# **Deloitte.**



## Employer Self Service Work Process Manual October 12, 2016

West Virginia Consolidated Public Retirement Board (WVCPRB)

**COMPASS** Project

**C**<sup>©</sup>MPASS

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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.

 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 logins 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.
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C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25 Telephone (304) 558-3570 o Fax (304) 558-1394 or (304)	304 r (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wy.gov	Login to your account
		COMPASS
Login		
🚔 Log In To Your Account	Use Self Service to:	
User ID	View your account details	
Password	Make requests to CPRB	
	Check the status of your requests	
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		

843

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

		C
_ogin		
🗎 Log In To Your Account	Use Self Service to:	
User ID	View your account details	
bhope	Update your contact information	
Password	Make requests to CPRB	
******	Check the status of your requests	
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		

CP 4101 MacCorl Charleston, W RB Fax (304) 558	kle Avenue SE /est Virginia 25304 04) 558-3570 or (800) 654-4406 (N -1394 or (304) 558-5455   Email: C	lationwide) IPRB@wv.gov	Employer Self Service Bob Hope Dep UserGuide Lest Login: Thu, Jul 07 2016 9:34 AM		
Change Password Step 1 of 3 Valid pass contain sp special ch and \$). Note: Mai at the Ref Retirement Board representati	swords are 8 to 16 characters long, a baces, Please use at least one upper haracter. The following characters are intaining the security of your login inf irement Board knows or can retrieve ve will ever ask you for your passwoi	are case sensitive, an rcase letter, one num e permissible:Aa-Zz, formation is your res e your password for y rd.	Available Forms V Open and should not nber and one , 0-9, (@, #, !, %, sponsibility. No one you,and no		
Change Password Your User Name: Current Password: Your New Password: Retype Your New Password:	bhope	(8-16 characters, case ser letter, 1 number and 1 spe	insitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase ecial character; no spaces)		

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

Step 4	Enter the new password in the <b>roundew rassword</b> held.							
	CP4101 MacCorkle Avenue SE Charleston, West Virginia 25304RBTelephone (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						
	Change Password	Available Forms 🗸						
	Change Fassword							
	StepValid passwords are 8 to 16 characters long, are case sensitive, contain spaces. Please use at least one uppercase letter, one nu special character. The following characters are permissible:Aa-Zi and \$).Note: Maintaining the security of your login information is your re at the Retirement Board knows or can retrieve your password for Retirement Board representative will ever ask you for your password.	and should not umber and one z, 0-9, (@, #, !, %, esponsibility. No one r you,and no						
	Change Password Your User Name: bhope							
	Current Password: *							
	Your New Password: * (8-16 characters, case sensitive; Aa-Zz, 0-0, (@, #, 1, %, 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 <b>Retype Your New Password</b> field.							
	CP4101 MacCorkle Avenue SE Charleston, West Virginia 25304RBTelephone (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, Jul 07, 2016,9:34 AM						
		COMPASS						
		COMITASS						
		Available Forms 🗸 🔽 Open						
	Change Password							
	Valid passwords are 8 to 16 characters long, are case sensitive, contain spaces. Please use at least one uppercase letter, one nu special character. The following characters are permissible:Aa-Zi and \$).	and should not imber and one z, 0-9, (@, #, !, %,						
	of 3 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: *							
		sensitive: Aa-Zz. 0-9. (@. #. I. %, and \$) only: at least 1 uppercase						

letter, 1 number and 1 special character; no spaces)

Continue to Step 2

Retype Your New Password:

	CP4101 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 Lest Login: Thu, Jul 07 2016 9:34 AM
	Change Password	Available Forms 🗸
	StepValid passwords are 8 to 16 characters long, are case sensitive contain spaces. Please use at least one uppercase letter, one m special character. The following characters are permissible:Aa- and \$).Note: Maintaining the security of your login information is your m at the Retirement Board knows or can retrieve your password for Retirement Board representative will ever ask you for your password.	, and should not number and one Zz, 0-9, (@, #, !, %, responsibility. No one or you,and no
	Change Password         Your User Name:       bhope         Current Password:       *         Your New Password:       *         Retype Your New Password:       *         Continue to Step 2	sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase special character; no spaces)

Step 7	Enter the PIN th	e received in the	auto-generated	mail in the	Current PIN text field.
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6 (Nationwide)	Employer Self Service Log Out Bob Hope Dep
il: CPRB@wv.gov	UserGuide Last Login: Thu, Jul 07 2016 9:34 AM
	Available Forms 🗸
aracters, all numbers, no s	spaces)

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

C P R B	4101 Mac Charlestor Telephone Fax (304)	Corkle Avenue SI n, West Virginia 2 e (304) 558-3570 558-1394 or (304	: 5304 or (800) 654 ) 558-5455	4-4406 (Nationwide)   Email: CPRB@wv.gov	Employer Self Service Bob Hope Dep UserGuide Last Login: Thu, Jul 07 2018 9:34 AM COMPASS
Step 2 of 3 Your User Nam Current PIN: Your New PIN: Retype Your N PIN:	ne: * ew *	bhope •••• ••••		(4 characters, all numbers, no sp	Available Forms ✔ Ορεα

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

C P	4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-440		4406 (Nationwide)	Employer Bob Hope Dep	Self Service	Log Out		
KD	Fax (304) 558-1394 or (304) 558-5455			Email: CPRB@wv.gov	UserGuide Last	UserGuide Last Login: Thu, Jul 07 2016 9:34 AM.		
						Available Forr	ms — 🗸 Open	
Step								
2	7							
Your User Nar	ne:	bhope						
Current PIN:	*	••••						
Your New PIN	e 🔸			(4 characters, all numbers, no sp	aces)			
Retype Your N PIN:	lew *	••••						
		Continue to Step	3					

C P R B	4101 Mac Charlestor Telephone Fax (304)	cCorkle Avenue SE in, West Virginia 25304 e (304) 558-3570 or (800) 654-4406 (Nationwide) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov		Employer Bob Hope Dep UserGuide Les	Self Service Log Out at Login: Thu, Jul 07 2016 9:34 AM COMPASS
Step 2 of 3 Your User Na Current PIN: Your New PIN Retype Your N PIN:	me: * 1: * New *	bhope •••• •••• •••• Continue to Step 3	(4 characters, all numbers, no spac	ses)	Available Forms 💙 Орел



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.

R B Teleph Fax (30	IacCorkle Avenue SE iton, West Virginia 25304 one (304) 558-3570 or (800) 654-4406 (Nationwide) 4) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov	Bob Hope Dep UserGuide Last Login: Thu, Jul 07 2016 9:34 AM COMPASS
Update Securi	ty Question	Available Forms 🗸 Open
Step 3 of 3		
Security Question	Ostera Oriente Orienter	
Security Question Security Question: Answer: Retype Your Answer: Nest Virginia	<ul> <li>Select Security Question         What is the first name of your best friend from high             What is the last name of your all-time favorite athle             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 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?             What was the last name of your first teacher?             What was the last name of your first teacher?             Who is your favorite composer, singer, band?             Who was your favorite childhood hero?             Who was your fav</li></ul>	and and provided for the convenience of

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Update s	Securit	y Question	Available Forms 🗸
Step 3 of 3 Security Qu	estion		
Security Que	estion:	* What is the last name of your all-time favorite a	athlete? V
Answer:		* •••••	
	Anouor	*	

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

C P R B	101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-1	: Avenue SE st Virginia 25304 ) 558-3570 or (8 394 or (304) 558	1 00) 654-4406 (N 3-5455   Email: (	lationwide) CPRB@wv.gov	Employ Bob Hope Dep	er Self Service ) .ast Login: Thu, Jul 07	Log Out
Employer Home	Report 👻	Services 👻	Account 👻	Admin 👻	Logout		COMPASS
Confirmati	ion					Available F	Forms – V Open
Password and	security questi	on information	saved				
The new passv	vord, PIN and S	ecurity Questio	n is updated.				
							Continue

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

C P 41 C P Ch R B Te Fa	P         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         Example 100 - 100				Employer Self Service Log Out     Bob Hope     Dep     UserGuide Last Login: Thu, Jul 07 2016 9:34 AM	
Employer Home	Report 👻	Services 👻	Account 🗸	Admin 🚽	Logout	COMPASS
						Available Forms 🗸 Open
Welcome to T with a number (CPRB). From • Report • Proces • Adding • Review • Verifyi This tool was secure online	he West Virgin of resources t in this site, emp ting Enrollment sing EFT Payr sing Correctio g/Updating Emp ving Submitted ng CPRB IDs a designed to im access to your	ia Consolidated o efficiently and loyers can intera s and Contributi nents n of Errors oloyer Contact Ir Employer Repo nd Employee C prove the servic account informa	Public Retiremer accurately report act with us in a nu ons nformation rts and Invoices ontribution Rate I e West Virginia C ation and the abili	nt Board Employ employee data umber of ways, i information Consolidated Put ity to perform a v	er Self Service V to West Virginia ncluding: plic Retirement B variety of transac	Vebsite. This site provides employers Consolidated Public Retirement Board oard (CPRB) provides by offering tions.
It is our privile	ge to provide y	ou this tool and	additional level o	f service.		
Jeffrey E. Flee	:k					
Executive Dire	ector					

#### 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.

CP RB RB 4101 MacCorkle Avenue S Charleston, West Virginia 2 Telephone (304) 558-3570 Fax (304) 558-1394 or (304)	E 25304 or (800) 654-4406 (Nationwide) 1) 558-5455   Email: CPRB@wv.gov	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	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.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25 Telephone (304) 558-3570 c Fax (304) 558-1394 or (304)	5304 or (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wv.gov	Login to your account
		COMPASS
Login		
Log In To Your Account   User ID   Password   Next   Need to register? Please contact your administrator or a retirement system representative.   Forgot User ID   Note: The information contained in this site is available via a secure connection.	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.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 2 Telephone (304) 558-3570 ( Fax (304) 558-1394 or (304)	5304 or (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wv.gov	Login to your account
		COMPASS
Login  Log In To Your Account User ID bhope Password Next 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	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.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25 Telephone (304) 558-3570 o Fax (304) 558-1394 or (304)	304 r (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wv.gov	Login to your account
		COMPASS
Log In To Your Account User ID bhope Password Next Next Need to register? Forgot User ID or Password? Note: The information contained in this site is	Use Self Service to: • View your account details • Update your contact information • Make requests to CPRB • Check the status of your requests	
Employers log in here Medical Advisors log in here		

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

P 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: CPBB@wy gov				Employer Self Service Log Out Kaniska Saha Annsa Abraham		
		551 61 (50 1) 55.	o o loo T cinain	er noe winger	UserGuide La	ast Login: Thu, Aug 04 2016 9:30 AM
ployer Home	Report 👻	Services 🗸	Account 👻	Admin 🚽	Logout	COMPASS
						Available Forms 🗸 🔍 🖓
Welcome to T with a number (CPRB). Fron • Report • Proces • Adding • Review • Verifyi This tool was secure online	he West Virgir of resources in this site, emp sing Enrollmen ssing EFT Pay sing Correctio //Updating Em ving Submitteo ng CPRB IDs designed to im access to you	hia Consolidated to efficiently and ployers can intera- ts and Contributi ments on of Errors ployer Contact Ir d Employer Repo and Employee C approve the servic r account informa	Public Retireme accurately repor act with us in a n ons nformation rts and Invoices ontribution Rate e West Virginia ( ation and the abi	nt Board Employ t employee data umber of ways, i Information Consolidated Put lity to perform a v	er Self Service W to West Virginia ( ncluding: blic Retirement Bo variety of transact	/ebsite. This site provides employers Consolidated Public Retirement Board bard (CPRB) provides by offering tions.
	ge to provide j			A 501103.		
Jettrey E. Flee	ж					
Executive Dire	ector					

#### 2.4 Retreive 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.

CP Charleston, West RB Fax (304) 558-139	venue SE Virginia 25304 58-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.gov	Login to your account
Log In To Your Account User ID Password Next Need to register? Forgot User ID or Password? Note: The information contained in thi 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 <u>Home</u>	Online database information presented on this website is collected, maintained and our customers. While every effort is made to keep such information accurate and up Consolidated Public Refirement Board (CPRB) cannot guarantee the accuracy of in under no circumstances be liable for any actions taken or omissions made in reliance herein from whatever source or any other consequences from any such reliance.	provided for the convenience of -to-date, the West Virginia formation herein. The CPRB shall a on any information contained

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

C P Charleston, West Virginia 253 Telephone (304) 558-3570 or Fax (304) 558-1394 or (304) 5	04 (800) 654-4406 (Nationwide) 58-5455   Email: CPRB@wv.gov	Login to your account
		COMPASS
Login		
Log In To Your Account   User ID   Password   Next   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.

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	Login to your account
		COMPASS
Forgot	User ID	
Please ente	r the following information to retrieve your user ID.	
Employer C	ode: *	
E-mail:	*	
	Cancel Continue	

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

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	Login to your account
		COMPASS
Forgot	User ID	
Please ente	er the following information to retrieve your user ID.	
Employer C	Code: * 3010313	
E-mail:	* Cancel Continue	

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	Login to your accor
		COMPAS
Forgot	User ID	
(E)		
Please ente	r the following information to retrieve your user ID.	
Please ente	r the following information to retrieve your user ID.	
Please ente Employer C E-mail:	r the following information to retrieve your user ID. code: * 3010313 * jesims@deloitte.cc ×	

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

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.gc	Login to your account
		COMPASS
Forgot U	ser ID	
We're protecti	ng your online account information.	
As an added s question belov	ecurity measure, please validate your online identity by answering v.	) the
What is the la time favorite a	st name of your all- thiete?	

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	Login to your account
		COMPASS
Forgo	t User ID	
We're p	rotecting your online account information.	
As an a question	dded security measure, please validate your online identity by answering the below.	
What is time fav	the last name of your all- orite athlete?	

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

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	Login to your account
		COMPASS
Forgot	User ID	
Your user I	D is: bhope	
To return to	the login page, <u>click here</u> .	

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

C P R B	4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Exe (304) 558-3124 or (204) 558 5455 L Emails (CBR@uss.cov	Login to your account
	Pax (304) 536-1394 01 (304) 538-3455   Elliali, CFRB@WV.80V	COMPASS
Forgot	User ID	
Your user I	D is: bhope	
To return to	the login page, <u>click here</u> .	

#### 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.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25 Telephone (304) 558-3570 o Fax (304) 558-1394 or (304)	304 or (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wv.gov	Login to your account
		COMPASS
Login	Use Self Service fo:	
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.	<ul> <li>View your account details</li> <li>Update your contact information</li> <li>Make requests to CPRB</li> <li>Check the status of your requests</li> </ul>	
Employers log in here Medical Advisors log in here		



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

Login		
Log In To Your Account User ID Password Next 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	Use Employer Self-Service to: • Submit your monthly report • Manage your WVCPRB account • Review reports and account information • View recent transactions	

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

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	Login to your account
		COMPASS
Forgot F	Password	
Please enter	the requested information and click Continue.	
User ID:	* Cancel Continue	

Continue Step 4 -- Click the button.

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	Login to your account
		COMPASS
Forgot	Password	
Please ente	er the requested information and click Continue.	
User ID:	* bhope Cancel: Continue	



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

C P 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
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 button.	
CP4101 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
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.

Continue

	CP4101 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
	Forgot Password Please provide your secure COMPASS PIN.	
	PIN: * Cancel Continue	
Step 8	Click the Continue button.	

C P R B	4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)	Login to your account
	Lav (204) 229-1224 OI (204) 229-2422   Filling CLYPE MAY BOA	Compass
Forgot F	Password	
Please prov	de your secure COMPASS PIN.	
PIN:	Cancel Continue	

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

C P R B	4101 MacCorkle Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-4 394 or (304) 558-5455   E	406 (Nationwide) mail: CPRB@wy.goy	Login to your account
				COMPASS
Forgot P	assword			
Your user nar	me is: bhope			
Please enter	the requested infor	mation below to create a ne	ew password.	
Your New Pa	ssword:		(8-16 characters, case sensitive; Aa-Zz, 0-9, (( %, and \$) only; at least 1 uppercase letter and number; no spaces)	@,#.1, 1
Retype Your	New Password:			
		Cancel Continue		

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

C P R B	4101 MacCorkle Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-44 394 or (304) 558-5455   Er	106 (Nationwide) nail: CPRB@wy.goy	<u>Login to your account</u>
				COMPASS
Forgot P	assword			
Your user na	me is: bhope			
Please enter	the requested infor	mation below to create a nev	w password.	
Your New Pa	assword:	*******	(8-10 characters, case sensitive, Aa-22, 0-9, (g2, #, 1, %, and \$) only; at least 1 uppercase letter and 1 number; no spaces)	
Retype Your	New Password:	Cancel Continue		

Step 11 •	Click the button. 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Ex (204) 558 1394 or (204) 558 5455 L Email: CBBR@www.gov	Login to your account
	Fax (304) 536-1334 OF (304) 536-3455   Email: CPKb@wv.Bov	COMPASS
	Forgot Password	
	Your user name is: <b>bhope</b> 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)	#. L
	Retype Your New Password:	

**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.

CP	4101 MacCorkle Avenue SE	Login to your account
RB	Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)	
	Fax (304) 538-1394 01 (304) 538-3455   Effidit: CFKD@WV.gov	COMPASS
Forgot	Password	
Your passw account.	vord has been updated. Please use your new password to login to your	
To return to	o the login page click here.	

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

C P 4101 MacCorkle / Charleston, West Telephone (304) 5 Fax (304) 558-135	venue SE Login to your accoun Virginia 25304 58-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.gov
Log In To Your Account User ID Password Next Need to register? Forgot User ID or Password? Note: The information contained in th 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 site is
West Virginia Consolidated Public Retirement Board <u>Home</u>	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.
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#### Step 14 -- Enter the new User ID and Password in the User ID and Password fields.

C P 4101 MacCorkle A Charleston, West Telephone (304) 5 Fax (304) 558-135	Avenue SE Virginia 25304 i58-3570 or (800) 654-4406 (Nationwide) i4 or (304) 558-5455   Email: CPRB@wv.gov	Login to your account
Login		
Log In To Your Account   User ID   bhope   Password   ••••••••••••••••••••••••••••••••••••	use Self Service to: • View your account details • Update your contact information • Make requests to CPRB • Check the status of your requests s site is	
West Virginia Consolidated Public Retirement Board <u>Home</u>	Online database information presented on this website is collected, maintained and our oustomers. While every effort is made to keep such information accurate and up Consolidated Public Refirement Board (CPRB) cannot guarantee the accuracy of in under no circumstances be liable for any actions taken or omissions made in reliand herein from whatever source or any other consequences from any such reliance.	provided for the convenience of -to-date, the West Virginia formation herein. The CPRB shall se on any information contained
Соруг	ght © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.	

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

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 253 Telephone (304) 558-3570 or Fax (304) 558-1394 or (304) 5	304 (800) 654-4406 (Nationwide) 58-5455   Email: CPRB@wy.gov	Login to your account
	50 5455 T Ellinik el 106 44,804	COMPASS
Login  Log In To Your Account User ID bhope Password  Next 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

C         P         4101 MacCorkle Avenue SE           Charleston, West Virginia 25304         Charleston, West Virginia 25304           R         B         Telephone (304) 558-3570 or (800) 654-4406 (N           Fax (304) 558-1394 or (304) 558-5455   Email: C	ationwide) PRB@wv.gov	Employer Self Service     Bob Hope     Dep     UserGuide LastLogin: Wed, Aug 03 2016 9:04 AM
Employer Home Report - Services - Account -	Admin - L	ogout COMPASS
	Office Location	- Available Forms - +
Welcome to The West Virginia Consolidated Public Retirement E a number of resources to efficiently and accurately report emplo (CPRB). From this site, employers can interact with us in a num	Contact Perso	ns ce Website. This site provides employers with Consolidated Public Retirement Board
Reporting Enrollments and Contributions		

**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.

C P R B	4101 MacCorkle Avenue SE Charleston, West Virginia 253 Telephone (304) 558-3570 or Fax (304) 558-1394 or (304) 5	104 (800) 654-4406 (Nationwide) 58-5455   Email: CPRB@wv.gov	Employer Self Service     Bob Hope     Dep     UserGuide Last Login Wed, Aug	103 2016 9:04 AM
Employer Home	Report + Services	- Account - Admin -	Logout	COMPASS
	fine Lengtions			
The Office Loca	tions module allows employers t dd an Office Location. To edit	o manage office location information. T	o add a new office ppropriate link.	
Manage C The Office Loca location, click A Offlice Location	tions module allows employers t dd an Office Location. To edit	o manage office location information. T or delete office locations, click on the a	o add a new office ppropriate link.	


**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.

C P 4 R B F	101 MacCorkle harleston, Wes elephone (304) ax (304) 558-13	Avenue SE t Virginia 2530 558-3570 or (1 94 or (304) 55	4 800) 654-4406 (l 8-5455   Email:	Nationwide) CPRB@wv.gov	Caniska Annsa A UserGuid	oyer Self Service a Saha braham e Last Login: Thu, Aug 04 3	Log Out
Employer Home	Report 👻	Services 👻	Account 🗸	Admin 👻	Logout	(	COMPASS
						Available Fo	rms 🗸 Open
Add Office	Location	i –					
Choose a Locatio	n Type, comple	te the appropria	te fields, and clic	k Submit.			
Please Note: If the location type.	ne mailing addre	ssisaP.O.Bo	x, a physical add	ress must also b	e listed as the	Primary	
Office Location							
Employer:		ANNEA ADD					
Location Type:		* Mailing	auon Type				
Care Of:		Primary Lo Satellite	cation				
Address Line 1:		*					
Address Line 2 (	optional):						
City:		*					
State:		* Select Stat	e	~			
Zip Code:		*	- (0	ptional)			
County:		Select Cou	nty 🗸				
		Submit	Cancel				
		2	5				

### Step 4 -- Enter the Adress Line 1 text field.

C P 4 R B	101 MacCorkle A Charleston, West V Telephone (304) 5 Tax (304) 558-139	venue SE /irginia 25304 58-3570 or (80 4 or (304) 558-	0) 654-4406 (N 5455   Email: (	lationwide) CPRB@wv.gov	Employer Se Kaniska Saha Annsa Abraham	elf Service	Log Out
Employer Home	Report +	Services 👻	Account 👻	Admin 🗸	Logout	C	OMPASS
Add Office Choose a Location	<b>Location</b>	the appropriate	fields, and clicl	< Submit.	[	- Available Forms	5 V Open
Please Note: If t location type.	he mailing address	is a P.O. Box, i	a physical addr	ess must also b	e listed as the Prima	ry	
Office Location							
Employer:		ANNSA ABRAH	IAM				
Location Type: Care Of:	*	Satellite	~				
Address Line 1:	*		т				
Address Line 2 (	optional):		1				
City:	*						
State:	*	Select State		~			
Zip Code:			- (or	otional)			
County:		Select Count	y 🗸				

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

C P 4 R B	101 MacCorkle harleston, Wes elephone (304)	Avenue SE t Virginia 2530 558-3570 or (1	4 300) 654-4406 (N	lationwide)	Employe Kaniska S Annsa Abra	er Self Service Log Outs Saha sham
F	ax (304) 558-13	194 or (304) 55	8-5455   Email: (	PRB@wv.gov	UserGuide L	ast Login: Thu, Aug 04 2018 6:20 AM
Employer Home	Report +	Services +	Account 👻	Admin 🚽	Logout	COMPASS
						Available Forms 🗸 🔽 Open
Add Office	Location	r i				
riad onloc	Looution					
Choose a Locatio	on Type, comple	te the appropria	te fields, and click	(Submit.		
Please Note: If t	he mailing addre	ss is a P.O. Bo	k, a physical addr	ess must also b	e listed as the P	rimary
location type.						
Office Location						
Employer:		ANNSA ABR	AHAM			
Location Type:		* Satellite	~			
Care Of:						
Address Line 1:		* 203 Baker	Street			
Address Line 2 (	optional):					
City:		*	T 1			
State:		* Select Stat	e	×		
Zip Code:		*	(or	tional)		
County		Select Cou				
oounty.		Select Cou	iity 👻			
		Submit	ancel			

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

C P C R B TR	101 MacCorkle harleston, Wes elephone (304 ax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-4406 (f 394 or (304) 558-5455   Email:	Nationwide) CPRB@wv.gov	Caniska S Annsa Abra	er Self Service Saha aham .sst Login: Thu, Aug 04 2010	Log Oc 3 6:20 AM
nployer Home	Report 🗸	Services - Account -	Admin 👻	Logout	C	OMPA:
dd Office Choose a Locatio Please Note: If th	Location n Type, comple	<b>1</b> ete the appropriate fields, and clic ess is a P.O. Box, a physical addr	k <b>Submit.</b> ress must also b	e listed as the P	Available Forms	<u>s-</u>
ocation type.						
-mplover		ANNSA ABRAHAM				
Location Type: Care Of: Address Line 1: Address Line 2 (d City: State: Zip Code: County:	optional):	<ul> <li>Arabähra Alaska American Samoa</li> <li>Arizona Arkansas Armed Forces America Armed Forces Europe</li> <li>Armed Forces Pacific California</li> <li>Colorado</li> <li>Connecticut Delaware District of Columbia Federated States of Micror Florida Georgia Guam Hawaii Idaho Illinois</li> </ul>	Ç nesia			
t Virginia solidated Public Re <mark>te</mark>	etirement Board	Indiana Iowa Kansas Kentucky Louisiana Maine	s websi keep su 8) canno ons take rsequen	te is collected, main ch information accu of guarantee the accu on or omissions mar- ces from any such	tsined and provided for the riste and up-to-date, the We ouracy of information herein, de in reliance on any informa reliance.	convenience o st Virginia The CPRB st tion contained

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

B Telep	MacCorkle eston, West hone (304)	Avenue SE : Virginia 2530 558-3570 or (8	4 300) 654-4406 (1	Nationwide)	Caniska S Annsa Abr	er Self Service Log Out Saha sham
Fax (3	804) 558-13	94 or (304) 55	8-5455   Email: (	CPRB@wv.gov	UserGuide I	ast Login: Thu, Aug 04 2018 6:20 AM
ployer Home R	eport 🚽	Services 👻	Account 👻	Admin 👻	Logout	COMPASS
						Available Forms 🗸 🔽
dd Office I d	ocation	1				
	Cation					
Choose a Location Ty	pe, complet	e the appropria	te fields, and click	k Submit.		
				1999 - 1999 -		
lease Note: If the m	ailing addres	ss is a P.O. Bo	c, a physical addr	ess must also b	e listed as the P	rimary
ocation type.						
Office Location						
mplayor						
chipioyer.						
ocation Type:	*	Satellite	~			
			24			
Care Of:						
Care Of: Address Line 1:	*	203 Baker S	Street			
Care Of: Address Line 1:	aalli	203 Baker S	Street			
Care Of: Address Line 1: Address Line 2 (optio	nal):	203 Baker \$	Street			
Care Of: Address Line 1: Address Line 2 (optio City:	nal):	203 Baker S	Street			
Care Of: Address Line 1: Address Line 2 (optio City: State:	nal): •	203 Baker S Greewich	Street	~		
Care Of: Address Line 1: Address Line 2 (optio City: State: Zip Code:	nal):	203 Baker S Greewich Connecticu	Street	▶ otional)		
Care Of: Address Line 1: Address Line 2 (option City: State: Zip Code: County:	nal): *	203 Baker \$ 203 Baker \$ Connecticu Select Course	Street	✓ ⊃tional)		
Care Of: Address Line 1: Address Line 2 (option Dity: State: Zip Code: Sounty:	nal): • •	203 Baker S Greewich Connecticu Select Cour	Street	V otional)		

# Step 8 -- Click the Submit button.

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 V	

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

	Fax (304) 558-1	(304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov			UserGuide	UserGuide Last Login: Wed, Aug 03 2016 9:04 AM			
Employer Home	Report +	Services +	Account +	Admin -	Logout	COMPA			
						Available Forms 🔹			
						D Pr			
Confirmat	ion								
Office Location	Saved								
Office location	saved successi	fully							



#### 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

C P R B	P         4101 MacCorkle Avenue S.E           Charleston, West Virginia 25304           Telephone (304) 558-3570 or (800) 654-4406 (Nati Fax (304) 558-1394 or (304) 558-5455   Email: CPR				tionwide) RB@wv.gov UserGuide Last Login: Wed, Jun 15 201		
Employer Home	Report +	Services 🗸	Account -	Admin 🚽	Logout	COMPASS	
			1	Office Loca	ations	Available Forms 🗸	
Welcome t	o The West Virgin	ia Consolidated	Public Retirement	Contact Pe	ersons	rvice Website. This site provides employers	
(CPRB). F	rom this site, emp	oloyers can intera	act with us in a nur	Manage Us	sers	inglina Consolidated Public Retirement Board	
• Re • Pro • Pro	oorting Enrollmen cessing EFT Pay cessing Correctio	ts and Contributi ments on of Errors	ons				
• Ad	ting/Updating Em	ployer Contact Ir	nformation				
• Vei	ifying CPRB IDs a	and Employee C	ontribution Rate In	formation			
This tool w secure onl	as designed to im ne access to you	prove the servic r account informa	e West Virginia Co ation and the ability	nsolidated Put / to perform a v	olic Retire variety of t	ment Board (CPRB) provides by offering transactions.	
It is our pri	vilege to provide y	ou this tool and	additional level of	service.			
Jeffrey E. I Executive	Fleck Director						

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

Charl R R Telep	MacCorkle Avenue S.E eston, West Virginia 2 hone (304) 558-3570 c	5304 or (800) 654-4406 (Na	ationwide)	Employer Self Service Kaniska Saha Annsa Abraham	b Log Out
Fax (3	304) 558-1394 or (304)	558-5455   Email: CP	RB@wv.gov	UserGuide Last Login: Wed,	Jun 22 2016 12:07 AM
Employer Home R	eport 🗸 Services	→ Account →         →         →         →	Admin 🗸 L	ogout	COMPASS
				Availat	ole Forms 🗸 🔽 Open
Manage Offic	e Locations				
manage onic	e Locations				
The Office Locations	module allows employe	rs to manage office loca	ation information.	To add a new office	
location, click Add an	Office Location. To ed	lit or delete office locati	ons, click on the	appropriate link.	
Office Locations					
0.002/00	passing (a. St.)				
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Mailing PO Box 6009 P.O. BOX 6009	Edit   Delete				
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Mailing PO Box 6009 P.O. BOX 6009 Morgantown, WV 26500 Primary Location	Edit   Delete 6-6009 Edit   Delete				
Mailing PO Box 6009 P.O. BOX 6009 Morgantown, WV 26500 Primary Location STREET 12	Edit   Delete 6-6009 Edit   Delete				
Mailing PO Box 6009 P.O. BOX 6009 Morgantown, WV 26500 Primary Location STREET 12 WEEPING WILLOWS	Edit   Delete 6-6009 Edit   Delete				

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

C®	MPASS			Clinch Po Last Login	yer Self Service Doe well Ed Coop Fri, Jan 23 2015 11:42 AM	Log Out UserGuid
mployer Home	Report - Servic	es - Accoun	nt 🔶 Admin	→ Logout	Available Forms	De Ope
Edit Office	ocation				- Available 1 onis -	Topic .
Choose a Location	Type, complete the ap	propriate fields, an	nd click Submit.			
Please Note: If the location type.	e mailing address is a P	.O. Box, a physica	I address must a	so be listed as the l	Primary	
Office Location						
Employer	CLINC	H POWELL ED C	OOP			
Linpioyer.						
Location Type:	* Prima	y Location 💌				
Location Type: Care Of:	* Prima	y Location 💌				
Location Type: Care Of: Address Line 1:	* Prima * 123, X	ry Location 💌 YZ Street				
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Linpidyer. Location Type: Care Of: Address Line 1: Address Line 2 (op City: State: Zip Code:	tional): TAZE	YZ Street VZ Street VELL ssee - 0000	(optional)			
Linpidyer. Location Type: Care Of: Address Line 1: Address Line 2 (op City: State: Zip Code: County:	tional): TAZE Tenne 37879 Select	YZ Street VELL ssee County	(optional)			

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.

C P R B	4101 MacCorkle Charleston, Wes Felephone (304)	e Avenue S.E st Virginia 25304 ) 558-3570 or (8 394 or (304) 558	l 00) 654-4406 (l 8-5455   Email: (	Nationwide	)	Employer Hope Bob West Virginia	Self Service State Police	Log Out
Employer Home	Report -	Services +	Account +	Admin -	Lo	gout	t Login: Tue, Jun 07 2	COMPASS
Confirmati	ion						Available For	ms V Open
Office Location	n Saved							
Office location	saved success	fully						
								Continue

#### 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

C         P         4101 MacCorkle Avenue SE           Charleston, West Virginia 25304         Charleston, West Virginia 25304           R         B         Fax (304) 558-3570 or (800) 654-4406 (Nat Fax (304) 558-1394 or (304) 558-5455   Email: CP	tionwide) RB@wv.gov	Employer Self Service Log Out b Hope P rGuide Last Login: Wed, Aug 03 2016 9 04 AM
Employer Home Report - Services - Account -	Admin - Logou	COMPASS
	Office Locations	- Available Forms - 🔹
Welcome to The West Virginia Consolidated Public Retirement Bo a number of resources to efficiently and accurately report employ (CPRB). From this site, employers can interact with us in a numb	Contact Persons Manage Users	ce Website. This site provides employers with Consolidated Public Retirement Board
Reporting Enroltments 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 Infor	mation	
This tool was designed to improve the service West Virginia Const online access to your account information and the ability to perform	olidated Public Retirem n a variety of transaction	ent Board (CPRB) provides by offering secure ons.
It is our privilege to provide you this tool and additional level of service	vice.	
Jeffrey E. Fleck Executive Director		

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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Elick the CP RB Employer Hon Manage The Office Locat Mailing 100 Capitol S Charleston, V Primary Loc 122 STONEH NORTH CHE	OK but 4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13 Me Report • Office Loca cations module allow Add an Office Loca toos Edit   I W 25301-2623 ation Edit   ILL DR STERFIELD, VA 2323	ton in the Avenue SE t Virginia 2530 558-3570 or ( 394 or (304) 55 Services Ations vs employers to ation. To edit or Delete Delete 5-2838	dialog box 4 800) 654-4406 ( i8-5455   Email: Account • manage office loca	to confirm Nationwide) CPRB@wv.gov Admin • cation information tions, click on the 10.11 Are yo	the deletion Bob Hop Dep UserGuide Logout	DD. yer Self Service Se Last Login, Wed, Aug 03 2016 CC — Available Forms office k. at to delete this location?

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

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Office location dele	eted successfu	ully.					
The Office Location location, click Add	s module allow an Office Loca	s employers to ation. To edit or	manage office loc delete office loca	cation informatio tions, click on t	on. To add a new he appropriate lin	office k	
Office Locations							
Mailing 100 Capitol St Charleston, WV 253	Edit   01-2623	Delete					

#### 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

C P 4101 MacCorkle Avenue S.E Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Na	ationwide)	Employer Self Service Kaniska Saha Annsa Abraham	Leg Out
Fax (304) 558-1394 or (304) 558-5455   Email: CF	PRB@wv.gov	UperGuide Last Login: Wed, May	25 2016 8:14 AM
Employer Home Report - Services - Account -	Admin - Lo	gout	COMPASS
	Office Location	- Available I	Forms - 🗸 😡
Welcome to The West Virginia Consolidated Public Retirement	Contact Perso	ns Novice Website. This site	provides employers
with a number of resources to efficiently and accurately report e (CPRB). From this site, employers can interact with us in a nur	Manage Users	Firginia Consolidated Pu	blic Retirement Board
<ul> <li>Reporting Enrollments and Contributions</li> <li>Processing EFT Payments</li> <li>Processing Correction of Errors</li> <li>Adding/Updating Employer Contact Information</li> <li>Reviewing Submitted Employer Reports and Invoices</li> </ul>			
<ul> <li>Verifying CPRB IDs and Employee Contribution Rate Int</li> </ul>	formation		
This tool was designed to improve the service West Virginia Cor secure online access to your account information and the ability	nsolidated Public I to perform a varie	Retirement Board (CPRB) pro ety of transactions.	vides by offering
It is our privilege to provide you this tool and additional level of s	service.		
Jeffrey E. Fleck Executive Director			

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

C P	B B B B B B B B B B Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Eav (304) 558-1304 or (304) 558-5455 [ Fmail: CPBB/due and					Campioyer Self Service Constants Con		
K D I	Fax (304) 558-1	394 or (304) 558	8-5455   Email:	CPRB@wv.gov		UserGuide	Last Login: Wed, May 25 2016 8 14 AM	
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Contact Pe	ersons	iows employers to	) manage staff co	ontact informatio	n. Te	o add a ne	- Available Forms - V	
Contact Person	tis	ict Person. To et	at of delete cont	acts click on the	appi	ropriale ani	<b>6</b>	
Details		Contact T	ype			Role		
SAHA, KANISKI	Ą.	Service Coo	rdinator	(	0	ESS Adr	ministrator	
Mailing		Payroll Coor	dinator		0			
kansaha@deloitle	com	Benefit Coor	dinator					
SIMS, JEANNAE Primary Location (900) 000-0000	E Om	Benefit Coor	dinator	9	0	ESS File	Validation	
	TH	Benefit Coor	dinator			ESS File	Validation	

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

A101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)					Employer Self Service Log Out Kaniska Saha Annsa Abraham		
Fa	x (304) 558-1:	194 or (304) 55	8-5455   Email:	CPRB@wv.gov	UserGuid	e Last Login: Thu, Aug 04 2016 8:58 AM	
ployer Home	Report 🗸	Services 🗸	Account 👻	Admin 🚽	Logout	COMPASS	
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no olon Jubililo							
Please Note: A n	ew Staff Conta	t must be set u	p as a contact pe	rson in order to	be assigned a	n ESS	
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#### Step 4 -- Enter the Last Name.

C P 41 C P Ch R B Fa	01 MacCorkle arleston, Wes lephone (304) x (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 394 or (304) 558	Empl Kanisk Annsa A	oyer Self Service Log Out a Saha braham le Last Login: Thu, Aug 04 2016 6:58 AM		
Employer Home	Report 🗸	Services 🗸	Account 👻	Admin 👻	Logout	COMPASS
Add a Cont Enter details for th and click Submit. Please Note: A ne account.	act Pers e new staff cor ew Staff Contac	<b>ON</b> Itact information, ct must be set up	, choose the appr o as a contact per	opriate office lo son in order to l	cation and co be assigned a	Available Forms ✓ <mark>Ореп</mark> ал
Name						
Prefix: First Name: Middle Name: Last Name: Suffix: Title:	* * Select	✓ Suffix ✓				

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

Contact Informati	on			
Office Location: E-mail: Work Phone: Alternate Phone: Fax:	* *	Select Office Location Mailing Primary Location Satellite Third-Party Preparer	ext. ext.	

