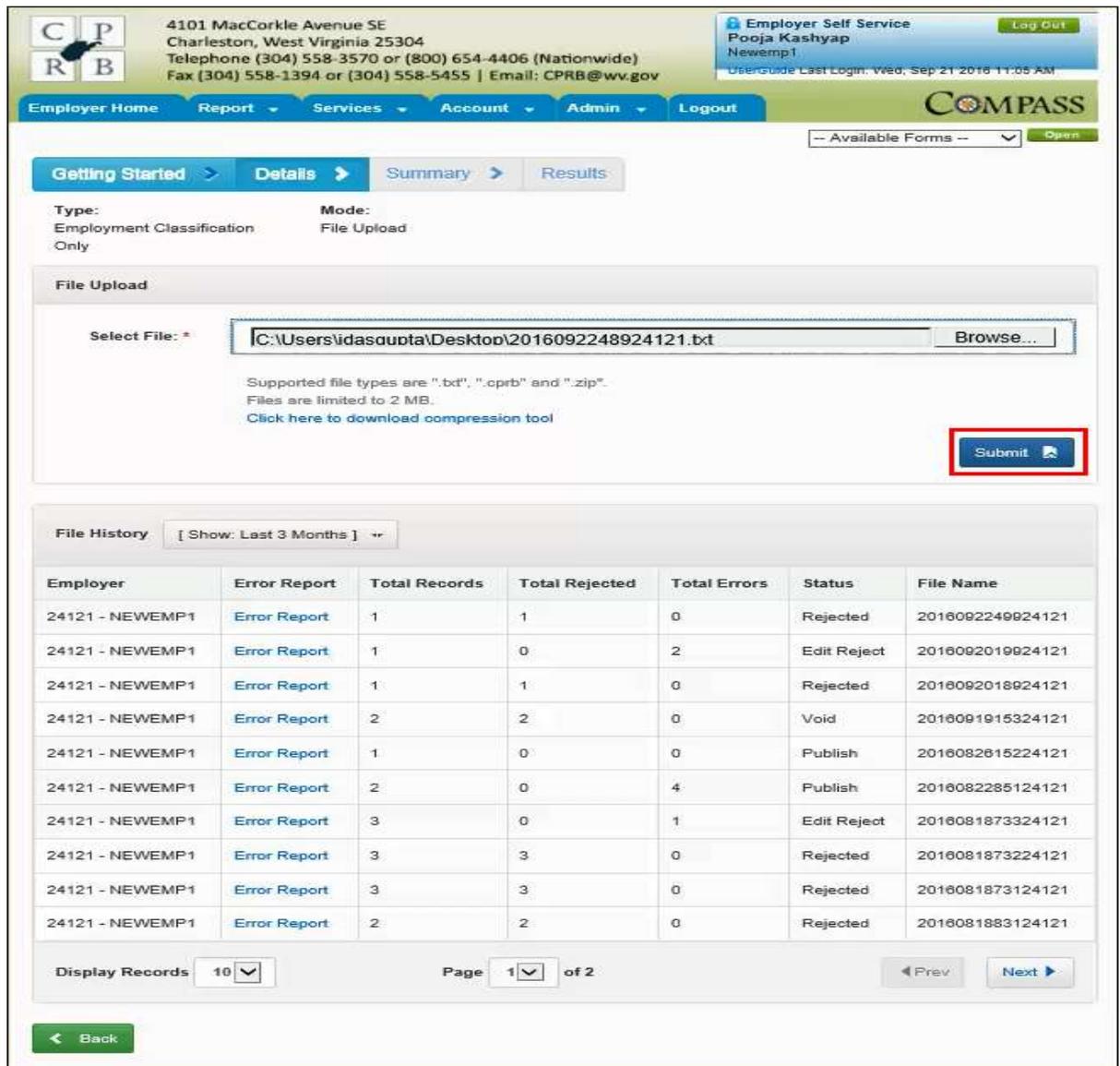
Below the file upload section is a "File History" section with a dropdown menu set to "Last 3 Months". It contains a table with the following data:

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092249924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	2	Edit Reject	2016092019924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092018824121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	2	0	Void	2016081915324121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	0	Publish	2016082015224121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	0	4	Publish	2016082285124121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	0	1	Edit Reject	2016081873324121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	3	0	Rejected	2016081673224121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	3	0	Rejected	2016081873124121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	2	0	Rejected	2016081883124121

At the bottom of the table, there is a "Display Records" dropdown set to "10", a "Page" dropdown set to "1" of "2", and "Prev" and "Next" buttons. A "Back" button is located at the bottom left of the page.



Step 4 -- Click the  button.



The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the organization's name (CPRB) and contact information. The user is logged in as Pooja Kashyap (Newemp1). The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The current page is titled "Getting Started" and has tabs for Details, Summary, and Results. The "File Upload" section is active, showing a text box with the file path "C:\Users\idasaupta\Desktop\2016092248924121.txt" and a "Browse..." button. Below the text box, there are instructions: "Supported file types are \".txt\", \".oprb\" and \".zip\". Files are limited to 2 MB. Click here to download compression tool". A red box highlights the "Submit" button. Below the file upload section is a "File History" table with columns for Employer, Error Report, Total Records, Total Rejected, Total Errors, Status, and File Name. The table contains 11 rows of data. At the bottom, there are controls for "Display Records" (set to 10), "Page" (set to 1 of 2), and "Prev/Next" navigation buttons. A "Back" button is also visible at the bottom left.

**File History** [ Show: Last 3 Months ]

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092249924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	2	Edit Reject	2016092019924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092018924121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	2	0	Void	2016091915324121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	0	Publish	2016082815224121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	0	4	Publish	2016082285124121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	0	1	Edit Reject	2016081873324121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	3	0	Rejected	2016081873224121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	3	0	Rejected	2016081873124121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	2	0	Rejected	2016081883124121

Display Records: 10 Page: 1 of 2

Back



**Step 5 --** The **Submit Employer Report – File Progress** screen will show the Employment Classification file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Employment Classification file.

**Note:** Once the Employment Classification file processing is complete, the Primary Payroll Coordinator will receive an email with the results from the submission. The Payroll Coordinator is a functional role within the ESS portal, and can have the security access of either the ESS Administrator role or the Employer Reporting role.

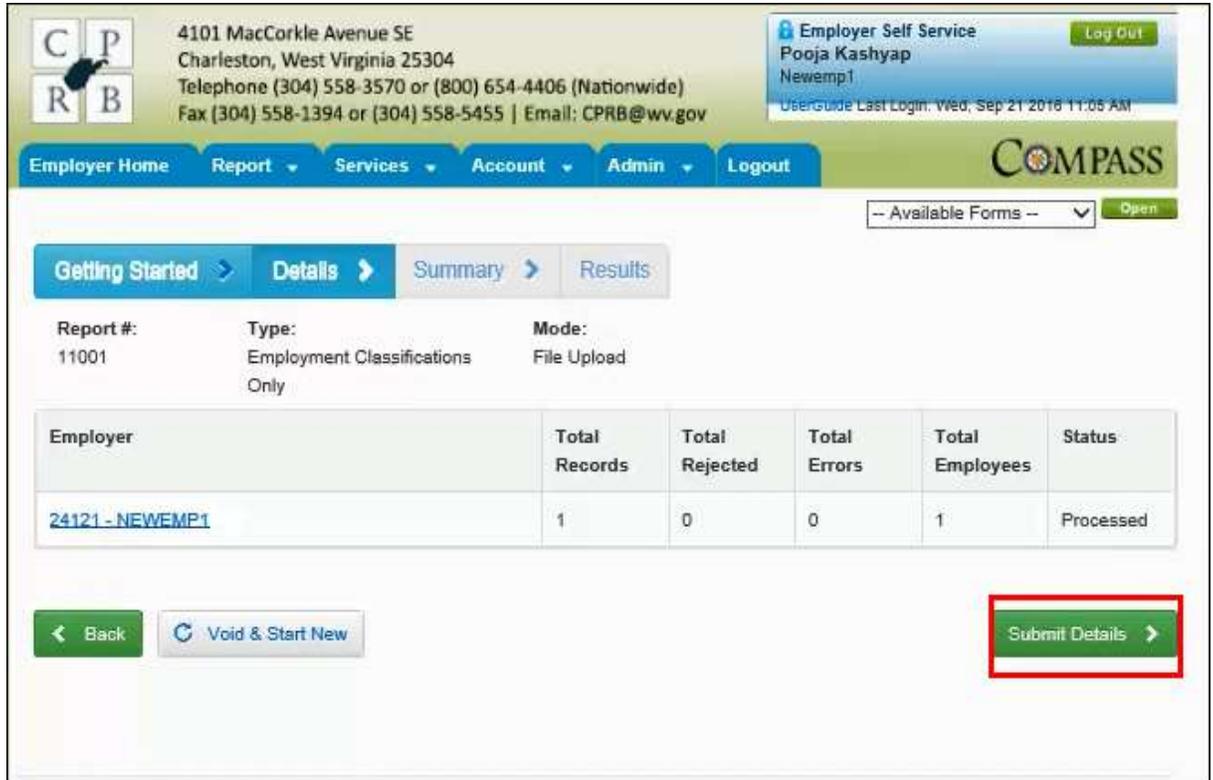
**Note:** If the **Submit Employer Report – File Progress** screen displays an error message, navigate to Section 7.1.1.1 to view the errors in the uploaded Employment Classification file.

The screenshot shows the COMPASS Employer Self Service portal. At the top left, there is a logo with the letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Contact information includes Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the top right, the user is logged in as Pooja Kashyap (Newemp1) with a 'Log Out' button. Below the header, there is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right. A dropdown menu shows 'Available Forms' with an 'Open' button. The main content area has tabs for 'Getting Started', 'Details', 'Summary', and 'Results'. Below the tabs, a table shows report details: Report #: 11001, Type: Employment Classifications Only, Mode: File Upload. A yellow note box states: 'Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page.' Below this, the 'Employment Classifications' section is highlighted with a red box. It contains two progress bars: 'Employment Classification file validations' at 0% and 'Employment Classification business validations' at 0%. Below the first bar, it says 'Lines: Total (3) | Processed (0) | Errors (0)'. Below the second bar, it says 'Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)'. At the bottom left, there is a 'Back' button.



**Step 6** -- Click the  button.

**Note:** The  button will be disabled if there are any **Errors** in the file. (Follow the steps in Section 7.1.1.2 Correct Employment Classification Upload File Errors to correct remaining errors).

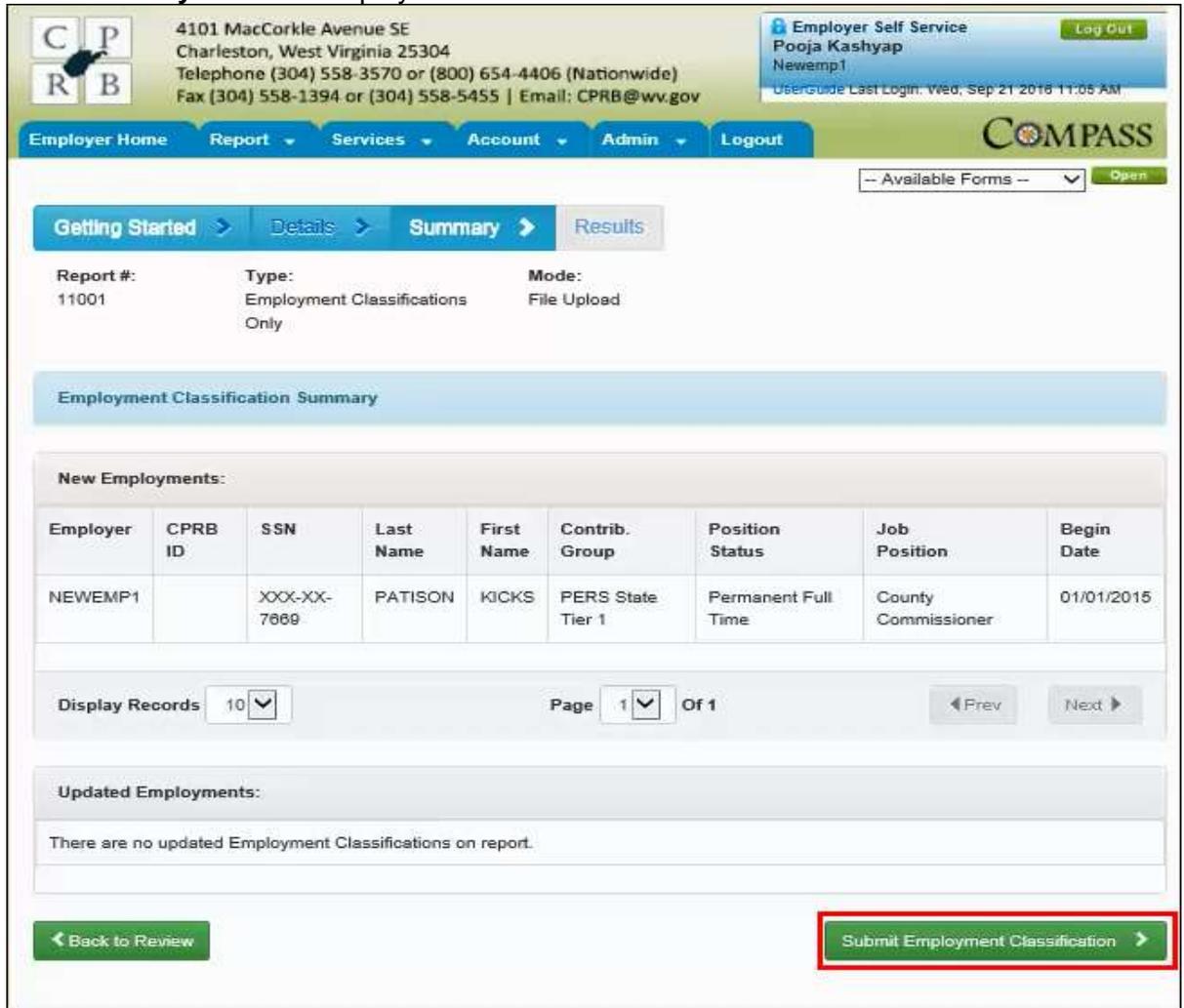


The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone numbers are (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax is (304) 558-1394 or (304) 558-5455. The email is CPRB@wv.gov. On the top right, the user is logged in as Pooja Kashyap (Newemp1) with a 'Log Out' button. Below this is the 'COMPASS' logo and a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu shows '-- Available Forms --' with an 'Open' button. The main content area has tabs for 'Getting Started', 'Details', 'Summary', and 'Results'. The 'Details' tab is active, showing report information: Report # 11001, Type Employment Classifications Only, and Mode File Upload. Below this is a table with columns: Employer, Total Records, Total Rejected, Total Errors, Total Employees, and Status. The table contains one row for employer 24121 - NEWEMP1 with 1 record, 0 rejected, 0 errors, 1 employee, and a status of 'Processed'. At the bottom, there are 'Back' and 'Void & Start New' buttons, and a 'Submit Details' button which is highlighted with a red rectangular box.

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">24121 - NEWEMP1</a>	1	0	0	1	Processed



Step 7 -- The **Summary** screen is displayed. Click the  button.



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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Employer Home Report Services Account Admin Logout

Getting Started > Details > **Summary** > Results

Report #: 11001      Type: Employment Classifications Only      Mode: File Upload

**Employment Classification Summary**

**New Employments:**

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
NEWEMP1		XXX-XX-7669	PATISON	KICKS	PERS State Tier 1	Permanent Full Time	County Commissioner	01/01/2015

Display Records 10      Page 1 Of 1      < Prev      Next >

**Updated Employments:**

There are no updated Employment Classifications on report.

< Back to Review      **Submit Employment Classification** >



**Step 8 --** The **Employment Submission Results** are displayed.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown next to contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The top right shows the user's name, Pritha Nanda, and a Log Out button. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this, a breadcrumb trail shows Getting Started > Details > Summary > Results. The main content area displays report details: Report #: 7802, Type: Enrollments Only, and Mode: File Upload. A red-bordered box highlights the 'Employment Submission Results' section, which includes an 'Employment Summary' table with the following data:

Employment Summary:	
Employment Details Submitted:	7
Submission Date:	8/6/2016 12:45:53 PM

At the bottom of the page, there are three buttons: 'Back to Reports', 'Print', and 'View Details'.



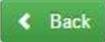
### 7.1.1.1 View Employment Classification – Upload File Rejection Details

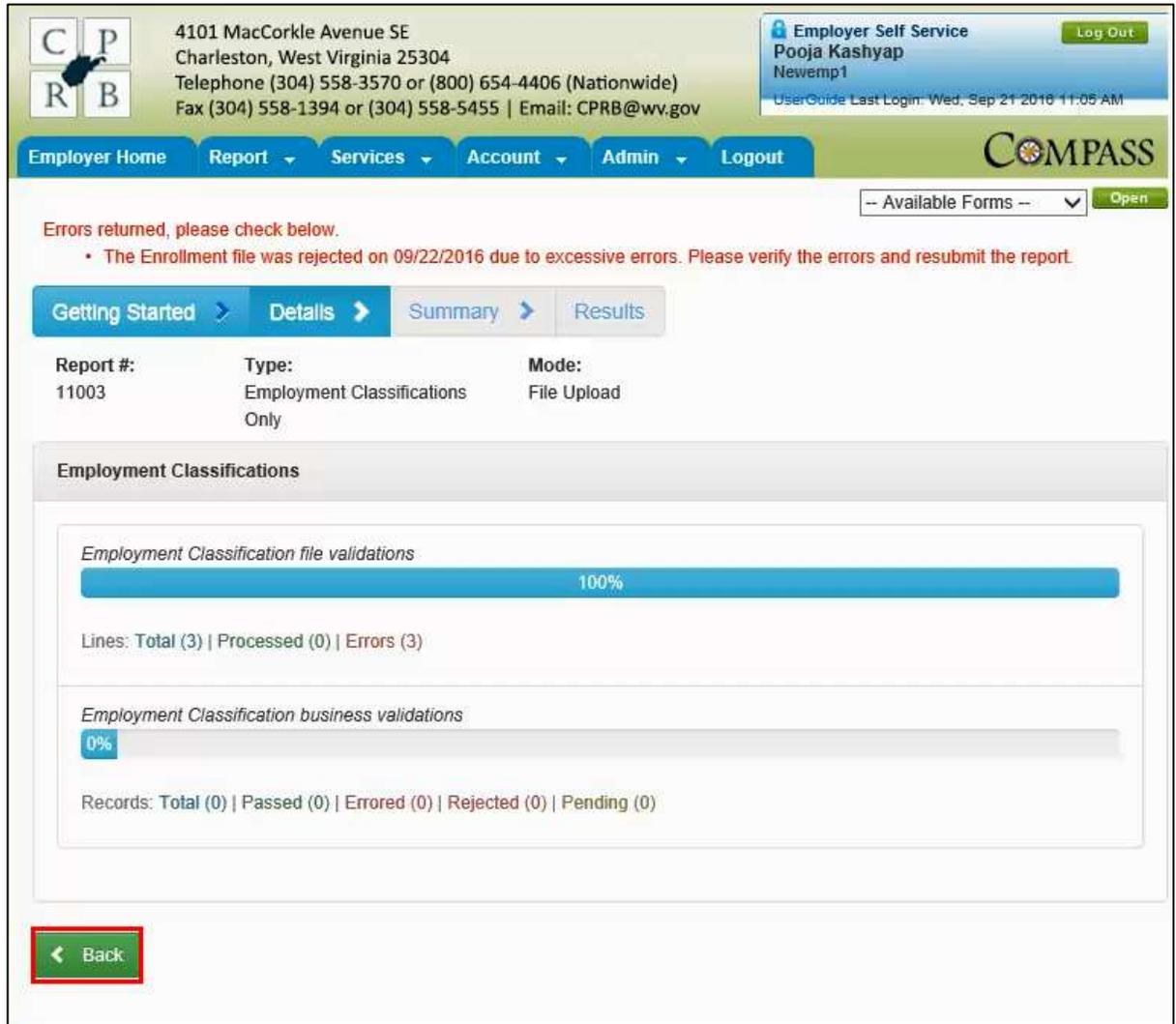
When submitting the Employment Classification report through the Upload File option, validations are run on the report automatically to ensure the information in the file is formatted correctly and is accurate. If the file has too many errors or is not in the proper file layout, the file will be rejected with an error status displayed in the Details screen.

Follow the steps below to **View Employment Classification Upload File Rejection** details.

**Step 1** -- Upon the completion of steps 1 - 4 in Section 7.1.1 Submit Employment Classification – Upload File, if the file is rejected, the error message will be displayed in the **Details** screen.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact 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, and Email: CPRB@wv.gov. The top right shows the user's session: Employer Self Service, Pooja Kashyap, Newemp1, with a Log Out button and a last login timestamp of Wed, Sep 21 2016 11:05 AM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open. A red-bordered box highlights an error message: 'Errors returned, please check below.' followed by a bullet point: 'The Enrollment file was rejected on 09/22/2016 due to excessive errors. Please verify the errors and resubmit the report.' Below this, a breadcrumb trail shows 'Getting Started > Details > Summary > Results'. A summary table lists: Report #: 11003, Type: Employment Classifications Only, and Mode: File Upload. The 'Employment Classifications' section contains two progress bars: 'Employment Classification file validations' at 100% (with subtext 'Lines: Total (3) | Processed (0) | Errors (3)') and 'Employment Classification business validations' at 0% (with subtext 'Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)'). A 'Back' button is located at the bottom left.

Step 2 -- Click the  button.



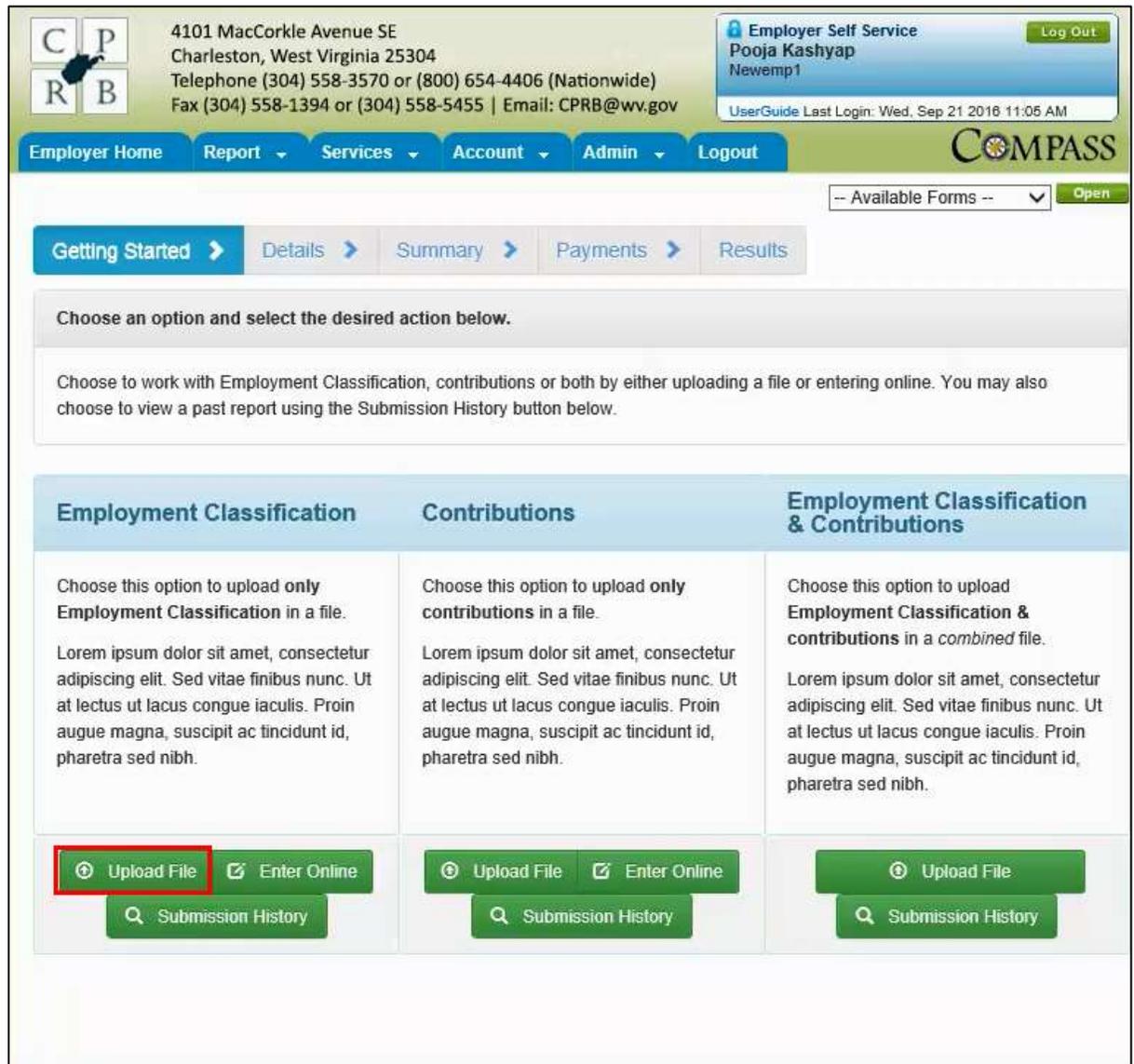
The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone numbers are (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax is (304) 558-1394 or (304) 558-5455. The email is CPRB@wv.gov. On the top right, the user is identified as Pooja Kashyap (Newemp1) with a last login of Wednesday, September 21, 2016, at 11:05 AM. A 'Log Out' button is present next to the user information.

The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open, showing an 'Open' button. Below the navigation, a message states: 'Errors returned, please check below.' followed by a bullet point: 'The Enrollment file was rejected on 09/22/2016 due to excessive errors. Please verify the errors and resubmit the report.'

The interface shows a progress bar for 'Employment Classification file validations' at 100%. Below this, it indicates 'Lines: Total (3) | Processed (0) | Errors (3)'. Another progress bar for 'Employment Classification business validations' is shown at 0%. Below this, it indicates 'Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)'. At the bottom left, a 'Back' button is highlighted with a red border.



**Step 3 --** The **Getting Started** screen is displayed. In the **Employment Classification** section, click the  button.



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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:06 AM

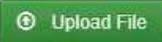
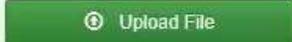
Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started Details Summary Payments Results

Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
 Upload File  Enter Online  Submission History	 Upload File  Enter Online  Submission History	 Upload File  Submission History



**Step 4 --** In the **File History** section, click the **Error Report** hyperlink to view the rejection details.

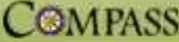


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**Employer Self Service**  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed: Sep 21 2016 11:05 AM

[Log Out](#)

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



Available Forms ▾ Open

Getting Started >
Details >
Summary >
Results

Type: Employment Classification Only      Mode: File Upload

**File Upload**

Select File: \*  Browse...

Supported file types are ".txt", ".cprb" and ".zip".  
Files are limited to 2 MB.  
[Click here to download compression tool](#)

Submit

**File History** [ Show: Last 3 Months ] ▾

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092289924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	0	Publish	2016092248924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092249924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	2	Edit Reject	2016092019924121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	1	0	Rejected	2016092018924121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	2	0	Void	2016091915324121
24121 - NEWEMP1	<a href="#">Error Report</a>	1	0	0	Publish	2016082815224121
24121 - NEWEMP1	<a href="#">Error Report</a>	2	0	4	Publish	2016082285124121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	0	1	Edit Reject	2016081873324121
24121 - NEWEMP1	<a href="#">Error Report</a>	3	3	0	Rejected	2016081873224121

Display Records 10 ▾
Page 1 ▾ of 2

◀ Prev
Next ▶

◀ Back

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**Step 5 --** The selected employer's Error Report details display, and selecting the File Format radio button allows the ability to filter the results:

- Show errors with severity:
  - Rejected File – must correct formatting errors to resubmit
  - Error Rejected Records – if the file is not rejected then the rejected detail records can be corrected in ESS
  - Information – no correction required, informational only
- Show errors from:
  - File Format Error – these errors are a result of formatting issues in the file.  
For ex. if an SSN has the letter “O” rather than the number “0” (zero) the record will be flagged as having an error.



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**Employer Self Service**  
Pooja Kashyap  
Newemp1

UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

[Log Out](#)



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

**Report #:** 11003      **Type:** Employment Classifications Only      **Mode:** File Upload

**Error Report**

**Show errors with severity:**
 Rejected File     
  Error Rejected Records     
  Information

**Show errors from:**
 **File Format Errors**     
  Employment Classification Errors

[Refresh](#)

Error Code	Severity	Description	Line #	Col # From	Col # To
<b>Employer: 24121 - NEWEMP1</b>					
<input type="radio"/>	ER0215	Reject File	Threshold exceeded for REJR Errors for this Batch. (ER0215)		
<input type="radio"/>	ER0222	Reject Record	2	198	207
<input type="radio"/>	ER0231	Information	3	23	28

**Record Text**

Display Records

Page  of 1

[◀ Prev](#)      [Next ▶](#)



**Step 6 --** The selected employer's Error Report details display, and selecting the Employment Classification Errors radio button allows the ability to filter:

- Show errors with severity:
  - Error – must correct formatting errors to resubmit
  - Warning – may require action however can be overridden
  - Information – no correction required, informational only
- Show errors from:
  - Employment Classification Errors – these errors are a result of information reported that does not adhere to CPRB regulations.

For example, if the date of birth entered means the employee would be 5 years old, the validations within the ESS portal would flag this record as an error because the legal working age is 14 years old.

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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

COMPASS

Report #: 11003    Type: Employment Classifications Only    Mode: File Upload

Error Report

Show errors with severity:  Error     Warning     Information

Show errors from:  File Format Errors     Employment Classification Errors

Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 00001 - TEST00001					
ER0010	Error	A valid SSN must be provided. (ER0010)	SPOFFORD, CHRISTIAN	03/01/1969	XXX-XX-0000
ER0109	Error	First Name contains invalid characters. A valid first name must be provided to enroll a new member. (ER0109)	SPOFFORD, CHRISTI22	03/01/1969	XXX-XX-6335

Display Records 10    Page 1 of 1    Prev Next



**Step 7 --** If the file has been accepted, follow the steps in 7.1.1.2 Correct Employment Classification Upload File Errors in to correct errors. If the file has been rejected, correct the rejected file and re-upload the file.

**Note:** Use the descriptions provided for the rejected files to make corrections and use the file layout document to ensure the file has the proper layout and/or verify the information in the file is correct prior to re-uploading the file.

### 7.1.1.2 Correct Employment Classification – Upload File Errors

There may be records in error in the Employment Classification file which must be corrected and/or records which were rejected must be added prior to submitting the files to CPRB.

Follow the steps below to add Employment Classification records to the uploaded report.

**Note:** For error corrections, skip to step 18 in this Section.

**Step 1 --** Upon the completion of steps 1 - 5 in Section 7.1.1 Submit Employment Classification – Upload File Section, if the file has rejected records or errors, they will be displayed in the **Total Rejected** and/or **Total Errors** columns.

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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Log Out

COMPASS

Employer Home Report Services Account Admin Logout

Getting Started Details Summary Results

Report #: 10889  
Type: Employment Classifications Only  
Mode: Enter Online

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">24121 - NEWEMP1</a>	0	0	0	0	Created

Back Void & Start New Submit Details



**Step 2 --** Click the **Employer** hyperlink to add a rejected record or correct errors.

**Note:** The **Void and Start New** button will void the submission and start the process again.

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Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Log Out

COMPASS

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

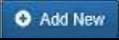
Getting Started > Details > Summary > Results

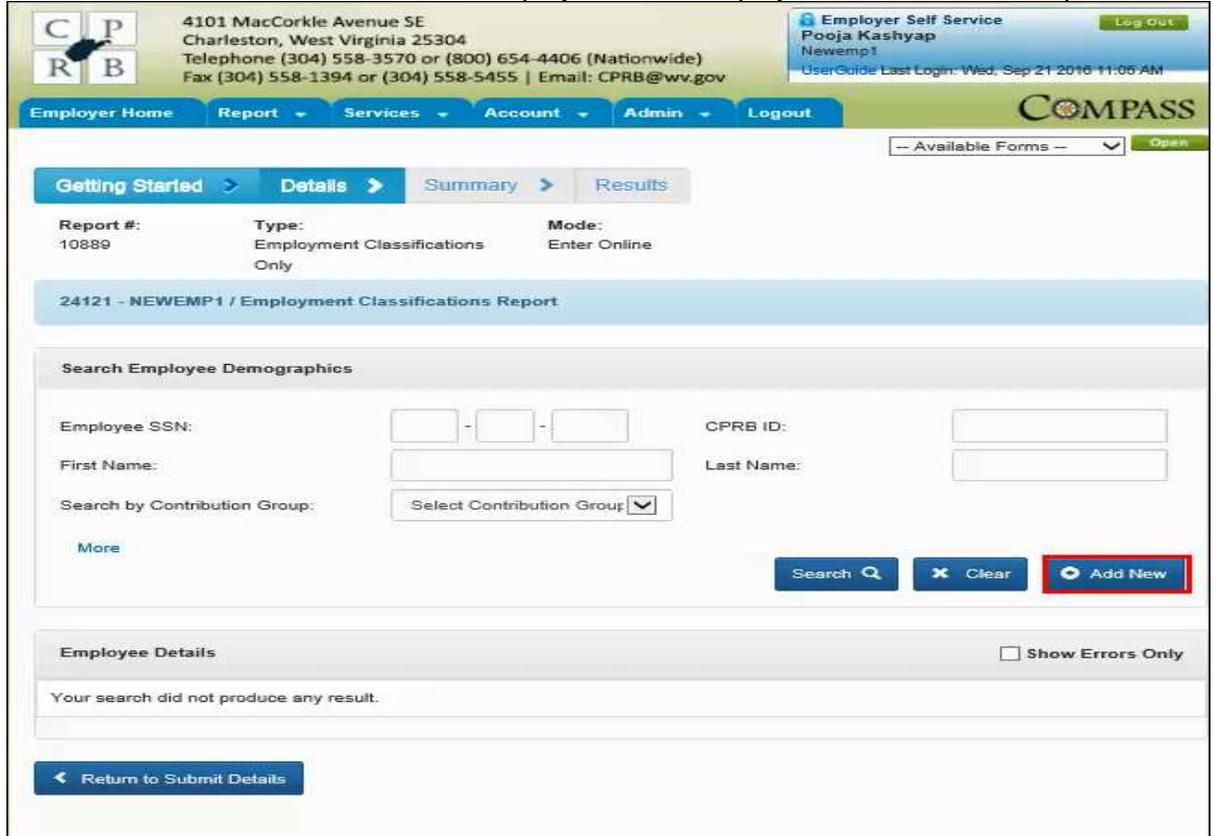
Report #: 10889      Type: Employment Classifications Only      Mode: Enter Online

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">24121 - NEWEMP1</a>	0	0	0	0	Created

Back      Void & Start New      Submit Details >



**Step 3 --** Click the  button to add an employee to the employment classification report.



The screenshot displays the COMPASS web application interface. At the top, there is a header with contact information for the West Virginia State Board of Retirement (CPRB) and a user login area for Pooja Kashyap. Below the header is a navigation menu with options like 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area shows a breadcrumb trail: 'Getting Started > Details > Summary > Results'. A summary table displays report details: Report # 10889, Type Employment Classifications Only, and Mode Enter Online. Below this is a section titled '24121 - NEWEMP1 / Employment Classifications Report'. The 'Search Employee Demographics' section contains input fields for Employee SSN, First Name, Last Name, and CPRB ID, along with a dropdown for 'Search by Contribution Group'. At the bottom of this section are three buttons: 'Search', 'Clear', and 'Add New', with the 'Add New' button highlighted in red. Below the search section is an 'Employee Details' section with a 'Show Errors Only' checkbox and a message stating 'Your search did not produce any result.' At the very bottom, there is a 'Return to Submit Details' button.



**Step 4 --** In the **Personal Information** section, enter the SSN of the employee and click the **Verify SSN** button. If the employee already has a record with CPRB, the **Personal Information** section will automatically populate the employee's information.

**Note:** If the employee's personal information is pre-populated skip to step 13 of this Section.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact 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. A user profile for Pooja Kashyap, Newemp1, is shown with a 'Log Out' button and a last login timestamp of Wed, Sep 21 2016 11:05 AM. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'COMPASS' logo is on the right. Below the navigation, there are tabs for 'Getting Started', 'Details', 'Summary', and 'Results'. The 'Details' tab is active, showing report information: Report #: 10889, Type: Employment Classifications Only, Mode: Enter Online. A section titled '24121 - NEWEMP1 Add/Edit Employee Demographics' is visible. Below this is an 'Error Details' section with an 'Override Warnings' checkbox. The 'Personal Information' section contains the following fields: SSN (233 - 53 - 2225, highlighted with a red box and a 'Verify SSN' button), Prefix (Select Prefix dropdown), Date of Birth, First Name, Middle Name, Last Name, Gender (Select Gender dropdown), and Suffix (Select Suffix dropdown). The 'Address Information' section includes: Address Line 1, Address Line 2, City, State (Select State dropdown), Zip (optional), and International Address checkbox. At the bottom, there are buttons for 'Back', 'Cancel', 'Save', and 'Continue with Employment Classifications'.

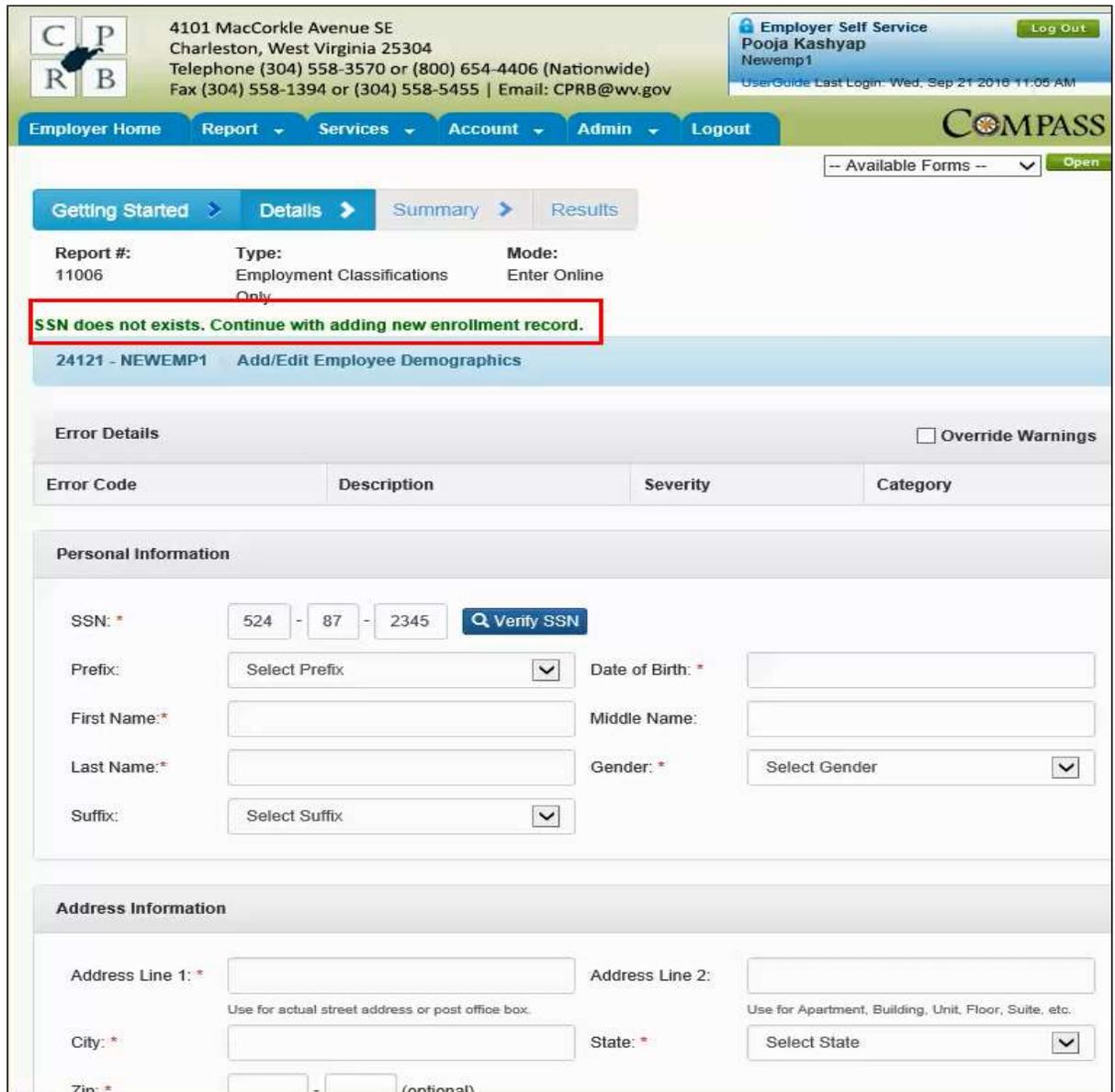


**Step 5 -- “Person found. Please see below for the details.” message will display with the details. COMPASS will prepopulate all the demographic information.**

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact information for Charleston, West Virginia. The user is logged in as Pooja Kashyap, Newemp1, with a last login time of Wed, Sep 21 2016 11:05 AM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A secondary navigation bar shows 'Getting Started', 'Details', 'Summary', and 'Results' tabs, with 'Details' being the active tab. Below the navigation, the report details are displayed: Report #: 10889, Type: Employment Classifications Only, and Mode: Enter Online. A red box highlights the message: "Person found. Please see below for the details." Below this message, there is a link for "24121 - NEWEMP1" and "Add/Edit Employee Demographics". An "Error Details" section is present with a table header: Error Code, Description, Severity, and Category. Below the error details, there are two sections: "Personal Information" and "Address Information". The "Personal Information" section contains fields for SSN (prepopulated with XXX-XX-2225), CPRB ID (282832), Prefix (dropdown), Date of Birth (5/1/1937), First Name (COLLIN), Middle Name (Z), Last Name (HAILE), Gender (Male), and Suffix (dropdown). The "Address Information" section contains fields for Address Line 1 (2515 FIFTH AVE.), Address Line 2, City (BIG SPRINGS), State (West Virginia), Zip (26137), and an International Address checkbox.



**Step 6 --** If the employee **does not have an existing record with CPRB in COMPASS**, enter the **SSN**, click the **Verify SSN** button and enter the demographic information in the required fields (steps 7- 15).



The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact 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. The user is logged in as Pooja Kashyap (Newemp1) with a last login of Wed, Sep 21, 2016 11:05 AM.

The main navigation bar includes: Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the right. Below the navigation bar, there is a dropdown menu for "Available Forms" and an "Open" button.

The main content area has a breadcrumb trail: Getting Started > Details > Summary > Results. Below this, there is a summary section with the following information:

<b>Report #:</b> 11006	<b>Type:</b> Employment Classifications Only	<b>Mode:</b> Enter Online
---------------------------	--	------------------------------

A red box highlights the error message: **SSN does not exist. Continue with adding new enrollment record.**

Below the error message, there is a section for "24121 - NEWEMP1 Add/Edit Employee Demographics".

The "Error Details" section includes a table with columns: Error Code, Description, Severity, and Category. There is also an "Override Warnings" checkbox.

The "Personal Information" section contains the following fields:

- SSN: \* (524 - 87 - 2345) with a "Verify SSN" button
- Prefix: (Select Prefix dropdown)
- Date of Birth: \*
- First Name: \*
- Middle Name:
- Last Name: \*
- Gender: \* (Select Gender dropdown)
- Suffix: (Select Suffix dropdown)

The "Address Information" section contains the following fields:

- Address Line 1: \* (Use for actual street address or post office box.)
- Address Line 2: (Use for Apartment, Building, Unit, Floor, Suite, etc.)
- City: \*
- State: \* (Select State dropdown)
- Zip: \* (optional)



**Step 7 --** Enter the **Date of Birth** (mm/dd/yyyy) in the field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 8 --** Enter the **First Name** in the text field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 9 --** Enter the **Last Name** in the text field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*

Gender: \*

Suffix:



**Step 10 --** Select the **Gender** from the drop down menu.

**Personal Information**

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 11 --** In the Address Information section, enter the **Address Line 1** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:

Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

**Step 12 --** Enter the **City** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:

Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:



**Step 13 --** Select the **State** from the drop down menu.

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \* **Select State** ▼

Zip: \*  -  (optional)

International Address:

**Step 14 --** Enter the **Zip** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:



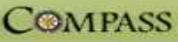
**Step 15** -- Click the  button to save the details and then click the  button to enter employment classification information.



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**Employer Self Service** [Log Out](#)  
**Pooja Kashyap**  
 Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:06 AM

Employer Home
Report
Services
Account
Admin
Logout



Available Forms [Open](#)

Getting Started
Details
Summary
Results

<b>Report #:</b> 10889	<b>Type:</b> Employment Classifications Only	<b>Mode:</b> Enter Online
---------------------------	--	------------------------------

**Person found. Please see below for the details.**

24121 - NEWEMP1 [Add/Edit Employee Demographics](#)

**Error Details**  Override Warnings

Error Code	Description	Severity	Category

**Personal Information**

SSN: *	XXX-XX-2225	CPRB ID:	262832
Prefix:	<input type="text" value="Select Prefix"/>	Date of Birth: *	<input type="text" value="5/1/1937"/>
First Name:*	<input type="text" value="COLLIN"/>	Middle Name:	<input type="text" value="Z"/>
Last Name:*	<input type="text" value="HAILE"/>	Gender: *	<input type="text" value="Male"/>
Suffix:	<input type="text" value="Select Suffix"/>		

**Address Information**

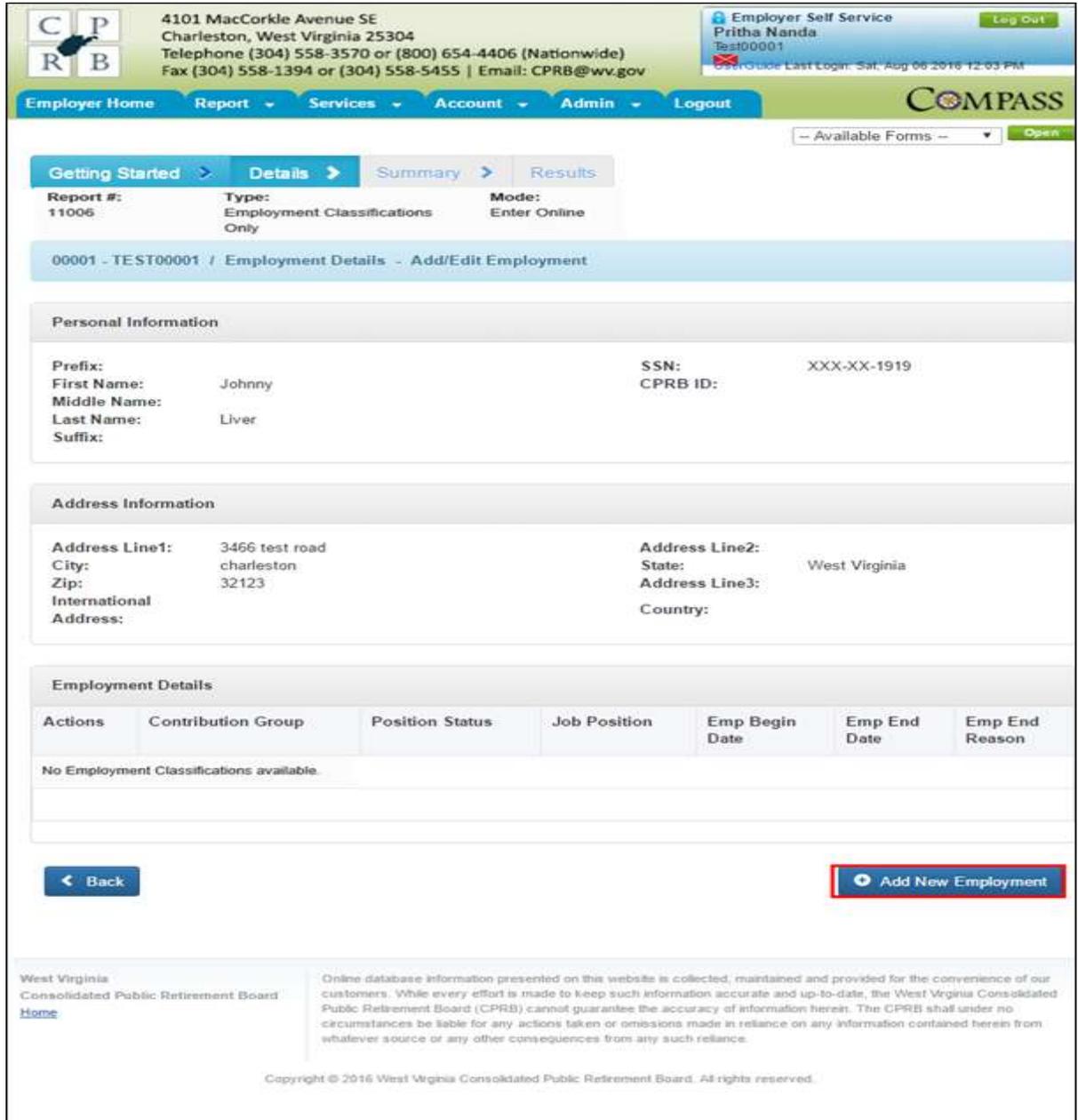
Address Line 1: *	<input type="text" value="2515 FIFTH AVE."/>	Address Line 2:	<input type="text"/>
<small>Use for actual street address or post office box.</small>		<small>Use for Apartment, Building, Unit, Floor, Suite, etc.</small>	
City: *	<input type="text" value="BIG SPRINGS"/>	State: *	<input type="text" value="West Virginia"/>
Zip: *	<input type="text" value="26137"/> - <input type="text"/> (optional)		
International Address:	<input type="checkbox"/>		

[Back](#)
[Cancel](#)
[Save](#)
[Continue with Employment Classifications](#)

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Step 16 -- Add new employment by clicking on the  button.



