

Deloitte.



Employer Self Service Work Process Manual

October 12, 2016

West Virginia
Consolidated Public Retirement Board
(WVCPRB)

COMPASS Project

COMPASS

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Employer Self Service

1. Overview

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

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

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



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

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

1.1 What You Will Be Able to Do

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

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

1.2 Assumptions

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

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



2. CPRB's ESS Access – Registration and Login

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

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

The four ESS user roles are:

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

2.1 ESS Registration Request

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

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

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

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

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

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

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



2.2 Login to Employer Self-Service for the First Time

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

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

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

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

[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

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

Employers log in here

[Medical Advisors log in here](#)

Use Self Service to:

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



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

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

Login

Log In To Your Account

User ID
bhope

Password

Next

Need to register?

Forgot User ID or Password?

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

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

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

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

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

Step 1 of 3

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

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

Change Password

Your User Name: bhope

Current Password: *

Your New Password: *

Retype Your New Password: *

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

Continue to Step 2

Employer Self Service
Bob Hope
Dep

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

Log Out

-- Available Forms -- Open

COMPASS



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

The screenshot shows the 'Change Password' page. At the top right, it says 'Employer Self Service' with a user icon, 'Bob Hope', and 'Dep'. There's a 'Log Out' button. Below that is a green bar with the 'COMPASS' logo. On the left, there's a blue hexagonal graphic with 'Step 1 of 3' text. The main content area has a note about password requirements and a note about password security. The form fields are: 'Your User Name:' (bhope), 'Current Password:' (empty input field), 'Your New Password:' (red-bordered input field), and 'Retype Your New Password:' (red-bordered input field). A 'Continue to Step 2' button is at the bottom.

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

This is a duplicate screenshot of the 'Change Password' page from Step 4, showing the same interface and fields for entering a new password.



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

The screenshot shows the 'Change Password' page. At the top right, it displays 'Employer Self Service' for user 'Bob Hope', 'Dep', and the last login time 'Thu, Jul 07 2016 9:34 AM'. Below this is the 'COMPASS' logo. A green bar at the top has a dropdown menu 'Available Forms' and an 'Open' button. On the left, a blue hexagonal icon says 'Step 1 of 3'. The main content area has a heading 'Change Password'. It includes instructions about password requirements (8-16 characters, case sensitive, no spaces, must contain one uppercase letter, one number, and one special character) and a note about password security responsibility. The form fields are: 'Your User Name' (bhope), 'Current Password' (redacted), 'Your New Password' (redacted), and 'Retype Your New Password' (redacted). A 'Continue to Step 2' button is at the bottom, with its red border highlighted.

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

The screenshot shows the 'Change Password' page, Step 2 of 3. The layout is identical to Step 1, with the same header, green bar, and blue hexagonal icon. The main content area now shows the 'Current PIN' field filled with '*****', which is highlighted with a red box. The other fields ('Your New PIN' and 'Retype Your New PIN') are empty and have red asterisks indicating they are required. The 'Continue to Step 3' button is at the bottom.



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

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Employer Self Service
Bob Hope
Dep

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

Log Out

COMPASS

-- Available Forms -- Open

Step 2 of 3

Your User Name: bhope

Current PIN: *

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

Retype Your New PIN: *

[Continue to Step 3](#)

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

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Employer Self Service
Bob Hope
Dep

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

Log Out

COMPASS

-- Available Forms -- Open

Step 2 of 3

Your User Name: bhope

Current PIN: *

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

Retype Your New PIN: * *

[Continue to Step 3](#)



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS system. At the top right, there's a header with the text "Employer Self Service", the user name "Bob Hope", and a "Log Out" button. Below the header, a message says "UserGuide Last Login: Thu, Jul 07 2016 9:34 AM". On the right side of the header, there's a green "COMPASS" logo. Below the header, a green bar contains the text "- Available Forms -" and an "Open" button. The main content area has a blue header box containing the text "Step 2 of 3". Below this, there are four input fields for entering a PIN: "Your User Name:" (bhope), "Current PIN:" (four asterisks), "Your New PIN:" (four asterisks), and "Retype Your New PIN:" (four asterisks). To the right of the "Your New PIN:" field, there's a note "(4 characters, all numbers, no spaces)". At the bottom of the form is a green "Continue to Step 3" button.



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

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



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 Employer Self Service
Bob Hope
Dep

[UserGuide](#) Last Login: Thu, Jul 07 2016 9:34 AM

[Log Out](#)

-- Available Forms -- Open

Update Security Question

**Step
3
of 3**

Security Question

Security Question:	<input style="border: 1px solid red; width: 100%; height: 25px;" type="text"/>
Answer:	<input style="border: 1px solid red; width: 100%; height: 25px;" type="text"/>
Retype Your Answer:	<input style="border: 1px solid red; width: 100%; height: 25px;" type="text"/>

Select Security Question

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

West Virginia
Consolidated Public Retirement Board

Employer Self Service is maintained and provided for the convenience of
the employer. It is intended to be accurate and up-to-date, the West Virginia
CPRB shall not be liable for any errors or omissions.



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

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Employer Self Service
Bob Hope
Dep

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

COMPASS

-- Available Forms -- Open

Update Security Question

Step 3 of 3

Security Question

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

Answer: *

Retype Your Answer: *

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

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Employer Home Report Services Account Admin Logout

Employer Self Service
Bob Hope
Dep

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

COMPASS

-- Available Forms -- Open

Confirmation

Password and security question information saved

The new password, PIN and Security Question is updated.



Step 14 -- The Employer Home screen is displayed.

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Employer Self Service
Bob Hope
Dep

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

Logout **COMPASS**

-- Available Forms -- **Open**

Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of resources to efficiently and accurately report employee data to West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways, including:

- Reporting Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- Verifying CPRB IDs and Employee Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director



2.3 Login to Employer Self-Service

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

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

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

The screenshot shows the login interface for the CPRB COMPASS system. At the top right, there is a link to "Login to your account". Below the header, the address "4101 MacCorkle Avenue SE" and city "Charleston, West Virginia 25304" are listed, along with a telephone number "(304) 558-3570 or (800) 654-4406 (Nationwide)", a fax number "(304) 558-1394 or (304) 558-5455", and an email address "CPRB@wv.gov". The word "COMPASS" is prominently displayed in the top right corner. The main section is titled "Login" and contains a "Log In To Your Account" form with fields for "User ID" and "Password", and a "Next" button. To the right of the form is a box titled "Use Self Service to:" containing a bulleted list: "View your account details", "Update your contact information", "Make requests to CPRB", and "Check the status of your requests". At the bottom of the login form, there are links for "Need to register?", "Forgot User ID or Password?", and two buttons: "Employers log in here" (which is highlighted with a red box) and "Medical Advisors log in here".



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

The screenshot shows the 'Log In To Your Account' page. At the top right is a logo for 'COMPASS' with a gear icon. Below it is contact information: '4101 MacCorkle Avenue SE', 'Charleston, West Virginia 25304', 'Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', and 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. A link 'Login to your account' is at the top right. The main form has a red box around the 'User ID' input field. To the right is a box titled 'Use Employer Self-Service to:' containing a bulleted list: 'Add and Update Employee Enrollments', 'Submit and Correct Contribution Reports', 'Add and Update User Account Credentials', and 'View Prior Transactions and Reports'. Below the form are links for 'Forgot User ID | Forgot Password', a note about secure connection, and links for 'Members log in here' and 'Medical Advisors log in here'.

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

[Login to your account](#)

Login

Log In To Your Account

User ID

Password

Need to register? Please contact your administrator or a retirement system representative.
[Forgot User ID](#) | [Forgot Password](#)

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

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

Use Employer Self-Service to:

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



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

The screenshot shows the CPRB COMPASS login interface. At the top left is the CPRB logo (a grid of four squares with letters C, P, R, B). To its right is the address: 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. To the far right is a link to 'Login to your account'. The word 'COMPASS' is written in large letters at the top right. Below the header is a 'Login' section with a blue header bar labeled 'Log In To Your Account'. It contains fields for 'User ID' (bhope) and 'Password' (redacted and highlighted with a red box). A 'Next' button is below the password field. To the right of the password field is a box titled 'Use Self Service to:' containing a bulleted list: 'View your account details', 'Update your contact information', 'Make requests to CPRB', and 'Check the status of your requests'. Below the login form are links for 'Need to register?', 'Forgot User ID or Password?', and employer/medical advisor log-in options.

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[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID
bhope

Password

Next

[Need to register?](#)

[Forgot User ID or Password?](#)

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

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

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



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

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

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

[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID: bhope

Password:

Next

[Need to register?](#)

[Forgot User ID or Password?](#)

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

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

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



Step 5 -- The Home screen is displayed.

The screenshot shows the CPRB Employer Self Service website. At the top left is the CPRB logo. To its right, the address is 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, there's a 'Log Out' button, the user's name 'Kaniska Saha', and a 'UserGuide' link with a last login timestamp: Thu, Aug 04 2016 9:30 AM. A blue bar across the top has the word 'COMPASS' in large letters. Below this, a navigation menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the menu is a dropdown labeled '-- Available Forms --' with an 'Open' button next to it. The main content area starts with a welcome message: 'Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of resources to efficiently and accurately report employee data to West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways, including:' followed by a bulleted list of services. Below this is a paragraph about the tool's purpose: 'This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.' Another paragraph credits Jeffrey E. Fleck as the Executive Director. The bottom of the page features the 'WVCPRB COMPASS Project / Employer Self Service Work Process Manual / Final' footer and a page number '22'.

Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of resources to efficiently and accurately report employee data to West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways, including:

- Reporting Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- Verifying CPRB IDs and Employee Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director



2.4 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.

The screenshot shows the CPRB Self-Service login interface. At the top right is a 'Login to your account' link. Below it is the CPRB logo and a green 'COMPASS' banner. The main area has a 'Login' heading. On the left is a 'Log In To Your Account' form with fields for 'User ID' and 'Password', and a 'Next' button. To the right of the form is a box titled 'Use Self Service to:' containing a bulleted list: 'View your account details', 'Update your contact information', 'Make requests to CPRB', and 'Check the status of your requests'. At the bottom left, there's a note about secure connections and links for 'Employers log in here' and 'Medical Advisors log in here'. The bottom right contains a copyright notice for the West Virginia Consolidated Public Retirement Board.

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

[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID

Password

Next

[Need to register?](#)

[Forgot User ID or Password?](#)

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

Employers log in here

Medical Advisors log in here

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

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

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

[Login to your account](#)

Login

Log In To Your Account

User ID

Password

Need to register? Please contact your administrator or a retirement system representative.
[Forgot User ID](#) [Forgot Password](#)

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

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

Use Employer Self-Service to:

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



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



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

[Login to your account](#)

COMPASS

Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code:	*	<input type="text"/>
E-mail:	*	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>		

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



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

[Login to your account](#)

COMPASS

Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code:	*	<input type="text" value="3010313"/>
E-mail:	*	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>		



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



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

[Login to your account](#)

COMPASS

Forgot User ID

Please enter the following information to retrieve your user ID.

Employer Code: *

E-mail: * X

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



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

[Login to your account](#)

COMPASS

Forgot User ID

We're protecting your online account information.

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

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



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



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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

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? *

[Cancel](#) [Continue](#)

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



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

[Login to your account](#)

COMPASS

Forgot User ID

Your user ID is: **bhope**

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

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



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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 ID is: **bhope**

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



2.5 Reset Forgotten Password

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

To reset a password, follow the steps listed below:

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

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

[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID

Password

Next

[Need to register?](#)

[Forgot User ID or Password?](#)

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

Employers log in here

Medical Advisors log in here

Use Self Service to:

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



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

The screenshot shows the COMPASS login interface. On the left, there is a 'Log In To Your Account' form with fields for 'User ID' and 'Password', and a 'Next' button. Below these fields is a note about registration and links for 'Forgot User ID' and 'Forgot Password'. A callout box on the right lists 'Use Employer Self-Service to:' with four bullet points: 'Submit your monthly report', 'Manage your WVCPRB account', 'Review reports and account information', and 'View recent transactions'.

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

The screenshot shows the 'Forgot Password' page. It features the CPRB logo and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, along with phone and fax numbers. A 'Login to your account' link is in the top right. The main area has a heading 'Forgot Password' and instructions to enter requested information. A 'User ID' field is highlighted with a red border, and below it are 'Cancel' and 'Continue' buttons.

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

The screenshot shows the 'Forgot Password' page again. The 'User ID' field now contains the value 'bhope', which is also highlighted with a red border. The 'Continue' button is highlighted with a red border. The rest of the page remains the same, including the CPRB logo and contact information.



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



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

[Login to your account](#)

COMPASS

Forgot Password

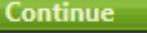
We're protecting your online account information.

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? *

[Cancel](#) [Continue](#)



Step 6 -- Click the  button.

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

COMPASS

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.

 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 provide your secure COMPASS PIN.

PIN: *

Step 8 -- Click the  button.

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

COMPASS

Forgot Password

Please provide your secure COMPASS PIN.

PIN: *



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

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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

Your user name is: bhope

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

Your New Password:

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

Retype Your New Password:

[Cancel](#) [Continue](#)

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

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

[Login to your account](#)

COMPASS

Forgot Password

Your user name is: bhope

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

Your New Password: ••••••••••

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

Retype Your New Password:

[Cancel](#) [Continue](#)



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

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

[Login to your account](#)

COMPASS

Forgot Password

Your user name is: **bhope**

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

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

Retype Your New Password:

Cancel **Continue**

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

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

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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

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

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



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

The screenshot shows the login interface for the West Virginia Consolidated Public Retirement Board (CPRB). At the top left is the CPRB logo, which consists of four squares containing the letters C, P, R, and B. To the right of the logo is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address are the telephone number (304) 558-3570 or (800) 654-4406 (Nationwide), and the fax number (304) 558-1394 or (304) 558-5455, along with the email address CPRB@wv.gov. In the top right corner is a link to "Login to your account". The word "COMPASS" is prominently displayed in a large green banner across the top right. The main title "Login" is centered above the form. The form itself has a blue header bar with the text "Log In To Your Account" and a lock icon. It contains fields for "User ID" and "Password", both with placeholder text. Below these fields is a "Next" button. To the right of the fields is a box titled "Use Self Service to:" containing a bulleted list: "View your account details", "Update your contact information", "Make requests to CPRB", and "Check the status of your requests". Below the "Next" button are links for "Need to register?", "Forgot User ID or Password?", and two buttons: "Employers log in here" (which is highlighted with a red box) and "Medical Advisors log in here". At the bottom left of the page, there is a footer with links to "West Virginia", "Consolidated Public Retirement Board", and "Home". At the bottom right, there is a note about the accuracy of the information provided, followed by a copyright notice: "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."



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

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

[Login to your account](#)

Login

Log In To Your Account

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

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

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

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

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

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





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

[Login to your account](#)

COMPASS

Login

Log In To Your Account

User ID

Password

[Need to register?](#)

[Forgot User ID or Password?](#)

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

[Employers log in here](#)

[Medical Advisors log in here](#)

Use Self Service to:

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



3. Manage Office Locations

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

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

3.1 Add an Office Location

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

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

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

Admin > Office Locations



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

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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, there's a user profile for 'Employer Self Service' with 'Bob Hope' and 'Dop' listed, along with a 'Log Out' button and a note about the last login. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. On the right, there's a 'COMPASS' logo and a dropdown menu for 'Available Forms'. The main content area is titled 'Manage Office Locations'. It contains a table with one row for a mailing address: 'Mailing' (100 Capitol St, Charleston, WV 25301-2623), with 'Edit | Delete' links. At the bottom of this section is a red 'Add an Office Location' button. The overall background is white with blue and green accents.



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.

The screenshot shows the 'Add Office Location' page. At the top right, there's a user profile for 'Kaniska Saha' and 'Annsa Abraham'. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main form area has a title 'Add Office Location' and instructions: 'Choose a Location Type, complete the appropriate fields, and click Submit.' A note states: 'Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.' The 'Office Location' section contains fields for Employer (ANNSA ABRAHAM), Location Type (dropdown menu with 'Mailing' selected, highlighted by a red box), Care Of, Address Line 1, Address Line 2 (optional), City, State (dropdown menu), Zip Code, County (dropdown menu), and two buttons at the bottom: 'Submit' and 'Cancel'.



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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo consisting of four squares containing the letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right of the header, it says "Employer Self Service", "Kaniska Saha", "Annsa Abraham", "UserGuide Last Login: Thu, Aug 04 2018 6:20 AM", and "Log Out". Below the header, a navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", "Logout", and "Available Forms". A green "COMPASS" logo is on the right side of the header. The main content area is titled "Add Office Location" and contains instructions: "Choose a Location Type, complete the appropriate fields, and click Submit." It also includes a note: "Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type." The "Office Location" form is displayed, with fields for Employer (ANNSA ABRAHAM), Location Type (Satellite), Care Of (empty), Address Line 1 (highlighted with a red box), Address Line 2 (optional) (empty), City (empty), State (Select State dropdown), Zip Code (empty - optional), and County (Select County dropdown). At the bottom of the form are "Submit" and "Cancel" buttons.