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 Informat	on
Office Location:	* Select Office Location V
E-mail:	*
Work Phone:	* ext.
Alternate Phone:	ext.
Fax:	

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

Name	
Prefix:	Ms. V
First Name:	k
Middle Name:	
Last Name:	k
Suffix:	Select Suffix 🗸
Title:	
Contact Informati	r
Office Location:	* Select Office Location V
E-mail:	k
Work Phone:	ext.
Alternate Phone:	ext.
Fax:	

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

Contact Type
Director/Agency Head
Treasurer
Benefit Coordinator
Payroll Coordinator
Personnel Coordinator
Fee Coordinator
Other
TDC Contacts
Cancel Submit



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

Director/Agency Head Superintendent Treasurer	Contact Type	
□ Benefit Coordinator       Image: Set as Primary Contact         □ Personnel Coordinator       Image: Set as Primary Contact         □ Pee Coordinator       Image: Set as Primary Contact         □ Other       Image: Submit	<ul> <li>Director/Agency Head</li> <li>Superintendent</li> <li>Treasurer</li> <li>Benefit Coordinator</li> <li>Payroll Coordinator</li> <li>Personnel Coordinator</li> <li>Fee Coordinator</li> <li>Other</li> <li>TDC Contacts</li> </ul>	Set as Primary Contact

Step 10 Click the	Submit	button.	
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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 Test00001
ployer Home	Report - Services - Account - Admin -	Logout COMPAS
		Available Forms •
dd a Con	tact Person	
Enter details for t and click <b>Submi</b>	the new staff contact information, choose the appropriate office loca t.	ation and contact type
Please Note: A a	new Staff Contact must be set up as a contact person in order to be	e assigned an ESS
Name		
Prefix:	Select Prefix •	
First Name:	• Ishani	
Middle Name:		
.ast Name	* Dasgupta	
Suffix	Select Suffix •	
Title		
Contact Inform	ation	
Office Location:	* Mailing •	
E-mail:	idasgupta@deloitte.o	
Work Phone:	* 832-255-7654 ext.	
Alternate Phone:	ext.	
Fax:		
Contact Type		
Director/Ager	ncy Head	
Superintende	nt	
Treasurer	For the second se	
Benefit Coord Payroll Coord	Inator Inator Set as Primary Contact	
Personnel Co	ordinator	
Fee Coordina	for .	
Other		
= TDC Contact	5	

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

RB	B Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Fax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov				Test00001			
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onfirmati	on							
Contact Person	Saved							
		1						
Success Save	was successf	ul						
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						Continue		
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Step 12 -- Click the **Continue** button to return to the **Contact Person** screen.

C P	4101 MacCo Charleston, Telephone (	orkie A West \ (304) 5	venue SE /irginia 253 58-3570 or	04 (800) 654-44	06 (Ni	ationwide)		Emplo Pritha N Test0000	iyer Self Service landa 11	Log Out
K B	Fax (304) 55	58-139	1 or (304) 5	58-5455   En	nail; C	PRB@wv.g	ov	UserGuid	e Last Login: Wed. Aug (	13 2016 3 47 AM
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Confirmat	tion									
Contact Perso	on Saved									
Success Sa	ve was succ	essful								
										-
										Continue

#### 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

C P 4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13	Avenue S.E t Virginia 25304 558-3570 or (800 194 or (304) 558-5	0) 654-4406 (N 5455   Email: C	lationwide) PRB@wv.gov	Employee Kaniska Sa Annsa Abrat	r Self Service Loo 2011 aha nam ast Login: Wed, May 25 2016 8:14 AM
mployer Home Report +	Services +	Account -	Admin +	Logout	COMPASS
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Welcome to The West Virgin	ia Consolidated Pu	blic Retirement	Contact Pe	rsons	Vebsite. This site provides employers
with a number of resources t (CPRB). From this site, emp	o efficiently and ao loyers can interact	curately report e with us in a nur	Manage U	firginia ( sers	Consolidated Public Retirement Board
<ul> <li>Reporting Enrollment</li> </ul>	s and Contribution	5			
<ul> <li>Processing EFT Pays</li> </ul>	nents				
<ul> <li>Processing Correction</li> </ul>	n of Errors	88 S 20 S			
<ul> <li>Adding/Updating Employed</li> </ul>	sloyer Contact Info	rmation			
<ul> <li>Reviewing Submitted</li> <li>Verifying CPRB IDs a</li> </ul>	Ind Employee Con	tribution Rate In	formation		
This tool was designed to im	prove the service V	Vest Virginia Co	insolidated Put	lic Retirement Bo	oard (CPRB) provides by offering
secure online access to your	account informatio	on and the ability	y to perform a v	ariety of transact	tions.
It is our privilege to provide y	ou this tool and ad	ditional level of	service.		
Jeffrey E. Fleck					
Executive Director					

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

C P R B	Charleston, We Telephone (304) Fax (304) 558-1	e avenue 55 est Virginia 25304 1) 558-3570 or (800) 654-44 1394 or (304) 558-5455   En	Pritha Nanda Berkeley County Co	Pritha Nanda Berkeley County Commission		
minver Home	Report -	Services - Account	- Admin -	Logout	COMPAS	
ontact Per	ersons	lows employers to manage st act Person. To edit or delete (	aff contact informati	on. To add a new appropriate link.	vailable Forms 🔹 📃	
Contact Persor	15					
Details		Contact Type		Role		
BONILLA, DAVI Mailing (123) 123-1234 DBONILLA@DEL	D.	Payroll Coordinator		ESS Administrator	Edit   Delete	
DALAL, TAPAN Maliing (123) 456-7898 Idalal@deloitte.cc	нп	Payroll Coordinator	0	ESS Administrator	Edit   Delete	
EMPLOYER, RI Mailing 738) 799-4306 okashyap@deloit	EFUND te.com	Payroll Coordinator		ESS Administrator	Edit   Delete	
KAPOOR, KARI Mailing 576) 587-8871 ysharma@deloitt	SHMA e.com	Payroll Coordinator		ESS Administrator	Edit   Delete	
ANKA, RACHA Vailing 999) 888-7890 alanka@deloitte.	oom -	Payroll Coordinator		ESS Administrator	Edit   Delete	
MITRA, AYAN Mailing 205) 776-3354 AYAN_MITRA@C	DUTLOOK.COM	Director/Agency Head Superintendent	0	ESS Administrator	Edit   Delete	
NANDA, PRITH Mailing (123) 123-1234 PRINANDA@DE	A LOITTE.COM	Payroll Coordinator		ESS Administrator	Edit	
SANGHAVI, HE Mailing 123) 456-7890 tsanghavi@delol	LIE tte.com	Superintendent	0	ESS Administrator	Edit   Delete	
SINGH, PAUL Mailing (333) 222-1122	the point	Payroll Coordinator		ESS Administrator	Edit   Delete	

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

C P R B	P 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 L Email: CPRB@bwv.eov				Employer S Pritha Nanda Berkeley Coun	self Service Log Out in Commission
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Edit a Con Enter details for and click Submit Please Note: A r account.	tact Perse the new staff con t. new Staff Contac	ON tact information, t must be set up	choose the appro	opriate office lo ion in order to t	cation and contact to be assigned an ESS	- Available Forms - • • • • • • • • • • • • • • • • • •
Name				1		
Prefix: First Name: Middle Name: Last Name: Suffix: Title:	Select P • HELIE • SANGH/ Select S	AVI				
Contact Informa	ation					
Office Location: E-mail: Work Phone: Alternate Phone Fax:	Mailing hsangha (123) 45	vi@deloitte.con 6-7890	ext.	=		
Contact Type						
<ul> <li>Director/Ager</li> <li>Superintende</li> <li>Treasurer</li> <li>Benefit Coord</li> <li>Payroll Coord</li> <li>Personnel Co</li> <li>Fee Coordina</li> <li>Other</li> <li>TDC Contacts</li> </ul>	icy Head nt R linator inator ordinator tor	Set as Primary	Contact			

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

C P	P 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)			Employ Pritha Na Berkeley (	Employer Self Service     Pritha Nanda     Berkeley County Commission		
	Fax (304) 558-	1394 or (304) 558	or (304) 558-5455   Email: CPRB@wv.gov			Last Login: Fn, Aug	05 2016 10:47 AM
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Office Location: E-mail: Work Phone: Alternate Phone Fax:	• Mailin • hsangt • (123) 4	g havi@deloltte.cor 156-7890	ext,	_			
Contact Type							
Director/Ager Superintende Benefit Coord Payroll Coord Personnel Co Fee Coordina Other TDC Contact	ncy Head ant dinator dinator pordinator ator s	Set as Primary	Contact				

#### 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

C         P         4101 MacCorkle Avenue S.E           Charleston, West Virginia 25304         Charleston, West Virginia 25304           R         B         Fax (304) 558-3570 or (800) 654-4406 (Nat Fax (304) 558-1394 or (304) 558-5455   Email: CPF	tionwide) RB@wv.gov	Employer Self Service Log Dut Kaniska Saha Annsa Abratiam UserGuide Last Login: Wed, May 25 2016 8:14 AM			
Employer Home Report - Services - Account -	Admin 🚽	Logout	COMPASS		
	Office Locati	ons	- Available Forms - V		
Welcome to The West Virginia Consolidated Public Retirement	Contact Pers	sons Nice Wel	bsite. This site provides employers		
with a number of resources to efficiently and accurately report e (CPRB). From this site, employers can interact with us in a nur	Manage Use	<sup>f</sup> irginia Co rs	insolidated Public Retirement Board		
Reporting Enrollments and Contributions     Processing EFT Payments     Processing Correction of Errors     Adding/Updating Employer Contact Information     Reviewing Submitted Employer Reports and Invoices     Verifying CPR8 IDs and Employee Contribution Rate Info	rmation				
This tool was designed to improve the service West Virginia Cons secure online access to your account information and the ability to	solidated Publi to perform a va	c Retirement Boa riety of transactio	rd (CPRB) provides by offering ns.		
It is our privilege to provide you this tool and additional level of se	ervice.				
Jeffrey E. Fleck Executive Director					

**£** 

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

C P 4101 MacC Charleston R B Felephone Fax (304) 5	orkle Avenue SE , West Virginia 25304 (304) 558-3570 or (800) 654-4406 58-1394 or (304) 558-5455   Email	(Nationwide) : CPRB@wv.gov	Employer Self Service     Bob Hope     Dep		
Employer Home Report	- Services - Account -	ogout	COMPASS		
Contact Persons The Contact Persons modu contact person, click Add C	e allows employers to manage staff contact Person. To edit or delete con	contact information. T tacts click on the app	o add a new	lable Forms - 🗸 😡	
Contact Persons					
Details	Contact Type	Role			
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	Reporting Official Agency Head OIT	ESS Adm	hinistrator	Edit	
	ODC Contact				
S, JANANI Mailing (123) 123-1234 jsundaresan@delotte.com	Reporting Official	ESS File	Validation	Edit   Delete	
Add Contact Person					

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

C P 4101 MacCorkle A Charleston, West R B Fax (304) 558-139	wenue SE Virginia 25304 58-3570 or (800) 654-4406 4 or (304) 558-5455   Email	(Nationwide) : CPRB@wv.gov	Bob Hope Dep	r Self Service Log Out
Employer Home Report -	Services - Account -	Admin -	Logout	COMPASS
Contact Persons The Contact Persons module allow contact person, click Add Contact	s employers to manage staff o Person. To edit or delete con	contact informatio tacts click on the	n. To add a new appropriate link.	Available Forms 💙
Contact Persons				
Details	Contact Type	Role		
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	Carlot Contact	ESS A	Administrator	
S, JANANI Mailing (123) 123-1234 jsundaresan@deloite.com	Report	u sure you want to	delete this contact	t person?
est Virginia Consolidated Public Retirement oard ome ontact Us agal tivacy de Terms & Conditions	Information presented on this W Sor the convenience of our custo West Virginia Consolidated Publithat originates from third parties omissions made from reliance of from any such reliance. West Virginia Consolidated Pu 4101 MacCorkle Avenue S.E. Charleston, WV 25304 (304) 556–3570	eb site, including onli mers. While every ef- lic Retirement Board The WVCPRB shall in any information clin ablic Retirement Bo	ne database inform fort is made to keep (W/CPRB) does no under no circumsta stalned filenen from i and	ation, is collected, maintained and provided such information accurate and up-to-date, the it centify the authenticity of information herein nces be liable for any actions taken or whatever source or any other consequences
Copym	gnt ⊕ 2014 West Virginia Consolida	ted Public Retiremen	t Board. All rights re	served



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

C P Charle Charle	P 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)				Employer Self Service Log Ou Bob Hope Dep			
Fax (30	)4) 558-1394 or (30	1394 or (304) 558-5455   Email: CPRB@wv.gov			ogin: Mon, Jul 11 2016 4:08 PM			
nployer Home Re	port 👻 Service	es 👻 Account 👻	Admin -	Logout	COMPASS			
Contact Person The Contact Persons r contact person, click A	DINS nodule allows emplo dd Contact Person	yyers to manage staff o	contact information. tacts click on the a	. To add a new ppropriate link.	- Available Forms V			
Contact Persons								
Details	Cont	act Type	Role					
NANDA, PRITHA Mailing (111) 222-3333 prinanda@deloitte.com	©Re ©Ag ©IT	porting Official	ESS Ad	Iministrator	Edit			
	ØDO	Contact						
S, JANANI Mailing (123) 123-1234 isundaresan@deloitle.cc	Repo	Message from web	page I sure you want to d	elete this contact per	son?			

#### 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

C P R B	P A101 MacCorkle Avenue S.E Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Env (204) 558-1304 or (800) 654-4406 (Nationwide)				C En Kani Annsi	nployer Self Service Log Owl ska Saha a Abraham
Employer Home	Report	- Services -	Account +	Admin -	Logout	COMPASS
				Office Local	tions	Available Forms - V
Welcome	o The West Vir	ginia Consolidated	Public Retirement	Contact Per	rsons	vice Website. This site provides employers
(CPRB). F	from this site, e porting Enrollm	es to efficiently and imployers can inter ients and Contribut	accurately report of act with us in a nur ions	Manage Us	ers	rginia Consolidated Public Retirement Board
• Pro • Pro • Ad	cessing EFT P cessing Correct ding/Updating E	ayments ction of Errors Employer Contact II	nformation			
• Ve	rifying CPRB IE	s and Employee C	ontribution Rate In	formation		
This tool w secure onl	vas designed to ine access to y	improve the servic our account inform	e West Virginia Co ation and the abilit	onsolidated Publ y to perform a va	lic Retirem ariety of tr	ent Board (CPRB) provides by offering ansactions.
It is our pri	vilege to provid	le you this tool and	additional level of	service.		
Jeffrey E.	Fleck					
Executive	Director					

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.

RB	Telephone (304) 55 Fax (304) 558-1394	8-3570 or (800) 654-4406 or (304) 558-5455   Ema	5 (Nationwide) il: CPRB@wv.gov	IlleorGuide La	et Lonin Wed May 25 201/	5 8 14 AM
ployer Home	Report - S	ervices + Account	- Admin -	Logout	Co	OMPAS
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lanage U	sers					
The Manage Us accounts are dis Name link. To a	ers module allows th played in the Manag dd new ESS user ac	e employer administrator t ge Users grid. To edit an ex counts, click <b>Add User.</b>	o manage ESS user isting user account,	accounts. Curre click on the Use	ent F	
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The Manage Us accounts are dis Name link. To a Users Filter By: Sele User Name LIZASIN	ers module allows th played in the Manag dd new ESS user ac ect Role Name SINTI, ELIZABET	e employer administrator to ge Users grid. To edit an ex counts, click Add User.	o manage ESS user isling user account, Last Activity	accounts. Curre click on the Use Active Yes	Items Per I	Page: All N PIN Locke
The Manage Us accounts are dis Name link. To a Users Filter By: Sek User Name LIZASIN KANSAHA123	ers module allows th played in the Manag dd new ESS user ac ect Role Name SINTI, ELIZABET SAHA, KANISKA	e employer administrator to ge Users grid. To edit an ex counts, click Add User.	b manage ESS user disting user account, Last Activity 5/25/2016 9.14.06	Active Yes AMY Yes	Items Per I	Page: All N PIN Locke

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

C P R B	101 MacCorkle Avenue S.E harleston, West Virginia 25304 elephone (304) 558-3570 or (800) 654-4406 (Nationwide) ax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov	Employer Self Service Log Out Hope Bob West Virginia State Police UserGuide Last Login: Tue, Jun 07 2016 1:42 PM
Employer Home	Report - Services - Account - Admin - L	ogout COMPASS
		Available Forms 🗸 Open
Add User		
Choose a contac	t person, enter a unique User Name, select the appropriate security	role and click
Submit		
Please Note: On account.	ly those employees that have been setup as Contact Persons may I	be assigned an ESS
New User		
Contact Person:	* Select Contact Person V	
User Name:	*	
Role:	* Select Role V	
E-mail:		
Active	<b>V</b>	
	Cancel Submit	

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

C P 4	P 4101 MacCorkle Avenue S.E Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)				Employer Self Service Log Out Hope Bob West Virginia State Police			
I D F	ax (304) 558-13	394 or (304) 558	-5455   Email: (	PRB@wv.gov	UserGuide I	Last Login: Tue, Jun 0	7 2016 1:42 PM	
Employer Home	Report +	Services +	Account +	Admin 👻	Logout		COMPASS	
						Available F	orms 🗸 Open	
Add User								
/144 000/								
Choose a contac	t person, enter a	a unique User Na	me, select the ap	propriate secur	ity role and click	¢		
Submit.								
Please Note: Or account.	ly those employ	ees that have be	en setup as Cont	act Persons ma	y be assigned a	an ESS		
New User								
Contact Person:	* Sel	ect Contact Per	son					
User Name:	* RO	Y, SONALI						
Role:	* Sel	ect Role	~					
E-mail								
Activo	1							
Acuve	<b>N</b> .							
	Canc	el Submit						

**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.

C P	4101 MacCorkle Avenue S.E Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)					Constant Con			
N D	Fax (304) 558-13	394 or (304) 558	-5455   Email:	CPRB@wv.gov	UserGuide Last Lo	gin: Tue, Jun 07 2016 1:42 PM			
Employer Home	Report 👻	Services 👻	Account 🗸	Admin 🚽	Logout	COMPASS			
Add User Choose a conta Submit. Please Note: O account.	ct person, enter a nly those employ	i unique User Na ees that have be	me, select the a en setup as Co	appropriate secu ntact Persons m	rity role and click ay be assigned an ES	s			
Contact Person	* (20)	Y. SONALI	$\sim$						
User Name:	*								
Role:	* Sele	ect Role	~						
E-mail:	ssubra	tokumarchow@d	leloitte.com						
Active	Canc	el Submit							

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 readonly. For other ESS user roles, this menu option will not be available.

C P 4101 Char R B Tele; Fax (	MacCorkle Avenue S.E leston, West Virginia 25304 phone (304) 558-3570 or (80 304) 558-1394 or (304) 558-	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
Add User Choose a contact pe Submit. Please Note: Only th account.	rson, enter a unique User Nar nose employees that have bee	me, select the appropriate secu en setup as Contact Persons m	- Availa rity role and click ay be assigned an ESS	ble Forms 🗸 Open
New User				
Contact Person: User Name: Role: E-mail: Active	<ul> <li>* ROY, SONALI</li> <li>* SoRo83</li> <li>* Select Role</li> <li>DSRS Fee Reporting</li> <li>ESS Employer Reporting</li> <li>ESS File Validation</li> <li>ESS Staff</li> <li>Cancel Submit</li> </ul>	ng Porting		

# 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.

C P 4101 Char R B Telep	L MacCorkle Avenue S.E leston, West Virginia 25304 phone (304) 558-3570 or (800) 654-4406 (Nationwide) 204) 558 1324 or (204) 558 5455 L Empile CBBR Quereceu	Employer Self Service Hope Bob West Virginia State Police	Log Out
Fax (	304) 558-1394 of (304) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Tue, J	un 07 2016 1:42 PM
Employer Home F	Report 🗸 Services 🗸 Account 🗸 Admin 🗸	Logout	COMPASS
Add User Choose a contact per Submit. Please Note: Only th account.	rson, enter a unique User Name, select the appropriate secunose employees that have been setup as Contact Persons ma	Availabl rity role and click ay be assigned an ESS	le Forms 🗸 Open
New User			
Contact Person: User Name: Role: E-mail: Active	<ul> <li>* ROY, SONALI</li> <li>* SoRo83</li> <li>* ESS Employer Reporting </li> <li>ssubratokumarchow@deloitte.com</li> <li>Cancel Submit</li> </ul>		

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).

C P	4101 MacCorkle Avenue S.E Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)		Employe Kaniska S Annsa Abra	Employer Self Service Kaniska Saha Annsa Abraham				
K D	Fax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov			UserGuide L	UserGuide Last Login: Wed, May 25 2016 8 14 AM			
mployer Home	Report +	Services +	Account -	Admin 👻	Logout		COMPASS	
						- Available F	orms – 🗸 🔍 Osen Print	
Confirmat	ion							
User Saved								
Your user has	been successf	ully saved.						
A login for john	123 has been cr	eated and sent to	jsmith@abc.com	ŝ				
							Continue	

#### 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.

C	BMP/	ASS		Mari Clinc	nployer Self Servi Iyn Doe h Powell Ed Coop	ice	Log Out
nployer Ho	me Report	Services	ccount 🗸 Admin	Logout	ogin: Fri, Jan 23 20	15 10:31 AM	UserGuide
					Availa	ble Forms	Open
lanage	Users						
The Manag accounts ar Name link. <sup>-</sup> Users	e Users module alle re displayed in the N To add new ESS u	ows the employer admir Vanage Users grid. To e ser accounts, click Add	histrator to manage ESS us edit an existing user accour User.	er accounts nt, click on t	s. Current he User		
Filter By:	Select Role	•				Items Per Pag	e: All 💌
User	Name	Assigned Role	Last Activity	Active	Account	Concord I	PIN
Name 🛛					LUCKEU	Locked	

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.

C P 42 R B Te	101 MacCorkle harleston, Wes elephone (304) (304) 558-1	L MacCorkle Avenue S.E ·leston, West Virginia 25304 phone (304) 558-3570 or (800) 654-4406 (Nationwide) (304) 558-1394 or (304) 558-5455 L Email: CPRB@wy goy				Employer Self Service Log Out Kaniska Saha Annsa Abraham			
						UserGuide Last Login: Tue, Jun 21 2018 3:06 AM			
Employer Home	Report 👻	Services 👻	Account 👻	Admin 👻	Logout		JONIPASS		
						Available Fo	rms 🗸 Open		
Reset User									
Please Note: Res Inactivating an ES Contact Person re	e, and inactivat setting the pass SS user will disa ecord, go to the	word will genera ble their login b Contact Persor	account. ate email correspo out not delete their n module.	ondence to the s Contact Persor	elected ESS us	er. ete a			
Contact Person:	SAHA	KANISKA							
User Name:	KANS	AHA123							
Reset Password:									
Reset PIN:									
Role:	ESS A	Administrator							
E-mail:	kansal	na@deloitte.con	n						
Active	~								
	Canc	el 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.

COM	IPASS		M	Marilyn Doe Clinch Powell Ed Coop					
			La	st Login: Fri, Jan 23 2015 10:31 AM	UserGuide				
Employer Home Re	port 🚽 Services	- Account -	Admin 🚽 Logou	ut					
				Available Forms -	Open				
Edit User				L					
Edit User allows the en user's security role, and	nployer administrator to d inactive th <mark>e</mark> selected a	reset forgotten passw account.	ord information, upda	te the selected					
Please Note: Resetting Inactivating an ESS us Contact Person record.	g the password will gen er will disable their logir , go to the Contact Pers	erate email correspond n but not delete their Co son module.	dence to the selected ontact Person record.	ESS user. . To delete a					
Edit User									
Contact Person:	DOE, MARILYN								
User Name:	marilyndoe								
Reset Password:									
Reset Concord PIN:									
Role:	ESS Administrator								
E-mail:	prinanda@deloitte.	com							
Active									
	Cancel								

## 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.

B	P B B Horizanti Angle An					Employer Self Service     Kaniska Saha     Annsa Abraham     S     UserGuide Last Login: Fri, Aug 05 2016 5:36 AM			
ployer Home	Report - Ser	vices	+ Account +	Admin 🚽 Lo	gout	(	COMPAS		
					[	– Available Fo	orms 💙 🍳		
anage U	sers								
The Manage Us	ers module allows the e	emplo	over administrator to r	nanage ESS user ac	counts Current	ŕ			
accounts are dis	played in the Manage	Users	grid. To edit an exist	ing user account, cli	ck on the User				
lame link. To a	dd new ESS user acco	unts,	click Add User.						
Jsers									
Filter By: Sele	ect Role	~				Items	Per Page: All		
Jser Name	Name	N	Assigned Role	Last Activity	Active	Account	PIN		
	Humo						Lookad		
	Hume	43				Locked	Locked		
IZASIN	SINTI, ELIZABETH	43	ESS File		Yes	Locked	Locked		
IZASIN	SINTI, ELIZABETH	63	ESS File Validation		Yes	Locked	Locked		
JZASIN (ANSAHA123	SINTI, ELIZABETH SAHA, KANISKA	63	ESS File Validation ESS Administrator	8/5/2016 10:27:56	Yes ) Yes	Locked	Locked		
JZASIN (ANSAHA123	SINTI, ELIZABETH SAHA, KANISKA	63	ESS File Validation ESS Administrator	8/5/2016 10:27:56 AM	Yes ) Yes	Locked	LOCKED		
JZASIN (ANSAHA123 sims	SINTI, ELIZABETH SAHA, KANISKA SIMS, JEANNAE	68	ESS File Validation ESS Administrator ESS File	8/5/2016 10:27:56 AM	Yes ) Yes Yes	Locked	Locked		
JZASIN (ANSAHA123 sims	SINTI, ELIZABETH SAHA, KANISKA SIMS, JEANNAE	68	ESS File Validation ESS Administrator ESS File Validation	8/5/2016 10:27:56 AM	Yes 6 Yes Yes	Locked	LOCKED		
JZASIN (ANSAHA123 sims phn123	SINTI, ELIZABETH SAHA, KANISKA SIMS, JEANNAE SMITH, JOHN	63	ESS File Validation ESS Administrator ESS File Validation ESS Staff	8/5/2016 10:27:56 AM	Yes Yes Yes Yes	Locked	LOCKEU		
JZASIN (ANSAHA123 sims phn123 :SS103169	SINTI, ELIZABETH SAHA, KANISKA SIMS, JEANNAE SMITH, JOHN SHRIVASTAVA, ROZY	63	ESS File Validation ESS Administrator ESS File Validation ESS Staff ESS Administrator	8/5/2016 10:27:56 AM 6/30/2016 4:10:26 AM	Yes Yes Yes Yes Yes Yes	Locked	LOCKED		



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

Employer Home	Report -	For (304) 55	Account	CPRB@wv.gov	UserGuide	Last Login: Fri, Aug 05 2016
- appropriate trouties	insport of a	A A A A A A A A A A A A A A A A A A A	Accordine v		Logon	Annality
Reset User Edit User allows t user's security rol	he employer admi	nistrator to re he selected a	set forgotten pa ccount.	assword informati	on, update the s	selected
Please Note: Res Inactivating an ES Contact Person re	setting the passwo SS user will disable ecord, go to the Co	rd will genera e their login b ontact Person	ate email corres ut not delete the module.	pondence to the eir Contact Perso	selected ESS u n record. To del	ser. lete a
Reset User						
Contact Person:	SIMS, JE	ANNAE				
User Name:	jsims					
Reset Password:						
Reset PIN:						
Role:	* ESS Fi	le Validation	×			
E-mail:	jesims@c	leloitte.com				
Active						
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**Step 4 --** The **Confirmation** screen displays to confirm the account is deactivated.



## 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**

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

C         P         4101 MacCorkle Avenue SE           Charleston, West Virginia 25304         Charleston, West Virginia 25304           R         B         Telephone (304) 558-3570 or (800)           Fax (304) 558-1394 or (304) 558-54	654-4406 (Nationwide) 155   Email: CPRB@wv.gov	Employer Self Service Emma Matthew Harpers Ferry Bolivar Pso UserGuide Last Login:	Log Out
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Step 3 -- Select the Plan Year from the drop down menu.

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

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

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

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## 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.

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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.

C P 4101 MacCo Charleston, V Telephone (3 Fax (304) 550	rkle Avenue SE Nest Virginia 25304 04) 558-3570 or (800) 3-1394 or (304) 558-54	654-4406 (Nationwide ISS   Email: CPRB@wv.	e) gov UserGuide	er Self Service e Last Login: Wed, Aug 03	Log Out 2016 8:19 AM
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Step 8 -- Click the Calculate button.

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# Step 9 -- Click the save 🔙 icon.

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

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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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## 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**

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

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

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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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## 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**

C P 410 Cha D P Tele	)1 MacCorkle Avenue S.E rieston, West Virginia 25304 ephone (304) 558-3570 or (800) 654	4406 (Nationwide)	Employer Self Service Kaniska Saha Annsa Abraham	Log Out
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## Step 2 -- The Payroll Schedule screen displays.

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



Step 5	Click the	Calculate	button.
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**Step 6 --** Click the **save** icon to save the edits made to the payroll schedule.

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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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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).

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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.

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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
- 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



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

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

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# Step 4 -- Click the button.

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 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.

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## Step 6 -- Click the Submit Dimails >> button.

**Note**: The **Extension of the steps in Section 7.1.1.2 Correct Employment Classification Upload File Errors to correct remaining errors).** 

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

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## 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.

	de) V.gov USerGuide Last Login: Wed, Sep 21 2010 11:05 AM
nployer Home Report + Services + Account + Admir	n 🗸 Logout COMPASS
Errors returned, please check below. <ul> <li>The Enrollment file was rejected on 09/22/2016 due to excessive error</li> </ul>	Available Forms V COPEN
Getting Started > Details > Summary > Results	
Report #:     Type:     Mode:       11003     Employment Classifications     File Upload       Only     Only     Only	
Employment Classifications	
Employment Classification file validations	
100%	
Lines: Total (3)   Processed (0)   Errors (3)	
Employment Classification business validations	
Records: Total (0)   Passed (0)   Errored (0)   Rejected (0)   Pending (0)	)
< Back	



R B F	101 MacCorkle Avenue S Charleston, West Virginia 2 Telephone (304) 558-3570 Fax (304) 558-1394 or (304	E 25304 or (800) 654-44 1) 558-5455   En	06 (Nationwide) nail: CPRB@wv.gov	Employer Self Pooja Kashyap Newemp1 UserGuide Last Log	Service Los jim Wed, Sep 21 2016 11:05
Employer Home	Report - Services	Account	+ Admin +	Logout	COMP
Errors returned, p	please check below. Iment file was rejected on 0	19/22/2016 due to	excessive errors. Ple	Av	ailable Forms V
Getting Starte	d 🗦 Detalls 🗲	Summary >	Results		
Report #: 11003	Type: Employment Classi Only	N fications F	lode: ile Upload		
Employment C	lassifications				
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Lines: Total	(3)   Processed (0)   Errors	(3)	1969-688266		
Employment	Classification business val	idations			
Records: Tot	tal (0)   Passed (0)   Errored	I (0)   Rejected (0	)   Pending (0)		
# Step 3 -- The Getting Started screen is displayed. In the Employment Classification section, click the outpload File button.

C P R B 4101 MacCorkle Avenue SE Charleston, West Virginia 22 Telephone (304) 558-3570 ( Fax (304) 558-1394 or (304)	5304 or (800) 654-4406 (Nationwide) ) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Pooja Kashyap     Newemp1     UserGuide Last Login: Wed, Sep 21 2016 11:05 AM
Employer Home Report - Services	+ Account + Admin + L	ogout COMPASS
		Available Forms 🗸 Open
Getting Started > Details >	Summary > Payments >	Results
Choose an option and select the desired	action below.	
Choose to work with Employment Classifica choose to view a past report using the Subn	tion, contributions or both by either uploanission History button below.	ading a file or entering online. You may also
Employment Classification	Contributions	Employment Classification & Contributions
Choose this option to upload only Employment Classification 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 only contributions in a file. Lorem ipsum dolor sit amet, consecte adipiscing elit. Sed vitae finibus nunc at lectus ut lacus congue iaculis. Pro augue magna, suscipit ac tincidunt io pharetra sed nibh.	etur 2. Ut Lorem ipsum dolor sit amet, consectetur in adipiscing elit. Sed vitae finibus nunc. Ut at lectus ut lacus congue iaculis. Proin augue magna, suscipit ac tincidunt id, pharetra sed nibh.
<ul> <li>Upload File</li> <li>E Enter Online</li> <li>Q Submission History</li> </ul>	<ul> <li>Upload File  Enter Onlin</li> <li>Q Submission History</li> </ul>	ne 🕑 Upload File Q Submission History

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

pipoper Home       Report       Services       Account       Admin       Logout         Getting Starled       Details       Summary       Results         Type:       Mode:       Employment Classification       File Upload         Chi       File Upload       File Upload       Brows         File Upload         Supported file types are "bd", "corb" and "zip". Files are limited to 2 MB. Click here to download compression tool         Supported file types are "bd", "corb" and "zip". File History         [Show: Last 3 Months]          Employer         Error Report       Total Records       Total Errors       Status       File Name         Employer         Error Report       Total Records       Total Errors       Status       File Name         24121 - NEWEMP1       Error Report       1       0       Rejected       2018092246         24121 - NEWEMP1       Error Report       1       0       Rejected       2018092246         24121 - NEWEMP1       Error Report       1       0       Rejected       2018092246         24121 - NEWEMP1       Error Report       1       0       Rejected       2018092016         24121 - NEWEMP1       Erro		04) 558-1394 or (	304) 558-5455   E	mail: CPRB@wv.go	v Daergu	de Last Login. Wed	1 Sep 21 2016 11:05 AN	
Getting Starled >       Details >       Summary >       Results         Type:       Mode:       Employment Classification       File Upload         Only       File Upload       File Upload       Encomposed         File Upload         Supported file types are ".tot", ".corb" and ".zip".         File Supported file types are ".tot", ".corb" and ".zip".         File History         [Show: Last 3 Months] ▼         Employer         Error Report       Total Records       Total Rejected       Total Errors       Status       File Name         Release limited to 2 MB.         Click here to download compression tool         Supported file types are ".tot", ".corb" and ".zip".         File History       [Show: Last 3 Months] ▼         Employer       Error Report       Total Records       Total Errors       Status       File Name         Release limited to 2 MB.         Click here to download compression tool         Status       File Name         Release a limited to 2 MB.         Click here for Report       1       0       Rejected       2016092244 <td co<="" th=""><th>ployer Home R</th><th>eport 🐳 Servi</th><th>ces 🔹 Accour</th><th>nt 🖌 Admin 👻</th><th>Logout</th><th></th><th>Сомра</th></td>	<th>ployer Home R</th> <th>eport 🐳 Servi</th> <th>ces 🔹 Accour</th> <th>nt 🖌 Admin 👻</th> <th>Logout</th> <th></th> <th>Сомра</th>	ployer Home R	eport 🐳 Servi	ces 🔹 Accour	nt 🖌 Admin 👻	Logout		Сомра
Getting Started       Details       Summary       Results         Type:       Mode:       File Upload         Chip       File Upload       File Upload         Brows         Select File: *         Supported file types are "bd", "corb" and "zip".       File Event and "zip".         File Bistory       Supported file types are "bd", "corb" and "zip".         File History       Click here to download compression tool         Supported file types are "bd", "corb" and "zip".         File History       [show: Last 3 Months] *         Click here to download compression tool         Supported file types are "bd", "corb" and "zip".         File History       [show: Last 3 Months] *         Click here to download compression tool         Supported file types are "bd", "corb" and "zip".         File History       [show: Last 3 Months] *         Error Report         1       0       Rejected       2010002248         At121 - NEVMEMP1       Error Report       1       0       Rejected       2010002248         At121 - NEVMEMP1       Error Report       1       0       Rejected       2010002248         At121 - NEVMEMP1       Error Report       1						- Available	Forms - V	
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Select File: *	File Upload							
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4121 - NEWEMP1         Error Report         1         0         2         Edit Reject         2016092013           4121 - NEWEMP1         Error Report         1         1         0         Rejected         2016092013           4121 - NEWEMP1         Error Report         2         2         0         Void         2016092013           4121 - NEWEMP1         Error Report         2         2         0         Void         2016092013           4121 - NEWEMP1         Error Report         2         2         0         Void         2016092013           4121 - NEWEMP1         Error Report         1         0         0         Publish         2016082613           4121 - NEWEMP1         Error Report         2         0         4         Publish         2016082633           4121 - NEWEMP1         Error Report         3         0         1         Edit Reject         2016081873           4121 - NEWEMP1         Error Report         3         3         0         Rejected         2016081873		Error Report	1	3	0	Rejected	20160922499241	
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Display Records 10 Page 1 of 2	4121 - NEWEMP1 4121 - NEWEMP1	Error Report Error Report Error Report Error Report Error Report Error Report Error Report	1 2 1 2 3 3	1 2 0 0 0 3	0 0 4 1 0	Void Publish Publish Edit Reject Rejected	20160919153241 20160826152241 20160822851241 20160818733241 20160818732241	

- **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 "O" (zero) the record will be flagged as having an error.

						6	UOIM	IPAS
Re 11(	port #: 003	Type Emp Only	e: loyment Classifications	Mode: File Upload	Avi	ailable Forr	ns – 💉	
En	ror Report							
	Show erro with sever	rs ☑ ity: ☑ ☑	Rejected File Error Rejected Records Information	Show errors from:	ile Format Errors mployment Classif	fication Err	rors Refresh	
	Error Code	Severity	Description			Line #	Col # From	Col : To
		21 - NEWEMF	21					
Emp	ployer: 241							
Emp	ER0215	Reject File	Threshold exceeded for I	REJR Errors for this Batch. (EF	R0215)			
Emp	ER0215 ER0222	Reject File Reject Record	Threshold exceeded for I The Employer does not p (ER0222)	REJR Errors for this Batch. (EF	R0215) ibution group.	2	198	207
Emp D D	ER0215 ER0222 ER0222	Reject File Reject Record	Threshold exceeded for I The Employer does not p (ER0222) Record Count value does	REJR Errors for this Batch. (EF participate in the reported contr s not match number of detail re	R0215) ibution group. cords. (ER0231)	2	198 23	207 28

80

- **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.