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**Employer Self Service**  
 Pritha Nanda  
 Test00001  
 User Guide Last Login: Sat, Aug 06 2016 12:03 PM

**COMPASS**

Employer Home Report Services Account Admin Logout

Getting Started > **Details >** Summary > Results

Report #: 11006      Type: Employment Classifications Only      Mode: Enter Online

00001 - TEST00001 / Employment Details - Add/Edit Employment

**Personal Information**

Prefix:      SSN: XXX-XX-1919  
 First Name: Johnny      CPRB ID:  
 Middle Name:  
 Last Name: Liver  
 Suffix:

**Address Information**

Address Line1: 3466 test road      Address Line2:  
 City: charleston      State: West Virginia  
 Zip: 32123      Address Line3:  
 International      Country:  
 Address:

**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
No Employment Classifications available.						

[Back](#)      **Add New Employment**

West Virginia Consolidated Public Retirement Board [Home](#)

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**Step 17 --** The **Add/Edit Employment Information** screen displays. Enter the employment classification information or update the necessary information.

**Note:** An employment classification will be created only when both demographic and employment classification information is entered. Only entering the demographic information will not create an employment classification.

00001 - TEST00001 - Add/Edit Employment Information

Records saved with following validations.

Error Details  Override Warnings

Error Code	Description	Severity	Category
ER0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL

Reporting For

Please Select the Retirement System: Teachers' Retirement System ▼

Employment Information

Contribution Group: * <span style="float: right;">TRS Plan 1 ▼</span>	Employment Begin Date: * <span style="float: right;">2/1/2016</span>
Position Status: * <span style="float: right;">Permanent Full Time ▼</span>	Employment End Date: <span style="float: right;"></span>
Job Position: * <span style="float: right;">Teacher ▼</span>	Employment End Reason: <span style="float: right;">Select Reason ▼</span>
Scheduled Hours Per Day: * <span style="float: right;">8</span>	Employment Payment Type: <span style="float: right;">Select Employment Payment Type ▼</span>
Type of Rate of Pay: * <span style="float: right;">Monthly ▼</span>	Payroll Frequency: * <span style="float: right;">Semi-Monthly ▼</span>
Rate of Pay: * <span style="float: right;">1000</span>	Contract Days: * <span style="float: right;">200</span> Days



Step 18 -- Click the  button.

00001 - TEST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details  Override Warnings

Error Code	Description	Severity	Category
ER0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL

Reporting For

Please Select the Retirement System:

Employment Information

Contribution Group: *	<input type="text" value="TRS Plan 1"/>	Employment Begin Date: *	<input type="text" value="2/1/2016"/>
Position Status: *	<input type="text" value="Permanent Full Time"/>	Employment End Date:	<input type="text"/>
Job Position: *	<input type="text" value="Teacher"/>	Employment End Reason:	<input type="text" value="Select Reason"/>
Scheduled Hours Per Day: *	<input type="text" value="8"/>	Employment Payment Type:	<input type="text" value="Select Employment Payment Type"/>
Type of Rate of Pay: *	<input type="text" value="Monthly"/>	Payroll Frequency: *	<input type="text" value="Semi-Monthly"/>
Rate of Pay: *	<input type="text" value="1000"/>	Contract Days: *	<input type="text" value="200"/> Days



**Step 19** -- Click in the **Details** link to return the Employment Classification Upload File Details screen.

The screenshot shows the COMPASS Employer Self Service interface. At the top left is the CPRB logo and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The top right shows the user's name, Pooja Kashyap, and a 'Log Out' button. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a breadcrumb trail: Getting Started > **Details** > Summary > Results. The 'Details' link is highlighted with a red box. The main content area displays the following information:

**Report #:** 10889      **Type:** Employment Classifications Only      **Mode:** Enter Online

24121 - NEWEMP1 / Employment Details - Add/Edit Employment

**Personal Information**

**Prefix:**      **SSN:** XXX-XX-2225  
**First Name:** COLLIN      **CPRB ID:** 262832  
**Middle Name:** Z  
**Last Name:** HAILE  
**Suffix:**

**Address Information**

**Address Line1:** 2515 Fifth Ave      **Address Line2:**  
**City:** Big Springs      **State:** West Virginia  
**Zip:** 26137      **Address Line3:**  
**International Address:**      **Country:**

**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
	DSRSCG	Permanent Full Time	Chief Deputy	09/21/2016		

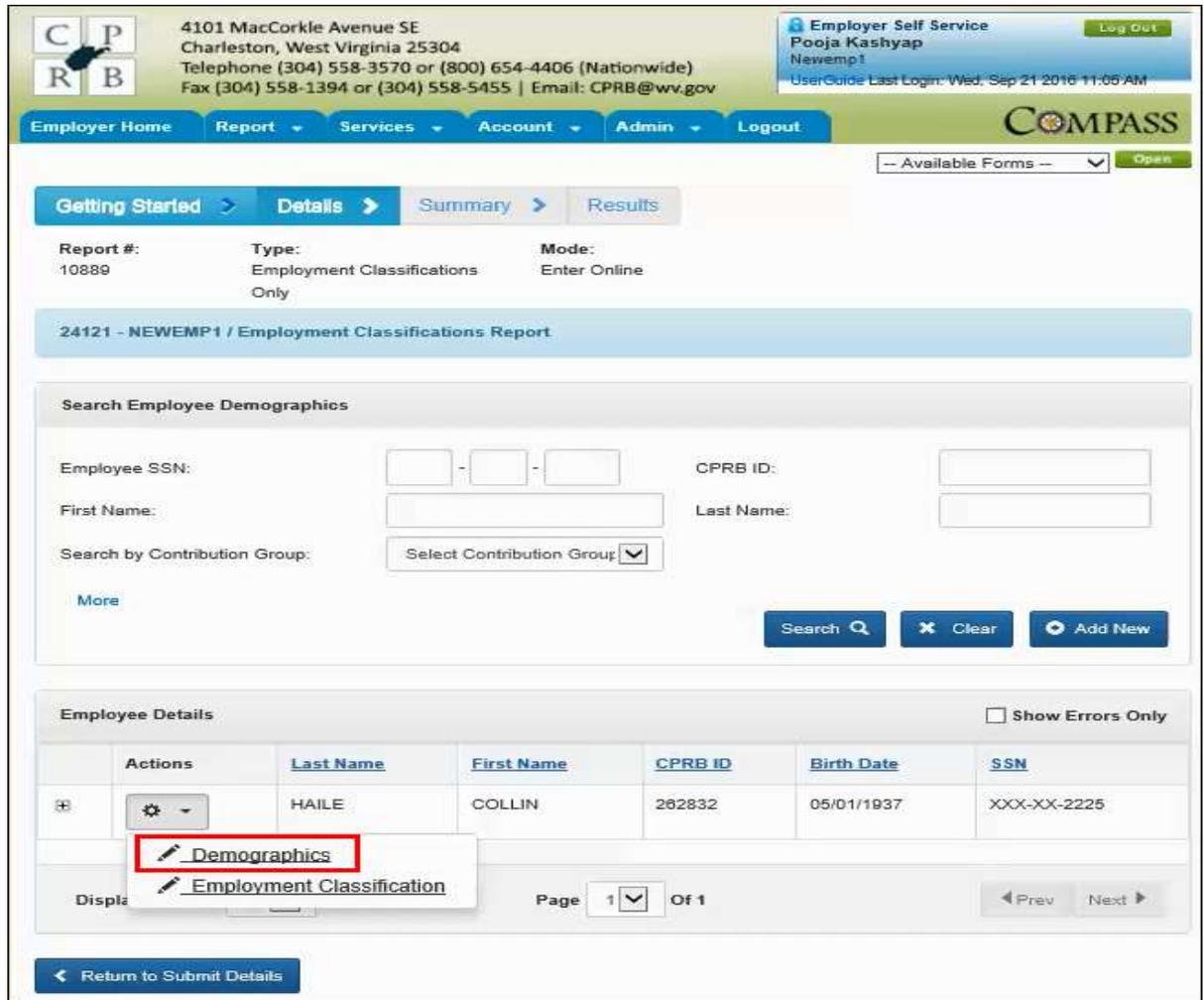
At the bottom, there are two buttons: a 'Back' button and an 'Add New Employment' button.



Follow the steps below to correct errors in the Employment Classification records in the uploaded report.

**Note:** For adding records, follow steps 1 – 17; skip to step 23 in this sections.

**Step 20 --** Click the  button to update a record from the **Actions** drop down menu. Click the **Demographics** option.



The screenshot displays the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Labor and Industry (CPRB) and user information for Pooja Kashyap. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The current report is '24121 - NEWEMP1 / Employment Classifications Report'. Below this, there is a 'Search Employee Demographics' section with input fields for Employee SSN, First Name, Last Name, and CPRB ID, along with a 'Search by Contribution Group' dropdown. The 'Employee Details' table shows one record for 'HAILE COLLIN' with CPRB ID 282832 and Birth Date 05/01/1937. A dropdown menu is open under the 'Actions' column for this record, with 'Demographics' highlighted in red. The interface also includes a 'Return to Submit Details' button at the bottom left.



**Step 21 -- Update the Personal Information section, click the**



**button to proceed further.**


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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service**  
 Pooja Kashyap  
 Newemp1  
 User Guide Last Login: Wed, Sep 21 2016 11:05 AM

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

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

[Getting Started](#) > [Details](#) > [Summary](#) > [Results](#)

**Report #:** 10889      **Type:** Employment Classifications Only      **Mode:** Enter Online

24121 - NEWEMP1    [Add/Edit Employee Demographics](#)

**Error Details**  Override Warnings

Error Code	Description	Severity	Category

**Personal Information**

**SSN: \*** XXX-XX-2225      **CPRB ID:** 262832

**Prefix:**       **Date of Birth: \***

**First Name: \***       **Middle Name:**

**Last Name: \***       **Gender: \***

**Suffix:**

**Address Information**

**Address Line 1: \***       **Address Line 2:**

Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

**City: \***       **State: \***

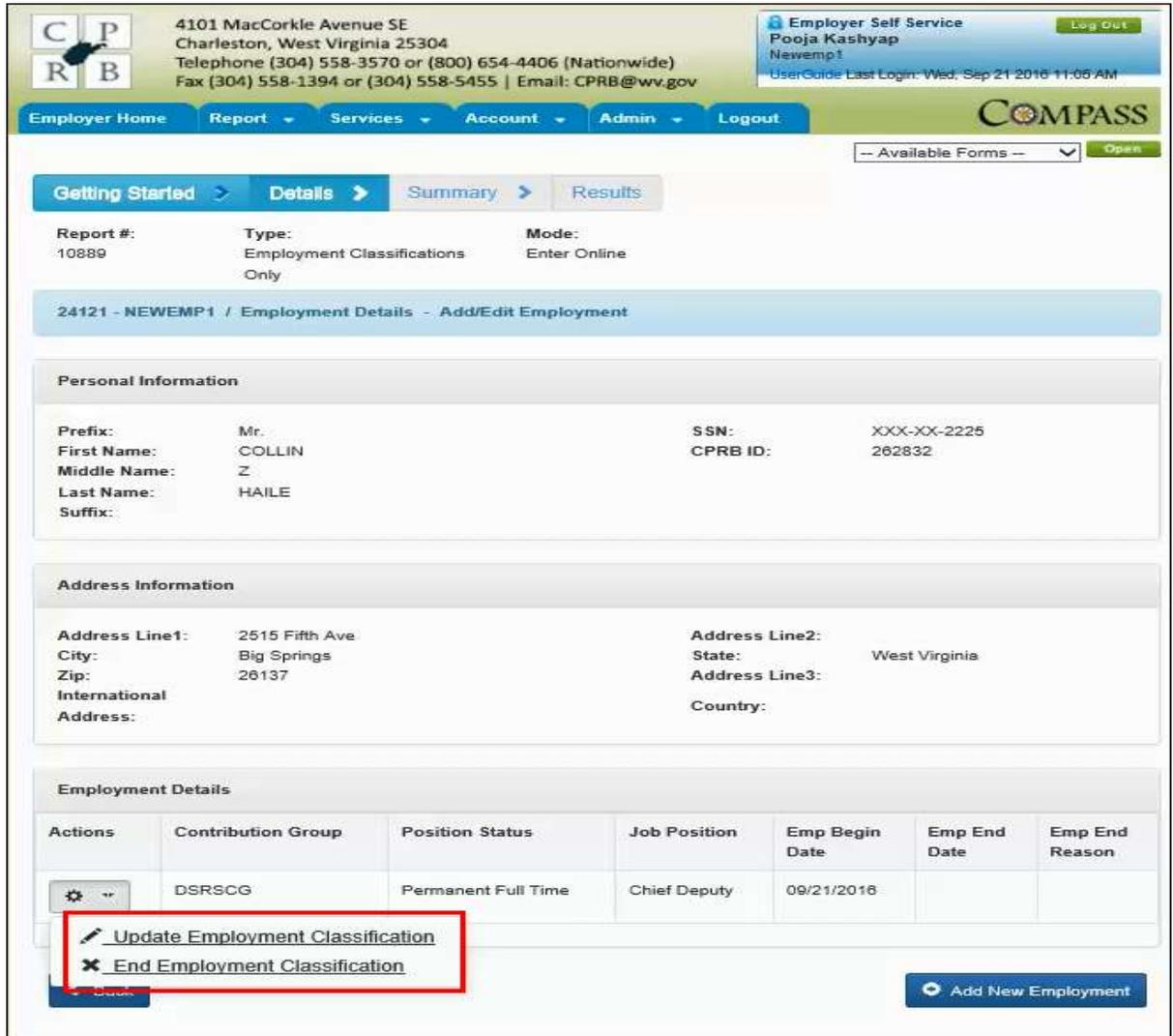
**Zip: \***  -  (optional)

**International Address:**

[Back](#)      [Cancel](#)      [Save](#)      [Continue with Employment Classifications](#)



**Step 22** -- Click the  button to update a record from the **Actions** drop down menu. Click the **Update Employment Classification** (to resolve errors) or **End Employment Classification** (to end enrollments) option.



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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Employer Home Report Services Account Admin Logout

Getting Started > Details > Summary > Results

Report #: 10889    Type: Employment Classifications Only    Mode: Enter Online

24121 - NEWEMP1 / Employment Details - Add/Edit Employment

**Personal Information**

Prefix: Mr.    SSN: XXX-XX-2225  
First Name: COLLIN    CPRB ID: 262832  
Middle Name: Z  
Last Name: HAILE  
Suffix:

**Address Information**

Address Line1: 2515 Fifth Ave.    Address Line2:  
City: Big Springs    State: West Virginia  
Zip: 26137    Address Line3:  
International    Country:  
Address:

**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
 <ul style="list-style-type: none"> <li> <a href="#">Update Employment Classification</a></li> <li> <a href="#">End Employment Classification</a></li> </ul>	DSRSCG	Permanent Full Time	Chief Deputy	09/21/2016		

Add New Employment



**Step 23 --** Click in the **Details** link to return to the **Employment Classification Upload File Details** screen.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia State Personnel Department (CPRB) and a user profile for Pooja Kashyap. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this, a secondary navigation bar shows 'Getting Started', 'Details' (highlighted with a red box), 'Summary', and 'Results'. The 'Details' section displays report information: Report # 10889, Type Employment Classifications Only, and Mode Enter Online. Below this is a breadcrumb trail: 24121 - NEWEMP1 / Employment Details - Add/Edit Employment. The form is divided into three sections: Personal Information, Address Information, and Employment Details. The Personal Information section includes fields for Prefix (Mr.), First Name (COLLIN), Middle Name (Z), Last Name (HAILE), Suffix, SSN (XXX-XX-2225), and CPRB ID (262832). The Address Information section includes Address Line1 (2515 Fifth Ave), City (Big Springs), Zip (26137), Address Line2, State (West Virginia), Address Line3, and Country. The Employment Details section is a table with columns for Actions, Contribution Group, Position Status, Job Position, Emp Begin Date, Emp End Date, and Emp End Reason. The table contains one row with a gear icon in the Actions column, DSRSCG in Contribution Group, Permanent Full Time in Position Status, Chief Deputy in Job Position, and 09/21/2016 in Emp Begin Date. At the bottom, there are 'Back' and 'Add New Employment' buttons.

**Report #:** 10889      **Type:** Employment Classifications Only      **Mode:** Enter Online

24121 - NEWEMP1 / Employment Details - Add/Edit Employment

**Personal Information**

**Prefix:** Mr.      **SSN:** XXX-XX-2225  
**First Name:** COLLIN      **CPRB ID:** 262832  
**Middle Name:** Z  
**Last Name:** HAILE  
**Suffix:**

**Address Information**

**Address Line1:** 2515 Fifth Ave      **Address Line2:**  
**City:** Big Springs      **State:** West Virginia  
**Zip:** 26137      **Address Line3:**  
**International Address:**      **Country:**

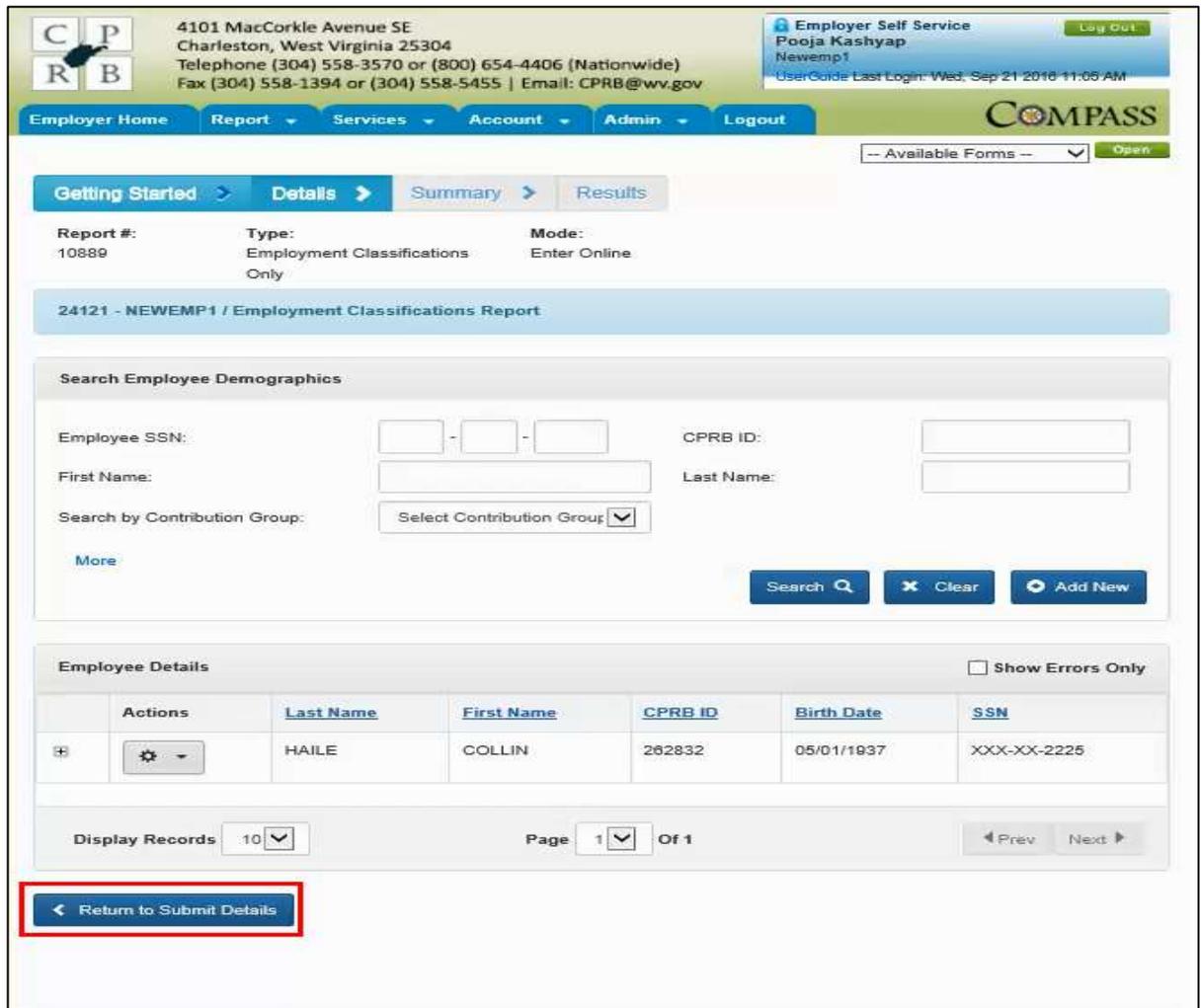
**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
	DSRSCG	Permanent Full Time	Chief Deputy	09/21/2016		

[Back](#)      [Add New Employment](#)



**Step 24** -- After all updates are complete, click the  button to submit the Employment Classification report.



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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:06 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > **Details** > Summary > Results

Report #: 10889      Type: Employment Classifications Only      Mode: Enter Online

24121 - NEWEMP1 / Employment Classifications Report

Search Employee Demographics

Employee SSN: [ ] - [ ] - [ ]      CPRB ID: [ ]  
First Name: [ ]      Last Name: [ ]  
Search by Contribution Group: Select Contribution Group [v]

More

Search [ ]    Clear [ ]    Add New [ ]

Employee Details  Show Errors Only

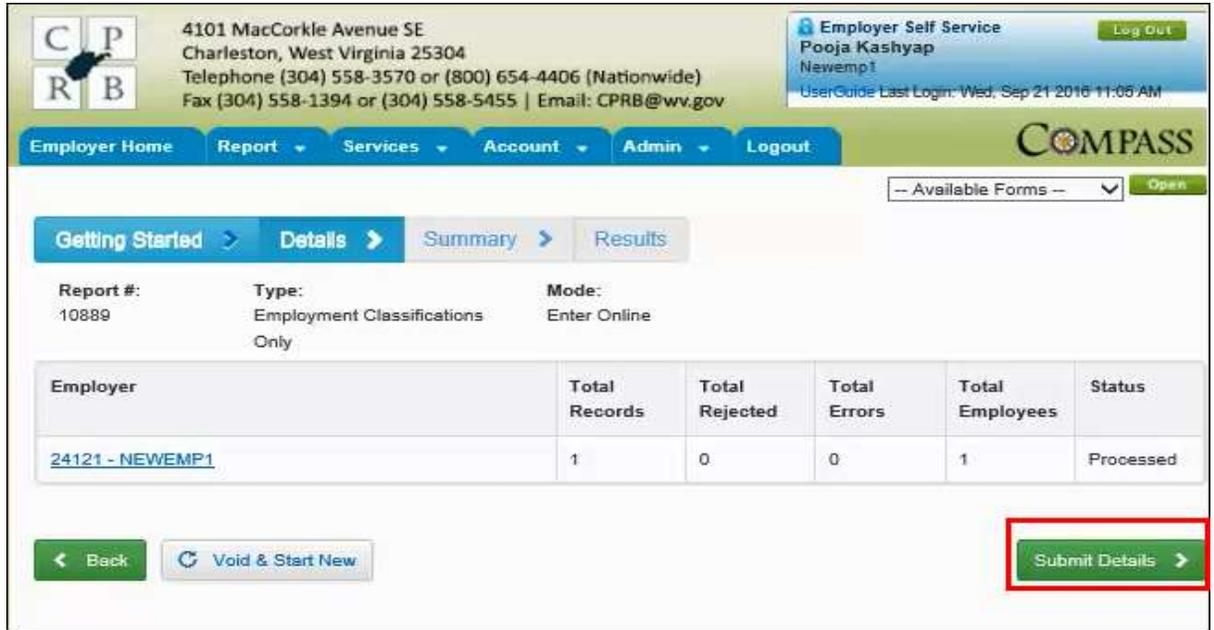
Actions	Last Name	First Name	CPRB ID	Birth Date	SSN
[ ] [ ]	HAILE	COLLIN	262832	05/01/1937	XXX-XX-2225

Display Records 10 [v]      Page 1 [v] Of 1      Prev [ ] Next [ ]

**Return to Submit Details**



Step 25 -- Click the  button to submit the Employment Classification report.



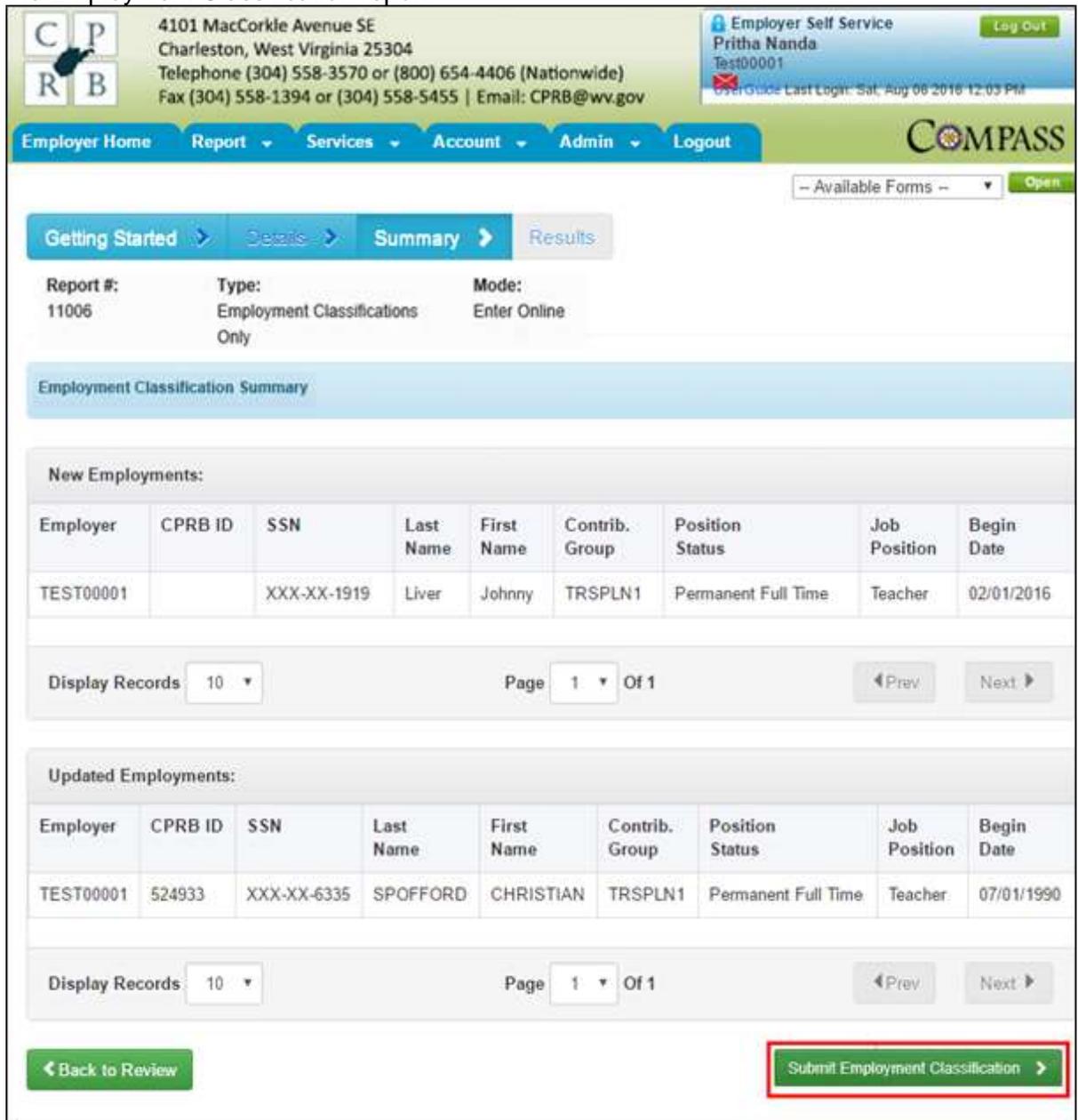
The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is contact information for the West Virginia State Police (CPRB): 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone numbers are (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax is (304) 558-1394 or (304) 558-5455. The email is CPRB@wv.gov. On the top right, the user is identified as Pooja Kashyap (Newemp1) with a last login of Wednesday, September 21, 2016, at 11:05 AM. A navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the right. Below the menu, there is a dropdown for 'Available Forms' and an 'Open' button. The main content area has four tabs: 'Getting Started', 'Details' (selected), 'Summary', and 'Results'. The 'Details' tab shows report information: Report # 10889, Type Employment Classifications Only, and Mode Enter Online. Below this is a table with the following data:

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">24121 - NEWEMP1</a>	1	0	0	1	Processed

At the bottom, there are three buttons: 'Back', 'Void & Start New', and 'Submit Details' (highlighted with a red box).



**Step 26 --** The **Summary** screen displays, showing **New Employment Classification** and **Updated Employment Classification** sections. Click the  button to submit the Employment Classification report.



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Employer Self Service  
 Pritha Nanda  
 Test00001  
 User Guide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home Report Services Account Admin Logout

COMPASS

Getting Started > Details > **Summary >** Results

Report #: 11006      Type: Employment Classifications Only      Mode: Enter Online

Employment Classification Summary

New Employments:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001		XXX-XX-1919	Liver	Johnny	TRSPLN1	Permanent Full Time	Teacher	02/01/2016

Display Records: 10      Page: 1 of 1      Prev Next

Updated Employments:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001	524933	XXX-XX-6335	SPOFFORD	CHRISTIAN	TRSPLN1	Permanent Full Time	Teacher	07/01/1990

Display Records: 10      Page: 1 of 1      Prev Next

[Back to Review](#)      [Submit Employment Classification](#)



Step 27 -- The Employment Submission Results are displayed.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the West Virginia Consolidated Public Retirement Board (WVCPRB) logo is shown, along with contact 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, and Email: CPRB@wv.gov. The top right shows the user's session information: Employer Self Service, Pritha Nanda, TestBoan9191, and Last Login: Wed, Jul 29 2016 11:29 AM. A navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is also present. Below the navigation, there are tabs for Getting Started, Details, Summary, and Results. The Results tab is active, showing Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. A red box highlights the Employment Submission Results section, which includes an Employment Summary table with the following data:

Employment Submission Results	
<b>Employment Summary:</b>	
Employment Details Submitted:	2
Submission Date:	7/20/2016 11:54:48 AM

Below the table are three buttons: Back to Reports, Print, and View Details. At the bottom, there is a disclaimer and copyright notice: Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.



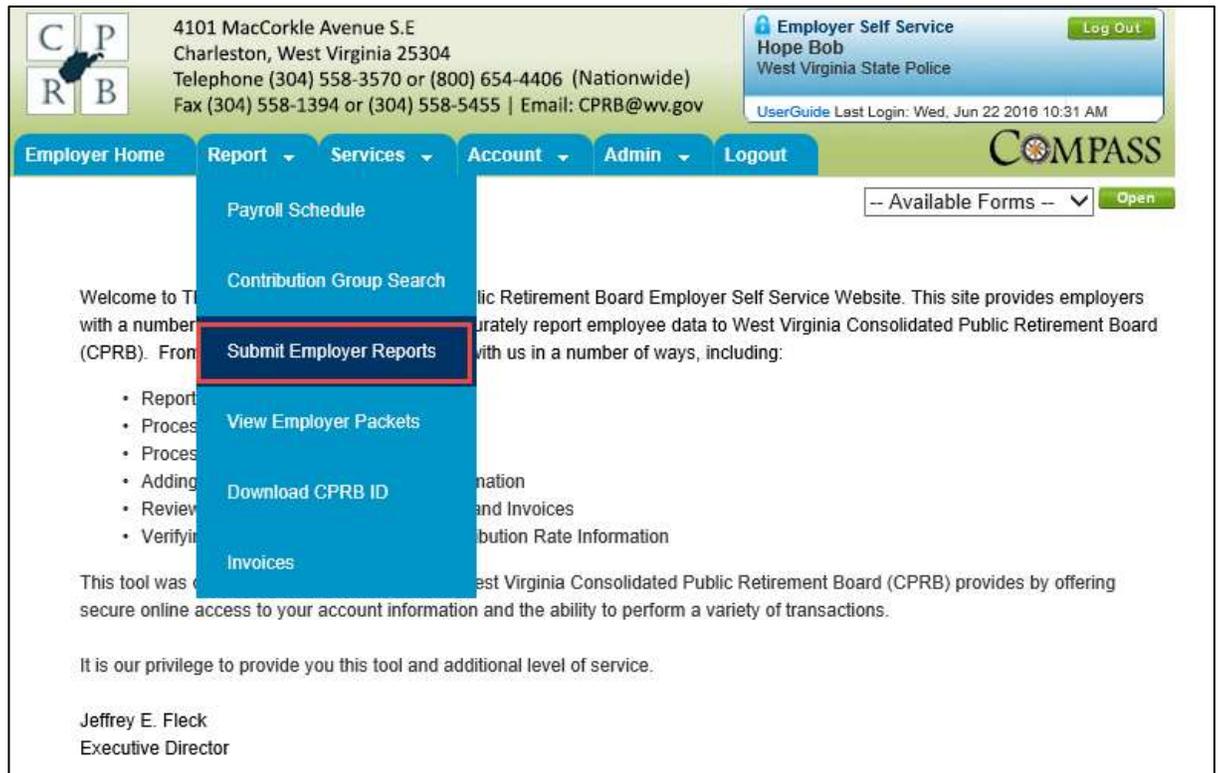
## 7.1.2 Submit Employment Classification – Enter On-line

The **Enter On-line** method provides the functionality to **Submit Employment Classification** directly in the ESS portal through entering employee demographic and employment information.

1. **Upload File** (a new COMPASS file format has been defined for employers to submit the information in a flat file, typically used by employers with larger employee populations), or
2. **Enter On-Line** (enables employers to review, update, and submit the information which is replicated from previous reports, mainly used by employers with smaller employee populations).

**Step 1 --** To navigate to the Sumit Employer Reports screen, click the following menu options:

### Report > Submit Employer Reports



The screenshot displays the COMPASS Employer Self Service portal interface. At the top left, the CPRB logo is shown alongside contact information for the West Virginia Consolidated Public Retirement Board: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304. Contact details include Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the top right, a user profile for 'Hope Bob' from the West Virginia State Police is visible, with a 'Log Out' button and a 'UserGuide Last Login: Wed, Jun 22 2016 10:31 AM' timestamp. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. A 'COMPASS' logo is on the right side of the navigation bar, and a 'Available Forms' dropdown is also present. The main content area contains a welcome message and a list of services, including 'Report', 'Process', 'Adding', 'Review', and 'Verify'.



**Step 2 --** The **Getting Started** screen displays. In the **Employment Classification** section, click the **Enter Online** button.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pooja Kashyap  
Newemp1  
Log Out  
UserGuide Last Login: Wed, Sep 21 2016 11:06 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
<input type="button" value="Upload File"/> <input checked="" type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Submission History"/>



**Step 3 --** The **Employment Details** screen displays. The submission details can be viewed on this screen.

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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service**  
 Pooja Kashyap  
 Newemp1  
 UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Log Out

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started > **Details >** Summary > Results

Report #: 11006      Type: Employment Classifications Only      Mode: Enter Online

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">24121 - NEWEMP1</a>	0	0	0	0	Created

Back    Void & Start New    Submit Details >

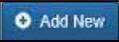


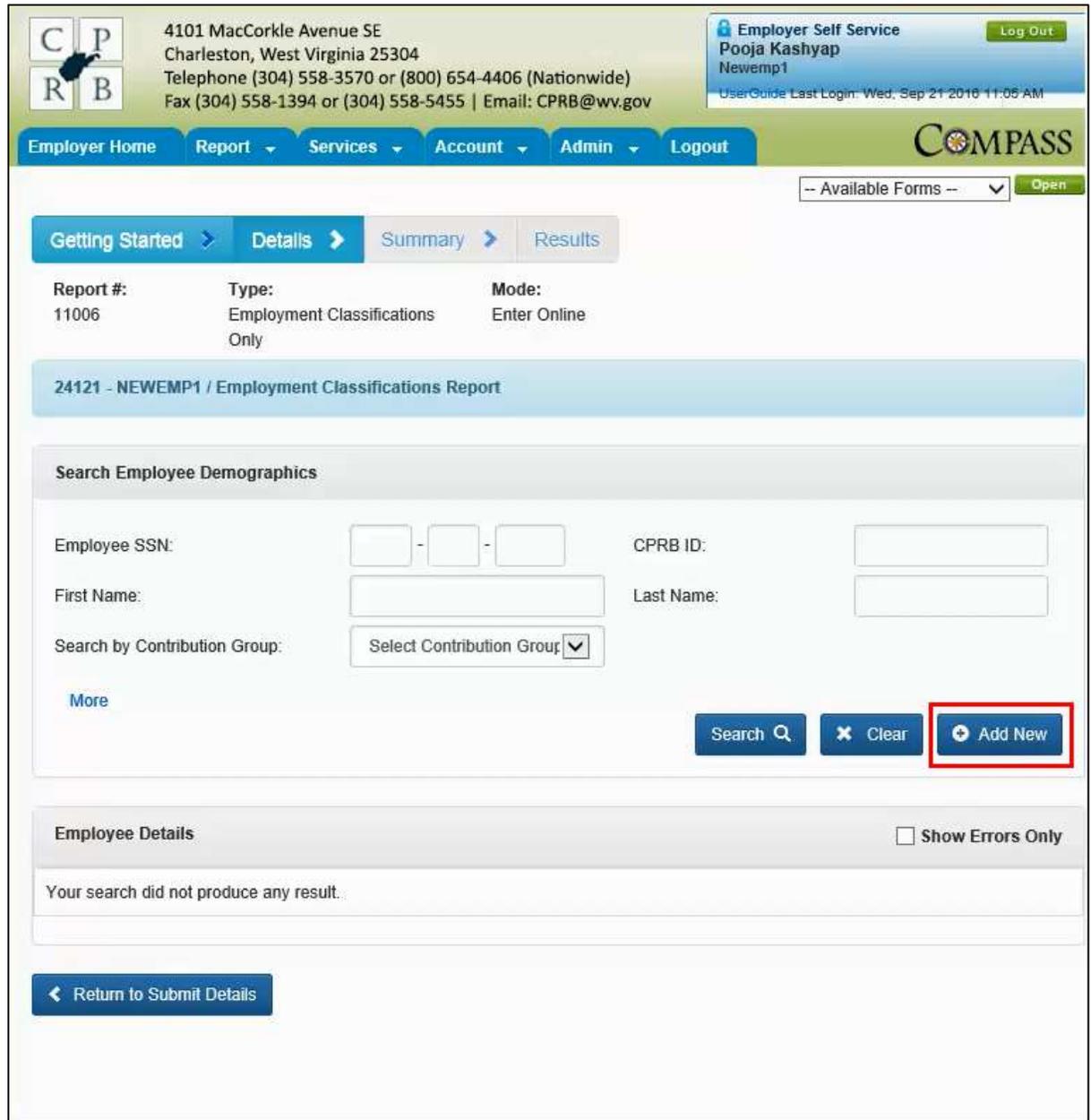
**Step 4 --** Click the **hyperlink** (employer name) to enter Employment Classification information.

**Note:** The **Void and Start New** button will void the submission and start the process again.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 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. The email is CPRB@wv.gov. On the top right, the user is identified as Pooja Kashyap (Newemp1) with a 'Log Out' button. Below this is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the far right of the navigation bar. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area has four tabs: 'Getting Started', 'Details', 'Summary', and 'Results'. The 'Details' tab is active. Below the tabs, there are three fields: 'Report #: 11006', 'Type: Employment Classifications Only', and 'Mode: Enter Online'. A table with the following columns is shown: 'Employer', 'Total Records', 'Total Rejected', 'Total Errors', 'Total Employees', and 'Status'. The table contains one row with the value '24121 - NEWEMP1' in the 'Employer' column, and '0' in the other four columns, and 'Created' in the 'Status' column. The '24121 - NEWEMP1' cell is highlighted with a red box. At the bottom of the page, there are three buttons: 'Back', 'Void & Start New', and 'Submit Details'.

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP1	0	0	0	0	Created

**Step 5 --** Click the  button to add a new employee to the employment classification report.



The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 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. The email is CPRB@wv.gov. On the top right, the user is logged in as Pooja Kashyap (Newemp1) with a last login time of Wednesday, September 21, 2016, at 11:05 AM. A 'Log Out' button is next to the user information.

The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'COMPASS' logo is on the right side of the navigation bar. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button.

The main content area has a breadcrumb trail: 'Getting Started > Details > Summary > Results'. Below this, a summary table shows: Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online Only.

A section titled '24121 - NEWEMP1 / Employment Classifications Report' is followed by a 'Search Employee Demographics' section. This section contains input fields for Employee SSN (with dashes), CPRB ID, First Name, and Last Name. There is also a dropdown menu for 'Search by Contribution Group' with the option 'Select Contribution Group'. Below these fields is a 'More' link.

At the bottom of the search section, there are three buttons: 'Search' (with a magnifying glass icon), 'Clear' (with an 'x' icon), and 'Add New' (with a plus icon). The 'Add New' button is highlighted with a red rectangular box.

Below the search section is an 'Employee Details' section with a 'Show Errors Only' checkbox. The message 'Your search did not produce any result.' is displayed in a text box. At the bottom left, there is a 'Return to Submit Details' button.



**Step 6 --** In the **Personal Information** section, enter the SSN of the employee and click the **Verify SSN** button. If the employee has a record with CPRB, the **Personal Information** section will automatically populate with the employee's information.

**Note:** If the employee's personal information is pre-populated skip to step 17 of this Section.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact 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. The user is logged in as Pooja Kashyap (Newemp1) with a last login of Wed, Sep 21 2016 11:05 AM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The current page is titled "Getting Started" with sub-tabs for Details, Summary, and Results. The "Details" tab is active, showing report information: Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. Below this is a section for "24121 - NEWEMP1" with a link to "Add/Edit Employee Demographics". An "Error Details" section is present with an "Override Warnings" checkbox. The "Personal Information" section contains several input fields: SSN (524 - 87 - 2345), Prefix (Select Prefix), Date of Birth, First Name, Middle Name, Last Name, Gender (Select Gender), and Suffix (Select Suffix). A red box highlights the SSN field and the "Verify SSN" button. The "Address Information" section includes fields for Address Line 1, Address Line 2, City, State (Select State), and Zip (optional), along with an "International Address" checkbox.



**Step 7 -- “Person found. Please see below for the details.”** message will display with the details. COMPASS will prepopulate all the demographic information.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Labor and Industry, including the address (4101 MacCorkle Avenue SE, Charleston, WV 25304), phone numbers, and email (CPRB@wv.gov). The user is logged in as Pooja Kashyap (Newemp1) and the last login was on Wednesday, September 21, 2016, at 11:05 AM.

The navigation menu includes: Employer Home, Report, Services, Account, Admin, and Logout. The current page is titled "24121 - NEWEMP1 Add/Edit Employee Demographics".

The "Getting Started" navigation bar shows: Getting Started > **Details** > Summary > Results.

Report #: 11006  
 Type: Employment Classifications Only  
 Mode: Enter Online

**Person found. Please see below for the details.**

**Personal Information**

SSN: *	XXX-XX-8335	CPRB ID:	524933
Prefix:	Select Prefix	Date of Birth: *	3/1/1969
First Name: *	CHRISTIAN	Middle Name:	Z
Last Name: *	SPOFFORD	Gender: *	Unknown
Suffix:	Select Suffix		

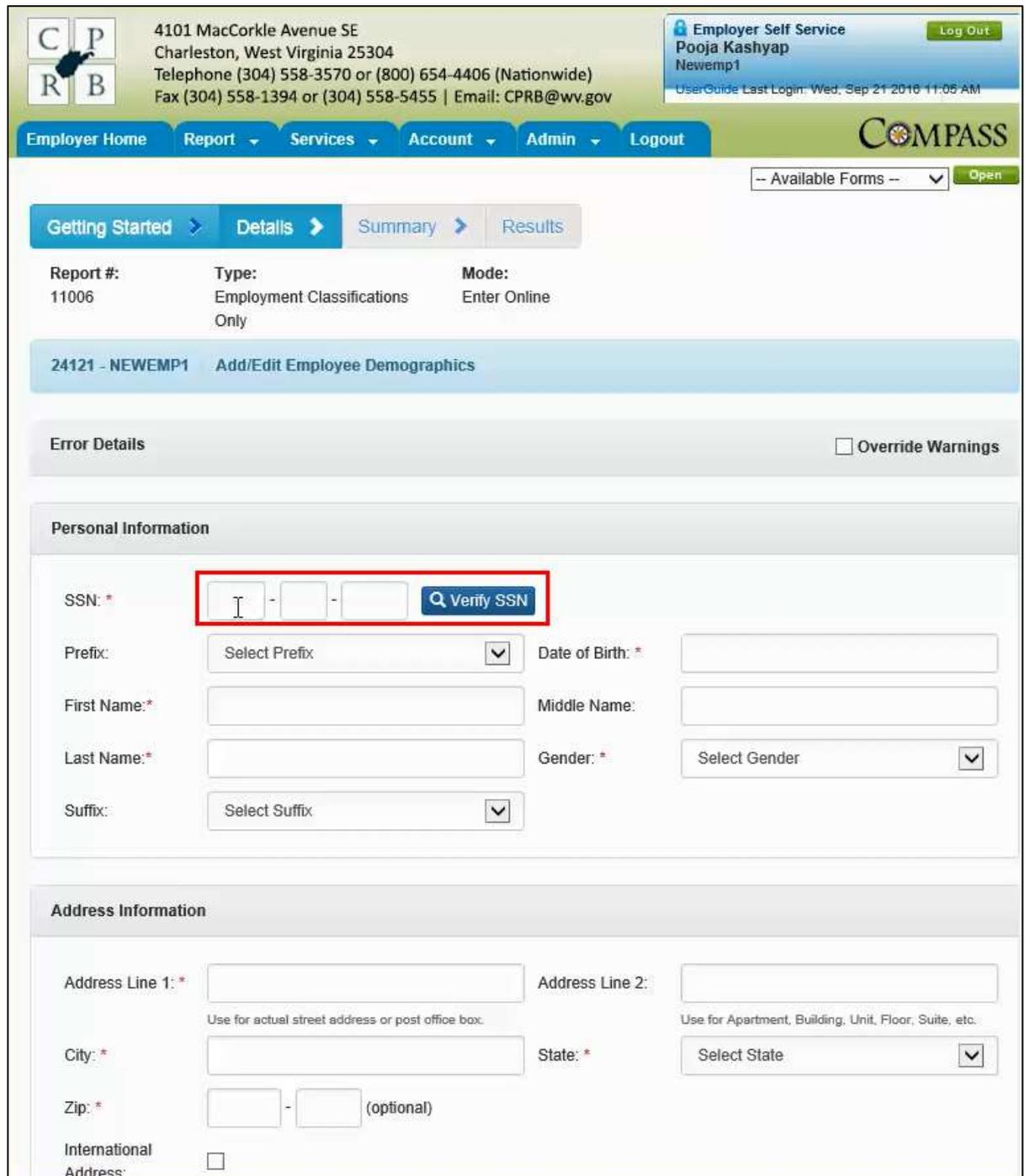
**Address Information**

Address Line 1: *	3404 Maccoorkle Ave SE	Address Line 2:	
City: *	Charleston	State: *	West Virginia
Zip: *	25304 - 1335 (optional)		
International Address:	<input type="checkbox"/>		

Buttons at the bottom: < Back, Cancel, Save, Continue with Enrollments



**Step 8 --** If the employee **does not have an existing record in COMPASS (CPRB)**, enter the **SSN**, click the  button and enter the employee's demographic information in the required fields (steps 9 – 16).