Office Location	
Employer:	ANNSA ABRAHAM
Location Type:	* <input type="button" value="Satellite"/>
Care Of:	<input type="text"/>
Address Line 1:	* <input type="text"/>
Address Line 2 (optional):	<input type="text"/>
City:	* <input type="text"/>
State:	* <input type="button" value="Select State"/>
Zip Code:	* <input type="text"/> - <input type="text"/> (optional)
County:	<input type="button" value="Select County"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



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

The screenshot shows a web application interface for the WVCPRB COMPASS system. At the top, there is a header with the logo 'CPRB' (West Virginia Compensation Refund Board) on the left, and contact information on the right: '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'. To the right of the contact info is a user session area with 'Employer Self Service', 'Kaniska Saha', 'Annsa Abraham', a lock icon, 'Log Out', and 'UserGuide Last Login: Thu, Aug 04 2016 8:20 AM'. Below the header is a navigation bar with links: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms' with an 'Open' button. The main content area has a title 'Add Office Location' and a sub-instruction 'Choose a Location Type, complete the appropriate fields, and click Submit.' A note below states: 'Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.' The 'Office Location' form is displayed, containing fields for Employer (ANNSA ABRAHAM), Location Type (Satellite), Care Of (empty), Address Line 1 (203 Baker Street), Address Line 2 (optional) (empty), City (highlighted with a red box), State (Select State dropdown), Zip Code (empty), and County (Select County dropdown). At the bottom of the form are 'Submit' and 'Cancel' buttons.

Add Office Location

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

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

Office Location

Employer: ANNSA ABRAHAM

Location Type: * Satellite

Care Of:

Address Line 1: * 203 Baker Street

Address Line 2 (optional):

City: *

State: * Select State

Zip Code: * - (optional)

County: Select County

Submit **Cancel**



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

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

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

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Add Office Location

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

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

Office Location

Employer:	ANNSA ABRAHAM
Location Type:	* Alabama
Care Of:	Alaska
Address Line 1:	American Samoa
Address Line 2 (optional):	Arizona
City:	Arkansas
State:	Armed Forces America
Zip Code:	Armed Forces Europe
County:	Armed Forces Pacific
	California
	Colorado
	Connecticut
	Delaware
	District of Columbia
	Federated States of Micronesia
	Florida
	Georgia
	Guam
	Hawaii
	Idaho
	Illinois
	Indiana
	Iowa
	Kansas
	Kentucky
	Louisiana
	Maine
	Marshall Islands
	Maryland
	Massachusetts
	Michigan
	Minnesota
	Mississippi
	Missouri
	Montana
	Nebraska
	Nevada
	New Hampshire
	New Jersey
	New Mexico
	New York
	North Carolina
	North Dakota
	Ohio
	Oklahoma
	Oregon
	Pennsylvania
	Rhode Island
	South Carolina
	South Dakota
	Tennessee
	Texas
	Utah
	Vermont
	Virginia
	Washington
	West Virginia
	Wyoming

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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top right, there is a user profile for 'Kaniska Saha' and 'Annsa Abraham' with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main content area is titled 'Add Office Location' and contains a form for entering office details. The 'Zip Code' field is highlighted with a red border. The form fields include:

Employer:	ANNSA ABRAHAM
Location Type:	* Satellite
Care Of:	(empty)
Address Line 1:	* 203 Baker Street
Address Line 2 (optional):	(empty)
City:	* Greenwich
State:	* Connecticut
Zip Code:	* 06830 - (empty) (optional)
County:	Select County

At the bottom of the form are 'Submit' and 'Cancel' buttons.

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

This screenshot shows the same 'Add Office Location' form as above, but the 'Zip Code' field now contains '06830' and the red border has been removed, indicating it has been successfully entered. The rest of the form fields and layout remain the same.



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

The screenshot shows a web-based application interface for the CPRB COMPASS system. At the top, there is a header bar with the logo 'CPRB' (containing letters C, P, R, B), the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', contact information ('Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'), and a user session info block for 'Employer Self Service' user 'Bob Hope'. Below the header is a navigation menu with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the menu are buttons for 'Open' and 'Print'. The main content area has a title 'Confirmation' and a message 'Office Location Saved'. A red box highlights the success message 'Office location saved successfully'. At the bottom right of the content area is a 'Continue' button.



3.2 Edit an Office Location

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

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

Admin > Office Locations

The screenshot shows the CPRB Employer Self Service interface. At the top right, there is a user profile for 'Kaniska Saha' and a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin' (with a dropdown menu), and 'Logout'. The 'Admin' dropdown menu is open, highlighting 'Office Locations'. To the right of the menu, there is a link 'Available Forms' with an 'Open' button. The main content area has a green banner at the top with the text 'Welcome to The West Virginia Consolidated Public Retirement Board'. Below the banner, there is a list of services provided by the board, followed by a paragraph about the tool's purpose, and a signature from Jeffrey E. Fleck, Executive Director.

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

The screenshot shows the 'Manage Office Locations' screen. At the top right, there is a user profile for 'Kaniska Saha' and a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin' (with a dropdown menu), and 'Logout'. The 'Admin' dropdown menu is open, highlighting 'Office Locations'. To the right of the menu, there is a link 'Available Forms' with an 'Open' button. The main content area displays a table of office locations. The first row shows a mailing address: 'PO Box 6009', 'P.O. BOX 6009', and 'Morgantown, WV 26506-6009'. The 'Edit' link for this row is highlighted with a red box. The second row shows a primary location: 'STREET 12', 'WEEPING WILLOWS', and 'CHARLESTON, WV 23504'. The 'Edit' link for this row is also highlighted with a red box. At the bottom of the table, there is a green button labeled 'Add an Office Location'.



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

The screenshot shows the COMPASS Employer Self Service interface. At the top right, it displays "Employer Self Service" and the user "Marilyn Doe, Clinch Powell Ed Coop". It also shows the last login date "Fri, Jan 23 2015 11:42 AM" and a "UserGuide" link. The top navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A dropdown menu "Available Forms" is open. The main content area is titled "Edit Office Location" and contains a form for entering office location details. The fields include:

Employer:	CLINCH POWELL ED COOP
Location Type:	* Primary Location
Care Of:	<input type="text"/>
Address Line 1:	* 123, XYZ Street
Address Line 2 (optional):	<input type="text"/>
City:	* TAZEWELL
State:	* Tennessee
Zip Code:	* 37879 - 0000 (optional)
County:	Select County

At the bottom of the form are "Update" and "Cancel" buttons.

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

The screenshot shows the COMPASS Employer Self Service interface. At the top right, it displays "Employer Self Service" and the user "Hope Bob, West Virginia State Police". It also shows the last login date "Tue, Jun 07 2016 1:42 PM" and a "UserGuide" link. The top navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A dropdown menu "Available Forms" is open. The main content area is titled "Confirmation" and displays the message "Office Location Saved" and "Office location saved successfully". At the bottom right is a "Continue" button.



3.3 Delete an Office Location

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

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

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

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

Follow the steps below to delete an office location:

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

Admin > Office Locations

The screenshot shows the 'Admin > Office Locations' screen. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). The 'Admin' menu is open, showing 'Office Locations' (highlighted with a red box), 'Contact Persons', and 'Manage Users'. The main content area has a welcome message from Jeffrey E. Fleck, Executive Director, and information about the service provided by the CPRB.



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

The screenshot shows the 'Manage Office Locations' page. At the top right, there is a user profile for 'Bob Hope' and a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu 'Available Forms' is open. The main content area is titled 'Manage Office Locations' and contains a table with two rows:

Office Locations	
Mailing	Edit Delete
100 Capitol St Charleston, WV 25301-2623	
Primary Location	Edit Delete
122 STONEHILL DR NORTH CHESTERFIELD, VA 23236-2838	

A green 'Add an Office Location' button is at the bottom left. The 'Delete' link for the Primary Location is highlighted with a red box.

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

The screenshot shows the same 'Manage Office Locations' page as before. A confirmation dialog box has appeared in the lower right corner. The dialog box contains the text '10.118.23.92 says:' followed by 'Are you sure you want to delete this location?'. It features 'OK' and 'Cancel' buttons, with 'OK' also highlighted with a red box.



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a header with the logo 'CPRB' (West Virginia Commission on Rehabilitation of Persons with Disabilities), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact info (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and user information ('Employer Self Service', 'Bob Hope', 'Dep', 'UserGuide Last Login: Wed, Aug 03 2016 9:04 AM'). Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation is the 'COMPASS' logo. Underneath the navigation, there's a dropdown menu for 'Available Forms' and an 'Open' button. The main content area is titled 'Manage Office Locations'. It contains a table with one row for a mailing location: 'Mailing' (100 Capitol St, Charleston, WV 25301-2623), with 'Edit | Delete' links next to it. At the bottom of the table is a green 'Add an Office Location' button.



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

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). This site provides employers with a number of resources to efficiently and accurately report contributions and benefits to the West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways, including:

- Reporting Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- Verifying CPRB IDs and Employee Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director

Employer Self Service
Kaniska Saha
Anissa Abraham
UserGuide Last Login: Wed, May 25 2016 8:14 AM
COMPASS
Available Forms Open



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

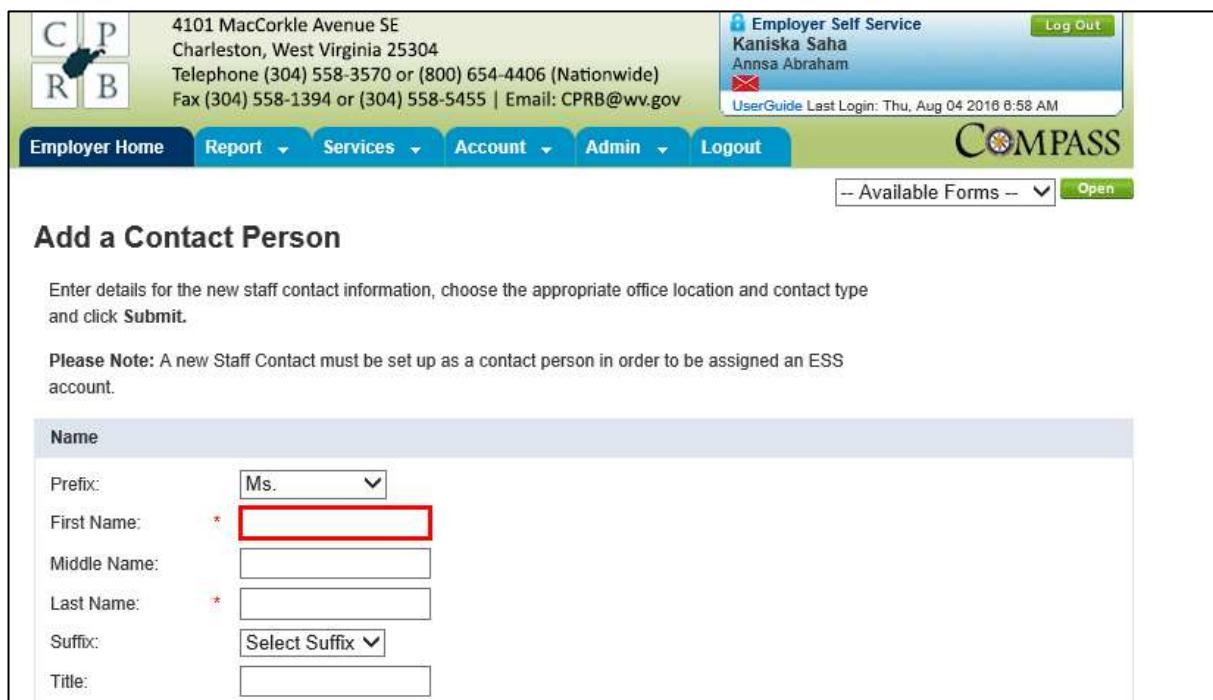
The Contact Persons module allows employers to manage staff contact information. To add a new contact person, click **Add Contact Person**. To edit or delete contacts click on the appropriate link.

Contact Persons		
Details	Contact Type	Role
SAHA, KANISKA Mailing (100) 000-0000 kansaha@deloitte.com	Service Coordinator Payroll Coordinator Benefit Coordinator	<input checked="" type="checkbox"/> ESS Administrator <input checked="" type="checkbox"/>
SIMS, JEANNAE Primary Location (900) 000-0000 jesims@deloitte.com	Benefit Coordinator	<input checked="" type="checkbox"/> ESS File Validation
SINTI, ELIZABETH Primary Location (476) 644-7671 lzsinti@gmail.com	Benefit Coordinator	ESS File Validation

Add Contact Person

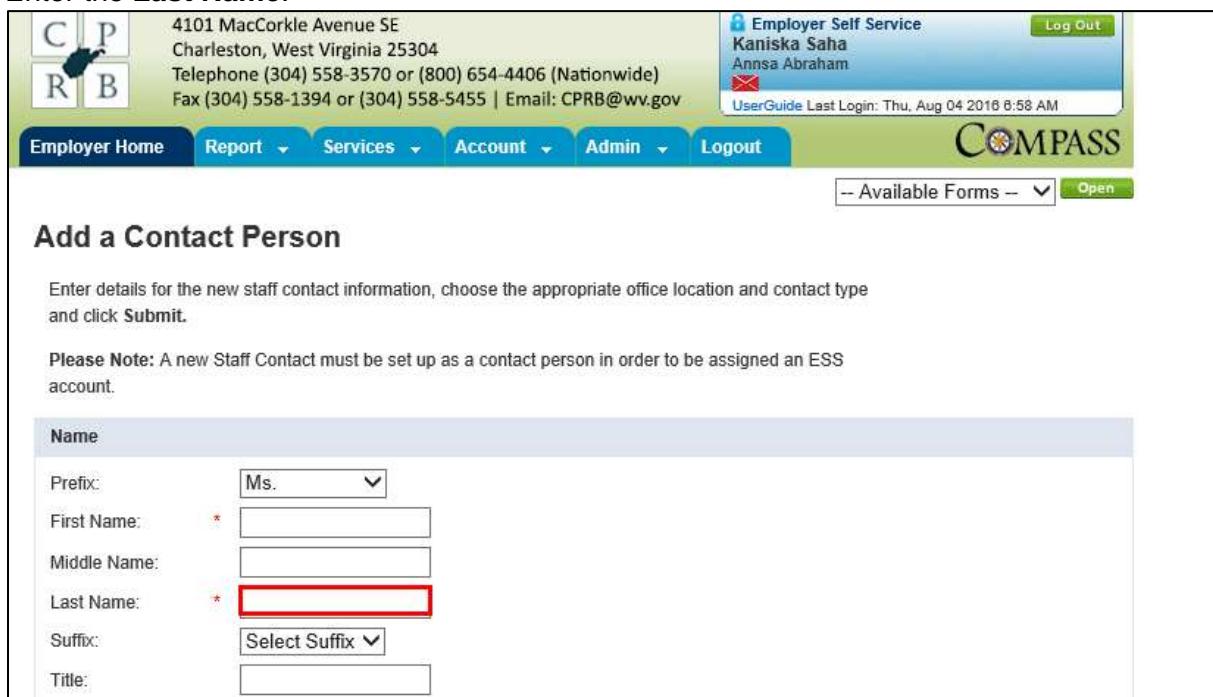


Step 3 -- Enter the required information in the Name section. Enter the First Name.



The screenshot shows the CPRB COMPASS interface. At the top, there's a logo with letters C, P, R, B, and a phone icon. To the right of the logo is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, there's a user session info bar with 'Employer Self Service', 'Kaniska Saha', 'Annsa Abraham', a lock icon, 'Log Out', and 'UserGuide Last Login: Thu, Aug 04 2016 8:58 AM'. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. A green 'COMPASS' logo is on the right. Underneath the navigation is a dropdown menu labeled '- Available Forms --' with an 'Open' button. The main content area has a title 'Add a Contact Person'. A note below it says: 'Enter details for the new staff contact information, choose the appropriate office location and contact type and click Submit.' Another note says: 'Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.' Below these notes is a 'Name' section with fields for Prefix (Ms.), First Name (highlighted with a red box), Middle Name, Last Name (highlighted with a red box), Suffix (Select Suffix dropdown), and Title.

Step 4 -- Enter the Last Name.



This screenshot is identical to the previous one, showing the 'Add a Contact Person' form. The 'Last Name' field is highlighted with a red box. The rest of the interface, including the header, navigation bar, and notes, is the same.



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

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

Step 6 -- Enter the email address in the **E-mail** text field.

Note: The e-mail address for each Contact Type cannot be the same for more than one Contact Person with the same Contact Type.

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

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

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



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

Contact Type	
<input type="checkbox"/>	Director/Agency Head
<input type="checkbox"/>	Superintendent
<input type="checkbox"/>	Treasurer
<input checked="" type="checkbox"/>	Benefit Coordinator
<input type="checkbox"/>	Payroll Coordinator
<input type="checkbox"/>	Personnel Coordinator
<input type="checkbox"/>	Fee Coordinator
<input type="checkbox"/>	Other
<input type="checkbox"/>	TDC Contacts
<input type="button" value="Cancel"/> <input type="button" value="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

Contact Type
<input type="checkbox"/> Director/Agency Head <input type="checkbox"/> Superintendent <input type="checkbox"/> Treasurer <input type="checkbox"/> Benefit Coordinator <input checked="" type="checkbox"/> Payroll Coordinator <input type="checkbox"/> Set as Primary Contact <input type="checkbox"/> Personnel Coordinator <input type="checkbox"/> Fee Coordinator <input type="checkbox"/> Other <input type="checkbox"/> TDC Contacts
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and session information for user 'Pritha Nanda' (Test00001). The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, there is a 'Log Out' button and a 'UserGuide Last Login: Wed, Aug 03 2016 3:47 AM' message. A green banner at the top right says 'COMPASS'. Below the header, a sub-menu bar has links for 'Available Forms' and 'Open'. The main content area is titled 'Add a Contact Person' and contains instructions: 'Enter details for the new staff contact information, choose the appropriate office location and contact type and click Submit.' A note below states: 'Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.' The form itself is divided into sections: 'Name' (with fields for Prefix, First Name, Middle Name, Last Name, Suffix, and Title), 'Contact Information' (with fields for Office Location, E-mail, Work Phone, Alternate Phone, and Fax), and 'Contact Type' (with checkboxes for Director/Agency Head, Superintendent, Treasurer, Benefit Coordinator, Payroll Coordinator, Personnel Coordinator, Fee Coordinator, Other, and TDC Contacts). A checkbox 'Set as Primary Contact' is also present. At the bottom of the form are 'Cancel' and 'Submit' buttons.