C P R B	4101 Charl Telep Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 65 304) 558-1394 or (304) 558-5455	64-4406 (Nationwide)	C Employer Se Pooja Kashya Newemp1 UserGoide Last	elf Service IP .ogin: Wed, Sep 21 21	Log Out
	-				Co	OMPASS
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Report # 11003	ŧ	Type: Employment Classifications Only	Mode: File Upload			
Error R	eport					
Shov with	v errors severity:	<ul> <li>✓Error</li> <li>✓Warning</li> <li>✓Information</li> </ul>	Show errors ( from:	File Format Errors	sification Errors	resh
				1.4	1	
Error Code	Severity	Description		Name	Birth Date	SSN
Error Code Employe	Severity r: 00001 - T	Description EST00001		Name	Birth Date	SSN
Error Code Employe ER0010	Severity r: 00001 - T Error	Description EST00001 A valid SSN must be provided. (f	ER0010)	Name SPOFFORD, CHRISTIAN	Birth Date 03/01/1969	SSN XXX-XX-0000
Error Code Employe ER0010 ER0109	Severity r: 00001 - T Error Error	Description EST00001 A valid SSN must be provided. (I First Name contains invalid chara must be provided to enroll a new	ER0010) acters. A valid first name member. (ER0109)	Name SPOFFORD, CHRISTIAN SPOFFORD, CHRISTI22	Birth Date 03/01/1969 03/01/1969	SSN XXX-XX-0000 XXX-XX-6335

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.

ployer Home	Report 👻	Services	+ Acco	unt	<ul> <li>Admin</li> </ul>	🔹 Logou		Augilable Farme	INIPA
Getting Starled	> Details	>	Summary	>	Results			Available Forms -	
Report #: 10889	<b>Type</b> : Employme Only	ent Classif	ications	Mo	ode: ter Online				
Employer					Total Records	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP	21				0	0	0	0	Created

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.

nployer Home R	eport 👻 Servic	es 👻 Account	t 🗣 Admin	r ≠ Logou	t [-/	vailable Forms	
Getting Starled	Details >	Summary >	Results				
Report #: 10889	Type: Employment Clas Only	N stifications E	Node: Inter Online				
Employer			Total Records	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP1			0	0	0	0	Created



Step 3	Click the	button to add an em	ployee to the em	ployment classif	ication report.
	C P 4101 Mar Charlesto R B Telephon Fax (304)	Corkle Avenue SE n, West Virginia 25304 e (304) 558-3570 or (800) 65 558-1394 or (304) 558-5455	i4-4406 (Nationwide)	Employer Self Pooja Kashyap Newemp1 UserGoide Last Log	Service Log Out
	Employer Home Repo	rt + Services - Acc	ount - Admin -	Logout	COMPASS
				Ava	ilable Forms 🗸 💭
	Getting Started >	Details > Summary	Results		
	Report #: T 10889 E	ype: imployment Classifications only	Mode: Enter Online		
	24121 - NEWEMP1 / En	ployment Classifications R	port		
	Search Employee Dem	ographics			
	Employee SSN: First Name:		- CPI	RB ID: t Name:	
	Search by Contribution (	Group: Select Contr	ibution Group		
	More			Search Q X	Clear • Add New
	Employee Details				Show Errors Only
	Your search did not produ	ice any result.			
	Return to Submit Deta	ils			

-

Step 4 -- In the Personal Information section, enter the SSN of the employee and click the

**Control 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.

		28-2422   Ellis	III: CPRB@wv.gov		0	
ployer Home Re	port 🖌 Services 🔸	Account	- Admin -	Logout	Co	<b>OMPA</b>
				E	- Available Forms	~
3etting Starled >	Details > Si	ummary >	Results			
Report #: 10889	Type: Employment Classifica Only	Mo tions Ent	de: ter Online			
24121 - NEWEMP1	Add/Edit Employee D	emographics				
Error Details					Overr	ide Warni
Personal Informatio	n					
SSN: *	233 - 53 - 22	25 Q Verif	y SSN			
Prafix	Salact Prafix		Date of Birt	h		
TTENA.	Gelectricity		U Date di Dila			
First Name:*			Middle Nan	ne:		
Last Name:*			Gender: *	Select G	ender	5
Suffix:	Select Suffix					
Address Information	1					
Address Line 1: *	1		Address Li	ne 2:		
	Use for actual street address	or post office box	3	Use for Apart	ment, Building, Unit, Flo	or, Suite, etc
City: *			State: *	Select S	tate	S
Zip: *	- 0	optional)				
International						

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

R B Fax (3	MacCorkle Avenue iston, West Virgini ione (304) 558-35 04) 558-1394 or (3	SE a 25304 70 or (800) 654 304) 558-5455	-4406 (Na   Email: Cl	itionwide) PRB@wv.gr	v	Employer Pooja Kast Newemp1 UserGuide La	Self Service Iyap st Login: Wed, Sep :	Log 0
nployer Home Re	sport 🗸 Servic	es - Acco	ount 🚽	Admin -	Log	out	C	OMPA
						E	- Available Form	s- V
Getting Started	Details >	Summary	> R	esults				
Report #: 10889	Type: Employment Clas Only	ssifications	Mode: Enter O	nline				
rson found. Please	see below for the o	details.						
24121 - NEWEMP1	Add/Edit Emplo	yee Demograp	hics					
Error Details								erride Warnir
Error Code	Des	scription		s	everity		Category	
Personal Informatio	n							
SSN: *	XXX-XX-2225			CPRB ID	);	282832		
Prefix	Select Prefix		~	Date of I	Birth: *	5/1/1937		
First Name:*	COLLIN			Middle N	lame:	z		
Last Name:*	HAILE			Gender:	• 5	Male		~
Suffix:	Select Suffix		~	]				
Address Information	n							
Address Line 1:*	2515 FIFTH AV	E.	Í	Address	Line 2:	-		
	Use for actual street a	address or post affi	ce box.			Use for Apart	ment, Building, Unit	Floor, Suite, etc.
City: *	BIG SPRINGS			State: *		West Vir	ginia	~
Zip: * International Address:	26137 -	(optional)						

#### Step 6 -- If the employee does not have an existing record with CPRB in COMPASS, enter the

**SSN**, click the **QVerify SSN** button and enter the demographic information in the required fields (steps 7-15).

C P 4101 Charle R B Teleph Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 10ne (304) 558-3570 or (800) 654-44 04) 558-1394 or (304) 558-5455   En	06 (Nationwide	e) gov	Emplo Pooja K Newemp	yer Self Service ashyap 1 Last Login Wed, Sep	Log 0 21 2016 11:05 Al
nployer Home R	eport - Services - Account	Admin	- Log	out	(	Compa
					Available Form	ns 🗸 🚾
Getting Started	Details > Summary >	Results				
Report #: 11006	Type: N Employment Classifications E	lode: inter Online				
SN does not exists. C	Continue with adding new enrollment	t record.				
24121 - NEWEMP1	Add/Edit Employee Demographics	5				
Error Details					0	verride Warni
Error Code	Description		Severity		Category	
SSN: * Prefix:	524         -         87         -         2345         Q Ve           Select Prefix	nify SSN Date o	f Birth: *			
First Name:*	[	Middle	Name:	_		
Last Name:*		Gende	er: *	Selec	t Gender	
Suffix:	Select Suffix					
Address Informatio	n					
			a Line 2	-		
Address Line 1.14	Use for actual street address or post office bo	Addres	s line 2:	Use for A	partment, Building, Unit	Floor Suite etc
City: *	The state of the second s	State:	•	Selec	t State	No. 1
				·		

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

SSN: *		Q Verify SSN		
Prefix:	Select Prefix	▼ Date of Birth: *		
First Name:*		Middle Name:		
Last Name:*		Gender: *	Select Gender	
Suffix:	Select Suffix	•		

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

SSN: *		Q Verify SSN	1	
Prefix:	Select Prefix	T	Date of Birth: *	
First Name:*			Middle Name:	
Last Name:*			Gender: *	Select Gender

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

SN: *		Q Verify SSN		
Prefix:	Select Prefix	<ul> <li>Date of Birth</li> </ul>	:*	
irst Name:*		Middle Name	9:	
ast Name:*		Gender: *	Select Gender	
ast Name:*		Gender: *	Select Gender	

SSN: *		Q Verify SSN		
Prefix:	Select Prefix	•	Date of Birth: *	
First Name:*			Middle Name:	
Last Name:*			Gender: *	Select Gender
Suffix:	Select Suffix	•		

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

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

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

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

Address Informatio	n		
Address Line 1: *	lise for actual street address or post office boy	Address Line 2:	Use for Anartment Building Unit Floor Suite etc.
City: *		State: *	Select State
Zip: * International Address:	- (optional)		

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

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



Step 15	<b>5</b> Click the	H Save	button to save the details and then click the	Continue with Enrollments	button to
	enter emp	lovment	classification information		

B Fax (3	viacCorkie Avenue SE eston, West Virginia 25304 tone (304) 558-3570 or (800 04) 558-1394 or (304) 558-5	) 654-4406 (Nati 455   Email: CPR	ionwide) IB@wv.gov	Pooja Kashyap Newempt UserGuide Last Login:	Wed, Sep 21 2016 11:05 AM
ployer Home Re	eport - Services -	Account 🗸 /	Admin 🖌 Logi	out	COMPASS
				- Availa	ible Forms — 🗸 Open
Getting Started 🗦	Details > Summ	nary > Res	sults		
Report #: 10889	Type: Employment Classifications Only	Mode: Enter Onli	ine		
24121 - NEWEMP1	see below for the details.	oraphies			
Error Details					Override Warnings
Frror Code	Description		Severity	с	ategory
Personal Informatio	n				
SSN: *	XXX-XX-2225		CPRB ID:	262832	
Prefix:	Select Prefix		Date of Birth: *	5/1/1937	
First Name:*	COLLIN		Middle Name:	Z	
Last Name:*	HAILE		Gender: *	Male	
Suffix:	Select Suffix				
Address Information	n				
Address Line 1:*	2515 FIFTH AVE.		Address Line 2:	1	
	Use for actual street address or po	st office box.		Use for Apartment, Bu	ilding, Unit, Floor, Suite, etc.
City: *	BIG SPRINGS		State: *	West Virginia	~
Zip: *	28137 - (optio	nal)			
International Address:					

Step 16 -- Add new employment by clicking on the

button.

C P C R B	101 MacCorkle / harleston, West elephone (304) 5 ax (304) 558-139	Avenue SE Virginia 2530 558-3570 or (1 34 or (304) 55	4 800) 654-4406 8-5455   Emai	(Nationwide	)	Employ Pritha Na Test00001	er Self Service Inda Last Login Sat, Abj	Log Out
mployer Home	Report +	Services -	Account	- Admin	- Lo	gout		COMPAS
							- Available Fo	ims - 🔹 💽 🗪
Getting Starte	d 🔉 Detai	s 🔰 Sur	nmary >	Results				
Report #: 11005	Type: Employm Only	ent Classificati	Mo ons Ent	de: er Online				
00001 - TE ST00	001 / Employm	ent Details -	Add/Edit Emj	ployment				
Personal Inform	nation							
Prefix:					SSN:		XXX-XX-191	9
First Name: Middle Name:	Johnny				CPRB	ID:		
Last Name: Suffix:	Liver							
Address Inform	nation							
Address Line1:	3466 test r	oad			Addres	s Line2:		
City: Zin:	charleston 32123				State:	s line 3.	West Virginia	h.
International Address:	1010,1005.)				Countr	y:		
Employment D	etails							
Actions Co	ntribution Group	p Posi	ition Status	Job Pos	ition	Emp Begi Date	in Emp Er Date	nd Emp End Reason
No Employment Cl	assifications availa	ble.						
A speed								d Nam Frankriger
Dack								a New Employment
st Virginia nsolidated Public R me	etirement Board	Online databa customers. V Public Relater circumstance whatever sou	ne information pre fhile every effort is nent Board (CPRB is be liable for any rce or any other c	sented on this w made to keep s () cannot guarant actions taken or onsequences to	ebsite is coll ach informati es the accur omissions m m any such	ected, maintair on accurate as acy of informa- ade in retiance reliance.	ed and provided for id up-to-date, the W flow herein. The CP e on any information	The convenience of our Vest Virginia Consolidate REI shall under no I contained herein from
	Capy	right © 2016 Wes	I Virginia Consolida	ated Public Retire	ment Board	Al rights rese	rved.	

**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.

cords saved with fol	lowing validations.					
Error Details					Overn	ide Warning
irror Code Descr	iption				Severity	Category
R0108 Repor	ted address does not match what's on fil	e and was reformatted	i to adhere to the postal standar	ds. (ER0108)	Information	GENERA
Reporting For						
Please Select the Re	tirement System:	Te	sachers' Retirement System			2
Employment Inform Contribution Group:	* TRS Plan 1	-	Employment Begin	2/1/2016		
Employment Inform Contribution Group: Position Status: *	* TRS Plan 1 Permanant Full Time	•)	Employment Begin Date: " Employment End Date:	2/1/2016		
Employment Inform Contribution Group: Position Status: * Job Position: *	* TRS Plan 1 Permanent Full Time Teacher	•	Employment Begin Date: " Employment End Date: Employment End Reason:	2/1/2016 Select Reason		
Employment Inform Contribution Group: Position Status: * Job Position: * Scheduled Hours Pe Day: *	* TRS Plan 1 Permanent Full Time Teacher &	•	Employment Begin Date: " Employment End Date: Employment End Reason: Employment Payment Type:	2/1/2016 Select Reason Select Employment	Payment Type	
Employment Inform Contribution Group: Position Status: * Job Position: * Scheduled Hours Pe Day: *	TRS Plan 1     Pormanant Full Time     Teacher     &     Monthily	•	Employment Begin Date: " Employment End Date: Employment End Reason: Employment Payment Type: Payroll Frequency: "	2/1/2016 Select Reason Select Employment Semi-Monthly	Payment Type	



Records saved	with follow	ing validations.					
Error Details	5					Q Over	ride Warni
Error Code	Descriptio	DAT				Severity	Catego
ER0108	Reported	address does not match what's on file a	nd was reformat	ted to adhere to the postal standar	rds. (ER0108)	Information	GENE
Reporting F	or						
Please Selec	ct the Retire	ment System:		Teachers' Rotirement System			
Employmen	t Informatio	n 		Employment Reals			
Contribution	n Group: *	TRS Plan 1	•	Date: *	2/1/2016		
Position Sta	itus: *	Permanent Full Time	•	Employment End Date:			
Job Position	n; *	Teacher		Employment End Reason:	Select Reason		
Scheduled P Day: *	lours Per	8		Employment Payment Type:	Select Employment P	Payment Type	
Type of Rate	of Pay: *	Monthly	*	Payroll Frequency: *	Semi-Monthly		
0	. 6	1000		Contract Days: "	200		

H Save

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

	-ax (304) 338-1394 0	(304) 338-3433	T Email: Cr	HB@WV.gov		-		Co	
ployer Home	Report - Ser	vices 🔹 Acc	ount 👻	Admin 👻	Logout			Ca	IMPA
	15					Ŀ	- Availab	le Forms	~ 0
Getting Starte	id 🗲 Details 3	Summary	> R	esults					
Report #:	Type:		Mode:						
10889	Employment C Only	lassifications	Enter Or	nline					
24121 - NEWE	MP1 / Employment [	)etails - Add/Ed	lit Employr	nent					
Personal Infor	mation								
Prefix: First Name:	COLUN				SSN: CPRB ID:		262832	-2225	
Middle Name:	Z				or no ib.		LULUUL		
Last Name:	HAILE								
Suffix:									
Address Infor	nation								
Address Line1	: 2515 Fifth Ave				Address L	ine2:			
City:	Big Springs				State:		West Vi	rginia	
Zip:	26137				Address L	ine3:			
nternational Address:					Country:				
Employment [	)etails								
ctions (	Contribution Group	Position Sta	atus	Job Po	sition	Emp Beg	jin E	mp End	Emp En
and a second	000000	Description		Chief D		Date	L.	Jate	Reason
•	Janaug.	remanent	of time	Grifer Di	eputy	08/21/201	U.		

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.

В	4101 MacCork Charleston, We Telephone (30 Fax (304) 558-	le Avenue SE est Virginia 2530 4) 558-3570 or ( 1394 or (304) 55	04 (800) 654-440 58-5455   Emi	6 (Nationwide ail: CPRB@wv	e) gov	B Employer Self S Pooja Kashyap Newempt UserCuide Last Logn	Service 1: Wed, Sep 21 201	Log Out 6 11:05 AM
ployer Home	Report +	Services -	Account	- Admin	- Logo	ut	Co	MPAS
						Ava	ilable Forms	♥ Op+
Getting Start	led > De	alls 🗲 Su	mmary >	Results				
Report #: 10889	Type: Employ Only	/ment Classificat	Mo ions En	ode: ter Online				
24121 - NEWI	EMP1 / Employ	ment Classificat	tions Report					
Search Emplo	oyee Demograț	hics						
Employee SSf	N:		]-[]-[		CPRB ID:		1	-
First Name:			-1		Last Name	E.	ñ	
Search by Cor	ntribution Group	Seler	ct Contribution	Grout				
More						Search Q	Clear	Add New
Employee De	tails						Show	Errors On
Employee De	tails	of Name	Circl Name		PD 10	Right Data	Show	Errors On
Employee De Action	tails ns La + He	<u>ist Name</u> AILE	First Name	262	RB ID 2832	Birth Date 05/01/1937	Show <u> SSN</u> XXX-XX-	Errors Onl 2225
Employee De Action	tails	IST Name	First Name	26:	<u>RB ID</u> 2832	Birth Date 05/01/1937	Show	Errors Onl 2225
Employee De Action # &	tails	ist Name AILE ICS L Classification	COLLIN Pag	e <u>CP</u> 262 ge <b>1</b> C	<u>RB ID</u> 2832 9f 1	Birth Date 05/01/1937	SSN XXX-XX-	Errors Onl 2225 Next 🕨



button to

#### Step 21 -- Update the Personal Information section, click the proceed further.

B Teleph	MacCorkle Avenue SE eston, West Virginia 25304 none (304) 558-3570 or (80	0) 654-4406 (Nation	nwide)	Pooja Kashya Newemp1 UserGuide Last L	in service ip .ogin: Wed, Sep 21 2	Log Out
ployer Home R	eport • Services •	Account - Ac	lmin - Log	out	Co	MPASS
and the second		and the second	2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 - 2002 -	A	vailable Forms	Open
Getting Starled 🗦	Details > Sum	mary > Resu	its			
Report #: 10889	Type: Employment Classification Only	Mode: s Enter Online	2			
24121 - NEWEMP1	Add/Edit Employee Dem	ographics				
Error Details					🗌 Overr	ide Warnings
Fror Code	Description		Severity		Category	
Personal Informatic	n					
SSN: *	XXX-XX-2225	c	PRB ID:	262832		
Prefix	Select Prefix		Date of Birth: *	5/1/1937		
First Name:*	COLLIN		liddle Name:	z		
Last Name:*	HAILE	c	Gender: *	Male		$\checkmark$
Suffix:	Select Suffix	$\checkmark$				
Address Informatio	ň					
	r			1		
Address Line 1: *	2515 Fifth Ave		Address Line 2:			
C1	Use for actual street address or p	oost office box.	States 4	Use for Apartme	nt, Building, Unit, Flo	or, Suite, etc.
-ay.	a churda			viest virgal		
Zip: * International Address:	(optii	onal)				
Back		×c	ancel	ve Continue	with Employment	Classifications
a second to		1.00000		CONTRACTOR OF THE OWNER		

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.

oloyer Hom	e R	eport 🖌 Servi	ces - Acco	unt 🚽 A	ldmin 🚽 L	ogout		CC	MPAS
							Availa	ible Forms	<b>v</b> Op
Betting Sta	rled 🔾	Details >	Summary	> Res	ults				
Report #: 10889		Type: Employment Cla Only	ssifications	Mode: Enter Onlin	ne				
24121 - NEV	VEMP1	/ Employment De	tails - Add/Edi	t Employme	nt				
<sup>p</sup> ersonal In	formatic	n							
Prefix: First Name: Middle Nam Last Name: Suffix:	ie:	Mr. COLLIN Z HAILE			SSN CPR	: BID:	XXX-X 26283	X-2225 2	
Address Inf	ormatio	n							
Address Lir City: Zip: nternationa Address:	ne1: N	2515 Fifth Ave. Big Springs 26137			Add Stat Add Cou	ress Line2: e: ress Line3: ntry:	West \	/irginia	
Employmen	it Detail:	5							
ctions	Contri	ibution Group	Position Stat	tus	Job Positio	n Emp Date	Begin	Emp End Date	Emp En Reason
• •	DSRS	cg	Permanent Fu	ull Time	Chief Deput	y 09/21	/2016		

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

ployer nom	e R	eport 👻 Servi	ces 🚽 Acce	ount 👻	Admin 🚽	Logou			C	OMPAS
		-					-	Ava	ilable Forms –	~ 00
Getting Sta	rted	Details >	Summary	> R	esults					
Report #: 10889		Type: Employment Cla Only	sifications	Mode: Enter Or	nline					
24121 - NEV	VEMP1	/ Employment De	tails - Add/Ed	it Employr	nent					
Personal In	formatio	on								
Prefix: First Name: Middle Nam Last Name: Suffix:	le:	Mr. COLLIN Z HAILE				SSN: CPRB ID:		XXX 2628	-XX-2225 332	
Address Inf	ormatic	'n								
Address Lir City: Zip: Internation: Address:	1e1: 1	2515 Fifth Ave Big Springs 26137			1 1 1 1	Address L State: Address L Country:	.ine2: .ine3:	Wes	t Virginia	
Employmen	nt Detail	5								
ctions	Contr	ibution Group	Position Sta	itus	Job Pos	sition	Emp Be Date	gin	Emp End Date	Emp End Reason
•	DSRS	CG	Permanent P	Full Time	Chief De	eputy	09/21/20	016		



button to submit the

Step 24 -- After all updates are complete, click the Employment Classification report.

	er Home Re	port - Services	- Account -	Admin - Log	- Avail	able Forms - V
Getti	ng Started 🗦	Detalis 🗲	Summary > F	Results		
Repo 10889	ort #: 9	Type: Employment Classif Only	Mode: ications Enter (	Online		
2412	1 - NEWEMP1 /	Employment Classif	ications Report			
Sear	ch Employee D	emographics				
Empl	Inves CCNI:			CPPR	e Í	
First I	Name:		<u> </u>	Last Nar	ne:	
First I Searc Mo	Name: ch by Contributio	in Group:	elect Contribution Gro	Last Nar	Search Q. X	Clear O Add New
First I Searc Mo Empl	Name: ch by Contributio re loyee Details	n Group: S	elect Contribution Gro	Lest Ner	Search Q 🗶	Clear Add New
First I Searc Mo	Name: ch by Contributio re loyee Details Actions	n Group: S	elect Contribution Gro	Last Nar	Search Q X	Clear Add New
First I Searc Mo Empl	Name: ch by Contributio re loyee Details Actions	n Group: S	elect Contribution Gro <u>First Name</u> COLLIN	Last Nar	Birth Date 05/01/1937	Clear O Add New Clear Show Errors Only SSN XXX-XX-2225
First I Searc Mo Empl	Name: ch by Contribution re loyee Details Actions	n Group: S	elect Contribution Gro First Name COLLIN Page	CPRB ID 262832	Birth Date 05/01/1937	Clear Add New Clear Add New SSN XXX-XX-2225

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

iployer Home R	eport 🖌 Servic	es 👻 Acco	unt	<ul> <li>Admin</li> </ul>	🔹 Logou	-	- Available Forms	
Getting Started	Details >	Summary	>	Results				
Report #: 10889	Type: Employment Clas Only	sifications	Moc Ente	le: er Online				
Employer			TR	otal lecords	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP1			1		0	0	1	Processe



Step 26 -- The Summary screen displays, showing New Employment Classification and

**Updated Employment Classification** sections. Click the Submit Encodered button to submit the Employment Classification report.

C P R B	4101 Mac Charlestor Telephone Fax (304)	Corkle Avenue Si n, West Virginia 3 e (304) 558-3570 558-1394 or (30	E 25304 or (800) 654 4) 558-5455	4406 (Nat Email: CP	ionw RB@	ide) wv.gov		Employer Self Serv Pritha Nanda Test00001	rice at, Aug 06 2011	Log Out
mployer Hom	e Repo	rt - Service	s 🗸 Acco	unt +	Adm	nin 👻	Log	out	Co	MPASS
Getting Sta	arted >	Details 🔸	Summary	> Re	suits	ŧ		– Availab	le Forms	• Open
Report #: 11006	Tyj En Or	pe: nployment Classifi ity	cations	Mode: Enter Onlin	le					
Employment (	lassification	Summary								
New Emplo	yments:									
Employer	CPRB ID	SSN	Last Name	First Name	Cor Gro	itrib. up	Pos Stal	ition tus	Job Position	Begin Date
TEST00001		XXX-XX-1919	Liver	Johnny	TRS	SPLN1	Perr	manent Full Time	Teacher	02/01/2016
Display Ren	cords 10	•		Page	1	• Of 1			<pre> </pre>	Next 🕨
Updated Er	nployments:									
Employer	CPRB ID	SSN	Last Name	First Name		Contrib. Group	8	Position Status	Job Position	Begin Date
TEST00001	524933	XXX-XX-6335	SPOFFORD	CHRIST	IAN	TRSPLN	11	Permanent Full Time	Teacher	07/01/1990
Display Re	cords 10	*		Page	1	* Of 1			<pre>4Prev</pre>	Next 🕨
< Back to Re	eview							Submit Em	ployment Clas	silication >

#### Step 27 -- The Employment Submission Results are displayed.

C P 4101 Mat Charlesto R B Fax (304)	cCorkle Avenue SE m, West Virginia 25304 e (304) 558-3570 or (800) 654-440 558-1394 or (304) 558-5455   Em	6 (Nationwide) ail: CPRB@wv.gov	Employer Self Service Pritha Nanda Testoan0191 Conficte Cast Loger Viet Jur 2	2 2018 11 20 AM
Employer Home Repo	ert - Services - Account	+ Admin - Lo	ogout	COMPASS
1			- Available Form	15 - • Open
Getting Started >	Dende > Summary, >	Results		
Report #: 11006	Type: Employment Classifications Only	Mode: Enter Online		
Employment Submissio	on Results			
Employment Summary:				
Employment Details Subm	nitted. 2			
Submission Date:	7/20/2016 11:54	1:48 AM		
<back reports<="" th="" to=""><th></th><th>de Print</th><th></th><th>View Details &gt;</th></back>		de Print		View Details >
West Virginia Consolidated Public Retrement Home	Delive database information p customers. While every effort Public Referement Board (CPP circumstances be lable for an whatever source or any other	cenerited on BNs website is co is made to keep such informa RD cannot guarantee the acco y actions taken or omessions consequences from any such	Rected, maintained and provided for the don accurate and up-to-date, the West pracy of information herein. The CPRI made is relance on any information of h relance.	er convenience of our I Virgenia Consolidated I shall under no ontained herein Itum
	Copyright © 2016 West Weginia Consol	dated Public Referenced Board	E 44 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**

— Available Forms ✓     Open tirement Board Employer Self Service Website. This site provides employers y report employee data to West Virginia Consolidated Public Retirement Board s in a number of ways, including:
tirement Board Employer Self Service Website. This site provides employers y report employee data to West Virginia Consolidated Public Retirement Board s in a number of ways, including:
y report employee data to West Virginia Consolidated Public Retirement Board s in a number of ways, including:
n voices
n Rate Information rginia Consolidated Public Retirement Board (CPRB) provides by offering
the ability to perform a variety of transactions.

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

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 29 Telephone (304) 558-3570 c Fax (304) 558-1394 or (304)	5304 or (800) 654-4406 (Nationwide) 558-5455   Email: CPRB@wy.gov	Employer Self Service     Pooja Kashyap     Newemp1     UserGuide Last Login: Wed, Sep 21 2016 11:05 AM			
Employer Home Report Services	Account Admin	COMPASS			
		Available Forms 🗸 Open			
Getting Started > Details >	Summary > Payments >	Results			
Choose an option and select the desired	action below.				
Choose to work with Employment Classifical choose to view a past report using the Subm	tion, contributions or both by either uplo nission History button below.	oading a file or entering online. You may also			
Employment Classification	Contributions	Employment Classification & Contributions			
Choose this option to upload only Employment Classification in a file. Lorem ipsum dolor sit arnet, 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 only contributions in a file. Lorem ipsum dolor sit amet, consect adipiscing elit. Sed vitae finibus nunc at lectus ut lacus congue iaculis. Pro augue magna, suscipit ac tincidunt io pharetra sed nibh.	tetur c. Ut bin did, tetur c. Ut bin tetur c. Ut bin bin tetur c. Ut bin bin c. Ut c. Ut bin c. Ut c.			
<ul> <li>Upload File</li> <li>Enter Online</li> <li>Q Submission History</li> </ul>	Upload File      Enter Onlin     Q Submission History	ine O Upload File Q Submission History			

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

Getting Started >       Details >       Summary >       Results         Report #: 11006       Type: Employment Classifications Only       Mode: Enter Online         Employer       Total Records       Total Rejected       Total Errors       Total Employees       Status         24121 - NEWEMP1       0       0       0       0       C void & Start New	CPRB4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) Fax (304) 558-1394 or (304) 558-54Employer HomeReport + Services + A	) 654-4406 (Nationwid 455   Email: CPRB@wv Account 🚽 Admin	e) Agov + Logou	Employer So Pooja Kashya Newemp1 UserGuide Last L	elf Service ap .ogin: Wed. Sep 21 20 CC	Log Out He 11.05 AM
Only       Total Records       Total Rejected       Total Errors       Total Employees       Status         24121 - NEWEMP1       0       0       0       0       C reated	Getting Started     Details     Summ       Report #:     Type:       11006     Employment Classifications	any > Results Mode: Enter Online		/	Available Forms	V Open
24121 - NEWEMP1     0     0     0     0     Created       < Back	Only	Total Records	Total Rejected	Total Errors	Total Employees	Status
	24121 - NEWEMP1     Back C Void & Start New	0	0	0	0 Sub	Created

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.

C P 4101 Ma Charlesto Telephon Fax (304)	cCorkle Avenue S on, West Virginia e (304) 558-3570 558-1394 or (30	E 25304 ) or (800) 654-4 4) 558-5455   E	1406 (Nationwid Email: CPRB@wy	e) V.gov	Employer So Pooja Kashya Newemp1 UserGuide Last (	elf Service ap .ogin: Wed, Sep 21 20	Log Out
Employer Home Repo	rt 🚽 Service:	s 🗸 Accou	nt 👻 Admin	+ Logo	ut	Co	MPASS
Getting Started >	Details 🗲	Summary	> Results		/	Available Forms	V Open
Report #: T 11006 E C	T <b>ype:</b> Employment Classi Only	ifications	Mode: Enter Online				
Employer			Total Records	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP1			0	0	0	0	Created
K Back C Void 8	k Start New					Sub	nit Details 义

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

C P 4101 N Charles R B Teleph Fax (30	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					r Self Service hyap sst Login Wed, Sep 21 2	Log Out
Employer Home Re	port - Service	s – Accoun	t 🚽 Admin	+ Logo	out	C	OMPASS
					[	Available Forms -	- 🗸 Open
Getting Started >	Details 👂	Summary >	Results				
Report #: 11006	Type: Employment Class Only	ifications E	<b>Mode:</b> Enter Online				
24121 - NEWEMP1 / I	Employment Class	ifications Repor	t				
Search Employee De	emographics						
Employee SSN:				CPRB ID:			
First Name:				Last Nam	e:		
Search by Contribution	n Group:	Select Contribution	on Grout				
More							
				2	Search Q	× Clear	Add New
Employee Details						🗌 Sho	w Errors Only
Your search did not pro	oduce any result.						
Return to Submit D	etails						

#### Step 6 -- In the Personal Information section, enter the SSN of the employee and click the

**Q** 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.

C P 4101 Charl R B Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 654- 104) 558-1394 or (304) 558-5455	4406 (Nat Email: CPI	ionwide) RB@wv.gov		Employ Pooja Ka Newemp1 UserGuide	er Self Service shyap Last Login: Wed, 3	3ep 21 2010	Log Out
Employer Home R	eport - Services - Accou	unt 🚽	Admin 👻	Logo	ıt		Col	MPASS
						- Available F	orms	✓ Open
Getting Started	Details > Summary	> Re	sults					
Report #: 11006	Type: Employment Classifications Only	Mode: Enter On	line					
24121 - NEWEMP1	Add/Edit Employee Demograph	lics						
Error Details						E	] Override	e Warnings
Personal Information	on							
SSN: *	524 - B7 - 2345 Q	Verify SSN						
Prefix:	Select Prefix	~	Date of Bir	th: *				
First Name:*			Middle Nar	ne:	_			
Last Name:*			Gender: *		Select	Gender		~
Suffix	Select Suffix	~						
Address Informatio	n							
Address Line 4: 5	[		Address Li	no 0:				
Audress Line 1.	Use for actual street address or post office	e box.	Address Li	ile z.	Use for Ap	artment, Building,	Unit, Floor,	Suite, etc.
City: *			State: *		Select	State		~
Zip: *	- (optional)							
International Address:								

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

Additional and the provided of the provided pr	OMPA
Getting Started >       Details >       Summary >       Results         Report #:       Type:       Mode:         11006       Employment Classifications       Enter Online         Only       Only         terson found. Please see below for the details.         24121 - NEWEMP1       Add/Edit Employee Demographics         Error Details       □ Overr         Personal Information       □ Overr         SSN:*       XXX-XX-6335       CPRB ID:       524933         Prefix:       Select Prefix       > Date of Birth:*       3/1/1989	ide Warnin
Getting Started Details   Report #: Type:   I1006 Employment Classifications   Only   Person found. Please see below for the details.  24121 - NEWEMP1 Add/Edit Employee Demographics  Error Details  Personal Information  SSN:* XXX-XX-6335 CPRB ID:: 524933 Prefix:   SSN:* Select Prefix    CPRB ID:: 524933  2/1/1969	ide Warnin
Report #: Type: Mode:   11006 Employment Classifications Enter Online	ide Warnin
24121 - NEWEMP1       Add/Edit Employee Demographics         Error Details       Overr         Personal Information       SSN: *       XXX-XX-6335       CPRB ID:       524933         Prefix:       Select Prefix       Date of Birth: *       3/1/1969	ide Warnin
24121 - NEWEMP1       Add/Edit Employee Demographics         Error Details <ul> <li>Overr</li> <li>Personal Information</li> <li>SSN: *</li> <li>XXX-XX-6335</li> <li>CPRB ID: 524933</li> <li>Prefix:</li> <li>Select Prefix</li> <li>Date of Birth: *</li> <li>3/1/1969</li> </ul>	ide Warnin
Error Details         Overr           Personal Information	ide Warnin
Error Details     Overr       Personal Information     SSN: *     XXX-XX-6335     CPRB ID:     524933       Prefix:     Select Prefix     ✓     Date of Birth: *     3/1/1969	ide Warnin
SSN: *         XXX-XX-6335         CPRB ID:         524933           Prefix:         Select Prefix         ✓         Date of Birth: *         3/1/1969	
Personal Information           SSN: *         XXX-5335         CPRB ID: 524933           Prefix:         Select Prefix         >         Date of Birth: *         3/1/1969	
SSN: *         XXX-5335         CPRB ID:         524933           Prefix:         Select Prefix         >         Date of Birth: *         3/1/1969	
Prefix: Select Prefix V Date of Birth: * 3/1/1969	
First Name.* CHRISTIAN Middle Name: Z	
Last Name:* SPOFFORD Gender: * Unknown	~
Suffer Select Suffer	
Address Information	
Address Line 1: * 3404 Maccorkle Ave SE Address Line 2:	
Use for actual street address or post office box. Use for Apartment, Building, Unit, Floor,	Suite, etc.
City: Charleston State: * West Virginia	~
Zip: • 25304 - 1335 (optional)	
International	

#### 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).

C P 4101 Charle R B Telepl Fax (3	MacCorkle Avenue SE eston, West Virginia 2530 hone (304) 558-3570 or ( 104) 558-1394 or (304) 55	4 800) 654-4406 ( 8-5455   Email:	Nationwide) CPRB@wv.gov	C E Poc New User	mployer Self Service oja Kashyap remp1 Guide Last Login Wed, Sep 2	Log Out
nployer Home R	eport - Services -	Account +	Admin 👻	Logout	C	COMPASS
					Available Form	S 🗸 Open
Getting Started	Details > Su	mmary >	Results			
Report #: 11006	<b>Type:</b> Employment Classificati Only	Mode ons Enter	: Online			
24121 - NEWEMP1	Add/Edit Employee De	mographics				
Error Details					Ov	erride Warnings
Personal Information	'n					
SSN: *	<b>a</b>	Q Verify S	SSN			
Prefix:	Select Prefix		Date of Bir	th: *		
First Name:*			Middle Nar	ne:		
Last Name:*			Gender: *	4	Select Gender	~
Suffix:	Select Suffix		2			
Address Informatio	n					
Address Line 1:*	Y		Address Li	ne 2 <sup>.</sup>		
Huitos Line I.	Use for actual street address of	or post office box.		Use	for Apartment, Building, Unit,	Floor, Suite, etc.
City: *			State: *	4	Select State	~
Zip: *	- (0)	otional)				
Address:						

Personal Informat	ion			
SSN: *		Q Verify SSN		
Prefix:	Select Prefix	▼ Date of Birth: *		
First Name:*		Middle Name:		
Last Name:*		Gender: *	Select Gender	v
Suffix:	Select Suffix	T		

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

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

SSN: *		Q Verify SSN		
Prefix:	Select Prefix	▼ Date of Birth: *		
First Name:*		Middle Name:		
Last Name:*		Gender: *	Select Gender	

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

Personal Informati	on				
SSN: *		Q Verify SSN			
Prefix:	Select Prefix	▼ Date	e of Birth: *		
First Name:*		Midd	lle Name:		
Last Name:*		Gene	der: *	Select Gender	¥
Suffix:	Select Suffix	T			

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

SSN: *		Q Verify SSN		
Prefix:	Select Prefix	▼ Date o	Birth: *	
First Name:*		Middle	Name:	
Last Name:*		Gende	:* Select C	Gender
Suffix:	Select Suffix	•		

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

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

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

Address Informatio	n			
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 15 -- Select the State from the drop down menu.

ddress Information	n			
Address Line 1: *		Address Line 2:		
	Use for actual street address or post office box.		Use for Apartment, Building, Unit, Floor, S	uite, etc.
City: *		State: *	Select State	•
Zip: *	- (optional)			
International Address:				

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

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



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

Fax (3	04) 558-13	194 01 (204)	556-545.	5   Lina	II. CFRD@W	.gov		Cen	ADAS
ployer Home R	teport 👻	Services	✓ Ac	count	- Admii	1. • A	ogout	Available Forms	√IFA5
Getting Started	Deta	ils 🔪 🗄	Summar	v >	Results				
Report #: 1006	Type: Employm Only	nent Classifi	cations	Mo	de: ter Online				
00001 - TEST00001	Add/Ed	it Employee	Demogra	aphics					
Error Details								Override	Warning
rror Code		Descrij	ption			Severity		Category	
Persona <mark>l In</mark> formatic	on								
SSN: *	233 -	62 - 1	919	<b>Q</b> , Verify	SSN				
Prefix:	Select	Prefix			• Date	of Birth: *	6/27/	1990	
First Name.*	Johnny				Middle	e Name:			
Last Name:*	Liver				Gend	er. *	Male	2	83
Suffix:	Select	Suffix			•				
Address Informatio	'n								
Address Line 1: *	3466 tes	st road			Addre	ss Line 2:			
	Use for actu	ial street addre	ss <mark>o</mark> r post o	office box.			Use for	Apartment, Building, Unit, Floor, St	uite, etc.
City: *	charlest	on			State	*	Wes	t Virginia	) es
Zip: *	32123	-	(optional)						
International Address:									
Back					× Ca	incel	Save	Continue with Employment C	assnicau
Virginia iolidated Public Retirer	nent Board	Online da customer Public Re circumstr	tabase infor s. While eve tirement Bo inces be liat	mation pr ry effort i ard (CPRI ple for any	esented on this s made to keep B) cannot guara r actions taken (	websile is co such informa ntee the accu or omissions	flected, maint dion accurate uracy of inforr made in reliar	ained and provided for the conver and up-to-date, the West Virginia nation herein. The CPRB shall un ce on any information contained f	lience of o Consolida der no herein fron

# Step 18 -- Add new employment classification by clicking on the

• Add New Employment button.