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**Employer Self Service**  
 Pooja Kashyap  
 Newemp1  
 UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

**Log Out**

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > **Details >** Summary > Results

Report #: 11006    Type: Employment Classifications Only    Mode: Enter Online

24121 - NEWEMP1    Add/Edit Employee Demographics

Error Details  Override Warnings

**Personal Information**

SSN: \*  -  -  

Prefix: Select Prefix  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \* Select Gender

Suffix: Select Suffix

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \* Select State

Zip: \*  -  (optional)

International Address:



**Step 9 --** Enter the **Date of Birth** in the text field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 10 --** Enter the **First Name** in the text field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 11 --** Enter the **Last Name** in the text field.

Personal Information

SSN: \*  -  -  [Q Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*

Gender: \*

Suffix:



**Step 12 --** Select the **Gender** from the drop down menu.

**Personal Information**

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Step 13 --** In the **Address Information** section, enter the **Address Line 1** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:

Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

**Step 14 --** Enter the **City** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:

Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:



**Step 15 --** Select the **State** from the drop down menu.

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \* **Select State** ▼

Zip: \*  -  (optional)

International Address:

**Step 16 --** Enter the **Zip** in the text field.

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*  ▼

Zip: \*  -  (optional)

International Address:



**Step 17** -- Click the  button to save the details and then click the  button to continue working with Employment Classification details.



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Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

[Log Out](#)

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



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

Getting Started >
Details >
Summary >
Results

**Report #:** 11006      **Type:** Employment Classifications Only      **Mode:** Enter Online Only

00001 - TEST00001 / Add/Edit Employee Demographics

**Error Details**  Override Warnings

Error Code	Description	Severity	Category
No errors found.			

**Personal Information**

SSN: \*    233 - 62 - 1919    [Verify SSN](#)

Prefix:        Date of Birth: \*   

First Name: \*        Middle Name:   

Last Name: \*        Gender: \*   

Suffix:

**Address Information**

Address Line 1: \*        Address Line 2:   

Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*        State: \*   

Zip: \*     -  (optional)

International Address:

[Back](#)

[Cancel](#)

[Save](#)

[Continue with Employment Classifications](#)

West Virginia Consolidated Public Retirement Board  
[Home](#)

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**Step 18** -- Add new employment classification by clicking on the  button.



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Employer Self Service Log Out  
Pritha Nanda  
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Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



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Getting Started >
Details >
Summary >
Results

<b>Report #:</b> 11006	<b>Type:</b> Employment Classifications Only	<b>Mode:</b> Enter Online
---------------------------	---	------------------------------

00001 - TEST00001 / Employment Details - Add/Edit Employment

**Personal Information**

Prefix:		SSN:	XXX-XX-1919
First Name:	Johnny	CPRB ID:	
Middle Name:			
Last Name:	Liver		
Suffix:			

**Address Information**

Address Line1:	3466 test road	Address Line2:	
City:	charleston	State:	West Virginia
Zip:	32123	Address Line3:	
International Address:		Country:	

**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
No Employment Classifications available.						

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+ Add New Employment

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Consolidated Public Retirement Board  
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**Step 19 --** The **Add/Edit Employment Classification Information** screen displays, add the Employment Classification information in the appropriate fields.

**Note:** An employment classification will be created only when both demographic and employment classification information is entered. Only entering the demographic information will not create an employment classification.

00001 - TEST00001 - Add/Edit Employment Information

Records saved with following validations.

Error Details  Override Warnings

Error Code	Description	Severity	Category
ER0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL

Reporting For

Please Select the Retirement System: Teachers' Retirement System ▼

Employment Information

Contribution Group: * <span style="float: right;">TRS Plan 1 ▼</span>	Employment Begin Date: * <span style="float: right;">2/1/2016</span>
Position Status: * <span style="float: right;">Permanent Full Time ▼</span>	Employment End Date: <span style="float: right;"></span>
Job Position: * <span style="float: right;">Teacher ▼</span>	Employment End Reason: <span style="float: right;">Select Reason ▼</span>
Scheduled Hours Per Day: * <span style="float: right;">8</span>	Employment Payment Type: <span style="float: right;">Select Employment Payment Type ▼</span>
Type of Rate of Pay: * <span style="float: right;">Monthly ▼</span>	Payroll Frequency: * <span style="float: right;">Semi-Monthly ▼</span>
Rate of Pay: * <span style="float: right;">1000</span>	Contract Days: * <span style="float: right;">200</span> Days



Step 20 -- Click the  button.

00001 - TEST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details  Override Warnings

Error Code	Description	Severity	Category
ER0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL

Reporting For

Please Select the Retirement System: Teachers' Retirement System ▼

Employment Information

Contribution Group: *	TRS Plan 1 ▼	Employment Begin Date: *	2/1/2016
Position Status: *	Permanent Full Time ▼	Employment End Date:	
Job Position: *	Teacher ▼	Employment End Reason:	Select Reason ▼
Scheduled Hours Per Day: *	8	Employment Payment Type:	Select Employment Payment Type ▼
Type of Rate of Pay: *	Monthly ▼	Payroll Frequency: *	Semi-Monthly ▼
Rate of Pay: *	1000	Contract Days: *	200 Days



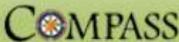
**Step 21 --** Click in the **Details** screen to submit the Employment Classification file.



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Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

[Log Out](#)

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**Report #:**  
11006

**Type:**  
Employment Classifications  
Only

**Mode:**  
Enter Online

00001 - TEST00001 / Employment Details - Add/Edit Employment

**Personal Information**

<b>Prefix:</b>		<b>SSN:</b>	XXX-XX-1919
<b>First Name:</b>	Johnny	<b>CPRB ID:</b>	
<b>Middle Name:</b>			
<b>Last Name:</b>	Liver		
<b>Suffix:</b>			

**Address Information**

<b>Address Line1:</b>	3466 Test Road	<b>Address Line2:</b>	
<b>City:</b>	Charleston	<b>State:</b>	West Virginia
<b>Zip:</b>	32123	<b>Address Line3:</b>	
<b>International Address:</b>		<b>Country:</b>	

**Employment Details**

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
⚙️	TRSPLN1	Permanent Full Time	Teacher	02/01/2016		

← Back

➕ Add New Employment



**Step 22** -- After all Employment Classification information has been added and/or updated, click the

[Return to Submit Details](#)

button.

Error Details			
Error Code	Description	Severity	Category
ER0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL

[Return to Submit Details](#)

**Step 23** -- Click the [Submit Details](#) button.

**Note:** Following the Employment Classification information entered through the Enter Online option, the Total Records column has been updated to 2.



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[Log Out](#)

Employer Home
Report
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-- Available Forms -- [Open](#)

[Getting Started](#) [Details](#) [Summary](#) [Results](#)

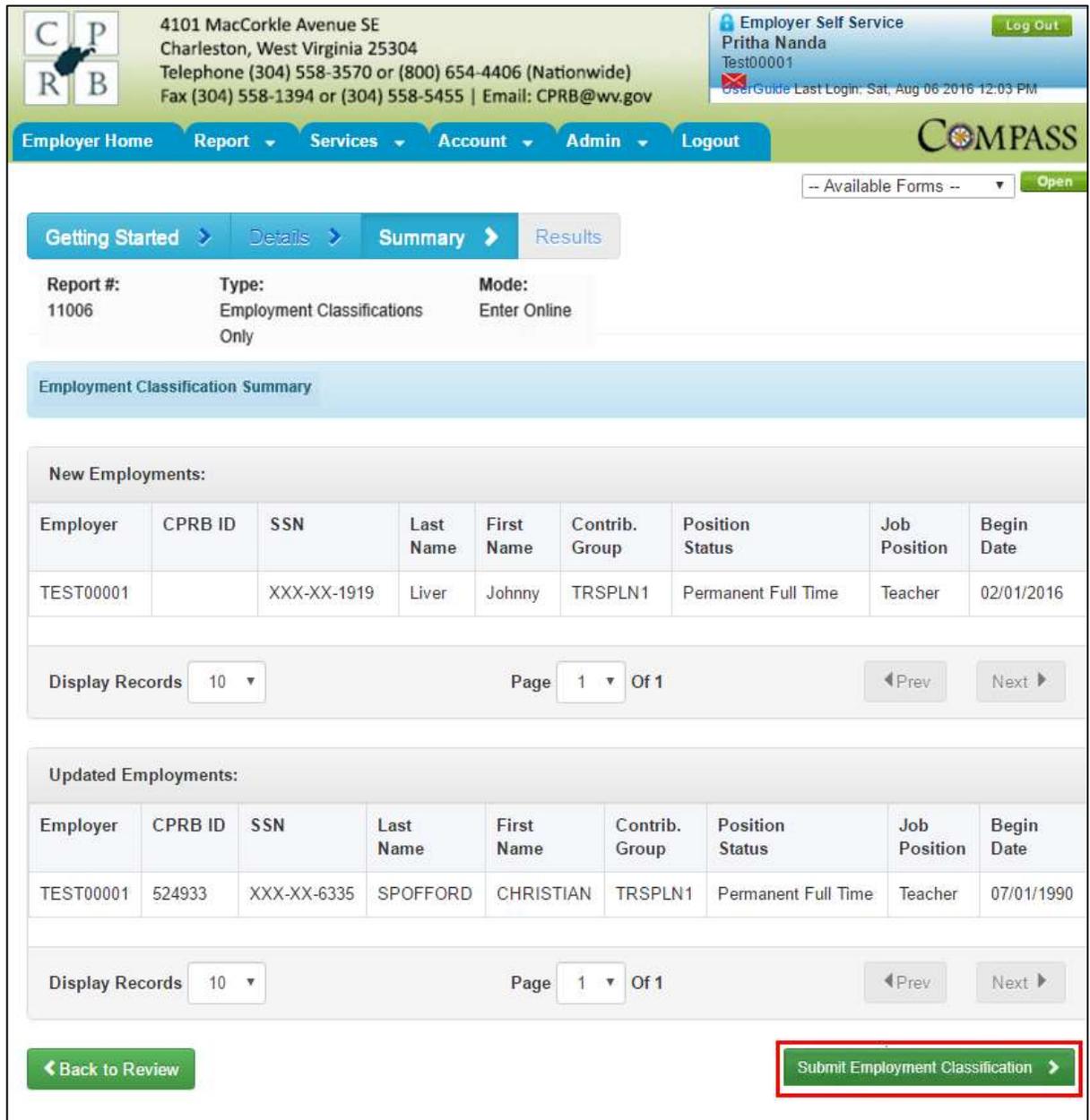
**Report #:** 11006      **Type:** Employment Classifications Only      **Mode:** Enter Online

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
<a href="#">00001 - TEST00001</a>	2	0	0	2	Processed

[Back](#)
[Void & Start New](#)
[Submit Details](#)



**Step 24** -- Click the  button to submit the employment classification information.



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Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started Details Summary Results

Report #: 11006  
Type: Employment Classifications Only  
Mode: Enter Online

Employment Classification Summary

New Employments:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001		XXX-XX-1919	Liver	Johnny	TR SPLN1	Permanent Full Time	Teacher	02/01/2016

Display Records 10 Page 1 Of 1 Prev Next

Updated Employments:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001	524933	XXX-XX-6335	SPOFFORD	CHRISTIAN	TR SPLN1	Permanent Full Time	Teacher	07/01/1990

Display Records 10 Page 1 Of 1 Prev Next

Back to Review Submit Employment Classification



**Step 25 -- The Employment classification Submission Results** are displayed stating that the employment classification has been successfully submitted.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown next to contact 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, and Email: CPRB@wv.gov. The top right shows the user's name Pritha Nanda, TestID:an9191, and last login time: Wed, Jul 20 2016 11:20 AM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a breadcrumb trail: Getting Started > Details > Summary > Results. The main content area shows the following details:

<b>Report #:</b> 11006	<b>Type:</b> Employment Classifications Only	<b>Mode:</b> Enter Online
---------------------------	--	------------------------------

**Employment Submission Results**

**Employment Summary:**

Employment Details Submitted:	2
Submission Date:	7/20/2016 11:54:48 AM

At the bottom of the results section, there are three buttons: Back to Reports, Print, and View Details. The footer contains the West Virginia Consolidated Public Retirement Board logo and a disclaimer: "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." The copyright notice is: Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.



## 7.2 Submit Contributions

An employee and an employer monetary contribution to a retirement plan is due on pensionable wages earned by participating members. Employers can **Submit Contribution** reports containing the information regarding the wages earned and contributions remitted via the ESS portal for employees that have been previously enrolled, by virtue of reporting their required employment classification information, in one of the CPRB administered retirement systems.

Employers can submit wage and contribution information for an employee through either the **Upload File** or **Enter On-Line** file submission methods. Regardless of which submission option is chosen (i.e. Upload File or Enter On-Line), the salary and contribution information is validated by COMPASS and any errors identified must be resolved by the employer prior to successfully submitting the information to CPRB. The information provided in the contribution reports is used by CPRB to ensure an employee's contributions are reported accurately.

Following the submission and correction of errors to the contribution details, the employer can review and finalize the **Contribution Summary**, remit electronic payments, and print the **Contribution Summary** screen to include with mailed checks and/or Lockbox payments.

Employers can follow the process below to submit Contribution Reports for their employees:

**Step 1 --** To navigate to the **Submit Employer Reports** screen, click the following menu options:

**Report > Submit Employer Reports**

The screenshot displays the COMPASS Employer Self Service website interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user profile for 'Hope Bob' from the West Virginia State Police. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The background content includes a welcome message and a list of services.



**Step 2 --** The **Getting Started** screen displays.

**C P**  
**R B**

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**Employer Self Service**  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Log Out

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
<a href="#">Upload File</a> <a href="#">Enter Online</a> <a href="#">Submission History</a>	<a href="#">Upload File</a> <a href="#">Enter Online</a> <a href="#">Submission History</a>	<a href="#">Upload File</a> <a href="#">Submission History</a>



## 7.2.1 Submit Contributions – Upload File

If the employer chooses to submit the Contribution file to CPRB using the Upload File medium, then the Contribution file must be in the new COMPASS file format (refer to the COMPASS Employer Reporting File Format, which was first circulated to employers in March 2016, and can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>)

1. **Upload File** (a new COMPASS file format has been defined for employers to submit the information in a flat file, typically used by employers with larger employee populations), or
2. **Enter On-Line** (enables employers to review, update, and submit the information which is replicated from previous reports, mainly used by employers with smaller employee populations).

Follow the steps to upload the Contribution file using the Upload File method:

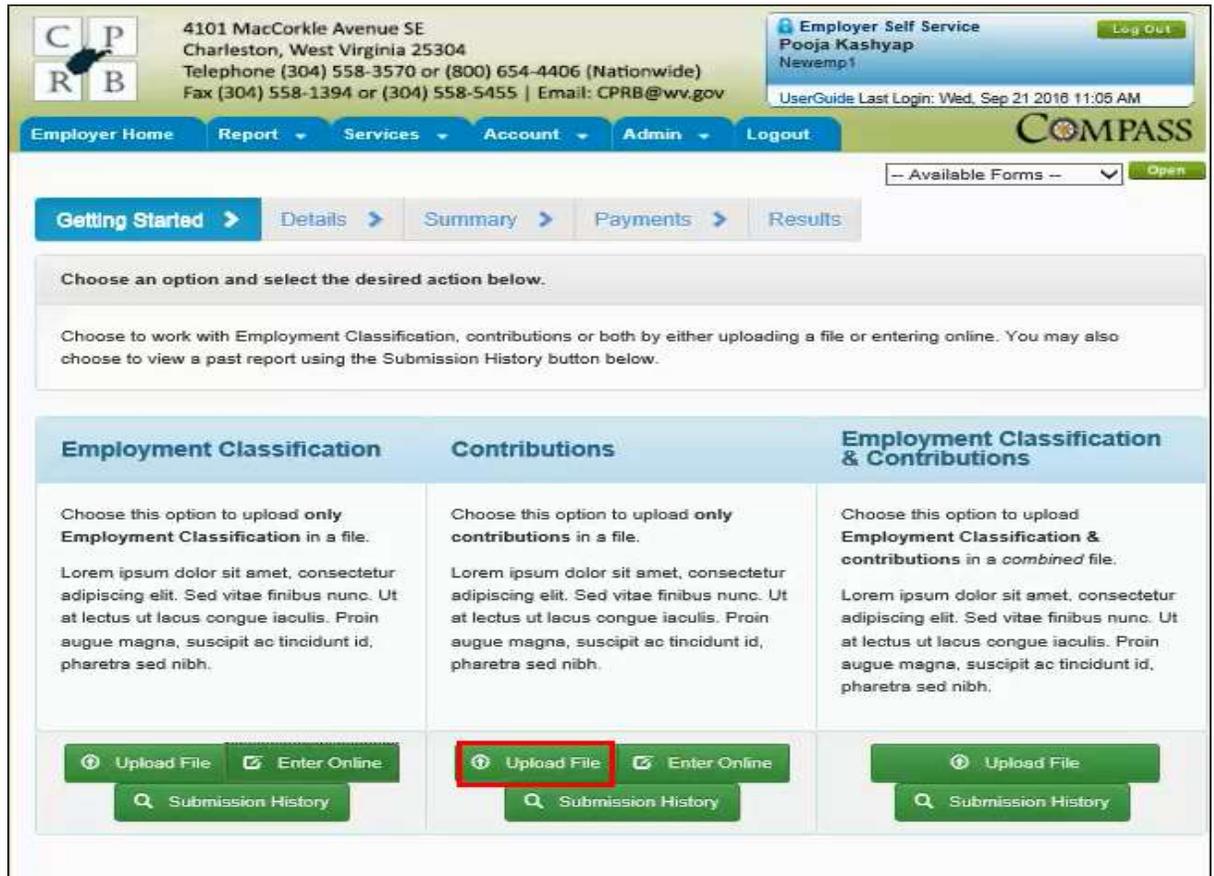
**Step 1 --** To navigate to the **Sumit Employer Reports** screen, click the following menu options:

**Report > Submit Employer Reports.**

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., 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. The top right corner features the user's name, Hope Bob, West Virginia State Police, and a Log Out button. Below the header is a navigation bar with tabs for Employer Home, Report, Services, Account, Admin, and Logout. The 'Report' tab is active, and its dropdown menu is open, showing options: Payroll Schedule, Contribution Group Search, Submit Employer Reports (highlighted with a red box), View Employer Packets, Download CPRB ID, and Invoices. The main content area contains a welcome message and a list of services.



**Step 2 --** The **Getting Started** screen displays. Under the **Contributions** section, click the  button.



**Employer Self Service**  
Pooja Kashyap  
Newemp1  
Log Out  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

**COMPASS**

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

**Getting Started** > Details > Summary > Payments > Results

Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
 Upload File  Enter Online  Submission History	 Upload File  Enter Online  Submission History	 Upload File  Submission History



Step 3 -- Select a file to be uploaded by clicking the Choose File button.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and a user profile for Pritha Nanda (Testloan9191) with a 'Log Out' button. A navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A secondary bar shows 'COMPASS' and 'Available Forms'.

The main content area is titled 'File Upload' and includes a progress bar with steps: 'Getting Started', 'Details' (active), 'Summary', 'Payments', and 'Results'. Below this, the 'Type' is 'Contributions Only' and the 'Mode' is 'File Upload'. The 'File Upload' section features a 'Select File:' label, a 'Choose File' button, and the text 'No file chosen'. A red box highlights the 'Choose File' button. Below the button, it lists supported file types (.txt, .cprb, .zip), a 2 MB limit, and a link to download a compression tool. A 'Submit' button is located at the bottom right of this section.

The 'File History' section shows a table with columns: Employer, Error Report, Total Records, Total Rejected, Total Errors, Status, and File Name. The table contains one entry for employer 9191 - TESTLOAN9191 with 1 record, 0 rejected, 0 errors, and a 'Posted' status. A 'Back' button is at the bottom left.

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
9191 - TESTLOAN9191	<a href="#">Error Report</a>	1	0	0	Posted	2016061600109191



**Step 4 --** The **Submit Employer Report – File Progress** screen will show the Contribution file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Contribution file.

**Note:** If the **Submit Employer Report – File Progress** screen displays an error message, navigate to Section 7.2.1.1 to view the errors in the uploaded Contributions file.

The screenshot displays the 'Submit Employer Report – File Progress' screen in the COMPASS system. At the top, there is a header with the WVCPRB logo and contact 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. The user is logged in as Pritha Nanda (Testloan9191) with a last login of Wed, Jul 20 2016 11:22 AM. The navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The main content area shows the progress of the report submission. The report number is 7549, the type is Contributions Only, and the mode is File Upload. A yellow note states: 'Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page.' Below the note, there are two progress bars: 'Contribution file validations' at 0% and 'Contribution business validations' at 0%. The file validation section shows 'Lines: Total (4) | Processed (0) | Errors (0)'. The business validation section shows 'Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)'. A green 'Back' button is located at the bottom left of the main content area.



**Step 5 --** Click the **Submit** button.

**Note:** The **Submit** button will be disabled if there are any **Errors** in the file. (Follow the steps in Section 7.2.1.2 Correct Contributions Upload File Errors to correct remaining errors).

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Employer Self Service  
Pritha Nanda  
Barbour County Boe  
User/Role Last Login: Wed, 2/1/2016 10:37 AM

Employer Home Report Services Account Admin Logout

COMPASS

Getting Started > Details > Summary > Payments > Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

Contributions Report

Summary	Report Date	Retirement System		Status
9837	01/01/2016	TRS		Ready

Employer	Total Records	Total Selected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">100 - BARBOUR COUNTY ROE</a>	30	0	0	15	\$89,986.80	\$5,399.18	\$13,498.02	N/A

Void & Start New      **Submit**

9838      02/01/2016      TRS      Ready

Back



Step 6 -- The Summary screen is displayed. Click the

**Save and Proceed to Payment** >

button.

**Getting Started > Summary > Payments > Results**

Report #: 7350    Type: Contributions Only    Mode: File Upload

**0100 - BARBOUR COUNTY BOE / Contributions Summary**

Contribution Summary #: 9837	Refirement System: TRS	Report Date: 01/01/2016	Total Members: 18	Status: Summarized
------------------------------	------------------------	-------------------------	-------------------	--------------------

**Regular Contributions**

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 61792.50	\$ 3107.53	0.00	\$ 7768.67	15.00
<b>Totals</b>	<b>\$51,792.50</b>	<b>\$3,107.53</b>		<b>\$7,768.67</b>	

**Corrections**

Contribution Group	Salary	EECON	ERCON
TRS Plan 1	\$ 38194.30	\$ 2291.65	\$ 6729.15
<b>Totals</b>	<b>\$38,194.30</b>	<b>\$2,291.65</b>	<b>\$5,729.15</b>

**State Aid Allotment**

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 100000.00	\$ 0.00	\$ 100000.00	\$ 0.00

**Service Purchase Payment**

Service Purchase Amount

No Service Purchase Payments available.

**Loan I Payment**

Loan I Payment

No Loan I Payments available.

**Loan II Payment**

Loan II Payment

No Loan II Payments available.

**Apply Invoices**

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	1720	Penalty - Monthly Reporting	06/16/2016	\$161.53
<input type="checkbox"/>	1972	Employer Monthly Reporting	06/22/2016	\$242.00
<input type="checkbox"/>	1973	Penalty - Monthly Reporting	06/22/2016	\$160.38
<input type="checkbox"/>	2058	Employer Error Correction	06/28/2016	\$43,549.18
<input type="checkbox"/>	2244	Employer Monthly Reporting	07/19/2016	(\$100.00)
<input type="checkbox"/>	2245	Employer Monthly Reporting	07/19/2016	(\$150.00)



**Step 7 --** Enter the **PIN Code** and click the **Submit Your Payment** button.

**Note:** The ESS Admin and Employer Reporting user roles will have the required PIN to submit the contribution report.

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Employer Self Service  
Pritha Nanda  
Barbour County, Boe  
UserGuide Last Login: Wed, Jul 29 2016 10:37 AM

Employer Home Report Services Account Admin Logout

COMPASS

Getting Started Details Summary **Payments** Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

00001 - TEST00001 / Contribution Payments

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Summarized

Review Your Payment Information

Contributions	EECON	ERCON	Total
Regular Contributions	\$3,758.36	\$8,588.29	\$12,346.65
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$3,758.36</b>	<b>\$8,588.29</b>	<b>\$12,346.65</b>

Credits

ERCON	Total
You have not chosen to pay from any Credit fund.	

Remit Your Payment:

Payment Due Amount:	\$12,346.65
Enter the PIN number: *	<input type="text" value="...."/>

[← Back](#)      [Submit Your Payment →](#)



**Step 8 --** The **Contributions Results** screen is displayed.

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Pritha Nanda  
Test00001  
Last Login: Sat, Aug 06 2016 12:33 PM

COMPASS

Employer Home Report Services Account Admin Logout

Getting Started > Details > Summary > Payments > Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

00001 - TEST00001 / Contributions Result

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Submitted

Report Details:

Total Employees:	11
Contribution Details Submitted:	20
Corrections Submitted:	0
Date Detail Submitted:	8/6/2016 1:12:02 PM

Contribution Summary:

Regular Payments:	\$12,346.65
Corrections:	\$0.00
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00
Date Summary Submitted:	8/6/2016 1:24:02 PM

Contribution Payment:

State Aid Amount:	\$0.00
Invoice Applied:	0
Invoice Amount:	\$0.00
Payment Amount:	\$12,346.65
Payment Date:	8/6/2016 1:11:41 PM

[Back to Reports](#)      [Print](#)      [View Details](#)



### 7.2.1.1 View Contributions – Upload File Rejection Details

When submitting the Contributions through the Upload File option, validations are run on the automatically to ensure the information in the file is formatted correctly and is accurate. If the file has too many errors or is not in the proper file format layout, the file will not be uploaded and will be rejected with an error status displayed in the Details screen. The report will need to be resubmitted if it is rejected during the file upload validation process.

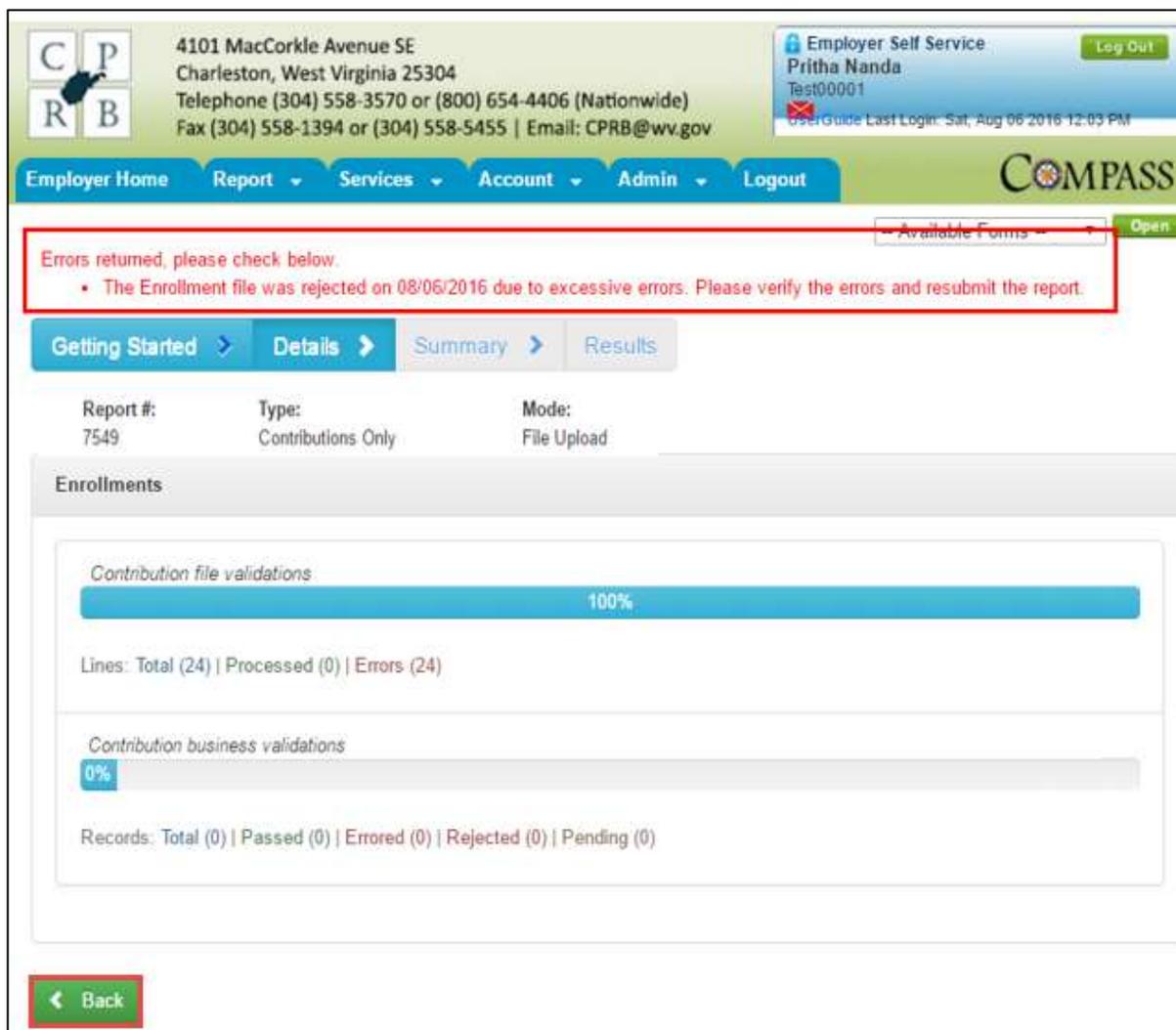
Follow the steps below to view the **View Contributions Report Upload File Rejection** details.

**Step 1** -- Upon the completion of steps 1 - 4 in section 7.2.1 Submit Contributions – Upload File, if the file is rejected, the error message will be displayed in the **Details** screen.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is contact information for the West Virginia Department of Labor and Industry: 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. The email is CPRB@wv.gov. On the top right, the user is logged in as Pritha Nanda (Test00001) with a last login of Sat, Aug 06 2016 12:03 PM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the far right. A red-bordered box highlights an error message: "Errors returned, please check below." followed by a bullet point: "The Enrollment file was rejected on 08/06/2016 due to excessive errors. Please verify the errors and resubmit the report." Below this, there are tabs for Getting Started, Details (selected), Summary, and Results. The report details show Report #: 7549, Type: Contributions Only, and Mode: File Upload. Under the "Enrollments" section, there are two validation progress bars: "Contribution file validations" at 100% and "Contribution business validations" at 0%. Below the 100% bar, it says "Lines: Total (24) | Processed (0) | Errors (24)". Below the 0% bar, it says "Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)". A green "Back" button is at the bottom left.



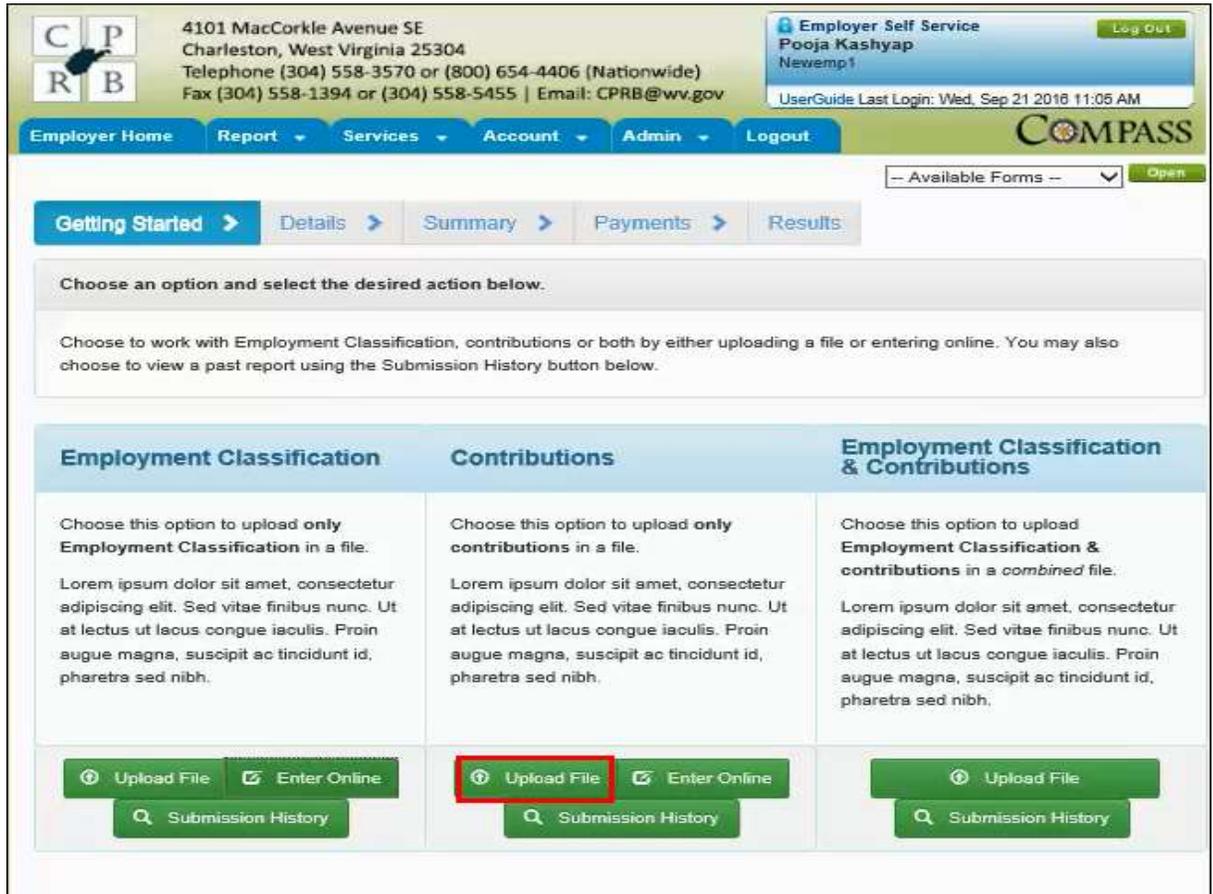
Step 2 -- Click the  button.



The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, the address is listed as 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, with telephone and fax numbers, and an email address. On the top right, the user is logged in as Pritha Nanda (Test00001) and a 'Log Out' button is visible. Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. The main content area features a red-bordered box containing an error message: 'Errors returned, please check below.' followed by a bullet point: 'The Enrollment file was rejected on 08/06/2016 due to excessive errors. Please verify the errors and resubmit the report.' Below this, there are tabs for 'Getting Started', 'Details', 'Summary', and 'Results'. A summary table shows Report #: 7549, Type: Contributions Only, and Mode: File Upload. Under the 'Enrollments' section, there are two progress bars: 'Contribution file validations' at 100% and 'Contribution business validations' at 0%. A 'Back' button is located at the bottom left of the interface.



**Step 3 --** The **Getting Started** tab is displayed. In the **Employment Classification** section, click the  button.



The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with contact information for the West Virginia Department of Labor and Industry (CPRB) and a user profile for Pooja Kashyap. Below the header is a navigation menu with options like 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area shows the 'Getting Started' tab selected, with sub-tabs for 'Details', 'Summary', 'Payments', and 'Results'. A message prompts the user to choose an option for uploading files or entering data online. Three columns are provided: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each column has an 'Upload File' button, with the 'Upload File' button in the 'Contributions' column highlighted with a red box. Other buttons include 'Enter Online' and 'Submission History'.



**Step 4 --** Click the **Error Report** hyperlink to view the rejection details.

File History [ Show: Last 3 Months ] ▾

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
00001 - TEST00001	<a href="#">Error Report</a>	0	0	0	Rejected	2016080500200001
00001 - TEST00001	<a href="#">Error Report</a>	22	22	0	Rejected	2016080300100001
00001 - TEST00001	<a href="#">Error Report</a>	7	7	0	Void	2016080100300001
00001 - TEST00001	<a href="#">Error Report</a>	7	7	0	Edit Reject	2016080100100001
00001 - TEST00001	<a href="#">Error Report</a>	24	24	0	Rejected	2016080100200001
00001 - TEST00001	<a href="#">Error Report</a>	12	13	0	Void	2016072200700001
00001 - TEST00001	<a href="#">Error Report</a>	12	0	0	Void	2016072200600001
00001 - TEST00001	<a href="#">Error Report</a>	0	0	0	Rejected	2016072200400001
00001 - TEST00001	<a href="#">Error Report</a>	11	11	0	Void	2016072200500001

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

[← Back](#)



**Step 5 --** The selected employer's Error Report details displays, by selecting the **File Format** radio button allows the ability to filter by:

- Show errors with severity:
  - Rejected File – must correct formatting errors to resubmit
  - Error Rejected Records – if the file is not rejected then the rejected records can be corrected in ESS
  - Information – no correction required, informational only
- Show errors from:
  - File Format Error – these errors are a result of formatting issues in the file.

For ex. if an SSN has the letter “O” rather than the number “0” (zero) the record will be flagged as having an error.



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Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Tue, Aug 08 2016 1:15 AM

[Log Out](#)



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

Report #: 7666      Type: Contributions Only      Mode: File Upload

**Error Report**

Show errors with severity:
  Rejected File      Show errors from:
  **File Format Errors**      [Refresh](#)  
 Error Rejected Records       Contribution Errors  
 Information

Error Code	Severity	Description	Line #	Col # From	Col # To
Employer: 00001 - TEST00001					
ER0231	Information	Record Count value does not match number of detail records. (ER0231)	26	23	28
ER0292	Information	Total EECON value is not numeric or does not have two decimal places. (ER0292)	26	58	70
ER0301	Information	Total Salary of details does not match with footer. (ER0301)	26	44	56

Record Text

Display Records

Page  of 1

[← Prev](#)      [Next →](#)



**Step 6 --** The selected employer's Error Report details displays, by selecting **Contribution Errors** radio button allows the ability to filter by:

- Show errors with severity:
  - Error – must correct formatting errors to resubmit
  - Warning – may require action however can be overridden
  - Information – No correction required, informational only
- Show errors from:
  - Contribution Errors – these errors are a result of information reported that does not adhere to CPRB regulations.
  - For example, if the date of birth entered means the employee would be 5 years old, the validations within the ESS portal would flag this record as an error because the legal working age is 14 years old.

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Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Tue, Aug 08 2016 1:15 AM

COMPASS

Report #: 7666      Type: Contributions Only      Mode: File Upload

Error Report

Show errors with severity:  Error      Show errors from:  File Format Errors  Contribution Errors      Refresh

Warning  
 Information

Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 00001 - TEST00001					
ER0036	Error	The sum of Salary cannot be negative across all transactions with the same Employer Report. Please contact CPRB to submit this transaction.	SPOFFORD, CHRISTIAN	03/01/1969	XXX-XX-6335
ER0091	Error	EECON Amount must be equal to the Contribution Salary times the applicable Contribution Rate. If reporting Not-Eligible employees, contribution must not be reported. (ER0091)	SPOFFORD, CHRISTIAN	03/01/1969	XXX-XX-6335

Display Records: 10      Page 1 of 1      Prev Next

**Step 7 --** If the file has been accepted, follow the steps in 7.2.1.2 Correct Contributions Upload File Errors in to correct errors. If the file has been rejected, correct the rejected file and re-upload the file.

**Note:** Use the descriptions provided for the rejected files to make corrections and use the file layout document to ensure the file has the proper layout and/or verify the information in the file is correct before re-uploading the file.



### 7.2.1.2 Correct Contributions – Upload File Errors

There may be records in error in the Contributions files which must be corrected and/or records which were rejected must be added prior to submitting the files to CPRB.

Follow the steps below to add Contributions records to the uploaded report:

**Step 1 --** Upon the completion of steps 1 - 5 (found in Section 7.2.1 Submit Employment Contributions – Upload File), if the file has rejected records or errors, they will be displayed in the **Total Rejected** and/or **Total Errors** columns.

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Barbour County Boe  
Last Login: Wed, Jul 29, 2016 10:37 AM

Employer Home Report Services Account Admin Logout

Getting Started Details Summary Payments Results

Report #: 7550 Type: Contributions Only Mode: File Upload

Contributions Report

Summary	Report Date	Retirement System	Status
9837	01/01/2016	TRS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
0100 - BARBOUR COUNTY BOE	30	7	1	15	\$89,966.80	\$5,399.18	\$13,498.02	N/A

Void & Start New Submit

Summary	Report Date	Retirement System	Status
9838	02/01/2016	TRS	Ready

Back



**Step 2 --** Click the **Employer** hyperlink to add a rejected record or correct errors.

**Note:** The **Void and Start New** button will void the submission and start the process again.

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Employer Self Service  
Pritha Nanda  
Barbour County Boe  
UserGuide Last Login: Wed, Jul 20 2016 10:37 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

Contributions Report

Summary	Report Date	Retirement System		Status
9837	01/01/2016	TRS		Ready

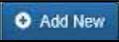
Employer	Total Records	Total Retracted	Total Freezes	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">0100 - BARBOUR COUNTY ROE</a>	30	7	1	15	\$89,986.80	\$5,399.18	\$13,498.02	N/A

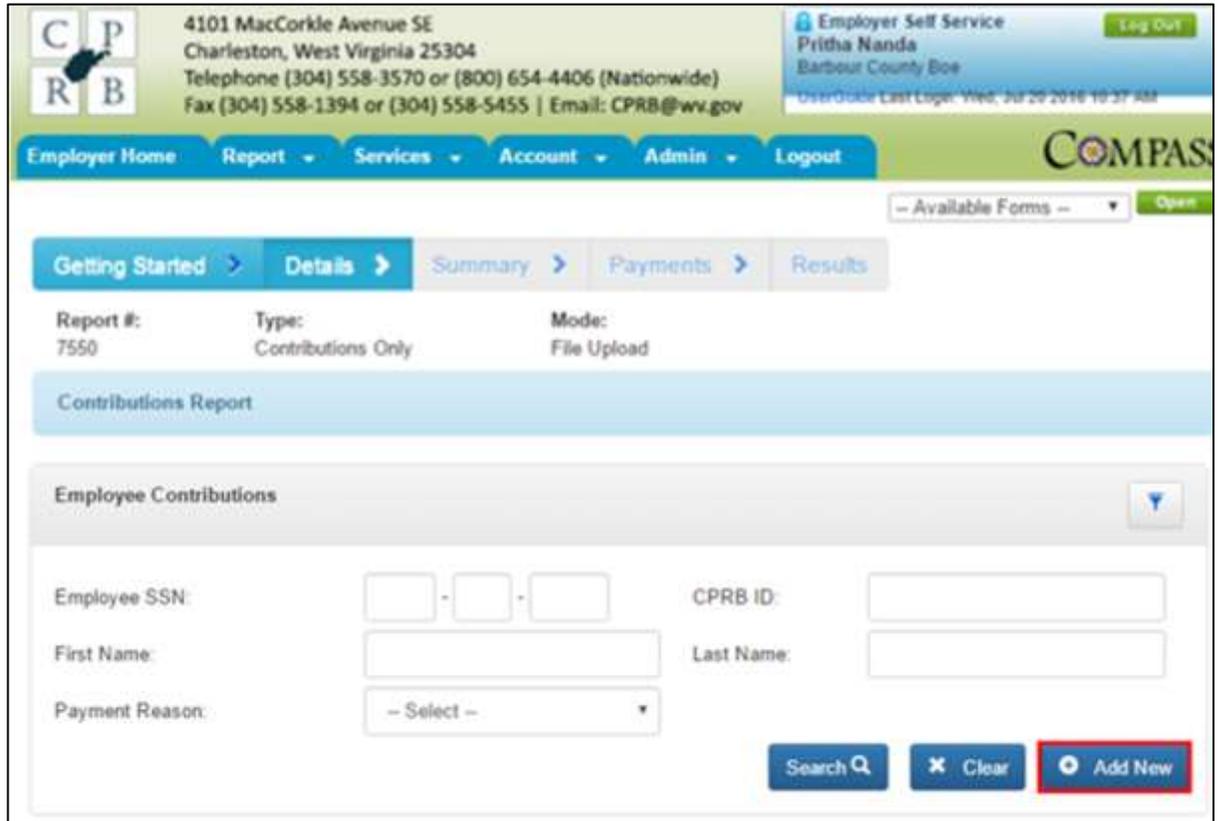
Void & Start New      Submit >

Summary	Report Date	Retirement System		Status
9838	02/01/2016	TRS		Ready

< Back

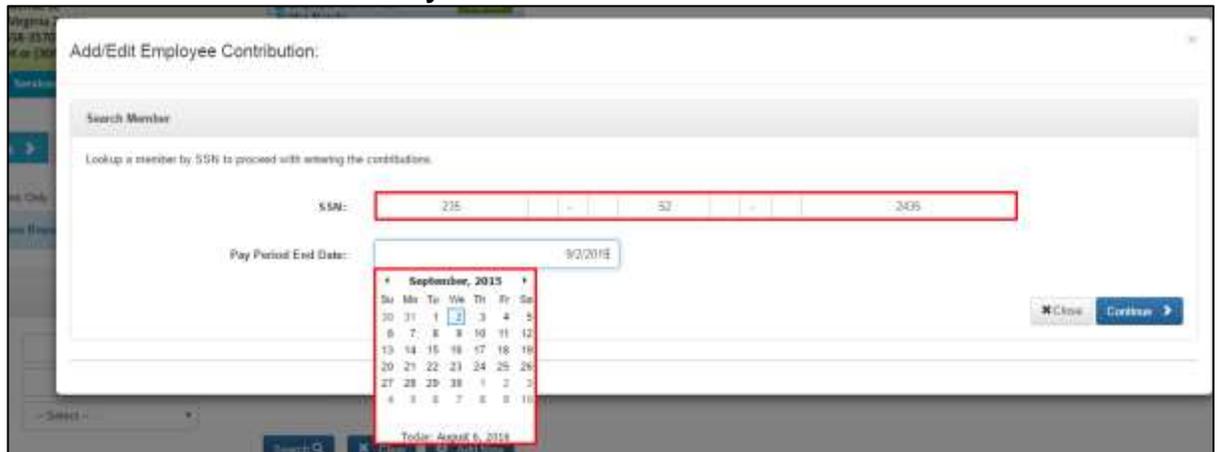


**Step 3 --** Click the  button to add a new employee to the contributions report.



The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Social Security: 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. The user is logged in as Pritha Nanda, Barbour County Boe, with a last login of Wed, Jul 29 2016 10:37 AM. The main navigation bar includes Employer Home, Report, Services, Account, Admin, and Logout. Below this, there are tabs for Getting Started, Details, Summary, Payments, and Results. The current report is for Report #: 7550, Type: Contributions Only, and Mode: File Upload. The 'Add New' button is highlighted with a red border.