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

Employer Self Service
Pritha Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 3:47 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Add a Contact Person

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

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

Name

Prefix: Select Prefix ▾
First Name: Ishani
Middle Name:
Last Name: Dasgupta
Suffix: Select Suffix ▾
Title:

Contact Information

Office Location: Mailing
E-mail: idasgupta@deloitte.o
Work Phone: 832-255-7854 ext.
Alternate Phone:
Fax:

Contact Type

Director/Agency Head
 Superintendent
 Treasurer
 Benefit Coordinator
 Payroll Coordinator Set as Primary Contact
 Personnel Coordinator
 Fee Coordinator
 Other
 TDC Contacts

Submit



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

The screenshot shows the CPRB COMPASS web application. At the top, there is a header with the logo 'CPRB' (a stylized 'C', 'P', 'R', 'B' in squares), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Prittha Nanda TestD0001 UserGuide Last Login: Wed, Aug 03 2016 3:47 AM'. Below the header is a navigation bar with links 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the word 'COMPASS'. Underneath the navigation bar, there are buttons for 'Available Forms' (with 'Open' and 'Print' options) and a 'Confirmation' section. The 'Confirmation' section contains the message 'Contact Person Saved' and a red-bordered box containing 'Success... Save was successful'. A green 'Continue' button is located at the bottom right of the confirmation section.

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

This screenshot shows the same CPRB COMPASS interface as the previous one, but it appears to be the 'Contact Person' screen. It includes the same header, navigation bar, and 'COMPASS' logo. The 'Confirmation' section is present again, showing 'Contact Person Saved' and the 'Success... Save was successful' message in a red-bordered box. The green 'Continue' button is visible at the bottom right of the confirmation area.



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

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB) website. This site provides employers with a number of resources to efficiently and accurately report contributions and benefits to the West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways:

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- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- Verifying CPRB IDs and Employee Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director



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

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

Employer Self Service
Prittha Nanda
Berkeley County Commission

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

Log Out

Employer Home Report Services Account Admin Logout

Available Forms Open

Contact Persons

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

Contact Persons			
Details	Contact Type	Role	
BONILLA, DAVID Mailing (123) 123-1234 DBONILLA@DELOITTE.COM	Payroll Coordinator	ESS Administrator	Edit Delete
DALAL, TAPAN Mailing (123) 456-7898 tdalal@deloitte.com	Payroll Coordinator	ESS Administrator	Edit Delete
EMPLOYER, REFUND Mailing (738) 799-4306 pkashyap@deloitte.com	Payroll Coordinator	ESS Administrator	Edit Delete
KAPOOR, KARISHMA Mailing (576) 587-8871 jysharma@deloitte.com	Payroll Coordinator	ESS Administrator	Edit Delete
LANKA, RACHANA Mailing (999) 888-7890 ralanka@deloitte.com	Payroll Coordinator	ESS Administrator	Edit Delete
MITRA, AYAN Mailing (205) 776-3354 AYAN_MITRA@OUTLOOK.COM	Director/Agency Head Superintendent	ESS Administrator	Edit Delete
NANDA, PRITHA Mailing (123) 123-1234 PRINANDA@DELOITTE.COM	Payroll Coordinator	ESS Administrator	Edit
SANGHAVI, HELIE Mailing (123) 456-7890 hsanghavi@deloitte.com	Superintendent	ESS Administrator	Edit Delete
SINGH, PAUL Mailing (333) 222-1122 munisingh@deloitte.com	Payroll Coordinator	ESS Administrator	Edit Delete

Add Contact Person

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



Step 3 -- Update the contact person information.

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Prittha Nanda Berkeley County Commission'. The header also includes 'Log Out', 'UserGuide Last Login: Fri, Aug 05 2016 10:47 AM', 'Available Forms', and an 'Open' button.

The main content area is titled 'Edit a Contact Person'. It contains instructions: 'Enter details for the new staff contact information, choose the appropriate office location and contact type and click Submit.' A note below states: 'Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.'

The form is divided into sections:

- Name**: Fields for Prefix (dropdown), First Name (HELIE), Middle Name, Last Name (SANGHAVI), Suffix (dropdown), and Title.
- Contact Information**: Fields for Office Location (Mailing), E-mail (hsanghavi@deloitte.com), Work Phone ((123) 456-7890), Alternate Phone, and Fax.
- Contact Type**: A list of checkboxes for various roles: Director/Agency Head, Superintendent (which is checked), Treasurer, Benefit Coordinator, Payroll Coordinator, Personnel Coordinator, Fee Coordinator, Other, and TDC Contacts. There is also a checked option 'Set as Primary Contact'.

At the bottom of the form are 'Cancel' and 'Update' buttons. A footer note at the bottom of the page reads: "'DPAS.WebUI.Internet.Employer.UserControls.ContactPersonDetail' ACLS = C(0), R(0), U(1), D(0)'".



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

The screenshot shows a web-based application interface for managing contact persons. At the top, there's a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Pritha Nanda Berkeley County Commission'. The date 'UserGuide Last Login: Fri, Aug 05 2016 10:47 AM' is also present. The main menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'.

The main content area is titled 'Edit a Contact Person'. It contains instructions: 'Enter details for the new staff contact information, choose the appropriate office location and contact type and click Submit.' A note says: 'Please Note: A new Staff Contact must be set up as a contact person in order to be assigned an ESS account.' The form is divided into sections:

- Name**: Fields for Prefix (dropdown), First Name (HELIE), Middle Name, Last Name (SANGHAVI), Suffix (dropdown), and Title.
- Contact Information**: Fields for Office Location (Mailing), E-mail (hsanghavi@deloitte.com), Work Phone (123) 456-7890, Alternate Phone, and Fax.
- Contact Type**: A list of checkboxes for various roles: Director/Agency Head, Superintendent (which is checked), Set as Primary Contact (which is checked), Treasurer, Benefit Coordinator, Payroll Coordinator, Personnel Coordinator, Fee Coordinator, Other, and TDC Contacts.

At the bottom are 'Cancel' and 'Update' buttons. A footer note at the bottom of the page reads: "'DPAS.WebUI.Internet.Employer.UserControls.ContactPersonDetail' ACLS = C(0), R(0), U(1), D(0)'".



4.3 Delete a Contact Person

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

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

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

Admin > Contact Persons

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

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

Log Out

Office Locations

Contact Persons

Manage Users

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). This site provides employers with a number of resources to efficiently and accurately report contributions and benefits to the West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can interact with us in a number of ways:

- Reporting Enrollments and Contributions
- Processing EFT Payments
- Processing Correction of Errors
- Adding/Updating Employer Contact Information
- Reviewing Submitted Employer Reports and Invoices
- Verifying CPRB IDs and Employee Contribution Rate Information

This tool was designed to improve the service West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director



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

The screenshot shows the 'Contact Persons' module of the WVCPRB COMPASS system. At the top, there is a header bar with the logo 'CPRB' on the left, followed by the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and a 'UserGuide Last Login: Mon, Jul 11 2016 4:08 PM'. On the right of the header are links for 'Employer Self Service', 'Bob Hope', 'Dep', 'Log Out', and 'Logout'. Below the header is a green navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout', along with a dropdown menu for 'Available Forms' and a 'Open' button. The main content area has a title 'Contact Persons' and a descriptive text: 'The Contact Persons module allows employers to manage staff contact information. To add a new contact person, click Add Contact Person. To edit or delete contacts click on the appropriate link.' A table titled 'Contact Persons' lists two entries:

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

A green 'Add Contact Person' button is located at the bottom left of the table area.



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a header with the logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), and email (CPRB@wv.gov). The top right shows 'Employer Self Service' for 'Bob Hope', 'Dep', and a log out link. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main content area is titled 'Contact Persons' and contains a table of contacts. One contact, 'NANDA, PRITHA', has several checkboxes next to their details: 'Reporting Official', 'Agency Head', 'IT', and 'DC Contact'. A modal dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you sure you want to delete this contact person?' with 'OK' and 'Cancel' buttons. The entire dialog box is highlighted with a red border. At the bottom of the page, there's a footer with links to 'West Virginia Consolidated Public Retirement Board', 'Home', 'Contact Us', 'Legal', 'Privacy', and 'See Terms & Conditions'. There's also a section about the information presented on the site and the address 'West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue S.E., Charleston, WV 25304, (304) 558-3570'. The footer also includes a copyright notice: 'Copyright © 2014 West Virginia Consolidated Public Retirement Board. All rights reserved.'



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a header with the logo 'CPRB' (a stylized 'C' and 'P' above a 'R' and 'B'), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Bob Hope Dep UserGuide Last Login: Mon, Jul 11 2016 4:08 PM Log Out'. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms. The main content area is titled 'Contact Persons' and contains a table of contact details. One row for 'NANDA, PRITHA' has several checkboxes for 'Contact Type': 'Reporting Official' (checked), 'Agency Head' (checked), 'IT' (unchecked), and 'DC Contact' (checked). To the right of this row is an 'Edit' link. Another row for 'S, JANANI' also has checkboxes for 'Contact Type' and an 'Edit | Delete' link. At the bottom left is a green 'Add Contact Person' button. A modal dialog box is overlaid on the page, titled 'Message from webpage', with the question 'Are you sure you want to delete this contact person?'. The 'OK' button is highlighted with a red box.



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

The screenshot shows the CPRB COMPASS website interface. At the top, there is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right side of the header, there is a user profile section for 'Kaniska Saha' and 'Anissa Abraham', along with a 'Log Out' button. Below the header, there are two main columns. The left column contains a welcome message from Jeffrey E. Fleck, Executive Director, and a list of services provided by the board. The right column contains links for 'Office Locations', 'Contact Persons', and 'Manage Users'. A red box highlights the 'Manage Users' link, which is located under the 'Contact Persons' section. A cursor icon is positioned over the 'Manage Users' link, indicating it is being clicked.



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.

The screenshot shows the 'Manage Users' page of the CPRB COMPASS system. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. On the right, there is a 'User Guide' link and a 'Last Login' timestamp (Wed, May 25 2016 8:14 AM). The main content area is titled 'Manage Users' and contains a table of users. The table columns are: User Name, Name, Assigned Role, Last Activity, Active, Account Locked, and PIN Locked. The users listed are LIZASIN (SINTI, ELIZABETH, ESS File Validation), KANSAHA123 (SAHA, KANISKA, ESS Administrator, last activity 5/25/2016 9:14:09 AM), and jsims (SIMS, JEANNAE, ESS File Validation). Below the table is a green 'Add User' button, which is highlighted with a red box. A dropdown menu labeled 'Filter By' is also visible.

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

The screenshot shows the 'Add User' page of the CPRB COMPASS system. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. On the right, there is a 'User Guide' link and a 'Last Login' timestamp (Tue, Jun 07 2016 1:42 PM). The main content area is titled 'Add User' and contains instructions: 'Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit.' It also includes a note: 'Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account.' Below these instructions is a form titled 'New User'. The form fields are: Contact Person (dropdown menu with 'Select Contact Person'), User Name (text input field with a red asterisk), Role (dropdown menu with 'Select Role'), E-mail (text input field), and Active (checkbox checked). At the bottom of the form are 'Cancel' and 'Submit' buttons.



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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, it says "Employer Self Service" with a lock icon, "Hope Bob", "West Virginia State Police", "UserGuide Last Login: Tue, Jun 07 2016 1:42 PM", and "Log Out". Below the header, there is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. On the far right, there is a green "COMPASS" logo. In the center, under the heading "Add User", there is a note: "Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit." A "Please Note:" message follows: "Only those employees that have been setup as Contact Persons may be assigned an ESS account." The main form is titled "New User" and contains the following fields:

Contact Person:	* Select Contact Person ROY, SONALI
User Name:	*
Role:	* Select Role
E-mail:	
Active	<input checked="" type="checkbox"/>

At the bottom of the form are "Cancel" and "Submit" buttons.



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

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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a header with the organization's logo (CPRB), address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), email (Email: CPRB@wv.gov), and user information (Employer Self Service, Hope Bob, West Virginia State Police, Last Login: Tue, Jun 07 2016 1:42 PM). The navigation menu includes Employer Home, Report, Services, Account, Admin, and Logout. The COMPASS logo is in the top right corner. Below the header, a message says "Add User". It instructs the user to choose a contact person, enter a unique User Name, select the appropriate security role, and click Submit. A note states: "Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account." The "New User" form is displayed, containing fields for Contact Person (selected as ROY, SONALI), User Name (empty), Role (Select Role), and E-mail (ssubratokumarchow@deloitte.com). The Active checkbox is checked. At the bottom of the form are "Cancel" and "Submit" buttons.

New User	
Contact Person:	* ROY, SONALI
User Name:	*
Role:	* Select Role
E-mail:	ssubratokumarchow@deloitte.com
Active:	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="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 read-only. For other ESS user roles, this menu option will not be available.

The screenshot shows a web-based application interface for adding a new user. At the top, there's a header with the address '4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Hope Bob West Virginia State Police'. Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the 'COMPASS' logo. Further down, there's a link 'Available Forms' with a dropdown arrow and an 'Open' button. The main content area is titled 'Add User' and contains instructions: 'Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit.' A note below states: 'Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account.' The 'New User' form has fields for 'Contact Person' (selected as 'ROY, SONALI'), 'User Name' ('SoRo83'), 'Role' (a dropdown menu with a red border containing 'Select Role', 'DSRS Fee Reporting', 'ESS Employer Reporting', 'ESS File Validation', and 'ESS Staff' where 'ESS Staff' is checked), 'E-mail' (partially visible as 'ss'), and 'Active' (checkbox checked). At the bottom of the form are 'Cancel' and 'Submit' buttons.



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

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

The screenshot shows the CPRB COMPASS portal interface. At the top, there is a logo with the letters C, P, R, and B, followed by the address 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, it shows the user information: Employer Self Service, Hope Bob, West Virginia State Police, and a log-in timestamp: UserGuide Last Login: Tue, Jun 07 2016 1:42 PM. There are navigation links for Employer Home, Report, Services, Account, Admin, Logout, and a compass icon labeled COMPASS. Below these, there is a dropdown menu for Available Forms and an Open button. The main content area is titled "Add User". It contains instructions: "Choose a contact person, enter a unique User Name, select the appropriate security role and click Submit." A note below states: "Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account." The "New User" form is displayed, containing fields for Contact Person (selected as ROY, SONALI), User Name (SoRo83), Role (ESS Employer Reporting), E-mail (ssubratokumarchow@deloitte.com), and Active status (checked). At the bottom of the form are "Cancel" and "Submit" buttons, with "Submit" being highlighted with a red border.

New User	
Contact Person:	* ROY, SONALI
User Name:	* SoRo83
Role:	* ESS Employer Reporting
E-mail:	ssubratokumarchow@deloitte.com
Active	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	



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

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

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header bar with the logo 'CPRB' (consisting of four squares with letters C, P, R, B), the address '4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304', contact information ('Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'), and a user session info block for 'Employer Self Service' users 'Kaniska Saha' and 'Anissa Abraham'. The session also shows 'UserGuide Last Login: Wed, May 25 2016 8:14 AM'. On the right side of the header is a 'Logout' button. Below the header is a navigation menu with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the menu is the word 'COMPASS' in large letters. Underneath the menu, there are buttons for 'Available Forms' (with a dropdown arrow), 'Open', and 'Print'. The main content area is titled 'Confirmation' and contains a message 'User Saved' and a success message: 'Your user has been successfully saved.' It also states 'A login for john123 has been created and sent to jsmith@abc.com.'. At the bottom right of this area is a red-bordered 'Continue' button.



5.2 Reset a User's Password or PIN

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

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

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header bar with the COMPASS logo, the text "Employer Self Service" and "Marilyn Doe Clinch Powell Ed Coop", and a "Log Out" button. Below the header is a navigation menu with links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A dropdown menu for "Available Forms" is open. The main content area is titled "Manage Users". It contains a table with columns for User Name, Name, Assigned Role, Last Activity, Active, Account Locked, and Concord PIN Locked. One row in the table is highlighted with a red border around the "User Name" cell, which contains the value "marilyndoe". At the bottom of the table is a green "Add User" button.

User Name	Name	Assigned Role	Last Activity	Active	Account Locked	Concord PIN Locked
marilyndoe	DOE, MARILYN	ESS Administrator	1/23/2015 10:37:49 AM	Yes		



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

The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual Final interface. At the top, there's a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user logged in as Kaniska Saha, with options to Log Out, UserGuide, and Last Login: Tue, Jun 21 2016 3:06 AM. Below the header, a navigation bar includes Employer Home, Report, Services, Account, Admin, and Logout. A green banner on the right says COMPASS. Underneath, a dropdown menu says -- Available Forms -- with an Open button. The main content area is titled "Reset User". It contains the following fields:

Reset User	
Contact Person:	SAHA, KANISKA
User Name:	KANSAHA123
Reset Password:	<input type="checkbox"/>
Reset PIN:	<input type="checkbox"/>
Role:	ESS Administrator
E-mail:	kansaha@deloitte.com
Active	<input checked="" type="checkbox"/>

At the bottom of the form are two buttons: Cancel and Update.