C P R B	4101 MacCorkle A Charleston, West V Telephone (304) 5 Fax (304) 558-139	venue SE Virginia 25304 58-3570 or (800) 654-4406 4 or (304) 558-5455   Emai	(Nationwide) I: CPRB@wv.gov	Employer S Pritha Nanda Test00001	elf Service I Login: Sat, Aug 06 20	Log Out
mployer Hom	e Report 🗸	Services - Account	- Admin - I	ogout	Co	MPASS
Getting Sta	rted > Details	Summary >	Results	-	Available Forms	Open
Report #: 11006	Type: Employme Only	nt Classifications Ent	de: er Online			
00001 - TES	T00001 / Employme	ent Details - Add/Edit Emj	oloyment			
Personal Inf	formation					
Prefix: First Name: Middle Nam Last Name: Suffix:	Johnny e: Liver		SSN CPR	B ID:	(XX-XX-1919	
Address Info	ormation					
Address Lin City: Zip: Internationa Address:	e1: 3466 test ro charleston 32123 I	vad	Addr State Addr Cour	ess Line2: : V ess Line3: htry:	Vest Virginia	
Employmen	t Details					
Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
No Employment	t Classifications availab	le.				
< Back					• Add New	Employment
st Virginia nsolidated Publi <u>me</u>	ic Retirement Board	Online database information pre customers. While every effort is Public Retirement Board (CPRB circumstances be liable for any whatever source or any other c	sented on this website is o made to keep such inform ) cannot guarantee the ac actions taken or omission onsequences from any su	ollected, maintained an aation accurate and up curacy of information h s made in reliance on a ch reliance.	nd provided for the con- to-date, the West Virg terein. The CPRB sha any information contain	nvenience of our inia Consolidated I under no ved herein from
	Copyri	i ght © 2016 West Virginia Consolida	ded Public Retirement Boa	rd. All rights reserved.		

# 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.

cords saved with tollo	owing validations.					
Error Details					Overri	de Warning
rror Code Descrip	ation				Severity	Category
R0108 Reporte	ed address does not match what's on fil	le and was reformatted	I to adhere to the postal standar	ds. (ER0108)	Information	GENERA
Reporting For						
Please Select the Ret	irement System:	Te	sachers' Retirement System			3
Employment Informat	tion TRS Plan 1	•	Employment Begin	2/1/2016		
Employment Informat Contribution Group: * Position Status: *	tion TRS Plan 1 Permanant Full Time	•}	Employment Begin Date: " Employment End Date:	2/1/2016		
Employment Informat Contribution Group: * Position Status: * Job Position: *	tion TRS Plan 1 Pormanant Full Time Teacher	•	Employment Begin Date: " Employment End Date: Employment End Reason:	2/1/2016 Select Reason		
Employment Informat Contribution Group: * Position Status: * Job Position: * Scheduled Hours Per Day: *	tion TRS Plan 1 Permanant Full Time Teacher 6	•	Employment Begin Date: " Employment End Date: Employment End Reason: Employment Payment Type:	2/1/2016 Select Reason Select Employment R	Payment Typo	,
Employment Informat Contribution Group: * Position Status: * Job Position: * Scheduled Hours Per Day: * Type of Rate of Pay: *	tion TRS Plan 1 Permanant Full Time Teacher 6 Monthly	•	Employment Begin Date: " Employment End Date: Employment End Reason: Employment Payment Type: Payroll Frequency: "	2/1/2016 Select Reason Select Employment R Sami-Monthly	Payment Type	,

The second se	00001 Add/Edit Employment Informatio	in .		
Records saved	with following validations.			
Error Details				1
Error Code	Description			Seve
ER0108	Reported address does not match what's or	n file and was reformatted	to adhere to the postal standar	ts. (ER0108) Infor
Reporting Fo	ė			
Please Select	t the Retirement System:	Te	achers' Retirement System	
Employment	Information			
Contribution	Group: * TRS Plan 1	٠	Employment Begin Date: *	2/1/2016
Position Stat	us: * Permanent Full Time		Employment End Date:	
Job Position	* Teacher	•	Employment End Reason:	Select Reason
Scheduled H Day: *	ours Per 8		Employment Payment Type:	Select Employment Payment Ty
Type of Rate	of Pay: * Monthly	٠	Payroll Frequency: *	Semi-Monthly
	1000		Contract Days: *	200

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

C P R B	4101 Charl Telep	MacCorkle Avenu eston, West Virgir hone (304) 558-3 304) 558-1394 or 1	e SE hia 25304 570 or (800) 654-4 (304) 558-5455 11	4406 (Nationw	ide) NV BOV	Empl Pritha I Test000	oyer Self Nanda 01 de Last Log	Service gin: Sat, Aug 06 20	Log Out
nployer Hor	ne F	Report - Serv	ices - Accou	unt - Adn	in 🗸	Logout		Co	OMPAS
							Av	ailable Forms	- Ор
Getting St	arted	> Details >	Summary	> Results					
Report #: 11006		Type: Employment Cla Only	assifications	Mode: Enter Online					
00001 - TE	ST00001	/ Employment D	etails - Add/Edit	Employment					
Personal I	nformatio	on							
Prefix: First Name Middle Nar Last Name Suffix:	e: me: ::	Johnny Liver			SSN CPF	i: RB ID:	XX	X-XX-1919	
Address Ir	nformatic	'n							
Address Li City: Zip: Internation Address:	ine1: al	3466 Test Road Charleston 32123			Add Stat Add Cou	lress Line2: e: Iress Line3: intry:	We	st Virginia	
Employme	ent Detail	s							
ctions	Contr	ibution Group	Position Statu	is Jo	b Positio	n Empl Date	Begin	Emp End Date	Emp End Reason
¢ •	TRSP	'LN1	Permanent Full	Time Te	acher	02/01/	2016		
	1								
< Back	- 19							Add New	/ Employmen

Step 22 -- After all Employment Classification information has been added and/or updated, click the Return to Submit Details
button.

E	Fror Det	ails		
Er Co	ror ode	Description	Severity	Category
EF	R0108	Reported address does not match what's on file and was reformatted to adhere to the postal standards. (ER0108)	Information	GENERAL
	Peturn	to Submit Datails		
[``	Retuin			

# Step 23 -- Click the Summa Database button.

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

ployer Home	Report 🗸 Service	es 🗸 Acco	ount 🚽 A	dmin 🖌 Lo	ogout	C	©MPAS
						Available Forms	V Ope
Getting Started	> Details >	Summary	> Resu	ilts			
Report #: 11006	Type: Employment Class Only	ifications	Mode: Enter Online				
Employer			Total Records	Tot <mark>a</mark> l Rejected	Total Errors	Total Employees	Status
0001 - TEST00001			2	0	0	2	Processed

C P R B	4101 Mac Charlestor Telephone Fax (304) !	Corkle Avenue S n, West Virginia e (304) 558-3570 558-1394 or (30	SE 25304 D or (800) 654 (4) 558-5455	-4406 (Natio Email: CPR	onwide) 3@wv.gov		Employer Self Se Pritha Nanda Test00001	rvice Sat, Aug 06 2011	Log Out 5 12:03 PM
Employer Hom	e Repor	t 🗸 Service	es 🗸 Acco	ount 🗸 🏹	Admin 👻	Log	jout	Co	MPAS
Getting Sta	interd >	Details >	Summany	> Res	ults		Availa	able Forms	▼ Ope
Report #: 11006	Tyj Em On	pe: ployment Classit ly	ications	Mode: Enter Online					
Employment (	lassification	Summary							
New Emplo	yments:								
Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Pos Sta	sition tus	Job Position	Begin Date
TEST00001		XXX-XX-191	9 Liver	Johnny	TRSPLN1	Per	manent Full <mark>T</mark> ime	Teacher	02/01/2016
				Page	1 • Of 1			<b>∢</b> Prev	Next 🕨
Display Red	ords 10	•		. ago					
Display Red Updated En	ords 10	•							
Display Red Updated En Employer	cords 10 ployments: CPRB ID	SSN	Last Name	First Name	Contr Group	ib.	Position Status	Job Position	Begin Date
Display Red Updated En Employer TEST00001	cords 10 ployments: CPRB ID 524933	<b>SSN</b> XXX-XX-6335	Last Name SPOFFORD	First Name CHRISTI/	Contr Group AN TRSP	ib. LN1	Position Status Permanent Full Time	Job Position e Teacher	Begin Date 07/01/199

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

C P 4101 Ma Charlesto R B Fax (304)	Corkle Avenue SE n, West Virginia 253( e (304) 558-3570 or ( 558-1394 or (304) 55	04 800) 654-4406 88-5455   Emai	i (Nationwide) il: CPRB@wv.gov	Employer S Pritha Nanda Testloan9191 OserGisse Last	elf Service Cog Out
Employer Home Repo	rt - Services -	Account	- Admin -	Logout	COMPASS
					Available Forms - • Open
Getting Started >	Details 🔰 Su	mmany 🕨	Results		
Report #: 11006	Type: Employment Classi Only	lications	Mode: Enter Online		
Employment Submission	on Results				
Employment Summary:					
Employment Details Subr	nitted: 2				
Submission Date:	7	/20/2016 11:54	48 AM		
Back to Reports		I	A Print		View Details >
West Virginia Consolidated Public Retirement Momt	Online datab Board Customers V Public Refere circonstanc whatever so	ase information pre Mhile every effort is ment Board (CPRE es be liable for any urce or any other c	evented on this website i made to keep such inf i) cannot guarantee the actions taken or omiss consequences from any	is collected, maintained an ormation accurate and up accuracy of information b ions made in reliance on a such reliance.	nd provided for the convenience of our to-date, the West Virginia Consolidated erein. The CPRB shall under no ny information contained herein from
	Copyright @ 2016 We	If Wrginia Consolidi	ated 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**

C P 410 Cha Tele	1 MacCorkle Avenue S.E rleston, West Virginia 25304 phone (304) 558-3570 or (80	0) 654-4406 (Nationwide)	Employer Hope Bob West Virginia	Self Service Log Out				
Fax	(304) 558-1394 or (304) 558-	5455   Email: CPRB@wv.gov	UserGuide La	st Login: Wed, Jun 22 2016 10:31 AM				
Employer Home	Report - Services -	Account - Admin -	Logout	COMPASS				
	Payroll Schedule			Available Forms 🗸				
Welcome to Ti	Contribution Group Search	lic Retirement Board Employer Self Service Website. This site provides employers urately report employee data to West Virginia Consolidated Public Retirement Board vith us in a number of ways, including:						
(CPRB). Fron	Submit Employer Reports							
Report     Proces     Proces	View Employer Packets							
<ul> <li>Adding</li> <li>Review</li> </ul>	Download CPRB ID	nation and Invoices						
Verifyin     This tool was (	Invoices	bution Rate Information	lic Retirement Bo	and (CPRB) provides by offering				
secure online a	ccess to your account informati	on and the ability to perform a v	ariety of transact	ions.				
It is our privilege	e to provide you this tool and a	ditional level of service.						
Jeffrey E. Fleck	8							
Executive Direc	tor							

# Step 2 -- The Getting Started screen displays.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 2 Telephone (304) 558-3570 Fax (304) 558-1394 or (304)	Employer Self Service     Pooja Kashyap     Newemp1     UserGuide Last Login: Wed, Sep 21 2018 11:05 AM		
Employer Home Report - Services	- Account - Admin -	Logout C©MPASS	
		Available Forms 💙 Open	
Getting Started > Details >	Summary > Payments >	Results	
Choose an option and select the desired	action below.		
Choose to work with Employment Classifica choose to view a past report using the Subr	ition, contributions or both by either uplo nission History button below.	eading a file or entering online. You may also	
Employment Classification	Contributions	& Contributions	
Choose this option to upload only Employment Classification 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 only contributions in a file. Lorem ipsum dolor sit amet, consect adipiscing elit. Sed vitae finibus nun at lectus ut lacus congue iaculis. Pro augue magna, suscipit ac tincidunt i pharetra sed nibh.	tetur c. Ut contributions in a combined 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.	
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#### 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.

C P 41 C P Ch R B Tel Fax	01 MacCorkle Avenue S.E arleston, West Virginia 25304 ephone (304) 558-3570 or (80 < (304) 558-1394 or (304) 558	00) 654-4406 (Nationwide) -5455   Email: CPRB@wv.gov	Employ Hope Bol West Virgi	C Employer Self Service Log Out Hope Bob West Virginia State Police UserGuide Last Login: Wed, Jun 22 2016 10:31 AM		
Employer Home	Report - Services -	Account - Admin -	Logout	COMPASS		
	Payroll Schedule			Available Forms 🗸		
Welcome to TI	Contribution Group Search	lic Retirement Board Employ	er Self Service	Website. This site provides employers		
with a number (CPRB). Fron	Submit Employer Reports	urately report employee data vith us in a number of ways,	to West Virginia including:	a Consolidated Public Retirement Board		
Report     Proces     Proces	View Employer Packets					
<ul> <li>Adding</li> <li>Review</li> </ul>	Download CPRB ID	nation and Invoices				
<ul> <li>Verifyin</li> <li>This tool was</li> </ul>	Invoices	bution Rate Information est Virginia Consolidated Public Retirement Board (CPRB) provides by offering				
secure online	access to your account informa	tion and the ability to perform a	variety of transa	ictions.		
It is our privile	ge to provide you this tool and a	dditional level of service.				
Jeffrey E. Flec	k					
Executive Dire	ctor					

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

P 4101 MacCorkle Avenue St Charleston, West Virginia 2 Telephone (304) 558-3570	P 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				
Pax (304) 558-1394 or (304	) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Wed, Sep 21 2016 11:05 AM			
ployer Home Report 🖌 Services	<ul> <li>Account - Admin - L</li> </ul>	.ogout COMPAS			
		Available Forms 🗸			
Setting Started > Details >	Summary > Payments >	Results			
Choose an option and select the desired	l action below.				
Choose to work with Employment Classifice	ation, contributions or both by either uplo	ading a file or entering online. You may also			
choose to view a past report using the Subr	mission History button below.				
Family and Olympic and an	O	Employment Classification			
Employment Glassification	Contributions	& Contributions			
Choose this option to upload only	Choose this option to upload only	Choose this option to upload			
Employment Classification in a file.	contributions in a file.	Employment Classification & contributions in a combined file			
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Upload File D Enter Online	Upload File C Enter Onlin	ne 🕐 Upload File			
	0	0.000			
Q. Submission History	C Submission History	C Submission History			

C P 4101 Mac Charlestor Telephone Fax (304)	Corkle Avenue SE n, West Virginia 2 e (304) 558-3570 ( 558-1394 or (304)	Employer Self Service     Pritha Nanda     Testloan9191     UserGuide Last Login: Wed, Jul 20 2016 11:20 AM				
mployer Home Repo	rt 🗸 Services	- Account	- Admin -	Logout		COMPASS
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Getting Started >	Details 🔉	Summary 👂	Payments >	Results		
Type: Contributions Only	Mode: File Uplo	ad				
File Upload						
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File History [Show: I	Last 3 Months ] 🔻					
Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
9191 - TESTLOAN9191	Error Report	1	0	0	Posted	2016061600109191
						Page 1 🔻 of 1
< Back						

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

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.

	04) 558-1394 or (304	UserGuide Last Log			
ployer Home Re	eport 👻 Service	s 🗸 Account	→ Admin →	Logout	COMPAS
				Av	ailable Forms 🔻 🔤 🔍 🔍 🔍 🔍
Setting Started 🗦	Details 🔉	Summary 🗲	Payments >	Results	
Report #: 7549	Type: Contributions Only	Mo File	de: Upload		
a few seconds for the On successful comple	correct status be dis	played).		a	
Contributions	lidations	ess validations, you	will be redirected to	the details page.	
Contributions Contribution file va 0% Lines: Total (4)   Pr	lidations	o)	will be redirected to	the details page.	
Contributions Contribution file va 0% Lines: Total (4)   Pr Contribution busine 0%	lidations rocessed (0)   Errors ( ess validations	o)	will be redirected to	the details page.	



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).

R B	Charlest Telephor Fax (304)	on, West ne (304) 5 ) 558-139	Virginia 2 58-3570 4 or (30-	25304 or (800) 654 4) 558-5455	-4406 (M Email: (	Vationwide) CPR8@wv.gov	Pritha Barbo	Nanda ur County Bo	e 1 Vied. 20120 20	115 10 37 AM
mployer Home	Rep	ort -	Service	s - Acc	ount -	Admin -	Logout		C	COMPAS
								- Aval	lable Forms -	Open
Getting Starte	d >	Detail		Summary	2	Payments	Resu	ts.		
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Contributions	Report									
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	& Start N	New		12 						Submit 🗲
C Void			01/2016		TRS				Ready	

#### button.

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

nployer Home	Neport -	Services		cosunt -	Admin -	Logo	•			C	ON	1PA	SS
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Oetting Started	2	- 1	Summer	y >	Payments d	ne ne	office and the						
Report#1 7550	Type: Contrib	utions Only		Mode File U	pical								
9100 BARBOU	R COUNTY	BOEFCom	ibutions 5	anmary									
Contribution 9837	Summary #	Retire TRS	ment Syst	on:	Report D 81/01/29	vetter: 16	Tota 13	Monb	eni :	Su Su	mmarb	ted	
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	TOTAL		\$11,11			a.a., 101-194							
Corrections													
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TRS Plan 1		8.		38194.38	8		2291.0	6	5			6729	15
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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.

C P C P C C R B Fa	101 MacCorkle / harleston, West lephone (304) ax (304) 558-13	Avenue SE Virginia 253 558-3570 or 94 or (304) 5	04 (800) 654-44 58-5455   En	IO6 (Nationwide nail: CPRB@wv.)	) gov	Employer Self Service ritha Nanda arbour County Boe serSone Last Login Wed.	Log Out
Employer Home	Report -	Services	Accoun	t - Admin	- Logou		COMPASS
						- Available F	forms - • Open
Getting Started	> Deter	s <b>)</b> s	onnaiy 🦻	Payments	> Res	ults	
Report #: 7550	Type: Contributi	ons Only	N F	Mode: Tile Upload			
00001 - TEST00	001 / Contributi	on Payments	i.				
Contribution 10092	Summary #:	Retireme TRS	nt System:	Repo 09/01/	rt Date: 2015	Total Members: 11	Status: Summarized
Review Your Pe	iyment Informat	tion					
Contributions					EECON	ERCON	Total
Regular Contributi	lons				\$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
Totals					\$3,758.36	\$8,588.29	\$12,346.65
Credits							
				ERCON			Total
You have not chose	sen to pay from a	any Credit fun	id.				
Remit Your Pay	ment						
				Payment [	ue Amount:	\$12,346.65	
				Enter the P	N number: *		
& Back						Su	bmit Your Payment >

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

C P 4 R B	101 MacCorkle harleston, Wes elephone (304) ax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 194 or (304) 558	l 00) 654-4406 (N I-5455   Email: C	lationwide) PRB@wv.gov	Employer Self Serv Prittia Nanda Text00001	1Ce Ling Ox
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Getting Started	• · · ·	e 🕴 sur	nag 👂 🗄	nyment > R	esults	
Report #: 7550	Type: Contribut	ions Only	Mode: File Up	load		
00001 · TE \$T00	001 / Contribut	ions Result				
Contribution 10092	i Summary #:	Retirement TRS	System:	Report Date: 09/01/2015	Total Members: 11	Status: Submitted
Report Details:						
Total Employees		11				
Contribution Detail	ils Submitted	20				
Corrections Subm	hitted	0				
Date Detail Subm	itted	8/6/2016 1 12 0	02.PM			
Contribution Sur	mmary:					
Regular Payment	8.	\$12,346.65				
Corrections.		\$0.00				
Service Purchase	Payment	\$0.00				
Loan I Payment S	Submitted	\$0.00				
Loan II Payment S	Submitted	\$0.00				
Date Summary Se	ubmitted	8/6/2016 1.24	D2 PM			
Contribution Pay	ment:					
State Aid Amount		\$0.00				
Invoice Applied		0				
Invoice Amount		\$0.00				
Payment Amount		\$12,346 65				
Payment Date:		8/6/2016 1:11.4	11 PM			
Clack to Report				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.

B Charl B Fax (3	MacCorkle Avenue S eston, West Virginia hone (304) 558-357( 104) 558-1394 or (30	E 25304 ) or (800) 654 4) 558-5455	4-4406 (   Email:	Nationwide CPRB@wv.ş	jov	Employer Self S Pritha Nanda Test00001	n: Sat, Aug 06 20	Log Out
ployer Home R	leport - Service	s 🗸 🖌 Acc	ount 👻	Admin	+ Lo	gout	C	OMPAS
rors returned, please • The Enrollment	check below. I file was rejected on (	08/06/2016 du	e to exce	essive errors	. Please v	erify the errors and i	<del>itable Forms -</del> resubmit the n	ope eport.
Setting Started	Details 🗲	Summary	>	Results				-
Report #: 7549	Type: Contributions Only		Mode: File Uple	oad				
Enrollments								
Contribution file	validations							
C.				100%				
Lines: Total (24)	Processed (0)   Errors	(24)						
Contribution busin	ness validations							
0%								
Records: Total (0)	Passed (0)   Errored	I (0)   Rejecte	d (0)   Pe	nding (0)				

# Step 2 -- Click the Sack button.

C P 4101 M Charle R B Fax (30	AacCorkle Avenue Si ston, West Virginia 2 one (304) 558-3570 )4) 558-1394 or (304	E 25304 or (800) 654-440 I) 558-5455   Emi	6 (Nationwide) all: CPRB@wv.gov	Employer Sel Pritha Nanda Test00001	If Service Log Gut
Employer Home Re	port 🗸 Service	Account	- Admin -	Logout	COMPASS
Errors returned, please • The Enrollment	check below. file was rejected on 0	8/06/2016 due to e	xcessive errors. P	- A	v <del>ailable Forms are the Open</del> d resubmit the report.
Getting Started 🔌	Details 🔉	Summary >	Results		
Report #: 7549	Type: Contributions Only	Mod File I	e: Jpload		
Enrollments					
Contribution file v	alidations				
C.			100%		
Lines: Total (24)   P	Processed (0)   Errors	(24)			
Contribution busine	ess validations				
0%					
Records: Total (0)	Passed (0)   Errored	(0)   Rejected (0)	Pending (0)		
Constant I					
< Back					



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

C P 4101 MacCorkle Avenue SI Charleston, West Virginia 2 Telephone (304) 558-3570	A101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Fax (304) 558-1394 or (304) 558-5455 L Email: CPRB@ww.gov.					
Fax (304) 558-1394 or (304	) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Wed, Sep 21 2016 11:05 AM				
Employer Home Report - Services	- Account - Admin - L	ogout COMPASS				
		- Available Forms - V				
Getting Started > Details >	Summary > Payments >	Results				
Choose an option and select the desired	action below.					
Choose to work with Employment Classifica choose to view a past report using the Subr	ation, contributions or both by either uplo mission History button below.	ading a file or entering online. You may also				
Employment Classification	Contributions	Employment Classification & Contributions				
Choose this option to upload only Employment Classification 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 only contributions in a file. Lorem ipsum dolor sit amet, consects adipiscing elit. Sed vitae finibus nunc at lectus ut lacus congue iaculis. Proi augue magna, suscipit ac tincidunt id pharetra sed nibh.	Choose this option to upload Employment Classification & contributions in a combined file. Ut 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,				
<ul> <li>Upload File</li> <li>Enter Online</li> <li>Q Submission History</li> </ul>	<ul> <li>Upload File</li> <li>Enter Onlin</li> <li>Q Submission History</li> </ul>	e 🕑 Upload File Q. Submission History				

**Step 4 --** Click the **Error Report** hyperlink to view the rejection details.

File History [Sho	ow: Last 3 Months	] •								
Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name				
00001 - TEST00001	Error Report	0	0	0	Rejected	2016080500200001				
00001 - TEST00001	Error Report	22	22	0	Rejected	2016080300100001				
00001 - TEST00001	Error Report	7	7	0	Void	2016080100300001				
00001 - TEST00001	Error Report	7	7	0	Edit Reject	2016080100100001				
00001 - TEST00001	Error Report	24	24	0	Rejected	2016080100200001				
00001 - TEST00001	Error Report	12	13	0	Void	2016072200700001				
00001 - TEST00001	Error Report	12	0	0	Void	2016072200600001				
00001 - TEST00001	Error Report	0	0	0	Rejected	2016072200400001				
00001 - TEST00001	Error Report	11	11	0	Void	2016072200500001				
Display Records 10  Page 1  of 1										



- **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 "O" (zero) the record will be flagged as having an error.

Re 76	eport #:	Type	e: tributions Only	Mode:		Available Fo	orms	• Op
Er	ror Report	i						
	Show erro with seve	ors 🕑 rity: 🕑	Rejected File Error Rejected Recor Information	Show errors from:	File Format Errors Contribution Erro	rs	Refrest	
	Error Code	Severity	Description			Line #	Col# From	Col : To
Em	ployer: 00	001 - TEST000	001					
Э	ER0231	Information	Record Count value	does not match number of detail r	ecords. (ER0231)	26	23	28
Ð	ER0292	Information	Total EECON value i (ER0292)	is not numeric or does not have tw	o decimal places.	26	58	70
Ð	ER0301	Information	Total Salary of detail	s does not match with footer. (ERC	(301)	26	44	56
Re	ecord Text							

- **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.

R B	4101 Charl Telep Fax (	MacCorkle Avenue SE leston, West Virginia 25304 phone (304) 558-3570 or (80 304) 558-1394 or (304) 558-	0) 654-4406 (Nationwide) 5455   Email: CPRB@wv.gov	Pritha Nanda Test00001 Serouce Last Login: Tue, Aug 09 2016 1.15 AM				
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Error R	eport							
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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 reupload 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.

Summary       Report Date       Refirement System       Status         9837       01/01/2016       TRS       Status         Employer       Total       Total       Total       Total       Total       Total       Encore Report Recovery         0100-6MRBOUR COUNTY       20       7       1       15       509.966.80       55.399.18       513.498.62       NiA	C P 4101 MacCork Charleston, W R B Fax (304) 558-	de Avenue SE est Virginia 25 4) 558-3570 of 1394 or (304)	304 (800) 654- 558-5455	4406 (Ni Email: C	ationwide) PRB@wv.gov	Pritha Barbox	ployer Self S Nanda ur County Bo	ervice e r med. 20120-20	Log Cot 2010 10 37 AM	
Getting Started       Details       Summary       Payments       Results         Report #:       Type:       Mode:       File Upload         Contributions Report       File Upload         Summary       Report Date       Retirement System         9837       01/01/2016       TRS       Ready         Employer       Total       Total       Total       Total       Total         900-154/REDURL COUNTY       30       7       1       15       500,506.80       55.309.18       513,408.02       NIA.	mployer Home Report -	Services	- Acco	unt +	Admin -	Logout		C	OMPAS	
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■ 9838 02/01/2016 TRS Ready	₩ 9838	02/01/2016		TRS				Ready		

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.

C P Charlesto R B Fax (304)	CCORRE Avenue St on, West Virginia 2 ne (304) 558-3570 ) 558-1394 or (304	: 5304 or (800) 654 ) 558-5455	-4406 (N   Email: C	ationwide) PRB@wv.gov	Pritha Barbo	Nanda ur County Bo	ervice e : Wed, Jul 20 20	Log Out
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Ste	р3		Click the	<ul> <li>Add New</li> </ul>	button to	add a	new	employ	yee to	the	contribution	s report.
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eston, West Virginia hone (304) 558-357 (04) 558-1394 or (30	25304 0 or (800) 654 04) 558-5455	4406 (Natio Email: CPRB	nwide) @wv.gov	Pritha Nar Barbour Co	er Self Service nda winty Boe Jast Login Wed, Jur 20 20	Log Dut	
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Step 4 -- Enter the SSN and select the Pay Period End Date from the calendar.

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Step 5 -- Click the Continue button to proceed.

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**Step 6 --** Enter the details and click the **Save** button.

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Step 7 -- Click Update or Delete from the Actions drop down menu in the Employee Details section to edit or delete the employee details. N

lote:	Click the	delete	option to	o delete	the part	icular	employee	details.
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C R	PB	4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-1	Avenue S8 t Virginia 2 558-3570 394 or (304	5304 or (800) 654- ) 558-5455	4406 (Nationwi Email: CPR8@v	de) rv.gov	Employer Pritha Nand Barbour Cour	Self Service la nty Boe r Loger Wett 7		Keg Out
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Ø	<b>C</b> U <b>X</b> D	pdate elete	524934	09/17/2015	TRSPLN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
9	۰ ۰	BROUWER, ROMI	525189	09/02/2015	TRSPLN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0
0		BYERLY.	524937	09/02/2015	TRSPLN3	Regular	\$3,900.40	\$234.02	\$292.53	0

# Step 8 -- Click the Return to Submit Details button to submit the Contributions file.

	Actions	Name	<u>CPRB</u> ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
0	• •	BROUWER, ROMEO	52 <mark>4</mark> 934	09/17/2015	TRSPLN1	Regular Pay	\$2,081.95	\$124. <mark>9</mark> 2	\$312.29	0
0	•	BROUWER, ROMI	525189	09/02/2015	TRSPLN1	Regular Pay	\$ <mark>1</mark> ,000.00	\$60.00	\$150.00	0
0	¢ •	BYERLY, KEENAN	524937	09/02/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292 <mark>.</mark> 53	0
0	¢ •	BYERLY, KEENAN	52 <mark>4</mark> 937	09/17/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
•	¢ •	DABNEY, EDMUNDO	52 <b>4</b> 936	09/02/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
0	• •	DABNEY, EDMUNDO	52 <mark>4</mark> 936	09/17/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
0	• •	KINGSFORD, ANEESA	524938	09/02/2015	TRSPLN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
۲	۰ م	KINGSFORD, ANEESA	524938	09/17/2015	TRSPLN3	Regular Pay	\$1, <mark>484</mark> .40	\$89.06	\$111.33	0
0	• •	MERWIN, DICK	52 <b>4</b> 942	09/02/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0
0	¢ •	MERWIN, DICK	524942	09/17/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0
C	Display Rec	ords 10 🔻		Page	1 🔻 of 2			<b>∢</b> Prev	Next	•

# Step 9 -- Click the Submit > button.

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# Step 10 -- The Summary screen is displayed. Click the

button.

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Review Your Payment Inform	nation				
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Regular Contributions		\$3,75	8.36	\$8,588.29	\$12,346.
Corrections		5	0.00	\$0.00	\$0.
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Credits					
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You have not chosen to pay fro	m any Credit fund.				
Remit Your Payment:					
		Payment Due Amo	unt:	\$12,346.65	
		Enter the PIN numb	er:		

Step 11 -- Enter the PIN number and click the Submit Your Payment >

# Step 12 -- The Contributions Results screen is displayed.

C P 4 R B	101 MacCorkle harleston, Wes elephone (304) ax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 94 or (304) 558	1 00) 654-4406 (N I-5455   Email: C	ationwide) PRB@wv.gov	Employer Self Servi Pritha Nanda Text00001	Ce Cty Cv1
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#### 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:

#### Employer Self Service Hope Bob West Virginia State Police 4101 MacCorkle Avenue S.E Log Out Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) B Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov UserGuide Last Login: Wed, Jun 22 2016 10:31 AM OMPASS **Employer Home** Report -Services -Account + Admin Logout ~ -- Available Forms Payroll Schedule **Contribution Group Search** lic Retirement Board Employer Self Service Website. This site provides employers Welcome to T urately report employee data to West Virginia Consolidated Public Retirement Board with a number (CPRB), From Submit Employer Reports vith us in a number of wavs, including: Report View Employer Packets · Proces Process Adding nation Download CPRB ID Review nd Invoices Verifying bution Rate Information Invoices est Virginia Consolidated Public Retirement Board (CPRB) provides by offering This tool was 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

#### **Report > Submit Employer Reports.**
# Step 2 -- The Getting Started screen displays. In the Contributions section, click the Enter Online option.

C P 4101 MacCorkle Avenue SI Charleston, West Virginia 2 Telephone (304) 558-3570 Fax (304) 558-1394 or (304	5304 or (800) 654-4406 (Nationwide) ) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Log Out     Pooja Kashyap     Newemp1     UserSuide Last Login: Wed. Sep 21 2018 11:05 AM
nployer Home Report + Services	- Account - Admin - L	.ogout COMPAS
		Available Forms 🗸
Getting Started > Details >	Summary > Payments >	Results
Choose an option and select the desired	l action below.	
Choose to work with Employment Classific choose to view a past report using the Sub	ation, contributions or both by either uplo mission History button below.	ading a file or entering online. You may also
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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.

C P 4101 MacCorkle Ave Charleston, West Vir Telephone (304) 558 Fax (304) 558-1394 of	nue SE ginia 25304 -3570 or (800) 654-4406 ( or (304) 558-5455   Email:	Nationwide) CPRB@wv.gov	Employer Se Pritha Nanda Test00001	ogin: Sat, Aug 06 2016 12:03 PM	ut
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Getting Started > Details	> Summary >	Payments >	Results		
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Please select from the following:					
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Select the Retirement System:	Select System	¥			
Select a Report Date: *	Select Report Date	•			
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#### 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.

C         P         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     Test00001     SerGuide Last Login: Sat, Aug 06 2016 12:03 PM
Employer Home Report - Services - Account - Admin -	Logout COMPASS
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Getting Started > Details > Summary > Payments >	Results
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Please select from the following:	
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Select the Retirement System:	
Select a Report Date: * Select Report Date *	
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#### Step 5 -- Select a Report Date in the drop down menu.

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Getting Started > Details	Summary >	Payments >	Results			
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Select the Retirement System:	Teachers' Retirement	System •				
Select a Report Date: *	01 Sep 2015	v				
				Continue 3		

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

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Select the Retirement System:	Teachers' Retirement	System 🔻				
Select a Report Date: *	01 Sep 2015	٣				
				Continue 🔰		

**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.

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#### Step 10 -- Enter the SSN and select the Pay Period End Date from the calendar.

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Search Member		
Lookup a member by SSN is proceed with amaring th	e contribution.	1.1
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# Step 11 -- Click the Continue button.

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#### Step 12 -- Enter the details and click the Save button.



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# Step 15 -- The Summary screen is displayed. Click the Save and Proceed to Payment button.

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Step 16 -- Enter the PIN number and click the Submit Your Payment >

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 Fax (304) 558-1394 or (304) 558-5455   Email	(Nationwide) I: CPRB@wv.gov	Empl Pritha Test000	oyer Self Service Nanda 01 de Last Login: Sat, A	Log Out
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Report #:         Type:         Mod           7803         Contributions Only         Enter	le: er Online	8.		
00001 - TEST00001 / Contribution Payments				
Contribution Summary #:Retirement System:10092TRS	Report Date 09/01/2015	e: Tot 11	al Members:	Status: Summarized
Review Your Payment Information				
Contributions	E	ECON	ERCON	Tota
Regular Contributions	\$3,	758.36	\$8,588.29	\$12,346.6
Corrections		\$0.00	\$0.00	\$0.0
Service Purchase Payment		\$0.00	\$0.00	\$0.0
Loan I Payment		\$0.00	\$0.00	\$0.0
Loan II Payment		\$0.00	\$0.00	\$0.0
Totals	\$3,	758.36	\$8,588.29	\$12,346.6
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You have not chosen to pay from any Credit fund.				
Remit Your Payment:				
	Payment Due Ar	nount:	\$12,346.65	
	Enter the PIN nur	nber: *		
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button.

# Step 17 -- The Contributions Results screen is displayed.

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Report Details:							
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Contribution Detail	s Submitted:	20					
Corrections Submi	tted:	0					
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#### 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 semimonthly, 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:

C P 41 Ch R B Tel Faz	01 MacCorkle Avenue S.E arleston, West Virginia 253 lephone (304) 558-3570 or x (304) 558-1394 or (304) 5	304     Imployer Self Service     Log Out       800 (800) 654-4406 (Nationwide)     West Virginia State Police     UserGuide Last Login: Wed, Jun 22 2016 10:31 AM
Employer Home	Report - Services	- Account - Admin - Logout COMPASS
	Payroll Schedule	Available Forms 🗸
Welcome to T	Contribution Group Sear	tic Retirement Board Employer Self Service Website. This site provides employers
(CPRB). Fron	Submit Employer Report	urately report employee data to west virginia Consolidated Public Retirement Board
Report     Proces     Proces	View Employer Packets	
<ul> <li>Adding</li> <li>Review</li> </ul>	Download CPRB ID	nation and Invoices
<ul> <li>Verifyin</li> <li>This tool was</li> </ul>	Invoices	bution Rate Information est Virginia Consolidated Public Retirement Board (CPRB) provides by offering
secure online	access to your account infor	mation and the ability to perform a variety of transactions.

#### **Report > Submit Employer Reports**



# Step 2 -- The Getting Started screen displays.

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 2 Telephone (304) 558-3570	5304 or (800) 654-4406 (Nationwide)	Ansa Abraham Ansa1
Fax (304) 558-1394 or (304	) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Thu, Sep 22 2016 2:58 AM
mployer Home Report - Services	→ Account → Admin → L	ogout C©MPASS
		Available Forms 🗸
Getting Started > Details >	Summary > Payments >	Results
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Employment Classification	Contributions	Employment Classification & Contributions
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# Step 3 -- In the Employment Classification & Contributions section, click the

C P 4101 MacCorkle Avenue SE Charleston, West Virginia 2 Telephone (304) 558-3570 ( Fax (304) 558-1394 or (304)	5304 or (800) 654-4406 (Nationwide) ) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Log Out     Ansa Abraham     Ansa1
nployer Home Report - Services	+ Account + Admin + Lo	ogout COMPASS
Getting Started > Details >	Summary > Payments >	Copen Copen Results
Choose an option and select the desired	action below.	
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button.

# Step 4 -- The Details screen displays. Click the Browse button to select a file.

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24121 - NEWEMP1	SPTA	02/01/2015	Error Report	1	0		Processed	2016092242924121
24121 - NEWEMP1	SPTA	01/01/2015	Error Report	1	0		Processed	2016092242924121
24121 - NEWEMP1	SPTA	03/01/2015	Error Report	1	0		Void	2016092242824121
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Step 5 Click the Submit Subtron.	
CPA101 MacCorkle Avenue S.ECharleston, West Virginia 25304Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)Fax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov	Construction of the second sec
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Getting Started > Details > Summary > Payments > R	esults
Type:     Mode:       Enrollments & Contributions     File Upload	
File Upload	
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Supported file types are ".txt", ".cprb" and ".zip". Files are limited to 2 MB. Click here to download compression tool	Submit 関
File History [Show: Last 3 Months] -	
No reports to show.	
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**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.

Getting Started >       Details >       Summary >       Payments >       Results         Report #:       Type:       Mode:       File Upload       Summary >       Payments >       Results         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.         Employment Classification & Contribution file validations       100%         Lines: Total (3)   Processed (0)   Errors (3)       Employment Classification & Contribution business validations	ployer Home	Report - Servi	ces - Acco	unt 🗸 Admin 🚽	Logout	C	©MPAS
Getting Started >       Details >       Summary >       Payments >       Results         Report #:       Type:       Mode:       File Upload       File Upload         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.         Employment Classification & Contribution file validations       100%         Lines: Total (3)   Processed (0)   Errors (3)       100%         Employment Classification & Contribution business validations       100%						Available Forms	- 🗸 Оре
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**Step 7 --** The Employment Classification and Contributions files have been uploaded successfully,

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# Step 8 -- Click the Submit > button.