**Step 4 --** Enter the **SSN** and select the **Pay Period End Date** from the calendar.



The screenshot shows the 'Add/Edit Employee Contribution' form. The SSN field is populated with 235 - 52 - 2405. The Pay Period End Date is set to 9/2/2016. A calendar for September 2015 is open, showing the date 2 selected. The 'Add New' button is highlighted in red.



**Step 5 --** Click the **Continue** button to proceed.

**Add/Edit Employee Contribution:**

**Search Member**

Lookup a member by SSN to proceed with entering the contributions.

SSN:  -  -

Pay Period End Date:

September, 2015

Su	Mo	Tu	We	Th	Fr	Sa
	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: August 6, 2016

**Step 6 --** Enter the details and click the **Save** button.

**Add/Edit Employee Contribution:**

**Employee Information**

Contribution Group	Job Position	Position Status	Begin Date	End Date	End Reason	Contract Rate	Sal. Wk. Pay Sta	Payroll Program	Payment Type	Type of PDP	WOP
TSP201	Teacher	Permanent Full Time	07/14/2008			200	0	Services/Other	Monthly	Monthly	SA 1/4-20

**Detail Personal Information**

SSN:   
 Title:   
 Profile:   
 First Name:   
 Middle Name:   
 Last Name:   
 Salary:   
 Gender:   
 Date of Birth:   
 Report Date:   
 Date:

**Contribution Information**

Pay Period End Date:   
 Contribution Group:   
 Payment Reason:   
 Hours Worked:   
 Days Worked:   
 Salary and Benefits (BE) Code:   
 Salary:   
 Plus Tax (EEO3M):   
 Plus Tax (EEO3M):   
 Employee Cost & Regular Amount:   
 Employer Contribution:

**Employee Information**

Position Status:   
 Job Position:



**Step 7 --** Click **Update** or **Delete** from the **Actions** drop down menu in the **Employee Details** section to edit or delete the employee details.

**Note:** Click the delete option to delete the particular employee details.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with contact information for the West Virginia State Employees Retirement Board (CPRB) and a user login area for Pritha Nanda. Below the header is a navigation menu with options like Employer Home, Report, Services, Account, Admin, and Logout. The main content area is titled 'Contributions Report' and shows details for Report #: 7550, Type: Contributions Only, and Mode: File Upload. Below this is a section for 'Employee Contributions' with input fields for Employee SSN, First Name, Last Name, and Payment Reason, along with a CPRB ID field. At the bottom of this section are 'Search', 'Clear', and 'Add New' buttons. The 'Employee Details' section contains a table with columns for Actions, Name, CPRB ID, Pay Period, Contribution Group, Payment Reason, Salary, EECON, ERCON, and Errors. The first two rows of the table are highlighted with a red box around the 'Update' and 'Delete' options in the Actions column.

Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
⊙ ▾	BROUWER, ROMEO	524934	09/02/2015	TRSPN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
⊙ ▾	BROUWER, ROMI	524934	09/17/2015	TRSPN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
⊙ ▾	BROUWER, ROMI	525189	09/02/2015	TRSPN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0
⊙ ▾	BYERLY,	524937	09/02/2015	TRSPN3	Regular	\$3,900.40	\$234.02	\$292.53	0



Step 8 -- Click the [Return to Submit Details](#) button to submit the Contributions file.

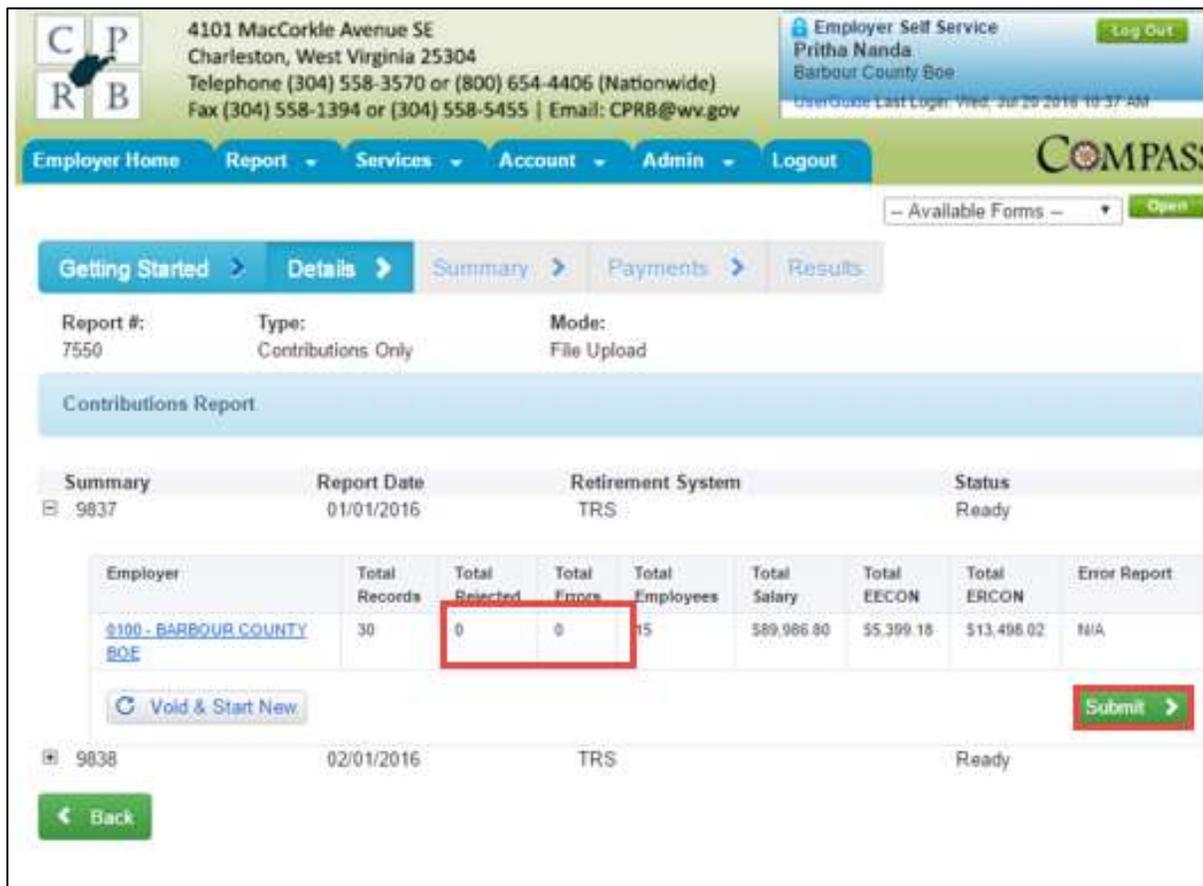
Employee Details										<input type="checkbox"/> Show Errors Only
	Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
<input type="radio"/>		BROUWER, ROMEO	524934	09/17/2015	TRSPN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
<input type="radio"/>		BROUWER, ROMI	525189	09/02/2015	TRSPN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0
<input type="radio"/>		BYERLY, KEENAN	524937	09/02/2015	TRSPN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
<input type="radio"/>		BYERLY, KEENAN	524937	09/17/2015	TRSPN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
<input type="radio"/>		DABNEY, EDMUNDO	524936	09/02/2015	TRSPN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
<input type="radio"/>		DABNEY, EDMUNDO	524936	09/17/2015	TRSPN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
<input type="radio"/>		KINGSFORD, ANEESA	524938	09/02/2015	TRSPN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
<input type="radio"/>		KINGSFORD, ANEESA	524938	09/17/2015	TRSPN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
<input type="radio"/>		MERWIN, DICK	524942	09/02/2015	TRSPN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0
<input type="radio"/>		MERWIN, DICK	524942	09/17/2015	TRSPN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0

Display Records  Page  of 2

[Return to Submit Details](#)



Step 9 -- Click the  button.



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Employer Home Report Services Account Admin Logout

COMPASS

Getting Started > Details > Summary > Payments > Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

Contributions Report

Summary	Report Date	Retirement System	Status
9837	01/01/2016	TRS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
0100 - BARBOUR COUNTY BOE	30	0	0	15	\$89,966.80	\$5,399.18	\$13,498.02	N/A

Void & Start New

9838      02/01/2016      TRS      Ready

Back

Submit >



Step 10 -- The **Summary** screen is displayed. Click the **Save and Proceed to Payment** button.

EMPLOYER HOME | REPORT | SERVICES | ACCOUNT | ADMIN | LOGOUT | COMPASS

Getting Started > Summary > Payments > Results

Report #: 7550    Type: Contributions Only    Mode: File Upload

0109 - BARBOUR COUNTY BOE / Contributions Summary

Contribution Summary #: 9837    Retirement System: TRS    Report Date: 01/01/2016    Total Members: 15    Status: Summarized

### Regular Contributions

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 5792.50	\$ 3187.53	6.00	\$ 7768.87	15.00
<b>Totals</b>	<b>\$91,702.50</b>	<b>\$3,107.33</b>		<b>\$7,768.87</b>	

### Corrections

Contribution Group	Salary	EECON	ERCON
TRS Plan 1	\$ -38194.30	\$ -2291.65	\$ -6729.15
<b>Totals</b>	<b>\$38,194.30</b>	<b>\$2,291.65</b>	<b>\$5,729.15</b>

### State Aid Allotment

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 1092000.00	\$ 0.00	\$ -1092000.00	\$ 0.00

### Service Purchase Payment

Service Purchase Amount

No Service Purchase Payments available.

### Loan I Payment

Loan I Payment

No Loan I Payments available.

### Loan II Payment

Loan II Payment

No Loan II Payments available.

### Apply Invoices

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	1720	Penalty - Monthly Reporting	06/16/2016	\$161.53
<input type="checkbox"/>	1972	Employer Monthly Reporting	06/22/2016	\$242.00
<input type="checkbox"/>	1973	Penalty - Monthly Reporting	06/22/2016	\$160.38
<input type="checkbox"/>	2058	Employer Error Correction	06/28/2016	\$43,549.18
<input type="checkbox"/>	2244	Employer Monthly Reporting	07/19/2016	(\$100.00)
<input type="checkbox"/>	2245	Employer Monthly Reporting	07/19/2016	(\$150.00)

Reset Save

Unsubmit and Review Details    Save and Proceed to Payment



Step 11 -- Enter the PIN number and click the **Submit Your Payment** button.



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Employer Self Service  
**Pritha Nanda**  
Barbour County Boe  
User ID: Last Login: Wed, Jul 20 2016 10:37 AM

[Log Out](#)

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



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

Getting Started
Details
Summary
Payments
Results

Report #: 7550      Type: Contributions Only      Mode: File Upload

00001 - TEST00001 / Contribution Payments

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Summarized

Review Your Payment Information

Contributions	EECON	ERCON	Total
Regular Contributions	\$3,758.36	\$8,588.29	\$12,346.65
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$3,758.36</b>	<b>\$8,588.29</b>	<b>\$12,346.65</b>

Credits

	ERCON	Total
You have not chosen to pay from any Credit fund.		

Remit Your Payment:

Payment Due Amount:	\$12,346.65
Enter the PIN number: *	.....

← Back
Submit Your Payment →



Step 12 -- The **Contributions Results** screen is displayed.

**COMPASS**  
 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  
 Pritha Nanda  
 Test00001  
 Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home | Report | Services | Account | Admin | Logout

Getting Started > **Results**

Report #: 7550      Type: Contributions Only      Mode: File Upload

00001 - TEST00001 / Contributions Result

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Submitted

**Report Details:**

Total Employees:	11
Contribution Details Submitted:	20
Corrections Submitted:	0
Date Detail Submitted:	8/6/2016 1:12:02 PM

**Contribution Summary:**

Regular Payments:	\$12,346.65
Corrections:	\$0.00
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00
Date Summary Submitted:	8/6/2016 1:24:02 PM

**Contribution Payment:**

State Aid Amount:	\$0.00
Invoice Applied:	0
Invoice Amount:	\$0.00
Payment Amount:	\$12,346.65
Payment Date:	8/6/2016 1:11:41 PM

[← Back to Reports](#)      [Print](#)      [View Details >](#)

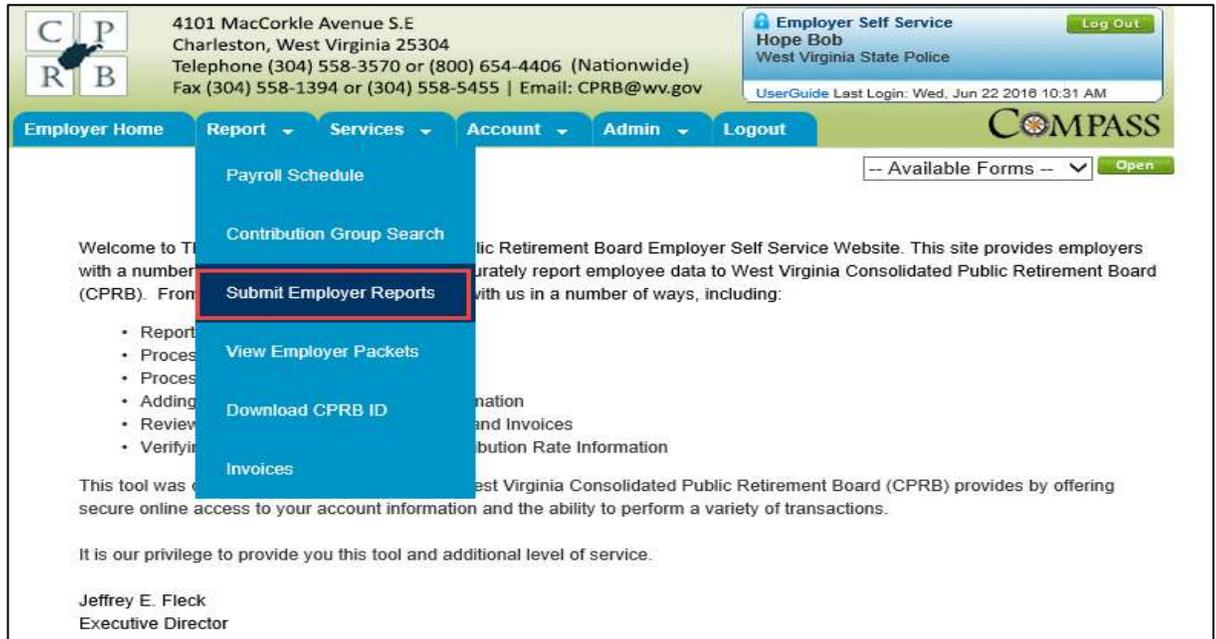


## 7.2.2 Submit Contributions – Enter Online

In addition to uploading files, contributions can be entered online. Follow the steps below to perform this process:

1. **Upload File** (a new COMPASS file format has been defined for employers to submit the information in a flat file, typically used by employers with larger employee populations), or
2. **Enter On-Line** (enables employers to review, update, and submit the information which is replicated from previous reports, mainly used by employers with smaller employee populations).

**Step 1 --** To navigate to the **Submit Employer Reports** screen, click the following menu options:  
**Report > Submit Employer Reports.**



The screenshot displays the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user profile for 'Hope Bob' from the West Virginia State Police. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The background content includes a welcome message and a list of services provided by the system.



**Step 2 --** The **Getting Started** screen displays. In the **Contributions** section, click the **Enter Online** option.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pooja Kashyap  
Newemp1  
Log Out  
UserGuide Last Login: Wed, Sep 21 2016 11:05 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started Details Summary Payments Results

Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload <b>only Employment Classification</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>only contributions</b> in a file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.	Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file.  Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
<input type="button" value="Upload File"/> <input type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Submission History"/>



**Step 3 --** Select the appropriate option from the **Select the Employer you want to report for** field. **Note:** The **Select the Employer you want to report for** field is a drop down menu only if an organization is a reporting employer that submits contributions report on behalf of more than one employer. Otherwise the **Select the Employer you want to report for** field will be pre-populated on the screen displaying the logged in employer name.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact 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, and Email: CPRB@wv.gov. The top right corner shows the user's login information: Pritha Nanda, Test00001, and a last login time of Sat, Aug 06 2016 12:03 PM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the right. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. A series of tabs are visible: 'Getting Started' (active), 'Details', 'Summary', 'Payments', and 'Results'. The main content area contains a light blue box with the text 'Please select from the following:'. Below this, a grey box also says 'Please select from the following:'. The primary form field is 'Select the Employer you want to report for: \*', which is a dropdown menu currently displaying '00001 - TEST00001 103300'. This field is highlighted with a red rectangular box. Below it are two other dropdown menus: 'Select the Retirement System: \*' with 'Select System' and 'Select a Report Date: \*' with 'Select Report Date'. A green 'Continue >' button is located at the bottom right of the form area.



**Step 4 -- Select the Retirement System** from the drop down menu.

**Note:** If the employer or an organization that is a reporting employer who submits contributions reports on behalf of employers participates in multiple retirement systems then there will be a **Select Retirement System** drop down menu, but if the employer does not participate in multiple retirement systems, then the **Select Retirement System** drop down menu will default to the Retirement System in which the employer participates.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, the address is listed as 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, along with telephone and fax numbers and an email address (CPRB@wv.gov). On the top right, the user is identified as Pritha Nanda (Test00001) with a 'Log Out' button and a last login timestamp of Sat, Aug 06 2016 12:03 PM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below this, there is a 'COMPASS' logo and a 'Log Out' button. A dropdown menu for 'Available Forms' is visible with an 'Open' button. The main content area shows a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. Below this, there are two 'Please select from the following:' prompts. The first prompt is for 'Select the Employer you want to report for:' with the value '00001 - TEST00001 103300'. The second prompt is for 'Select the Retirement System:' with a dropdown menu showing 'Select System' highlighted by a red box. The third prompt is for 'Select a Report Date:' with a dropdown menu showing 'Select Report Date'. A green 'Continue' button is located at the bottom right of the form area.



**Step 5 -- Select a Report Date** in the drop down menu.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, the user's name Pritha Nanda and Test00001 are displayed, along with a 'Log Out' button and a 'UserGuide Last Login: Sat, Aug 08 2016 12:03 PM' message. Below the header, there is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right. A dropdown menu shows '-- Available Forms --' with an 'Open' button. Below this, there are tabs for 'Getting Started', 'Details', 'Summary', 'Payments', and 'Results'. A light blue box says 'Please select from the following:'. Below that, another grey box says 'Please select from the following:'. The form contains three fields: 'Select the Employer you want to report for:' with the value '00001 - TEST00001 103300', 'Select the Retirement System:' with a dropdown menu showing 'Teachers' Retirement System', and 'Select a Report Date:' with a dropdown menu showing '01 Sep 2015'. A green 'Continue' button is at the bottom right.

**Step 6 -- Click the Continue** button.

This screenshot is identical to the one above, showing the same form with the 'Report Date' dropdown menu highlighted. In this step, the 'Continue' button at the bottom right is highlighted with a red box, indicating the next action to be taken.



**Step 7 --** The **Contribution Report – Upload File Progress** screen will show the Contribution file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Contribution file.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown next to the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Contact information includes Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. The top right corner shows the user's name Pritha Nanda (Test00001) and a last login time of Sat, Aug 06 2016 12:03 PM. A navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, and a 'Back' button is visible at the bottom left.

**Report #:** 7803      **Type:** Contributions Only      **Mode:** Enter Online

**Note!** The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed).  
On successful completion of file and business validations, you will be redirected to the details page.

**Contributions**

Contribution business validations

0%

Records: Total (20) | Passed (0) | Errored (0) | Rejected (0) | Pending (20)

[Back](#)



**Step 8 --** Click the **link** (employer name) to add contribution information.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 7803      Type: Contributions Only      Mode: Enter Online

Contributions Report

Summary	Report Date	Retirement System	Status
☐ 10092	09/01/2015	TRS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">00001 - TEST00001</a>	20	0	0	10	\$63,722.00	\$3,823.28	\$8,750.58	Error Report

**Step 9 --** Click the **Add New** button to add a new employee to the contribution report.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 7803      Type: Contributions Only      Mode: Enter Online

00001 - TEST00001 / Contributions Report

Employee Contributions

Employee SSN:  -  -       CPRB ID:

First Name:       Last Name:

Payment Reason:

Search        



**Step 10 --** Enter the **SSN** and select the **Pay Period End Date** from the calendar.

The screenshot shows a web form titled "Add/Edit Employee Contribution:". Below the title is a "Search Member" section with the instruction "Lookup a member by SSN to proceed with entering the contributions." The SSN field is a multi-part input containing "235", "-", "52", "-", and "2435". Below the SSN field is a "Pay Period End Date:" label and a date input field showing "9/2/2015". A calendar for "September, 2015" is open, with the date "2" selected. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. At the bottom of the calendar, it says "Today: August 6, 2015". To the right of the calendar are "Close" and "Continue" buttons.

**Step 11 --** Click the **Continue** button.

This screenshot is identical to the previous one, but the "Continue" button in the bottom right corner of the calendar area is highlighted with a red border, indicating it should be clicked.



**Step 12 --** Enter the details and click the **Save** button.

**Add/Edit Employee Contribution**

Save Details Details & History

Date	Message	Severity	Category

**Employment Information**

Contribution Group	Job Position	Position Status	Begin Date	End Date	End Reason	Contract Type	Days Wk. Av. Day	Payment Frequency	Payment Type	Type of EOP	WOP
REGULAR	Teacher	Permanent Full Time	07/01/2009			200	5	Quarterly	Monthly	None	06/30/02

**Detail Record Information**

CONTRID:	000000	Salary:	
CONTRID:	0000000000	Grade:	1
Profile:		Date of Birth:	02/01/1974
First Name:	WILL	Record Date:	02/01/2010
Middle Name:		Base:	PR02
Last Name:	WILLIAMS		

**Contribution Information**

Pay Period End Date:	9/22/10	Salary:	\$ 100
Contribution Group:	REGULAR	Pay Tax EDCOM:	\$ 00.00
Payment Reason:	Regular Pay	Pay Tax EDCOM:	\$ 00.00
Hours Worked:	0.00	Employee Debt & Request Amount:	\$ 00.00
Days Worked:	10	Employee Credits:	\$ 100.00
Salary Not Exceeds (90 Limit):	\$ 0.00		

**Employee Information**

Position Status:	Permanent Full Time	Job Position:	Teacher
------------------	---------------------	---------------	---------



Step 13 -- Click the [Return to Submit Details](#) button.



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Employer Self Service  
Pritha Nanda  
Test00001  
Last Login: Sat, Aug 06 2016 12:05 PM

[Log Out](#)

Employer Home
Report
Services
Account
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Logout



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

Getting Started
Details
Summary
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Results

Report #: 7803      Type: Contributions Only      Mode: Enter Online

00001 - TEST00001 / Contributions Report

Employee Contributions ▼

Employee SSN:  -  -       CPRB ID:

First Name:       Last Name:

Payment Reason:

Employee Details  Show Errors Only

Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
	BROUWER, ROMEO	524934	09/17/2015	TRSPN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
	BROUWER, ROMI	525189	09/02/2015	TRSPN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0
	BYERLY, KEENAN	524937	09/02/2015	TRSPN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
	BYERLY, KEENAN	524937	09/17/2015	TRSPN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
	DABNEY, EDMUNDO	524936	09/02/2015	TRSPN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
	DABNEY, EDMUNDO	524936	09/17/2015	TRSPN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
	KINGSFORD, ANEESA	524938	09/02/2015	TRSPN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
	KINGSFORD, ANEESA	524938	09/17/2015	TRSPN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
	MERWIN, DICK	524942	09/02/2015	TRSPN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0
	MERWIN, DICK	524942	09/17/2015	TRSPN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0

Display Records:       Page:  of 2

[Return to Submit Details](#)



Step 14 -- Click the **Submit** button.



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Employer Self Service [Log Out](#)  
**Pritha Nanda**  
 Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home
Report
Services
Account
Admin
Logout


-- Available Forms -- Open

Getting Started

Details

Summary

Payments

Results

Report #: 7803

Type: Contributions Only

Mode: Enter Online

Contributions Report

Summary	Report Date	Retirement System			Status		
<input type="checkbox"/> 10092	09/01/2015	TRS			Ready		

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">00001 - TEST00001</a>	20	0	0	11	\$62,640.05	\$3,758.36	\$8,588.29	Error Report

↻ Void & Start New

**Submit** ➤

⬅ Back



**Step 15 --** The **Summary** screen is displayed. Click the **Save and Proceed to Payment** button.

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Employer Self Service  
Printable Version  
8/27/2016 12:02 PM

Employer Home Report Services Account Admin Logout

COMPASS

Getting Started > Summary > Summary > Payments > Results

Report #: 7803    Type: Contributions Only    Mode: Enter Online

00001 - TRS00001 | Contributions Summary

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	03/31/2015	11	Summarized

**Regular Contributions**

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 51870.45	\$ 3192.20	6.00	\$ 7788.57	15.00
TRS Plan 3	\$ 10703.60	\$ 648.16	6.00	\$ 807.72	7.50
<b>Totals</b>	<b>\$62,574.05</b>	<b>\$3,758.36</b>		<b>\$8,596.29</b>	

**Corrections**

Contribution Group	Salary	EECON	ERCON
No adjustments available			

**State Aid Allotment**

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 100000.00	\$ 0.00	\$ 100000.00	\$ 0.00

**Service Purchase Payment**

Service Purchase Amount

No Service Purchase Payments available

**Loan I Payment**

Loan I Payment

No Loan I Payments available

**Loan II Payment**

Loan II Payment

No Loan II Payments available

**Apply Invoices**

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2312	Penalty - Monthly Reporting	07/25/2016	\$903.54
<input type="checkbox"/>	2313	Penalty - Monthly Reporting	07/25/2016	\$903.54
<input type="checkbox"/>	2315	Penalty - Monthly Reporting	07/25/2016	\$733.78
<input type="checkbox"/>	2328	Employer Monthly Reporting	07/27/2016	\$3,026.01
<input type="checkbox"/>	2329	Penalty - Monthly Reporting	07/27/2016	\$738.83
<input type="checkbox"/>	2354	Penalty - Monthly Reporting	08/05/2016	\$60.00

Reset Save

Overlook and Review Details Save and Proceed to Payment



**Step 16 --** Enter the **PIN number** and click the **Submit Your Payment** button.

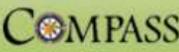


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Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

[Log Out](#)

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



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

[Getting Started](#)
[Details](#)
[Summary](#)
[Payments](#)

Results

Report #: 7803      Type: Contributions Only      Mode: Enter Online

00001 - TEST00001 / Contribution Payments

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Summarized

**Review Your Payment Information**

Contributions	EECON	ERCON	Total
Regular Contributions	\$3,758.36	\$8,588.29	\$12,346.65
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$3,758.36</b>	<b>\$8,588.29</b>	<b>\$12,346.65</b>

**Credits**

	ERCON	Total
You have not chosen to pay from any Credit fund.		

**Remit Your Payment:**

Payment Due Amount:	\$12,346.65	
Enter the PIN number: *	....	

[← Back](#)

[Submit Your Payment →](#)



**Step 17 -- The Contributions Results screen is displayed.**

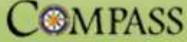


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Employer Self Service  
Pritha Nanda  
Test00001  
User Guide Last Login: Sat, Aug 06 2016 12:03 PM

[Log Out](#)

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾
[Open](#)

Getting Started >
Details >
Summary >
Payments >
Results

Report #: 7803      Type: Contributions Only      Mode: Enter Online

00001 - TEST00001 / Contributions Result

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10092	TRS	09/01/2015	11	Submitted

**Report Details:**

Total Employees: 11

Contribution Details Submitted: 20

Corrections Submitted: 0

Date Detail Submitted: 8/6/2016 1:12:02 PM

**Contribution Summary:**

Regular Payments: \$12,346.65

Corrections: \$0.00

Service Purchase Payment: \$0.00

Loan I Payment Submitted: \$0.00

Loan II Payment Submitted: \$0.00

Date Summary Submitted: 8/6/2016 1:24:02 PM

**Contribution Payment:**

State Aid Amount: \$0.00

Invoice Applied: 0

Invoice Amount: \$0.00

Payment Amount: \$12,346.65

Payment Date: 8/6/2016 1:11:41 PM

← Back to Reports

Print

View Details >





### 7.3 Submit Employment Classification and Contributions

Employers are required to submit the Employment Classification information, contribution and wage information, and payments (via Check, Automated Clearing House (ACH) or Lockbox) to CPRB.

Employers may choose to submit a combined Employment Classification and Contributions report to CPRB on a monthly, semi-monthly, or bi-weekly basis. However, the reporting frequency of an employer must match their payroll frequency.

**Note:** An employer can choose to report on a monthly basis, regardless of their payroll frequency. However, if they choose to report on any other frequency besides a monthly basis (such as semi-monthly, or bi-weekly), then their reporting frequency must be the same as the payroll frequency. For example, if an employer runs a payroll on a semi-monthly basis, then they must submit a report on a semi-monthly basis as well.

- Uploading the file: The combined Employment Classification and Contributions file can only be submitted using the **Upload File** method and must follow the new COMPASS file format (The COMPASS Employer Reporting File Format, which was first circulated to employers in March 2016, and can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>).
- Correcting the errors: Once the combined Employment Classification and Contributions file has been uploaded, the employer will review the feedback provided for each record and review the corresponding details. All the records that have errors associated with them will be displayed on screen by default. The employer must access each record in error and make the necessary updates to the data.

**Note:** If the number of error records exceeds the threshold of allowable errors, an email will be sent to the employer's Primary Payroll Coordinator alerting them that the file was rejected and an error message will be displayed on the screen. The employer can re-submit the file once all the errors are addressed.

- COMPASS Validation: The combined Employment Classification and Contributions file is processed and validated by COMPASS. For example, validations based on employment date are performed so that the employee is enrolled in the correct contribution group.
- Following the submission and correction of errors to the contribution details, the employer can review and finalize the **Contribution Summary**, remit electronic payments, then submit the contribution report to CPRB and print the **Contribution Summary** screen to include with mailed checks and/or Lockbox payments. The employer will not be able to make updates to the **Contribution Summary**, except for the Employer Contribution (ERCON) amount. The employer can apply any outstanding credit or debit invoices to the Summary which will alter the total payment due by the employer.

**Note:** Only the employers who are participating in the TRS and TDC plans can apply State Aid money in order to pay the ERCON portion of the report. And only TDC employers can apply Forfeiture money in order to pay the ERCON portion of their report.

Follow the steps to upload and submit the Employment Classification and Contributions using the Upload File medium:



**Step 1 --** To navigate to the **Submit Employer Reports** screen, click the following menu options:

**Report > Submit Employer Reports**

The screenshot shows the top navigation bar of the COMPASS Employer Self Service website. The navigation bar includes the following elements:

- Logo:** CPRB (West Virginia Consolidated Public Retirement Board)
- Contact Information:** 4101 MacCorkle Avenue S.E, 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
- User Information:** Employer Self Service, Hope Bob, West Virginia State Police. Log Out button. UserGuide Last Login: Wed, Jun 22 2016 10:31 AM
- Navigation Menu:** Employer Home, Report (dropdown), Services (dropdown), Account (dropdown), Admin (dropdown), Logout
- COMPASS Logo:** COMPASS
- Forms:** -- Available Forms -- (dropdown), Open button

The 'Report' dropdown menu is open, showing the following options:

- Payroll Schedule
- Contribution Group Search
- Submit Employer Reports** (highlighted with a red box)
- View Employer Packets
- Download CPRB ID
- Invoices

The main content area of the page is partially visible, showing a welcome message and a list of services:

- Report
- Proces
- Proces
- Adding
- Review
- Verifi

The text below the list reads: "This tool was created by the 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."



**Step 2 --** The **Getting Started** screen displays.

**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**  
Ansa Abraham  
Ansa1  
Log Out  
UserGuide Last Login: Thu, Sep 22 2010 2:58 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Getting Started Details Summary Payments Results

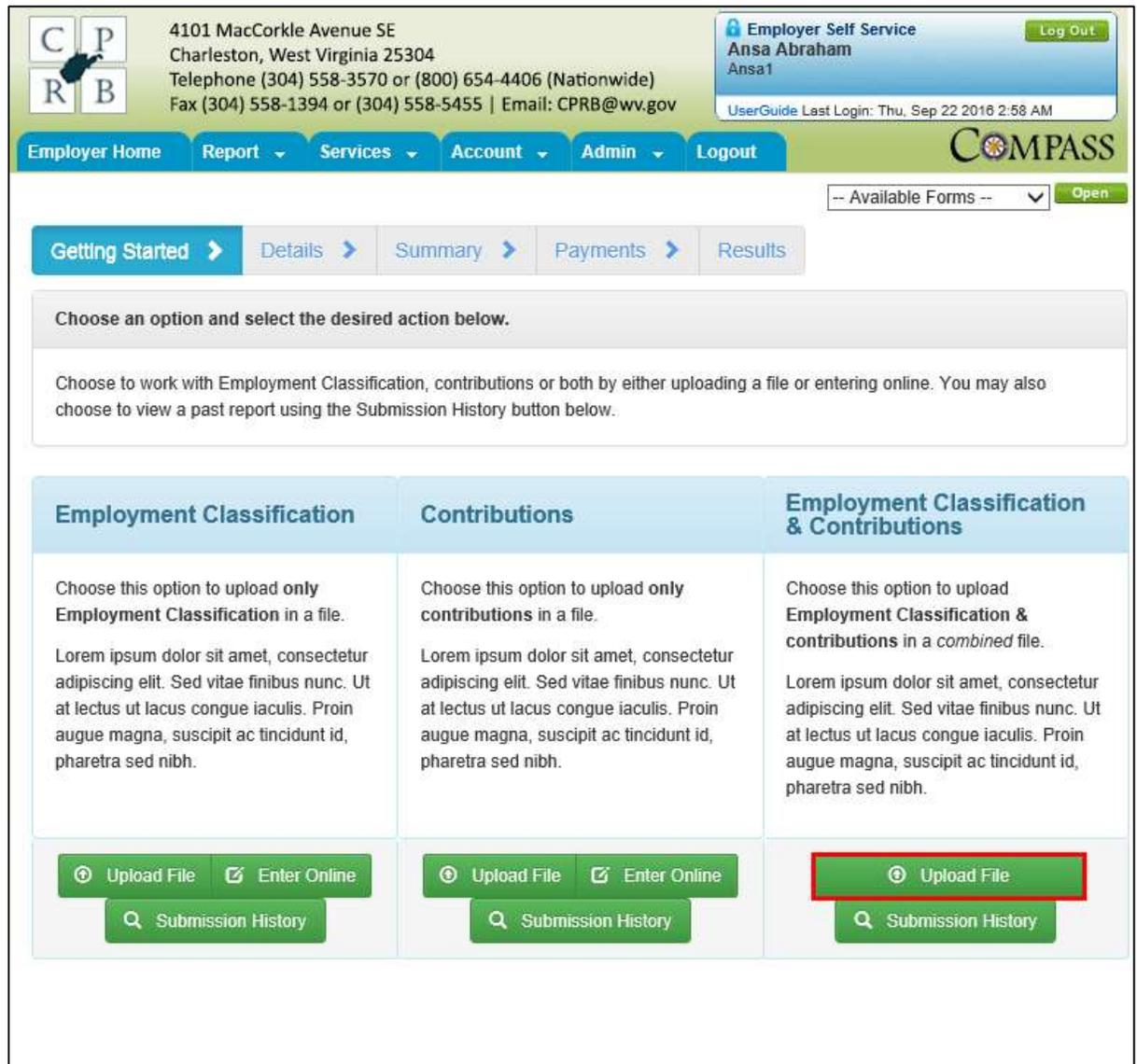
Choose an option and select the desired action below.

Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.

Employment Classification	Contributions	Employment Classification & Contributions
<p>Choose this option to upload <b>only Employment Classification</b> in a file.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.</p>	<p>Choose this option to upload <b>only contributions</b> in a file.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.</p>	<p>Choose this option to upload <b>Employment Classification &amp; contributions</b> in a <i>combined</i> file.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.</p>
<p>Upload File Enter Online</p> <p>Submission History</p>	<p>Upload File Enter Online</p> <p>Submission History</p>	<p>Upload File</p> <p>Submission History</p>



**Step 3 --** In the **Employment Classification & Contributions** section, click the  button.



The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address are the phone numbers (304) 558-3570 or (800) 654-4406 (Nationwide) and the fax number (304) 558-1394 or (304) 558-5455, along with the email CPRB@wv.gov. On the top right, the user is logged in as Ansa Abraham (Ansa1) with a 'Log Out' button. Below the header is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area has a breadcrumb trail: 'Getting Started > Details > Summary > Payments > Results'. Below this is a section titled 'Choose an option and select the desired action below.' with instructions: 'Choose to work with Employment Classification, contributions or both by either uploading a file or entering online. You may also choose to view a past report using the Submission History button below.' There are three columns of options: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each column has a description and buttons for 'Upload File', 'Enter Online', and 'Submission History'. The 'Upload File' button in the 'Employment Classification & Contributions' column is highlighted with a red border.



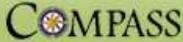
**Step 4 --** The **Details** screen displays. Click the **Browse** button to select a file.



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Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** Log Out  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾ Open

Getting Started >
Details >
Summary >
Payments >
Results

**Type:** Employment Classification & Contributions      **Mode:** File Upload

**File Upload**

Select File: \*  Browse...

Supported file types are ".txt", ".cprb" and ".zip".  
Files are limited to 2 MB.  
[Click here to download compression tool](#)

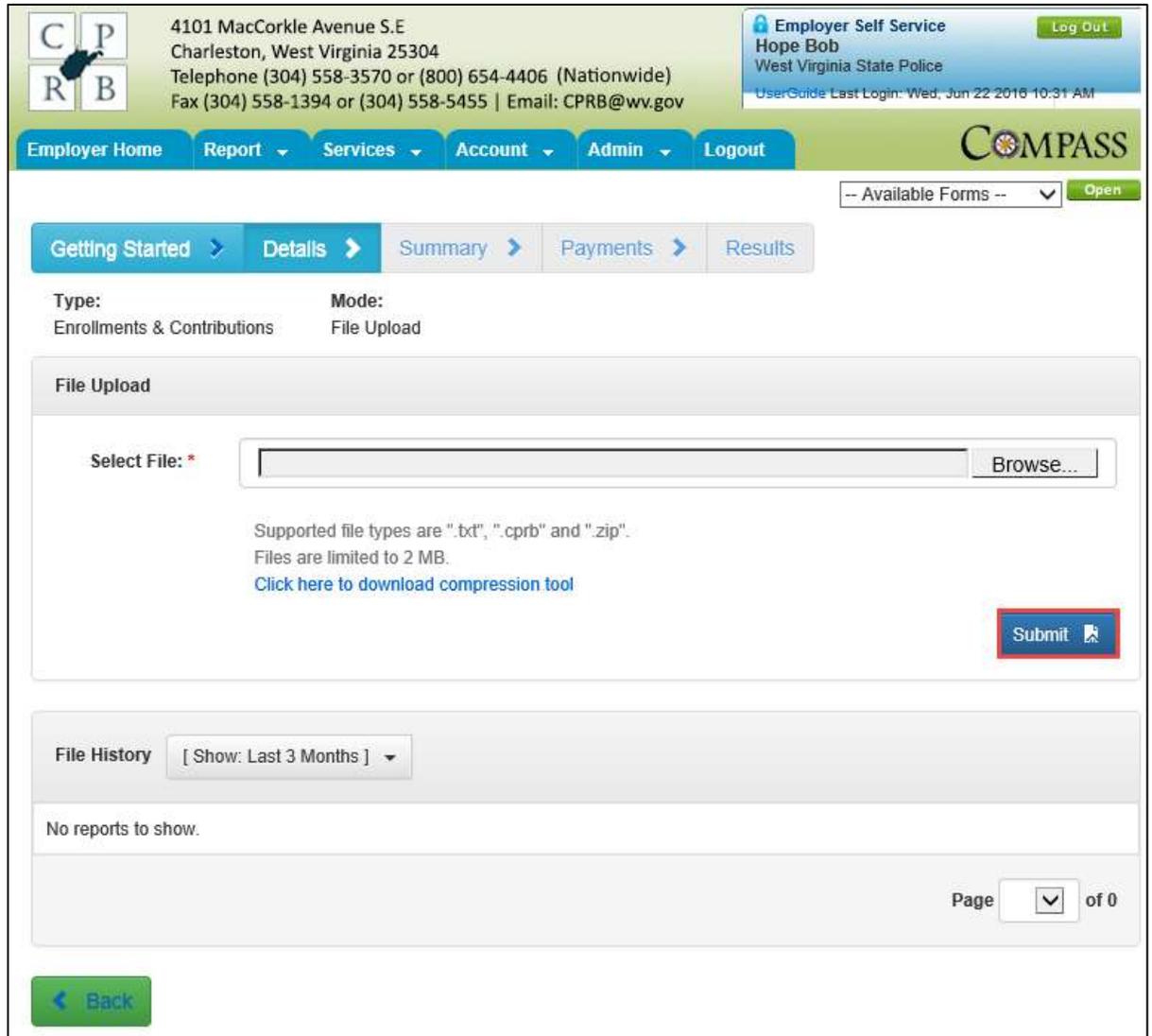
Submit

**File History** [ Show: Last 3 Months ] ▾

Employer	Report Type	Report Date	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	PERS	09/01/2016	<a href="#">Error Report</a>	1	0		Rejected	2016092376324121
24121 - NEWEMP1	SPTA	03/01/2015	<a href="#">Error Report</a>	1	0		Processed	2016092242924121
24121 - NEWEMP1	SPTA	02/01/2015	<a href="#">Error Report</a>	1	0		Processed	2016092242924121
24121 - NEWEMP1	SPTA	01/01/2015	<a href="#">Error Report</a>	1	0		Processed	2016092242924121
24121 - NEWEMP1	SPTA	03/01/2015	<a href="#">Error Report</a>	1	0		Void	2016092242824121
24121 - NEWEMP1	SPTA	02/01/2015	<a href="#">Error Report</a>	1	0		Void	2016092242824121



Step 5 -- Click the  button.



The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is contact information for the West Virginia State Police: 4101 MacCorkle Avenue S.E., 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. The email is CPRB@wv.gov. The top right shows the user is logged in as Hope Bob, with a Log Out button and a last login timestamp of Wed, Jun 22 2016 10:31 AM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. The main content area is titled 'File Upload' and contains a 'Select File: \*' label, a text input field, and a 'Browse...' button. Below the input field, it states: 'Supported file types are ".txt", ".cprb" and ".zip". Files are limited to 2 MB. Click here to download compression tool'. A 'Submit' button is located at the bottom right of the file upload section. Below the file upload section is a 'File History' section with a dropdown menu set to '[ Show: Last 3 Months ]'. The message 'No reports to show.' is displayed. At the bottom right of the file history section, it says 'Page 1 of 0'. A green 'Back' button is located at the bottom left of the page.



**Step 6 --** The **Submit Employer Report – File Progress** screen will show the Employment Classification and Contributions file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Employment Classification and Contributions file.

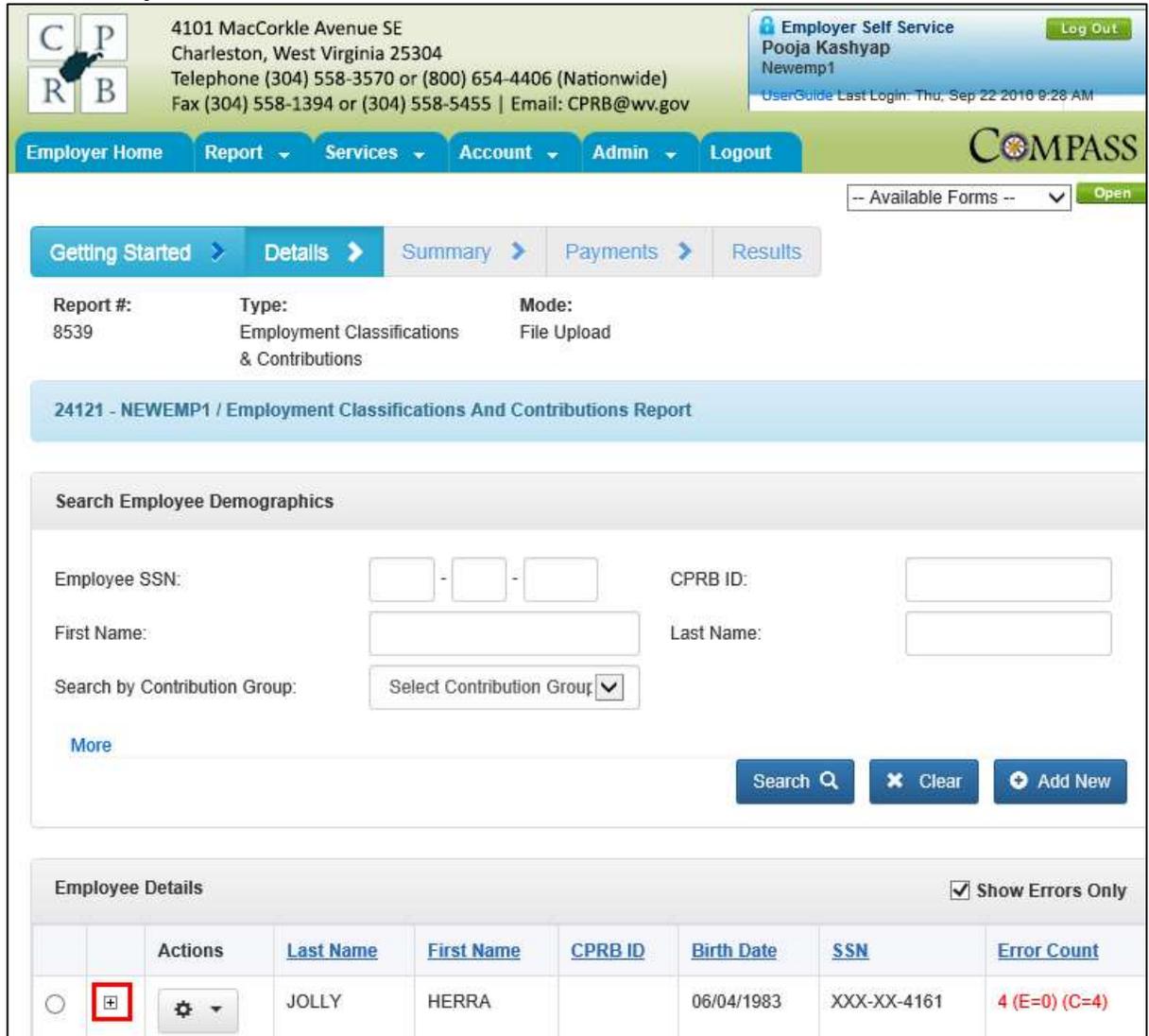
**Note:** Once the Employment Classification and Contributions file processing is complete, the Primary Payroll Coordinator will receive an email with the results from the submission.