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

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

The screenshot shows the COMPASS Employer Self Service interface. At the top, there's a header bar with the COMPASS logo, the user name 'Marilyn Doe', and 'Clinch Powell Ed Coop'. It also shows the last login date ('Last Login: Fri, Jan 23 2015 10:31 AM') and a 'UserGuide' link. Below the header is a navigation menu with tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the menu is a dropdown for 'Available Forms' with an 'Open' button. The main content area is titled 'Edit User'. It contains a table with the following data:

Contact Person:	DOE, MARILYN
User Name:	marilyndoe
Reset Password:	<input type="checkbox"/>
Reset Concord PIN:	<input type="checkbox"/>
Role:	ESS Administrator
E-mail:	prinanda@deloitte.com
Active	<input checked="" type="checkbox"/>

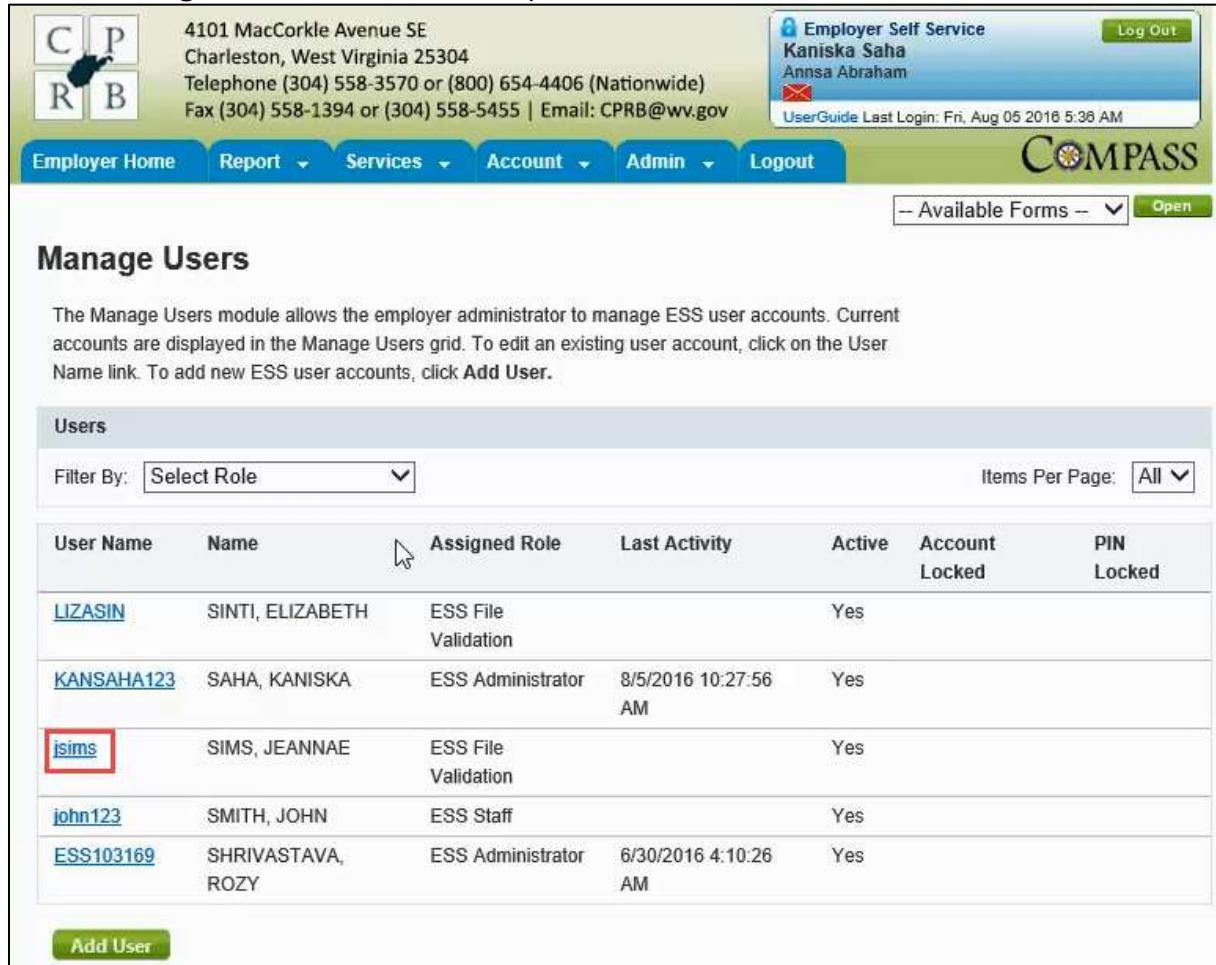
At the bottom of the form are two buttons: 'Cancel' and 'Update', with 'Update' being highlighted with a red box.



5.3 Deactivate a User

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

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



The screenshot shows the 'Manage Users' page of the ESS system. At the top, there is a header with the logo 'CPRB', address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service', 'Kaniska Saha', 'Annsa Abraham'. Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main title 'Manage Users' is displayed. A sub-section titled 'Users' contains a table with columns: 'User Name', 'Name', 'Assigned Role', 'Last Activity', 'Active', 'Account Locked', and 'PIN Locked'. The table lists five users: LIZASIN, SINTI, ELIZABETH; KANSAHA123, SAHA, KANISKA; jsims, SIMS, JEANNAE; john123, SMITH, JOHN; and ESS103169, SHRIVASTAVA, ROZY. The 'jsims' row is highlighted with a red box around the 'User Name' cell. At the bottom of the table is a green 'Add User' button.

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



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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, there is a 'Log Out' button and a message: 'UserGuide Last Login: Fri, Aug 05 2016 5:36 AM'. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open. The main content area is titled 'Reset User'. It contains fields for Contact Person (SIMS, JEANNAE), User Name (jsims), Reset Password (unchecked), Reset PIN (unchecked), Role (selected 'ESS File Validation'), E-mail (jesims@deloitte.com), and Active (checked). At the bottom are 'Cancel' and 'Update' buttons, with 'Update' being highlighted with a red box.

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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface, identical to the previous one but with a key difference: the 'Active' checkbox is now unchecked. All other fields and the layout remain the same, including the 'Update' button which is still highlighted with a red box.



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

The screenshot shows the CPRB COMPASS web application. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right of the header, it says "Employer Self Service", "Kaniska Saha", "Annsa Abraham", and "UserGuide Last Login: Fri, Aug 05 2016 5:36 AM". There is also a "Log Out" button. Below the header, a green navigation bar contains links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". To the right of the navigation bar are buttons for "Available Forms" (with a dropdown arrow), "Open", "Print", and a "Confirmation" button. The main content area has a title "Confirmation" and a message "User Saved". Below that, a green success message reads "Your user has been successfully saved." At the bottom right of the content area is another "Continue" button.

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

This screenshot is identical to the one above, showing the same CPRB COMPASS interface. It features the same logo, address, and header information. The green navigation bar at the top includes "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". To the right of the navigation bar are buttons for "Available Forms", "Open", "Print", and a "Confirmation" button. The main content area has a title "Confirmation" and a message "User Saved". Below that, a green success message reads "Your user has been successfully saved." At the bottom right of the content area is another "Continue" button.



6. Payroll Schedule

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

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

6.1 Add Payroll Schedule Information

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

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

Report > Payroll Schedule

The screenshot shows the CPRB Employer Self Service website. The top header includes the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers, fax number, and email (CPRB@wv.gov). The top right shows user information (Kaniska Saha, Anissa Abraham) and a 'Logout' button. The main navigation bar has tabs for 'Employer Home', 'Report' (which is active and has a red box around it), 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu under 'Report' is open, showing options: 'Payroll Schedule' (selected and highlighted with a red box), 'Annual End of Year Reconciliation', 'Contribution Group Search', 'Submit DSRS Fee', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The left sidebar contains a welcome message from Jeffrey E. Fleck, Executive Director, and a list of reporting processes. The right sidebar contains links for 'Employer Self Service', 'UserGuide', 'Last Login', and 'Available Forms'.



Step 2 -- The Payroll Schedule screen displays.

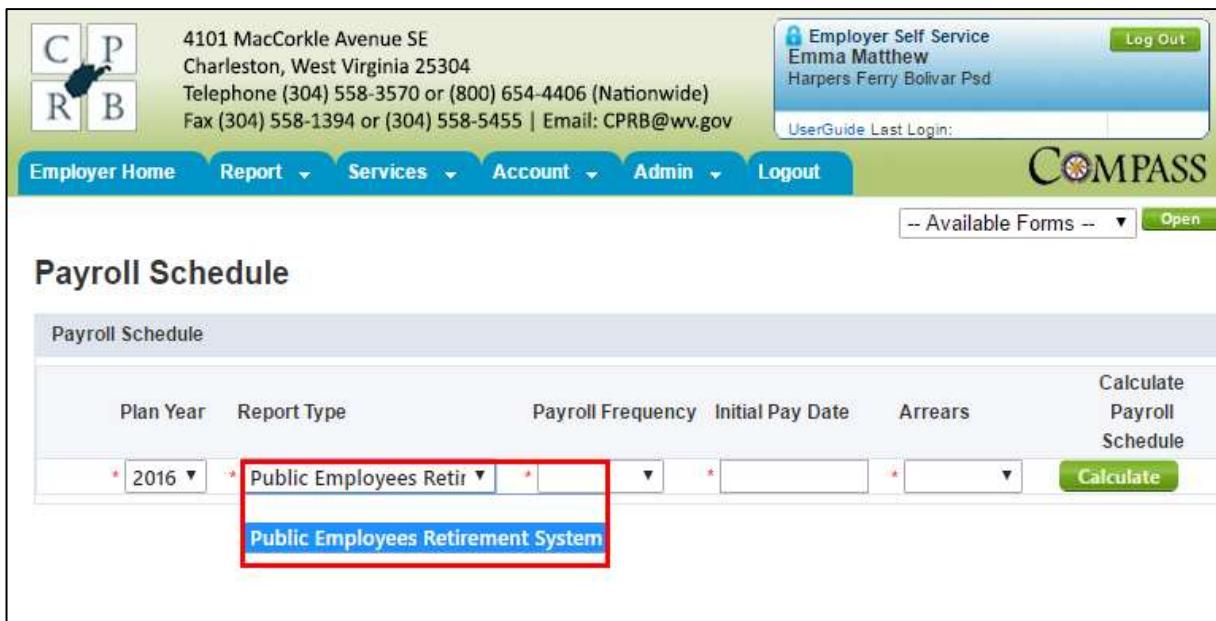
The screenshot shows the 'Payroll Schedule' page of the CPRB COMPASS system. At the top, there is a logo for 'CPRB' and contact information: '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. The top right corner shows the user 'Emma Matthew' from 'Harpers Ferry Bolivar Psd' with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'UserGuide Last Login'. A green 'COMPASS' logo is on the right. A dropdown menu 'Available Forms' is open. The main title 'Payroll Schedule' is at the top left of the content area. Below it is a 'Payroll Schedule' section with fields for 'Plan Year', 'Report Type', 'Payroll Frequency', 'Initial Pay Date', 'Arrears', and a 'Calculate Payroll Schedule' button. The 'Plan Year' field has a dropdown menu open, showing '2016' and '2017'.

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

This screenshot is identical to the one above, showing the 'Payroll Schedule' page. The 'Plan Year' dropdown menu is open, and the option '2016' is highlighted with a red box. The other option, '2017', is visible below it.



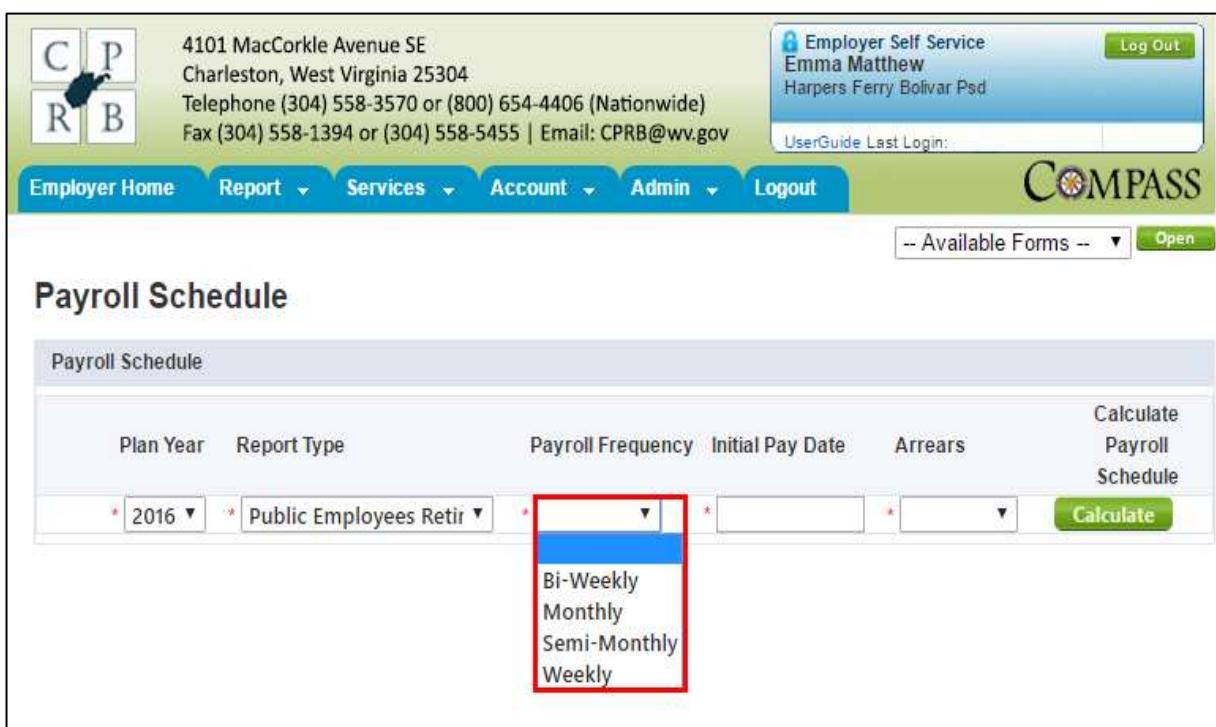
Step 4 -- Select the **Report Type** from the drop down menu. The Report Type is the associated Retirement System.



The screenshot shows the COMPASS system's Payroll Schedule page. At the top, there is a header with the C.P.R.B. logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and user information (Employer Self Service, Emma Matthew, Harpers Ferry Bolivar Psd). Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar is the COMPASS logo. Underneath the navigation bar is a button labeled '-- Available Forms --' with an 'Open' link next to it. The main content area is titled 'Payroll Schedule'. It contains a table with columns for Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. The 'Report Type' column shows 'Public Employees Retir' with a dropdown arrow, and the 'Calculate Payroll Schedule' button is visible. The 'Payroll Frequency' column is currently empty. The 'Initial Pay Date' and 'Arrears' columns also have dropdown arrows. The 'Calculate Payroll Schedule' button is green with white text.

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

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



The screenshot shows the COMPASS system's Payroll Schedule page. The layout is identical to the previous screenshot, with the C.P.R.B. logo, address, and user information at the top. The navigation bar and COMPASS logo are also present. The 'Report Type' dropdown is set to 'Public Employees Retir' and the 'Public Employees Retirement System' option is highlighted with a red box. The 'Payroll Frequency' dropdown is open, showing four options: 'Bi-Weekly', 'Monthly', 'Semi-Monthly', and 'Weekly'. The 'Bi-Weekly' option is highlighted with a red box. The other options are in a standard black font. The 'Calculate Payroll Schedule' button is green with white text.



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

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

The screenshot shows the CPRB COMPASS Project interface. At the top, there's a logo with letters C, P, R, B, and a phone icon. The address is 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Contact information includes telephone (304) 558-3570 or (800) 654-4406, fax (304) 558-1394 or (304) 558-5455, and email CPRB@wv.gov. The user is logged in as Emma Matthew, Harpers Ferry Bolivar Psd. The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, and a compass icon labeled COMPASS. Below the menu is a dropdown for Available Forms. The main content area is titled 'Payroll Schedule'. It has fields for Plan Year (2016), Report Type (Public Employees Retir), Payroll Frequency (Bi-Weekly), and Initial Pay Date. A 'Calculate Payroll Schedule' button is present. A calendar for August 2016 is displayed, showing dates from 31 to 10. The date August 16, 2016, is highlighted with a red box and labeled 'Today: August 16, 2016'. At the bottom left, there's a link to the West Virginia Consolidated Public Retirement Board Home page. A note at the bottom right states: '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.' Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.



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

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

The screenshot shows the CPRB COMPASS interface. At the top, there's a logo for 'CPRB' and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows 'Employer Self Service' for 'Bob Hope', 'Dep', and a log out link. Below the header, there are navigation links: Employer Home, Report, Services, Account, Admin, Logout, and a 'Available Forms' dropdown. The main title is 'Payroll Schedule'. Under 'Payroll Schedule', there are fields for Plan Year (2016), Report Type (Public Employees Retiree), Payroll Frequency (Bi-Weekly), Initial Pay Date (08/15/2016), and Arrears. A 'Calculate Payroll Schedule' button is present. A dropdown menu for 'Arrears' is open, listing '1 Week', '2 Weeks', '3 Weeks', '4 Weeks', and 'Current', with '1 Week' highlighted by a red box. At the bottom left, there's a link to the West Virginia CPRB Home page. The bottom right contains a copyright notice: 'Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.'