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**Note**: The Submit 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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10966	08/01/20	16	E	LING			65	
Summary 10966 Employer	08/01/20 Total Records	16 Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
Summary 10966 Employer 24121 - NEWEMP1	08/01/20 Total Records 1029	16 Total Rejected 82	Total Errors 8	Total Employees 945	Total Salary \$948,000.00	Total EECON \$42,680.00	Total ERCON \$127,980.00	Error Report

**Step 9 --** The **Summary** screen displays. Validate the employment classification and contributions summary information.

C P R B	4101 MacCorkl Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 I) 558-3570 or (800 394 or (304) 558-5	)) 654-4406 (Na i455   Email: Cl	itionwide) PRB@wv.gov	Contraction Contractico Contra	yer Self Servic ashyap 1 • Last Login: Fri. S	e 📰	og Out
nployer Home	Report -	Services +	Account 👻	Admin 🗸 I	logout		Сом	PASS
Getting Star	ted 👂 Det	ails 🗲 Sumn	nary 🕨 Pr	ayments >	Results	Available	Forms 🗸	Open
Report #: 8450	Type: Employ & Contr	ment Classifications ibutions	Mode: File Uple	oad				
24121 - NEW	EMP1 / Employn	nent Classification	And Contribut	ions Summary				
Contributio 10899	on Summary #:	Retirement S TRS	ystem:	Report Date 09/01/2016	: Tota 1	I Members:	Status: Summarized	1
Regular Cont	tributions							
Contribution (	Group	Salary	EECO	DN .	%	ERCON		%
TRS Plan 1		\$ 100	0.00 \$	60	6.00	\$	150.00	15.0
	Totals	\$1,	000.00	s	60.00		\$150.00	
Corrections								
Contribution (	Group	Salary		EECON		ERCON	l.	
No adjustments	s available.							
State Aid Allo	otment							
Allocated Am	ount	Claimed Amour	nt	Balance Amo	ount	Enter A	mount	

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
	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
	2319	Employer Error Correction	07/27/2016	\$4.48
		C Reset	🗎 Save	
Cunsubmit and F	Review Details		s	ave and Proceed to Payment 🔉

Step 11 -- Click the

Save and Proceed to Payment > button.

Apply	Invoice	Invoice Type	Date	Amount
	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
	2319	Employer Error Correction	07/27/2016	\$4.48
		C. Deset	Cave	

# Step 12 -- The Employment Classification and Contributions Results screen displays.

C P 4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (800) 654-4406 894 or (304) 558-5455   Ema	i (Nationwide) il: CPRB@wv.gov	Com Bhai Giri Bhai UserGuide Last Login: Th	ice Log Out
Employer Home Report 🗸	Services - Account	- Admin - Lo	gout	COMPASS
			Availabl	e Forms 🗸 Open
Getting Started > Deta	ils 🔰 Summary 🗦	Payments 👂	Results	
Report #: Type: 7642 Enrollme	Mo ents & Contributions File	de: Upload		
20202 - GIRI BHAI / Enrollmer	ts And Contributions Result			
Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
9943	IRS	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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C P R B	4101 MacCo Charleston, Telephone ( Fax (304) 55	orkle Avenue SE West Virginia 2 304) 558-3570 58-1394 or (304	5304 or (800) 654- ) 558-5455 1	4406 (Nation	iwide) @wy.gov	C Employ Pooja Ka Newemp1	rer Self Service shyap Last Login: Thu, S	Log Out
nployer Home	Report	- Services	<ul> <li>Accor</li> </ul>	unt - Ad	min 🗸 Log	jout		COMPASS
							Available F	orms 🗸 Oper
Getting Start	ed > I	Details 🔉	Summary	> Paym	ients 🔰 🕴	Results		
Type: Employment C Contributions	Classification	Mode: & File Uplo	bad					
File Upload								
Select Fil	e:*							Browse
	Si Fi Ci	upported file type les are limited to lick here to dowr	es are ".txt", ". ) 2 MB. Noad compres	cprb" and ".zij ssion tool	D".			Submit 📓
File History	[ Show: La	st 3 Months ] 👻						
Employer	Report Type	Report Date	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	PERS	08/01/2016	Error Report	944	162	6	Processed	20160902276241
24121 - NEWEMP1	PERS	08/01/2016	Error Report	0	0		Rejected	201609021642412
24121 - NEWEMP1	DSRS	09/01/2016	Error Report	1	0		Posted	201609011152412
24121 - NEWEMP1	DSRS	09/01/2016	Error Report	1	0		Edit Reject	201609011142412
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Processed	201609011132412
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Edit Reject	201609011122412
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Edit Reject	201609011112412
24121 - NEWEMP1			Error Report	0	0		Rejected	201607211032412
24121 - NEWEMP1	PERS	09/01/2016	Error Report	0	0		Rejected	201607157582412
24121 - NEWEMP1	PERS	06/01/2016	Error Report	1	0		Void	201607157572412
Display Reco	rds 10 🗸		Page	1 🗸 of :	3		4	Prev Next 🕨



- 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.

Re 85	port #: 39	Type Empl & Co	: loyment Classifications ntributions	Mode: File Upload		Ava	ilable Forr	ns 🥆	Ope
En	ror Report								
	Show erro with sever	rs ⊽l ity: ⊽l ⊽l	Rejected File Error Rejected Records nformation	Show errors from:	●File F ○Contr ○Emple	ormat Errors ibution Errors oyment Classif	ication En	rors Refresh	
	Error Code	Severity	Description				Line #	Col # From	Col # To
Emp	oloyer: 241	21 - NEWEMP	21						
C	ER0297	Information	Person not found with this	erson not found with this SSN. (ER0297)					
С	ER0297	Information	Person not found with this	3	2	10			
С	ER0297	Information	Person not found with this	Person not found with this SSN. (ER0297)					
C	ER0297	Information	Person not found with this	SSN. (ER0297)			5	2	10
C	ER0297	Information	Person not found with this	SSN. (ER0297)			6	2	10
D	ER0297	Information	Person not found with this	SSN. (ER0297)			7	2	10
С	ER0297	Information	Person not found with this	SSN. (ER0297)			8	2	10
С	ER0297	Information	Person not found with this	SSN. (ER0297)			9	2	10
С	ER0297	Information	Person not found with this	SSN. (ER0297)			10	2	10
С	ER0297	Information	Person not found with this	SSN. (ER0297)			11	2	10
Re	cord Text								

- **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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C P R B	4101 Charl Telep Fax (3	MacCorkle Avenue SE leston, West Virginia 25304 hone (304) 558-3570 or (800) 65 304) 558-1394 or (304) 558-5455	i4-4406 (Nationwide)	Employer Sel Pooja Kashyaj Newemp1 UserGuide Last Lo	lf Service ) ogin: Thu, Sep 22 :	Log Out
					С	©MPASS
Report # 8539	<b>#:</b>	Type: Employment Classifications & Contributions	Mode: File Upload	A	vailable Forms	V Open
Error R	eport					
Show with	v errors severity:	<ul> <li>✓Error</li> <li>✓Warning</li> <li>✓Information</li> </ul>	Show errors C from:	File Format Errors Contribution Errors Employment Class	ification Error	s efresh
Error Code	Severity	Description		Name	Birth Date	SSN
Employe	r: 24121 - N	EWEMP1				
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same nber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-416
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same nber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-416
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same nber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-416
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same ber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same ber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Rep Posting Month for the same Men	gular reported for the same nber.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555
Display	Records	10 🗸	Page 1 of	1	<b>∢</b> 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.

RT B	Fax (30	4) 558-1394 or (304) 558-5455	Email: CPRB@wv.gov	UserGuide Last Lo	gin. Thu, Sep 22 :	2016 6:47 AM
					С	©MPAS
				Av	vailable Forms	🗸 Ope
Report # 8539	<b>#:</b>	Type: Employment Classifications & Contributions	Mode: File Upload			
Error R	eport					
Shov with	v errors severity:		Show errors ( from:	File Format Errors	6	
				Employment Classi	, ification Error	
				Schipioynent classi	R	efresh
Error	Severity	Description		Namo	Birth Date	SSN
Code	Seventy	Description		Name	Dirtit Date	334
Employe	r: 24121 - NE	WEMP1				
ER0116	Information	The employee's Address fields were updated. (ER0116)	on record with WVCPRB	JOLLY, DEENA	06/04/1983	XXX-XX-45
ER0139	Information	Created new enrollment.		JOLLY, DEENA	06/04/1983	XXX-XX-45
ER0116	Information	The employee's Address fields were updated. (ER0116)	on record with WVCPRB	JOLLY, DINA	06/04/1983	XXX-XX-45
ER0139	Information	Created new enrollment.		JOLLY, DINA	06/04/1983	XXX-XX-45
ER0116	Information	The employee's Address fields were updated. (ER0116)	on record with WVCPRB	JOLLY, TINA	06/04/1983	XXX-XX-45
ER0139	Information	Created new enrollment.		JOLLY, TINA	06/04/1983	XXX-XX-45
ER0116	Information	The employee's Address fields were updated. (ER0116)	on record with WVCPRB	JOLLY, HRRAI	06/04/1983	XXX-XX-45
ER0139	Information	Created new enrollment.		JOLLY, HRRAI	06/04/1983	XXX-XX-45
ER0116	Information	The employee's Address fields were updated. (ER0116)	on record with WVCPRB	JOLLY, MARTIN	06/04/1983	XXX-XX-45
	Information	Created new enrollment,		JOLLY,	06/04/1983	XXX-XX-45

#### 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.

CLP 4101 MacContile Avenue St	5304		markeyer, Sell San	WEE	a series					-
R B Telephone (204) 558 2570 fax (204) 558-1294 or (204	or (2002) 654-8406 (Russerwide) 558-5455   Email: CPARahweg	Submissa	on History [	Show Last 3 M	Aonths ] •	1				. 8
Employer tunne - Brighter - Anniese	<ul> <li>Account - Admin</li> </ul>	Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Tatal ERCON	Net Payment
Gering Blaned 🗲 Ginine 🗲	Romanij-D. Pajareni	24121 - N EWEMP1	9/2/2016 10.05:11 AM	00/01/2016	PERS	Ready	\$948,000.00	\$42,600.00	\$127,980.00	\$170,640.00
Choose an option and select the desired	action below.	24121 - N EWEMP1	9/2/2016 9/59/25 AM	08/01/2016	FERS	Rejected	\$0.00	\$0.00	\$2.00	\$0.00
choose to stew a past report using the buby	moton History Solton below	24121 - N EWEMP1	9/1/2016 7:08:18 AM	09/01/2016	DSRS	Posted	\$1,000.00	\$85.00	\$120.00	\$205.00
Employment Classification	Confributions	24121 - N EWEMP1	9/1/2016 6.50 34 AM	09/01/2018	DSRS	Rejected	\$1,000.00	\$85.00	\$120.00	\$205.00
Choose flat option to uplose only Employment Classification in a file	Choose the option to option a contributions in a Ne.	24121 - N EWEMP1	9/1/2016 4:40:09 AM	09/01/2016	TRS	Summarized	\$1,000.00	\$60.00	\$150.00	E210.00
Loren group date at aniel, consectate artigening eff. Bed wher forber mark: Uf at tector of local cooper locals. Prov anne marks vestaril at thirdeet at	Conservations deter all arrest, of adjuncting oils. Sind when Paths at holdas of Nexus compare level at any manners benched as from	Report De	de						Page	tv of 4
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S. Differences deslery	Contraction in the local distance of the loc	V.	Q	Submission 14	i ling					


#### Step 2 -- Click the Employer hyperlink to open the report.

ployer Home	Report 👻	Servio	es 🗸 🍸	Account	🗸 Admin	+ Log	gout	(	COMPASS
							Ŀ	- Available Forms	V Open
Getting Started	> Det	alls 🔉	Summ	nary 🗲	Payments	s <b>&gt;</b> - 1	Results		
Report #: 8539	Type: Employr & Contri	nent Clas butions	sifications	Moo File	de: Upload				
Employment Cla	ssifications	And Con	tributions	Report					
Summary	F	Report Da	nte	F	Retirement Sy	stem		Status	
10966	0	8/01/201	6	F	PERS			Ready	
Employer	_	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECOM	Total ERCON	Error Report
	- 1	1029	82	6	944	\$948,000	00 \$42,660	0.00 \$127,980.00	Error Report
24121 - NEWEMP1									-

Step 3 -- In the Personal Information section, enter the SSN of the employee and click the

**Q** 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.

B Teleph Fax (3	none (304) 558-3570 or 04) 558-1394 or (304) !	(800) 654-4406 558-5455   Email	(Nationwide) : CPRB@wv.gov	UserGuid	e Last Login. Thu, Sep 22	2010 0:47 AM
oloyer Home R	eport - Services	- Account -	Admin 🗸	Logout	С	©MPA\$
					Available Forms	~ _
Betting Started	Details > S	ummary >	Payments >	Results		
Report #: 539	Type: Employment Classifica & Contributions	Mod ations File I	e: Jpload			
24121 - NEWEMP1	Add/Edit Employee I	Demographics				
Error Details					Cve	rride Warnin
Personal Informatio	n					
SSN: *		Q Verify	SSN			
Prefix:	Select Prefix		Date of Birth	1. *		
First Name.*			Middle Nam	e:		
Last Name:*			Gender: *	Sele	ct Gender	~
Suffix:	Select Suffix					
Address Informatio	n					
Address Line 1:*			Address Lin	e 2:		
	Use for actual street addres	s or post office box.		Use for <i>i</i>	Apartment, Building, Unit, F	loor, Suite, etc.
City: *			State: *	Sele	ct State	~
Zip: *	·	optional)				
International Address:						
A second second second			* Cancel	Sour Co	ntinue with Employme	nt Classificati

#### Step 4 -- If the employee does not have an existing record with CPRB in COMPASS,

enter the **SSN**, click the Q Verify SSN button and enter the demographic information in the required fields (steps 5 - 13).

K D Fax (304)	) 558-1394 or (30 ort - Service	4) 558-5455 s + Acco	Email: C	PRB@wv.gov		UserGuide L	ast Login: Thu, Se	p 22 2018 (	1:47 AM
nployer Home Repo	ort 🚽 Service:	s 🗸 Acco		10 million (100 million)				1.11	
			ount 👻	Admin 👻	Logo	ut		CON	ЛPА
							Available Fo	rms	~
Getting Started >	Details >	Summary	<b>&gt;</b> F	Payments	R	esults			
Report #: 1 8539 E	F <b>ype:</b> Employment Class & Contributions	ifications	Mode: File Up	load					
24121 - NEWEMP1 / /	Add/Edit Employe	ee Demograp	hics						
Error Details								Override	Warn
Personal Information									
SSN: *		٩	Verify S	SN					
Prefix	Select Prefix		~	Date of Bir	th: *				
First Name:*				Middle Na	ne:				
Last Name:*				Gender: *		Select	Gender		
Suffix:	Select Suffix		~						
Address Information									
Address Line 1: *				Address Li	ne 2:	-			_
U	se for actual street add	iress or post offi	ce box.	1		Use for Apa	rtment, Building, L	Init, Floor, S	Suite, et
City: *				State: *		Select	State		
Zip: *	]-[	(optional)							
International Address:	]								

Step 5 -- Enter the Date of Birth (mm/dd/yyyy) in the field.

B Charle	MacCorkle Avenue SE ston, West Virginia 25304 ione (304) 558-3570 or (800) 654	-4406 (Na	tionwide)	Pooja Kas Newemp1	er Self Service shyap .ast Login: Thu, Sep 22.2	Log O
ployor Homo	04) 558-1394 0F (504) 558-5455	email: Cr	Admin I	agout	C	OM PA
proyer nome inc	pon v services v Acci	ount v		ogour	- Available Forms	
				-	7 trancipie 1 offici	
setting Started	Details > Summary	7 P2	iymenis 🔰	Results		
Report #: 8539	Type: Employment Classifications & Contributions	Mode: File Uplo	bad			
24121 - NEWEMP1	Add/Edit Employee Demograp	hics				
Error Details					Over	ride Warnin
Personal Informatio	n					
SSN: *		Verify SSI	v			
Prefix:	Select Prefix	~	Date of Birth: *			
First Name:*			Middle Name:			
Last Name:*			Gender: *	Select	Gender	~
Suffix:	Select Suffix	~	]			
Address Information	1					
			ĩ			
Address Line 1: *			Address Line 2			
City: *	Use for actual street address or post offi	ce box.	State: *	Use for Apa	artment, Building, Unit, Fl	oor, Suite, etc.
Ony.			olale.	Select		L <b>×</b>
Zip: *	- (optional)					
International Address:						
Back			Cancel	Sava Conti	nuo with Employmen	t Classificat
Dack				Conu	nde with Employmen	Classificati

# Step 6 -- Enter the First Name in the text field.

CP4101 M Charle RBFax (30	MacCorkle Avenue SE ston, West Virginia 25304 one (304) 558-3570 or (800) 654 34) 558-1394 or (304) 558-5455	-4406 (Na Email: CP	tionwide) PRB@wv.gov		Employ Pooja Ka Newemp1 UserGuide	yer Self Service Ishyap LastLogin. Thu, Sep 2	Log Out
nployer Home Re	port - Services - Acco	unt 🗸	Admin 👻	Logo	out	(	COMPASS
Getting Started	Details Summary	> Pa	wments >	R	eculte	Avaliable Form	
Report #: 8539	Type: Employment Classifications & Contributions	Mode: File Uplo	pad				
24121 - NEWEMP1	Add/Edit Employee Demograp	hics					
Error Details						[] Ov	verride Warnings
Personal Information	n						
SSN: *	Q	Verify SSN	N				
Prefix:	Select Prefix	~	Date of Birth	*			
First Name:*			Middle Nam	e:			
Last Name:*			Gender: *		Selec	t Gender	~
Suffix:	Select Suffix	~					
Address Information	1						
Address Line 1:*			Address Lin	e 2:			
	Use for actual street address or post offic	e box.			Use for Ap	artment, Building, Unit	Floor, Suite, etc.
City: *			State: *		Selec	t State	~
Zip: *	- (optional)						
International Address:							
< Back		×	Cancel	Sav	re Con	tinue with Employm	ent Classifications

# Step 7 -- Enter the Last Name in the text field.

Iployer Home Repor Getting Started > Report #: Ty 8539 Er &	rt - Services - Accou Details > Summary ype:	unt 🗸 /	Admin 🗸 I	Logout	С	©MPAS
Getting Started > Report #: Ty 8539 Er &	Details > Summary	> Pay				
Getting Started > Report #: Ty 8539 Er &	Details > Summary	> Pay			Available Forms	🗸 Оре
Report #: Ty 8539 Ei &	ype:		ments >	Results		
	mployment Classifications Contributions	Mode: File Uploa	ad			
24121 - NEWEMP1 / A	dd/Edit Employee Demograph	ics				
Error Details					Ove	rride Warning
Personal Information						
SSN: *	Q	Verify SSN	I			
Prefix:	Select Prefix	$\mathbf{\vee}$	Date of Birth:	*		
First Name:*			Middle Name			
Last Name:*			Gender: *	Sele	ct Gender	~
Suffix:	Select Suffix					
Address Information						
Address Line 1:*			Address Line	2:		
Cibr: *	e for actual street address or post office	e box.	Ctata: *	Use for /	Apartment, Building, Unit, F	loor, Suite, etc.
City.			oldle.	Sele	u oldle	
Zip: *	- (optional)					
International Address:						

# Step 8 -- Select the Gender from the drop down menu.

P 4101 Charles B Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 654	4-4406 (Na	tionwide)		Emplo Pooja Ka Newemp1 UserGuide	yer Self Service ashyap Last Login: Thu, Sep	22 2010 (	Log Ou
ployer Home R	eport - Services - Acc	ount -	Admin +	Logo	ut	(	Con	MPA
						Available Form	ns	<b>v</b> 💿
Getting Started	Details > Summary	> Pa	iyments 🗲	Re	esults			
Report #: 8539	Type: Employment Classifications & Contributions	Mode: File Uplo	bad					
24121 - NEWEMP1	Add/Edit Employee Demograp	ohics						
Error Details						□ 0	verride	Warnin
Personal Informatic	n							
SSN: *		Verify SSN	N.					
Prefix:	Select Prefix	$\checkmark$	Date of Birth	C *				
First Name:*			Middle Name	e:				
Last Name:*			Gender: *		Selec	t Gender		~
Suffix:	Select Suffix	~						
Address Informatio	n							
					-			
Address Line 1: *			Address Line	e 2:				
City: *	Use for actual street address or post offi	ice box.	State: *		Use for A	artment, Building, Uni	t, Floor, S	iuite, etc.
Zip: *	- (optional)				<u></u>			
International Address:								

#### Step 9 -- In the Address Information section, enter the Address Line 1 in the text field.

P 4101 Charles B Teleph	MacCorkle Avenue eston, West Virginia none (304) 558-357	SE 25304 0 or (800) 654-44	406 (Nationwide)	C Em Pooja Newer	ployer Self Service   Kashyap np1   de Last Login Thu, Sep 22	Log C
Fax (3	04) 558-1394 or (30	04) 558-5455   El	mail: CPRB@wv.go		0	ON IDA
ployer Home Re	eport <del>+</del> Service	es 👻 Accoun	t 👻 Admin 👻	Logout		WITA
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Getting Started	Details >	Summary >	Payments	> Results		
Report #: 8539	Type: Employment Class & Contributions	I sifications I	Mode: File Upload			
24121 - NEWEMP1	Add/Edit Employ	ee Demographic	s			
Error Details					Ov	erride Warni
Personal Informatio	n					
SSN: *		QVe	erify SSN			
Prefix:	Select Prefix		✓ Date of B	irth: *		
First Name*			Middle N	ame.		
Last Name:*			Gender:	Se	lect Gender	
Suffix:	Select Suffix					
Address Information	n					
			-			
Address Line 1:*			Address	Line 2:		
Oitu *	Use for actual street ad	Idress or post office b	Otata *	Use fo	or Apartment, Building, Unit,	Floor, Suite, etc
City.		_	State.	36	lect State	
Zip: *		(optional)				
International Address:						
-						
Back			× Cancel	H Save (	Continue with Employme	ent Classifica

# Step 10 -- Enter the City in the text field.

C P 4101 Charle R B Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 104) 558-1394 or (304) 558-54	654-4406 (Na 455   Email: CF	tionwide) PRB@wv.gov	Employer Se Pooja Kashya Newemp1 UserGolde Last Lo	If Service p ogin. Thu, Sep 22 2016	Log Out
Employer Home R	eport 🗸 Services 🗸 /	Account 👻	Admin 🖌 L	ogout	Co	MPASS
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Getting Started	Details > Summi	ary 🖌 Pa	iyments >	Results		
Report #: 8539	Type: Employment Classifications & Contributions	Mode: File Uplo	bad			
24121 - NEWEMP1	Add/Edit Employee Demo	graphics				
Error Details					Overrid	e Warnings
Personal Informatio	n					
SSN: *		Q Verify SSI	N			
Prefix:	Select Prefix	~	Date of Birth: *			
First Name:*			Middle Name:			
Last Name:*			Gender: *	Select Gend	der	~
Suffix:	Select Suffix	$\checkmark$	]			
Address Informatio	n					
	57. 		2			
Address Line 1: *			Address Line 2	:		
22.4	Use for actual street address or pos	st office box.	Lange and	Use for Apartmer	rt, Building, Unit, Floor	, Suite, etc.
City: *			State: *	Select State	EC.	
Zip: *	- (option	al)				
International Address:						
< Back		×	Cancel H	Save Continue	with Employment C	lassifications

# Step 11 -- Select the State from the drop down menu.

R B Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 none (304) 558-3570 or (80 04) 558-1394 or (304) 558-	0) 654-4406 (N 5455   Email: C	ationwide) PRB@wv.gov		Emplo Pooja Ka Newemp1 UserGuide	yer Self Service ashyap I Last Login: Thu, Sep :	Log Ov 22 2018 8:47 AM
nployer Home R	eport - Services -	Account 👻	Admin 👻	Logo	out	(	Compa
		2	22			Available Form	ns 🗸 🚾
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24121 - NEWEMP1	Add/Edit Employee Dem	ographics					
Error Details						□ <b>0</b>	verride Warnin
Personal Informatic	n						
SSN: *		Q Verify SS	IN .				
Prefix:	Select Prefix	~	Date of Birth	ı; *			
First Name:*			Middle Nam	e:			
Last Name:*			Gender: *		Selec	t Gender	~
Suffix:	Select Suffix	V					
Address Informatio	n						
			1				
Address Line 1: *	Use for actual street address or	post office box.	Address Lin	e 2:	Use for A	partment, Building, Uni	t, Floor, Suite, etc.
City: *			State: *		Selec	t State	V
Zip: *	- Opti	onal)					
International Address:							

# Step 12 -- Enter the Zip in the text field.

P 4101 r Charle B Fax (3	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 65 104) 558-1394 or (304) 558-5455	4-4406 (Nationw	de) vv.gov	Employer Self Pooja Kashyap Newemp1 UserGuide Last Logi	Service Log	Ou
ployer Home Re	eport - Services - Acc	count 🗸 Admi	n 🗸 Log	jout	Сомра	1
		Davisa		/140	liable Forms V	
Getting Started	Decilis	<ul> <li>Payment</li> </ul>	IS 7 T	Results		
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24121 - NEWEMP1	Add/Edit Employee Demogra	phics				
Error Details					Override Warn	in
Personal Informatic	'n					
SSN: *	· · · · · · · · · ·	Q Verify SSN				
Prefix:	Select Prefix	Date	e of Birth: *			
First Name:*		Mide	lle Name:			_
Last Name:*		Gen	der: *	Select Gender	r 🔤	~
Suffix:	Select Suffix					
Address Informatio	n					
Address Line 1:*	Une for actual streat address or part of	Add	ress Line 2:	Lico for Apartment	Building Unit Floor Suite at	
City: *		Stat	e: *	Select State	Balaing, onit, Hour, Suite, es	v.
Zip: *	- (optional)					
International Address:						
			(MAN)			
C Back		X Can	el 💾 Sa	ave Continue wit	h Employment Classifica	ati

H Save Continue with Enrollments button to save the details and then click the Step 13 -- Click the enter employment classification information.

D

B R

**Employer Home** 

Report #:

Getting Started

Type:



24121 - NEWEMP1	Add/Edit Employee Demographics			
Frror Details			□ o	verride Warning
Personal Informatio	n			
SSN: *	Q Verify	SSN		
Prefix:	Select Prefix	Date of Birth: *		
First Name:*		Middle Name:		
Last Name:*		Gender: *	Select Gender	~
Suffix:	Select Suffix	$\mathbf{v}$		
Address Information	n			
Address Line 1: *		Address Line 2:		
	Use for actual street address or post office box.		Use for Apartment, Building, Uni	, Floor, Suite, etc.
City: *		State: *	Select State	~
Zip: *	- (optional)			
International Address:				

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button to

# Step 14 -- Click the expand 🖭 icon to view errors.

R	Р В	Charlestor Telephone Fax (304) 5	(304) 558-3 558-1394 or	ue SE nia 25304 570 or (800 (304) 558-5	0) 654-4406 6455   Ema	5 (Nationw ill: CPRB@\	ide) wv.gov	Po New Use	Employer Self Service oja Kashyap vemp1 rGuide Last Login: Thu,	s Sep 22 2010	9:28 AM	Dut
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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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Emp	ployee SSI	N:		-	-		CPRB	ID:			
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Em	ployee De A	tails	Last Name	Firs	<u>t Name</u>	CPRB ID	Birth	Sear	ch Q X Clea	ar Add N	lew On <u>nt</u>
Emi	ployee De A E	tails actions ✿ ▼	JOLLY	Firs HEF	<u>t Name</u> RRA	CPRB ID	Birth 06/0	Sear <u>1 Date</u> 4/1983	ch Q X Clea SSN XXX-XX-4161	Add N	On nt =4)
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Step 16 -- Update the Address Information section if needed, click the button and

Continue with Enroliments button.

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							Available Fo	orms	v _ 0;
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24121 - NEWEMP1	Add/Edit Emplo	yee Demograp	hics						
Error Details								Override	Warnin
Error Code	Des	cription		Se	verity		Catego	ry	
Personal Informatio	n								
SSN: *	XXX-XX-4555			CPRB ID					
Prefix:	Select Prefix			Date of B	irth: *	6/4/198	3		
First Name:*	HERRA			Middle N	ame:				
Last Name:*	JOLLY			Gender:		Female	9		~
Suffix:	Select Suffix			<b>~</b>					
Address Information	n								
Addrass Lina 1: *	MAIN ST			Addross	lino 2:				
Address Line 1.	Use for actual street a	ddress or post offi	ce box.	Address	LIIIG 2.	Use for Apa	artment, Building, L	Jnit, Floor, S	iuite, etc.
City: *	CHARLESTON	37. 		State: *		West V	/irginia		~
Zip: *	25301 - 000	0 (optional)							
International									

Step 17 -- The Add/Edit Employment Information pop-up window displays. Add or update the required fields, click the button.

C P 4101 Charle R B Fax (3	MacCorkle Aven eston, West Virgi none (304) 558-3 04) 558-1394 or	ue SE nia 25304 570 or (800) 654 (304) 558-5455	1-4406 (N   Email: C	ationwide PRB@wv.j	jov	Employ Pooja Kas Newemp1 UserGuide t	er Self Service shyap Last Login: Thu, Sep 2	Log Out 2016 9:28 AM
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Personal Informatio	n							
SSN: *	XXX-XX-4555			CPRB	D.			
Prefix:	Select Prefix		×	Date of	Birth: *	6/4/198	3	
First Name:*	HERRA			Middle	Name:			
Last Name:*	JOLLY			Gender	*	Female	ę	~
Suffix:	Select Suffix		~					
Address Informatio	n							
Address Line 1: *	MAIN ST			Addres	s Line 2:			
	Use for actual stree	t address or post offi	ce box.			Use for Ap	artment, Building, Unit,	Floor, Suite, etc.
City: *	CHARLESTO	N		State:		West V	/irginia	~
Zip: *	25301 - 0	000 (optional)						
International Address:								

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.

CLP	ADDI MacCorble Aven	M. See		-	Deputy of Salt Sa		Sector Sector					
RB	Telephone (304) 538 Fax (304) 558-1394 (	Add/Edit Er	nployee Cr	ontribution:								3
Employer Ho	na Itagant - 5											
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C P 4101 MacCorkli Charleston, We Telephone (304) Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-440 394 or (304) 558-5455   Ema	6 (Nationwide) ail: CPRB@wv.gov	Provide State	Employer Self Service ooja Kashyap ewemp1 serGuide Last Logim: Fri, Se	Log Out
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24121 - NEWEMP1 / Employn	ent Classification And Cont	ribution Payment	s		
Contribution Summary #: 10899	Retirement System: TRS	Report D 09/01/201	ate: I6	Total Members: 1	Status: Summarized
Review Your Payment Inform	ation				
Contributions			EECON	ERCON	Tota
Regular Contributions			\$60.00	\$150.00	\$210.0
Corrections			\$0.00	\$0.00	\$0.0
Service Purchase Payment			\$0.00	\$0.00	\$0.0
Loan I Payment			\$0.00	\$0.00	\$0.0
Loan II Payment			\$0.00	\$0.00	\$0.0
Totals			\$60.00	\$150.00	\$210.0
Credits					
		ERCON			Tota
You have not chosen to pay from	n any Credit fund.				
Remit Your Payment:					
		Payment Due	Amount:	\$210.00	
		Enter the PIN n	umber: *	000000	
< Back				Sub	mit Your Payment

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# Step 20 -- The Employment Classification and Contributions Results screen displays.

C P 4101 MacCorkli Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-4406 394 or (304) 558-5455   Email:	Nationwide) CPRB@wv.gov	Employer Self Servic Pritha Nanda Barbour County Boe UserSuide Liist Login Wed	e Log Out
mployer Home Report 👻	Services - Account -	Admin + Logo	put	COMPASS
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Getting Started > Deta	ilis 🔰 Summary 🗲	Payments > Re	suits	
Report #: Type: 7551 Enrollme	Mode ents & Contributions File U	e: Jpload		
0100 - BARBOUR COUNTY B	OE / Enrollments And Contribu	itions Result		
Contribution Summary #: 9839	Retirement System: TRS	Report Date: 01/01/2016	Total Members: 15	Status: 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			

### 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**

C P 410 Char Tele	1 MacCorkle Avenue S.E rleston, West Virginia 25304 phone (304) 558-3570 or (80	0) 654-4406 (Nationwide)	Employer Self Ser Hope Bob West Virginia State Po	rvice Log Out
Fax	(304) 558-1394 or (304) 558-	5455   Email: CPRB@wv.gov	UserGuide Last Login: V	Wed, Jun 22 2016 10:31 AM
Employer Home	Report 🗸 Services 🗸	Account + Admin + L	ogout	COMPASS
	Payroll Schedule		Ava	ailable Forms — 🗸 🔽 Open
Welcome to TI	Contribution Group Search	lic Retirement Board Employer S	Self Service Website. T	This site provides employers
with a number (CPRB). From	Submit Employer Reports	urately report employee data to with us in a number of ways, incl	West Virginia Consolid uding:	ated Public Retirement Board
Report     Proces     Proces	View Employer Packets			
Adding     Reviev	Download CPR8 ID	nation and Invoices		
<ul> <li>Verifyir</li> <li>This tool was end</li> </ul>	Invoices	bution Rate Information est Virginia Consolidated Public	Retirement Board (CP	RB) provides by offering
secure online ad	ccess to your account informati	on and the ability to perform a vari	ety of transactions.	
It is our privilege	e to provide you this tool and a	ditional level of service.		
Jeffrey E. Fleck Executive Direct	tor			

#### Step 2 -- The Employer Packet screen displays.

C P R B	4101 MacCorkl Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 1) 558-3570 or (800) 65 394 or (304) 558-5455	4-4406 (Nation   Email: CPRB	nwide) @wv.gov	Employer Self Servi Kaniska Saha Annsa Abraham UserGuide Last Login: Thr	ce u, Aug 04 2016	Log Out 2:07 AM
Employer Home	Report 👻	Services - Acc	ount 🗸 🖌 Ad	lmin 👻 🕹 L	ogout	Co	OMPASS
					Avail	able Forms	— 💙 Open
Employe	Packet						
	, aonor						
To view an em	ployer packet, ple	ase choose the Plan Ye	ar and Month g	enerated from	the menus below.		
To view an ind	ividual report, sel	ect the appropriate link a	ind the report w	ill open in a n	ew browser window.		
Please Note:	Reports are gene	rated for the employer pa	acket as necess	arv based on	the information		
reported in the	previous contribu	ition detail submission. E	Due to this, the	number of em	ployer packet		
reports could v	ary from month to	o month.					
		17-11 MARCONT					
Retirement Sy	stem: Deputy S	Sheriff Retirement Sys	tem	~			
Fiscal Year:	2016-2017 🗸	Report Date: 🔽					

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.

C P R B	4101 MacCorkl Charleston, We Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 2530 ) 558-3570 or (8 394 or (304) 55	4 300) 654-4406 (N 8-5455   Email: (	lationwide) CPRB@wv.gov	Emplo Kaniska Annsa Ab	yer Self Service Saha raham Last Login: Thu, Aug 0	Log Out
Employer Home	Report 👻	Services +	Account 👻	Admin 🗕	Logout		COMPASS
Employer To view an em To view an ind Please Note: If reported in the reports could v	Packet ployer packet, ple ividual report, sele Reports are gener previous contribu ary from month to	ease choose the l ect the appropria rated for the emp tition detail submi o month.	Plan Year and Mo te link and the rep loyer packet as n ssion. Due to this	nth generated ort will open in ecessary based the number of	from the menus a new browser d on the informa i employer pack	Available F below. window. ntion tet	orms V
Retirement Sys	stem: Emerger 2014 ✔ R€	ncy Medical Ser eport Date: 🔽	vices Retiremer	nt System 🗸			

**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.

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# Step 4 -- The Report Name and Retirement System Code sections will be displayed in the Employer Packet screen.

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rax (304) 558-135	14 or (304) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Fri, Aug	05 2016 11:06 AM
Employer Home Report +	Services - Account - Admin -	Logout	COMPASS
		- Available	e Forms - 🔹 Sten
Employer Packet			
To view an employer packet, please view an individual report, select the Please Note: Reports are generate	choose the Plan Year and Month generated from appropriate link and the report will open in a new b d for the employer packet as necessary based on	the menus below. To proviser window. In the information	
reported in the previous contribution	detail submission. Due to this, the number of emp	ployer packet reports	
could vary from month to month.			
Retirement System: Public Emp	loyees Retirement System	*	
Calendar Year: 2016 • Repo	t Date: 7/1/2016 •		
REPORT NAME	RE	TIREMENT SYSTEM CODE	
Missing Employment End Date Rep	ent PEF	RS	
Employer Debit and Credit Details F	Report PEF	RS	
Reconcile Outstanding Adjustments	PER	RS	
Employees Scheduled to work 104	2.Hours PEF	RS	
Employer Report Invoice	PEF	RS	
West Virginia Consolidated Public Retirement Board Home	Online database information presented on this website customers. While every effort is made to keep such infor Public Retirement Board (CPRB) cannot guarantee the circumstances be liable for any actions taken or omissio whatever source or any other consequences from any so	is collected, maintained and provided million accurate and up-to-date, the V accuracy of information herein. The C ris made in reliance on any informatic och reliance.	for the convenience of our Next Virginia Connolidated PRB shall under no in contained herein from
Сору	ight © 2016 West Virginia Consolidated Public Refirement	Board. All rights reserved.	

#### Step 5 -- Click the Report Name link to open the report in the .pdf format.

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**Step 6 --** The selected report is displayed.

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07/18/2016			D	PASBatchUserV(SOLUTIONSIDPASUse
05:45 PM	Employer D	ebit and Credit Detai	Is 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

and the second sec	(304) 336-1334 01 (304) 336-	5455   Email: CPRB@wv.gov	UserGuide La	st Login: Wed, Jun 22 2016 10:31 AM
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secure online a	ccess to your account informati	on and the ability to perform a v	ariety of transact	ions.

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.

C P R B	4101 MacCorkle Charleston, Wes Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (8 394 or (304) 555	4 800) 654-4406 (N 8-5455   Email: (	Nationwide) CPRB@wv.gov	Contraction Contractic Contra	Self Service Log ha am at Login: Thu, Aug 04 2016 2:07 AM	g Out
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Step 3 -- Click the button.

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# **Step 4 --** The list of employees based on the search criteria displayed.

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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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Step 7	Click the Download Employees (0) C P R B 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (80 Fax (304) 558-1394 or (304) 558-	D) 654-4406 (Nationwide) 5455   Email: CPRB@wv.gov	e Last Login: Thu, Aug 04 2016 2:07 AM
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# 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.