**Note:** If the **Submit Employer Report – File Progress** screen displays an error message, navigate to Section 7.3.1 to view the errors in the uploaded Employment Classification and Contribution file.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Labor and Industry: 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. The user is logged in as Pooja Kashyap (Newemp1) with a last login of Thu, Sep 22 2016 10:15 AM. The navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The current page is titled 'Employment Classification & Contributions' and shows a progress bar for 'Employment Classification & Contribution file validations' at 100%. Below this, it shows 'Lines: Total (3) | Processed (0) | Errors (3)'. The second progress bar, 'Employment Classification & Contribution business validations', is at 0%. Below this, it shows 'Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0)'. A red box highlights the progress bars and validation statistics. A 'Back' button is visible at the bottom left.



**Step 7 --** The Employment Classification and Contributions files have been uploaded successfully, click the **expand**  icon to view the file details.



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Employer Self Service  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Thu, Sep 22 2016 9:28 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > **Details >** Summary > Payments > Results

Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

24121 - NEWEMP1 / Employment Classifications And Contributions Report

Search Employee Demographics

Employee SSN:  -  -       CPRB ID:

First Name:       Last Name:

Search by Contribution Group:

[More](#)

Search

Employee Details  Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	 	JOLLY	HERRA		06/04/1983	XXX-XX-4161	4 (E=0) (C=4)

**Step 8 --** Click the  button.

**Note:** The  button will be disabled if there are any **Errors** in the file. (Follow the steps in Section 7.3.2 Correct Employment Classification and Contributions Upload File Errors to correct remaining errors).

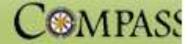




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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** [Log Out](#)  
**Pooja Kashyap**  
 Newemp1  
 UserGuide Last Login: Mon, Sep 26 2016 1:30 AM

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



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

[Getting Started](#) [Details](#) [Summary](#) [Payments](#) [Results](#)

**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

**Employment Classifications And Contributions Report**

Summary	Report Date	Retirement System	Status
<input type="checkbox"/> 10966	08/01/2016	PERS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">24121 - NEWEMP1</a>	1029	82	8	945	\$948,000.00	\$42,980.00	\$127,980.00	<a href="#">Error Report</a>

[Void & Start New](#)

[Submit](#)

[Back](#)



**Step 9 --** The **Summary** screen displays. Validate the employment classification and contributions summary information.

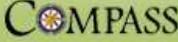


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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service**  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

[Log Out](#)

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾ Open

Getting Started >
Details >
Summary >
Payments >
Results

**Report #:**  
8450

**Type:**  
Employment Classifications  
& Contributions

**Mode:**  
File Upload

**24121 - NEWEMP1 / Employment Classification And Contributions Summary**

**Contribution Summary #:**  
10899

**Retirement System:**  
TRS

**Report Date:**  
09/01/2016

**Total Members:**  
1

**Status:**  
Summarized

**Regular Contributions**

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 1000.00	\$ 60.00	6.00	\$ 150.00	15.00
Totals	\$1,000.00	\$60.00		\$150.00	

**Corrections**

Contribution Group	Salary	EECON	ERCON
No adjustments available.			

**State Aid Allotment**

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 540.00	\$ 0.00	\$ 540.00	\$ 0.00



**Step 10** -- Select the check box(es) adjacent to the **Invoice** to apply the employment classification and contributions report.

Apply Invoices				
Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
<input type="checkbox"/>	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
<input type="checkbox"/>	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
<input type="checkbox"/>	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
<input type="checkbox"/>	2319	Employer Error Correction	07/27/2016	\$4.48

**Step 11** -- Click the  button.

Apply Invoices				
Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
<input type="checkbox"/>	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
<input type="checkbox"/>	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
<input type="checkbox"/>	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
<input type="checkbox"/>	2319	Employer Error Correction	07/27/2016	\$4.48



**Step 12 -- The Employment Classification and Contributions Results screen displays.**



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**Employer Self Service** [Log Out](#)  
Om Bhai  
Giri Bhai  
UserGuide Last Login: Thu, Jul 28 2016 3:26 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾ Open

Getting Started >
Details >
Summary >
Payments >
Results

Report #: 7642

Type: Enrollments & Contributions

Mode: File Upload

**20202 - GIRI BHAI / Enrollments And Contributions Result**

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
9943	TRS	04/01/2016	4	Submitted

**Report Details:**

Total Employees:	4
Contribution Details Submitted:	6
Corrections Submitted:	0
Date Detail Submitted:	7/25/2016 7:57:30 AM

**Contribution Summary:**

Regular Payments:	\$2,100.00
Corrections:	\$0.00
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00



### 7.3.1 View Employment Classification and Contributions –Upload File Rejection Details

When submitting the combined Employment Classification and Contributions through the Upload File option, validations are run automatically to ensure the information in the file is formatted correctly and is accurate. If the file has too many errors or is not in the proper file format, the file will not be uploaded and will be rejected with an error status displayed in the Details screen.

Follow the steps below to view the **View Employment Classification and Contributions Report Upload File Rejection** details.

**Step 1** -- Upon the completion of steps 1 - 4 (found in Section 7.3 Submit Employment Classification and Contributions – Upload File), if the file is rejected, the error message will be displayed in the **Details** screen.







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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
 Pooja Kashyap  
 Newemp1  
 UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

Employer Home Report Services Account Admin Logout



-- Available Forms -- Open

Getting Started Details Summary Payments Results

Type: Employment Classification & Contributions  
 Mode: File Upload

File Upload

Select File: \*

 Browse...

Supported file types are ".txt", ".cprb" and ".zip".  
 Files are limited to 2 MB.  
[Click here to download compression tool](#)

Submit

File History [ Show: Last 3 Months ]

Employer	Report Type	Report Date	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	PERS	08/01/2016	<a href="#">Error Report</a>	944	162	6	Processed	2016090227624121
24121 - NEWEMP1	PERS	08/01/2016	<a href="#">Error Report</a>	0	0		Rejected	2016090216424121
24121 - NEWEMP1	DSRS	09/01/2016	<a href="#">Error Report</a>	1	0		Posted	2016090111524121
24121 - NEWEMP1	DSRS	09/01/2016	<a href="#">Error Report</a>	1	0		Edit Reject	2016090111424121
24121 - NEWEMP1	TRS	09/01/2016	<a href="#">Error Report</a>	1	0		Processed	2016090111324121
24121 - NEWEMP1	TRS	09/01/2016	<a href="#">Error Report</a>	1	0		Edit Reject	2016090111224121
24121 - NEWEMP1	TRS	09/01/2016	<a href="#">Error Report</a>	1	0		Edit Reject	2016090111124121
24121 - NEWEMP1			<a href="#">Error Report</a>	0	0		Rejected	2016072110324121
24121 - NEWEMP1	PERS	09/01/2016	<a href="#">Error Report</a>	0	0		Rejected	2016071575824121
24121 - NEWEMP1	PERS	06/01/2016	<a href="#">Error Report</a>	1	0		Void	2016071575724121

Display Records 10

Page 1 of 3

Prev Next

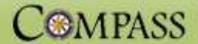


Back

**Step 2 --** The selected employer's Error Report details displays, by selecting the **File Format Errors** radio button allows the ability to filter by:

- Show errors with severity:
  - Error – must correct formatting errors to resubmit
  - Warning – may require action however can be overridden
  - Information – No correction required, informational only
- Show errors from:
  - File Format Error – these errors are a result of formatting issues in the file.  
For ex. if an SSN has the letter “O” rather than the number “0” (zero) the record will be flagged as having an error.





-- Available Forms -- Open

Report #: 8539  
 Type: Employment Classifications & Contributions  
 Mode: File Upload

Error Report

Show errors with severity:  Rejected File  Error Rejected Records  Information

Show errors from:  File Format Errors  Contribution Errors  Employment Classification Errors

Refresh

Error Code	Severity	Description	Line #	Col # From	Col # To
Employer: 24121 - NEWEMP1					
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	2	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	3	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	4	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	5	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	6	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	7	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	8	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	9	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	10	2	10
<input type="radio"/> ER0297	Information	Person not found with this SSN. (ER0297)	11	2	10

Record Text

Display Records

Page  of 112

Prev Next



**Step 3 --** The selected employer's Error Report details displays, by selecting **Contributions Errors** radio button allows the ability to filter by:

- Show errors with severity:
  - Error – must correct formatting errors to resubmit
  - Warning – may require action however can be overridden
  - Information – No correction required, informational only
- Show errors from:
  - Contribution Errors – these errors are a result of information reported that does not adhere to CPRB regulations.
  - For example, if the date of birth entered means the employee would be 5 years old, the validations within ESS would flag this record as an error because the legal working age is 14 years old.





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Employer Self Service  
 Pooja Kashyap  
 Newemp1  
 UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

Log Out



-- Available Forms -- Open

Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

Error Report

Show errors with severity:  Error      Show errors from:  File Format Errors  
 Warning       Contribution Errors  
 Information       Employment Classification Errors

Refresh

Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 24121 - NEWEMP1					
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555

Display Records 10 Page 1 of 1 Prev Next



**Step 4 --** The selected employer's Error Report details displays, by selecting **Enrollment Errors** radio button allows the ability to filter by:

- Show errors with severity:
  - Error – must correct formatting errors to resubmit
  - Warning – may require action however can be overridden
  - Information – No correction required, informational only
- Show errors from:
  - Enrollment Errors – these errors are a result of information reported that does not adhere to CPRB regulations.
  - For example, if the date of birth entered means the employee would be 5 years old, the validations within the ESS portal would flag this record as an error because the legal working age is 14 years old.

**Step 5 --** If the file has been accepted, follow the steps in 7.3.2 Correct Employment Classification and Contributions Upload File Errors. If the file has been rejected, correct the rejected file and re-upload the file.

**Note:** Use the descriptions provided for the rejected files to make corrections and use the COMPASS Employer Reporting File Format document (which can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>) to ensure the file has the proper layout and/or verify the information in the file is correct to re-upload the file.





-- Available Forms -- Open

Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

Error Report

- Show errors with severity:  Error  Warning  Information
- Show errors from:  File Format Errors  Contribution Errors  Employment Classification Errors

Refresh

Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 24121 - NEWEMP1					
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, DEENA	06/04/1983	XXX-XX-4561
ER0139	Information	Created new enrollment.	JOLLY, DEENA	06/04/1983	XXX-XX-4561
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, DINA	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, DINA	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, TINA	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, TINA	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, HRRAI	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, HRRAI	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, MARTIN	06/04/1983	XXX-XX-4571
ER0139	Information	Created new enrollment.	JOLLY, MARTIN	06/04/1983	XXX-XX-4571

Display Records 10

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Prev Next



### 7.3.2 Correct Employment Classification and Contributions Upload File Errors

Follow the below steps to correct errors in a combined employment classification and contribution upload file:

**Step 1 --** Click the **hyperlink** (report date) for the employer report which needs to be corrected or edited.

The screenshot shows the 'Employer Self Service' portal. A 'Submission History' window is open, displaying a table of reports. The report date '06/01/2016' is highlighted with a red box. Below the table, there are sections for 'Employment Classification' and 'Contributions' with instructions on how to upload files. At the bottom, there are buttons for 'Upload File', 'Enter Data', and 'Upload Fee'.

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
24121 - N EWEMP1	8/2/2016 10:05:11 AM	<b>06/01/2016</b>	PERS	Ready	\$948,000.00	\$42,660.00	\$127,890.00	\$170,640.00
24121 - N EWEMP1	8/2/2016 9:59:25 AM	08/01/2016	PERS	Rejected	\$0.00	\$0.00	\$0.00	\$0.00
24121 - N EWEMP1	9/1/2016 7:08:18 AM	09/01/2016	DSRS	Pooled	\$1,000.00	\$85.00	\$120.00	\$205.00
24121 - N EWEMP1	9/1/2016 6:58:34 AM	09/01/2016	DSRS	Rejected	\$1,000.00	\$85.00	\$120.00	\$205.00
24121 - N EWEMP1	9/1/2016 4:40:09 AM	09/01/2016	TRS	Summarized	\$1,000.00	\$60.00	\$150.00	\$210.00

Report Date:

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**Step 2 --** Click the **Employer** hyperlink to open the report.

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Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started Details Summary Payments Results

Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

**Employment Classifications And Contributions Report**

Summary	Report Date	Retirement System	Status
10966	08/01/2016	PERS	Ready

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
<a href="#">24121 - NEWEMP1</a>	1029	82	6	944	\$948,000.00	\$42,660.00	\$127,980.00	<a href="#">Error Report</a>

Void & Start New      Submit

Back

**Step 3 --** In the **Personal Information** section, enter the SSN of the employee and click the [Verify SSN](#) button. If the employee already has a record with CPRB, the **Personal Information** section will automatically populate the employee's information.

**Note:** If the employee's personal information is pre-populated skip to step 14 of this Section.





Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

24121 - NEWEMP1 / 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

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:



**Step 4 --** If the employee **does not have an existing record with CPRB in COMPASS**, enter the **SSN**, click the **Verify SSN** button and enter the demographic information in the required fields (steps 5 – 13).

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Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539      Type: Employment Classifications & Contributions      Mode: File Upload

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details  Override Warnings

**Personal Information**

SSN: \* [ ] - [ ] - [ ] **Verify SSN**

Prefix: Select Prefix [v]      Date of Birth: \* [ ]

First Name: \* [ ]      Middle Name: [ ]

Last Name: \* [ ]      Gender: \* Select Gender [v]

Suffix: Select Suffix [v]

**Address Information**

Address Line 1: \* [ ]      Address Line 2: [ ]  
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \* [ ]      State: \* Select State [v]

Zip: \* [ ] - [ ] (optional)

International Address:

< Back      \* Cancel      Save      Continue with Employment Classifications

**Step 5 --** Enter the **Date of Birth** (mm/dd/yyyy) in the field.





**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

24121 - NEWEMP1 / Add/Edit Employee Demographics

**Error Details**  **Override Warnings**

**Personal Information**

SSN: \*  -  -  Verify SSN

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

**Step 6 --** Enter the **First Name** in the text field.



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**COMPASS**

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**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

24121 - NEWEMP1 / [Add/Edit Employee Demographics](#)

**Error Details**  [Override Warnings](#)

**Personal Information**

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Date of Birth: \*

**First Name:\***  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

[Back](#)      [Cancel](#)      [Save](#)      [Continue with Employment Classifications](#)



Step 7 -- Enter the **Last Name** in the text field.



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**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

[24121 - NEWEMP1](#) / [Add/Edit Employee Demographics](#)

**Error Details**  [Override Warnings](#)

**Personal Information**

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Select Prefix       Date of Birth: \*

First Name: \*       Middle Name:

Last Name: \*       Gender: \*  Select Gender

Suffix:  Select Suffix

**Address Information**

Address Line 1: \*       Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*       State: \*  Select State

Zip: \*  -  (optional)

International Address:

[Back](#)      [Cancel](#)      [Save](#)      [Continue with Employment Classifications](#)



**Step 8 --** Select the **Gender** from the drop down menu.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Labor and Industry: 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. The user is logged in as Pooja Kashyap (Newemp1) and the last login was on Thursday, September 22, 2016, at 6:47 AM.

The navigation menu includes: Employer Home, Report, Services, Account, Admin, Logout, and COMPASS. A dropdown menu for forms is set to "-- Available Forms --" with an "Open" button.

The main content area shows a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. The current report details are: Report #: 8539, Type: Employment Classifications & Contributions, Mode: File Upload.

The section is titled "24121 - NEWEMP1 / Add/Edit Employee Demographics". There is an "Error Details" section with an "Override Warnings" checkbox.

The "Personal Information" section contains the following fields:

- SSN: \* (Three input boxes) with a "Verify SSN" button.
- Prefix: (Select Prefix dropdown)
- Date of Birth: \* (Date input field)
- First Name: \* (Text input field)
- Middle Name: (Text input field)
- Last Name: \* (Text input field)
- Gender: \* (Select Gender dropdown, highlighted with a red box)
- Suffix: (Select Suffix dropdown)

The "Address Information" section contains the following fields:

- Address Line 1: \* (Text input field)
- Address Line 2: (Text input field)
- City: \* (Text input field)
- State: \* (Select State dropdown)
- Zip: \* (Text input field) - (Text input field) (optional)
- International Address: (checkbox)

At the bottom, there are buttons for "Back", "Cancel", "Save", and "Continue with Employment Classifications".



**Step 9 --** In the Address Information section, enter the **Address Line 1** in the text field.

**C P**  
**R B**

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**Log Out**

**COMPASS**

Employer Home Report Services Account Admin Logout

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Getting Started Details Summary Payments Results

Report #: 8539 Type: Employment Classifications & Contributions Mode: File Upload

24121 - NEWEMP1 Add/Edit Employee Demographics

Error Details  Override Warnings

**Personal Information**

SSN: \* [ ] - [ ] - [ ]

Prefix: Select Prefix [v] Date of Birth: \* [ ]

First Name: \* [ ] Middle Name: [ ]

Last Name: \* [ ] Gender: \* Select Gender [v]

Suffix: Select Suffix [v]

**Address Information**

Address Line 1: \* [ ] Address Line 2: [ ]  
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \* [ ] State: \* Select State [v]

Zip: \* [ ] - [ ] (optional)

International Address:



Step 10 -- Enter the **City** in the text field.

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Log Out  
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**COMPASS**

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Error Details  Override Warnings

**Personal Information**

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

**Address Information**

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

[Back](#)    [Cancel](#)    [Save](#)    [Continue with Employment Classifications](#)



**Step 11 -- Select the State** from the drop down menu.

**CPRB**  
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**COMPASS**

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24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details  Override Warnings

**Personal Information**

SSN: \* [ ] - [ ] - [ ]

Prefix: Select Prefix [v] Date of Birth: \* [ ]

First Name: \* [ ] Middle Name: [ ]

Last Name: \* [ ] Gender: \* Select Gender [v]

Suffix: Select Suffix [v]

**Address Information**

Address Line 1: \* [ ] Address Line 2: [ ]  
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \* [ ] State: \* **Select State [v]**

Zip: \* [ ] - [ ] (optional)

International Address:



Step 12 -- Enter the Zip in the text field.



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Error Details  Override Warnings

Personal Information

SSN: \*  -  -  [Verify SSN](#)

Prefix:  Date of Birth: \*

First Name: \*  Middle Name:

Last Name: \*  Gender: \*

Suffix:

Address Information

Address Line 1: \*  Address Line 2:   
Use for actual street address or post office box.      Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*  State: \*

Zip: \*  -  (optional)

International Address:

[Back](#) [Cancel](#) [Save](#) [Continue with Employment Classifications](#)



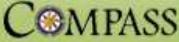
**Step 13** -- Click the  button to save the details and then click the  button to enter employment classification information.



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----------------	--	-------------------

24121 - NEWEMP1 / [Add/Edit Employee Demographics](#)

Error Details  Override Warnings

**Personal Information**

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<a href="#">Verify SSN</a>	
Prefix:	<input type="text" value="Select Prefix"/>	Date of Birth: *	<input type="text"/>
First Name: *	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>	Gender: *	<input type="text" value="Select Gender"/>
Suffix:	<input type="text" value="Select Suffix"/>		

**Address Information**

Address Line 1: *	Address Line 2:
<input type="text"/>	<input type="text"/>
<small>Use for actual street address or post office box.</small>	<small>Use for Apartment, Building, Unit, Floor, Suite, etc.</small>
City: *	State: *
<input type="text"/>	<input type="text" value="Select State"/>
Zip: *	<input type="text"/> - <input type="text"/> (optional)
International Address:	<input type="checkbox"/>

← Back

✕ Cancel

💾 Save

Continue with Employment Classifications



Step 14 -- Click the expand  icon to view errors.

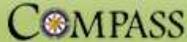


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**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

24121 - NEWEMP1 / Employment Classifications And Contributions Report

**Search Employee Demographics**

Employee SSN:  -  -       CPRB ID:

First Name:       Last Name:

Search by Contribution Group:  ▾

[More](#)

Search 🔍
✕ Clear
➕ Add New

**Employee Details**  Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	⚙️ ▾	JOLLY	HERRA		06/04/1983	XXX-XX-4161	4 (E=0) (C=4)
<input type="radio"/>	☰ ⚙️ ▾	JOLLY	HERRA		06/04/1983	XXX-XX-4555	2 (E=0) (C=2)

Contribution Group	Pay Period	Salary	EECON	ERCON	Position Status	Job Position	Payment Reason	
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time	County Commissioner	Regular Pay	
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time	County Commissioner	Regular Pay	

Display Records  ▾
Page  ▾ Of 1
◀ Prev    Next ▶

[Return to Submit Details](#)
[Continue to Contributions](#)



**Step 15** -- In the **Employee Details** section, click the **Actions** drop down menu to add or edit the employment classification and/or contribution information to correct the error.



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**Report #:** 8539      **Type:** Employment Classifications & Contributions      **Mode:** File Upload

24121 - NEWEMP1 / Employment Classifications And Contributions Report

**Search Employee Demographics**

Employee SSN:  -  -       CPRB ID:

First Name:       Last Name:

Search by Contribution Group:

[Search](#) [Clear](#) [Add New](#)

**Employee Details**  Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>		JOLLY	HERRA		06/04/1983	XXX-XX-4161	4 (E=0) (C=4)
<input type="radio"/>		JOLLY	HERRA		06/04/1983	XXX-XX-4555	2 (E=0) (C=2)

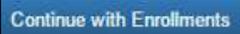
- Demographics
- Employment Classification
- Contributions
- Delete

Contr Group	CON	ERCON	Position Status	Job Position	Payment Reason		
PERS 1	00	135.00	Permanent Full Time	County Commissioner	Regular Pay		
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time	County Commissioner	Regular Pay

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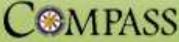
**Step 16** -- Update the **Address Information** section if needed, click the  button and  button.



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**Report #:** 8539

**Type:** Employment Classifications & Contributions

**Mode:** File Upload

24121 - NEWEMP1
Add/Edit Employee Demographics

**Error Details**  Override Warnings

Error Code	Description	Severity	Category

**Personal Information**

SSN: \* XXX-XX-4555

CPRB ID:

Prefix:

Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*

Gender: \*

Suffix:

**Address Information**

Address Line 1: \*

Use for actual street address or post office box.

Address Line 2:

Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \*

State: \*

Zip: \*  -  (optional)

International Address:

< Back

✕ Cancel

Save

Continue with Employment Classifications



**Step 17 --** The **Add/Edit Employment Information** pop-up window displays. Add or update the required fields, click the  button.

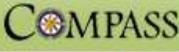


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Report #: 8539

Type: Employment Classifications & Contributions

Mode: File Upload

24121 - NEWEMP1 / Add/Edit Employee Demographics

**Error Details**  Override Warnings

Error Code	Description	Severity	Category

**Personal Information**

SSN: \* XXX-XX-4555

CPRB ID:

Prefix:

Date of Birth: \*

First Name: \*

Middle Name:

Last Name: \*

Gender: \*

Suffix:

**Address Information**

Address Line 1: \*

Address Line 2:

Use for actual street address or post office box.

City: \*

State: \*

Zip: \*  -  (optional)

International Address:

< Back

✕ Cancel

**Save**

Continue with Employment Classifications



**Step 18 --** The **Add/edit Contribution** pop-up window displays, click the **Edit Contribution** button to edit the contribution information or click **Add Contribution** button to add contribution information.

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Fax (304) 538-1304

Employer name: Report: Search

Getting Started > Details

Report #: Type  
7891: Contributions

980 - BARBOUR COUNTY BOE

Employee Contributions

Name: BYERLY KEENAN  
CPRS ID: 58150

Employee Details

Show Errors Only

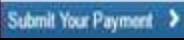
Name	Contrib Group	Job Position	Position Status	Payment Reason	Pay Period End Date	Report Date	Salary	BECON	ERCON	Action
BYERLY KEENAN	TRPLN1	Teacher	Permanent Full Time	Regular Pay	1/1/2018	1/1/2018	\$1,900.00	\$234.02	\$981.06	<a href="#">Edit Contribution</a>

[Add Contribution](#)

Your search criteria for report did not produce any results.

[Back](#)



Step 19 -- Enter the PIN number and click the  button.



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**Employer Self Service**  
Pooja Kashyap  
Newemp1  
UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

[Log Out](#)

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



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

Getting Started
Details
Summary
Payments
Results

Report #: 8450	Type: Employment Classifications & Contributions	Mode: File Upload
----------------	--	-------------------

**24121 - NEWEMP1 / Employment Classification And Contribution Payments**

Contribution Summary #: 10899	Retirement System: TRS	Report Date: 09/01/2016	Total Members: 1	Status: Summarized
-------------------------------	------------------------	-------------------------	------------------	--------------------

**Review Your Payment Information**

Contributions	EECON	ERCON	Total
Regular Contributions	\$60.00	\$150.00	\$210.00
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$60.00</b>	<b>\$150.00</b>	<b>\$210.00</b>

**Credits**

ERCON	Total
You have not chosen to pay from any Credit fund.	

**Remit Your Payment:**

Payment Due Amount:	\$210.00	
Enter the PIN number: *	000000	

[← Back](#)

[Submit Your Payment →](#)





**Step 20 -- The Employment Classification and Contributions Results screen displays.**



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**Employer Self Service** Log Out

**Pritha Nanda**  
Barbour County Boe  
UserGuide Last Login: Wed Jul 20 2016 10:37 AM

Employer Home | Report | Services | Account | Admin | Logout



-- Available Forms -- Open

Getting Started | Details | Summary | Payments | Results

**Report #:** 7551      **Type:** Enrollments & Contributions      **Mode:** File Upload

**0100 - BARBOUR COUNTY BOE / Enrollments And Contributions Result**

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
9839	TRS	01/01/2016	15	Submitted

**Report Details:**

Total Employees:	15
Contribution Details Submitted:	17
Corrections Submitted:	13
Date Detail Submitted:	7/20/2016 2:39:03 PM

**Contribution Summary:**

Regular Payments:	\$10,876.40
Corrections:	\$8,020.80
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00
Date Summary Submitted:	7/20/2016 3:29:32 PM

**Contribution Payment:**

State Aid Amount:	\$0.00
Invoice Applied:	0
Invoice Amount:	\$0.00
Payment Amount:	\$18,897.20
Payment Date:	7/20/2016 2:38:30 PM



## 8. View Employer Packet

An **Employer Packet** contains information (such as a list of employees on leave without pay, employees with multiple plan participant and etc.) from the employer's last Contributions or Employment Classification and Contributions report submission. The employer packet displays as a link that opens up a report in the PDF format. Employer Packets are generated five business days after the employer's report is posted. Once the packets are generated, the primary Payroll Coordinator for the employer is alerted via an email that the packet is ready for viewing.

The following steps describe how to navigate to the **View Employer Packets** screen:

**Step 1** -- To navigate to the **Employer Packet** screen, click the following menu options:

**Report > View Employer Packets**

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact information for 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304. The top right features a user profile for 'Hope Bob' from 'West Virginia State Police' with a 'Log Out' button and a last login timestamp of 'Wed, Jun 22 2016 10:31 AM'. A navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, listing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports', 'View Employer Packets' (highlighted with a red box), 'Download CPRB ID', and 'Invoices'. A 'COMPASS' logo and an 'Available Forms' dropdown are also visible. The main content area contains a welcome message and a list of services.



**Step 2 --** The **Employer Packet** screen displays.

The screenshot shows the top navigation bar with the logo 'C P R B' and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The user is logged in as Kaniska Saha Annsa Abraham. The main content area is titled 'Employer Packet' and contains instructions on how to view reports. A dropdown menu for 'Retirement System' is set to 'Deputy Sheriff Retirement System'. Other dropdowns for 'Fiscal Year' (2016-2017) and 'Report Date' are also visible.

**Step 3 --** Select the **Retirement System**, **Plan Year (Fiscal Year or Calendar Year)** depending on the retirement system), and the **Report Date** from the drop down menu, respectively.

This screenshot is identical to the previous one, but the 'Retirement System' dropdown menu is now set to 'Emergency Medical Services Retirement System'. This dropdown menu and the 'Calendar Year' (2014) and 'Report Date' dropdowns are enclosed in a red rectangular box.

**Note:** If there is only one **Retirement System** for an employer, the **Retirement System** drop down menu will be display the retirement system by default.



**Step 4 --** The **Report Name** and **Retirement System Code** sections will be displayed in the **Employer Packet** screen.

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Employer Self Service  
Pritha Nanda  
Testloan9191  
UserGuide Last Login: Fri, Aug 05 2016 11:06 AM

Employer Home Report Services Account Admin Logout

COMPASS

Available Forms

### Employer Packet

To view an employer packet, please choose the Plan Year and Month generated from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

**Please Note:** Reports are generated for the employer packet as necessary based on the information reported in the previous contribution detail submission. Due to this, the number of employer packet reports could vary from month to month.

Retirement System: Public Employees Retirement System

Calendar Year: 2016 Report Date: 7/1/2016

REPORT NAME	RETIREMENT SYSTEM CODE
<a href="#">Missing Employment End Date Report</a>	PERS
<a href="#">Employer Debit and Credit Details Report</a>	PERS
<a href="#">Reconcile Outstanding Adjustments</a>	PERS
<a href="#">Employees Scheduled to work 1040 Hours</a>	PERS
<a href="#">Employer Report Invoice</a>	PERS

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**Step 5 --** Click the **Report Name** link to open the report in the .pdf format.

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Employer Self Service  
Pritha Nanda  
Testloan9191  
UserGuide Last Login: Fri, Aug 05 2016 11:06 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Employer Packet

To view an employer packet, please choose the Plan Year and Month generated from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

**Please Note:** Reports are generated for the employer packet as necessary based on the information reported in the previous contribution detail submission. Due to this, the number of employer packet reports could vary from month to month.

Retirement System: Public Employees Retirement System

Calendar Year: 2016 Report Date: 7/1/2016

REPORT NAME	RETIREMENT SYSTEM CODE
<a href="#">Missing Employment End Date Report</a>	PERS
<a href="#">Employer Debit and Credit Details Report</a>	PERS
<a href="#">Reconcile Outstanding Adjustments</a>	PERS
<a href="#">Employees Scheduled to work 1040 Hours</a>	PERS
<a href="#">Employer Report Invoice</a>	PERS

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**Step 6 --** The selected report is displayed.

07/18/2016 05:45 PM

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DPASBatchUser\SOLUTIONS\DPASUser

### Employer Debit and Credit Details Report

**Filter Conditions**  
Employer Code: 9191 Employer Name: 9191 - TESTLOAN9191 From Date: 07/01/2016 To Date: 07/01/2016

Reporting Date	Transaction Type	Salary	EECON	ERCON
7/1/2016 to 7/1/2016	Regular Transaction	\$1,100.00	\$49.50	\$148.50



## List of Reports

The table below describes the different reports listed in the **Report Name** field.

Report Name	Description
Employees Scheduled to Work 1040 Report	This report lists the employees who are scheduled to work 1040 hours for a calendar year in PERS.
Missing Employment End Date	This report displays employees whose employment end date is not recorded with CPRB and is missing from the current contribution file.
Leave Without Pay	This report displays a list of employees who are currently on leave without pay.
Lump Sum Payment of Unused Comp Holiday Time	This report displays all employees who have been reported with a lump sum payment due to holiday or comp time.
Reconcile Outstanding Adjustments	This report displays the details regarding outstanding adjustments for a specific employer.
Service Purchase Details	This report provides information to an employer of all the service purchase requests that members have requested and are approved and the employer is responsible to pay the portion of the total service purchase cost.
Dual Participation Report	This report lists the members who are dual participating between either PERS and TRS or PERS and TDC for a specific employer and for a selected time period.
Delinquency Invoice for Employer Reporting	This report displays the details for any delinquency invoices related to the Employer Contribution Reporting.



## 9. Download CPRB IDs

The **Download CPRB IDs** screen provides the contribution group, CPRB ID, employee's last name and last four digits of the employee's SSN for a particular employee or a set of employees. A CPRB ID is optional, but may at some point in the future be required (in an effort to move away from reporting PII such as SSNs). As an employer, any of the below defined search criteria can be used to search for an employee:

- **Newly Created Employees:** allows the employer to build a list of employees who have been reported since the Download CPRB ID file was last generated
- **Date of Employment:** allows the employer to pull a list of employee CPRB IDs corresponding to their Date of Employment
- **Report Date:** allows the employer to pull a list of employee CPRB IDs corresponding to the Report Date
- **SSN:** allows the employer to search for the employee using their SSN

The Download CPRB ID file can be saved to the employer's system and used to import the CPRB IDs into the employer's payroll system and maintained as a reference. A Download CPRB ID file format is available to employers and will be generated each time they choose to download the file using this functionality.

(Refer to the Download CPRB ID File Document, which can be found here: (Insert Link))

**Step 1** -- To navigate to the **Download CPRB ID** screen, click the following menu options:

**Report > Download CPRB ID**

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, contact information for 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and phone numbers (304) 558-3570 or (800) 654-4406. A user profile for 'Hope Bob' is visible in the top right corner. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options like 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID' (highlighted with a red box), and 'Invoices'. The background content includes a welcome message and a list of services offered by the West Virginia Consolidated Public Retirement Board.



**Step 2 --** Select the appropriate search criteria from the **Search By** drop down menu.  
**Note:** Newly Created Employees, Date of Employment, Report Date, and SSN are the search criteria available to search for an employee's CPRB ID.

The screenshot shows the top navigation bar with the COMPASS logo and user information for Kaniska Saha. Below the navigation bar, there is a section titled "Download CPRB ID". The instructions state: "Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen." The "Search By:" dropdown menu is open, showing options: "Select Search Type", "Newly Created Members", "Date of Employment" (highlighted), "Report Date", and "SSN". Below the dropdown, there are input fields for "Employment Begin Date:" and a "Show" button. At the bottom right, there are links for "Download Employees (0) >" and "Items Per Page: 25".

**Step 3 --** Click the **Show** button.

The screenshot shows the same "Download CPRB ID" search interface. The "Search By:" dropdown menu is now set to "Date of Employment". Below it, the "Employment Begin Date:" section has input fields for "From: 6/1/2016" and "To: 8/11/2016". The "Show" button is highlighted with a red box. The rest of the interface, including the navigation bar, instructions, and download links, remains the same.



**Step 4 --** The list of employees based on the search criteria displayed.



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**Employer Self Service** Log Out

**Kaniska Saha**  
Annsa Abraham

UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾ Open

### Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Search By: Date of Employment ▾

Employment Begin Date: From: 6/1/2016 To: 8/11/2016

Show

---

Items Per Page: 25 ▾

[Select All](#) | [Select None](#)
[Download Employees \(0\) >](#)

	Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/>	524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TRSPLN1	<input type="checkbox"/>

Add to List
[Download Employees \(0\) >](#)



**Step 5 --** Select the check box(s) of the employees to download the employees' details.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Search By:

Employment Begin Date: From:  To:

Show

Items Per Page:

Select All | Select None [Download Employees \(0\) >](#)

Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/> 524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TR SPLN1	

[Add to List](#) [Download Employees \(0\) >](#)

**Step 6 --** Click the [Add to List](#) button.

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Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Search By:

Employment Begin Date: From:  To:

Show

Items Per Page:

Select All | Select None [Download Employees \(0\) >](#)

Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/> 524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TR SPLN1	

[Add to List](#) [Download Employees \(0\) >](#)



Step 7 -- Click the [Download Employees \(0\) >](#) link.



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**Employer Self Service**  
Kaniska Saha  
Annisa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

[Log Out](#)

**COMPASS**

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

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

### Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Search By:

Employment Begin Date: From:  To:

[Show](#)

Items Per Page:

[Select All](#) | [Select None](#) | [Download Employees \(0\) >](#)

Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/> 524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TR SPLN1	

[Add to List](#) | [Download Employees \(0\) >](#)



**Step 8 --** The Download CPRB ID screen shows the employees added to the list. Click the **Download to File** button.

**Note:** Click the Remove link, to remove an employee from the Download CPRB ID file.

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Employer Self Service  
Kaniska Saha  
Annsa Abraham  
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Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Download CPRB ID

These are the employees ready to download to file.

To remove an employee from the list click **remove**.

To continue searching for employees to download click **Continue Searching**.

[< Continue Searching](#) Items Per Page: 25

Employees	Contribution Group	Downloaded
524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TRSPN1	<a href="#">remove</a>

[< Continue Searching](#) **Download to File**

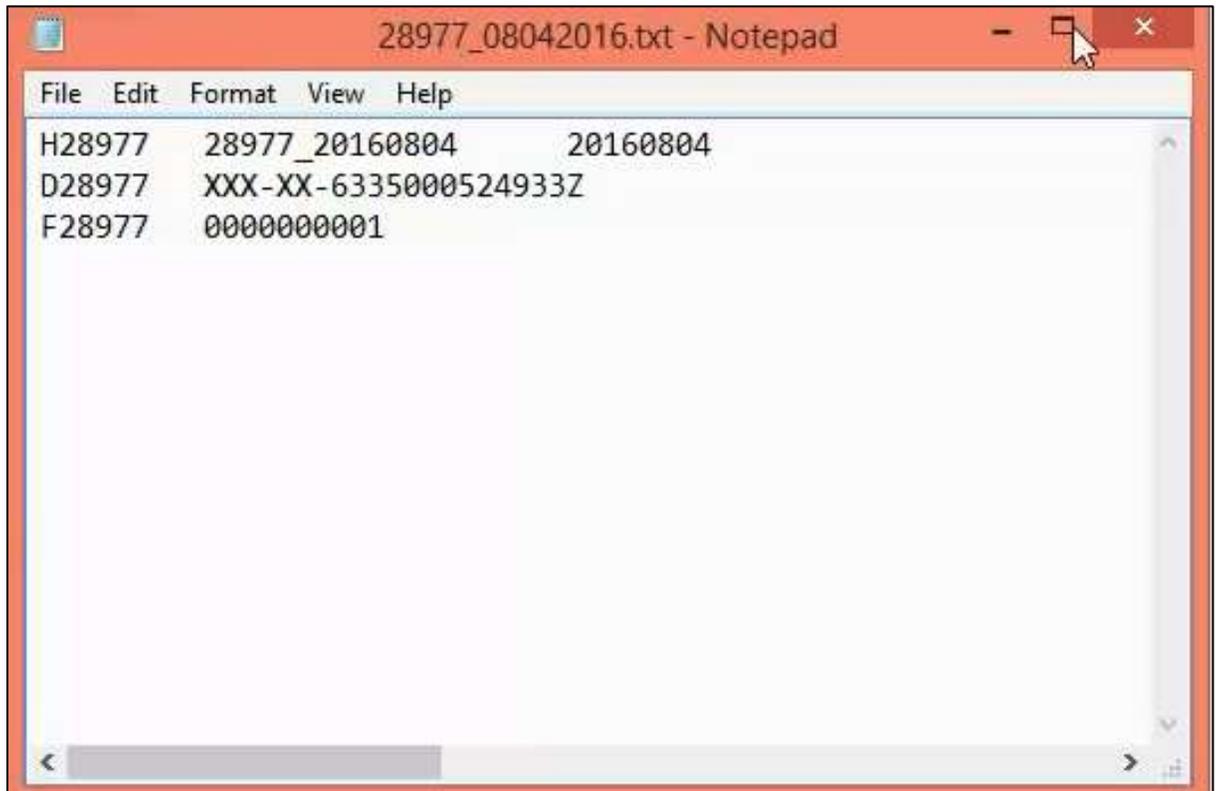
**Step 9 --** The CPRB ID file is downloaded in .txt format.

Do you want to open or save 28977\_08042016.txt (229 bytes) from 10.118.23.92?

Open **Save** Cancel



**Step 10 --** The file displays the employee details.



## 10. Contribution Group Search

Contribution Group is used to “organize” employees into different contribution rate categories and to validate their contribution amounts. The Contribution Group is determined by the employee’s eligibility to participate in a particular Retirement System and Plan. For example, ‘PERSST1’ will represent the contribution group for a PERS State, Tier I contributory member.

**Note:** Not all employees will be reported as part of a contributory Contribution Group. Those employees who are not eligible to participate will be reported under a Not-Eligible Contribution Group.

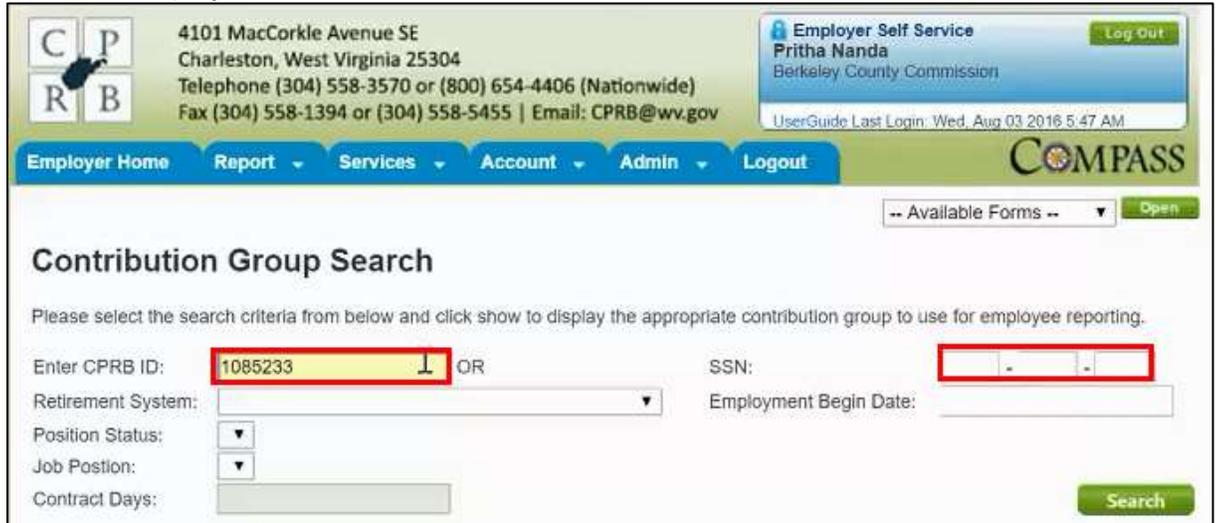
The **Contribution Group Search** screen is used by employers to determine the contribution group of a particular employee. The contribution group of an employee can be searched using specific criteria such as retirement system, employment begin date, position status, job position, and contract days.

The following steps demonstrate how to determine the contribution group for an employee:

**Step 1 --** To navigate to the **Contribution Group Search** screen, click the following menu options:  
**Report > Contribution Group Search**

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., 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. The top right features a user profile for Kaniska Saha, Annsa Abraham, with a 'Log Out' button and a 'UserGuide Last Login: Wed, Jun 22 2016 10:29 AM' timestamp. A navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, listing options such as 'Payroll Schedule', 'Annual End of Year Reconciliation', 'Contribution Group Search' (highlighted with a red box), 'Submit DSRS Fee', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. A 'COMPASS' logo and an 'Available Forms' dropdown are also visible.

**Step 2 --** Enter the employee's CPRB ID or SSN in the **Enter CPRB ID or SSN** field.



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Employer Self Service  
Pritha Nanda  
Berkeley County Commission  
UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID:  OR SSN:

Retirement System:

Position Status:

Job Postion:

Contract Days:

Search

**Step 3 --** Select the retirement system to which the employee will be reported from the **Retirement System** drop down menu.

**Note:** The retirement system options will display as per the Employer's participation in the retirement systems offered by CPRB.



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Employer Self Service  
Pritha Nanda  
Berkeley County Commission  
UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID:  OR SSN:

Retirement System:

Position Status:

Job Postion:

Contract Days:

Search



**Step 4 --** Enter the **Employment Begin Date** from the calendar.

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Employer Self Service  
Pritha Nanda  
Berkeley County Commission  
UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID: 1085233 OR SSN: - - -  
Retirement System: Public Employees Retirement System Employment Begin Date:  
Position Status: Permanent Full Time  
Job Position: Judge  
Contract Days:

August, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 3, 2016

**Step 5 --** Enter the **Position Status** from the drop down menu.

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Pritha Nanda  
Berkeley County Commission  
UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID: 1085233 OR SSN: - - -  
Retirement System: Public Employees Retirement System Employment Begin Date:  
Position Status: Elected  
Job Position: Judge  
Contract Days:

Permanent Full Time  
Permanent Part Time  
Temporary/Provisional

Search



**Step 6 --** Enter the **Job Position** from the drop down menu.

The screenshot shows the COMPASS web application interface. At the top, there is a navigation bar with the following items: **Employer Home**, **Report**, **Services**, **Account**, **Admin**, and **Logout**. The **COMPASS** logo is on the right. Below the navigation bar, the page title is **Contribution Group Search**. The main content area contains a search form with the following fields:

- Enter CPRB ID:** 1085233 OR **SSN:** [ ] - [ ] - [ ]
- Retirement System:** Public Employees Retirement System
- Position Status:** Permanent Full Time
- Job Position:** A dropdown menu is open, showing a list of job titles. The **Justice** option is highlighted in blue.
- Contract Days:** [ ]

A **Search** button is located to the right of the form. The background of the page includes contact information for Berkeley County Commission and a disclaimer at the bottom.



**Step 7 --** Enter the number of days the employee is contracted to work in the **Contract Days** field.  
**Note:** This field will be relevant and fillable only for TRS and TDC participating employers.

The screenshot shows the COMPASS web application interface. At the top, there is a header with the logo (C, P, R, B) and contact information for Berkeley County Commission: 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. On the right, there is a user profile for Pritha Nanda, Berkeley County Commission, with a 'Log Out' button and a last login timestamp of Wed, Aug 03 2016 5:47 AM. Below the header is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right. A dropdown menu shows '-- Available Forms --' with an 'Open' button. The main content area is titled 'Contribution Group Search' and contains the instruction: 'Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.' The form fields are: 'Enter CPRB ID:' with value '1085233' and 'OR'; 'Retirement System:' with a dropdown menu showing 'Public Employees Retirement System'; 'Position Status:' with a dropdown menu showing 'Permanent Full Time'; 'Job Postion:' with a dropdown menu showing 'Judge'; and 'Contract Days:' with an empty text input field highlighted by a red box. There is also an 'SSN:' field with three empty boxes and an 'Employment Begin Date:' field with an empty date input. A green 'Search' button is located at the bottom right of the form.

**Step 8 --** Click the  button.

This screenshot is identical to the previous one, but the 'Employment Begin Date:' field now contains the value '8/3/2016'. The 'Contract Days' field remains empty. The green 'Search' button at the bottom right is now highlighted with a red box, indicating it has been clicked.



**Step 9 --** The Confirmation message “**Please report this member in the following contribution group: DSRSCG**” is displayed. The Code represents the contribution group and the complete list of contribution group codes can be found in the system appendix of the COMPASS Employer Reporting File Format.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the Berkeley County Commission is provided: 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, and Email: CPRB@wv.gov. On the top right, the user's name Pritha Nanda and the system name Employer Self Service are shown, along with a Log Out button and a last login timestamp of Wed, Aug 03 2016 5:47 AM. A navigation bar below the header contains links for Employer Home, Report, Services, Account, Admin, and Logout. The main content area features a dropdown menu for Available Forms and a Print button. A red rectangular box highlights a confirmation message that reads: "Please report this member in the following contribution group: DSRSCG". A Continue button is located at the bottom right of this highlighted area.