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

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

Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Wed, Aug 03 2016 8:19 AM

Logout

COMPASS

Payroll Schedule

Payroll Schedule

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
* 2016	* Public Employees Retir.	* Bi-Weekly	* 08/15/2016	* Current	Calculate

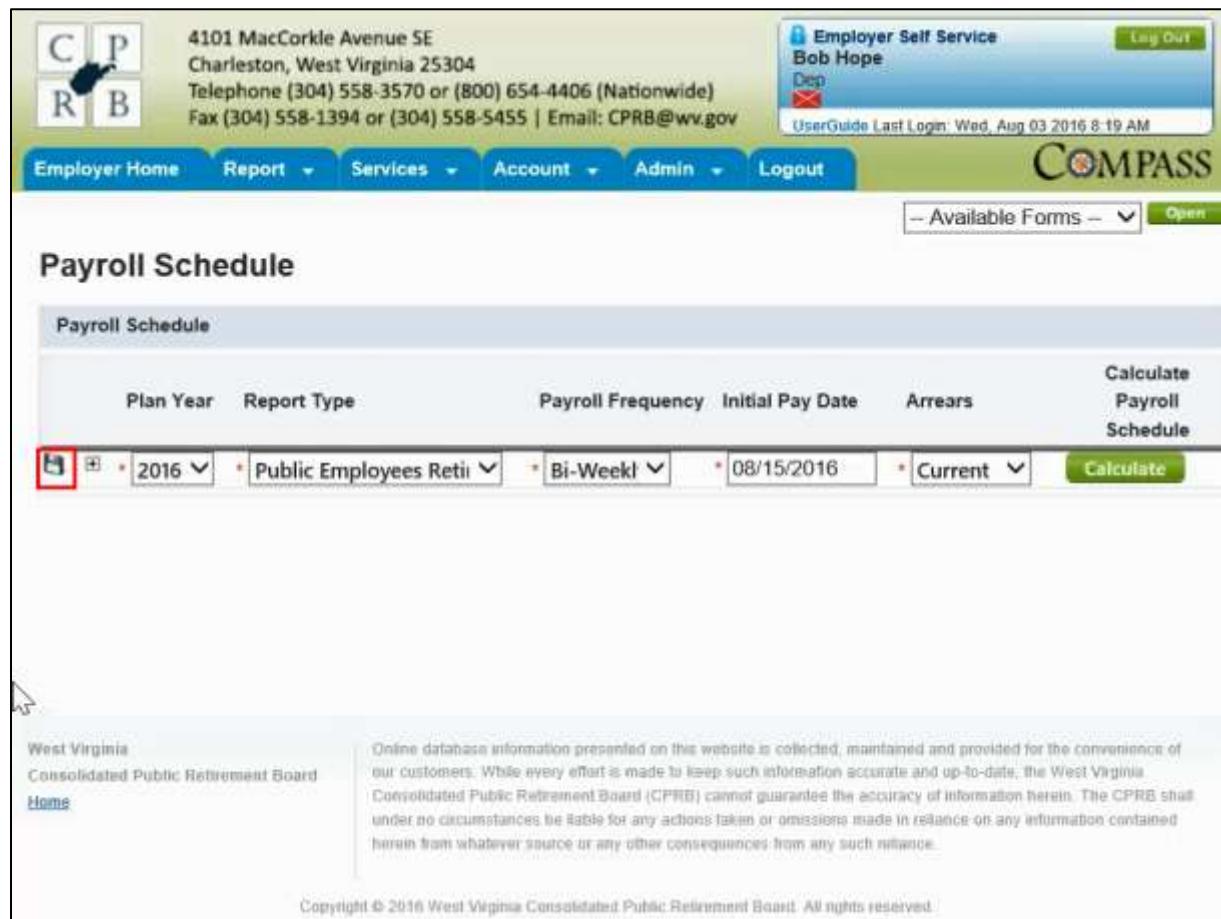
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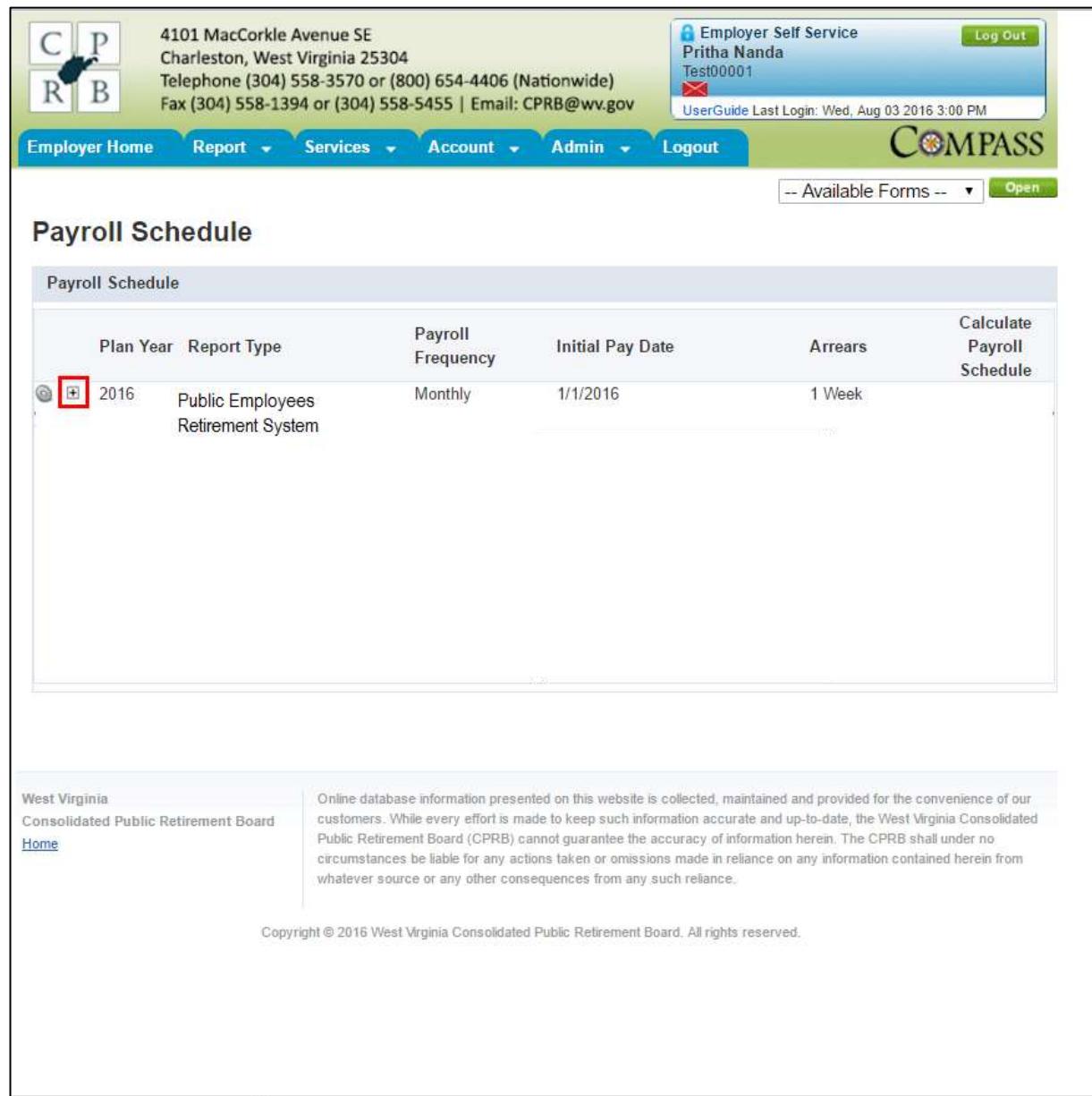
Step 9 -- Click the save  icon.



The screenshot shows the CPRB COMPASS system. At the top, there's a logo with the letters C, P, R, and B, followed by the address 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user information "Employer Self Service Bob Hope Dep" and a "Logout" button. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A green banner on the right says "COMPASS". A dropdown menu "Available Forms" is open. The main content area is titled "Payroll Schedule". A form is displayed with fields for Plan Year (2016), Report Type (Public Employees Retirees), Payroll Frequency (Bi-Weekly), Initial Pay Date (08/15/2016), Arrears (Current), and a "Calculate" button. The "Plan Year" field has a red box around it, indicating it's the focus of the step. At the bottom left, there's a link to the West Virginia Consolidated Public Retirement Board Home page. On the right, a disclaimer states: "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 instance." At the very bottom, a copyright notice reads: "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."



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



The screenshot displays the CPRB COMPASS system interface. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and an email (CPRB@wv.gov). The top right shows the user information: Employer Self Service, Pritha Nanda, Test00001, and a log out button. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms with an Open button. The main content area is titled "Payroll Schedule". It features a table with columns: Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. One row is visible: 2016, Public Employees Retirement System, Monthly, 1/1/2016, 1 Week, and a "Calculate Payroll Schedule" button. At the bottom left, there's a link to the West Virginia Consolidated Public Retirement Board Home page. On the right, a disclaimer states that the online database information is provided for convenience and the board is not liable for actions taken based on it. Copyright information at the bottom right indicates the data is from 2016.

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



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).

The screenshot shows the CPRB COMPASS interface. At the top, there's a logo for the West Virginia Consolidated Public Retirement Board (CPRB) and navigation links for Employer Home, Report, Services, Account, Admin, and Logout. The user information on the right shows 'Employer Self Service' for 'Pritha Nanda' (Test00001), with a 'UserGuide' link and a note of 'Last Login: Wed, Aug 03 2016 3:00 PM'. Below the header, the title 'Payroll Schedule' is displayed. The main content area shows a table for the 2016 Public Employees Retirement System. The columns are Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. The 'Calculate Payroll Schedule' button is highlighted with a red border. To the right of the table, a separate table lists the Pay Date and Pay Period End Date for each pay period. This secondary table is also highlighted with a red border. The data is as follows:

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

At the bottom left, there's a link to the West Virginia Consolidated Public Retirement Board Home page. On the right, a disclaimer states: "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." Copyright information at the bottom right indicates "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."



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

The screenshot shows the CPRB Employer Self Service website interface. At the top right, there's a user profile for 'Kaniska Saha' and 'Annsa Abraham' with 'Log Out' and 'UserGuide' links. Below the header, the 'COMPASS' logo is visible. The main navigation bar includes 'Employer Home', 'Report' (with a dropdown menu), 'Services' (with a dropdown menu), 'Account' (with a dropdown menu), 'Admin' (with a dropdown menu), and 'Logout'. A sidebar on the left provides a quick reference for reporting tasks. The central content area contains a welcome message from Jeffrey E. Fleck, Executive Director, and information about the service's purpose and features.



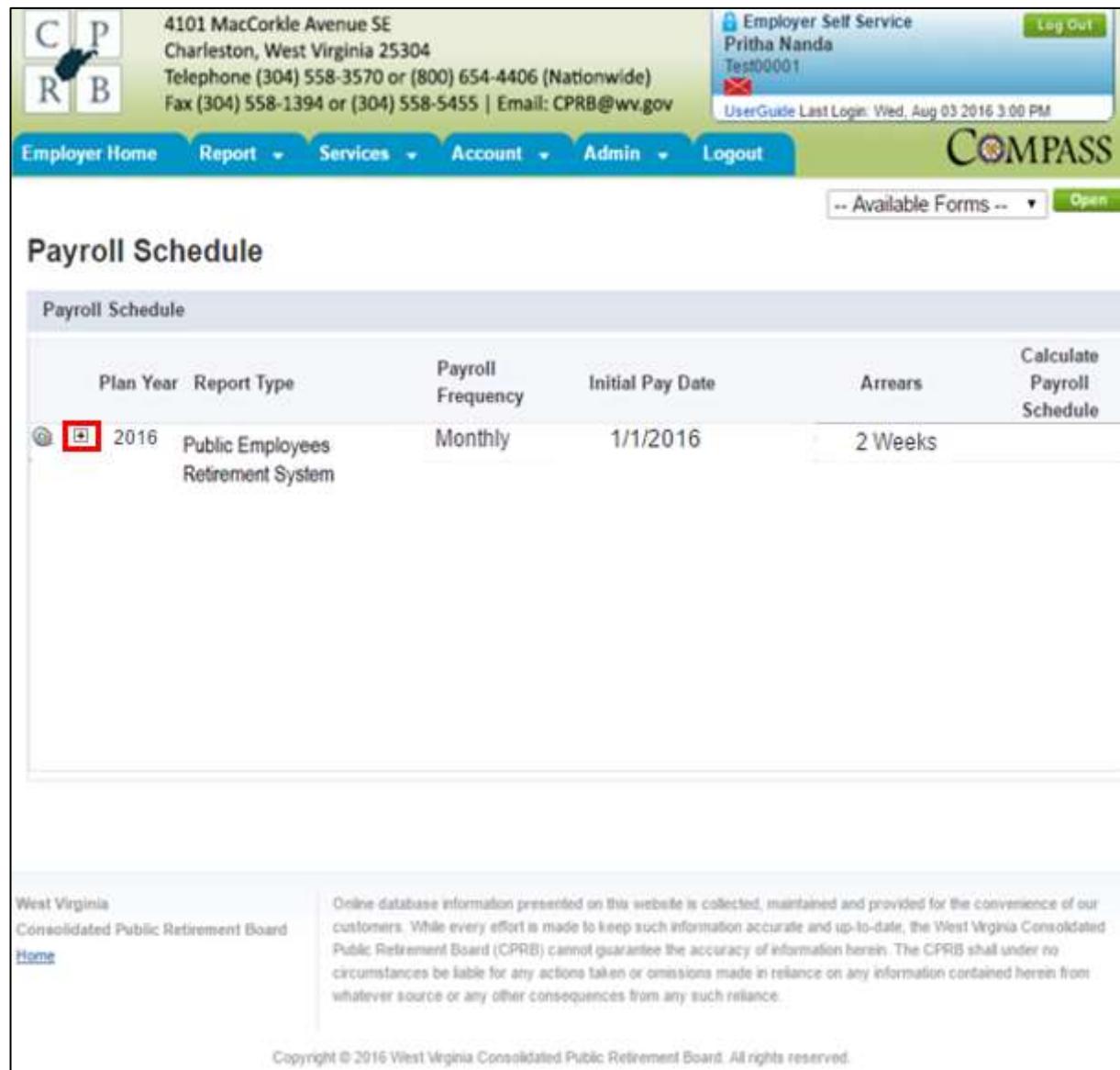
Step 2 -- The Payroll Schedule screen displays.

The screenshot shows the CPRB COMPASS system interface. At the top, there's a logo consisting of four squares with letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, with contact numbers (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and email CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Pritha Nanda, Test0001, with a lock icon, and a Log Out button. Below this, a message bar says "UserGuide Last Login: Wed, Aug 03 2016 3:00 PM". The main menu includes Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu "Available Forms" is open. The title "Payroll Schedule" is centered above a table. The table has columns for Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. One row is shown: Plan Year 2016, Report Type Public Employees Retirement System, Payroll Frequency Monthly, Initial Pay Date 1/1/2016, Arrears 1 Week, and Calculate Payroll Schedule (button). At the bottom left, there's a link to the West Virginia Consolidated Public Retirement Board Home page. The bottom right contains a copyright notice: "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	1/1/2016	1 Week	<input type="button" value="Calculate Payroll Schedule"/>



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



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

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

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

The screenshot displays the CPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone number (304) 558-3570 or (800) 654-4406, and email (CPRB@wv.gov). The user is logged in as Prittha Nanda (Test0001). The main menu includes Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. The title "Payroll Schedule" is centered above a table. The table has columns for Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. The data shows a plan year of 2016, report type of Public Employees Retirement System, monthly payroll frequency, and an initial pay date of 1/1/2016. The calculate payroll schedule button is highlighted with a red box. Below the table, there is a footer with links to West Virginia Home, Consolidated Public Retirement Board Home, and a disclaimer about the accuracy of the information provided. Copyright information at the bottom states "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."

Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule																										
2016	Public Employees Retirement System	Monthly	1/1/2016	2 Weeks	<table border="1"><thead><tr><th>Pay Date</th><th>Pay Period End Date</th></tr></thead><tbody><tr><td>1/1/2016</td><td>12/18/2015</td></tr><tr><td>2/1/2016</td><td>1/18/2016</td></tr><tr><td>3/1/2016</td><td>2/16/2016</td></tr><tr><td>4/1/2016</td><td>3/18/2016</td></tr><tr><td>5/2/2016</td><td>4/18/2016</td></tr><tr><td>6/1/2016</td><td>5/18/2016</td></tr><tr><td>7/1/2016</td><td>6/17/2016</td></tr><tr><td>8/1/2016</td><td>7/18/2016</td></tr><tr><td>9/1/2016</td><td>8/18/2016</td></tr><tr><td>10/3/2016</td><td>9/19/2016</td></tr><tr><td>11/1/2016</td><td>10/18/2016</td></tr><tr><td>12/1/2016</td><td>11/17/2016</td></tr></tbody></table>	Pay Date	Pay Period End Date	1/1/2016	12/18/2015	2/1/2016	1/18/2016	3/1/2016	2/16/2016	4/1/2016	3/18/2016	5/2/2016	4/18/2016	6/1/2016	5/18/2016	7/1/2016	6/17/2016	8/1/2016	7/18/2016	9/1/2016	8/18/2016	10/3/2016	9/19/2016	11/1/2016	10/18/2016	12/1/2016	11/17/2016
Pay Date	Pay Period End Date																														
1/1/2016	12/18/2015																														
2/1/2016	1/18/2016																														
3/1/2016	2/16/2016																														
4/1/2016	3/18/2016																														
5/2/2016	4/18/2016																														
6/1/2016	5/18/2016																														
7/1/2016	6/17/2016																														
8/1/2016	7/18/2016																														
9/1/2016	8/18/2016																														
10/3/2016	9/19/2016																														
11/1/2016	10/18/2016																														
12/1/2016	11/17/2016																														

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6.3 Edit Payroll Schedule Information

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

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

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

Report > Payroll Schedule

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

Employer Self Service
Kaniska Saha
Anissa Abraham

UserGuide Last Login: Sat, May 28 2016 8:26 AM

Log Out

COMPASS

– Available Forms – Open

Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of tools to manage their employee data and report employee data to West Virginia Consolidated Public Retirement Board in a number of ways, including:

- Report
- Process
- Process
- Adding
- Review
- Verify

This tool was developed to provide secure online access to the services provided by the West Virginia Consolidated Public Retirement Board (CPRB) provides by offering a variety of services and the ability to perform a variety of transactions.