C P R B	101 MacCorkle Charleston, Wes Felephone (304) Fax (304) 558-15	Avenue SE t Virginia 25304 558-3570 or (80 894 or (304) 558	00) 654-4406 (N -5455   Email: (	lationwide) CPRB@wv.gov	Employer S Kaniska Saha Annsa Abrahan	elf Service Log Out a n Login: Thu, Aug 04 2016 2:07 AM
Employer Home	Report +	Services 🚽	Account +	Admin 👻	Logout	COMPASS
					[	Available Forms 🗸
Download	CPRB ID					
These are the er	nployees ready t	o download to file	E.			
To remove an er	nployee from the	list click remove	i.			
To continue sear	rching for employ	ees to download	click Continue	Searching.		
< Continue Sear	ching					Items Per Page: 25 🗸
Employees			Contribution	Group	Downlo	aded
524933 SPOFFORD, CH XXX-XX-6335	IRISTIAN Z		TRSPLN1			remove
< Continue Sear	ching					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 ltytes) from 10.118.23.921	Open	Save *	Cancel ×
--	------	--------	----------

**Step 10 --** The file displays the employee details.

0	28977_08042016.txt - Notepad	
File Edit	Format View Help	
H28977 D28977 F28977	28977_20160804 20160804 XXX-XX-6335000524933Z 000000001	
<		×



## **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

C P 410 C P Char Tele	1 MacCorkle Avenue S.E rleston, West Virginia 25304 phone (304) 558-3570 or (800) 654-4	Employer Self Service     Kaniska Saha     Annsa Abraham			
Fax	(304) 558-1394 or (304) 558-5455   I	Email: CPRB@wv.gov	UserGuide Last Login: Wed, Jun 22 2016 10:29 AM		
Employer Home	Report - Services - Accou	nt 🗸 Admin 👻 L	.ogout C®MPASS		
	Payroll Schedule		Available Forms 🗸		
Welcome to TI	Annual End of Year Reconciliation	ement Board Employer	Self Service Website. This site provides employers		
with a number (CPRB). From	Contribution Group Search	report employee data to n a number of ways, incl	West Virginia Consolidated Public Retirement Board luding:		
<ul> <li>Report</li> <li>Proces</li> <li>Proces</li> </ul>	Submit DSRS Fee				
<ul> <li>Adding</li> <li>Review</li> </ul>	Submit Employer Reports	bices			
• verilyin	View Employer Packets	inia Consolidated Public	Retirement Board (CPRB) provides by offering		
secure online	Download CPRB ID	e ability to perform a variety of transactions.			
It is our privile		evel of service.			
Jeffrey E. Flec	Invoices				
Executive Direct	tor	_			

#### Step 2 -- Enter the employee's CPRB ID or SSN in the Enter CPRB ID or SSN field.

Ation MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Eav (304) 558-1384 or (304) 558-5455   Email: CPBR/Bwy any					Employer Self Service Log Gut Pritha Nanda Berkeley County Commission			
Fa	ix (304) 558-13	194 or (304) 558-5455	Email: CPRB	@wv.gov	UserGuide La	ist Login: Wed, Aug	03 2016 5:47 AM	
Employer Home	Report 👻	Services - Acc	ount 🚽 A	dmin 👻	Logout		COMPA	
						Available F	orms 🔻 🔜	
Contributio	n Group	Search						
Continuatio	ni Gioup	Search						
Please select the se	earch criteria fro	m below and click show	to display the	appropriate	contribution gro	oup to use for en	nployee reporting.	
Please select the se Enter CPRB ID:	earch criteria fro	m below and click show	/ to display the	appropriate	contribution gro	oup to use for en	nployee reporting.	
Please select the se Enter CPRB ID: Retirement System:	earch criteria fro	m below and click show	/ to display the	appropriate SS • Em	contribution gro N: ployment Begin	oup to use for en		
Please select the se Enter CPRB ID: Retirement System: Position Status:	earch criteria fro 1085233	m below and click show	v to display the	appropriate SS T Em	contribution gro N: ployment Begin	oup to use for en	nployee reporting.	
Please select the se Enter CPRB ID: Retirement System: Position Status: Job Postion:	earch criteria fro	m below and click show	v to display the	appropriate SS • Em	contribution gro N: ployment Begin	oup to use for en	nployee reporting.	

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.

C P 41 C P Ch C Te	01 MacCorkle / arleston, West lephone (304) 5	Avenue SE Virginia 25304 558-3570 or (800) 654-4406 (Nationw	de)	Employer Self Service Log Out Pritha Nanda Berkeley County Commission			
Employer Home	Report -	Add or (304) 558-5455   Email: CPRB@v	vv.gov UserGuide Las	st Login, Wed, Aug 03 2016 5:47 AM			
Contributio	n Group	Search		Available Forms V			
Please select the se Enter CPRB ID:	arch criteria fron	n below and click show to display the ap	propriate contribution grou	up to use for employee reporting.			
Retirement System: Position Status: Job Postion: Contract Days:	Deputy Sheri Emergency M Public Emplo	ff Retirement System Medical Services Retirement System	Employment Begin I	Date:			

80

# Step 4 -- Enter the Employment Begin Date from the calendar.

C P Cha	01 MacCorkle Avenue SE arleston, West Virginia 2 ephone (304) 558-3570 (	5304 or (800) 654-440	06 (Nationwi	de)	Employer Sel Pritha Nanda Berkeley County	f Service Commissio	m			Log	Out.	
Fax	(304) 558-1394 or (304)	558-5455   Em	ail: CPRB@v	w.gov	UserGuide Last Lo	igin: Wed, A	ug 03	2016	5:47	AM	_	
Employer Home	Report - Services	- Account	- Admi	n 🗸	Logout		(	Co	DM	IP/	ASS	5
					-	Available	Forn	ns			Oper	
Contribution	n Group Search	h										
Contribution	r oroup ocure											
Please select the sea	arch criteria from below an	d click show to di	isplay the app	propriate (	contribution group 1	o use for	emplo	oyee	repo	orting		
Enter CPRB ID:	1085233	OR		SSN	l:				1.		T.	
Retirement System-	Public Employees Retir	ement System		Emr	olovment Begin Dat	e E				_	-	
nounomore oystem.	Tubio Employees rear	chieft oystem		multip	and the second sec	~.						
Position Status:	Permanent Full Time			- Ling		•		Aug	ust, 2	2016		
Position Status: Job Postion:	Permanent Full Time Judge	•	· )	Eng	-,	4 Su	Mo	Augu Tu	ust, 2 We	2 <b>016</b> Th	Fr	• Sa
Position Status: Job Postion: Contract Days:	Permanent Full Time Judge		•		.,	4 Su 31	Mo 1	Augu Tu 2	u <b>st, 2</b> We 3	2 <b>016</b> Th 4	Fr 5	sa 6
Position Status: Job Postion: Contract Days:	Permanent Full Time		•	Link		• Su 31 7	Mo 1 8	Augu Tu 2 9	ust, 2 We 3 10	Th 4	Fr 5 12	• Sa 6 13
Position Status: Job Postion: Contract Days:	Permanent Full Time		×	Lin		4 Su 31 7 14	Mo 1 8 15	Aug Tu 2 9 16	ust, 2 We 3 10 17	Th 4 11 18	Fr 5 12 19	• 5a 6 13 20
Position Status: Job Position: Contract Days:	Permanent Full Time		•	Ling		4 Su 31 7 14 21	Mo 1 8 15 22	Augu Tu 2 9 16 23	We 3 10 17 24	2016 Th 4 11 18 25	Fr 5 12 19 26	• 5a 6 13 20 27
Position Status: Job Position: Contract Days:	Permanent Full Time		•]	Ling		4 Su 31 7 14 21 28	Mo 1 8 15 22 29	Aug Tu 2 9 16 23 30	ust, 2 We 3 10 17 24 31	2016 Th 4 11 18 25 1	Fr 5 12 19 26 2	• 5a 13 20 27 3
Position Status: Job Postion: Contract Days:	Permanent Full Time		•	Ling		4 Su 31 7 14 21 28 4	Mo 1 8 15 22 29 5	Augu Tu 9 16 23 30 6	ust, 2 We 3 10 17 24 31 7	2016 Th 4 11 25 1 8	Fr 5 12 19 26 2 9	• Sa 6 13 20 27 3 10

Step 5 -- Enter the Position Status from the drop down menu.

C P 410 C P Chi R B Tel	01 MacCorkle Avenue SE arleston, West Virginia 25304 ephone (304) 558-3570 or (800) 654-4406 (Nationwide)			Employ Pritha Na Berkeley C	Employer Self Service Log Out Pritha Nanda Berkeley County Commission			
Employer Home	Report -	4 or (304) 558-	Account	Admin -	UserGuide	Last Login: Wed, A	Aug 03 2016	MPASS
Contributio	n Group S	Search				Available	Forms -	• Open
Please select the sea	arch criteria from	below and clic	show to displa	y the appropria	ate contribution g	proup to use for	employee	reporting.
Enter CPRB ID:	1085233	C	R	5	SSN:			
Retirement System:	Public Employ	/ees Retiremen	t System	• E	Employment Beg	in Date:		
Position Status: Job Postion: Contract Days:	Elected Permanent Fi	All Time	•					Search

# Step 6 -- Enter the Job Position from the drop down menu.

C P 410 Cha	1 MacCorkle Avenue SE releston, West Virginia 253 phone (304) 558-3570 or	04 (800) 654-4406 (	Nationwide	Emplo Pritha N Berkeley	oyer Self Service landa County Commissio	m	Log Out
T D Fax	(304) 558-1394 or (304) 55	58-5455   Email:	CPRB@wv.	gov UserGuid	e Last Login, Wed, A	ug 03 2016 5:4	17 AM
Employer Home	Report - Services -	Account -	Admin	- Logout		COM	MPASS
					Available	Forms	• Open
Enter CPRB ID: Retirement System:	1085233 Public Employees Retirem	OR ent System	•]	SSN: Employment Be	gin Date:	]]	· 🗌
Position Status:	Permanent Full Time V						
Contract Days:	Appointed Board Member Attorney General City Council Member Commissioner of Agricultu Concurrent County Commissioner Delegate Doorkeeper Elected Clerk Elected Member of a Boar Governor	ire rd of Education					Search
West Virginia Consolidated Public Retir <u>Home</u>	Judge Judge of Court of Claims Justice Mayor	•	nted on this w ade to keep si pard (CPRB) o or any actions	ebsite is collected, m ich information aceur annot guarantee the taken or omissions n	aintained and provide ste and up-to-date, th accuracy of informatio rade in reliance on an	ed for the conv e West Virgini on herein. The ny information	enience of our a CPRB shall contailied
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.

			- V	Contraction of the local division of the loc				Car
Employer Home	Report -	Services	<ul> <li>Account -</li> </ul>	Admin	- Logout			CON
						A	vailable Fo	rms
C						Committee of		
Contributio	n Group s	search						
Please select the sea	arch criteria from	below and	click show to displ	ay the approp	oriate contribu	tion group to	use for emp	ployee re
			-112	3. Cons. Const. Const.	5-97680/17625/76126297			
Enter CPRB ID:	1085233		OR		SSN:			-
Retirement System:	Public Employ	vees Retiren	nent System	•	Employmen	t Begin Date:	2	
Position Status:	Permanent Fu	ull Time 🔻						
Job Postion:	Judge							
Contract Days:								
Click the search	button.	enue SF	_		A En	nployer Self S	ervice	
Click the Search	button. 1 MacCorkle Av Irleston, West V ephone (304) 55	venue SE irginia 2530 8-3570 or (	04 (800) 654-4406 (N	ationwide)	en En Prith Berke	npioyer Self S a Nanda ley County Co	ervice	
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Click the Search CP 410 Cha Tele Fax Employer Home Contribution Please select the sea	button. 1 MacCorkle Av 1 Mac	venue SE irginia 2530 (8-3570 or ( or (304) 55 Services Services Services below and c	04 (800) 654-4406 (N 58-5455   Email: ( Account •	ationwide) PRB@wv.go Admin -	V Logout	Iployer Self S a Nanda Iley County Co iuide Last Login Av Av	ervice mmission Wed, Aug 03 ( railable Forr	1 2016 5:47 CON ms
Click the Search CP 410 Cha Tele Fax Employer Home Contribution Please select the sea Enter CPRB ID:	button. 1 MacCorkle Av rieston, West V sphone (304) 55 (304) 558-1394 Report S Group S rch criteria from I 1085233	venue SE irginia 2530 8-3570 or ( or (304) 55 Services Services Second contemporation below and contemporation	04 (800) 654-4406 (N 58-5455   Email: 0 Account •	ationwide) PRB@wv.go Admin •	Logout	Iployer Self S a Nanda ley County Co iuide Last Login Av Av	ervice mmission Wed, Aug 03 ( railable Forr ise for empl	1 2016 5.47 CON ms oyee rep
Click the Search Char B Char Fax Employer Home Contribution Please select the sea Enter CPRB ID: Retirement System:	button. 1 MacCorkle Av rieston, West V ephone (304) 55 (304) 558-1394 Report - S Group S rch criteria from I 1085233 Public Employe	venue SE irginia 2530 8-3570 or ( or (304) 55 Services Search below and c ees Retirem	04 (800) 654-4406 (N S8-5455   Email: ( Account CR ent System	ationwide) PRB@wv.go Admin •	NV Logout	nployer Self S a Nanda ley County Co iude Last Login Av lon group to u Begin Date:	ervice mmission Wed, Aug 03 ( railable Forr ise for empl 	1 2016 5:47 201 M ms oyee rep -
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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.

C P R B	4101 MacCork Charleston, We Telephone (30 Fax (304) 558-	le Avenue SE est Virginia 25304 4) 558-3570 or (80 1394 or (304) 558	00) 654-4406 ( -5455   Email:	Nationwide CPRB@wv	) gov	Employ Pritha Nar Berkeley G	er Self Service nda ounty Commission ast Login: Wed. Aug 03:2016	Log Out
Employer Home	Report -	Services +	Account -	Admin	- 1	ogout	Co	MPASS
							Available Forms	Open
Confirmat	this member in	the following cor	ntribution grou	up:DSRSCC				Continue.



## **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



Step 2 -- The Death Notice screen displays. Enter the SSN of the deceased employee into the SSN field.

C P R B	4101 MacCork Charleston, We Telephone (30 Fax (304) 558-:	le Avenue SE est Virginia 2530 4) 558-3570 or (8 1394 or (304) 55	4 300) 654-4406 8-5455   Email	(Nationwide) : CPRB@wv.gov	Employed Ansa Abra Ansa1	r Self Service Log Ol ham
mployer Home	Report -	Services +	Account -	Admin 🗸	Logout	COMPA
Death Not The Death Noti must enter a va order to submit	tice ce module allow Ilid SSN to retrie the information.	s the user to subr ve the employee	nit death inform information and	ation to the Retire then must provide	ment Board. The e a date of death	user
Death Notifica	tion					
SSN:		197 - 20	- 9219	earch		
Comments:	set Information	Enter any	comments r	celated to th	he member's	death.
Please provide	contact informa	tion for someone	we can contact	in regards to the o	leceased membe	er.
Name:		Coloct Dolot	ianahin			
Relationship. Phone Number		Select Relat	ionsnip	1	<u> </u>	
International A	ddress:					
Address Line 1	1	Use for actual	street address o	of post office box.		
Address Line 2	(optional):	Use for Apartn	nent, Building, U	Init, Floor, Suite, e	etc.	
City:						
State:		Select State		$\sim$		
Zip Code:		Cancel	- (oj Ibmit	otional)		

Step 3	Click the Search butt	on.	
	C P 4101 MacCorkl Charleston, We Telephone (304	e Avenue S.E st Virginia 25304 i) 558-3570 or (800) 654-4406 (Nationwide)	Employer Self Service Log Out Hope Bob West Virginia State Police
	Fax (304) 558-1	394 or (304) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Tue, Jun 07 2016 1:42 PM
	Employer Home Report 👻	Services - Account - Admin -	Logout COMPASS
	Death Notice		Available Forms 🗸 Open
	The Death Notice module allows must enter a valid SSN to retriev order to submit the information.	the user to submit death information to the Retirem we the employee information and then must provide a	ent Board. The user a date of death in
	Death Notification		
	SSN: * Employee Name:	197 - 20 - 9219 Search	
	Date of Death: *	mm/dd/yyj	
	Comments:		$\sim$
	Primary Contact Information	172	
	Please provide contact informat	ion for someone we can contact in regards to the de	ceased 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:		n,
	State:	Select State	
	Zip Code:	(optional)	
		Cancel Submit	

**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.

C P 4101 Mac Charlestor R B Fax (304) 5	Corkle Avenue S.E , West Virginia 25304 (304) 558-3570 or (800) 654-4406 (Nationwide) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov	Employer Self Hope Bob West Virginia State	Service Log Out e Police in: Tue, Jun 07 2016 1:42 PM
Employer Home Repor	- Services - Account - Admin -	Logout	COMPASS
Death Notice The Death Notice module a must enter a valid SSN to r order to submit the informa	allows the user to submit death information to the Retire etrieve the employee information and then must provid tion.	ement Board. The user e a date of death in	Available Forms – 🗸 Open
Death Notification			
SSN: Employee Name: Date of Death: Deceased's Marital Status: Comments:	<ul> <li>* 197 - 20 - 9219 Search</li> <li>WILL BELL</li> <li>* mm/dd/yys</li> <li>Select Marital Status V</li> <li>Enter any comments related to t death.</li> </ul>	he member's	$\sim$
Primary Contact Informa	tion		
Please provide contact info	rmation for someone we can contact in regards to the	deceased member.	
Name:	1		
Relationship:	Select Relationship	~	
Phone Number:			
International Address:			
Address Line 1:			
Address Line 2 (optional):	Use for actual street address of post office box.	etc.	
City:			
State:	Select State		
Zip Code:	Cancel Submit		

Click the Submi	button.				
C P 410 Char B B Tele	L MacCorkle Avenue S.E ·leston, West Virginia 2530/ phone (304) 558-3570 or (8	1 00) 654-4406 (Natio	nwide)	nployer Self Service e Bob Virginia State Police	Log Out
Fax	304) 558-1394 or (304) 558	3-5455   Email: CPRB(	@wv.gov	Buide Last Login: Tue, Jun	07 2016 1:42 PM
Employer Home	Report 🗸 Services 🗸	Account - Ad	min 🚽 Logout		COMPASS
				Available	Forms V Open
Death Notice	E.				
The Death Notice m must enter a valid S order to submit the i	odule allows the user to subn SN to retrieve the employee i nformation.	nit death information to nformation and then m	the Retirement Boar ust provide a date of	d. The user death in	
Death Notification					
SSN:	* 197 - 20	- 9219 Search			
Employee Name:	WILL BELL				
Date of Death:	* 6/6/2016				
Deceased's Marital	Status: Married	~			
Comments:	Member die	ed on 6/6.		$\langle \rangle$	
Primary Contact In	formation				
Please provide cont	act information for someone v	ve can contact in regar	ds to the deceased I	nember.	
Name:	Jane Bell				
Relationship:	SPOUSE		~		
Phone Number:	304-444-444	4			
International Addres	s: 🗌				
Address Line 1:	123 Main St.				
	Use for actual	street address of post of	office box.		
Address Line 2 (opti	onal):				
	Use for Apartm	ent, Building, Unit, Flo	or, Suite, etc.		
City:	Charlesotn				
State:	West Virginia	1 8	/		
Zip Code:	52304 Cancel Su	(optional) bmit			

**Step 6 --** The **Confirmation** screen displays indicating that CPRB will be notified of the employee's death.





## 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

C P 4101 MacCorkle / Charleston, West Telephone (304) ! Fax (304) 558-139	Avenue S.E Virginia 25304 558-3570 or (800) 654-4406 (Nationwide) 94 or (304) 558-5455   Email: CPRB@wv.gov	Contemployer Self Service
ployer Home Report -	Services + Account + Admin +	Logout COMPASS
	Bulk Order	- Available Forms - V
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers
with a number of resources to (CPRB). From this site, empl	Seminars	West Virginia Consolidated Public Retirement Board uding:
Reporting Enrollments     Processing EFT Payn     Processing Competence	Employer Certification	
Adding/Updating Emp     Reviewing Submitted	Employee Information	
Ventying CPRB IDs a	Reports	Defense Read (CDD) and the built for
secure online access to your	Message Center	ety of transactions.
It is our privilege to provide yo		
Jeffrey E. Fleck	Online Process Service Purchase Estimator	
Executive Director	Online Process Service Purchase Request	

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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.

C	COMPASS		Clinch Powell Ed Coo Last Login: Fri, Jan 23.	rvice Log Out op 2015 11:42 AM UserGuide
mployer	Home Report - Services	Account -	Admin - Logout	
Semir	<b>1ars</b> ter to attend a retirement Employer Ec	lucation Seminar. ple	Ava	ilable Forms 💽 Open
Registe Registra Semina	r. To cancel a previous registration for ation. rs	a seminar, select the	e seminar and click Cancel	
(Q) Lines	Next 15 Dates		Filter By: Sel	lect Session Type
Option Date	Range: from mm/dd/yyyy	to mm/dd/yyyy	Show	
© Date	Range: from mm/dd/yyyy	to mm/dd/yyyy	Show	
© Date	Seminar       Legislative Updates       Submitting Monthly       Reports       20 seats available	to mm/dd/yyyy Time 8:00 AM - 9:00 AM	Show Location Andrew Jackson Building <u>300 Main St.</u> Nashville, KY 18097 ₽	<ul> <li>Register</li> </ul>

.

Step 3 -- All seminars with available seats that meet the search criteria are displayed. Click the

• Register button next to the desired seminar to register.

C	COMPASS			Employer So Marilyn Doe Clinch Powell E Last Login: Fri, Ji	elf Service Ed Coop an 23 2015 11:4	42 AM	Log Out UserGuide
mployer	Home Report - Services	- Account -	Admin - Log	out			
				-	Available Fo	orms 💽	Open
Semir	nars						
To regist Registe Registra	ter to attend a retirement Employer Ec r. To cancel a previous registration for ation.	lucation Seminar, ple a seminar, select the	ase select the semin e seminar and click C	ar and click <b>ancel</b>			
Semina	rs						
O Horr	Next 15 Days			Eiltor Dur	Select See	sion Type	
© Date	Range: from mm/dd/yyyy	to mm/dd/yyyy	Show	Finder Dy.	00001000		
© Date	Range: from mm/dd/yyyy	to mm/dd/yyyy	Show	Fine by.			
© Date	Range: from mm/dd/yyyy Seminar Legislative Updates	to mm/dd/yyyy Time 8:00 AM - 9:00 AM	Show Location Andrew Jacks 300 Main St.	on Building		<ul> <li>Registe</li> </ul>	•
© Date	Seminar Legislative Updates Submitting Monthly Reports	to mm/dd/yyyy <b>Time</b> 8:00 AM - 9:00 AM	Show Location Andrew Jacks 300 Main St Nashville, KY	on Building		<ul> <li>Registe</li> </ul>	
© Date	Range:     from mm/dd/yyyy       Seminar       Legislative Updates       Submitting Monthly       Reports       20 seats available	to mm/dd/yyyy Time 8:00 AM - 9:00 AM	Show Location Andrew Jacks <u>300 Main St</u> Nashville, KY	on Building 18097 ⊳*		<ul> <li>Registe</li> </ul>	-
© Date Date APR 6	Seminar       Legislative Updates       Submitting Monthly       Reports       20 seats available       Reporting Official       Conferences       Submitting Monthly	to mm/dd/yyyy Time 8:00 AM - 9:00 AM 8:00 AM - 9:00 AM	Show Location Andrew Jacks 300 Main St Nashville, KY	on Building 18097 대 on Building 18097 대		<ul> <li>Registe</li> <li>Registe</li> </ul>	
© Date Date APR 6	Seminar       Legislative Updates       Submitting Monthly       Reports       20 seats available       Reporting Official       Conferences       Submitting Monthly       Reports	to mm/dd/yyyy Time 8:00 AM - 9:00 AM 8:00 AM - 9:00 AM	Show Location Andrew Jacks <u>300 Main St</u> Nashville, KY Andrew Jacks <u>300 Main St</u> Nashville, KY	on Building 18097 a* on Building 18097 a*		<ul> <li>Registe</li> <li>Registe</li> </ul>	

Step 4 -- The Seminar Registration screen displays. Enter the number of attendees for this seminar in the Number of Attendees field.

COM	PASS		Employer Self Service Marilyn Doe Clinch Powell Ed Coop	Log Out
Employer Home Report	- Services - Account	- Admin	- Logout	
Seminar Regis	stration			
Please select the numb and click Add Attendee. Submit.	er of attendees, provide a n When finished entering info	ame and emai ormation for all	address for each attendees, click	
Registration Informatio	n			
Session:	Legislative Updates			
Topic:	Submitting Monthly Rep	ports		
Date:	Friday, April 06 2012			
Time:	8:00 AM - 9:00 AM			
Location:	Andrew Jackson Buildin 300 Main St. Nashville, KY 18097 🖙	ng		
Seats Available:	20			
Number of Attendees:	• 1 • (Select the nu	mber of attendees.	then add their names and emails below)	
Attendees				
Name	E-mail			
Enter attendee's name	Enter attendee's e-mail	Add Attendee		
1. John Smith (ismith@ Cancel Submit	gmail.com) <u>remove</u>			

Step 5 -- Enter the Name and E-mail address of the attendee in the corresponding fields.

COMP	ASS	Marilyn Doe Clinch Powell Ed Coop	Log Dut
		Lest Login: Fri. Jan 23 2015 11:42 AM	UserGuide
Employer Home Report	Services - Account - Admin	- Logout	
Seminar Regist	tration		
Please select the number and click Add Attendee. V Submit.	of attendees, provide a name and ema /hen finished entering information for a	ail address for each Il attendees, click	
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 attendee	s, then add their names and emails below)	
Attendees			
Name	E-mail		
Enter attendee's name	Enter attendee's e-mail Add Attende	88	

Step 6 -- Click the Add Attendee link to add additional attendees.

COM	PASS	Marilyn Doe Clinch Powell Ed Coop	Log Out
-		Last Login: Fri. Jan 23 2015 11:42 AM	UserGuide
Employer Home Repor	t - Services - Account - Admin -	Logout	
Seminar Regi	stration		
Please select the numb and click Add Attendee Submit.	per of attendees, provide a name and email a When finished entering information for all at	ddress for each ttendees, click	
Registration Information	on		
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 at		
Comments:			
Seats Available: Number of Attendees:	20 Select the number of attendees, the	ten add their names and emails below)	
Attendees			
Name	E-mail		
Enter attendee's name	Enter attendee's e-mail Add Attendee		
1. John Smith (jsmith@	ggmail.com) remove		
Cancel Submit			

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

\_

COMP	ASS			Marilyn Doe Clinch Powell Ed Coop	ce.	Legiout
	-			Last Login: Fri, Jan 23 201	6 11:42 AM	UserGuide
Employer Home Report	- Services	- Account	Admin -	Logout		
Seminar Regis	tration					
Please select the numbe and click Add Attendee. \ Submit.	r of attendees,   Vhen finished e	orovide a nami ntering inform	e and email a ation for all at	ddress for each endees, click		
Registration Information						
Session:	Legislative L	Ipdates				
Topic:	Submitting M	Ionthly Reports	5			
Date:	Friday, April	06 2012				
Time:	8:00 AM - 9:0	0 AM				
Location:	Andrew Jack 300 Main St. Nashville, Ki	son Building / <u>18097</u> at				
Comments:						
Seats Available:	20					
Number of Attendees:	1 🔻	(Select the numbe	r of attendees, th	en add their names and en	nails below)	
Attendees						
Name	E-mail					
Enter attendee's name	Enter attendee'	s e-mail	dd Attendee			
1. John Smith (jsmith@g Cancel Submit	mail.com) <u>ren</u>	nove				

**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.

C P C P C P	1101 MacCorkle Avenue S.E Charleston, West Virginia 2530 Telephone (304) 558-3570 or ( Tax (304) 558-1394 or (304) 55	)4 800) 654-4406 (Nationwide) 88-5455   Email: CPRB@wv.go	Employer Self S Hope Bob West Virginia State UserGuide Last Login	ervice Log Out Police : Tue, Jun 07 2016 6:26 PM
Employer Home	Report - Services -	Account 🗸 Admin 🗸	Logout	COMPASS
Seminar R Your registratio	egistration Comp n details have been submitte py for your records.	lete d.	- A	vailable Forms 💙 Open
Seminar Detail	s			
Employer:	3050612 - W	EST VIRGINIA STATE POLICE		
Session:	Employer Re	gional Seminar		
Topic:				
Date:	Thursday, Ju	ne 30 2016		
Time:	8:00 AM - 9:0	0 AM		
Location:	Suvidha Clini Best place to	c be - In the city, US 12312		
Registered On:	Tuesday, Jur	ie 07, 2016		
Attendees				
Bill (boe@gmail.	com)			
Print	Register for a	nother Seminar >		



### 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.

C P R B	4101 MacCorkle Aver Charleston, West Virg Telephone (304) 558- Fax (304) 558-1394 o	nue S.E inia 25304 3570 or (800) 654 r (304) 558-5455	1-4406 (Nationwide)   Email: CPRB@wv.go	Contraction of the second seco	Self Service Log Out State Police at Login: Tue, Jun 07 2016 6:26 PM
Employer	Home Report - Ser	vices 🚽 Acco	ount 🗸 Admin 🚽	Logout	COMPASS
Semir	<b>1AITS</b> I in an Employer Education Se	minar, please sele	ct the desired seminar	and click Register.	Available Forms 💙 Open
Semina	rs			. rogiouuroni	
Operative Retirem Operative Date	oming Dates: Next 90 Dates: Next 90 Dates: Next 90 Dates: Select Ret ent System: Select Ret e Range: from mm/	ays ✔ irement System dd/yy] to mm/d	V dd/yyy	Seminar Category:	Select Seminar Category 🗸
Date	Seminar	Time	Location	Comment	
JUN 30	Employer Regional Seminar * SEMINAR FULL	8:00 AM - 9:00 AM	Suvidha Clinic Best place to be In the city, TX 12312 🗗	(Yo can <u>Ca</u>	u are currently registered for this seminar. To cel, click here) ncel Registration

**Step 3 --** A Cancel Registration pop-up displays confirming the cancellation request. Click the

C I R F	4101 MacCorkle Ave Charleston, West Vir Telephone (304) 558	nue S.E ginia 25304 -3570 or (800) 65	4-4406 (Nationwide)	Empl Hope E West Vi	loyer Self Service 3ob rginia State Police	Log Out
	Fax (304) 558-1394 c	r (304) 558-5455	Email: CPRB@wv.go	UserGuid	de Last Login: Tue, Jun 07 2016	6:26 PM
nployer	Home Report - Se	rvices 🗸 Acco	ount 🗸 🖌 Admin 🗣	Logout	Co	OMPAS
					- Available Forms	🗸 Оре
emi	nars				73	
•••••						
To enro	I in an Employer Education S	aminar, nlease sele	ort the desired seminar	and click Regis	stor To	
cancel a	a previous registr		Message from wei	opage		
Semina	irs					
~	2	This will cancel the	e registration for all atte	endees you regis	stered. Are you	
• Upc	coming Dates:	sure you want to c	ancer			
Retirem	ent System:				ar C	Category 🗸
	e Range:			ОК	Cancel	
ODate				<u>k</u>		
○ Date						
○ Date						
○ Date						
O Date	Seminar	Time	Location	Comment		
O Date	Seminar Employer Regional	<b>Time</b> 8:00 AM -	Location Suvidha Clinic	Comment	(You are ourrently registered for th	is seminar. To
O Date	Seminar Employer Regional Seminar	Time 8:00 AM - 9:00 AM	Location Suvidha Clinic Best place to be	Comment	(You are currently registered for th cancel, click here)	iis seminar. To
O Date	Seminar Employer Regional Seminar	<b>Time</b> 8:00 AM - 9:00 AM	Location Suvidha Clinic Best place to be In the city, TX	Comment	(You are ourrently registered for th cancel, click here) <u>Cancel Registration</u>	iis seminar. To

## **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

C P 4101 MacCorkle Charleston, West Telephone (304)	Avenue S.E : Virginia 25304 558-3570 or (800) 654-4406 (Nationwide)	Employer Kaniska Sa Annsa Abrah	r Self Service Log Out Iha Iam
R D Fax (304) 558-13	94 or (304) 558-5455   Email: CPRB@wv.gov	UserGoide La	st Login: Mon, May 30 2016 7 10 AM
Employer Home Report +	Services + Account + Admin +	Logout	COMPASS
	Bulk Order		- Available Forms - V
Welcome to The West Virgini	Death Notice	Self Service W	ebsite. This site provides employers
(CPRB). From this site, empl	Seminars	West Virginia C uding	Consolidated Public Retirement Board
Reporting Enrollments     Processing EFT Payn     Processing Correction	Employer Certification		
<ul> <li>Adding/Updating Emp</li> <li>Reviewing Submitted</li> </ul>	Employee Information		
<ul> <li>Verifying CPRB IDs a This tool was designed to imp</li> </ul>	Reports	Retirement Bo	ard (CPRB) provides by offering
secure online access to your	Message Center	ety of transacti	ions.
It is our privilege to provide yo Jeffrey E. Fleck	Online Process Service Purchase Estimator		
Executive Director	Online Process Service Purchase Request		

**Step 2 --** All pending disability, service purchase, retirement, and refund certification requests are displayed on the **Employer Certification** screen.

C I R I	A101 Charl B Telep Fax (	MacCorkle leston, We hone (304 304) 558-1	e Avenue S.E st Virginia 25 ) 558-3570 c 394 or (304)	5304 or (800) 654-4 558-5455   E	406 (Nation) mail: CPRB@	wide) wy.gov	Employe Kaniska S Annsa Abra	er Self Service aha ham	- 22 2018 8	Log Out
Employe	r Home F	Report 👻	Services	+ Accour	nt 👻 Adm	in 🗸 Lo	ogout	ast cogni: wed, or	Co	MPASS
Empl	oyer Ce	rtificat	ion							
Retirer	nent Reques	ts:								
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:
<u>523768</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<u>523774</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
Service	e Purchase R	equests:								
CPRB II	D: Employ	ee Name:	Request	Date: Serv	ice Type:		Status:	Comments:		
<u>523701</u>	Jon Sno	w	5/30/2016	6 Corr	ection of Error	Service	Progress	Test for dem	o material (	creation.
Membe	er Refund Re	quests:								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
<u>523701</u>		3	Jon Snow				05/30/2	016		
Disabil	lity Requests	2								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
523699			Ned Stark				05/30/2	016		

Step 3 -- Click the CPRB ID link to view the potential Service Purchase information for the member.

C I R I	4101 Char Telep	MacCorkle leston, We phone (304	e Avenue S.E st Virginia 2! ) 558-3570 d	5304 or (800) 654-44	406 (Nation	wide)	Employe Kaniska S Annsa Abra	er Self Service aha ham		Log Out
~	Fax (	304) 558-1	394 or (304)	558-5455   Ei	mail: CPRB@	wv.gov	UserGuide L	ast Login: Wed, Ju	n 22 2016 6:	35 AM
mploye	r Home F	Report 👻	Services	- Accoun	t 🗸 Adm	in 🗸 Lo	ogout		Co	MPASS
Empl	oyer Ce	rtificat	tion							
Retirer	nent Reques	ts:								
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
<u>523768</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<u>523774</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
Service	e Purchase R	lequests:								
CPRB II	D: Employ	ee Name:	Request	Date: Serv	ice Type:		Status:	Comments:		
<u>523701</u>	Jon Sno	w	5/30/2016	6 Corre	ection of Error	Service	Progress	Test for dem	o material (	reation.
Membe	er Refund Re	quests:								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
<u>523701</u>			Jon Snow				05/30/2	016		
Disabil	lity Requests	:								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
523699			Ned Stark				05/30/2	016		

**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.

CPRB ID: 5 Comments: n c lease click here to	23701 Fest for demo naterial creation.	Name: Retirement System:	Jon Snow	Retirement	Service Type:	Correction Service	of Error
Comments: n c lease click here to	fest for demo naterial reation.	Retirement System:	Teachers'	Retirement			
lease click here to	for instruction		aystem				
	tor manucaon	before filling out the ce	rtification.				
Start	Date		En	d Date	21	A	ctions
01/0	1/2005		03	3/31/2005		D	eléte
osition Status * ate Employed: * eason Contributi	on Not Withhe	۱d: *			1	$\langle \rangle$	
ontribution Details	8						
Start Date E	ind Date	Salary V	lonths Vorked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
	in the second second	0.00	10	1000		Print 1	-

## Step 5 -- Select the Job Position from the drop down menu.

C P R B	4101 MacCorkl Charleston, We Telephone (304) Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 6 394 or (304) 558-545	54-4406 (Nationwide)	Employer Se Kaniska Saha Annsa Abraham	If Service Log Out
Employer Hom	e Report -	Services - Ac	count + Admin +	Logout	COMPASS
Service I	Purchase C	Certification			Back to Dashboard
CPRB ID: Comments:	523701 Test for demo material creation.	Name: Retirement System:	Jon Snow Teachers' Retirement System	Service Type:	Correction of Error Service
Please click he	re to for instruction Start Date	t before filling out the c	ertification. End Date		Actions
۲	01/01/2005		03/31/2005		Delete
0	05/01/2016		07/15/2016		Delete
Job Position Position Statu Date Employe Reason Contr Withheld *	* is * d: * ibution Not		Administrator Concurrent 1st Century Learner Fel Service Personnel eacher	low	Add New Entry

## Step 6 -- Select the Positon Status from the drop down menu.

C P R R		4101 MacCorkle Charleston, Wes Telephone (304	e Avenue SE st Virginia 25304 ) 558-3570 or (800)	654-4406 (Nationwide)	Employer So Kaniska Saha Annsa Abrahan	elf Service Log Out a 1
K D		Fax (304) 558-1	394 or (304) 558-54	155   Email: CPRB@wv.go	V UserGuide Last L	.ogin: Fri, Aug 05 2016 1:10 AM
mployer	Home	Report -	Services 🗸 🚺	Account 🗸 🖌 Admin 🗸	Logout	COMPASS
Servio	e P	urchase C	Certification			Back to Dashboar
CPRB II	D:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comme	ents:	Test for demo material creation.	Retirement System	Teachers' Retiremen n: System	it	
Please clio	ck here	e to for instruction	before filling out the	certification.		
	St	art Date		End Date		Actions
۲	0	1/01/2005		03/31/2005		Delete
0	0!	5/01/2016		07/15/2016		Delete
						Add New Entry
Job Posit	ion *		1	Administrator	×	
Position 9	Status	*				
Date Emp	loved		ř	Permanent Full Time	-	
Reason C	ontrib	oution Not		Temporary/Provisional Posted 21 Day	~	

Step 7 -- Enter the date in the Date Employed field.