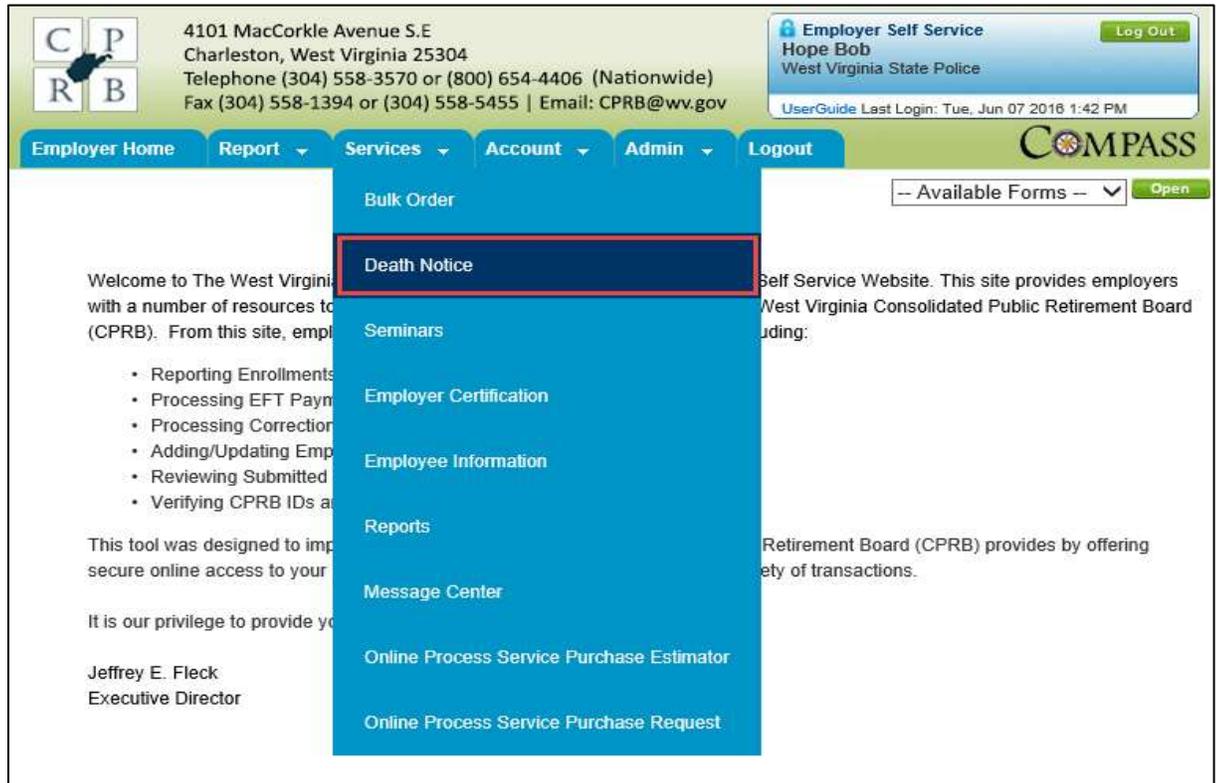


## 11. Employee Death Notice

The **Death Notice** screen allows employers to enter death information for an individual with an existing person record with CPRB and will automatically notify the appropriate CPRB staff member. The following steps show how to report an employee's death in ESS:

**Step 1 --** To navigate to the **Death Notice** screen, click the following menu options:

### Services > Death Notice



The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. The top right corner features the user's login information: Employer Self Service, Hope Bob, West Virginia State Police, with a Log Out button and a last login timestamp of Tue, Jun 07 2016 1:42 PM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The Services dropdown menu is open, listing options such as Bulk Order, Death Notice (highlighted with a red box), Seminars, Employer Certification, Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The background content includes a welcome message and a list of services: Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted, and Verifying CPRB IDs.

**Step 2 --** The **Death Notice** screen displays. Enter the SSN of the deceased employee into the **SSN** field.

**COMPASS**  
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**  
Ansa Abraham  
Ansa1  
UserGuide Last Login: Mon, Jul 11 2016 12:38 PM

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Death Notice

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

#### Death Notification

SSN: \* 197 - 20 - 9219 Search

Employee Name: \_\_\_\_\_

Date of Death: \* mm/dd/yyyy

Deceased's Marital Status: Select Marital Status

Comments: Enter any comments related to the member's death.

#### Primary Contact Information

Please provide contact information for someone we can contact in regards to the deceased member.

Name: \_\_\_\_\_

Relationship: Select Relationship

Phone Number: \_\_\_\_\_

International Address:

Address Line 1: \_\_\_\_\_  
Use for actual street address of post office box.

Address Line 2 (optional): \_\_\_\_\_  
Use for Apartment, Building, Unit, Floor, Suite, etc.

City: \_\_\_\_\_

State: Select State

Zip Code: \_\_\_\_\_ - \_\_\_\_\_ (optional)

Cancel Submit



Step 3 -- Click the  button.

4101 MacCorkle Avenue S.E.  
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**  
Hope Bob  
West Virginia State Police  
Log Out  
UserGuide Last Login: Tue, Jun 07 2016 1:42 PM

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

-- Available Forms --

### Death Notice

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

**Death Notification**

SSN: \*  -  -  

Employee Name: WILL BELL

Date of Death: \*

Deceased's Marital Status:

Comments:

**Primary Contact Information**

Please provide contact information for someone we can contact in regards to the deceased member.

Name:

Relationship:

Phone Number:

International Address:

Address Line 1:   
Use for actual street address of post office box.

Address Line 2 (optional):   
Use for Apartment, Building, Unit, Floor, Suite, etc.

City:

State:

Zip Code:  -  (optional)



**Step 4 --** The employee information displays. Enter the required information.

**Note:** Use the **Primary Contact Information** Section to tell CPRB about the individual that CPRB should contact for verification of the employee's death.

The screenshot shows the COMPASS web application interface. At the top, there is a header with the CPRB logo and contact information: 4101 MacCorkle Avenue S.E., 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. On the right, there is a user profile for Hope Bob, West Virginia State Police, with a last login of Tue, Jun 07 2016 1:42 PM. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the right of the navigation bar. A dropdown menu shows "-- Available Forms --" with an "Open" button.

### Death Notice

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

**Death Notification**

SSN: \* 197 - 20 - 9219

Employee Name: WILL BELL

Date of Death: \* mm/dd/yyyy

Deceased's Marital Status: Select Marital Status

Comments: Enter any comments related to the member's death.

**Primary Contact Information**

Please provide contact information for someone we can contact in regards to the deceased member.

Name:

Relationship: Select Relationship

Phone Number:

International Address:

Address Line 1:   
Use for actual street address of post office box.

Address Line 2 (optional):   
Use for Apartment, Building, Unit, Floor, Suite, etc.

City:

State: Select State

Zip Code:  -  (optional)



Step 5 -- Click the **Submit** button.

**C P**  
**R B**

4101 MacCorkle Avenue S.E.  
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**  
Hope Bob  
West Virginia State Police  
Log Out

UserGuide Last Login: Tue, Jun 07 2016 1:42 PM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Death Notice

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

#### Death Notification

SSN: \* 197 - 20 - 9219 Search

Employee Name: WILL BELL

Date of Death: \* 6/6/2016

Deceased's Marital Status: Married

Comments: Member died on 6/6.

#### Primary Contact Information

Please provide contact information for someone we can contact in regards to the deceased member.

Name: Jane Bell

Relationship: SPOUSE

Phone Number: 304-444-4444

International Address:

Address Line 1: 123 Main St.  
Use for actual street address of post office box.

Address Line 2 (optional):  
Use for Apartment, Building, Unit, Floor, Suite, etc.

City: Charlesotn

State: West Virginia

Zip Code: 52304 - (optional)

Cancel Submit



**Step 6 --** The **Confirmation** screen displays indicating that CPRB will be notified of the employee's death.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B in a grid. To its right is contact information for CPRB: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the top right, a user profile for Hope Bob, West Virginia State Police, is displayed with a Log Out button and a last login timestamp of Tue, Jun 07 2016 1:42 PM. Below this is a navigation bar with buttons for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is on the far right of the navigation bar. In the top right corner of the main content area, there is a dropdown menu for Available Forms, an Open button, and a Print button. The main content area is titled "Confirmation" and features a grey header bar that says "Death Notice Saved". Below this, a green message states "Your death notice has been submitted." A Continue button is located at the bottom right of the main content area.



## 12. Maintain Seminars

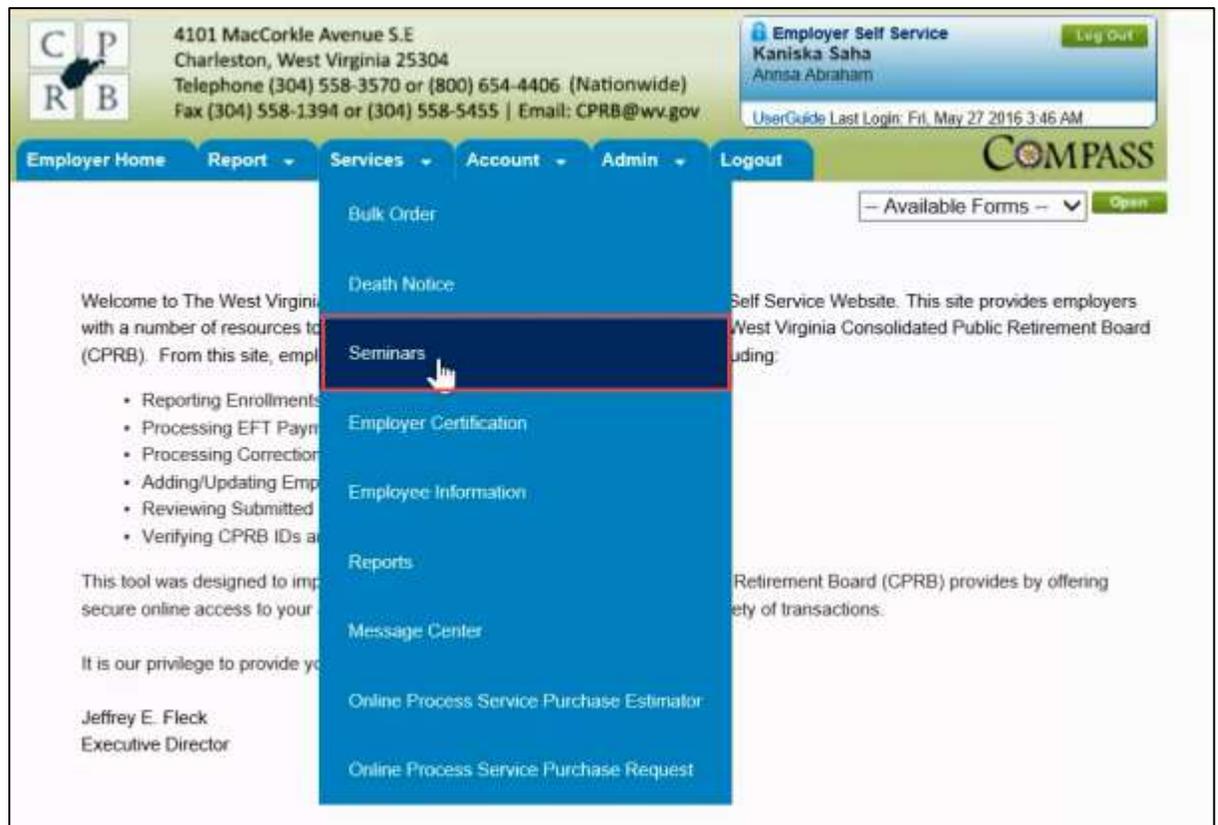
The **Seminars** screen provides the ability to register for CPRB offered seminars.

### 12.1 Register for a Seminar

Staff from a participating employer (even those without access to CPRB's ESS portal) can register for a CPRB offered seminar. The following steps demonstrate how to register for a seminar offered for employers through ESS:

**Step 1 --** To navigate to the **Seminars** screen, click the following menu options:

**Services > Seminars**



**Step 2 --** To find upcoming seminars with available seats, either select an option from the **Upcoming Dates** drop down menu or enter information in the **Date Range** or **Filter** fields.

**Note:** The **Seminars** screen by default displays all upcoming seminars.

**COMPASS** Employer Self Service  
Marilyn Doe  
Clinch Powell Ed Coop  
Last Login: Fri, Jan 23 2015 11:42 AM [UserGuide](#)

Employer Home Report Services Account Admin Logout

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

### Seminars

To register to attend a retirement Employer Education Seminar, please select the seminar and click **Register**. To cancel a previous registration for a seminar, select the seminar and click **Cancel Registration**.

**Seminars**

Upcoming Dates: Next 15 Days  Date Range: from mm/dd/yyyy to mm/dd/yyyy [Show](#) Filter By: Select Session Type

Date	Seminar	Time	Location	
<b>APR</b> 6	<b>Legislative Updates</b> Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building <a href="#">300 Main St</a> <a href="#">Nashville, KY 18097</a> ☞	<a href="#">Register</a>
<b>APR</b> 9	<b>Reporting Official Conferences</b> Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building <a href="#">300 Main St</a> <a href="#">Nashville, KY 18097</a> ☞	<a href="#">Register</a>



**Step 3 --** All seminars with available seats that meet the search criteria are displayed. Click the



button next to the desired seminar to register.

COMPASS

Employer Self Service  
Marilyn Doe  
Clinch Powell Ed Coop  
Last Login: Fri, Jan 23 2016 11:42 AM
Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

### Seminars

To register to attend a retirement Employer Education Seminar, please select the seminar and click **Register**. To cancel a previous registration for a seminar, select the seminar and click **Cancel Registration**.

**Seminars**

Upcoming Dates: Next 15 Days Filter By: Select Session Type

Date Range: from  to  Show

Date	Seminar	Time	Location	
<b>APR</b> <b>6</b>	<b>Legislative Updates</b> Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building <a href="#">300 Main St.</a> <a href="#">Nashville, KY 18097</a>	<b>Register</b>
<b>APR</b> <b>9</b>	<b>Reporting Official Conferences</b> Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building <a href="#">300 Main St.</a> <a href="#">Nashville, KY 18097</a>	<b>Register</b>



**Step 4 --** The **Seminar Registration** screen displays. Enter the number of attendees for this seminar in the **Number of Attendees** field.

**COMPASS** Employer Self Service  
Marilyn Doe  
Clinch Powell Ed Coop  
Last Login: Fri, Jan 23 2015 11:42 AM UserGuide

Employer Home Report Services Account Admin Logout

## Seminar Registration

Please select the number of attendees, provide a name and email address for each and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.

### Registration Information

Session: Legislative Updates  
Topic: Submitting Monthly Reports  
Date: Friday, April 06 2012  
Time: 8:00 AM - 9:00 AM  
Location: Andrew Jackson Building  
[300 Main St](#)  
[Nashville, KY 18097](#) ☼

Seats Available: 20

Number of Attendees: \* 1 (Select the number of attendees, then add their names and emails below)

### Attendees

Name	E-mail	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	<a href="#">Add Attendee</a>
1. John Smith (jsmith@gmail.com)		<a href="#">remove</a>



**Step 5 --** Enter the **Name** and **E-mail** address of the attendee in the corresponding fields.

The screenshot shows the COMPASS Employer Self Service interface. At the top right, the user is identified as Marilyn Doe from Clinch Powell Ed Coop, with a last login of Fri, Jan 23 2015 11:42 AM. A navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The main heading is "Seminar Registration".

Please select the number of attendees, provide a name and email address for each and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.

**Registration Information**

Session: Legislative Updates  
Topic: Submitting Monthly Reports  
Date: Friday, April 06 2012  
Time: 8:00 AM - 9:00 AM  
Location: Andrew Jackson Building  
[300 Main St](#)  
[Nashville, KY 18097](#)

Seats Available: 20  
Number of Attendees:  (Select the number of attendees, then add their names and emails below)

**Attendees**

Name	E-mail	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	<a href="#">Add Attendee</a>
1. John Smith (jsmith@gmail.com)		<a href="#">remove</a>



**Step 6 --** Click the **Add Attendee** link to add additional attendees.

The screenshot shows the COMPASS Employer Self Service interface. At the top, the COMPASS logo is on the left, and the user's name (Marilyn Doe) and organization (Clinch Powell Ed Coop) are on the right, along with a 'Log Out' button. Below the logo is a navigation menu with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main heading is 'Seminar Registration'. Below this is a paragraph of instructions: 'Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit.' The 'Registration Information' section lists details for a seminar: Session (Legislative Updates), Topic (Submitting Monthly Reports), Date (Friday, April 06 2012), Time (8:00 AM - 9:00 AM), and Location (Andrew Jackson Building, 300 Main St, Nashville, KY 18097). There is a 'Comments:' field. Below that, 'Seats Available' is 20, and 'Number of Attendees' is a dropdown menu set to 1. The 'Attendees' section has two input fields: 'Name' (with placeholder 'Enter attendee's name') and 'E-mail' (with placeholder 'Enter attendee's e-mail'). A red box highlights the 'Add Attendee' link. Below the input fields, one attendee is listed: '1. John Smith (jsmith@gmail.com) remove'. At the bottom are 'Cancel' and 'Submit' buttons.

**COMPASS** Employer Self Service Marilyn Doe Clinch Powell Ed Coop Log Out  
Last Login: Fri, Jan 23 2015 11:42 AM UserGuide

Employer Home Report Services Account Admin Logout

## Seminar Registration

Please select the number of attendees, provide a name and email address for each and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.

### Registration Information

Session: Legislative Updates  
Topic: Submitting Monthly Reports  
Date: Friday, April 06 2012  
Time: 8:00 AM - 9:00 AM  
Location: Andrew Jackson Building  
[300 Main St](#)  
[Nashville, KY 18097](#) ☞

Comments:

Seats Available: 20  
Number of Attendees: \* 1 (Select the number of attendees, then add their names and emails below)

### Attendees

Name	E-mail	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	<a href="#">Add Attendee</a>
1. John Smith (jsmith@gmail.com)		<a href="#">remove</a>



Step 7 -- Click the **Submit** button.

The screenshot shows the COMPASS Employer Self Service interface. At the top, the COMPASS logo is on the left, and the user's name 'Marilyn Doe' and company 'Cinch Powell Ed Coop' are on the right, along with a 'Log Out' button. Below the logo is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main heading is 'Seminar Registration'. Below this is a paragraph of instructions: 'Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit.' The 'Registration Information' section lists details for a seminar: Session: Legislative Updates; Topic: Submitting Monthly Reports; Date: Friday, April 06 2012; Time: 8:00 AM - 9:00 AM; Location: Andrew Jackson Building, 300 Main St, Nashville, KY 18097. There is a 'Comments:' field. The 'Seats Available:' is 20. The 'Number of Attendees:' is set to 1 in a dropdown menu, with a note: '(Select the number of attendees, then add their names and emails below)'. The 'Attendees' section has a table with columns 'Name' and 'E-mail'. Below the table are input fields for 'Enter attendee's name' and 'Enter attendee's e-mail', and an 'Add Attendee' button. The table contains one entry: '1. John Smith (jsmith@gmail.com) remove'. At the bottom of the attendees section are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

**COMPASS**

Employer Self Service  
Marilyn Doe  
Cinch Powell Ed Coop  
Last Login: Fri, Jan 23 2015 11:42 AM  
UserGuide

Employer Home Report Services Account Admin Logout

## Seminar Registration

Please select the number of attendees, provide a name and email address for each and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.

### Registration Information

Session: Legislative Updates  
Topic: Submitting Monthly Reports  
Date: Friday, April 06 2012  
Time: 8:00 AM - 9:00 AM  
Location: Andrew Jackson Building  
[300 Main St](#)  
[Nashville, KY 18097](#)

Comments:

Seats Available: 20

Number of Attendees: 1 (Select the number of attendees, then add their names and emails below)

### Attendees

Name	E-mail
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>

[Add Attendee](#)

1. John Smith (jsmith@gmail.com) [remove](#)



**Step 8 --** A confirmation message displays at the bottom of the screen to confirm success in registering for the seminar. The **Seminar Registration Complete** screen displays a message indicating the registration has been successfully submitted.

**Note:** The **Seminar Registration Complete** screen can be printed by clicking on the print button on the bottom of the screen.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia State Police is provided: 4101 MacCorkle Avenue S.E., 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. The email is CPRB@wv.gov. On the top right, a user profile for 'Hope Bob' is shown with a 'Log Out' button and a last login timestamp of 'Tue, Jun 07 2016 8:26 PM'. Below this is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open, showing an 'Open' button. The main content area is titled 'Seminar Registration Complete' and contains the following text: 'Your registration details have been submitted.' and 'Please print a copy for your records.' Below this is a 'Seminar Details' section with the following information: Employer: 3050612 - WEST VIRGINIA STATE POLICE; Session: Employer Regional Seminar; Topic: (blank); Date: Thursday, June 30 2016; Time: 8:00 AM - 9:00 AM; Location: Suvidha Clinic, Best place to be - In the city, US 12312; Registered On: Tuesday, June 07, 2016. Under the 'Attendees' section, the name 'Bill (boe@gmail.com)' is listed. At the bottom of the details section, there is a 'Print' button and a link to 'Register for another Seminar >'. The COMPASS logo is visible in the top right corner of the page.

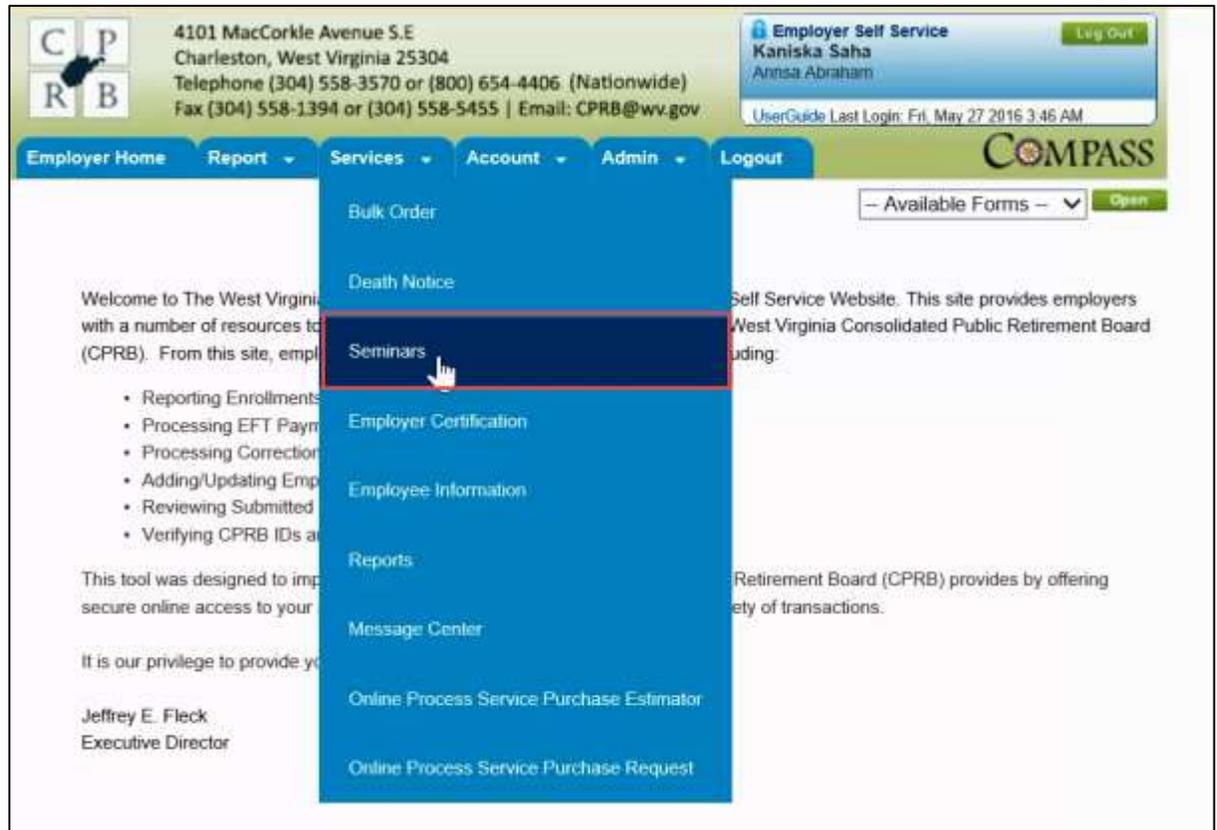


## 12.2 Cancel Attendee Registration for a Seminar

If a registered attendee can no longer attend the seminar, they can be removed as an attendee. The following steps demonstrate how to cancel attendee registration for a seminar through ESS:

**Step 1 --** To navigate to the **Seminars** screen, click the following menu options:

**Services > Seminars**



**Step 2 --** Click the **Cancel Registration** link next to the attendee to remove them from the seminar. The attendee(s) is / are removed from the seminar.



4101 MacCorkle Avenue S.E.  
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**  
Hope Bob  
West Virginia State Police

UserGuide Last Login: Tue, Jun 07 2016 8:26 PM

[Log Out](#)

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



-- Available Forms -- ▾ Open

## Seminars

To enroll in an Employer Education Seminar, please select the desired seminar and click **Register**. To cancel a previous registration for a seminar, select the seminar and click **Cancel Registration**.

**Seminars**

Upcoming Dates: Next 90 Days ▾

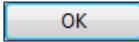
Retirement System: Select Retirement System ▾      Seminar Category: Select Seminar Category ▾

Date Range:      from mm/dd/yy to mm/dd/yy Show

Date	Seminar	Time	Location	Comment
<div style="border: 1px solid blue; padding: 2px; display: inline-block;"> <b>JUN</b> 30                 </div>	<b>Employer Regional Seminar</b>  <span style="color: red;">* SEMINAR FULL</span>	8:00 AM - 9:00 AM	Suvidha Clinic <a href="#">Best place to be in the city, TX 12312</a> <sup>en</sup>	(You are currently registered for this seminar. To cancel, click here) <div style="border: 2px solid red; padding: 2px; display: inline-block; color: blue;"> <a href="#">Cancel Registration</a> </div>



**Step 3 --** A Cancel Registration pop-up displays confirming the cancellation request. Click the



button.

The screenshot shows the COMPASS web application interface. At the top, there is a header with contact information for the West Virginia State Police and a user profile for 'Hope Bob'. Below the header is a navigation menu with options like 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Seminars' and contains a table of seminars. A modal dialog box titled 'Message from webpage' is overlaid on the page, asking for confirmation to cancel a registration. The dialog box contains a question mark icon and the text: 'This will cancel the registration for all attendees you registered. Are you sure you want to cancel?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

**Seminars**

To enroll in an Employer Education Seminar, please select the desired seminar and click Register. To cancel a previous registration, click the Cancel Registration link.

**Seminars**

Upcoming Dates:  
Retirement System:  
 Date Range:

Date	Seminar	Time	Location	Comment
<b>JUN</b> <b>30</b>	<b>Employer Regional Seminar</b>  * SEMINAR FULL	8:00 AM - 9:00 AM	Suvidha Clinic <a href="#">Best place to be In the city, TX 12312</a>	(You are currently registered for this seminar. To cancel, click here) <a href="#">Cancel Registration</a>



## 13. Employer Certifications

The **Employer Certifications** screens allows employers to certify information necessary for CPRB to process transactions. A certification will only appear when an employee or former employee has initiated a request with CPRB for a possible retirement, disability, refund, or service purchase. Certifications that have already been completed will not display on the **Employer Certification** screen.

### 13.1 Certify Service Purchase Information for a Member

Service Purchase requests are initiated by a member. When a service purchase request undergoes processing, CPRB service purchase specialists will send the service purchase request to the employer for certification.

**Step 1 --** To navigate to the **Employer Certification** screen, click the following menu options:

**Services > Employer Certification**

The screenshot displays the 'Employer Self Service' web application interface. At the top, there is a header with the CPRB logo (C, P, R, B) and contact information: 4101 MacCorkle Avenue S.E., 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. A user profile box shows 'Employer Self Service' for Kaniska Saha and Annisa Abraham, with a 'Log Out' button and 'UserGuide Last Login: Mon, May 30 2016 7:10 AM'. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, listing options: Bulk Order, Death Notice, Seminars, **Employer Certification** (highlighted with a red box), Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. A 'COMPASS' logo and an 'Available Forms' dropdown are also visible.



**Step 2 --** All pending disability, service purchase, retirement, and refund certification requests are displayed on the **Employer Certification** screen.



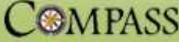
4101 MacCorkle Avenue S.E.  
 Charleston, West Virginia 25304  
 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** Log Out

**Kaniska Saha**  
 Annsa Abraham

UserGuide Last Login: Wed, Jun 22 2016 8:35 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



### Employer Certification

**Retirement Requests:**

CPRB ID:	Employee Name:	Job Position:	Position Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
<a href="#">523768</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<a href="#">523774</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

**Service Purchase Requests:**

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
<a href="#">523701</a>	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

**Member Refund Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523701</a>	Jon Snow	05/30/2016

**Disability Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523699</a>	Ned Stark	05/30/2016



**Step 3 --** Click the **CPRB ID** link to view the potential Service Purchase information for the member.



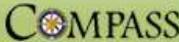
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Charleston, West Virginia 25304  
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**Employer Self Service** Log Out

Kaniska Saha  
Annsa Abraham

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Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



### Employer Certification

**Retirement Requests:**

CPRB ID:	Employee Name:	Job Position:	Position Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
<a href="#">523768</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<a href="#">523774</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

**Service Purchase Requests:**

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
<span style="border: 2px solid red; padding: 2px;"><a href="#">523701</a></span>	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

**Member Refund Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523701</a>	Jon Snow	05/30/2016

**Disability Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523699</a>	Ned Stark	05/30/2016



**Step 4 --** The **Service Purchase Certification** screen is displayed. To certify the service purchase, select the radio button beside the **Start Date** and **End Date** fields.

### Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input type="checkbox"/>	01/01/2005	03/31/2005	<a href="#">Delete</a> <input type="button" value="Add New Entry"/>

Job Position \*

Position Status \*

Date Employed: \*

Reason Contribution Not Withheld: \*

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input type="checkbox"/>	01/01/2005	03/31/2005	0.00	0	0	0	0

Please enter whole number values for Month and Days.



**Step 5 --** Select the **Job Position** from the drop down menu.



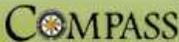
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Charleston, West Virginia 25304  
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service**  
Kaniska Saha  
Annsa Abraham

UserGuide Last Login: Fri, Aug 05 2016 1:10 AM

[Log Out](#)

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



## Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	01/01/2005	03/31/2005	<a href="#">Delete</a>
<input type="radio"/>	05/01/2016	07/15/2016	<a href="#">Delete</a>

[Add New Entry](#)

**Job Position \***

**Position Status \***

**Date Employed: \***

**Reason Contribution Not Withheld: \***

Administrator  
Concurrent  
21st Century Learner Fellow  
Service Personnel  
Teacher



**Step 6 --** Select the **Position Status** from the drop down menu.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The user is logged in as Kaniska Saha, Annsa Abraham, with a last login of Fri, Aug 05 2016 1:10 AM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The page title is "Service Purchase Certification" with a "Back to Dashboard" link.

The certification details are as follows:

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.		Retirement System:	Teachers' Retirement System	

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	01/01/2005	03/31/2005	<a href="#">Delete</a>
<input type="radio"/>	05/01/2016	07/15/2016	<a href="#">Delete</a>

[Add New Entry](#)

Job Position \* Administrator  
Position Status \* **Permanent Full Time**  
Date Employed: \*  
Reason Contribution Not Withheld: \*



**Step 7 --** Enter the date in the **Date Employed** field.

### Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	<input type="text" value="01/01/2005"/>	<input type="text" value="03/31/2005"/>	<a href="#">Delete</a>
<input type="radio"/>	<input type="text" value="05/01/2016"/>	<input type="text" value="07/15/2016"/>	<a href="#">Delete</a>

Job Position \*

Position Status \*

Date Employed: \*

Reason Contribution Not Withheld: \*

Contribution Details:

	Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input type="checkbox"/>	07/01/2016	07/15/2016	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	05/01/2016	06/30/2016	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/>	01/01/2005	03/31/2005	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Please enter whole number values for Month and Days.



**Step 8 --** Enter an explanation in the **Reason Contribution Not Withheld** field.

### Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	01/01/2005	03/31/2005	<a href="#">Delete</a>
<input type="radio"/>	05/01/2016	07/15/2016	<a href="#">Delete</a>

Job Position \*

Position Status \*

Date Employed: \*

Reason Contribution Not Withheld: \*

Contribution Details:

	Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input checked="" type="checkbox"/>	07/01/2016	07/15/2016	0.00	0	0		0	
<input checked="" type="checkbox"/>	05/01/2016	06/30/2016	0.00	0	0		0	
<input checked="" type="checkbox"/>	01/01/2005	03/31/2005	0.00	0	0		0	

Please enter whole number values for Month and Days.

**Step 9 --** Click the **expand**  button to view the required information detail grid.

Contribution Details:

	Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input checked="" type="checkbox"/>	07/01/2016	07/15/2016	0.00	0	0		0	
<input checked="" type="checkbox"/>	05/01/2016	06/30/2016	0.00	0	0		0	
<input checked="" type="checkbox"/>	01/01/2005	03/31/2005	0.00	0	0		0	

Please enter whole number values for Month and Days.



**Step 10 --** The additional contribution details are displayed.

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
☐ 07/01/2016	07/15/2016	0.00	0	0		0	
Start Date	End Date	Salary	Days Worked	Non Session Days Worked	Contract Term	Hours Worked	
07/01/2016	07/15/2016	* 0.00	* 0		* 0		
<input type="button" value="Save"/>							
☒ 05/01/2016	06/30/2016	0.00	0	0		0	
☒ 01/01/2005	03/31/2005	0.00	0	0		0	

*Please enter whole number values for Month and Days.*



**Step 11** -- Click the  button.

**Note:** The **Days Worked** field should not be a record of cumulative days worked. Rather, it is for days worked over the number of months. Months worked column will be always disabled.

### Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	<input type="text" value="01/01/2005"/>	<input type="text" value="03/31/2005"/>	<a href="#">Delete</a>
<input type="radio"/>	<input type="text" value="05/01/2016"/>	<input type="text" value="07/15/2016"/>	<a href="#">Delete</a>

**Job Position \***

**Position Status \***

**Date Employed: \***

**Reason Contribution Not Withheld: \***

**Contribution Details:**

	Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input checked="" type="checkbox"/>	07/01/2016	07/15/2016	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input checked="" type="checkbox"/>	05/01/2016	06/30/2016	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
<input checked="" type="checkbox"/>	01/01/2005	03/31/2005	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

*Please enter whole number values for Month and Days.*



**Step 12** -- Click the Submit Certification button to submit the information to CPRB for processing.

### Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

	Start Date	End Date	Actions
<input checked="" type="radio"/>	01/01/2005	03/31/2005	<a href="#">Delete</a>

Add New Entry

**Job Position \***

**Position Status \***

**Date Employed: \***

**Reason Contribution Not Withheld: \***

Contribution Details:

	Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
<input checked="" type="checkbox"/>	01/01/2005	03/31/2005	0.00	0	0		0	

Please enter whole number values for Month and Days.

Save
Submit Certification



## 13.2 Certify Refund Information for a Member

**Member Refund Request** is initiated by a member submitting a refund application through **Member Self-Service** or submitting a refund request form to CPRB. Once the employer certification is received for the member's refund application, then after approval of the application, CPRB staff completes the refund process.

**Step 1** -- To navigate to the **Employer Certification** screen, click the following menu options:

**Services > Employer Certification**

The screenshot shows the Employer Self Service interface for the West Virginia Consolidated Public Retirement Board (CPRB). The header includes the CPRB logo, contact information (4101 MacCorkle Avenue S.E., Charleston, WV 25304), and user details for Kaniska Saha (Annsa Abraham) with a 'Log Out' button. The navigation bar contains 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is expanded, listing options such as Bulk Order, Death Notice, Seminars, **Employer Certification** (highlighted with a red box), Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The main content area displays a welcome message and a list of services including Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted Applications, and Verifying CPRB IDs. A footer section contains a disclaimer and copyright information for 2016.



**Step 2 --** On the Employer Certification dashboard, click the **CPRB ID** next to a member's name under the grid for Member Refund Requests.



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**Employer Self Service**  
Kaniska Saha  
Annisa Abraham

UserGuide Last Login: Wed, Jun 22 2016 8:35 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



### Employer Certification

**Retirement Requests:**

CPRB ID:	Employee Name:	Job Position:	Position Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
<a href="#">523768</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<a href="#">523774</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

**Service Purchase Requests:**

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
<a href="#">523701</a>	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

**Member Refund Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523701</a>	Jon Snow	05/30/2016

**Disability Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523699</a>	Ned Stark	05/30/2016

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**Step 3 --** The **Certify Refund** screen displays. Enter the required information, and click the **Submit Certification** button.

### Certify Refund

CPRB ID: 523701 Employee Name: Jon Snow Retirement System: Teachers' Retirement System

**Enter Member Information:**

Employment End Date: \*

Employment End Reason: \*

Was the termination of the employment of the named applicant for reasons other than honorable? \*  Yes  No

Please click [here](#) for definition of Less Than Honorable Service.

Please Explain: \*

Return To ESS \*

**Submit Certification**

---

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### 13.3 Certify Information for a Disability Applicant

The following steps show how an employer can certify the information requested by CPRB as the result of a member's or former member's application for disability retirement benefits.

**Step 1 --** To navigate to the **Employer Certification** screen, click the following menu options:

#### Services > Employer Certification

The screenshot shows the COMPASS Employer Self Service interface. At the top left, the CPRB logo and contact information are displayed: 4101 MacCorkle Avenue S.E., 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. The top right shows the user's session information: Employer Self Service, Kaniska Saha, Annsa Abraham, and a last login of Mon, May 30 2016 7:10 AM. The main navigation bar includes Employer Home, Report, Services, Account, Admin, and Logout. The Services dropdown menu is open, listing options such as Bulk Order, Death Notice, Seminars, Employer Certification (highlighted with a red box), Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The background content includes a welcome message and a list of services like Reporting Enrollments, Processing EFT Payments, and Adding/Updating Employees.



**Step 2 -- Click the CPRB ID next to the member's name under the Disability Requests grid.**



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**Employer Self Service** Log Out

Kaniska Saha  
Annsa Abraham

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Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



### Employer Certification

**Retirement Requests:**

CPRB ID:	Employee Name:	Job Position:	Position Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
<a href="#">523768</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<a href="#">523774</a>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

**Service Purchase Requests:**

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
<a href="#">523701</a>	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

**Member Refund Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523701</a>	Jon Snow	05/30/2016

**Disability Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523699</a>	Ned Stark	05/30/2016

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**Step 3 --** The **Certify Disability** screen displays.

### Certify Disability

Please click here for instruction before filling out the certification.

<b>CPRB ID:</b>	523699	<b>Employee Name:</b>	Ned Stark	<b>Retirement System:</b>	Teachers' Retirement System
-----------------	--------	-----------------------	-----------	---------------------------	-----------------------------

**Enter Member Information:**

Do you know of any reason that would prevent this applicant from working for you?  
Provide brief explanation. \*

Job Position \*

Work Duties - Provide brief explanation or upload Job Description \*

Is this applicant currently employed with your agency? \*  Yes  No

List Employment End Date (Last Day of Covered Employment) \*

List Last day physically worked \*

List last day of paid leave (Sick or Annual) \*

List last Contribution Date (last check date) \*

List last day covered under any insurance plan offered by your agency? \*

**Step 4 --** Enter all relevant details in the fields, scroll down and click the **Approve** button.

Is the applicant receiving workers' compensation benefits for the injury, illness or disease complained of above, or has the applicant received such benefits in the past? \*  Yes  No

Return To ESS Comment: \*

Fill in the details

**Approve**

---

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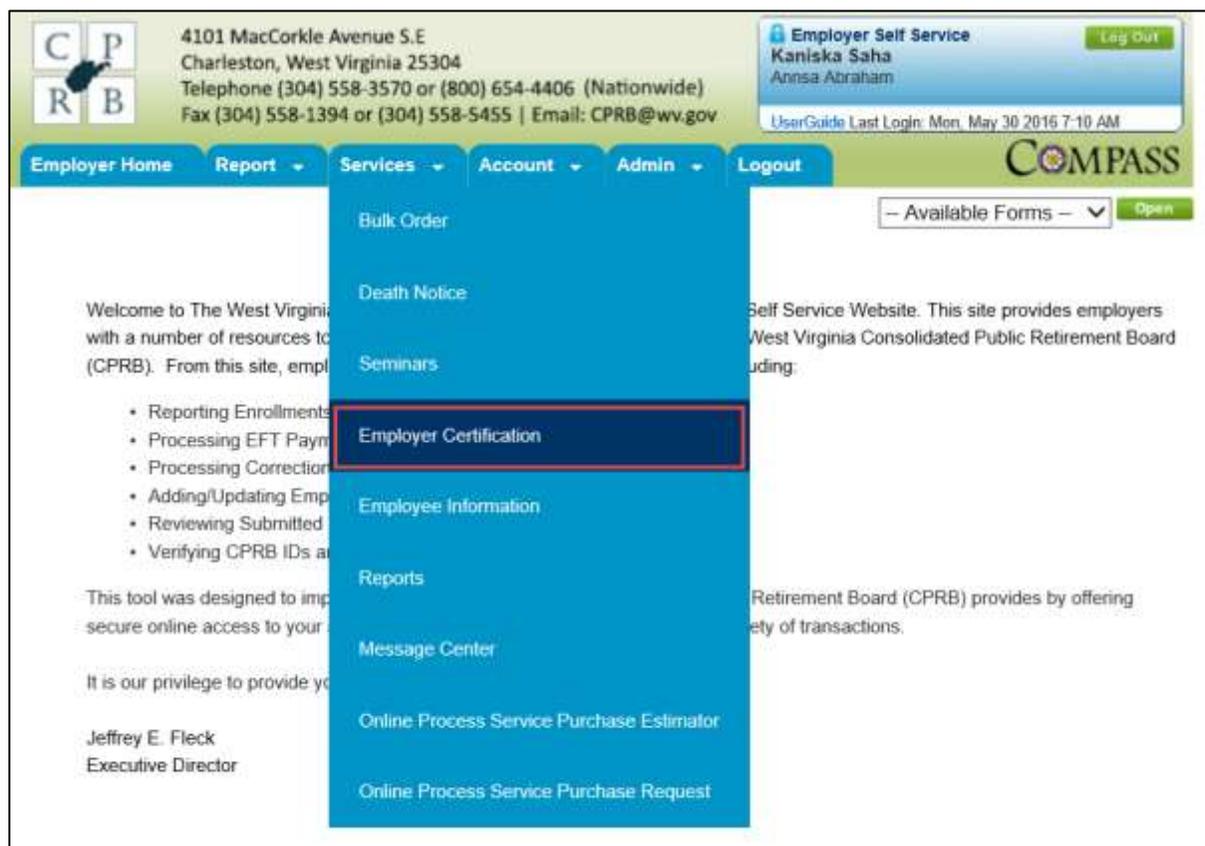


## 13.4 Certify Retirement Information for a Member

All retirement certification requests in CPRB's ESS portal are answered on the **Retirement Certification** screen. Retirement requests are initiated by a member using either Member Self-Service or submitting a retirement application to CPRB. Depending on the status of the application, it appears in the ESS portal for certification of key information. After the employer has completed the required certification, CPRB staff completes the retirement process for the member.

**Step 1 --** To navigate to the **Employer Certification** screen, click the following menu options:

**Services > Employer Certification.**



The screenshot displays the CPRB COMPASS Employer Self Service portal. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. The top right corner features the user's name, Kaniska Saha, and a Log Out button. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The Services dropdown menu is open, listing options such as Bulk Order, Death Notice, Seminars, Employer Certification (highlighted with a red box), Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The main content area contains a welcome message and a list of services including Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted Applications, and Verifying CPRB IDs.

**Step 2 --** Click the **CPRB ID** next to the relevant retirement certification request.

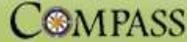


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**Employer Self Service**  
Kaniska Saha  
Annsa Abraham

UserGuide Last Login: Wed, Jun 22 2016 8:35 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout



### Employer Certification

**Retirement Requests:**

CPRB ID:	Employee Name:	Job Position:	Position Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
<a href="#">523768</a>	Jon Snow	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<a href="#">523774</a>	Ned Stark	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

**Service Purchase Requests:**

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
<a href="#">523701</a>	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

**Member Refund Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523701</a>	Jon Snow	05/30/2016

**Disability Requests:**

CPRB ID:	Employee Name:	Request Date:
<a href="#">523699</a>	Ned Stark	05/30/2016

West Virginia  
Consolidated Public Retirement Board  
www.wvretirement.com

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**Step 3 --** The **Retirement Certification** screen displays. Enter the **Last Date Physically Worked**, **Employment End Date** and **Employment End Reason**.

**Note:** The completion of the **Last Date Physically Worked**, **Employment End Date** and **Employment End Reason** fields will allow CPRB to add the retiree to payroll. The remaining fields can be completed as the required information is made available to the employer.

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Charleston, West Virginia 25304  
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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
Log Out  
UserGuide Last Login: Wed, Jun 22 2016 6:35 AM

Employer Home Report Services Account Admin Logout COMPASS

### Retirement Certification

[Back to Dashboard](#)

CPRB ID:	523768	Employee Name:	TRS Cancellation	Retirement System:	Teachers' Retirement System
Job Position:	Teacher	Position Status:	Permanent Full Time	Contribution Group:	TRSPN1

Please fill all the section below to complete the final salary verification

Last Contribution Date	Last Date Physically Worked	Employment End Date	Employment End Reason
01/31/2015	* <input type="text"/>	* 1/1/2015	* <input type="text" value="v"/>



**Step 4 --** The remaining Retirement Certification fields are populated based on the completion of the **Last Date Physically Worked, Employment End Date** and **Employment End Reason**.

**Note:** The completion of the **Last Date Physically Worked, Employment End Date** and **Employment End Reason** fields will allow CPRB to add the retiree to payroll. The remaining fields can be completed as the required information is made available to the employer.

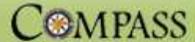


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**Employer Self Service**  
Kaniska Saha  
Annsa Abraham

UserGuide Last Login: Wed, Jun 22 2016 6:35 AM

Employer Home
Report
Services
Account
Admin
Logout



### Retirement Certification

[Back to Dashboard](#)

<b>CPRB ID:</b> 523768	<b>Employee Name:</b> TRS Cancellation	<b>Retirement System:</b> Teachers' Retirement System
<b>Job Position:</b> Teacher	<b>Position Status:</b> Permanent Full Time	<b>Contribution Group:</b> TRSPLN1

Please fill all the section below to complete the final salary verification

Last Contribution Date	Last Date Physically Worked	Employment End Date	Employment End Reason
01/31/2015	* <input type="text"/>	* 1/1/2015	* <input type="text" value="v"/>

Please list any payments due not already reported.

Pay Period End Date	Payment Reason	Salary	Pre Tax EECON	Employment Payment Type	Contract Length	Days/Hours	Worked
<input type="checkbox"/> * <input type="text"/>	* Please select <input type="text" value="v"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text" value="v"/>	* <input type="text" value="v"/>	* <input type="text"/>	* Days <input type="text" value="v"/>

Delete
Add Line Item
Save

Please click [here](#) for definition of Less Than Honorable Service.

**Final Salary Certification:**

Last Position Held: \*

Last Contribution Date: 01/31/2015

List last day covered under any insurance plan offered by your agency? \*

If your agency offers PEIA, was the applicant enrolled in PEIA at the time of retirement?

Is the applicant paid in arrears?

Unused, Unpaid Leave Days \*  Unused Leave Type \*

Is applicant currently receiving worker's compensation benefits?

Was the termination of employment of the applicant for reasons other than honorable?

Please click [here](#) for definition of Less Than Honorable Service.

If Yes, provide brief explanation in LTHS Comments box:

Complete Certification



## 14. Message Center

The **Message Center** screen allows employers to view, compose, reply, delete and flag important messages sent between an employer and CPRB. The messages are available on CPRB's ESS portal for 90 days and will automatically be deleted after 90 days except messages flagged as important.

### 14.1 View Messages

The following steps demonstrate how to view messages sent from CPRB using the **Message Center** screen:

**Step 1 --** To navigate to the **Message Center** screen, click the following menu options:

**Services > Message Center**

The screenshot displays the CPRB COMPASS Employer Self Service website. At the top, there is a header with the CPRB logo, contact information (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), and a user profile for 'Employer Self Service Troopersb Disability West Virginia School' with a 'Log Out' button. Below the header is a navigation bar with tabs for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, showing options: 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification', 'Employee Information', 'Reports', 'Message Center' (highlighted with a red border), 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. The main content area contains a welcome message and a list of services including Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted, and Verifying CPRB IDs.