It is our privilege to serve you at the highest level of service.

Jeffrey E. Fleck
Executive Director



Step 2 -- The Payroll Schedule screen displays.

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

Employer Self Service
Pritha Nanda
Test0001
UserGuide Last Login: Wed, Aug 03 2016 3:00 PM

COMPASS

Employer Home Report ▾ Services ▾ Account ▾ Admin ▾ Logout

-- Available Forms -- ▾ Open

Payroll Schedule

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

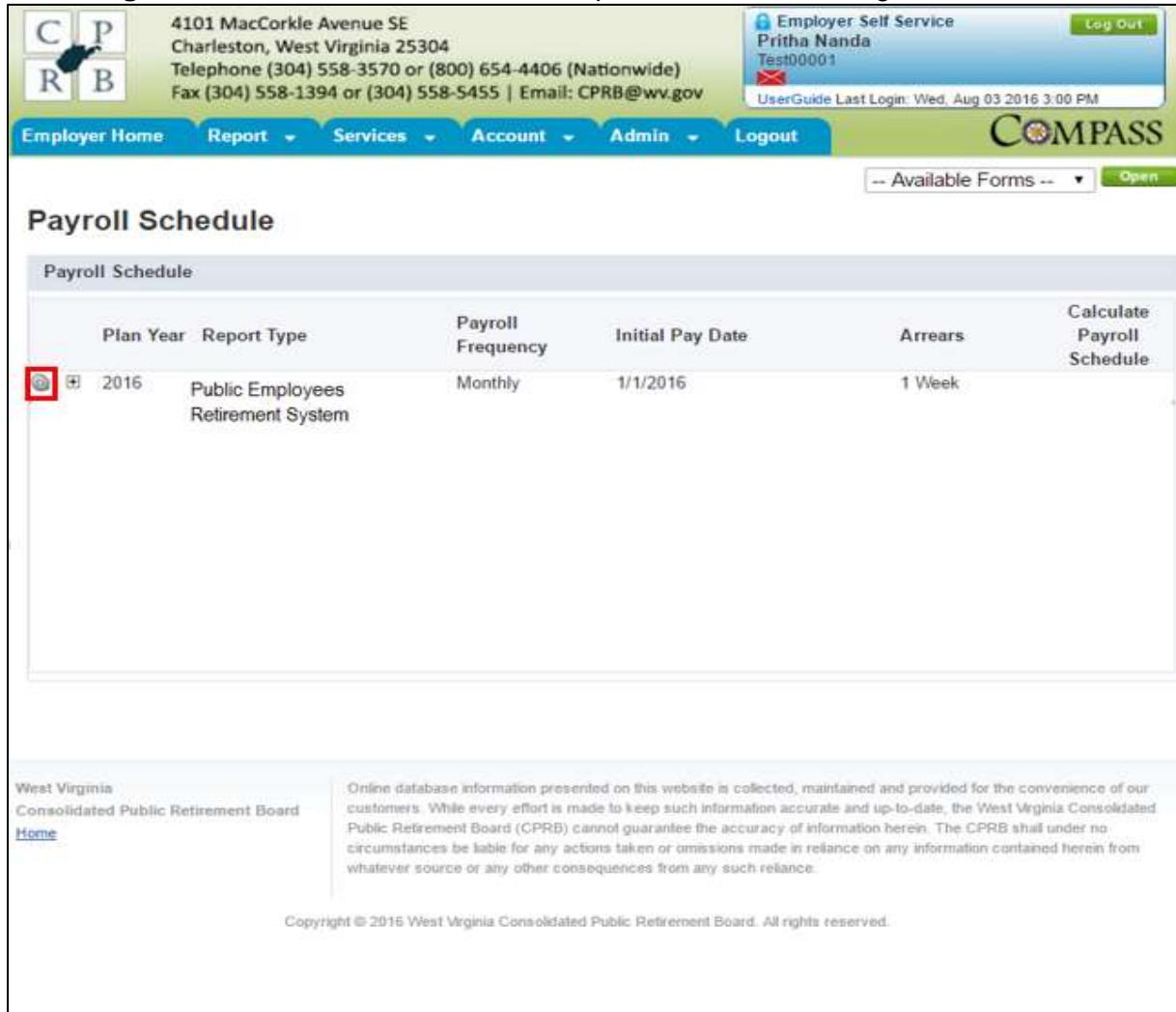
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Step 3 -- Click the gear  icon next to a Plan Year to open that item for editing.



The screenshot shows the CPRB COMPASS system interface. At the top, there's a logo for the West Virginia Consolidated Public Retirement Board (CPRB) and navigation links for Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. The user is logged in as Prittha Nanda with the test ID Test00001. The main content area is titled "Payroll Schedule". A table lists one entry: Plan Year 2016, Report Type Public Employees Retirement System, Payroll Frequency Monthly, Initial Pay Date 1/1/2016, and Arrears 1 Week. A "Calculate Payroll Schedule" button is also present. At the bottom, there's a footer with links to the West Virginia CPRB Home page and a disclaimer about the accuracy of the information provided.

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

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

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

Employer Self Service
Priyanka Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 3:00 PM

Log Out

Employer Home Report Services Account Admin Logout

... Available Forms Open

Payroll Schedule

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

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

The screenshot shows the CPRB COMPASS system. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact info (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and user information (Employer Self Service, Prittha Nanda, Test00001). The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, and a link to UserGuide. The main content area is titled "Payroll Schedule". It has a sub-header "Payroll Schedule" and a table with columns: Plan Year, Report Type, Payroll Frequency, Initial Pay Date, Arrears, and Calculate Payroll Schedule. A row is shown for "2016 Public Employees Retirement System" with dropdowns for Payroll Frequency ("Monthly"), Initial Pay Date ("01/01/2016"), and Arrears ("2 Weeks"). The "Calculate" button is highlighted with a red box. At the bottom left is a link to the West Virginia CPRB Home page, and at the bottom right is a copyright notice: "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved."



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

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

Employer Self Service
Pritha Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 3:00 PM

Log Out

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Payroll Schedule

Payroll Schedule

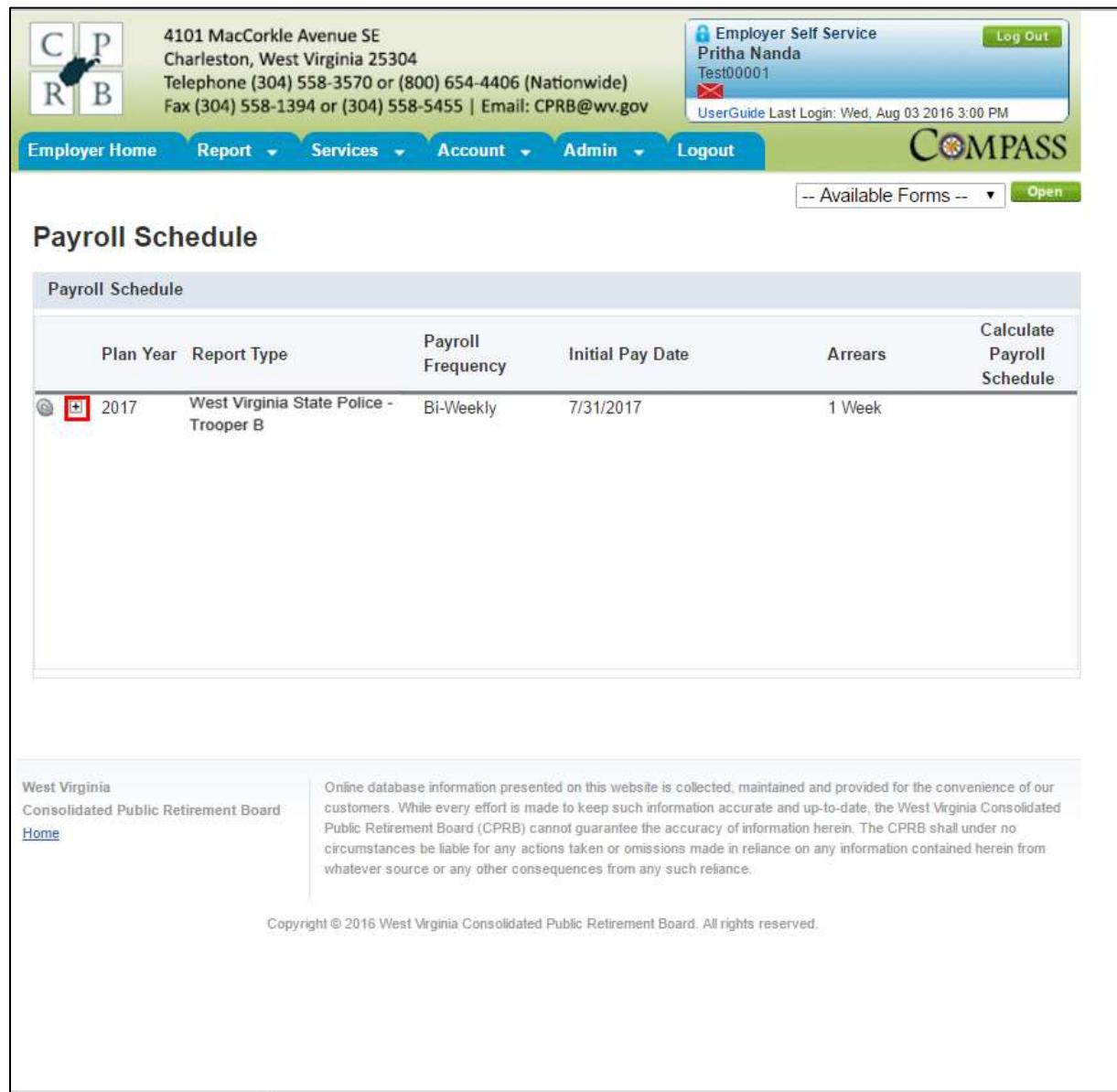
Plan Year	Report Type	Payroll Frequency	Initial Pay Date	Arrears	Calculate Payroll Schedule
2016	Public Employees Retirement System	Monthly	01/01/2016	2 Weeks	Calculate

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

Employer Self Service
Pritha Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 3:00 PM

Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Payroll Schedule

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

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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).

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

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7. Submit Employer Reports

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

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

Employers can submit the following three types of reports:

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

7.1 Submit Employment Classification Information

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

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

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

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



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

7.1.1 Submit Employment Classification – Upload File

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

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

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

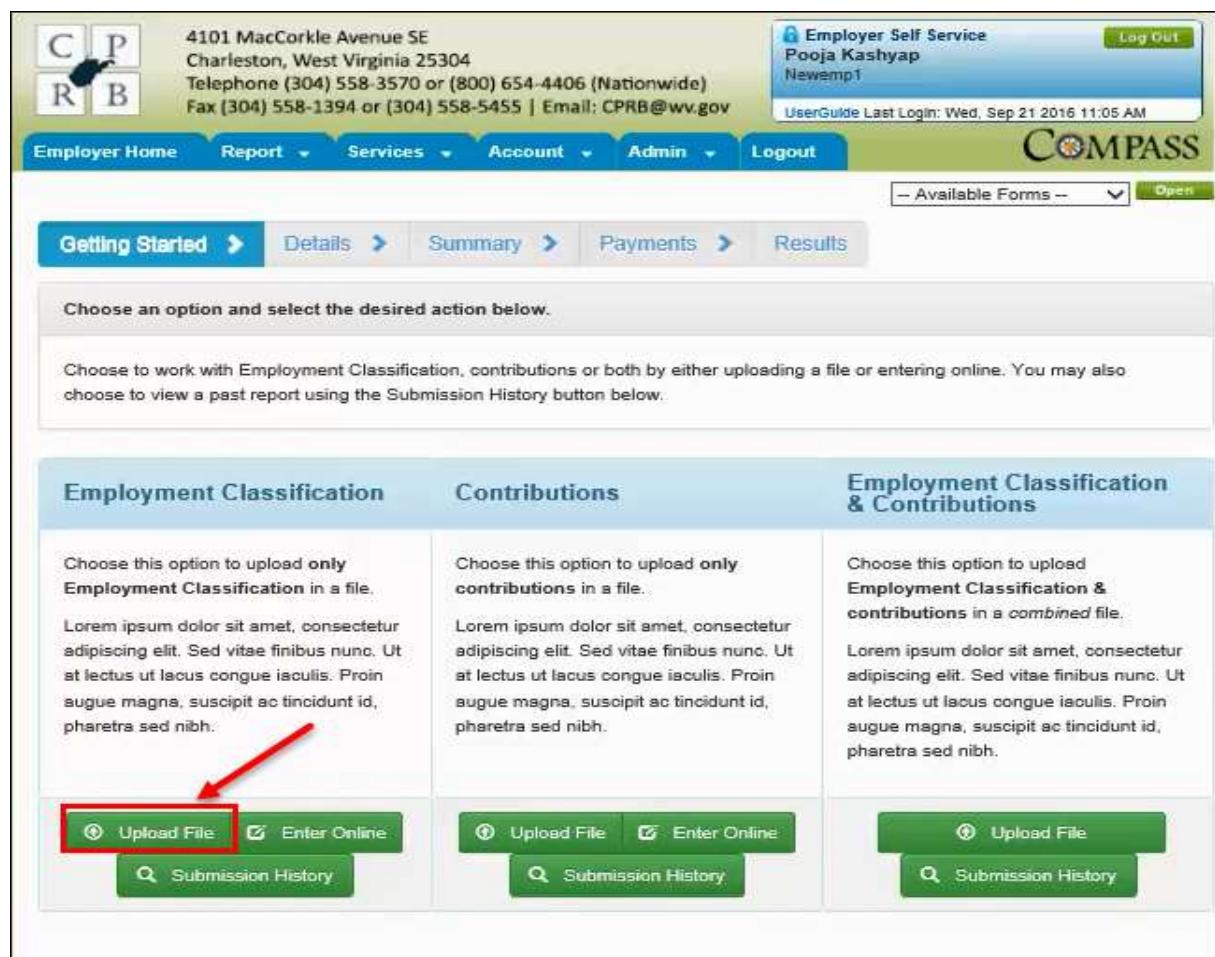
Step 1 -- To navigate to the **Submit Employer Reports** screen, click the following menu options:

Report > Submit Employer Reports

The screenshot shows the CPRB Employer Self Service website interface. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The Report dropdown is expanded, showing options like Payroll Schedule, Contribution Group Search, Submit Employer Reports (which is highlighted with a red box), View Employer Packets, Download CPRB ID, and Invoices. The main content area features a welcome message for employers and information about reporting employee data to the West Virginia Consolidated Public Retirement Board.