CPRB ID:	523701	Name:		Jon Sno	w	Servic	e Type:	Correcti	on of Error
Comments:	Test for dem material creation.	o Retirement	System:	Teacher: System	s' Retirement				
Please click her	e to for instructio	n before filling o	out the certifi	ication.					
s	tart Date			I	End Date				Actions
•	1/01/2005			[	03/31/2005				<u>Delete</u>
0 0	5/01/2016	- fil		1	07/15/2016				Delete
ob Position			Adm	inistrato	r N	-		[	Add New Entry
lob Position * Position Status	s * 1: *		Adm Perm	inistrato nanent F	r N Full Time	•		[	Add New Entry
lob Position * Position Status Date Employed Reason Contril Withheld: *	s * I: * bution Not		Adm	inistrato nanent F	r N Full Time N				Add New Entry
lob Position * Position Status Date Employed Reason Contril Vithheld: *	s * I: * bution Not ails:		Adm	inistrato	r N Full Time N				Add New Entry
ob Position * Position Status Date Employed Reason Contril Vithheld: * ontribution Det	s * l: * bution Not ails: End Date	Salary	Adm Pern Mon Wor	inistrato hanent F	r N Full Time N Days Worked	Non Days	Session Worked	Contract Te	Add New Entry
ob Position * Position Status Pate Employed Reason Contril Vithheld: * ontribution Det Start Date E 07/01/2016	s * I: * bution Not ails: End Date 07/15/2016	Salary 0.00	Adm Perm Mon Wor	inistrato nanent F	r N Full Time N Days Worked	V V Non Days	Session Worked	Contract Te	Add New Entry
ob Position * Position Status Pate Employed Leason Contril Vithheld: * ontribution Det Start Date E 07/01/2016 E 05/01/2016	s * bution Not ails: End Date 07/15/2016 06/30/2016	Salary 0.00 0.00	Adm Pern Mon Wor	inistrato nanent F	r N Full Time N Days Worked 0	Non	Session Worked	Contract Te 0	Add New Entry

# Step 8 -- Enter an explanation in the Reason Contribution Not Withheld field.

						<u>_</u>	Back to Dashboa
CPRB	D: 523701	Name:	Jon Sno	w	Service Type:	Correction	of Error
Comme	Test for dem ents: material creation.	o Retirement S	System: Teacher System: System	s' Retirement		JUTIC	
'lease cli	ck here to for instruction	on before filling o	ut the certification.				
	Start Date			End Date			Actions
• 01/01/2005				03/31/2005		j.	Delete
0	05/01/2016			07/15/2016	1		Delete
ob Posi	tion *		Administrato		2		
ob Posi osition late Emp	tion * Status * oloyed: *	08/05/2016	Administrato Permanent I	or N Full Time			,
lob Posi losition late Emp leason ( Vithheld	tion * Status = bloyed: * Contribution Not : *	08/05/2016	Administrato	or N Full Time N			
lob Posi losition )ate Emp leason ( Vithheld ontributio	tion * Status * oloyed: * Contribution Not : *	08/05/2016	Administrato	or N			
Position Position Pate Emp Reason ( Vithheld ontribution Start E	tion * Status * ployed: * Contribution Not : * on Details: Date End Date	08/05/2016	Administrato Permanent I	Days Worked	Non Session Days Worked	Contract Terr	n Hours Worke
lob Posi Position )ate Emp teason ( Vithheld ontribution Start E E 07/01	tion * Status Not Status * Sta	08/05/2016 Salary	Administrato	Days Worked	Non Session Days Worked	Contract Terr	n Hours Worke
Position Position Pate Emp Reason ( Vithheld ontribution Start E E 07/01 E 05/01	tion * Status * Status * Contribution Not : * Data Details: Date End Date /2016 07/15/2016 /2016 06/30/2016	08/05/2016 Salary 0.00 0.00	Administrato	Days Worked	Non Session Days Worked	Contract Terr	n Hours Worke

# Step 9 -- Click the expand 主 button to view the required information detail grid.

Contribution Deta	uls:									
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				
⊕ 05/01/2016	06/30/2016	0.00	0	0		0				
	03/31/2005	0.00	0	0		0				
Please enter who	Please enter whole number values for Month and Days.									
						Submit Certification				

## Step 10 -- The additional contribution details are displayed.

Contribution Det	ails:									
Start Date	End Date	Salary	Months Worked	Days Work	ed	Non Ses Days Wo	sion orked	Contra	act Term Hours \	Worked
□ 07/01/2016	07/15/2016	0.00	0		0			0		
Start Date	End Date	Salary	Da	iys Worked		Non Session Days Worked	Contract	Term	Hours Worked	
07/01/2016	07/15/2016	* 0.00		* 0			* 0			
									Save	
± 05/01/2016	06/30/2016	0.00	0		0			0		
	03/31/2005	0.00	0		0			0		
Please enter wh	ole number valu	ues for Month and Days	S.							Save
								[	Submit Certific	cation

# Step 11 -- Click the Save 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.

								Back to Dashboa
CPRBI	D: 523701	Name:	Jon Sno	ow	Service T	ype:	Correcti Service	on of Error
Comme	Test for den ents: material creation.	10 Retirement System:	Teache System	rs' Retirement				
Please cli	ck here to for instructi	on before filling out the c	ertification.					
	Start Date			End Date				Actions
۲	01/01/2005			03/31/2005				Delete
0	05/01/2016	07/15/2016						Delete
osition	Status *	P	ermanent	Full Time 🔉	-			
)ate Emp	oloyed: *	08/05/2016						
Date Emp Reason C Nithheld	oloyed: * Contribution Not : *	08/05/2016			$\langle \rangle$			
Date Emp Reason C Withheld:	oloyed: * Contribution Not : * on Details:	08/05/2016			$\langle \rangle$			
Date Emp Reason C Withheld contributio Start D	oloyed: * Contribution Not : * on Details: Date End Date	08/05/2016	Months Worked	Days Worked	Non See Days W	ssion orked	Contract Te	rm Hours Worke
Date Emp Reason C Vithheld Start D E 07/01.	contribution Not : * on Details: vate End Date /2016 07/15/2016	08/05/2016 Salary	Months Worked	Days Worked	Non See Days W	ssion orked	Contract Te	rm Hours Worke
Date Emp Reason C Vithheld ontributic Start D E 07/01. E 05/01.	contribution Not         : *         on Details:         Date         (2016         07/15/2016         (2016)         06/30/2016	08/05/2016  Salary  0.00  0.00	Months Worked 0	Days Worked	Non See	ssion orked	Contract Te	rm Hours Worke

**Step 12 --** Click the Submit Certification button to submit the information to CPRB for processing.

CPRB ID:	523701						
		Name:	Jon Snot	w	Service Type:	Correcti Service	on of Error
Comments:	Test for demo material creation.	Retirement System:	Teachers System	s' Retirement			
lease click here	to for instruction	before filling out the cr	artification.				
Sta	art Date		E	End Date			Actions
• 01	1/01/2005	1	Ĩ	03/31/2005			Delete
		_					Add New Entry
ob Position *				~	1		
osition Status		L_		~			
ate Employed:							
eason Contrib	ution Not With	ield: *				$\sim$	
ontribution Deta	ils:						
Start Date	End Date	Salary	Wonths Worked	Days Worked	Non Session Days Worked	Contract Te	rm Hours Worked
01/01/2005	03/31/2005	0.00	0	0		0	
lease enter who	ole number value	s for Month and Days.					Save



### 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



Step 2 -- On the Employer Certification dashboard, click the CPRB ID next to a member's name under the grid for Member Refund Requests.

C I R I	B Fax (	MacCorkle leston, We hone (304) 304) 558-1	e Avenue S.E st Virginia 25 ) 558-3570 c 394 or (304)	5304 or (800) 654-44	406 (Nation	vide)	Employe Kaniska S Annsa Abra	er Self Service aha iham		Log Out
Employe	r Home	enort -	Services	- Account	t - Adm	in - U	OserGuide L	ast Login: Wed, Ju	C@1	MPASS
Empl Retirer	oyer Ce	rtificat	tion							
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:
<u>523768</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<u>523774</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
Service	e Purchase R	equests:								
CPRB II	D: Employe	ee Name:	Request	Date: Serv	ice Type:		Status:	Comments:		
<u>523701</u>	Jon Sno	W	5/30/2016	6 Corre	ection of Error	Service	Progress	Test for dem	o material o	creation.
Membe	er Refund Re	quests:								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
<u>523701</u>			Jon Snow				05/30/2	016		
Disabil	lity Requests	:								
CPRB II	D:		Employee N	lame:			Reques	st Date:		
<u>523699</u>			Ned Stark				05/30/2	016		
West Virgini Consolidate www.wvretin	ia ed Public Retirer ement.com	ment Board	Online da our ousto Consolidi under no berein fro	atabase informatio mers. While every ated Public Retirer oircumstances be m whatever source	n presented on t y effort is made to ment Board (CPI blable for any ac se or any other o	his website is I keep such in (B) cannot gu tions taken or Insequences	collected, main formation accur arantee the acc omissions mad from any such r	tained and provide rate and up-to-date suracy of informatic le in reliance on an eliance.	d for the com e, the West V In herein. The ly information	venience of irginia e CPRB shall contained
		Con	ivriaht © 2016 V	Vest Viroinia Coos	olidated Public F	Retirement Bo	ard. All rights re	served		

Step 3 -- The Certify Refund screen displays. Enter the required information, and click the Submit Certification button.

Certify R	Refund					
CPRB ID:	523701	Employee Name:	Jon Snow	Retirement System:	Teachers' I	Retirement System
Enter Member	Information	n:				
Employment E	nd Date: *					
Employment E	nd Reason					
Was the termin honorable?	nation of the	employment of the nam	ed applicant for i	reasons other than	Yes	No
Please click he	ere for defini	tion of Less Than Honor	able Service.			
Please Explain	n: •					0
Return To ESS				f	ill in the d	etails 🔿
						Submit Certificatio
West Virginia		Online databa	se information pres	ented on this website is collected	d, maintained and pro	vided for the convenience of
Consolidated Publ www.wvmtirament.c	lic Retiroment com	Board our customers Consolidated i under no circu herein from wi	. While every effort Public Reterement 8 mstances be liable natever source or an	is made to knop such informatic oard (CPRB) cannot guaranteo for any actions taken or omissio ty other consequences from any	in accurate and up-to the accuracy of infor in made in reliance of y such reliance.	-date, the West Virginia nation heroin. The CPRB shal in any information contained
		Copyright @ 2016 West	Virginia Consolidate	d Public Retirement Board. All r	ights reserved.	

## **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

C P 4101 MacCorkle A Charleston, West Telephone (304) 5 Fax (304) 558-139	wenue S.E Virginia 25304 58-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.gov	Employer Self Service Log Out Kaniska Saha Annsa Abraham
Employer Home Report -	Services - Account - Admin - I	Logout COMPASS
	Bulk Order	- Available Forms - 🗸
Welcome to The West Virginia with a number of resources to	Death Notice	Self Service Website. This site provides employers Next Virginia Consolidated Public Retirement Board
(CPRB). From this site, empl	Seminars	uding.
Reporting Enrollments     Processing EFT Paym     Processing Correction	Employer Certification	
Adding/Updating Emp     Reviewing Submitted     Variations CSPR (Do. a)	Employee Information	
This tool was designed to imp	Reports	Retirement Board (CPRB) provides by offering
secure online access to your	Message Center	ety of transactions.
Jeffrey E. Fleck	Online Process Service Purchase Estimator	
Executive Director	Online Process Service Purchase Request	
West Virginia Consolidated Public Rationment Brand	Online database information presented on this website our customers. While every effort is made to keep such Consolidated Public Refirement Board (CPRE) cannot c	Es callected, maintained and provided for the convenience of information accurate and up-to-date, the West Virginia paramtee the accuracy of information herein. The CPRB shall
THEFT, STATISTICS STRUCT CONT	under no circumstances be liable for any actions taken herein from whatever source or any other connequence	or omissions made in reliance on any information contained is from any such reliance.
Copyri	ght © 2916 West Virginia Consolidated Public Relimment B	Sound. All rights reserved.

## Step 2 -- Click the CPRB ID next to the member's name under the Disability Requests grid.

C I R I	P       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					n 22 2018 8-	Log Out			
Employer	Home	eport 🚽	Services	- Accoun	t – Adm	in - L	ogout	asi cogin. web, oc	Co	MPASS
Empl	oyer Ce	rtificat	tion							
Retiren	nent Request	s:								
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
<u>523768</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<u>523774</u>	TRS Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
Service	e Purchase R	equests:								
CPRB IE	D: Employe	e Name:	Request	Date: Serv	ice Type:		Status:	Comments:		
<u>523701</u>	Jon Snov	N	5/30/2016	6 Corre	ection of Error	Service	Progress	Test for dem	o material o	creation.
Membe	or Refund Reg	mosts.								
CPRBIE	):	1003131	Employee N	lame:			Reques	at Date:		
523701			Jon Snow				05/30/2	016		
Disabil	ity Requests:							15.1		
CPRB IL	): 1		Employee N	vame:			Reques	st Date:		
<u>523099</u>	1		Neu Stark				03/30/2	010		
			1 2//2							
rest Virgini onsolidate ww.wvretire	est Virginia Onlini Insolidated Public Retirement Board Our ou www.vretirement.com Under hereir			atabase informatio mers. While every ated Public Retire circumstances be om whatever source	n presented on t v effort is made to ment Board (CPI liable for any ac ce or any other o	his website is a keep such in RB) cannat gu tions taken or onsequences	collected, main formation accur arantee the acc omissions mad from any such r	tained and provide rate and up-to-date uracy of informatic le in reliance on an eliance.	d for the com e, the West V on herein. The ly information	venience of Irginia e CPRB shall i contained
		-		March & Constanting Street	- Filmer Date -	Setting and D	and All Colds			

## Step 3 -- The Certify Disability screen displays.

Certify D	Disabili	ity			
Please click he	ere for instru	uction before filling out th	e certification.		
CPRB ID:	523699	Employee Name:	Ned Stark	Retirement System:	Teachers' Retirement System
Enter Member	Informatio	en:			
Do you know Provide brief e	v of any rea xplanation.	son that would prevent t	his applicant fron	n working for you?	•
Job Position					•
Work Duties	- Provide b	nef explanation or uploa	n	•	
Is this applic	ant currently	y employed with your ag	ency?		• 🗌 Yes 🗌 No
List Employr	ment End Da	ate (Last Day of Covered	d Employment)		*
List Last day	physically	worked			•
List last day	of paid leav	e (Sick or Annual)			•
List last Con	tribution Da	te (last check date)			•
List last day	covered un	der any insurance plan o	offered by your ag	gency?	•

# Step 4 -- Enter all relevant details in the fields, scroll down and click the Approve button.

Is the applicant receiving workers' complained of above, or has the app	Is the applicant receiving workers' compensation benefits for the injury, illness or disease implained of above, or has the applicant received such benefits in the past?				* 🗌 Yes 🗌 No				
Return To ESS Comment: *		Fill	in	the	detail	s <			
						Approve			
West Virginia Consolidated Public Retirement Board www.wvretirement.com	Online database information presented on this website is celled our customers. While every effort is made to keep such informa Consolidated Public Retirement Board (CPRB) cannot guarante under no circumstances be liable for any actions taken or amis herein from whatever source or any other consequences from a	ded, mainta filon accura ee the accur sions made any such re	ilned i ite an aracy ( i în rel fiance	and pro d up-to of Inform Lance (	wided for th -date, the W mation herei in any inform	e convenience of lest Virginia n. The CPRB shall nation contained			
Description	1	e de la companya de la							
#### 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:

#### 4101 MacCorkle Avenue S.E Employer Self Service Log Out Kaniska Saha Charleston, West Virginia 25304 Annsa Abraham Telephone (304) 558-3570 or (800) 654-4406 (Nationwide) Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov UserGuide Last Login: Mon. May 30 2016 7-10 AM ©MPASS Employer Home Report + Services -Account + Admin + Logout - Available Forms V Open Bulk Order Death Notice Welcome to The West Virgini Self Service Website. This site provides employers West Virginia Consolidated Public Retirement Board with a number of resources to Seminars uding: (CPRB). From this site, empl Reporting Enrollments Employer Certification Processing EFT Payr · Processing Correction Adding/Updating Emp Employee Information · Reviewing Submitted Verifying CPR8 IDs a Reports Retirement Board (CPRB) provides by offering This tool was designed to imp secure online access to your ety of transactions. Message Center It is our privilege to provide ye Online Process Service Purchase Estimator Jeffrey E. Fleck Executive Director **Online Process Service Purchase Request**

#### Services > Employer Certification.

### Step 2 -- Click the CPRB ID next to the relevant retirement certification request.

RE	A101 Charl Telep Fax (:	MacCorkle leston, We hone (304 304) 558-1	e Avenue S.E st Virginia 29 ) 558-3570 o 394 or (304)	5304 or (800) 654-44 558-5455   E	406 (Nation) mail: CPRB@	wide) wv.gov	Employe Kaniska S Annsa Abra	er Self Service aha ham ast Login: Wed, Ju	in 22 2016 6:	Log Out
mployer	Home R	Report 👻	Services	+ Accoun	t 🗸 Adm	in - Lo	ogout		Coi	MPASS
Emplo	oyer Ce	rtificat	tion							
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
<u>523768</u>	Jon Snow	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
<u>523774</u>	Ned Stark	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
Service	Purchase R	equests:								
CPRB ID	): Employe	ee Name:	Request	Date: Serv	ice Type:		Status:	Comments:		
<u>523701</u>	Jon Sno	W	5/30/2016	i Corre	ection of Error	Service	Progress	Test for dem	o material (	creation.
Membe	r Refund Re	quests:								
CPRB ID	):		Employee N	lame:			Reques	st Date:		
<u>523701</u>	2007		Jon Snow				05/30/2	016		
Disabili	ity Requests	2								
CPRB ID	):		Employee N	lame:			Reques	st Date:		
500000	34).		Ned Stark				05/30/2	016		

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.

C P C	101 Mac Charleston Telephone	Corkle Avenue S.E , West Virginia 2530 (304) 558-3570 or (8	4 800) 654-4406 (Natior	wide)	r Self Service Log Out aha Jham
K D F	ax (304) 5	58-1394 or (304) 55	8-5455   Email: CPRB@	wv.gov UserGuide L	ast Login: Wed, Jun 22 2018 6:35 AM
Employer Home	Report	- Services -	Account - Adr	nin 🗕 Logout	COMPASS
Retiremen	t Certi	fication			
					Back to Dashboard
CPRB ID: Job Position:	523768 Teacher	Employee Name: Position Status:	TRS Cancellation Permanent Full Time	Retirement System: Contribution Group:	Teachers' Retirement System TRSPLN1
Please fill all the s	ection belo	w to complete the fina	I salary verification		
Last Contribution 01/31/2015	n Date	Last Date Physica	ally Worked Em * 1	ployment End Date /1/2015	Employment End Reason *

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.

RB	4101 MacC Charleston Telephone Fax (304) 5	orkle Avenue S.E , West Virginia 2536 (304) 558-3570 or 58-1394 or (304) 5	04 (800) 654-4406 (Na 58-5455   Email: CP	ationwide) PRB@wv.gov	C Empl Kanisk Annsa A UserGuid	oyer Self Ser a Saha braham le Last Login: V	vice Ved, Jun 22 2018	Log Out 6:35 AM	
Employer Home	Report	- Services -	Account -	Admin 🚽	Logout		C	MPAS	S
Retiremer	nt Certi	fication					Ba	ck to Dashb	oar
CPRB ID: Job Position:	523768 Teacher	Employee Name: Position Status:	TRS Cancellation Permanent Full T	n Retiren ime Contrit	nent Syster bution Grou	n: Teach p: TRSP	ers' Retiremen LN1	t System	
Please fill all the s Last Contribution 01/31/2015 Please list any pa	section belo on Date ayments due	v to complete the fin Last Date Physic * not already reported	al salary verification :ally Worked d.	Employment * 1/1/2015	End Date	Employ *	ment End Rea	ison V	
Pay Period End Date	Payment	Reason	Salary Pre Ta	x Employ N Paymer	rment C nt Type L	ontract ength	Days/Hours	Worked	
		e select 🗸			•	•		Days	~
Delete Please click here	Add Line It for definition	em	rable Service.		• • •			Sav	v re
Delete Please click here Final Salary C Last Position Hel Last Contribution List last day cove by your agency? If your agency off in PEIA at the tim Is the applicant p Unused, Unpaid I Is applicant curre	Add Line It for definition ertification: d: * Date: ered under at * fers PEIA, w he of retirema aid in arrear Leave Days intly receivin	tem to of Less Than Hono ny insurance plan off as the applicant enro- ent? s? * g worker's compensation	x x		Ur Ty	uused Leave pe *	Unused Sid	Sav	/e

# 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

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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:

C P 4101 MacCorkle Charleston, West Telephone (304) Fax (304) 558-13	Avenue S.E Virginia 25304 558-3570 or (800) 654-4406 (Nationwide) 94 or (304) 558-5455   Email: CPRB@wv.gov	Construction Const		
Employer Home Report -	Services - Account - Admin -	Logout COMPASS		
	Bulk Order	- Available Forms - 🗸		
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers		
(CPRB). From this site, empl	Seminars	uding.		
Reporting Enrollments     Processing EFT Payn     Processing Correction	Employer Certification			
Adding/Updating Emp     Reviewing Submitted     Vertices CERP ID: a	Employee Information			
This tool was designed to imp	Reports	Retirement Board (CPRB) provides by offering		
secure online access to your	Message Center	ety of transactions.		
It is our privilege to provide yo				
Jeffrey E. Fleck	Online Process Service Purchase Estimator			
Executive Director	Online Process Service Purchase Request			
		-		

#### 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 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.

C P 4101 MacCorkle Charleston, We R B Telephone (304 Fax (304) 558-1	e Avenue SE st Virginia 25304 ) 558-3570 or (800) 654-4406 (Nationwide) 394 or (304) 558-5455   Email: CPRB@wv.go	C Employer Sel Pritha Nanda Test00001	If Service Log Out
Employer Home Report 🗸	Services - Account - Admin -	Logout	COMPASS
Message Center	Mark as Read Delete Comp	ose Sent Items	Available Forms V Open Messages Per Page: 5 V
Subject	Message Preview	Date Received	From
Message from WV	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
Message from WV	CPF Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
Message from WV	CPF Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
Message from WV	CPF Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
Message from WV	CPF Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info
12			

Note: To view messages sent to CPRB, click the button on the right side of the Message Center screen.

843

Step 3 -- The message displays. Click the attachment link to view it.

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 S Pritha Nanda Test00001	elf Service I Login: Wed, Aug 03 2016	Log Out
Employer Home	Report - Services - Account - Admin -	Logout	Co	MPASS
Message	Center	ł	- Available Forms	- V Open
Received:	8/1/2016 11:17:32 AM			
Subject:	Message from WVCPRB COMPASS			
Attached is Retirement	the requested Employer Annual Statement from Board.	West Virgin	ia Consolidateo	1 Public
EA00001201	20001201202021121			~
EAS00001201	008012010001131.PDF			
Back	Print	Reply		

Step 4 -- The attachment opens as a separate document, which can be saved to the desktop.

Do you want to open or save EAS00001201608012016061151.PDF (164 K8) from 10.118.23.92? Open Save 💌 Cancel 🛪

#### 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

C P 4101 MacCorkle Charleston, West R B Telephone (304) Fax (304) 558-13	Avenue S.E Virginia 25304 558-3570 or (800) 654-4406 (Nationwide) 94 or (304) 558-5455   Email: CPRB@wv.gov	Contraction Contra		
Employer Home Report 👻	Services - Account - Admin -	Logout COMPASS		
	Bulk Order	- Available Forms - V		
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers		
(CPRB). From this site, empl	Seminars	uding.		
Reporting Enrollments     Processing EFT Payn     Processing Correction	Employer Certification			
Adding/Updating Emp     Reviewing Submitted     Verificing CREP ID:: a	Employee Information			
This tool was designed to imp	Reports	Retirement Board (CPRB) provides by offering		
secure online access to your	Message Center	ety of transactions.		
It is our privilege to provide yo Jeffrey E. Fleck	Online Process Service Purchase Estimator			
Executive Director	Online Process Service Purchase Request			

Step 2 -- To delete a message in the inbox, select the message check box (es).

C P 4101 MacCorkle A Charleston, West 1 R B Fax (304) 558-139	wenue SE Virginia 25304 58-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.go	Contraction of the second seco	If Service Log Out
Employer Home Report -	Services - Account - Admin -	Logout	COMPASS
Message Center	Mark as Read Delete Comp	ose Sent Items	Available Forms – V Open Messages Per Page: 5 V
Subject	Message Preview	Date Received	From
Message from WVCP	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
Message from WVCP	E Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
Message from WVCP	E Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
Message from WVCP	E Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
Message from WVCP	E Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info
12			

# Step 3 -- Click the Delete button.

**Note**: Once a message has been deleted, click the **View Deleted Message** link to view deleted messages.

C P 4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (800) 654-4406 (Nationv 894 or (304) 558-5455   Email: CPRB@	vide) wv.gov	Employer Self Service Log Out Pritha Nanda Test00001 Service UserGuide Last Login: Wed, Aug 03 2016 8:15 AM		
Employer Home Report 🚽	Services - Account - Adm	iin 🚽 Logout	COMPASS		
			Available Forms 🗸		
Message Center	Mark as Read Delete (	Compose Sent Item	Nessages Per Page: 5 V		
Subject	Message Preview	Date Received	From		
Message from WVC	CPF Attached is the requested Employ	ver A 8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info		
Message from WVC	CPF Attached is the requested Employ	ver A 7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info		
Message from WVC	Attached is the requested Employ	ver A 7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info		
Message from WVC	CPF Attached is the requested Employ	ver A 7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info		
Message from WVC	CPF Attached is the requested Employ	ver 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

C P 4101 MacCorkle Charleston, West Telephone (304)	Avenue S.E Virginia 25304 558-3570 or (800) 654-4406 (Nationwide)	Construction Const		
Fax (304) 558-13	94 or (304) 558-5455   Email: CPRB@wv.gov			
nployer Home Report 🕳	Services - Account - Admin -	Logout COMPASS		
	Bulk Order	- Available Forms - V		
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers		
(CPRB). From this site, empl	Seminars	uding.		
Reporting Enrollments     Processing EFT Payn     Processing Correction	Employer Certification			
<ul> <li>Adding/Updating Emp</li> <li>Reviewing Submitted</li> <li>Verifying CPRB IDs a</li> </ul>	Employee Information			
This tool was designed to imp	Reports	Retirement Board (CPRB) provides by offering		
secure online access to your	Message Center	ety of transactions.		
It is our privilege to provide ye				
Jeffrey E. Fleck	Online Process Service Purchase Estimator			
Executive Director	Online Process Service Purchase Request			



Step 2	Click the	Compose button.			
	C P R B	4101 MacCorkle Ave Charleston, West Vir Telephone (304) 558 Fax (304) 558-1394 c	nue SE ginia 25304 -3570 or (800) 654-4406 (Nationwide) or (304) 558-5455   Email: CPRB@wv.go	C Employer Sell Kaniska Saha Annsa Abraham S UserGuide Last Lo	f Service Log Out
	Employer Hor	ne Report - Se	rvices - Account - Admin -	Logout	COMPASS
	Messag	e Center		-	Available Forms 🗸 Open
	Inbox	Mark as Unread	Mark as Read Delete Comp	Sent Items	Messages Per Page: 5 V
		Subject	Message Preview	Date Received	From
		Message from WVCPF	Attached is the requested Employer A	8/1/2016 11:17:29 AM	confirmation@wvcprb.com.info
		Message from WVCPF	Attached is the requested Employer A	7/29/2016 4:53:47 AM	confirmation@wvcprb.com.info
		Message from WVCPF	Attached is the requested Employer A	7/28/2016 4:06:56 AM	confirmation@wvcprb.com.info
		Message from WVCPF	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
		Message from WVCPF	Attached is the requested Employer A	7/27/2016 3:46:44 AM	confirmation@wvcprb.com.info
	12				

Step 3 -- The New Message pop up window is displayed. Enter the message subject in the Subject text field.

Close
~
~

**Step 4 --** Enter the **message** in the message body.

New Message	Close
Subject:	
	~
	~
Send Browse	

**Step 5 --** Click the Browse... button to attach a supporting file if necessary.

New Message	Close
Subject:	
	~
Send	Browse

# Step 6 -- Click the Send button.

New Message	Close
Subject:	
	~
Send	Browse

# 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:

B B B B B B B Charleston, West Telephone (304) 5 B B B B Charleston, West	Avenue S.E Virginia 25304 i58-3570 or (800) 654-4406 (Nationwide) i4 or (304) 558-5455   Email: CRBB@ave.eov	Employer Self Service     Troopersb Disability     West Virginia School
rax (204) 220-122	Hor (504) 558 5455 Terrain er noe wegor	UserGuide Last Login: Fri, May 27 2016 9:43 AM
loyer Home 🛛 Report 👻	Services - Account - Admin -	Logout COMPASS
	Bulk Order	- Available Forms - 🗸
Welcome to The West Virginia	Death Notice	Self Service Website. This site provides employers
(CPRB). From this site, empl	Seminars	West Virginia Consolidated Public Retirement Board uding:
<ul> <li>Reporting Enrollments</li> <li>Processing EFT Payn</li> <li>Processing Correction</li> </ul>	Employer Certification	
Adding/Updating Emp     Reviewing Submitted     Verifying CPRB IDs at	Employee Information	
This tool was designed to imp	Reports	Retirement Board (CPRB) provides by offering
secure online access to your	Message Center	ety of transactions.
It is our privilege to provide yo	Online Process Service Purchase Estimator	
Executive Director	Online Process Service Purchase Request	

#### 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.

C P 4101 MacCo Charleston, Telephone ( Fax (304) 55	orkle Avenue SE West Virginia 25304 304) 558-3570 or (800) 654-4406 (Nationwid 8-1394 or (304) 558-5455   Email: CPRB@wy	e) .gov	If Service Log Out
mployer Home Report	<ul> <li>Services - Account - Admin</li> </ul>	- Logout	COMPASS
Message Center			- Available Forms 🗸
Inbox Mark as Unrea	Mark as Read Delete Con Message Preview	Date Received	Messages Per Page: 5
Message from	WVCPF Attached is the requested Employer	A 8/1/2016 11:17:32 AM	confirmation@wvcprb.com.inf
Message from	WVCPF Attached is the requested Employer	A 7/29/2016 4:53:48 AM	confirmation@wvcprb.com.inf
Message from	WVCPF Attached is the requested Employer	A 7/28/2016 4:06:57 AM	confirmation@wvcprb.com.inf
Message from	WVCPF Attached is the requested Employer	A 7/27/2016 8:01:27 AM	confirmation@wvcprb.com.inf
Message from 1	WVCPF Attached is the requested Employer	A 7/27/2016 3:46:45 AM	confirmation@wvcprb.com.inf
2			

**Step 3 --** The message is displayed. Click the **Reply** button.

C P R R	C P 4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)				Emplo Kaniska Annsa Ab	Log Out	
<b>ND</b>	Fax (304) 558-:	1394 or (304) 5	58-5455   Email:	: CPRB@wv.gov	UserGuide	Lest Login: Thu, Aug 04	2018 4:45 AM
Employer Home	e Report 🗸	Services -	Account +	Admin 👻	Logout		COMPASS
Message	Center					Available Fo	)rms 🗸 Open
Received:		8/1/2016 11:17:2	9 AM				
Subject:	1	Message from W	VCPRB COMPA	SS			
Attached is Retirement	3 the reques Board.	ted Employe	r Annual St	atement fro	om West Vir	ginia Consolid	ated Public
EAS2897720	16080120160604	27.PDF					

Step 4 -- The Reply Message pop up window is displayed.



Step 5 -- Enter the reply to the message.





Step 6 -- Click the Send

button.

Reply Message	Close
Subject: Re : Message from WVCPRB COMPASS	
Thank you for the mail	$\sim$
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 Wes Virginia Consolidated Public Retirement Board.	sτ
	~
Send Browse	

# **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:

C P 4101 MacCorkle Charleston, West Telephone (304)	Avenue S.E Virginia 25304 558-3570 or (800) 654-4406 (Nationwide)	Employer Self Service Log Out Kaniska Saha Annsa Abraham
Fax (304) 558-13	94 or (304) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Sat, May 28 2016 5 26 AM
mployer Home Report +	Services - Account - Admin -	Logout COMPASS
	Bulk Order	- Available Forms - V
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers
with a number of resources to (CPRB). From this site, empl	Seminars	West Virginia Consolidated Public Retirement Board uding:
Reporting Enrollments     Processing EFT Payn     Processing Correction	Employer Certification	
<ul> <li>Adding/Updating Emp</li> <li>Reviewing Submitted</li> </ul>	Employee Information	
<ul> <li>Verifying CPRB IDs a This tool was designed to imp</li> </ul>	Reports	Retirement Board (CPRB) provides by offering
secure online access to your	Message Center	ety of transactions.
It is our privilege to provide y	Online Process Service Purchase Estimator	
Executive Director	Online Process Service Purchase Request	

#### Services > Reports

Step 2 -- The View Reports page displays.

	harleston, Wi	est Virginia 2 4) 558-3570	5304 or (800) 65/	4-4406 (I	Nationwide)	-	Bob Ho Dep	ope	Charle Scott
K D R	ax (304) 558-	1394 or (304)	558-5455	Email:	CPRB@wv.g	lov	UserGuid	de Last Login: Wed, Jul 1	3 2016 12:49 PM
nployer Home	Report -	Services	- Acc	ount -	Admin	- L	ogout		COMPAS
								- Available F	orms – 🗸 🔍
iew Repo	rts								
Report Name:	-					~			
Report									
Description:									
Enter Criteria:									
17901032-179689-66375									
Format	PDF	~							
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romat.									
Reset	Ga	and a state							

Step 3 -- Select the report to be viewed from the **Report Name** drop down menu.

C P 4101 M C P Charles Teleph Fax (30 mployer Home Re	AacCorkle Avenue SE ston, West Virginia 25304 one (304) 558-3570 or (800) 654-4406 (Nationwide) 4) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov port Services Account Admin Services	Employer Self Service Pritha Nanda Test00001 UserGuide Last Login: Wed, Aug 03 2016 11:29 AM Cogout
		Available Forms 🔹 Open
liew Reports		
Report Name:		
Report	Outstanding Edit Errors by Employee or Employer	<u>^</u>
Description:	Posting Exceptions Report By Employer Code	
Entor Critoria	Demographic Errors	
Liner Cinteria.	Probationary Status	
Francisco	Missing Employment End Date	
Format:	Errors Not In Template	
	Leave without Pay Load Reject Records by Employer	
Reset	Load Errors	
	Contribution Error Correction Totals	
	Military Leave	
	Workers Comp	
	Lump Sum Payment of Unused Comp Holiday Time	
st Virginia	PERS TI Es	mation accurate and up-to-date the West Virginia
me	Reconcile Outstanding Adjustments	uarantee the accuracy of information herein. The CPRB shall
	Service Purchase Details	pr omissions made in reliance on any information contained

#### 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.



C P 410 Cha R B Tele Fax	1 MacCorkle arleston, Wes ephone (304 (304) 558-1	Avenue SE t Virginia 25304 558-3570 or (800) 654- 394 or (304) 558-5455	4406 (Nationwide Email: CPRB@wv.g	a Er Kani Anns User	nployer Self Service iska Saha a Abraham Guide Lest Login: Thu, Aug	Log Out
nployer Home	Report 👻	Services - Acco	unt 🗕 Admin	- Logout		COMPASS
					Available	Forms 🗸 Open
iew Report	ts					
Depart Names	Load De	iant Decordo hu Emple				
Report Name:	Load Re	ject Records by Emplo	byer	•		
Report	Load Rei	ect Records by Employer				
Description:	Louid Hoj	Section of Employer				
Enter Criteria:						
		. //	_0			
Employer Code:		* 28977 - ANNE N	~		15	
Retirement Systemet	em:	* Deputy Sheriff R	letirement System		~	
File Type:		Contributions Or	nly 🗸			
Begin Date:		*				
End Date:			].			
Formati		-				
Format:						
and the second sec						
Reset	Gene	rate				

Step 4 -- The Report Description for the selected report is displayed.

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.

C P 4101 Charl R B Fax (3	P         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     SerGuide Last Login: Thu, Aug 04 2016 8:20 AM			
mployer Home R	eport 🗸	Services +	Account 🗸	Admin 👻	Logout		COMPASS			
/iew Reports						Availab	le Forms 🗸 Open			
Report Name:	Load Re	ect Records	by Employer		~					
Report Description:	Load Reje	ct Records by	Employer							
Enter Criteria: Employer Code:		* 28977 -	ANNE V							
Retirement System	1:	* Deputy	Sheriff Retirem	ent System		~				
File Type: Begin Date: End Date:		* Contrib	utions Only	~						
Format:	PDF 🗸									
Reset	Gener	ate								

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.

R B Fax (3	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				Caniski Kaniski Annsa A	Employer Self Service     Kaniska Saha     Annsa Abraham     Kaniska I sette seis: Thu Aug 04 2018 8:20 AM		
ployer Home R	eport 🗸	Services +	Account -	Admin 🗸	Logout	1	COMPASS	
iew Reports						Availab	le Forms – 🗸 Open	
Report Name:	Load Rej	ject Records I	by Employer		~			
Report Description:	Load Reje	ct Records by I	Employer					
Enter Criteria:								
Employer Code:		* 28977 -	ANNE 🗸					
Retirement System	:	* Deputy	Sheriff Retirem	nent System		~		
File Type:		* Contribu	utions Only	~				
Begin Date:		*		501				
End Date:								
Format:	PDF 🗸	]						

### Step 7 -- Select the relevant retirement system from the Retirement System drop down menu.

C P 410 Chai Tele Fax	1 MacCorkle Avenue SE rleston, West Virginia 25 phone (304) 558-3570 c (304) 558-1394 or (304)	5304 pr (800) 654-4406 (Na 558-5455   Email: CF	tionwide) RB@wv.gov	Caniska Sal Annsa Abrah SerGuide Las	Self Service ha am at Login: Thu, Aug 04 :	Log Out 2018 6:20 AM
iployer Home	Report - Services	- Account -	Admin 🚽 L	ogout	(	COMPASS
iew Report	s				Available Fo	rms — 💙 Open
Report Name:	Load Reject Record	ds by Employer	~	·]		
Report Description:	Load Reject Records I	by Employer				
Enter Criteria:						
Employer Code: Retirement Syste File Type: Begin Date: End Date:	* 2897 m: * <mark>Depu</mark> Emer Teac	7 - ANNE   Ity Sheriff Retirement  rgency Medical Servi  hers' Retirement Sys	<mark>t System</mark> ices Retiremen stem	t System <sup>−</sup> ໄ∂		
Format:	PDF V Generate					
Reset	Generate					

### Step 8 -- Select the File Type from the drop down option.

C P 4101 Charl R B Fax (3 Employer Home R	MacCorkle Avenue SE eston, West Virginia 25304 hone (304) 558-3570 or (800) 654-4406 (Nationwide) i04) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov eport Services Account Admin Services	Employer Self Service Kaniska Saha Annsa Abraham UserGuide Last Login: Thu, A	Log Out Aug 04 2018 8:20 AM
View Reports		- Availab	ole Forms 🗸 Open
Report Name:	Load Reject Records by Employer	-	
Report Description:	Load Reject Records by Employer		
Enter Criteria:			
Employer Code: Retirement System File Type: Begin Date: End Date: Format:	* 28977 - ANNE V * Deputy Sheriff Retirement System * Contributions Only Enrollments & Contributions Enrollments Only PDF V Generate	~	

# **Step 9 --** Select the **Begin Date** from the calendar.

C P 4101 MacCorkle Ave Charleston, West Vir Telephone (304) 558 Fax (304) 558-1394 c	nue SE ginia 25304 -3570 or (800) 654-4406 (Nationwide) or (304) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Log Out     Kaniska Saha     Annsa Abraham     SerGuide Last Login: Thu, Aug 04 2018 6:20 AM
Employer Home Report - Se	rvices - Account - Admin - Lo	ogout COMPASS
View Reports		Available Forms 💙 Open
Report Name: Load Reject	Records by Employer	
Report Load Reject Re	ecords by Employer	
Enter Criteria:		
Employer Code:	28977 - ANNE 🗸	
Retirement System:	Deputy Sheriff Retirement System	~
File Type:	Enrollments Only	C
Begin Date:	*	
End Date:	August, 2016     August, 2016	
Format: PDF V	31 1 2 3 4 5 6 7 8 9 10 11 12 13	
Reset	14 15 16 17 18 19 20	
	21 22 23 24 25 26 27	
	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.