**Step 2 --** The **Message Center** screen displays all the messages or correspondence sent by CPRB staff members. Click the **Subject** link to view the message.

**Note:** A message status can be updated by selecting the check box next to the appropriate message and clicking the **Mark as Read** button or **Mark as Unread** button.

**Note:** A message status can be updated to **Important**, by selecting the flag icon next to the appropriate message.

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Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 8:15 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Message Center

Inbox Mark as Unread Mark as Read Delete Compose Sent Items Messages Per Page: 5

	Subject	Message Preview	Date Received	From
<input type="checkbox"/> P	<a href="#">Message from WVCPE</a>	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P	<a href="#">Message from WVCPE</a>	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P	<a href="#">Message from WVCPE</a>	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P	<a href="#">Message from WVCPE</a>	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P	<a href="#">Message from WVCPE</a>	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

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**Note:** To view messages sent to CPRB, click the  button on the right side of the **Message Center** screen.



**Step 3 --** The message displays. Click the **attachment** link to view it.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, the user is logged in as Pritha Nanda (Test00001) with a last login of Wed, Aug 03 2016 8:15 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a dropdown menu for Available Forms. The main content area is titled "Message Center" and displays a received message from WVCPRB COMPASS dated 8/1/2016 11:17:32 AM. The message body contains the text "Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board." and a link to the PDF attachment: [EAS00001201608012016061151.PDF](#). This link is highlighted with a red box. Below the message are buttons for Back, Print, and Reply.

**Step 4 --** The attachment opens as a separate document, which can be saved to the desktop.

The screenshot shows a file save dialog box. The text reads: "Do you want to open or save EAS00001201608012016061151.PDF (164 KB) from 10.118.23.92?". The dialog has buttons for Open, Save, and Cancel. The Save button is highlighted with a red box.



## 14.2 Delete Messages

The following steps demonstrate how to delete a message from the inbox using the **Message Center** screen:

**Step 1 --** To navigate to the **Message Center** screen, click the following menu options:

**Services > Message Center**

The screenshot displays the COMPASS web application interface. At the top left, there is a logo with the letters 'C', 'P', 'R', and 'B' in a grid. To the right of the logo, contact information is provided: 4101 MacCorkle Avenue S.E., 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. On the top right, there is a blue box for 'Employer Self Service Troopersb Disability West Virginia School' with a 'Log Out' button and a 'UserGuide Last Login: Fri, May 27 2016 9:43 AM' timestamp. Below the header, a navigation bar contains 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, listing options: Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports, Message Center (highlighted with a red border), Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The main content area on the left contains a welcome message and a list of services: Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted, and Verifying CPRB IDs. The right side of the page contains a 'Self Service Website' description and an 'Available Forms' dropdown menu.



**Step 2 --** To delete a message in the inbox, select the message check box (es).

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Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 8:15 AM

Employer Home Report Services Account Admin Logout

Message Center

Inbox Mark as Unread Mark as Read Delete Compose Sent Items Messages Per Page: 5

	Subject	Message Preview	Date Received	From
<input checked="" type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

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**Step 3 --** Click the  button.

**Note:** Once a message has been deleted, click the **View Deleted Message** link to view deleted messages.

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Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 8:15 AM

Employer Home Report Services Account Admin Logout

Message Center

Inbox Mark as Unread Mark as Read **Delete** Compose Sent Items Messages Per Page: 5

	Subject	Message Preview	Date Received	From
<input checked="" type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVC PF</a>	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

12

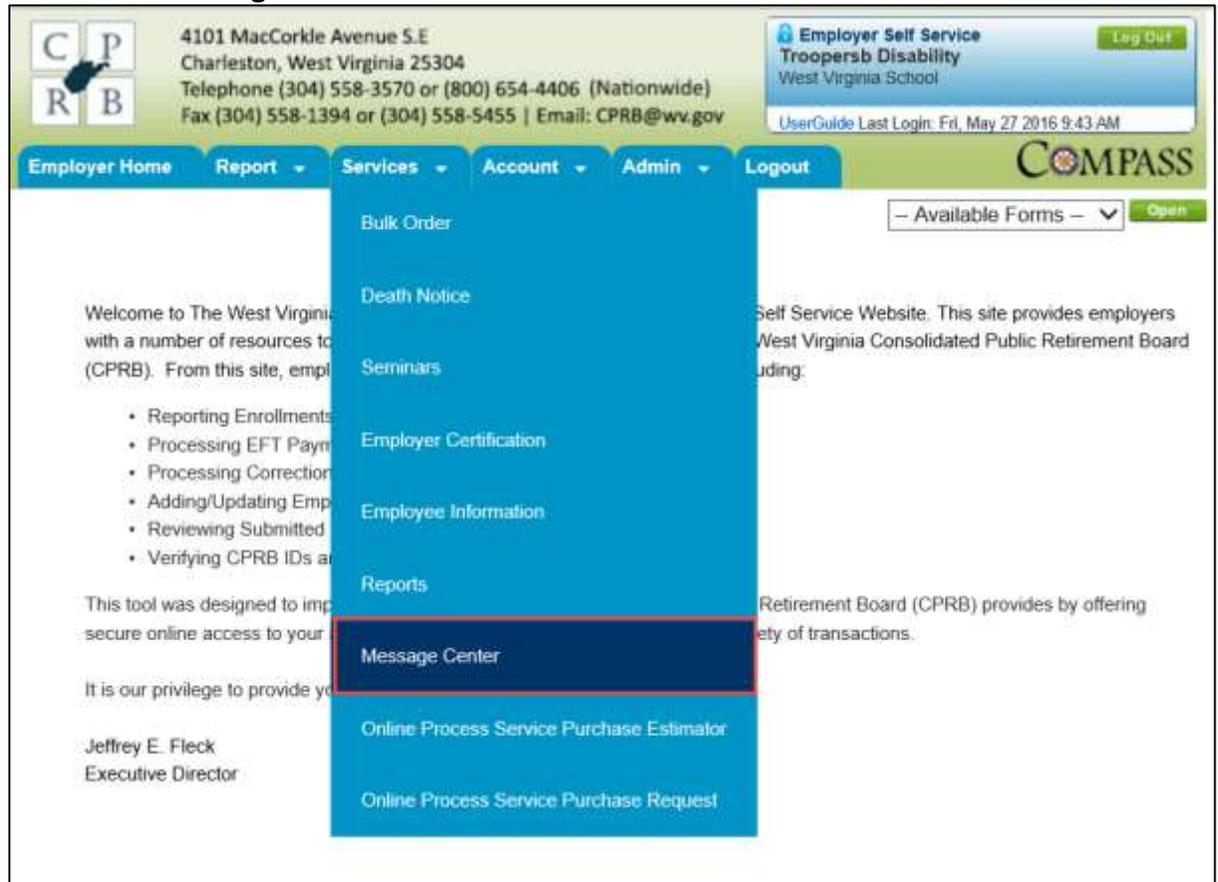


### 14.3 Compose a New Message

The following steps demonstrate how to compose a new message using the **Message Center** screen:

**Step 1 --** To navigate to the **Message Center** screen, click the following menu options:

**Services > Message Center**



Step 2 -- Click the **Compose** button.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Commission on Postsecondary Education (WVCPSE) and a user profile for Kaniska Saha. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a 'Message Center' section with buttons for Inbox, Mark as Unread, Mark as Read, Delete, Compose (highlighted with a red box), and Sent Items. A table lists five messages from WVCPSE, each with a subject, message preview, date received, and sender. The 'Compose' button is highlighted with a red box.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 4:45 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Message Center

Inbox Mark as Unread Mark as Read Delete **Compose** Sent Items Messages Per Page: 5

Subject	Message Preview	Date Received	From
<input type="checkbox"/> <a href="#">Message from WVCPSE</a>	Attached is the requested Employer A	8/1/2016 11:17:29 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> <a href="#">Message from WVCPSE</a>	Attached is the requested Employer A	7/29/2016 4:53:47 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> <a href="#">Message from WVCPSE</a>	Attached is the requested Employer A	7/28/2016 4:06:56 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> <a href="#">Message from WVCPSE</a>	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> <a href="#">Message from WVCPSE</a>	Attached is the requested Employer A	7/27/2016 3:46:44 AM	confirmation@wvcprb.com.info

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Step 3 -- The **New Message** pop up window is displayed. Enter the message subject in the **Subject** text field.



New Message Close

**Subject:**

↑  
↓

Send  Browse...

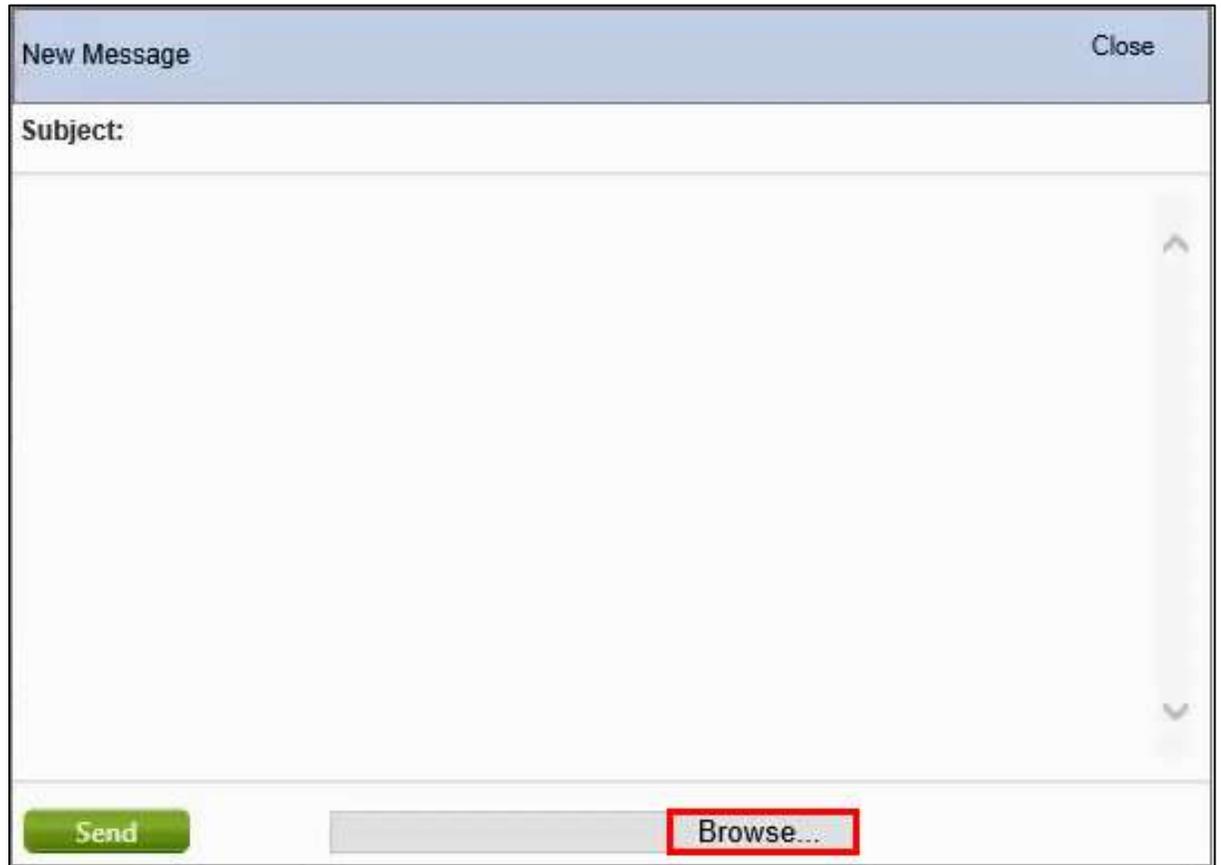


**Step 4 --** Enter the **message** in the message body.

The image shows a 'New Message' dialog box. At the top, there is a title bar with 'New Message' on the left and 'Close' on the right. Below the title bar is a 'Subject:' label followed by a text input field. The main body of the dialog is a large, empty text area, which is highlighted with a red border. At the bottom of the dialog, there is a green 'Send' button on the left, a text input field in the center, and a 'Browse...' button on the right.



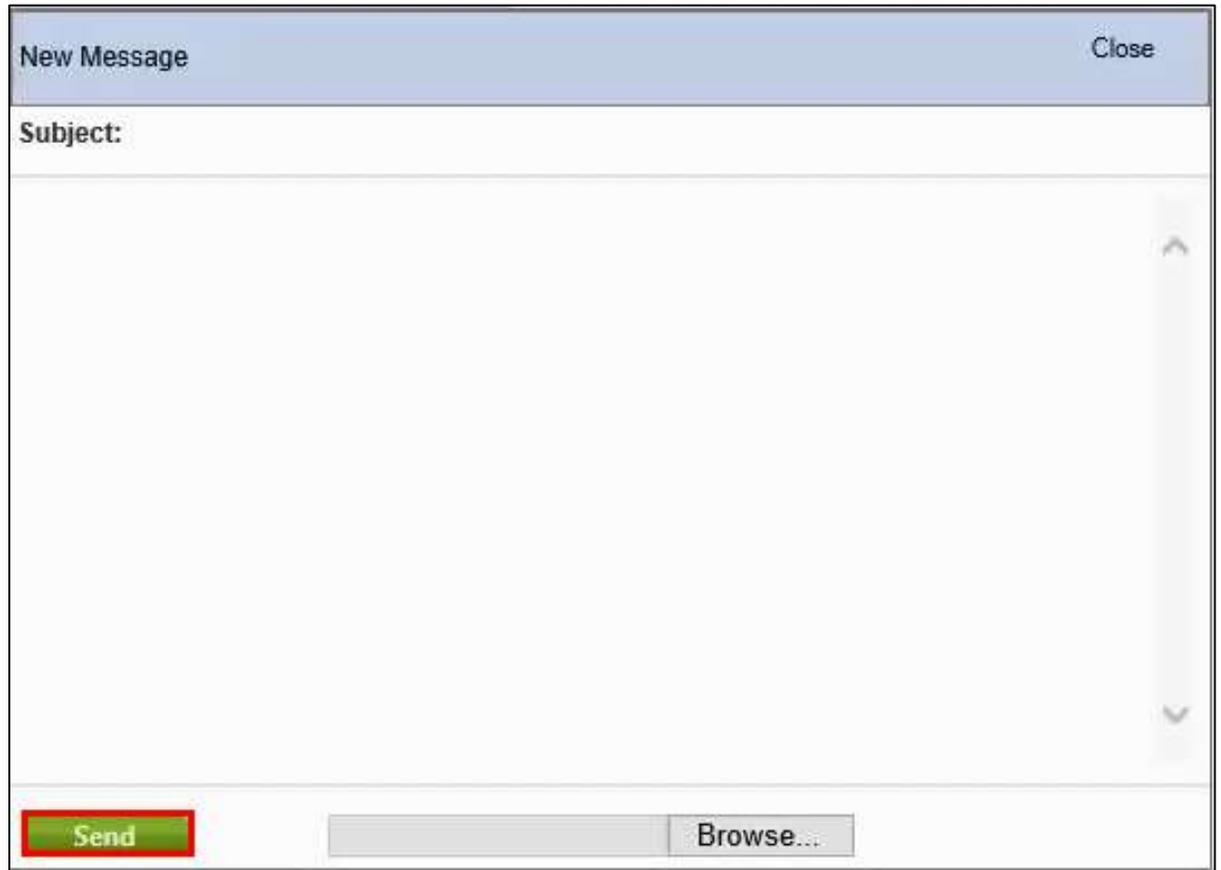
**Step 5 --** Click the **Browse...** button to attach a supporting file if necessary.



The image shows a screenshot of a web-based form titled "New Message". The form has a light blue header bar with the text "New Message" on the left and "Close" on the right. Below the header is a "Subject:" label followed by a large, empty text area. At the bottom of the form, there is a green "Send" button on the left and a "Browse..." button on the right. The "Browse..." button is highlighted with a red rectangular border. There is also a vertical scrollbar on the right side of the text area.



**Step 6 --** Click the  button.



The screenshot shows a 'New Message' dialog box. The title bar contains 'New Message' on the left and 'Close' on the right. Below the title bar is a 'Subject:' label followed by a large empty text area with a vertical scrollbar on the right. At the bottom of the dialog, there is a 'Send' button (highlighted with a red border), a text input field, and a 'Browse...' button.

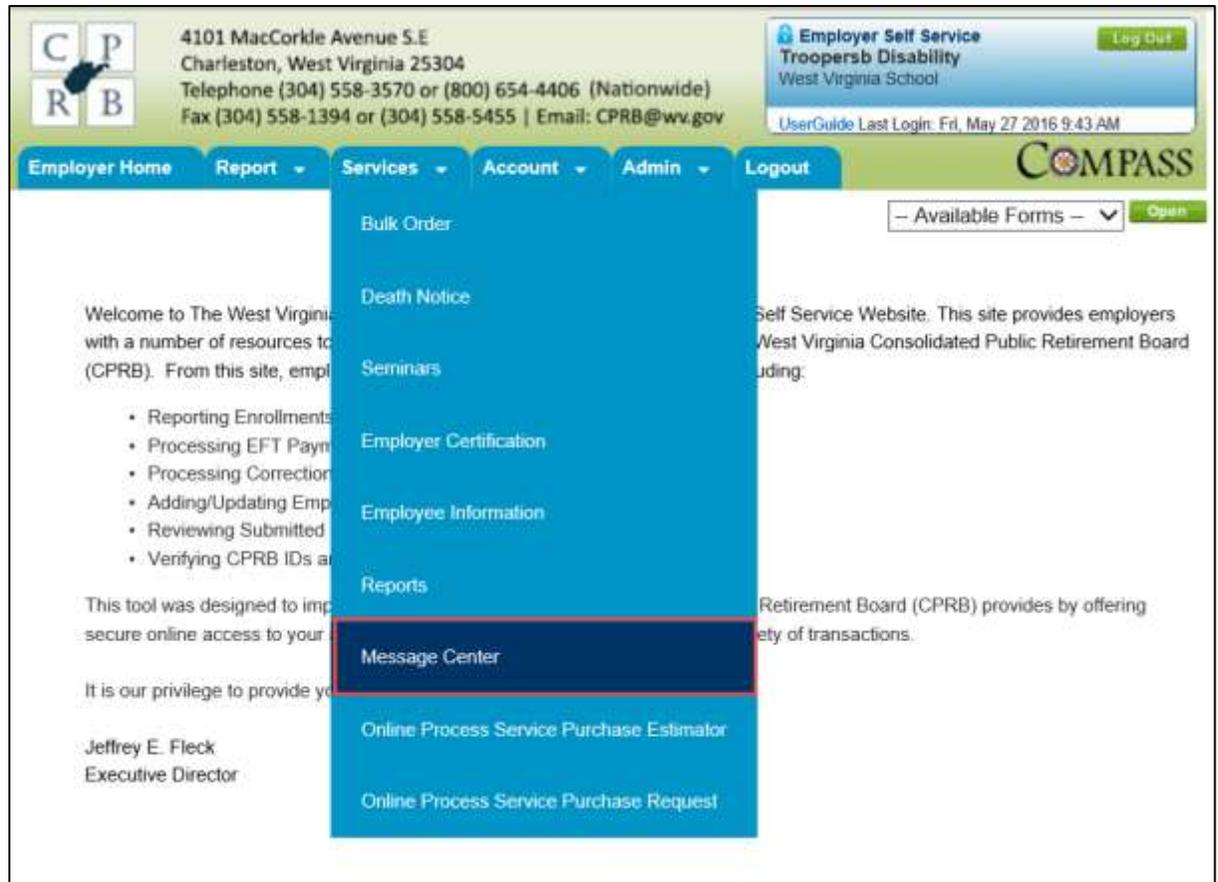


## 14.4 Reply to a Message

The following steps demonstrate how to reply to a message using the **Message Center** screen:

**Step 1 --** To navigate to the **Message Center** screen, click the following menu options:

**Services > Message Center**



**Step 2 --** The **Message Center** screen displays all the messages or correspondence sent by CPRB staff members. Click the **Subject** link to view and reply to the message.

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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
 Pritha Nanda  
 Test00001  
 UserGuide Last Login: Wed, Aug 03 2016 8:15 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Message Center

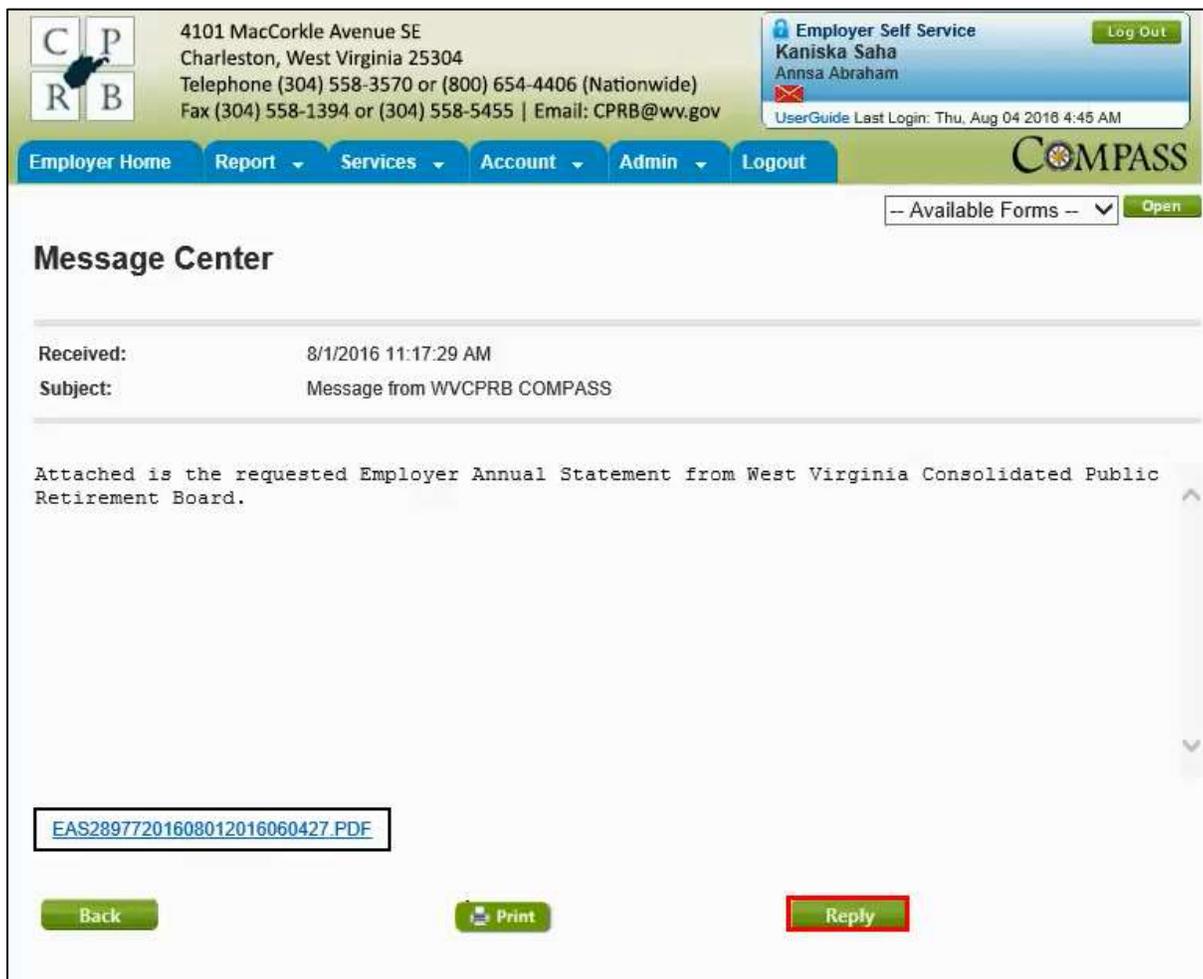
Inbox Mark as Unread Mark as Read Delete Compose Sent Items Messages Per Page: 5

	Subject	Message Preview	Date Received	From
<input type="checkbox"/>	<a href="#">Message from WVCPRF</a>	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVCPRF</a>	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVCPRF</a>	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVCPRF</a>	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/>	<a href="#">Message from WVCPRF</a>	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

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Step 3 -- The message is displayed. Click the  button.



The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Consolidated Public Retirement Board is provided: 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, and Email: CPRB@wv.gov. On the top right, the user's profile is shown as Kaniska Saha, Annsa Abraham, with a 'Log Out' button and a last login timestamp of 'Thu, Aug 04 2016 4:45 AM'. A navigation bar below the header contains links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Message Center' and shows a message received on 8/1/2016 at 11:17:29 AM with the subject 'Message from WVCPRB COMPASS'. The message body states: 'Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.' Below the message text is a link to a PDF file: 'EAS28977201608012016060427.PDF'. At the bottom of the message area, there are three buttons: 'Back', 'Print', and 'Reply' (which is highlighted with a red border).



**Step 4 --** The **Reply Message** pop up window is displayed.



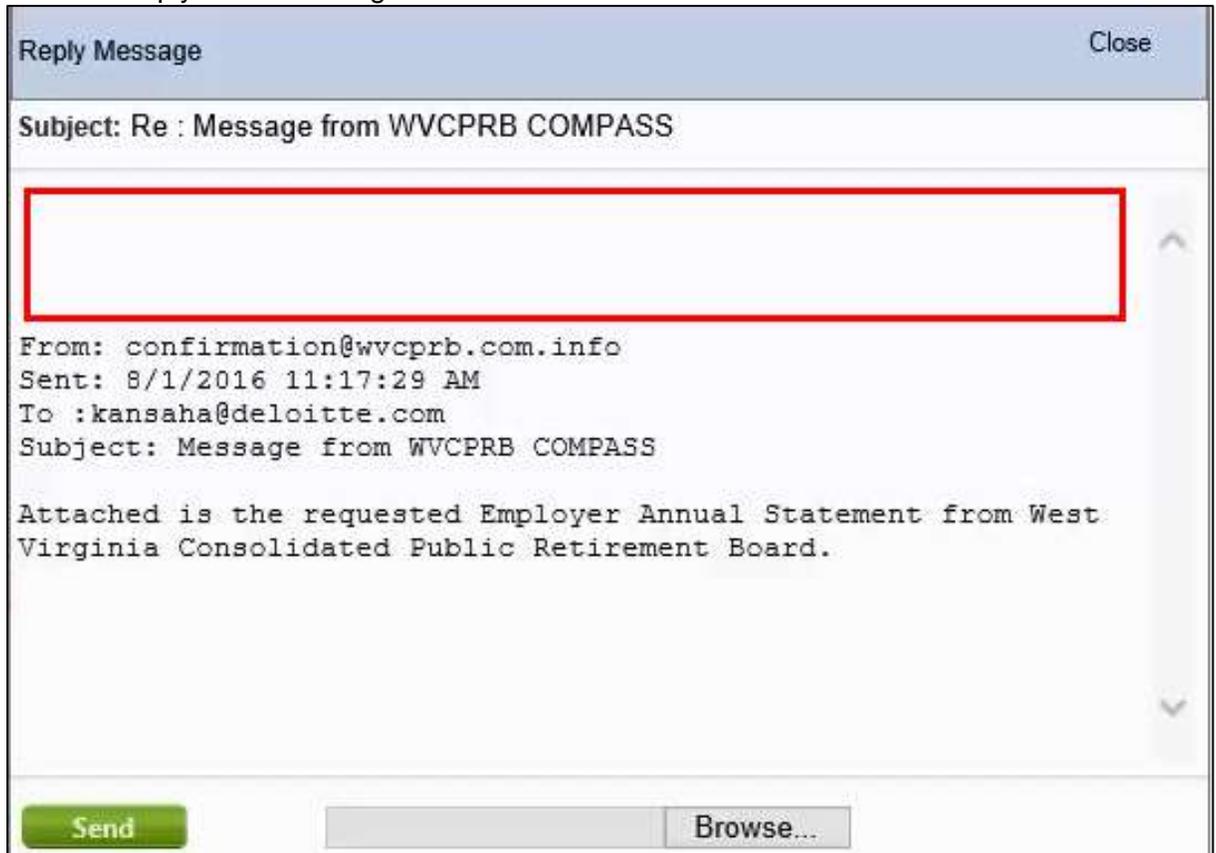
Reply Message Close

**Subject: Re : Message from WVCPRB COMPASS**

From: confirmation@wvcprb.com.info  
Sent: 8/1/2016 11:17:29 AM  
To :kansaha@deloitte.com  
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

**Step 5 --** Enter the reply to the message.



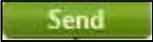
Reply Message Close

**Subject: Re : Message from WVCPRB COMPASS**

From: confirmation@wvcprb.com.info  
Sent: 8/1/2016 11:17:29 AM  
To :kansaha@deloitte.com  
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.



**Step 6 --** Click the  button.

Reply Message Close

---

**Subject: Re : Message from WVCPRB COMPASS**

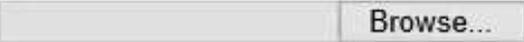
---

Thank you for the mail

From: confirmation@wvcprb.com.info  
Sent: 8/1/2016 11:17:29 AM  
To : kansaha@deloitte.com  
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

---



## 15. View Reports

The **Reports** screen allows employers to generate specific reports on an ad-hoc basis, outside the Employer Packet. This enables employers to gain a real-time view of the data currently present in COMPASS.

**Note:** If an organization is a reporting employer (meaning they submit contributions reports on behalf of child agencies), they have the ability to retrieve the reports for a child agency (for which a reporting employer submits contribution reports).

Follow the steps below to view a report in ESS:

**Step 1 --** To navigate to the **View Reports** screen, click the following menu options:

### Services > Reports

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E, 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. The top right corner features the user's name, Kaniska Saha, and a Log Out button, along with the last login date: Sat, May 28 2016 5:26 AM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The Services dropdown menu is open, listing options such as Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports (highlighted with a red box), Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The background content includes a welcome message and a list of services like Reporting Enrollments, Processing EFT Payments, and Adding/Updating Employees.



Step 2 -- The **View Reports** page displays.

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Employer Self Service  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Jul 13 2016 12:49 PM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### View Reports

Report Name: [Dropdown]

Report Description:

Enter Criteria:

Format: PDF [Dropdown]

Reset Generate

Step 3 -- Select the report to be viewed from the **Report Name** drop down menu.

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  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 11:29 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### View Reports

Report Name: [Dropdown]

Report Description:

Enter Criteria:

Format:

Reset

- Outstanding Edit Errors by Employee or Employer
- Posting Exceptions Report By Employer Code
- Demographic Errors
- Non-Participating Part-Time Status**
- Probationary Status
- Missing Employment End Date
- Errors Not In Template
- Leave Without Pay
- Load Reject Records by Employer
- Load Errors
- Contribution Error Correction Totals
- Not-Eligible Status
- Military Leave
- Workers Comp
- Lump Sum Payment of Unused Comp Holiday Time
- Downloaded CPRB IDs
- PERS TLES
- Reconcile Outstanding Adjustments
- Service Purchase Details

West Virginia Consolidated Public Retirement Board  
[Home](#)

collected, maintained and provided for the convenience of our information accurate and up-to-date, the West Virginia guarantee the accuracy of information herein. The CPRB shall or omissions made in reliance on any information contained from any such reliance.



## List of Reports

The table below describes the different reports listed in the **Report Name** field.

Report Name	Description
Posting Exceptions Report By Employer Code	This report displays a list of the validation errors, for a given employer for a specific report date by retirement system when the submitted report is being analyzed after successfully being uploaded.
Demographic Errors	This report lists all demographic errors for a given employer for a specific report date by retirement system for an employer.
Employer Debit and Credit Details Report	This report shows employer debit and credit details information for a selected time period.
Not - Eligible Status	This report displays the members for an employer who have been reported with a payment reason of 'Non-Participating Status'.
Missing Employment End Date	This report displays employees whose employment end date is not recorded with CPRB and missing from the current contribution file.
Leave Without Pay	This report displays a list of employees who are currently on leave without pay.
Load Errors	This report displays a summary of all errors, warnings, and informational messages that are identified as part of the load validation process when a file is uploaded.
TDC Employer Forfeiture Fund Report	This report shows forfeiture fund details for TDC employers (allotted amount, withdrawn till date and balance amount) for a selected time period. This report is only relevant to TDC employers.
Outstanding Edit Errors by Employee or Employer	This report displays the details regarding outstanding adjustments for a specific employer.
Lump Sum Payment of Unused Comp Holiday Time	This report displays all employees who have been reported with a lump sum payment due to holiday or comp time.
Downloaded CPRB IDs	This report displays a list of employees and their CPRB IDs.
PERS TLEs	This report lists the members who are working as temporary legislative employees in PERS for a specific employer and for a selected time period.
Reconcile Outstanding Adjustments	This report displays the details regarding outstanding adjustments for a specific employer.
Service Purchase Details	This report displays all retirement services purchased by your employees.
Deputy Sheriff Statewide Uniform Fees	This report displays the DSRS fees for the Report Date provided.



Report Name	Description
Employer State Aid	This report shows state aid fund details for TRS and TDC employers (allocated amount, withdrawn till date and balance amount) for a selected time period. This report is only relevant for TRS and TDC.
Load Reject Records by Employer	This report shows the load reject records for the selected employers.
Dual Participation Report	This report lists the members who are dual participating between either PERS and TRS or PERS and TDC for a specific employer and for a selected time period.



**Step 4 --** The **Report Description** for the selected report is displayed.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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. On the top right, a user profile for Kaniska Saha is shown with a 'Log Out' button and a last login timestamp of Thu, Aug 04 2016 8:20 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is set to 'Open'. The main content area is titled 'View Reports' and contains a form with the following fields: Report Name (Load Reject Records by Employer), Report Description (Load Reject Records by Employer, highlighted with a red box), Enter Criteria (Employer Code: 28977 - ANNE, Retirement System: Deputy Sheriff Retirement System, File Type: Contributions Only, Begin Date, End Date), and Format (PDF). 'Reset' and 'Generate' buttons are located at the bottom of the form.



**Step 5 --** In the **Enter Criteria** section, enter the parameters required to generate the report.

**Note:** Each report requires different parameters. If the employer logged in is not a reporting agency, the **Employer Code** drop down menu will be pre-populated with the logged in Employer's Code. Also, if the employer participates in only one retirement system then the **Retirement System** drop down will be pre-populated with the retirement system in which the employer participates.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The header also includes the user's name, Kaniska Saha, and a 'Log Out' button. Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. The main content area is titled 'View Reports' and contains a form for selecting a report and entering criteria. The 'Enter Criteria' section is highlighted with a red box. The form includes the following fields:

- Report Name: Load Reject Records by Employer (dropdown menu)
- Report Description: Load Reject Records by Employer
- Enter Criteria: (highlighted section)
- Employer Code: \* 28977 - ANNE (dropdown menu)
- Retirement System: \* Deputy Sheriff Retirement System (dropdown menu)
- File Type: \* Contributions Only (dropdown menu)
- Begin Date: \*
- End Date:
- Format: PDF (dropdown menu)

At the bottom of the form are two buttons: 'Reset' and 'Generate'.



**Step 6 --** Select the **Employer Code** from the drop down options.

**Note:** This field is prepopulated. There will be drop down options only when multiple employer codes are present. In this case, there was only one.

The screenshot shows the COMPASS web application interface. At the top, there is a header with contact information for the West Virginia State Police (CPRB) and a user profile for Kaniska Saha. Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing 'Open'.

The main content area is titled 'View Reports'. It contains a form with the following fields:

- Report Name: Load Reject Records by Employer (dropdown)
- Report Description: Load Reject Records by Employer
- Enter Criteria:
  - Employer Code: \* 28977 - ANNE (dropdown, highlighted with a red box)
  - Retirement System: \* Deputy Sheriff Retirement System (dropdown)
  - File Type: \* Contributions Only (dropdown)
  - Begin Date: \*
  - End Date: \*
- Format: PDF (dropdown)

At the bottom of the form are two buttons: 'Reset' and 'Generate'.



**Step 7 --** Select the relevant retirement system from the **Retirement System** drop down menu.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia State Retirement Board (CPRB) and a user profile for Kaniska Saha. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing 'Load Reject Records by Employer'. The main content area is titled 'View Reports' and contains a form with the following fields:

- Report Name: Load Reject Records by Employer
- Report Description: Load Reject Records by Employer
- Enter Criteria:
  - Employer Code: 28977 - ANNE
  - Retirement System: Deputy Sheriff Retirement System (highlighted in a red box)
  - File Type: (empty)
  - Begin Date: (empty)
  - End Date: (empty)
- Format: PDF

Buttons for 'Reset' and 'Generate' are located at the bottom of the form.



**Step 8 --** Select the **File Type** from the drop down option.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Commission on Public Retirement Benefits (CPRB) and a user profile for Kaniska Saha. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The 'View Reports' section contains a form with the following fields:

- Report Name: Load Reject Records by Employer
- Report Description: Load Reject Records by Employer
- Enter Criteria:
  - Employer Code: 28977 - ANNE
  - Retirement System: Deputy Sheriff Retirement System
  - File Type: Contributions Only (selected)
  - Enrollments & Contributions
  - Enrollments Only
- Begin Date: (empty)
- End Date: (empty)
- Format: PDF

Buttons for 'Reset' and 'Generate' are located at the bottom of the form.



**Step 9 --** Select the **Begin Date** from the calendar.

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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  
Kaniska Saha  
Annsa Abraham  
UserGuide Last Login: Thu, Aug 04 2016 8:20 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### View Reports

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: 28977 - ANNE

Retirement System: Deputy Sheriff Retirement System

File Type: Enrollments Only

Begin Date:

End Date:

Format: PDF

Reset Generate

August, 2016						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 4, 2016



**Step 10** -- Select the report format from the **Format** drop down menu.

**Note:** PDF is the default selection.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is contact information for the West Virginia Commission on Public Retirement Benefits (CPRB), including the address (4101 MacCorkle Avenue SE, Charleston, WV 25304), telephone numbers (304) 558-3570 and (800) 654-4406, and fax numbers (304) 558-1394 and (304) 558-5455. The top right shows the user's login information: Kaniska Saha, Annsa Abraham, with a last login time of Thu, Aug 04 2016 8:20 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below the navigation bar is a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'View Reports' and contains a form with the following fields:

- Report Name: Load Reject Records by Employer
- Report Description: Load Reject Records by Employer
- Enter Criteria:
  - Employer Code: 28977 - ANNE
  - Retirement System: Deputy Sheriff Retirement System
  - File Type: Enrollments Only
  - Begin Date: 8/4/2016
  - End Date: (empty)
- Format: PDF (selected), Excel

At the bottom of the form are 'Reset' and 'Generate' buttons. A red box highlights the 'Format' dropdown menu, which is currently set to 'PDF'.



**Step 11 --** Click the **Generate** button.

**Note:** The **Reset** button clears all the details in the fields and allows the information to be re-entered.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with contact information for the West Virginia State Police (4101 MacCorkle Avenue SE, Charleston, WV 25304) and user information for Kaniska Saha and Annsa Abraham. Below the header is a navigation menu with options: Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing an 'Open' button. The main content area is titled 'View Reports' and contains a form with the following fields:

- Report Name: Load Reject Records by Employer (dropdown)
- Report Description: Load Reject Records by Employer
- Enter Criteria:
- Employer Code: 28977 - ANNE (dropdown)
- Retirement System: Deputy Sheriff Retirement System (dropdown)
- File Type: Enrollments Only (dropdown)
- Begin Date: 8/4/2016 (text input)
- End Date: (text input)
- Format: PDF (dropdown)

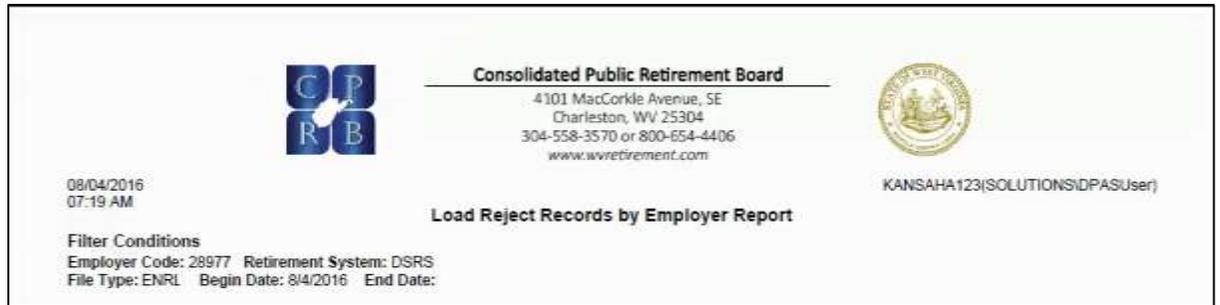
At the bottom of the form are two buttons: 'Reset' and 'Generate'. The 'Generate' button is highlighted with a red box.

**Step 12 --** To view the report, click the **Open** button.

The screenshot shows a file download dialog box with the text: "Do you want to open or save LOADREJECTRECORDSBYEMPLOYER71958.pdf (161 KB) from 10.118.23.92?". The dialog box has three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is highlighted with a red box.



**Step 13 --** The report opens in the format selected in Step 6.



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 KANSAHA123(SOLUTIONS)DPASUser

08/04/2016  
07:19 AM

**Load Reject Records by Employer Report**

Filter Conditions  
Employer Code: 28977 Retirement System: DSRS  
File Type: ENRL Begin Date: 8/4/2016 End Date:



## 16. View Employee Information

The **Employee Information** screen in CPRB's ESS portal allows the employers to view the salary and contribution history for a selected employee who currently works or has worked for the employer previously.

The following steps demonstrate how to access an employee's information using their SSN:

**Step 1 --** To navigate to the **Employee Information** screen, click the following menu options:

**Services > Employee Information**

The screenshot displays the CPRB COMPASS Employer Self Service portal. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user login area for 'Employer Self Service Troopersb Disability West Virginia School' with a 'Log Out' button. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, showing options such as 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification', 'Employee Information' (highlighted with a red box), 'Reports', 'Message Center', 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. The page content includes a welcome message and a list of services like 'Reporting Enrollments' and 'Processing EFT Payments'. A footer section contains a disclaimer and copyright information for 2016.



**Step 2 --** The **Employee Information** screen is displayed. Enter the employee's SSN in the **SSN** field.

The screenshot shows the COMPASS Employer Self Service interface. At the top left is the CPRB logo and contact 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. At the top right is the user profile for Kaniska Saha, Annsa Abraham, with a Log Out button and last login information: UserGuide Last Login: Thu, Aug 04 2016 8:40 AM. Below the header is a navigation menu with buttons for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for Available Forms is open, showing an Open button. The main content area is titled "Employee Information" and contains a section "Enter Employee SSN" with the instruction: "Enter the Employee SSN that you wish to work with and then click on the [Next] button." Below this is a form field for SSN, which is currently empty and highlighted with a red box. To the right of the field is the placeholder text "(999999999)". Below the field is a "Next >>" button.

**Step 3 --** Click the **Next >>** button.

The screenshot shows the same COMPASS Employer Self Service interface as in Step 2. The SSN field is now filled with nine dots, indicating that the SSN has been entered. The "Next >>" button is highlighted with a red box, indicating it should be clicked to proceed.



**Step 4 --** The employee's **Account History**, **Account Information**, and **Contribution History** are displayed.



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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  
Pritha Nanda  
Test00001

UserGuide Last Login: Wed, Aug 03 2016 11:29 AM

Employer Home

Report ▾

Services ▾

Account ▾

Admin ▾

Logout



-- Available Forms -- ▾ Open

## Employee Information

**Enter Employee SSN**

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

SSN: \*  (999999999)

Next >>

**View Account History**

Employee Name : ROMEO BROUWER      Employee SSN : XXX-XX-2465      Date Of Birth : 6/1/1964

**Account Information**

CPRB ID :	524934
Retirement System :	Teachers' Retirement System
Most Recent Contribution Group :	TRSPLN1 - TRS Plan 1
Most Recent Employer :	TEST00001
Employment Begin Date :	7/1/2009
Employment End Date :	PRESENT

Account History: Your salary and contribution history for this account is below.

Year	Service Type	Employer	Contribution Group	Total Salary	Total Contributions
2016	MEMBERSHIP	TEST00001	TRSPLN1 - TRS Plan 1	12491.70	2623.26
2016	MEMBERSHIP	TEST00001	TRSPLN3 - TRS Plan 3	4163.90	874.42
2015	MEMBERSHIP	TEST00001	TRSPLN3 - TRS Plan 3	2081.95	437.21
<b>Total</b>					<b>3934.89</b>

1



## 17. Submit DSRS Fees

The **Submit DSRS (Deputy Sheriff's Retirement System) Fee** allows employers participating in the DSRS to manage the reporting of the Deputy Sheriff Statewide Uniform fees. Using this screen, employers can also view the previously submitted DSRS Fees report.

**Note:** The ESS portal user with the role of "DSRS Fee Reporting" will be able to access the DSRS Fee module and submit the DSRS Fee for the employer's corresponding report date. When this user logs into the ESS portal, they will not be able to view any other menu option except for **Submit DSRS Fee**. Also, the menu of **Submit DSRS Fee** will be visible as read-only to other ESS users with roles of "ESS Admin" and "ESS Employer Reporting". When the invoice for DSRS fee is generated, a physical copy of the invoice will be mailed to the ESS portal user with the role of "DSRS Fee administrator".

Perform the steps below to submit the DSRS Fees report:

**Step 1 --** To navigate to the **Submit DSRS Fee** screen, click the following menu options:

**Report > Submit DSRS Fee**

The screenshot displays the COMPASS Employer Self Service website interface. At the top, there is contact information for the West Virginia Consolidated Public Retirement Board (CPRB) and a user profile for Kaniska Saha. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown menu is open, showing options like 'Payroll Schedule', 'Annual End of Year Reconciliation', 'Contribution Group Search', 'Submit DSRS Fee' (highlighted with a red box), 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The background content includes a welcome message and a list of services provided by the CPRB.



**Step 2 --** Click the **Report Date** field to open the calendar.

The screenshot shows the COMPASS Employer Self Service interface. At the top left is the CPRB logo and contact 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. The top right shows the user's name, Kaniska Saha, and a Log Out button. Below this is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing an 'Open' button. The main content area is titled 'Deputy Sheriff Statewide Uniform Fees' and contains a paragraph explaining the Submit DSRS Fee module. Below the paragraph is a form field labeled 'Report Date:' which is highlighted with a red border. At the bottom of the page, there is a footer with the West Virginia Consolidated Public Retirement Board logo and a disclaimer about the accuracy of the information.

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Charleston, West Virginia 25304  
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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Kaniska Saha  
Annsa Abraham  
Log Out  
UserGuide Last Login: Thu, Jun 23 2016 3:36 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

West Virginia  
Consolidated Public Retirement Board  
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**Step 3 --** The **Report Date** calendar displays. Select an appropriate date.

The screenshot shows the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Consolidated Public Retirement Board is provided: 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, and Email: CPRB@wv.gov. On the top right, the user's name is Kaniska Saha, with a Log Out button. Below this, the user's last login is noted as Thu, Jun 23 2016 7:41 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for Available Forms is open, showing an Open button. The main heading is "Deputy Sheriff Statewide Uniform Fees". Below this, a paragraph explains that the Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information, and that the status of all DSRS Fee reports can be viewed from this screen. The "Report Date:" field is highlighted with a red box, and a calendar for the year 2016 is displayed. The calendar shows the months from Jan to Dec, with "Today: June 23, 2016" at the bottom. At the bottom of the page, there is a disclaimer about the accuracy of the information and a copyright notice for 2016 West Virginia Consolidated Public Retirement Board.

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Employer Self Service  
Kaniska Saha  
Annsa Abraham  
Log Out  
UserGuide Last Login: Thu, Jun 23 2016 7:41 AM

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

### Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

2016

Jan Feb Mar Apr  
May Jun Jul Aug  
Sep Oct Nov Dec

Today: June 23, 2016

West Virginia  
Consolidated Public Retirement Board  
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Step 4 -- Enter the license count in the **License Count** field.