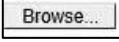


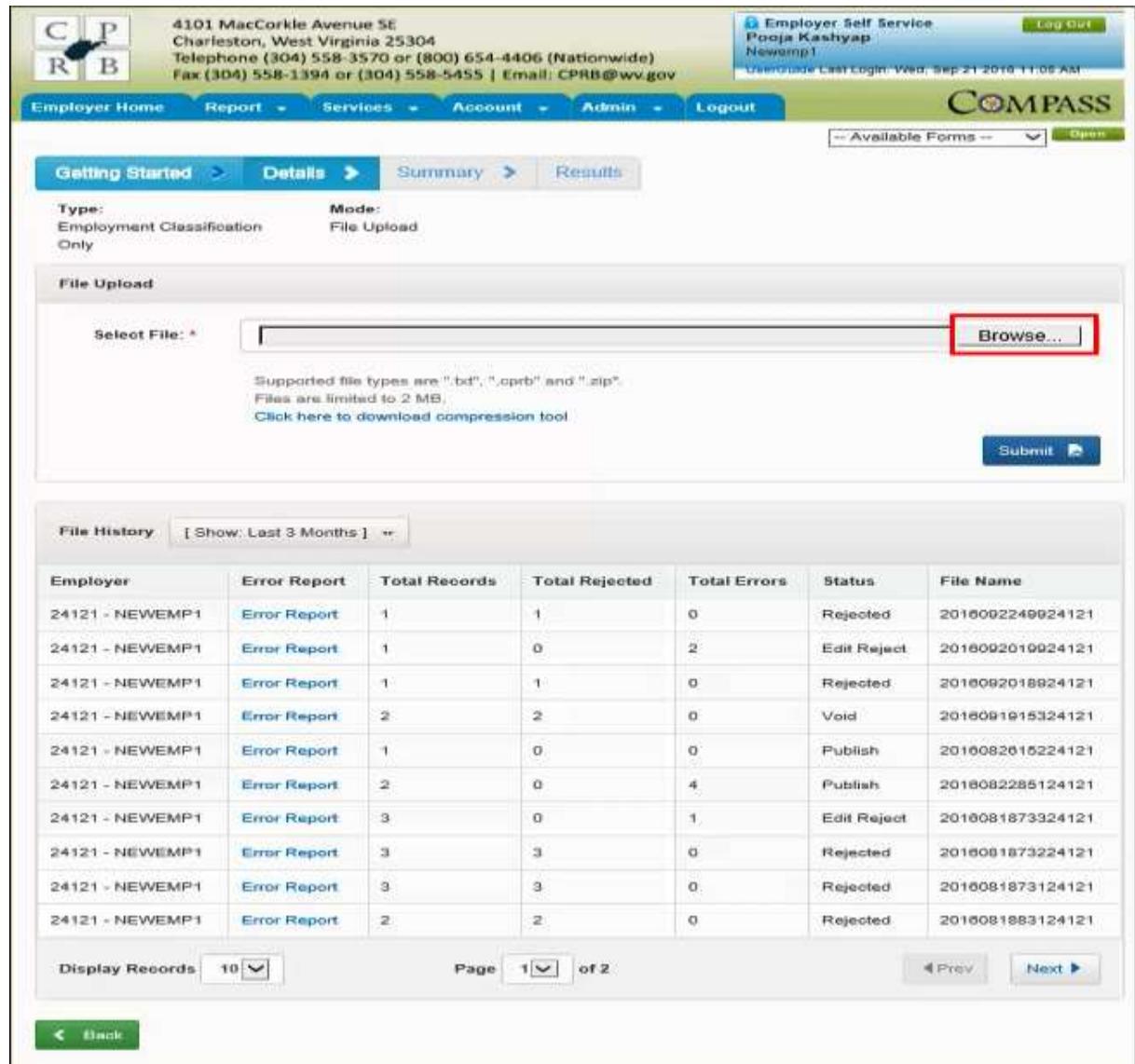
Step 2 -- The **Getting Started** screen displays. In the **Employment Classification** section, click the  button.



The screenshot shows the 'Getting Started' page of the WVCPRB COMPASS Project. At the top right, the user information 'Employer Self Service Pooja Kashyap Newemp1' and the date 'UserGuide Last Login: Wed, Sep 21 2016 11:05 AM' are displayed. Below the header, there are navigation links: Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. The main menu bar includes Getting Started, Details, Summary, Payments, and Results. Under 'Getting Started', there are three sections: Employment Classification, Contributions, and Employment Classification & Contributions. Each section contains descriptive text and three buttons at the bottom: 'Upload File' (highlighted with a red box and arrow), 'Enter Online', and 'Submission History'. The 'Upload File' button is located in the first column of the grid.



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



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final page. At the top, there is a logo for the West Virginia Commission on Rehabilitation of the Physically Handicapped (CPRB) and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, with phone numbers (304) 558-3570 or (800) 654-4406 (nationwide), fax (304) 558-1394 or (304) 558-5455, and email CPRB@wv.gov. The top right corner shows the user's name (Pooja Kashyap), user ID (Newemp1), and the date last login (Wed, Sep 21 2016 11:05 AM). The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open.

The main content area has a breadcrumb navigation: Getting Started > Details > Summary > Results. Below this, it specifies Type: Employment Classification Only and Mode: File Upload. A "File Upload" section contains a "Select File:" input field with a red box around the "Browse..." button, supported file types ".bd", ".cprb", and ".zip", a 2 MB file size limit, and a link to download a compression tool. A "Submit" button is also present.

Below the upload section is a "File History" table with the following data:

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	Error Report	1	1	0	Rejected	2016092249924121
24121 - NEWEMP1	Error Report	1	0	2	Edit Reject	2016092019924121
24121 - NEWEMP1	Error Report	1	1	0	Rejected	2016092018824121
24121 - NEWEMP1	Error Report	2	2	0	Void	2016091915324121
24121 - NEWEMP1	Error Report	1	0	0	Publish	2016082615224121
24121 - NEWEMP1	Error Report	2	0	4	Publish	2016082285124121
24121 - NEWEMP1	Error Report	3	0	1	Edit Reject	2016081873324121
24121 - NEWEMP1	Error Report	3	3	0	Rejected	2016081873224121
24121 - NEWEMP1	Error Report	3	3	0	Rejected	2016081873124121
24121 - NEWEMP1	Error Report	2	2	0	Rejected	2016081883124121

At the bottom, there are buttons for Display Records (10), Page (1 of 2), Prev, and Next. A "Back" button is also present.



Step 4 -- Click the  button.

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Charleston, West Virginia 25304
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Employer Self Service
Pooja Kashyap
Newemp1
UserGuide Last LogIn: Wed, Sep 21 2016 11:05 AM
Log Out

Employer Home Report Services Account Admin Logout

Getting Started > Details > Summary > Results

Type: Employment Classification Mode: File Upload
Only

File Upload

Select File: * C:\Users\idasdoupta\Desktop\2016092248924121.txt Browse...
Supported file types are ".txt", ".cprb" and ".zip".
Files are limited to 2 MB.
[Click here to download compression tool](#)

Submit 

File History [Show: Last 3 Months]

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	Error Report	1	1	0	Rejected	2016092249924121
24121 - NEWEMP1	Error Report	1	0	2	Edit Reject	2016092019924121
24121 - NEWEMP1	Error Report	1	1	0	Rejected	2016092018924121
24121 - NEWEMP1	Error Report	2	2	0	Void	2016091915324121
24121 - NEWEMP1	Error Report	1	0	0	Publish	2016082615224121
24121 - NEWEMP1	Error Report	2	0	4	Publish	2016082285124121
24121 - NEWEMP1	Error Report	3	0	1	Edit Reject	2016081873324121
24121 - NEWEMP1	Error Report	3	3	0	Rejected	2016081873124121
24121 - NEWEMP1	Error Report	2	2	0	Rejected	2016081883124121

Display Records 10 Page 1 of 2





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

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

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

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a logo with letters C, P, R, and B, followed by the address 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user logged in as Pooja Kashyap, Newemp1, with a last login timestamp of Wed, Sep 21 2016 11:05 AM, and options to Log Out and Open Userguide.

The main navigation menu includes Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open Userguide.

The current page is titled "Getting Started > Details > Summary > Results".

Report details shown: Report # 11001, Type: Employment Classifications, Mode: File Upload Only.

A note at the top of the results section states: "Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page."

The results section is titled "Employment Classifications" and contains two validation sections:

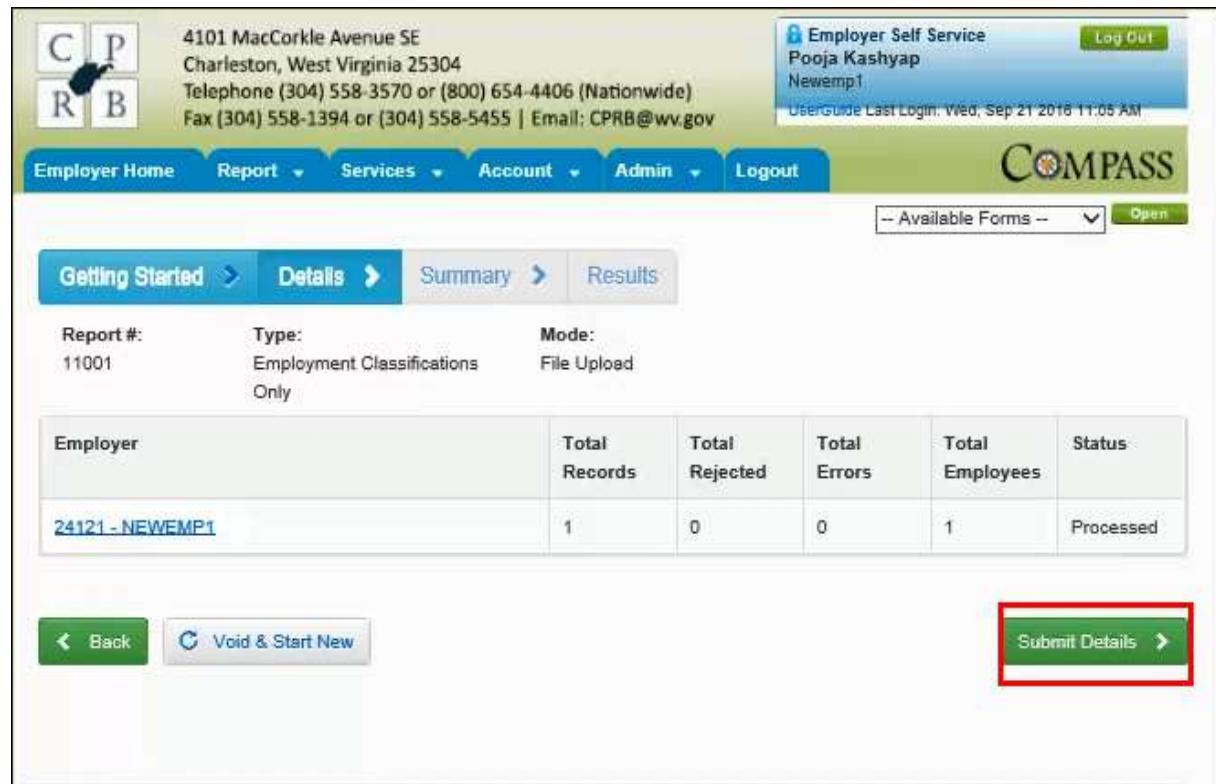
- Employment Classification file validations:** Shows 0% completion. Lines: Total (3) | Processed (0) | Errors (0).
- Employment Classification business validations:** Shows 0% completion. Records: Total (0) | Passed (0) | Errored (0) | Rejected (0) | Pending (0).

A red box highlights the validation sections. At the bottom left is a "Back" button.



Step 6 -- Click the  button.

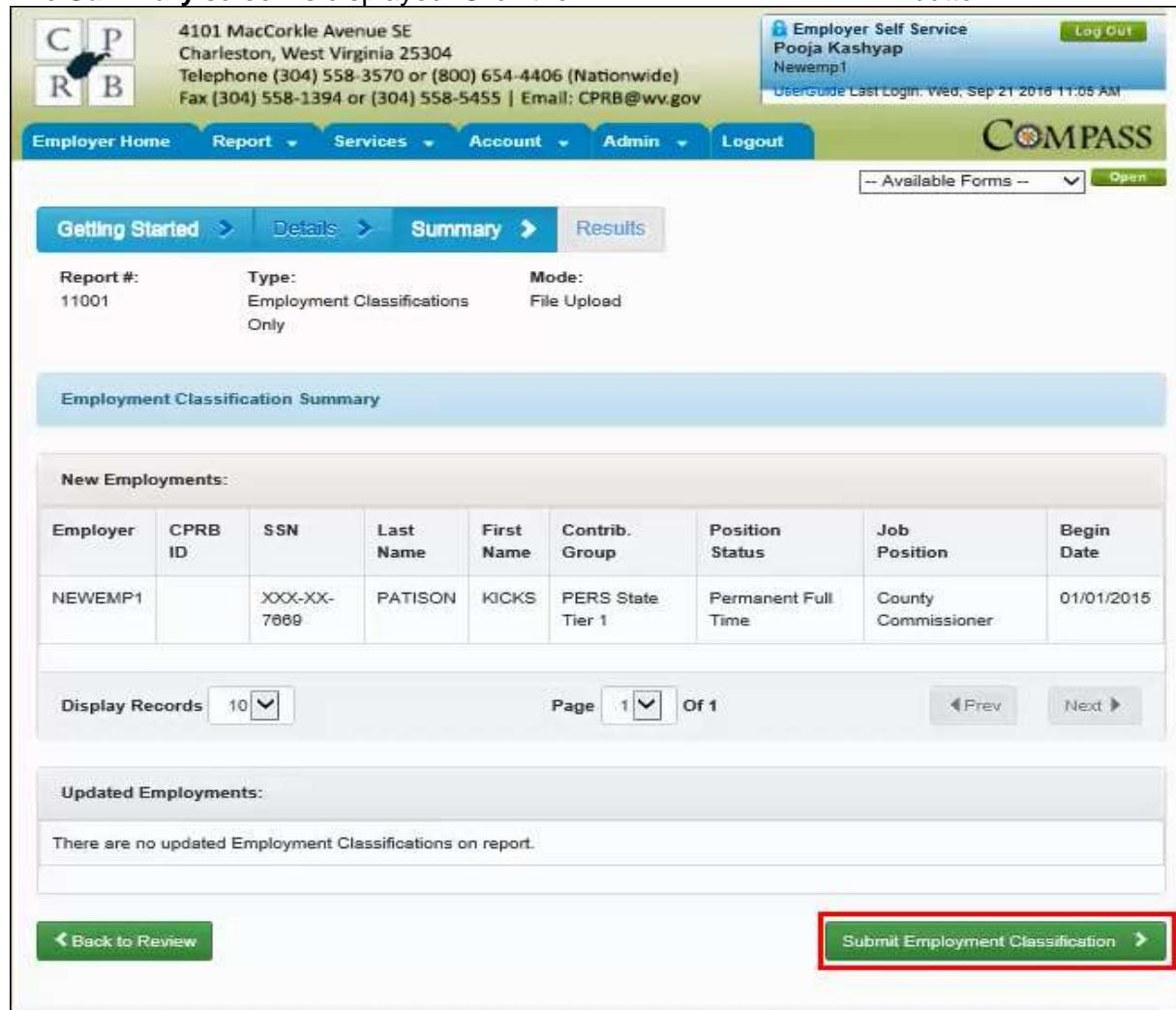
Note: The  button will be disabled if there are any **Errors** in the file. (Follow the steps in Section 7.1.1.2 Correct Employment Classification Upload File Errors to correct remaining errors).



The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, it shows the user details: Employer Self Service, Pooja Kashyap, Newemp1, UserGuide Last Login: Wed, Sep 21 2016 11:05 AM, and Log Out. Below the header, there is a navigation bar with links: Employer Home, Report ▾, Services ▾, Account ▾, Admin ▾, Logout, and a dropdown for Available Forms with an Open button. The main content area has tabs: Getting Started ▶, Details ▶ (which is selected), Summary ▶, and Results. Under Details, there are fields for Report #: 11001, Type: Employment Classifications Only, and Mode: File Upload. A table below shows employer data: Employer 24121 - NEWEMP1, Total Records 1, Total Rejected 0, Total Errors 0, Total Employees 1, and Status Processed. At the bottom left are Back and Void & Start New buttons. On the right is a large green Submit Details ▶ button, which is highlighted with a red box.



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



The screenshot shows the CPRB COMPASS system interface. At the top, there is a green header bar with the text "Submit Employment Classification" and a right-pointing arrow. To the right of this, a blue sidebar displays "Employer Self Service" information: "Pooja Kashyap" and "Newemp1". Below this, it says "UserGuide Last Login: Wed, Sep 21 2016 11:05 AM" and has "Log Out" and "Open" buttons. The main menu bar below the header includes "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A "COMPASS" logo is on the right. Below the menu, a breadcrumb navigation shows "Getting Started > Details > Summary > Results". The main content area is titled "Employment Classification Summary". It contains a table titled "New Employments" with one row of data:

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

Below the table, there are dropdown menus for "Display Records" (set to 10) and "Page" (set to 1 of 1). Navigation buttons include "Prev" and "Next". The "Updated Employments" section below states: "There are no updated Employment Classifications on report." At the bottom left is a "Back to Review" button, and at the bottom right is a red-bordered "Submit Employment Classification" button.



Step 8 -- The Employment Submission Results are displayed.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top left is the logo 'CPRB'. To its right is contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user details: Employer Self Service, Pritha Nanda, Test00001, and a log-in timestamp: UserGuide Last Login: Sat, Aug 06 2016 12:03 PM. A 'Log Out' button is also present. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar is the word 'COMPASS' with a small circular logo. Underneath the navigation bar is a dropdown menu labeled '-- Available Forms --' with an 'Open' button next to it. Below this is a breadcrumb navigation: Getting Started > Details > Summary > Results. The main content area is titled 'Employment Submission Results'. It contains a section titled 'Employment Summary:' with two entries: 'Employment Details Submitted: 7' and 'Submission Date: 8/6/2016 12:45:53 PM'. At the bottom of the results page are three green buttons: '< Back to Reports', 'Print' (with a printer icon), and 'View Details >'.