C P 410 Cha R B Tele Fax	1 MacCorkle rleston, Wes phone (304) (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 94 or (304) 558	Contraction Contractic Cont	Employer Self Service     Kaniska Saha     Annsa Abraham     SerGuide Last Login: Thu, Aug 04 2018 6:20 AM			
Employer Home	Report 👻	Services 🗸	Account 🗸	Admin 👻	Logout		COMPASS
View Report	s					Available	e Forms 🗸 Open
Report Name:	Load Re	ject Records b	y Employer		~		
Report Description:	Load Reje	ct Records by E	mployer				
Enter Criteria:							
Employer Code:		* 28977 - /	ANNE 🗸				
Retirement Syste	em:	* Deputy S	heriff Retireme	ent System			
File Type:		* Enrollme	nts Only	~			
Begin Date:		* 8/4/2016					
End Date:							
Format:	PDF Exce						
Reset	Gene	rate					

C       P         4101 MacCorkle Avenue SE       Charleston, West Virginia 25304         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       UserGuide Lest Lot	f Service Log Out
Employer Home Report - Services - Account - Admin - Logout	COMPASS
View Reports	Available Forms 🗸 🔽 Oper
Report Name: Load Reject Records by Employer	
Report Load Reject Records by Employer Description:	
Enter Criteria: Employer Code: * 28977 - ANNE V Retirement System: * Deputy Sheriff Retirement System V	
File Type: * Enrollments Only V Begin Date: * 8/4/2016	
Format: PDF V	
Reset	N

**Step 13 --** The report opens in the format selected in Step 6.





# **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

wenue S.E Virginia 25304 S8-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Troopersb Disability     West Virginia School     UserGuide Last Login: Fri, May 27 2016 11:33 AM			
Services - Account - Admin -	Logout COMPASS			
Death Notice	Self Service Website. This site provides employers West Virginia Consolidated Public Retirement Board			
Seminars Employer Certification	ding;			
Employee Information				
Reports Message Center	Retirement Board (CPRB) provides by offering ety of transactions.			
Online Process Service Purchase Estimator				
Online Process Service Purchase Request				
Online database information presented on this website our casterners. While every effort is made to keep such Consolidated Public Retirement Beard (CPRB) cannot under no circumstances be kable for any actions taken	Is collected, maintained and provided for the convonience of Information accurate and up-to-date, the West Veginia guarantee the accuracy of Information Nerein. The CPHB shall or onlissions made in reliance on any information contained			
	venue S.E Virginia 25304 S8-3570 or (800) 654-4406 (Nationwide) 4 or (304) 558-5455   Email: CPRB@wv.gov Services • Account • Admin • Buix Order Death Notice Seminars Employee Certification Employee Information Employee Information Reports Message Center Online Process Service Purchase Estimator Online Process Service Purchase Request			

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Step 2 -- The Employee Information screen is displayed. Enter the employee's SSN in the SSN field.

C P 4 R B	101 MacCorkle harleston, We elephone (304	e Avenue SE st Virginia 2530 ) 558-3570 or (8	4 300) 654-4406 (I	Vationwide)	Employer Kaniska Sal Annsa Abraha	Self Service Log 1a Im	Out
mployer Home	ax (304) 558-1 Report 🚽	394 or (304) 551	Account -	Admin -	UserGuide Las	Login: Thu, Aug 04 2018 8:40 AM	ASS
						Available Forms 🗸	Oper
mployee	Informat	ion					
Enter Employee	SSN						
Enter the Employ	ee SSN that yo	u wish to work w	ith and then click	on the [Next] b	outton.		
SSN: *	lext >>	(99	9999999)				
12	20 20						

Step 3 -- Click the Next >> button.

C P R B	4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 394 or (304) 558	00) 654-4406 (N I-5455   Email: (	lationwide) CPRB@wv.gov	Canal States Sta	er Self Service Saha aham Last Login: Thu, Aug 04 2	Log Out
Employer Home	Report 👻	Services +	Account 🗸	Admin 👻	Logout	0	OMPASS
Employee	Informati • SSN	on				Available For	ms V Open
Enter the Emplo	oyee SSN that yo	u wish to work wi	th and then click	on the [Next] b	outton.		
SSN: *	Next >>	(999	999999)				

# Step 4 -- The employee's Account History, Account Information, and Contribution History are displayed.

C F	4101 MacCorkl Charleston, We Telephone (304) Fax (304) 558-1	e Avenue SE est Virginia 25304 1) 558-3570 or (80 1394 or (304) 558-	0) 654-4406 (N 5455   Email: C	ationwide) PRB@wv.gov	Employer Sel Pritha Nanda Test00001	f Service Log Out
mployer	Home Report -	Services 🔹	Account -	Admin 👻	Logout	COMPASS
						Available Forms 🔻 🚺 Open
Emple	oyee Informat	ion				
Enter E	mployee SSN					
Enter th	e Employee SSN that y	ou wish to work wi	th and then click	on the [Next] b	utton.	
SSN:	* Next >>	(99)	99999999)			
View Acc	count History					
Employe	e Name : ROMEO BRO	DUWER	Employe	e SSN : XXX-XX	X-2465	Date Of Birth : 6/1/1964
Accour	nt Information					
CPRB	ID :	524934				
Retiren	nent System :	Teachers' Retir	ement System			
Most R Group	ecent Contribution :	TRSPLN1 - TR	S Plan 1			
Most R	ecent Employer :	TEST00001				
Employ	yment Begin Date :	7/1/2009				
Employ	yment End Date :	PRESENT				
Account	History: Your salary and	d contribution histor	y for this accoun	t is below.		
Year	Service Type	Employer	Contributio	n 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
			Total			3934.89
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:

C P 4103 Char R B Fax	1 MacCorkle Avenue SE rleston, West Virginia 25304 phone (304) 558-3570 or (80 (304) 558-1394 or (304) 558-1	0) 654-4406 (Nationwide) 5455   Email: CPRB@wv.gov	Canal Section 2014	ogin: Thu, Jun 23 2016 3:38 AM
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Welcome to TI	Annual End of Year Reconcil	iation ement Board Employe	r Self Service Webs	ite. This site provides employers
(CPRB). Fron	Contribution Group Search	n a number of ways, in	o west virginia Con: Icluding:	solidated Public Retirement Board
Report     Proces     Proces	Submit DSRS Fee			
<ul> <li>Adding</li> <li>Review</li> <li>Verifier</li> </ul>	Submit Employer Reports	bices		
This tool was	View Employer Packets	inia Consolidated Publ	ic Retirement Board	(CPRB) provides by offering
secure online	Download CPRB ID	e ability to perform a va	ariety of transactions	5.);
It is our privile Jeffrey E. Flec Executive Direct	Invoices tor	evel of service.		
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Home	Consolidated Pu under no circum herein from what	blic Retirement Board (CPRB) cannot stances be liable for any actions taken tever source or any other consequenc	guarantee the accuracy or omissions made in m es from any such reliand	v of information herein. The CPRB shall eliance on any information contained se.
	Copyright © 2016 West Vir	ginis Consolidated Public Refirement	Board. All rights reserve	d.

**Report > Submit DSRS Fee** 

#### Step 2 -- Click the Report Date field to open the calendar.

C P B B	4101 MacCorkle Charleston, Wes Telephone (304)	Avenue SE t Virginia 25304 558-3570 or (8	l 00) 654-4406 (N	Nationwide)	Caniska Annsa Abr	ver Self Service Saha raham	Log Out
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Consolidated Public	Retirement Board	Consolidated	Public Retirement B	oard (CPRB) canno	t guarantee the ac	urate and up-to-date, the v scuracy of information here	in. The CPRB shall
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	10.00						
	Сору	inght © 2016 West	Virginia Consolidate	d Public Retirement	Board. All rights r	reserved.	

#### Step 3 -- The Report Date calendar displays. Select an appropriate date.



#### Step 4 -- Enter the license count in the License Count field.

Peputy Sher Deputy Sher The Submit DSRS F information The statu invoice associated w Report Date: 01/2 WV State Code 7- License Count # 20 # Sub-Section B # # #	Report	Services • Acc vide Uniform is employers to mana ee reports can be vie	ount •	Logout	- /	ne ave, suit la	COMPASS
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# Sub-Section B #	Of Incident Re	ports			@ 510	2.00 each	
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#	Of Adult Privat	e Employment Einger	orinitad		@ \$5	00 each	
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Sub-Section C	STITING THE S	100 Mail			12.00	ou cach	
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#	Of Renewal of	Class A or G Vehicle	Registratio	n	@ \$0.	50 each	
#	Of Two Year R	enewal of Class A or	G Vehicle	Registration	@ \$1.	00 each	
WV State Code 5	9-1-14						
#	Of Orders, No	tices, Summons Serv	ed & Retur	ned	@ \$2.	00 each	
#	Of Levying an	Attachment on Real E	state		@ \$2.	00 each	
#	Of Other Levie	15			@ \$2	00 each	
#	Of Writ of Poss	sessions Served			@ \$2	00 each	
#	Of Attachment	s or Other Process S	erved on A	ny Person	@ \$2	00 each	
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#	Of Incident Reports	@ \$10.00 each		ĺ
#	Of Property Reports	@ \$10.00 each		ĺ
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#	Of Adult Private Employment Fingerpriniting	@ \$5.00 each		ĺ
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#	Of Non-Governmental Background Investigation	@ \$5.00 each		I
WV State	Code 17A-3-17			
#	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each		ĺ
#	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each		I
WV State	Code 59-1-14			
#	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each		ĺ
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#	Of Other Levies	@ \$2.00 each		ĺ
#	Of Writ of Possessions Served	@ \$2.00 each		ĺ
#	Of Attachments or Other Process Served on Any Person	@ \$2.00 each		I
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#### **Step 6 --** The ESS portal calculates the total cost.

C P P P	4101 MacCorkle Avenue SE Charleston, West Virginia 25304 Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)	Employer Self Service Log Out Emely South Dsrs4
	Fax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov	UserGuide Last Login: Tue, Jun 14 2016 6:22 AM
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# 20	Of Traffic Accident Reports	@ \$10.00 each 200.00
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#	Of Incident Reports	@ \$10.00 each
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	Of Federal Firearm Permit Fingerpriniting	@ \$5.00 each
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+	Of Adult LD, Cards	@ \$5.00 each
	Of Photo LD, Cards	@ \$5.00 each
Sub-Section	C C	and monoton contrast
1	Of Non-Governmental Background Investigation	@ \$5.00 each
WV State Co	de 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 Co	ode 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
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		calculate save Submit

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

C P	4101 MacCorkle Charleston, We Telephone (304	e Avenue SE st Virginia 253 ) 558-3570 or (	04 (800) 654-4406 (Nationwide)	Employer Self Service Emely South DSrs4	Lug Out
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#	Of Federal	Firearm Permit I	Fingerpriniting	@ \$5.00 each	
#	Of Motor Ve	shicle Number I.	D.	@ \$5.00 each	
#	Of Adult I.D	Cards		@ \$5.00 each	
#	Of Photo I.I	D. Cards		@ \$5.00 each	
Sub-Section	C				
#	Of Non-Go	vernmental Baci	kground Investigation	@ \$5.00 each	
WV State Co	ode 17A-3-17				
#	Of Renewa	of Class A or C	G Vehicle Registration	@ \$0 50 each	
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#	Of Levying	an Attachment o	on Real Estate	@ \$2.00 each	
#	Of Other Le	evies		@ \$2.00 each	
#	Of Writ of P	ossessions Ser	rved	@ \$2.00 each	
#	Of Attachm	ents or Other Pr	rocess Served on Any Person	@ \$2.00 each	
	- 41			TOTAL =\$	200.00
				( datestates	Save Submit
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Step 8 -- The "Your DSRS Fee has been successfully submitted" message is displayed which confirms that the DSRS Fee is submitted.



**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**

R Tele	leston, West Virginia 25304 phone (304) 558-3570 or (800) 654	-4406 (Nationwide)	Kaniska Saha Annsa Abrahan	
Fax	304) 558-1394 or (304) 558-5455	Email: CPR8@wv.gov	UserGuide Last I	Login: Mon, May 30 2016 4:03 AM
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secure online	Download CPRB ID	e ability to perform a var	riety of transaction	15.
It is our privile		evel of service.		
Jeffrey E. Flee	Invoices			

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#### Step 2 -- The Invoices screen displays with unpaid invoices listed.

R B Fax	1 MacCorkle rieston, West phone (304) (304) 558-13	Avenue SE Virginia 2530 558-3570 or (	04 800) 654-4406 8-5455   Email	(Nationwide)	Bob Hope Dep	er Self Servi	ce i	Log Out
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The Invoices module click Pay Invoice. T new browser window	e allows empl o view an ind v.	overs to mana vidual invoice,	ge invoices. To p click the approp	ay an invoice, seli riate link and the i	ect the invoices nvoice will oper	and in a		
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Step 3 -- Search for an invoice using the search criteria of Recent Invoices, Date Range, Payment Mode, or Invoice Type.

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Step 4 -- Select the check box next to the invoice that needs to be paid.

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#### Step 5 -- Click the Pay Invoice Now button.

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click Pay Invoice	. To view an inc	dividual invoice, c	lick the appropria	ate link and the i	nvoice will oper	nina		
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Pay Invoice New								

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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Enter the Bank Name: Enter the Routing Number: Enter the Account number: Payment to be debited: Enter the PIN Number:	* * \$903.54 *	Ir Payment >>		

#### Step 7 -- Enter the Routing Number in the text field.

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Pay Invoice		
Enter payment information. To cand the invoice, click Submit.	cel without submitting, click Back. To pay	
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Enter the Routing Number:	*	
Enter the Account number:	*	
Payment to be debited:	\$903.54	
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#### Step 8 -- Enter the Account Number in the text field.

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Step

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.

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Invoices Paid							
Invoice Num:	<u>#1193</u>						
Invoice Type:	Penalty - Monthly Repor	rting					
Invoice Amount:	\$50.00						
🚔 Print	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	4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-1	Avenue S.E t Virginia 25304 558-3570 or (800) 654-4 894 or (304) 558-5455   E	1406 (Nationwide) Email: CPRB@wv.gov	C Employer Self Service Log Out Kaniska Saha Arinsa Abraham UserGuide Last Login: Thu, May 26 2016 11:24 AM		
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Bulk Order						
Order Type Comment: *	* Brochu Coupor	Quantity:	*			
	Forms		0			
			1		Submit	Cancel
West Virginia		Online database information	on presented on this website	is collected, maint	ained and provided for th	e convenience of
Consolidated Public F www.wvrefirement.com	letirement Board	our custamers. While ever Consolidated Public Retire under no circumstances be herein from whatever sour	y effort is made to keep such iment Board (CPRB) cannot j e-liable for any actions taken role or any other consequence	information accur guarantee the accu or omissions made is from any such n	ate and up-to-date, the V macy of information here a in reliance on any infor diance.	Vest Virginia in The CPRB shall nation contained
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Step 3 -- Enter the required number for bulk order in the Quantity field and relevant comments in the Comment field.



C P 4101 MacCorkle Avenue S.I Charleston, West Virginia 2 Telephone (304) 558-3570 ( Eav (304) 558-3580 (304)	E 5304 or (800) 654-4406 (Nationwide)	Employer Self Service Log Kaniska Saha Annsa Abraham		
Employer Home Report - Services	- Account - Admin -	Logout	COMPAS	
Bulk Order		-	- Available Forms - 🗸	
Bulk Order				
Order Type: Brochures V Comment. *	Quantity * 100			
For employee education.	0			

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**Step 5 --** The **Confirmation** screen displays indicating that the bulk order was successfully sent to CPRB.



Step 6	Click the	ok bu	tton to retur	rn to the <b>Ho</b>	me screen.			
	C P R B	4101 MacCork Charleston, W Telephone (30 Fax (304) 558-	tle Avenue S.E est Virginia 2530 4) 558-3570 or ( 1394 or (304) 55	)4 800) 654-4406 (! 58-5455   Email: (	Nationwide) PRB@wv.gov	Employer Sel Kaniska Saha Annsa Abraham UserGuide Last Lo	if Service ogin: Thu, May 26 2016	Log Out
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	Bulk Order pl	aced						
	Your order is	placed succes	sfully. Please co	ontact the Retirem	ent Board if you l	have any questio	ns.	
								Ok



#### 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

Step 2 -- The Enter Employee SSN screen displays.



Step 3 -- Enter the SSN of the employee into the SSN field.

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### Step 4 -- Click the Next>> button.

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#### Step 5 -- The Online Service Purchase Calculator screen is displayed.

RB	Charleston, V Telephone (3 Fax (304) 558	Vest Virginia 25304 04) 558-3570 or (800 3-1394 or (304) 558-5	) 654-4406 (N 455   Email: (	lationwide) CPRB@wv.gov	Bob Ho Dep	pe e Last Looin: Thu Aug 04 20	16 5 12 AM
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Member	ship Section						
The memi membersi	bership you have wi hip to select one of t	th us are listed below. the available service pu	If you have mu urchase option	ultiple membersh to calculate the	ip, click the r cost estimate	adio button to the left of	that
	Retirement Syste	m	Most Rec	ent Employer	Status	Participation Date	End Date
0	Public Employees	Retirement System	DEP		Retired	3/1/1975	6/30/2005
Members	ship Information						
Member	ID:	269046					
Social Se	acurity Number:	233879645					
Name:		KELVIN KINSMA	N				
Birth Date	e:	2/1/1950					
Service I	Purchase Calculate	or					
Calculau		A. 10, 10 10, 10					
Cost calo	ulation date	8/31/2010					
Members Participal	5 Dirin date	2/1/1800					
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results are							
Purch	hase Start Date		]				
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Purcl Purcl Purcl Total	hase Start Date hase End Date	Months	]				

Step 6 -- Select the radio button next to the Retirement System name to calculate the service purchase.

В	4101 MacCork Charleston, W Telephone (30	le Avenue SE est Virginia 25304 4) 558-3570 or (800)	654-4406 (Nationwide)	Bob Ho Dep	oyer Self Service pe	Lego
	Fax (304) 558-	1394 dr (304) 558-54	55   Email: CPRB@wv.gov	UserGuid	e Last Login: Thu, Aug 04 20	16 5:12 AM
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Member	ship Section					
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0	Public Employees R	etirement System	DEP	Retired	3/1/1975	6/30/2005
Member	ship Information					
Member	ID:	269046				
Social Se	ecurity Number:	233879645				
Name:		KELVIN KINSMAN	Ĺ.			
3irth Dat	le:	2/1/1950				
Service	Purchase Calculator	2				
Calculat	iion Information					ĺ
Cost cair		0/04/0000				
	culation date	8/31/2010				
Member	s birth date	2/1/1950				
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# Step 7 -- Select the Service Purchase Type from the drop down menu.

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#### Step 8 -- Enter the date in the Purchase Start Date field.

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Membership	Section						
The members	hip you have with	us are listed below.	lf you have n	nultiple membersh	ip, click the r	adio button to the left of	that
membership t	o select one of the	available service pr	urchase optio	n to calculate the	cost estimate	E)	
Re	tirement System		Most Re	cent Employer	Status	Participation Date	End Date
Pu	blic Employees Re	tirement System	DEP		Retired	3/1/1975	6/30/200
Membership	Information						
Member ID:		269046					
Social Securi	ty Number:	233879645					
Name:	SUNE (2838)	KELVIN KINSMA	N				
Birth Date:		2/1/1950					
Colculation	l our office						
Calculation	information						
Cost calculat	ion date	8/31/2016					
Member's bir	th date	2/1/1950					
Participation	date	3/1/1975					
Your current 08/04/2016	service as of	27 Years	10	Months			
Service Purc	hase Type	Correction of E	rror Service	V			
Calculation	Detail Informatio	r					
Please enter t	he requested infor	mation for your selec	ted service a	ourchase type. The	e system will	calculate the total	
months of serv	vice you are eligibl	e to purchase based	on your star	t and end dates, w	when the resu	It are calculated, the	
system will dis	play a lump sum a	mount and provide t	he details on	Employee and Er	mployer Resp	onsibility to pay the	
iotal purchase	amount						
	e Start Date		1				
Purchase							
Purchase	e End Date						
Purchase	e End Date						

#### Step 9 -- Enter the date in the Purchase End Date field.

R B	Telephone (3)	04) 558-3570 or (800	654-4406 (Nationwide)	1 Alexandre		
64   AS	Pax (304) 558	-1394 of (304) 558-5	455   Email: CPRB@wv.gov	UserGuld	e Last Login: Thu, Aug 04 20	16 5:12 AM
iployer H	ome Report	Services 🔹	Account 🚽 Admin 🗸	Logout	C	OMPA
					Available Forn	ns 💙 🎑
nline	Service Pu	rchase Calcu	ulator			
Members	hip Section					
The memb	ership you have wit	h us are listed below.	If you have multiple membersh	ip, click the r	adio button to the left of	that
membersh	nip to select one of t	he available service pu	urchase option to calculate the	cost estimate	E)	
	Retirement System	n	Most Recent Employer	Status	Participation Date	End Date
۲	Public Employees I	Retirement System	DEP	Retired	3/1/1975	6/30/2005
Members	hip Information					
Member i	Dr	269046				
Social Se	curity Number:	233879645				
Name:		KELVIN KINSMA	N			
	r	2/1/1950				
Birth Date						
Birth Date Service P lember m 'he calcula iterest rate lease con	Purchase Calculato ay be able to purcha ator below will displa e applied on contrib tact our office	r ase different type of pa ay real-time computatio ution. Many purchase	inticipating service, depending on of the purchase amount basi require documentation verify th	on eligibility a ed on your sa le service; If y	and type of retirement sy alary contribution rate an you wish to inquire furthe	stem. Id er,
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Step 10 Click the	Next>>	button.
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Retir	rement System		Most Recent Employer	Status	Participation Date	End Date
Public	ic Employees Re	tirement System	DEP	Retired	3/1/1975	6/30/2005
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inclusion in a	ingrination.	000048				
Member ID:	Mumber	209040				
Social Security	Number.	Z33579040	NI .			
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#### Step 11 -- Enter the salary amount in the Salary field.

R B Telephone	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 1 Email: CPRB#2wy.gov			Bob Hope Dep		
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nline Service F	urchase Calc	ulator		22	14	
Membership Section						
The membership you have membership to select one (	with us are listed below. of the available service p	If you have multiple membersh urchase option to calculate the	ip, click the r cost estimate	adio button to the left of	that	
Retirement Sys	tem	Most Recent Employer	Status	Participation Date	End Date	
Public Employee	s Retirement System	DEP	Retired	3/1/1975	6/30/2005	
Membership Information						
Member ID:	269046					
Social Security Number:	233879645					
Name:	KELVIN KINSMA	N				
Birth Date:	2/1/1950					
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D	Telephone (30	vest virginia 25304 04) 558-3570 or (800) i	554-4406 (Nationwide)	Dep		
KB	Fax (304) 558	-1394 or (304) 558-54	55   Email: CPRB@wv.gov	UserGuit	e Last Login: Thu, Aug (	04 2016 5:12 AM
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					Available F	Forms 🗸 🗠
Online	Service Pu	rchase Calcu	lator			
Members	ship Section					
The memi	bership you have wit	h us are listed below. If	you have multiple membersh	ip, click the r	adio button to the le	ft of that
memberst	hip to select one of th	he available service pur	chase option to calculate the	cost estimate	₽.	
	Retirement System	n	Most Recent Employer	Status	Participation Da	te End Date
۲	Public Employees F	Retirement System	DEP	Retired	3/1/1975	6/30/2005
Members	ship Information					
Member i	D:	269046				
Social Se	curity Number:	233879645				
Name:		KELVIN KINSMAN				
Birth Date	e:	2/1/1950				
Service I Member m	Purchase Calculato	r ise different type of part	cipating service, depending	on eligibility :	and type of retiremen	nt system.
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#### Step 13 -- The service purchase estimate is displayed.

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D	Fax (304) 558-1	394 or (304	558-5455	Email: CPRB@wv.	gov User	Gude Lesi Login: T	hu; Aug 04 2016 5:12 A	
pioyer Home	Report -	Services	- Accou	nt - Admin	- Logout		COM	IPA
nline Se	ervice Pur	chase (	Calculate	or		- Ava	ilable Forms 💉	
Memberahlp	Section							
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Ret	Irement System		Mo	et Recent Emplo	yer Statu	is Participa	tion Date End	Date
Pub	alic Employees Ra	atirement Sys	tem DE	P	Retire	ed 3/1/1975	6/30	2005
Membership	Information							
Member ID:		269046						
Social Securit	v Number:	23387964	5					
Name:		KELVINK	INSMAN					
Birth Date		2/1/1950	a second field in					
unon Llate		20101300						
service Purci	hase Calculator							
Cost calculation	on date	8/31/201	8					
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Deticionitari d	in tudie:	2/1/1500						
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# 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

C P 4101 MacCorkle / Charleston, West R B Fax (304) 558-139	Avenue SE Virginia 25304 558-3570 or (800) 654-4406 (Nationwide) 94 ( 304) 558-5455   Email: CPRB@wv.gov	Employer Self Service     Log Out     Bob Hope     Dep     SerGuide Last Login: Thu, Aug 04 2016 6:42 AM
mployer Home 🛛 Report 👻	Services - Account - Admin - I	Logout COMPASS
	Bulk Order	- Available Forms 🗸
Welcome to The West Virgini	Death Notice	Self Service Website. This site provides employers
(CPRB). From this site, empl	Seminars	uding:
<ul> <li>Reporting Enrollments</li> <li>Processing EFT Paym</li> <li>Processing Correction</li> </ul>	Employer Certification	
Adding/Updating Emp     Reviewing Submitted	Employee Information	
<ul> <li>Verifying CPRB IDs an This tool was designed to imp occure online access to your</li> </ul>	Reports	Retirement Board (CPRB) provides by offering
secure online access to your	Message Center	ety of transactions.
It is our privilege to provide yo		
Jeffrey E. Fleck	Online Process Service Purchase Estimator	
Executive Director	Online Process Service Purchase Request	

Services > Online Service Purchase Request



Step 2 -- The Enter Employee SSN screen displays. Enter the SSN of an employee into the SSN field.

C P R B	4101 MacCo Charleston, Telephone ( Fax (304) 55	orkle Av West Vi 304) 551 68-1394	enue SE irginia 25 8-3570 or or (304)	304 r (80 558	00) 654-44( -5455   Em	06 (f	Nationwid CPRB@wv	e) .gov	Employer S Bob Hope Dep UserGuide Last	elf Service Login: Thu, Aug 04	Log Out 2016 6.42 AM
Employer Home	Report	• S	ervices	•	Account	e	Admin		Logout	(	COMPASS
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Enter Employe	e SSN										
Enter the Emplo SSN: *	iyee SSN tha	t you wis (999999	sh to work 999)	wit	h and then	click	the [Next]	butto	n,		

# Step 3 -- Click the Next>>> button.

C P di R B Te	101 MacCorkie harleston, West elephone (304) ix (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (8 94 or (304) 558	i 00) 654-4406 (l I-5455   Email:	Vationwide) CPRB@wv.gov	Bob Hope Dep UserGuide Las	Self Service	Leg Out
Employer Home	Report -	Services +	Account +	Admin -	Logout	C	OMPASS
Enter Employee	SSN					- Available For	
Enter the Employe SSN: 1 233879 Next>>	e SSN that you 9645 (9999	wish to work wit (99999)	h and then click	the [Next] butto	ni.		

#### Step 4 -- The Online Service Purchase Request screen displays.

R B	4101 MacCorkle Ave Charleston, West Vi Telephone (304) 558 Fax (304) 558-1394	enue SE rginia 25304 8-3570 or (800) 654-4406 (Natio or (304) 558-5455   Email: CPRB	nwide) @wv.gov	Employer Self Service Bob Hope Dep Coordinate Last Login: Thu, Au	1 Lag Out
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				- Available	e Forms – 👻 🔍
Inline	Service Purcha	ase Request			
Mombor	chin Calaction				
The plan	s you have with us are lister	helow All information listed helow	v reflects the plan	(s) that are checked. If w	w do not wish to view :
selected	plan, please uncheck the bo	ix to the left of the plan.	a reneera ine piai	its) that are checked. If ye	a do not man to new
	Retirement System	Most Recent Employer	Status	Participation Date	End Date
۲	PERS	DEP	Retired	3/1/1975	6/30/2005
Vembers requirem	of CPRB may be eligible to ents. Many purchases requi	purchase service under certain ci re documentation verifying the ser	rcumstances,dep vice; if you wish t	ending on eligibility and v to continue further please	esting contact our office
You can	create a service purchase re	equest by filling out the following in	formation below.		
You can Mailing /	create a service purchase re Address Information	equest by filling out the following in	formation below.		
You can Mailing / All corr Mailing	create a service purchase n Address Information espondence will be sent to y J Address:	equest by filling out the following in your mailing address unless you ha	iformation below ave selected ema	il as your preferred metho	od of contact.
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You can Mailing / All corr Mailing you wou ote: You Service	create a service purchase n Address Information espondence will be sent to y Address: Id like to change your mai can return to this page the Purchase Request	equest by filling out the following in your mailing address unless you hi ling address information please rough the Service Purchase Req	nformation below ave selected ema click <u>here</u> quest option in t	al as your preferred metho he Services menu.	nd of contact.

#### Step 5 -- Select a Service Purchase Type from the drop down menu.

C P R B	4101 MacCorkle a Charleston, West Telephone (304) Fax (304) 558-139	Avenue SE Virginia 25304 558-3570 or (800) 6 94 or (304) 558-545	nwide) S@wv.gov	Employer Self Service     Bob Hope     Dep     Service     UserGuide Last Legin: Thu, Aug 04 2016 6:42 AM		
mployer Ho	me Report -	Services - Ac	count - A	dmin 👻 Log	out	COMPAS
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The plans y selected pla	rou have with us are lis an, please uncheck the	ted below. All inform box to the left of the	ation listed below plan.	w reflects the pla	n(s) that are checked. If	you do not wish to view
	Retirement System	Most Recen	t Employer	Status	Participation Date	End Date
۲	PERS	DEP		Retired	3/1/1975	6/30/2005
equiremen You can cre	ts. Many purchases re eate a service purchase	quire documentation	ventying the set	vice, if you wish i	to continue further pleas	e contact our office.
Mailing Ad	dress Information					
All corres Mailing A	pondence will be sent i Address:	to your mailing addre	ss unless you h	ave selected ema	all as your preferred met	hod of contact.
you would ote: You ca	like to change your n in return to this page	nailing address info through the Service	Purch Reinst	tion of Error Se Service Credit atement of With atement of With	rvice - Non Contributory drawn PERS Service drawn Plan A service	
Service Pu	irchase Request		Reinst	atement of With ctive Service	arawn TRS Service	
Service F	<sup>p</sup> urchase Type:		Retroa Reinst Tempo Transfe Worke	ctive Legislative atement of With rary Legislative er of JRS Servi rs Compensatio	e Service Idrawn PERS - Recipi Service ce In Service	rocal Service Helr

# Step 6 -- Enter the date in the Purchase Period Start Date field.

C         P         4101 MacCorkle Avenue SE           Charleston, West Virginia 25304         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 SerGuide Last Login: Thu, Aug 04 2016 6:42 AM		
Employer H	ome Report - S	ervices - Account -	Admin - Lo	agout	COMPASS
				Availab	e Forms – 🗸 Open
Members	hip Selection				
The plans selected p	you have with us are liste plan, please uncheck the b	d below. All information listed be ox to the left of the plan.	low reflects the p	an(s) that are checked. If y	ou do not wish to view a
	Retirement System	Most Recent Employer	Status	Participation Date	End Date
۲	PERS	DEP	Retired	3/1/1975	6/30/2005
Service P	urchase Request				
requireme You can c Mailing A All corre Mailing If you woul Note: You c Service P	ents. Many purchases requirerate a service purchase reductes information aspondence will be sent to Address: d like to change your mation return to this page the service purchase Request	ire documentation verifying the s equest by filling out the following your mailing address unless you iling address information plea rough the Service Purchase R	service; if you wis g information belo n have selected en use click <u>here</u> lequest option in	h to continue further please w. nail as your preferred meth the Services menu.	contact our office.
Service	Purchase Type:	* Corr	ection of Error S	Service	✓ Help
Service P	urchase Request Details				
Purchas Purchas	se Period Start Date: * se Period End Date: * [	4 August, 2016 ) Su Mo Tu We Th Fr Sa			
Additiona	al Info	31 1 2 3 4 5 6 7 8 9 10 11 12 13	3		
Additio	nal Information:	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	3	$\sim$	
Sub	mit	Today: August 4, 2016			
## Step 7 -- Enter the end date in the Purchase Period End Date field.

Imployer Home         Report         Services         Account         Admin           Membership Selection           The plans you have with us are listed below. All information listed below refleselected plan, please uncheck the box to the left of the plan.           Retirement System         Most Recent Employer	Log	out	COMPAS
Membership Selection The plans you have with us are listed below. All information listed below refle selected plan, please uncheck the box to the left of the plan. Retirement System Most Recent Employer	cts the plan	Available	Forms 🗸 🔍
Membership Selection The plans you have with us are listed below. All information listed below refle selected plan, please uncheck the box to the left of the plan. Retirement System Most Recent Employer	cts the plan		
The plans you have with us are listed below. All information listed below refle selected plan, please uncheck the box to the left of the plan. Retirement System Most Recent Employer	cts the plan	/	
selected plan, please uncheck the box to the left of the plan.           Retirement System         Most Recent Employer	STOCTORIA AND	i(s) that are checked. If you	u do not wish to view
Retirement System Most Recent Employer			
0 000	Status	Participation Date	End Date
PERS DEP	Retired	3/1/1975	6/30/2005
Service Purchase Request			
Members of CDDR may be eligible to purchase service under certain circums	tances den	ending on eligibility and ve	ootinn
requirements. Many purchases require documentation verifying the service; i	f vou wish t	o continue further please o	contact our office.
equirementer many parentages require construction conjung	you more	o continue fatalet press	
You can create a service purchase request by filling out the following informa	tion below.		
Mailing Address Information			
			an ann an sao an sao
All correspondence will be sent to your mailing address unless you have se	lected ema	il as your preferred metho	d of contact.
Mailing Address:			
you would like to change your mailing address information please click	here		
te. You can return to this name through the Service Purchase Request i	ontion in th	he Services menu.	
Tou can return to this page through the service runnings request	Jpuon in a	le Services menu.	
Service Purchase Request			
Service Purchase Type: * Correction o	f Error Sei	rvice	✓ Help
Service Purchase Request Details			
Purchase Period Start Date: * 06/02/2016			
Purchase Period End Date: *			
4 August, 2016 >			
Additional Info Su Mo Tu We Th Fr Sa			
31 1 2 3 4 5 6			
7 8 9 10 11 12 13		~	
Additional Information: 14 15 16 1/ 18 19 20 21 22 23 24 25 26 27		12	
28 29 30 31 1 2 3		~	
4 5 6 7 8 9 10			

## Step 8 -- Enter the relevant comments, if any, in the Additional Information field.

C P R B	P         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			Bob Hope Dep UserGuide La	Employer Self Service     Log Out     Bob Hope     Dep     UserGuide Last Login: Thu, Aug 04 2018 6:42 AM			
Employer H	lome Report -	Services - Accourt	nt - Admin -	Logout	(	COMPASS		
					Available Fo	orms — 🗸 Open		
Members	hip Selection							
The plans selected	you have with us are li plan, please uncheck the	sted below. All information e box to the left of the plan	listed below reflects the	e plan(s) that are	e checked. If you d	o not wish to view a		
	Retirement System	Most Recent Emp	ployer Status	a Partici	pation Date	End Date		
۲	PERS	DEP	Retire	d 3/1/19	75	6/30/2005		
Service I	urchase Request							
Members requireme You can e	of CPRB may be eligibl ents. Many purchases re create a service purchas	e to purchase service und quire documentation verif e request by filling out the	er certain circumstance: ying the service; if you v following information b	s,depending on vish to continue elow.	eligibility and vesti further please con	ng tact our office.		
Mailing A	ddress Information							
All corre Mailing	espondence will be sent Address:	to your mailing address u	nless you have selected	l email as your p	preferred method o	f contact.		
lf you wou	d like to change your	mailing address informa	tion please click <u>here</u>					
Note: You	can return to this page	through the Service Pur	chase Request option	in the Service	s menu.			
Service I	Purchase Request							
Service	Purchase Type:		* Correction of Erro	r Service		✓ Help		
Service I	Purchase Request Deta	iils						
Purcha Purcha	se Period Start Date: se Period End Date:	* 06/02/2016 08/04/2016						
Addition	al Info							
Additio	onal Information:				$\sim$			
Sut	mit							

## Step 9 -- Click the Submit button.

C         P         4101 MacCorkle Avenue SE           Charleston, West Virginia 25304         Charleston, West Virginia 25304           R         B         Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)           Fax (304) 558-1394 or (304) 558-5455   Email: CPRB@wv.gov			nwide) J@wv.gov	Employer Self Service Bob Hope Dep SerGuide Last Login: Thu, Aug 04 2016 6:42 AM			
Employer H	lome Report - S	ervices - Account - A	dmin - Log	jout	COMPASS		
				Available	Forms 🗸 🔍 Open		
Members	ship Selection						
The plans selected	s you have with us are listed plan, please uncheck the bo	below. All information listed below ix to the left of the plan.	w reflects the pla	n(s) that are checked. If yo	ou do not wish to view a		
	Retirement System	Most Recent Employer	Status	Participation Date	End Date		
۲	PERS	DEP	Retired	3/1/1975	6/30/2005		
Service F	Purchase Request						
Members requireme You can e	of CPRB may be eligible to ents. Many purchases requi create a service purchase re	purchase service under certain c re documentation verifying the ser equest by filling out the following in	ircumstances,de vice; if you wish iformation below	pending on eligibility and v to continue further please	esting contact our office.		
Mailing A	Address Information						
All corre Mailing	espondence will be sent to y Address:	our mailing address unless you h	ave selected em	ail as your preferred metho	od of contact.		
lf you wou	ld like to change your mai	ling address information please	click <u>here</u>				
Note: You	can return to this page th	ough the Service Purchase Req	uest option in t	he Services menu.			
Service I	Purchase Request						
Service	Purchase Type:	* Correc	tion of Error Se	rvice	✓ Help		
Service F	Purchase Request Details						
Purcha	se Period Start Date: *	06/02/2016					
Purcha	se Period End Date: * [	08/04/2016					
Addition	al Info						
Additio	onal Information:	test		<			
Sut	omit						

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.

C P R B Employer Home	4101 MacCorkle Charleston, Wes Telephone (304) Fax (304) 558-13	Avenue SE t Virginia 25304 558-3570 or (800) 654-4 394 or (304) 558-5455   E Services - Account	406 (Nationwide) mail: CPRB@wv.gov nt - Admin -	Cogout	elf Service Login: Thu, Aug 04 20 C	Log Dut 16 6:42 AM OMPASS
Your serv Thursday	ice purchase /, August 04,∃	request for Correc 2016 at 6:44:00 AM	tion of Error Se Eastern Stan	ervice was sub dard Time.	Available Form mitted succe	ssfully on
You can che Service Purc	eck the status of y chase Status & Pa	our service purchase req lyment History services m	uest by clicking on t ienu option.	he		