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**Employer Self Service** Log Out

Emely South  
Dsrs4

UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

Employer Home
Report ▾
Services ▾
Account ▾
Logout



Available Forms ▾ Open

### Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

**WV State Code 7-14E-2**

License Count	License Name	License Rate	License Cost
# 20	Of Traffic Accident Reports	@ \$10.00 each	200.00
#	Of Criminal Investigation Reports	@ \$10.00 each	
#	Of Incident Reports	@ \$10.00 each	
#	Of Property Reports	@ \$10.00 each	
<b>Sub-Section B</b>			
#	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
#	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
#	Of Motor Vehicle Number I.D.	@ \$5.00 each	
#	Of Adult I.D. Cards	@ \$5.00 each	
#	Of Photo I.D. Cards	@ \$5.00 each	
<b>Sub-Section C</b>			
#	Of Non-Governmental Background Investigation	@ \$5.00 each	

**WV State Code 17A-3-17**

#	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
#	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	

**WV State Code 59-1-14**

#	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
#	Of Levying an Attachment on Real Estate	@ \$2.00 each	
#	Of Other Levies	@ \$2.00 each	
#	Of Writ of Possessions Served	@ \$2.00 each	
#	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	

Calculate
Save
Submit



Step 5 -- Click the **Calculate** button.



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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** [Log Out](#)  
Emely South  
Dars4  
UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

Employer Home

Report ▾

Services ▾

Account ▾

Logout



-- Available Forms -- ▾ Open

## Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

WV State Code 7-14E-2			
License Count	License Name	License Rate	License Cost
# <input style="width: 40px;" type="text" value="20"/>	Of Traffic Accident Reports	@ \$10.00 each	200.00
# <input style="width: 40px;" type="text"/>	Of Criminal Investigation Reports	@ \$10.00 each	
# <input style="width: 40px;" type="text"/>	Of Incident Reports	@ \$10.00 each	
# <input style="width: 40px;" type="text"/>	Of Property Reports	@ \$10.00 each	
Sub-Section B			
# <input style="width: 40px;" type="text"/>	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Motor Vehicle Number I.D.	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Adult I.D. Cards	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C			
# <input style="width: 40px;" type="text"/>	Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17			
# <input style="width: 40px;" type="text"/>	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
# <input style="width: 40px;" type="text"/>	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14			
# <input style="width: 40px;" type="text"/>	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Levying an Attachment on Real Estate	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Other Levies	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Writ of Possessions Served	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	

Calculate
Save
Submit



Step 6 -- The ESS portal calculates the total cost.



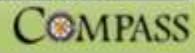
4101 MacCorkle Avenue SE  
Charleston, West Virginia 25304  
Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)  
Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** Log Out

Emely South  
Dsrs-4

UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

Employer Home
Report
Services
Account
Logout



-- Available Forms -- Open

## Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

WV State Code 7-14E-2			
License Count	License Name	License Rate	License Cost
# <input type="text" value="20"/>	Of Traffic Accident Reports	@ \$10.00 each	200.00
# <input type="text"/>	Of Criminal Investigation Reports	@ \$10.00 each	
# <input type="text"/>	Of Incident Reports	@ \$10.00 each	
# <input type="text"/>	Of Property Reports	@ \$10.00 each	
Sub-Section B			
# <input type="text"/>	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
# <input type="text"/>	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
# <input type="text"/>	Of Motor Vehicle Number I.D.	@ \$5.00 each	
# <input type="text"/>	Of Adult I.D. Cards	@ \$5.00 each	
# <input type="text"/>	Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C			
# <input type="text"/>	Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17			
# <input type="text"/>	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
# <input type="text"/>	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14			
# <input type="text"/>	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
# <input type="text"/>	Of Levying an Attachment on Real Estate	@ \$2.00 each	
# <input type="text"/>	Of Other Levies	@ \$2.00 each	
# <input type="text"/>	Of Writ of Possessions Served	@ \$2.00 each	
# <input type="text"/>	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	
<b>TOTAL</b>			<b>=\$ 200.00</b>

Calculate Save Submit



**Step 7 --** Click the  button to submit the DSRS fees.

**Note:** Also the DSRS Fees report can be saved by clicking on the Save button without submitting the report. The Save reports can be retrieved for later submission.



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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

**Employer Self Service** [Log Out](#)  
Emely South  
Dsrs4  
UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

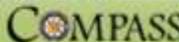
Employer Home

Report ▾

Services ▾

Account ▾

Logout



-- Available Forms -- ▾ Open

## Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

**Report Date:**

WV State Code 7-14E-2			
License Count	License Name	License Rate	License Cost
# <input style="width: 40px;" type="text" value="20"/>	Of Traffic Accident Reports	@ \$10.00 each	200.00
# <input style="width: 40px;" type="text"/>	Of Criminal Investigation Reports	@ \$10.00 each	
# <input style="width: 40px;" type="text"/>	Of Incident Reports	@ \$10.00 each	
# <input style="width: 40px;" type="text"/>	Of Property Reports	@ \$10.00 each	
Sub-Section B			
# <input style="width: 40px;" type="text"/>	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Motor Vehicle Number I.D.	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Adult I.D. Cards	@ \$5.00 each	
# <input style="width: 40px;" type="text"/>	Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C			
# <input style="width: 40px;" type="text"/>	Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17			
# <input style="width: 40px;" type="text"/>	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
# <input style="width: 40px;" type="text"/>	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14			
# <input style="width: 40px;" type="text"/>	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Levying an Attachment on Real Estate	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Other Levies	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Writ of Possessions Served	@ \$2.00 each	
# <input style="width: 40px;" type="text"/>	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	
<b>TOTAL</b>		<b>= \$</b>	<b>200.00</b>
<span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; margin-right: 5px;">Calculate</span> <span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; margin-right: 5px;">Save</span> <span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px; border: 2px solid red;">Submit</span>			



**Step 8 --** The “**Your DSRs Fee has been successfully submitted**” message is displayed which confirms that the DSRs Fee is submitted.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information for the West Virginia Department of Labor and Industry is provided: 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, and Email: CPRB@wv.gov. On the top right, the user is logged in as Emely South (Dsrs4) with a 'Log Out' button. Below this is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', and 'Logout' options. The main content area features a 'Confirmation' section with a header 'DSRS Fee License Submitted' and a green message: 'Your DSRs Fee has been successfully submitted.' A 'Continue' button is located at the bottom right of the confirmation area. On the right side of the page, there are 'Open' and 'Print' buttons next to a dropdown menu labeled '-- Available Forms --'.

**Note:** Following the same steps in the **Submit DSRs Fee** Section of this manual, the reports that were previously submitted can be viewed in read-only mode.



## 18. Process Invoices

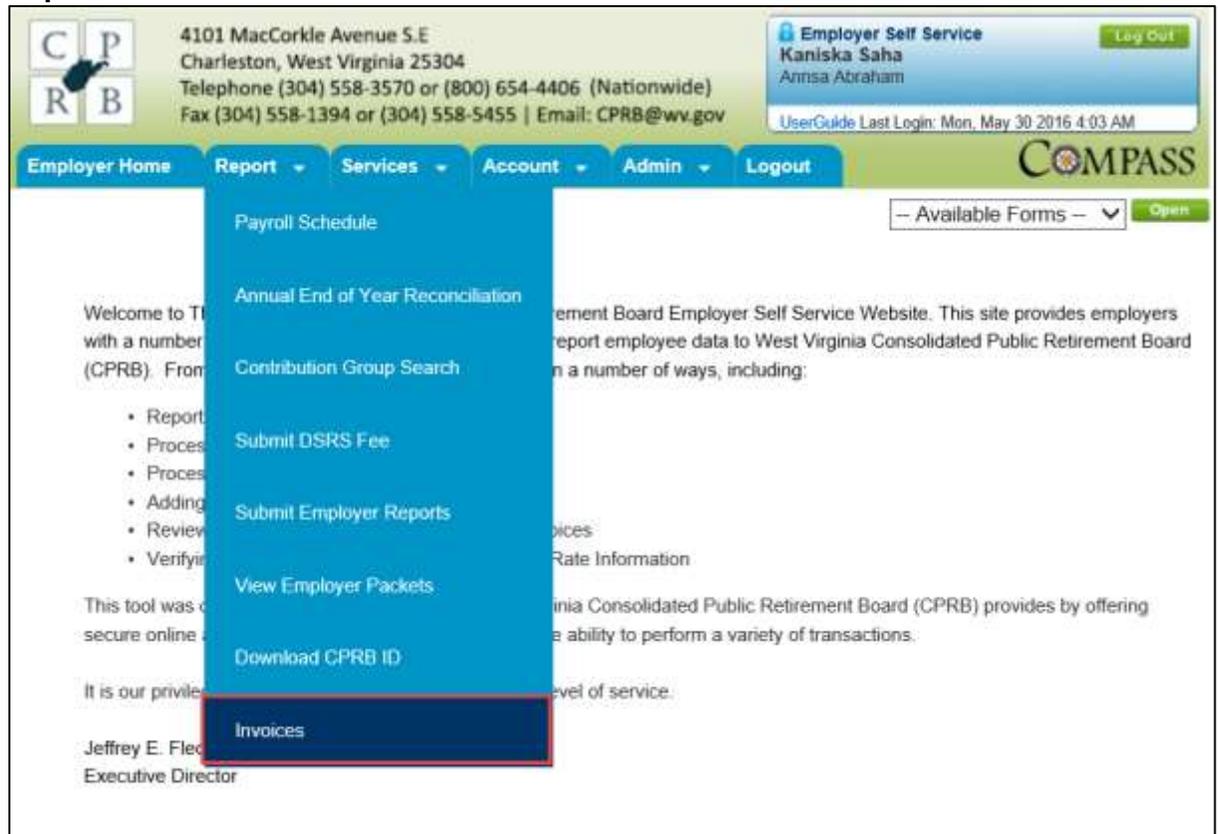
The **Invoices** screen enables employers to view the invoices and allows payment of invoices through ACH. Using this screen, employers can apply payments to outstanding debit invoices.

**Note:** Credit invoices are not displayed in the **Invoices** screen, credit invoices are instead shown in the Contribution summary at the time the report is submitted.

Follow the steps below to pay an invoice in ESS:

**Step 1 --** To navigate to the **Invoices** screen, click the following menu options:

### Report > Invoices



The screenshot displays the Employer Self Service (ESS) website interface. At the top left, the CPRB logo is shown alongside contact information: 4101 MacCorkle Avenue S.E., 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. The top right corner features the user's name, Kaniska Saha, and a Log Out button. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The 'Report' dropdown menu is open, showing options such as Payroll Schedule, Annual End of Year Reconciliation, Contribution Group Search, Submit DSRS Fee, Submit Employer Reports, View Employer Packets, Download CPRB ID, and Invoices. The 'Invoices' option is highlighted with a red box. The background of the page shows a welcome message and a list of services available to employers.

Step 2 -- The **Invoices** screen displays with unpaid invoices listed.

4101 MacCorkle Avenue SE  
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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 7:33 AM

Employer Home Report Services Account Admin Logout COMPASS

Available Forms Open

### Invoices

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

**Invoices**

Recent Invoices:   Payment Mode:   
Date Range:   to    Show Paid Invoices  
Invoice Type:

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> <a href="#">1193</a>	Penalty - Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid



**Step 3 --** Search for an invoice using the search criteria of **Recent Invoices**, **Date Range**, **Payment Mode**, or **Invoice Type**.

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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  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 7:33 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Invoices

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

**Invoices**

Recent Invoices: 
 Date Range:  to  
 Invoice Type: 

 Show Paid Invoices

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> <a href="#">1193</a>	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid

**Step 4 --** Select the check box next to the invoice that needs to be paid.

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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  
Bob Hope  
Dep  
UserGuide Last Login: Wed, Aug 03 2016 7:33 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Invoices

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

**Invoices**

Recent Invoices: 
 Date Range:  to  
 Invoice Type: 

 Show Paid Invoices

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> <a href="#">1193</a>	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid



**Step 5 --** Click the **Pay Invoice Now** button.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is contact information for the West Virginia Department of Public Safety (CPRB) and a user profile for Bob Hope. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right corner. Below the navigation bar, there is a dropdown menu for 'Available Forms' and an 'Open' button. The 'Invoices' section contains a descriptive paragraph and a filter area with options for 'Recent Invoices', 'Date Range', 'Invoice Type', 'Payment Mode', and 'Show Paid Invoices'. A table lists one invoice with a 'Pay Invoice Now' button highlighted in a red box.

**Invoices**

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

**Invoices**

Recent Invoices:    Payment Mode:

Date Range:  to    Show Paid Invoices

Invoice Type:

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input checked="" type="checkbox"/> <a href="#">1193</a>	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid



**Step 6 --** The **Pay Invoice** screen is displayed. Enter the Bank Name.

**Note:** If the employer payment remittance type is ACH the PIN Number is the only field that is required to remit the payment.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

COMPASS

-- Available Forms -- Open

### Pay Invoice

Enter payment information. To cancel without submitting, click **Back**. To pay the invoice, click **Submit**.

**Remit your payment**

Enter the Bank Name: \*

Enter the Routing Number: \*

Enter the Account number: \*

Payment to be debited: \$903.54

Enter the PIN Number: \*

<< Go Back Submit Your Payment >>

\* Scheduled payments are usually drafted within 2-4 business days.

**Step 7 --** Enter the **Routing Number** in the text field.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

COMPASS

-- Available Forms -- Open

### Pay Invoice

Enter payment information. To cancel without submitting, click **Back**. To pay the invoice, click **Submit**.

**Remit your payment**

Enter the Bank Name: \*

Enter the Routing Number: \*

Enter the Account number: \*

Payment to be debited: \$903.54

Enter the PIN Number: \*

<< Go Back Submit Your Payment >>



**Step 8 --** Enter the **Account Number** in the text field.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Pay Invoice

Enter payment information. To cancel without submitting, click **Back**. To pay the invoice, click **Submit**.

**Remit your payment**

Enter the Bank Name: \*

Enter the Routing Number: \*

Enter the Account number: \*

Payment to be debited: \$903.54

Enter the PIN Number: \*

<< Go Back Submit Your Payment >>

\* Scheduled payments are usually drafted within 2-4 business days.

**Step 9 --** Enter the **PIN Number** in the text field.

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Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

Employer Self Service  
Pritha Nanda  
Test00001  
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Pay Invoice

Enter payment information. To cancel without submitting, click **Back**. To pay the invoice, click **Submit**.

**Remit your payment**

Enter the Bank Name: \*

Enter the Routing Number: \*

Enter the Account number: \*

Payment to be debited: \$903.54

Enter the PIN Number: \*

<< Go Back Submit Your Payment >>

\* Scheduled payments are usually drafted within 2-4 business days.

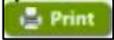


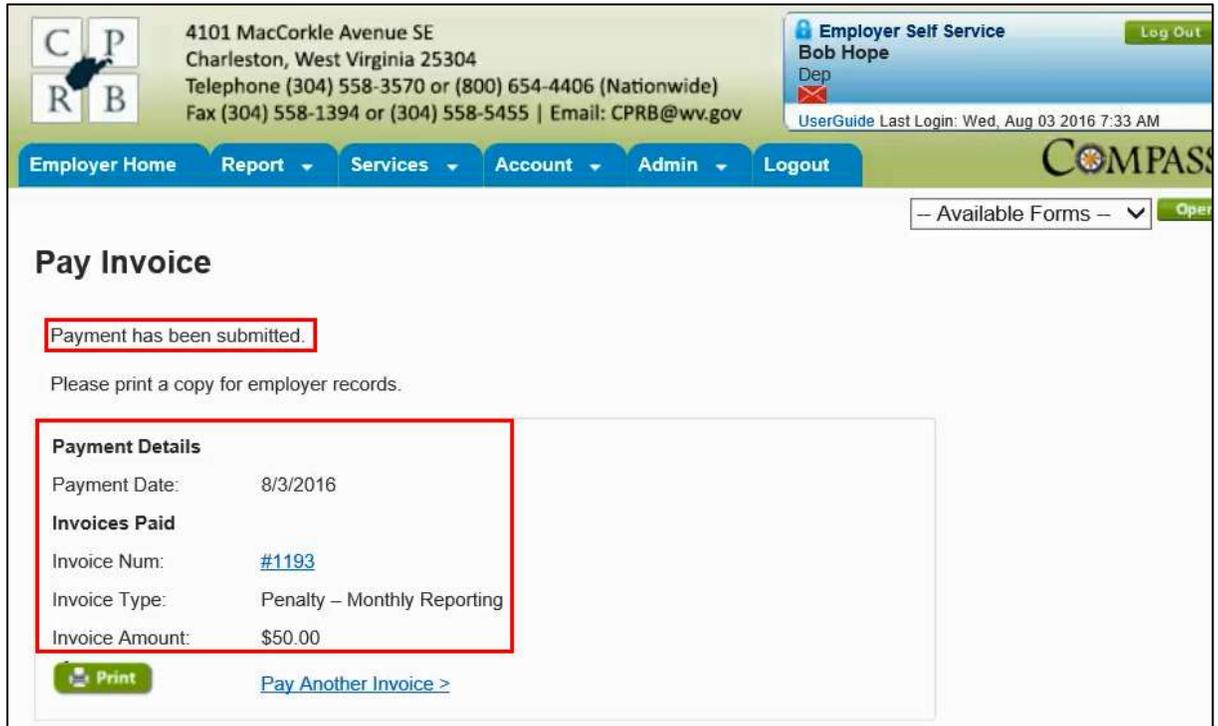
Step 10 -- Click the **Submit Your Payment >>** button.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the logo consists of four squares containing the letters C, P, R, and B. To the right of the logo, the address is 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Contact information includes Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. The top right corner shows the user's name Pritha Nanda, Test00001, and a last login time of Wed, Aug 03 2016 7:32 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for Available Forms is open, showing an Open button. The main content area is titled 'Pay Invoice' and contains instructions: 'Enter payment information. To cancel without submitting, click Back. To pay the invoice, click Submit.' Below this is a 'Remit your payment' section with the following fields: 'Enter the Bank Name:' (Stanford bank), 'Enter the Routing Number:' (301178945), 'Enter the Account number:' (876098901), 'Payment to be debited:' (\$19.40), and 'Enter the PIN Number:' (four dots). At the bottom of the form, there are two buttons: '<< Go Back' and 'Submit Your Payment >>'. The 'Submit Your Payment >>' button is highlighted with a red rectangular box, and a mouse cursor is pointing at it.



**Step 11** -- The “**Payment has been submitted**” message is displayed along with the **Payment Details** and the **Invoices Paid** details.

**Note:** The Pay Invoice confirmation screen can be printed by clicking the  button.



The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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, and Email: CPRB@wv.gov. On the top right, the user is logged in as Bob Hope, Department, with a last login of Wednesday, August 03, 2016 at 7:33 AM. A navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is visible on the right. The main content area is titled 'Pay Invoice' and features a red-bordered box containing the message 'Payment has been submitted.' Below this, a note asks the user to print a copy for employer records. A larger red-bordered box contains the following details:

Payment Details	
Payment Date:	8/3/2016
Invoices Paid	
Invoice Num:	<a href="#">#1193</a>
Invoice Type:	Penalty – Monthly Reporting
Invoice Amount:	\$50.00

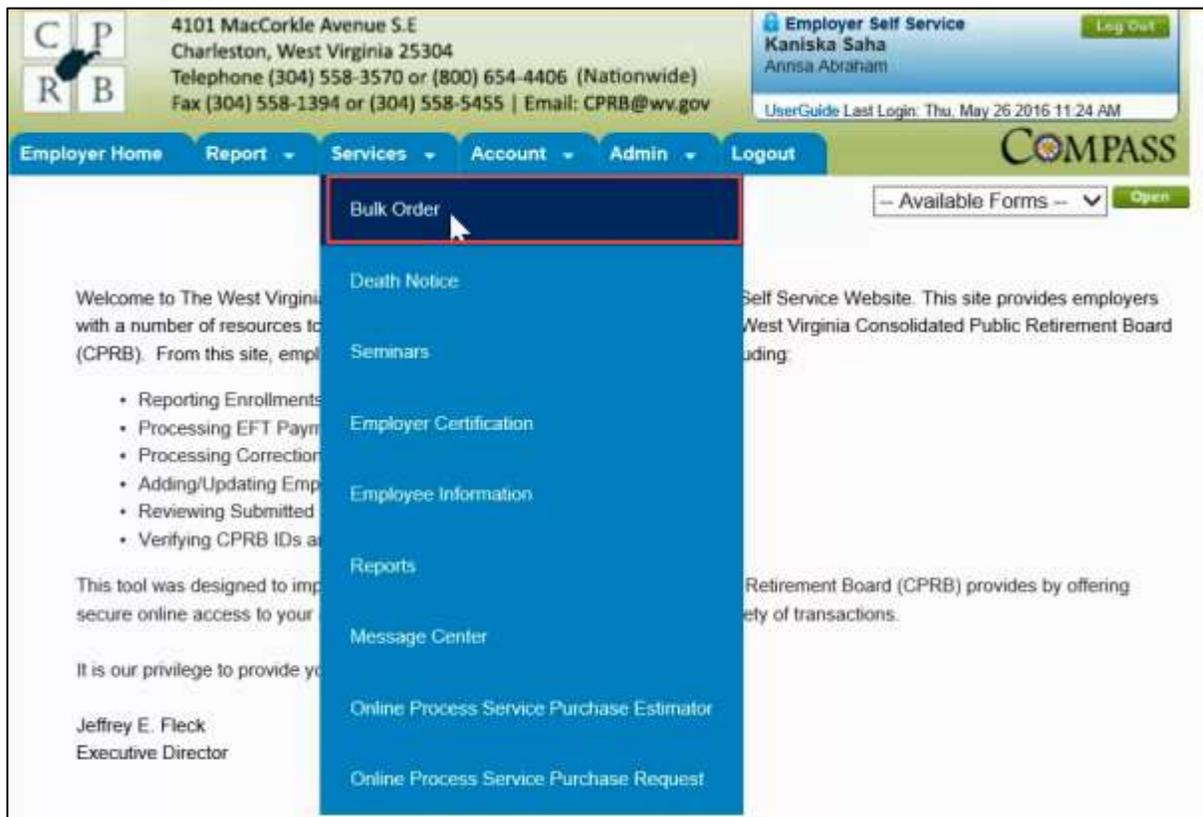
At the bottom of the details box, there is a 'Print' button and a link to 'Pay Another Invoice >'.

## 19. Submit a Bulk Order

The **Bulk Orders** screen can be used to order forms, brochures, and coupons to be printed in bulk from CPRB. The employer will need to specify the order type, quantity, and include a comment for the bulk order. The following steps demonstrate how to request a bulk print order from CPRB:

**Step 1 --** To navigate to the **Bulk Order** screen, click the following menu options:

**Services > Bulk Order**



**Step 2 --** The **Bulk Order** screen displays. Select the **Order Type** from the drop down menu.

**C P**  
**R B**

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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**  
Kaniska Saha  
Annisa Abraham  
UserGuide Last Login: Thu, May 26 2016 11:24 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

### Bulk Order

**Bulk Order**

Order Type: \*  Quantity: \*

Comment: \*

Submit Cancel

West Virginia  
Consolidated Public Retirement Board  
www.wvretirement.com

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**Step 3 --** Enter the required number for bulk order in the **Quantity** field and relevant comments in the **Comment** field.

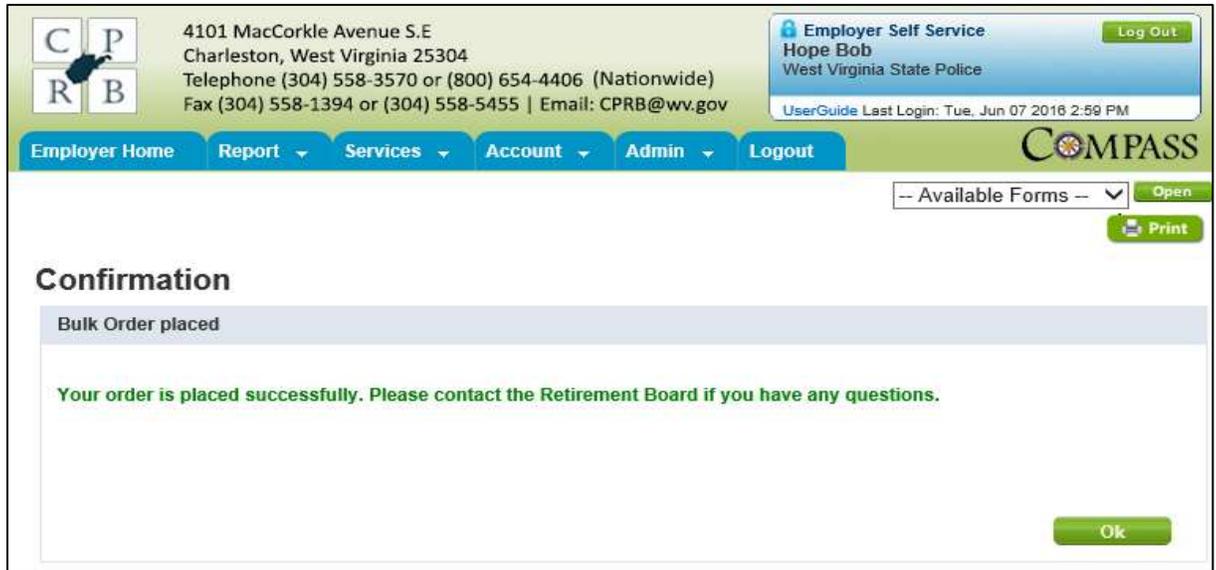
The screenshot shows the COMPASS web interface. At the top left, there is a logo with the letters C, P, R, and B. Next to it is the address: 4101 MacCorkle Avenue S.E, Charleston, West Virginia 25304. Telephone (304) 558-3570 or (800) 654-4406 (Nationwide). Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, there is a user profile for 'Employer Self Service' with the name 'Hope Bob' and 'West Virginia State Police'. A 'Log Out' button is next to it. Below the header is a navigation bar with 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Bulk Order'. It contains a form with 'Order Type' set to 'Brochures' and 'Quantity' set to '100'. The 'Comment' field contains the text 'For employee education.'. At the bottom right of the form are 'Submit' and 'Cancel' buttons.

**Step 4 --** Click the **Submit** button.

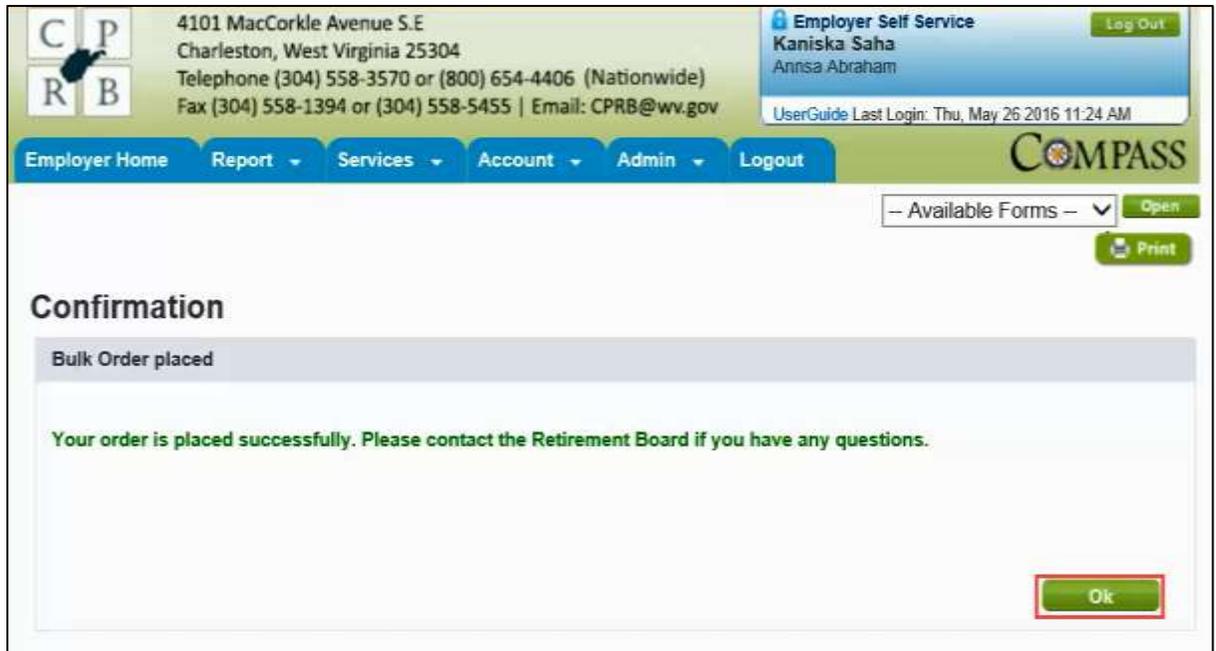
This screenshot is identical to the one above, showing the 'Bulk Order' form with 'Order Type' as 'Brochures', 'Quantity' as '100', and 'Comment' as 'For employee education.'. In this step, the 'Submit' button at the bottom right of the form is highlighted with a red box.



**Step 5 --** The **Confirmation** screen displays indicating that the bulk order was successfully sent to CPRB.



**Step 6 --** Click the **Ok** button to return to the **Home** screen.

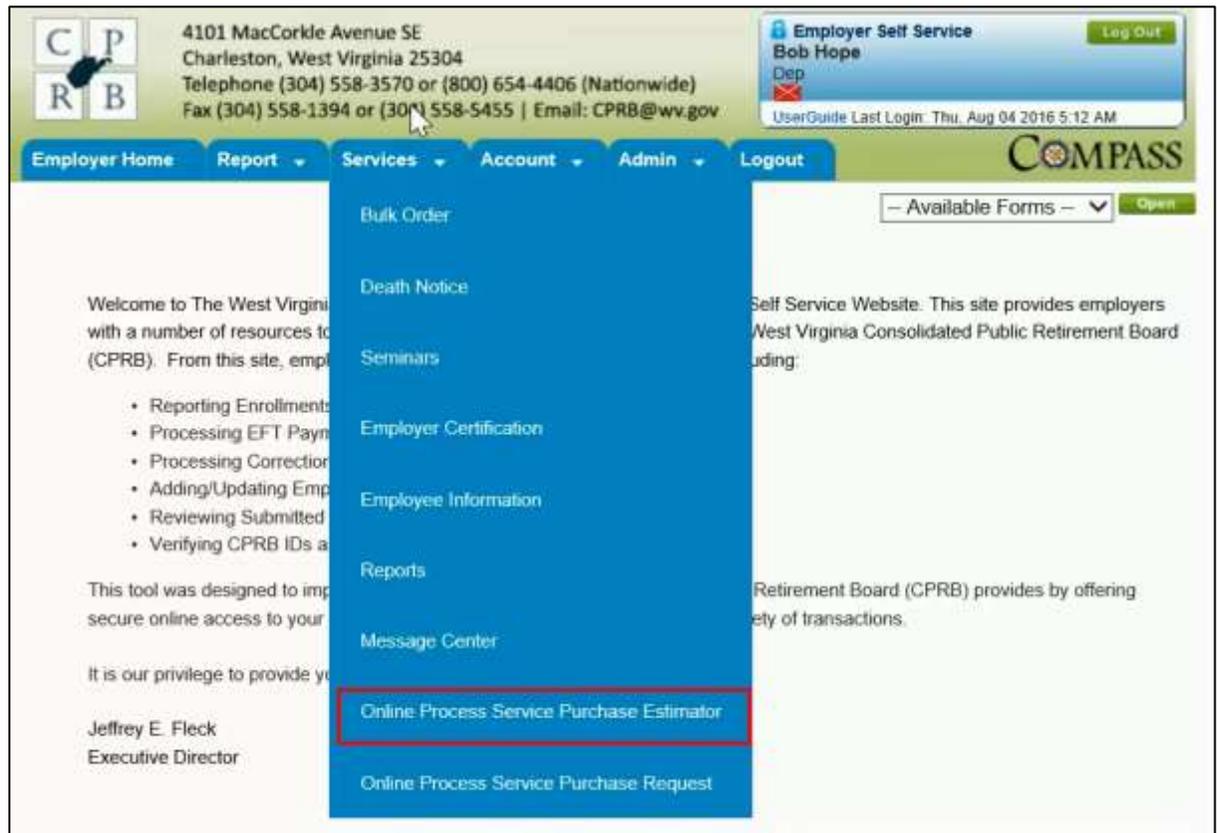


## 20. Service Purchase Calculator

The **Service Purchase Calculator** allows employers to calculate a Service Purchase cost estimate for the various service types within a retirement system. Employers typically receive service purchase cost estimate requests from the members in the system.

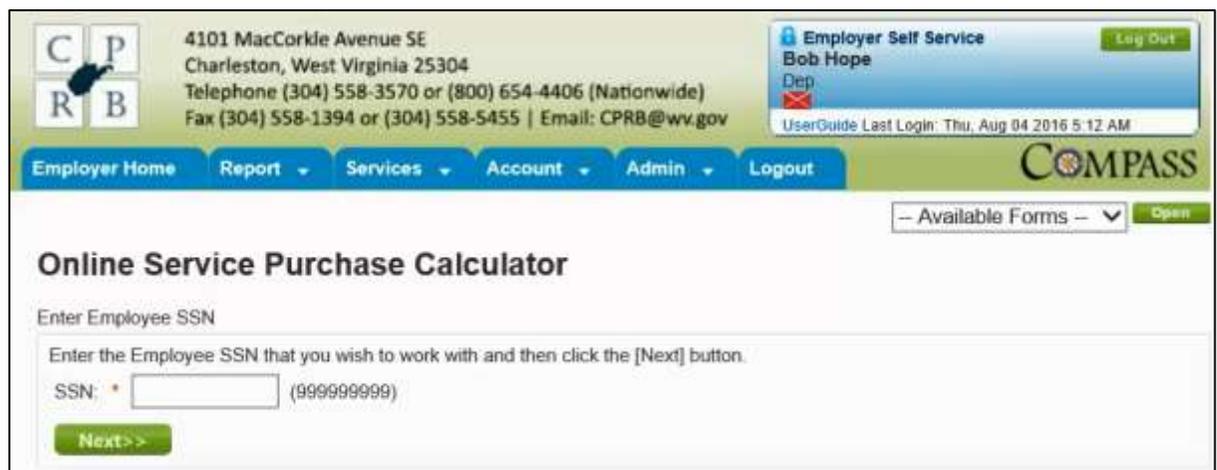
**Step 1 --** To navigate to the **Service Purchase Calculator** screen, click the following menu options:

**Services > Service Purchase Estimator**



The screenshot shows the COMPASS Employer Self Service website. The header includes the CPRB logo, contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and a user profile for Bob Hope. The main navigation bar contains 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, listing options such as Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports, Message Center, Online Process Service Purchase Estimator (highlighted with a red box), and Online Process Service Purchase Request. The page content includes a welcome message and a list of services.

**Step 2 --** The **Enter Employee SSN** screen displays.



The screenshot shows the 'Online Service Purchase Calculator' screen. The header is identical to the previous screenshot. The main content area features the title 'Online Service Purchase Calculator' and a form titled 'Enter Employee SSN'. The form includes a text input field for the SSN, a placeholder '(999999999)', and a 'Next>>' button. The page also includes a 'Available Forms' dropdown menu.



**Step 3 --** Enter the SSN of the employee into the **SSN** field.

The screenshot shows the COMPASS Employer Self Service portal. At the top left is the logo with letters C, P, R, B. To its right is contact 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. On the top right, a user profile for Bob Hope is shown with a Log Out button and a last login timestamp of Thu, Aug 04 2016 5:12 AM. A navigation bar contains links for Employer Home, Report, Services, Account, Admin, and Logout. Below this is a dropdown menu for Available Forms. The main heading is "Online Service Purchase Calculator". The form area is titled "Enter Employee SSN" and contains the instruction "Enter the Employee SSN that you wish to work with and then click the [Next] button." Below this is a label "SSN: \*" followed by an empty text input field and the placeholder "(999999999)". A green "Next>>" button is positioned below the input field. At the bottom of the page, there is a disclaimer and a copyright notice for 2016 West Virginia Consolidated Public Retirement Board.

**Step 4 --** Click the  button.

This screenshot is identical to the previous one, but the text input field for the SSN now contains the number "233879645". The "Next>>" button is now highlighted with a red rectangular border, indicating it is the next step in the process.



Step 5 -- The **Online Service Purchase Calculator** screen is displayed.



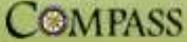
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**Employer Self Service** Log Out

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-- Available Forms -- ▾ Open

## Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

**Membership Information**

Member ID: 269046  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; if you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date:

Member's birth date:

Participation date:  Years  Months

Service Purchase Type:

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date:

Purchase End Date:

Total Service:  Months

Next



**Step 6 --** Select the radio button next to the Retirement System name to calculate the service purchase.



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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

**Membership Information**

Member ID: 269048  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date:   
 Member's birth date:   
 Participation date:  Years  Months  
 Service Purchase Type:

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date:   
 Purchase End Date:   
 Total Service:  Months

Next



Step 7 -- Select the **Service Purchase Type** from the drop down menu.

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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

**Membership Information**

Member ID: 289048  
Social Security Number: 233879845  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; if you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date: 8/31/2016  
Member's birth date: 2/1/1950  
Participation date: 3/1/1975  
Your current service as of 08/04/2016: 27 Years 10 Months

Service Purchase Type: **Correction of Error Service**

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date:   
Purchase End Date:

Next



Step 8 -- Enter the date in the **Purchase Start Date** field.



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### Online Service Purchase Calculator

#### Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

#### Membership Information

Member ID: 289046  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

#### Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office.

#### Calculation Information

Cost calculation date: 8/31/2016  
Member's birth date: 2/1/1950  
Participation date: 3/1/1975  
Your current service as of 08/04/2016: 27 Years 10 Months  
Service Purchase Type: Correction of Error Service

#### Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Purchase Start Date:   
Purchase End Date:

Next



Step 9 -- Enter the date in the **Purchase End Date** field.

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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

**Membership Information**

Member ID: 289046  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; if you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date: 8/31/2016  
Member's birth date: 2/1/1950  
Participation date: 3/1/1975  
Your current service as of 08/04/2016: 27 Years 10 Months  
Service Purchase Type: Correction of Error Service

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date: 8/2/2016  
Purchase End Date:

Next



Step 10 -- Click the  button.



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## Online Service Purchase Calculator

### Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

### Membership Information

Member ID: 289048  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

### Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

### Calculation Information

Cost calculation date: 8/31/2016  
Member's birth date: 2/1/1950  
Participation date: 3/1/1975  
Your current service as of 08/04/2016: 27 Years 10 Months  
Service Purchase Type: Correction of Error Service

### Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates, when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date: 8/2/2016  
Purchase End Date: 8/4/2016

**Next**



**Step 11 -- Enter the salary amount in the **Salary** field.**

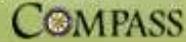


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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

**Membership Information**

Member ID: 269046  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date: 8/31/2016  
Member's birth date: 2/1/1950  
Participation date: 3/1/1975  
Your current service as of 08/04/2016:  Years  Months  
Service Purchase Type: Correction of Error Service

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates, when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date: 6/2/2016  
Purchase End Date: 8/4/2016

Next

Start Date	End Date	Salary
6/2/2016	8/4/2016	\$0.00

Calculate Purchase Estimate
Clear Form



Step 12 -- Click the **Calculate Purchase Estimate** button.



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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

**Membership Information**

Member ID: 269048  
Social Security Number: 233879845  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date:   
 Member's birth date:   
 Participation date:   
 Your current service as of 08/04/2016:  Years  Months  
 Service Purchase Type:

**Calculation Detail Information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date:   
 Purchase End Date:

[Next](#)

Start Date	End Date	Salary
6/2/2016	8/4/2016	<input type="text" value="\$5000"/>

[Calculate Purchase Estimate](#)
[Clear Form](#)



**Step 13 --** The service purchase estimate is displayed.

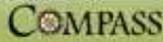


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### Online Service Purchase Calculator

**Membership Section**

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

**Membership Information**

Member ID: 269046  
Social Security Number: 233879645  
Name: KELVIN KINSMAN  
Birth Date: 2/1/1950

**Service Purchase Calculator**

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; if you wish to inquire further, please contact our office

**Calculation Information**

Cost calculation date:   
 Member's birth date: 2/1/1950  
 Participation date: 3/1/1975  
 Your current service as of 08/04/2016:  Years  Months  
 Service Purchase Type:

**Calculation Detail information**

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date:   
 Purchase End Date:

[Next](#)

Start Date	End Date	Salary
6/2/2016	8/4/2016	<input type="text" value="\$5000"/>

Purchase Type	Service To be Purchased	Principal Amount	Interest Amount	Total Purchase Amount	Total Employee Purchase Amount	Total Employer Purchase Amount
Correction of Error Service	<input type="text" value="0"/> Years <input type="text" value="03"/> Months	\$900.00	\$5.45	\$905.45	\$225.00	\$680.45

[Calculate Purchase Estimate](#)
[Clear Form](#)



## 21. Service Purchase Request

Through the **Service Purchase Request** screen, employers can request that certain service purchase estimates be prepared by CPRB and sent to the member on whose behalf the request was made. Members, however, have to be eligible to purchase relevant service type within the retirement system.

**Step 1 --** To navigate to the **Online Service Purchase Request** screen, click the following menu options: e

**Services > Online Service Purchase Request**

The screenshot displays the COMPASS Employer Self Service interface. At the top left, the CPRB logo is shown alongside contact 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, and Email: CPRB@wv.gov. The top right corner features the user's name, Bob Hope, and a Log Out button. Below the header is a navigation bar with tabs for Employer Home, Report, Services, Account, Admin, and Logout. The Services dropdown menu is open, listing options such as Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The last option is highlighted with a red box. The main content area on the left contains a welcome message and a list of services including Reporting Enrollments, Processing EFT Payments, Processing Corrections, Adding/Updating Employees, Reviewing Submitted, and Verifying CPRB IDs. The right side of the page shows a section for Available Forms and a description of the Self Service Website.



**Step 2 --** The **Enter Employee SSN** screen displays. Enter the SSN of an employee into the **SSN** field.

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-- Available Forms -- Open

**Enter Employee SSN**

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

SSN: \*  (999999999)

Next>>

**Step 3 --** Click the **Next>>** button.

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**Enter Employee SSN**

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

SSN: \*  (999999999)

Next>>



Step 4 -- The Online Service Purchase Request screen displays.



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## Online Service Purchase Request

### Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="checkbox"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

### Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

### Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

**Mailing Address:**

If you would like to change your mailing address information please click [here](#)

**Note:** You can return to this page through the Service Purchase Request option in the Services menu.

### Service Purchase Request

Service Purchase Type:  [Help](#)



**Step 5 --** Select a **Service Purchase Type** from the drop down menu.

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 Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov

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### Online Service Purchase Request

**Membership Selection**

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="checkbox"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

**Service Purchase Request**

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

**Mailing Address Information**

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

**Mailing Address:**

If you would like to change your mailing address information

**Note:** You can return to this page through the Service Purchase Request

**Service Purchase Request**

Service Purchase Type: \*

- Correction of Error Service
- Military Service Credit - Non Contributory
- Reinstatement of Withdrawn PERS Service
- Reinstatement of Withdrawn Plan A service
- Reinstatement of Withdrawn TRS Service
- Retroactive Service
- Retroactive Legislative Service
- Reinstatement of Withdrawn PERS - Reciprocal Service
- Temporary Legislative Service
- Transfer of JRS Service
- Workers Compensation Service

Help



**Step 6 --** Enter the date in the **Purchase Period Start Date** field.



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**Employer Self Service** Log Out

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### Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="checkbox"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

### Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

### Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

**Mailing Address:**

If you would like to change your mailing address information please click [here](#)

**Note:** You can return to this page through the Service Purchase Request option in the Services menu.

### Service Purchase Request

Service Purchase Type: \* Correction of Error Service ▼ [Help](#)

### Service Purchase Request Details

Purchase Period Start Date: \*  

Purchase Period End Date: \*

### Additional Info

Additional Information:

◀ **August, 2016** ▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 4, 2016

Submit



**Step 7 --** Enter the end date in the **Purchase Period End Date** field.



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** Log Out

**Bob Hope**

Dep

UserGuide Last Login: Thu, Aug 04 2016 8:42 AM

Employer Home
Report
Services
Account
Admin
Logout



-- Available Forms -- Open

### Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

### Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

### Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

**Mailing Address:**

If you would like to change your mailing address information please click [here](#)

**Note:** You can return to this page through the Service Purchase Request option in the Services menu.

### Service Purchase Request

Service Purchase Type: \* Correction of Error Service ▼ [Help](#)

### Service Purchase Request Details

Purchase Period Start Date: \*

Purchase Period End Date: \*

### Additional Info

Additional Information:

◀
**August, 2016**
▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: August 4, 2016



**Step 8 --** Enter the relevant comments, if any, in the **Additional Information** field.

The screenshot displays the COMPASS Employer Self Service interface. At the top, there is contact information for CPRB (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304) and user information for Bob Hope (Dep). A navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open, showing 'Open'. The main content area is divided into sections: 'Membership Selection' (showing a table with one row for PERS), 'Service Purchase Request' (with introductory text), 'Mailing Address Information' (with a note about correspondence), and 'Service Purchase Request' (with a dropdown menu set to 'Correction of Error Service'). Below this, 'Service Purchase Request Details' shows date fields for 'Purchase Period Start Date' (06/02/2016) and 'Purchase Period End Date' (08/04/2016). The 'Additional Info' section contains a large text area for 'Additional Information' and a 'Submit' button. A red box highlights the 'Additional Information' text area.

**Membership Selection**

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

<input type="checkbox"/>	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="checkbox"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

**Service Purchase Request**

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You can create a service purchase request by filling out the following information below.

**Mailing Address Information**

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

**Mailing Address:**

If you would like to change your mailing address information please click [here](#)

**Note:** You can return to this page through the Service Purchase Request option in the Services menu.

**Service Purchase Request**

Service Purchase Type: \*  [Help](#)

**Service Purchase Request Details**

Purchase Period Start Date: \*

Purchase Period End Date: \*

**Additional Info**

**Additional Information:**



Step 9 -- Click the **Submit** button.



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**Employer Self Service**  
Bob Hope  
Dep  
UserGuide Last Login: Thu, Aug 04 2016 6:42 AM

**Log Out**

**COMPASS**

Employer Home Report Services Account Admin Logout

-- Available Forms -- **Open**

### Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

	Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/>	PERS	DEP	Retired	3/1/1975	6/30/2005

### Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

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Mailing Address:

If you would like to change your mailing address information please click [here](#)

**Note:** You can return to this page through the Service Purchase Request option in the Services menu.

### Service Purchase Request

Service Purchase Type: \*  **Help**

### Service Purchase Request Details

Purchase Period Start Date: \*

Purchase Period End Date: \*

### Additional Info

Additional Information:

**Submit**



**Step 10** -- The “Your service purchase request for Correction of Error Service was submitted successfully on Thursday, August 04, 2016 at 6:44:00 AM Eastern Standard Time.” message displays confirming that the request is submitted.

The screenshot displays the COMPASS Employer Self Service interface. At the top left, there is a logo with the letters C, P, R, and B. To its right, contact information is provided: 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, and Email: CPRB@wv.gov. On the top right, a user profile for Bob Hope is shown with a 'Log Out' button and a 'UserGuide Last Login: Thu, Aug 04 2016 6:42 AM' timestamp. Below this is a navigation bar with buttons for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is also visible. The main content area features a prominent blue message box with a red border: "Your service purchase request for Correction of Error Service was submitted successfully on Thursday, August 04, 2016 at 6:44:00 AM Eastern Standard Time." Below this message, there is a paragraph of text: "You can check the status of your service purchase request by clicking on the Service Purchase Status & Payment History services menu option." At the bottom center, there is a green 'OK' button.