7.1.1.1 View Employment Classification – Upload File Rejection Details

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

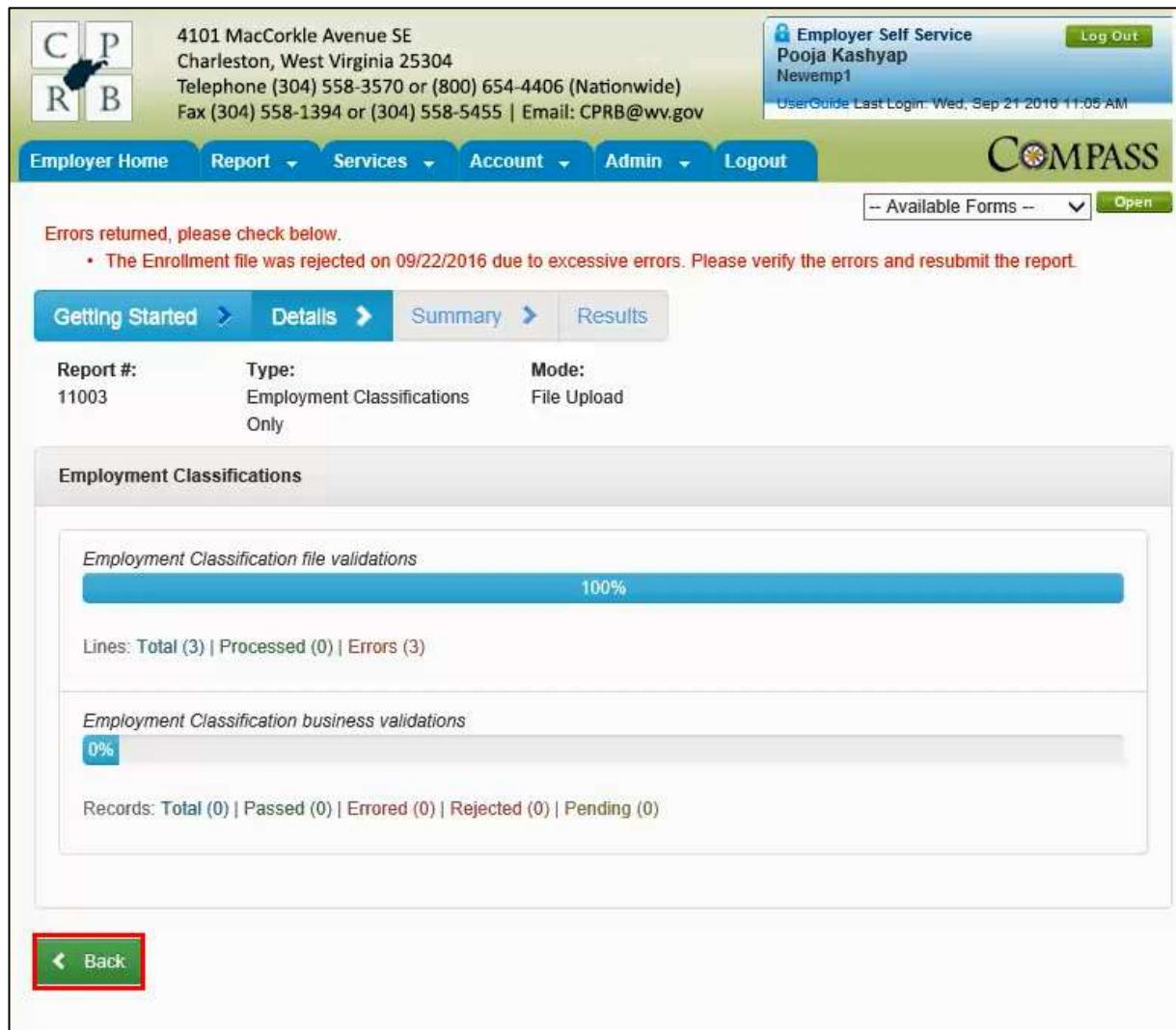
Follow the steps below to **View Employment Classification Upload File Rejection** details.

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

The screenshot shows the 'Employer Self Service' interface for the WVCPRB COMPASS Project. At the top right, the user is logged in as 'Pooja Kashyap' with the ID 'Newemp1'. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right. Below the navigation, a red box highlights an error message: 'Errors returned, please check below.' followed by a bullet point: 'The Enrollment file was rejected on 09/22/2016 due to excessive errors. Please verify the errors and resubmit the report.' The main content area shows a 'Getting Started' section with tabs for 'Details' (which is selected), 'Summary', and 'Results'. Under 'Employment Classifications', there are two validation sections: 'Employment Classification file validations' (100% complete) and 'Employment Classification business validations' (0%). Below these sections, status messages indicate 'Lines: Total (3) | Processed (0) | Errors (3)' and 'Records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)'. At the bottom left is a 'Back' button.



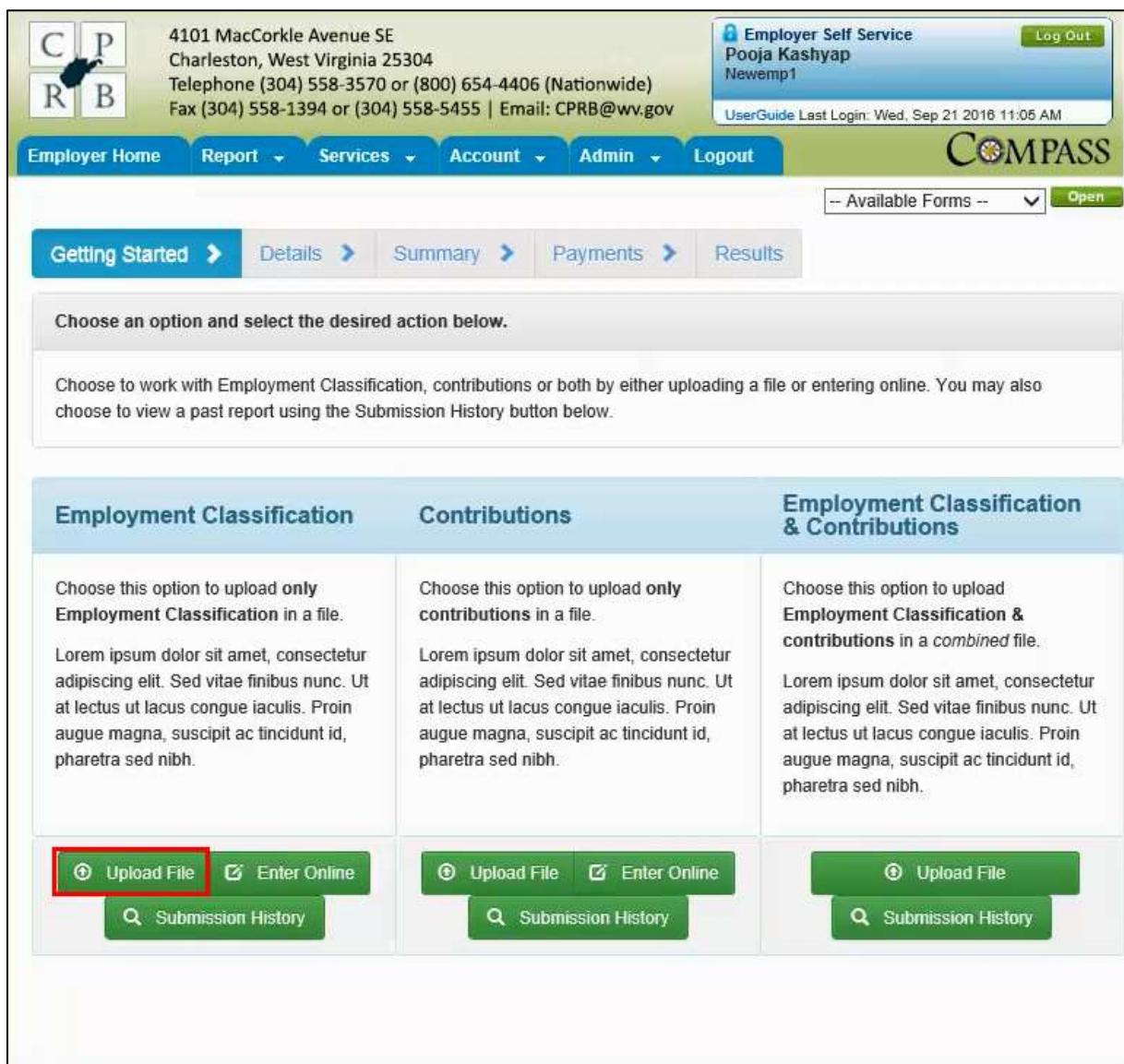
Step 2 -- Click the  Back button.



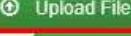
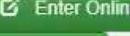
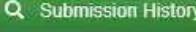
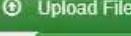
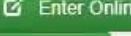
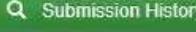
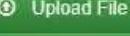
The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Pooja Kashyap Newemp1'. The header also includes a 'Log Out' button and a message 'UserGuide Last Login: Wed, Sep 21 2016 11:05 AM'. Below the header is a navigation bar with links: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and the 'COMPASS' logo. A dropdown menu 'Available Forms' is open. A message 'Errors returned, please check below.' is displayed, followed by a bullet point: '• The Enrollment file was rejected on 09/22/2016 due to excessive errors. Please verify the errors and resubmit the report.' Below this, there are tabs: 'Getting Started >', 'Details >', 'Summary >' (which is selected), and 'Results'. Under the 'Summary' tab, there are sections for 'Employment Classifications' and 'Employment Classification business validations'. The 'Employment Classifications' section shows a progress bar at 100% completion, with a message 'Lines: Total (3) | Processed (0) | Errors (3)'. The 'Employment Classification business validations' section shows a progress bar at 0%, with a message 'Records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)'. At the bottom left, there is a red-bordered 'Back' button.



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



The screenshot shows the 'Getting Started' page of the WVCPRB COMPASS Project. At the top right, there's a user profile for 'Pooja Kashyap' with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open. The main content area has tabs for 'Getting Started', 'Details', 'Summary', 'Payments', and 'Results'. A sub-section titled 'Choose an option and select the desired action below.' contains three columns: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each column has a description and three buttons at the bottom: 'Upload File' (highlighted with a red box), 'Enter Online', and 'Submission History'.

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



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

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

Log Out

Employer Home Report Services Account Admin Logout COMPASS Available Forms Open

Getting Started > Details > Summary > Results

Type: Employment Classification Mode: File Upload Only

File Upload

Select File: *

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

Submit 

File History [Show: Last 3 Months]

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

Display Records Page of 2

 Back



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

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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes the CPB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, fax (304) 558-1394 or (304) 558-5455, email (CPRB@wv.gov), and user information (Employer Self Service, Pooja Kashyap, Newemp1). The main content area is titled 'Error Report'. It displays three checkboxes under 'Show errors with severity': 'Rejected File' (checked), 'Error Rejected Records' (checked), and 'Information' (unchecked). Under 'Show errors from', two radio buttons are shown: 'File Format Errors' (checked and highlighted with a red box) and 'Employment Classification Errors' (unchecked). A 'Refresh' button is located to the right of the checkboxes. Below this, a table lists error details for Employer 24121 - NEWEMP1. The table columns are Error Code, Severity, Description, Line #, Col # From, and Col # To. The errors listed are ER0215 (Reject File, Threshold exceeded for REJR Errors for this Batch. (ER0215)), ER0222 (Reject Record, The Employer does not participate in the reported contribution group. (ER0222)), and ER0231 (Information, Record Count value does not match number of detail records. (ER0231)). At the bottom, there are buttons for 'Display Records' (set to 10), 'Page' (set to 1), 'Prev', and 'Next'.

Error Code	Severity	Description	Line #	Col # From	Col # To
ER0215	Reject File	Threshold exceeded for REJR Errors for this Batch. (ER0215)			
ER0222	Reject Record	The Employer does not participate in the reported contribution group. (ER0222)	2	198	207
ER0231	Information	Record Count value does not match number of detail records. (ER0231)	3	23	28



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.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, fax (304) 558-1394, email (CPRB@wv.gov), and user information (Pooja Kashyap, Newemp1, last login Sep 21 2010 11:05 AM). A green banner at the top right says "COMPASS". Below the banner, there are dropdown menus for "Available Forms" and "Open". The main content area is titled "Error Report". It has two sections: "Show errors with severity:" and "Show errors from:". Under "Show errors with severity:", checkboxes are checked for "Error", "Warning", and "Information". Under "Show errors from:", the "Employment Classification Errors" radio button is selected and highlighted with a red box. Below these sections is a table with columns: Error Code, Severity, Description, Name, Birth Date, and SSN. Two rows of data are shown: ER0010 (Error, A valid SSN must be provided. (ER0010), SPOFFORD, CHRISTIAN, 03/01/1969, XXX-XX-0000) and ER0109 (Error, First Name contains invalid characters. A valid first name must be provided to enroll a new member. (ER0109), SPOFFORD, CHRISTI22, 03/01/1969, XXX-XX-6335). At the bottom, there are buttons for "Display Records" (set to 10), "Page" (set to 1 of 1), and navigation arrows ("Prev" and "Next").



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

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

7.1.1.2 Correct Employment Classification – Upload File Errors

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

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

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

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

The screenshot shows the CPRB COMPASS system interface. At the top, there's a logo with 'CPRB' and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows the user 'Pooja Kashyap' is logged in, with a 'Log Out' button. Below the header, there's a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and a dropdown for 'Available Forms'. The main content area has tabs for 'Getting Started', 'Details', 'Summary' (which is selected), and 'Results'. Under 'Summary', there are fields for 'Report #: 10889', 'Type: Employment Classifications Only', and 'Mode: Enter Online'. Below this is a table with columns: 'Employer', 'Total Records', 'Total Rejected', 'Total Errors', 'Total Employees', and 'Status'. A single row shows '24121 - NEWEMP1' with values 0, 0, 0, and 'Created'. At the bottom, there are buttons for 'Back', 'Void & Start New', and 'Submit Details'.

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



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

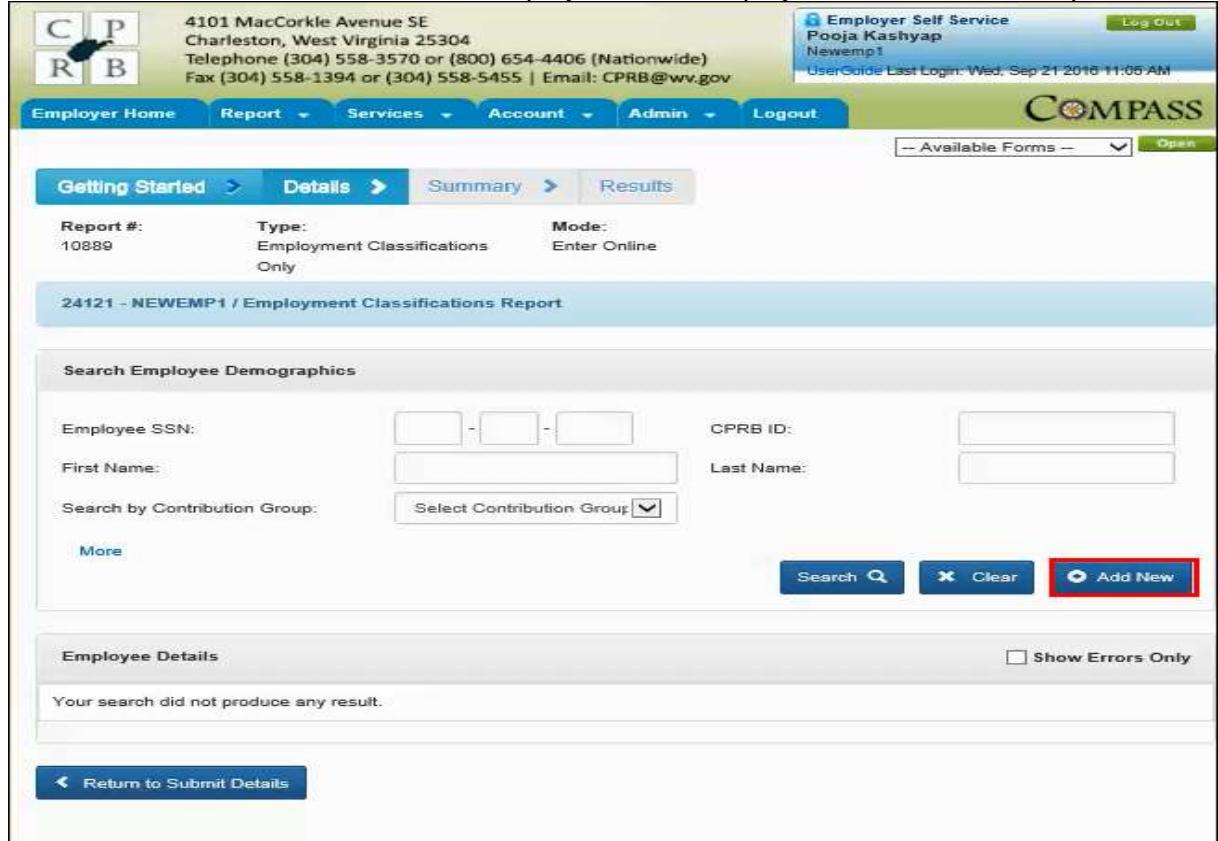
Note: The **Void and Start New** button will void the submission and start the process again.

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is listed as 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Pooja Kashyap, Newemp1, and UserGuide Last Login: Wed, Sep 21 2016 11:05 AM. A Log Out button is also present. The main menu bar includes Employer Home, Report, Services, Account, Admin, and Logout. Below the menu, a green bar displays the COMPASS logo. A dropdown menu for Available Forms is shown, with an Open button next to it. The main content area has tabs for Getting Started, Details, Summary, and Results, with Details selected. Under the Details tab, the Report # is 10889, the Type is Employment Classifications Only, and the Mode is Enter Online. A table lists employers with one row highlighted in red, showing the employer name 24121 - NEWEMP1, Total Records 0, Total Rejected 0, Total Errors 0, Total Employees 0, and Status Created. At the bottom, there are Back, Void & Start New, and Submit Details buttons.

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 employee to the employment classification report.



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final version. The page title is "Employer Self Service" with the user "Pooja Kashyap" and the date "UserGuide Last Login: Wed, Sep 21 2016 11:06 AM". The top navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A "COMPASS" logo is on the right. Below the navigation, a breadcrumb trail shows "Getting Started > Details > Summary > Results". The main content area displays search fields for "Employee SSN", "CPRB ID", "First Name", and "Last Name". It also has a dropdown for "Search by Contribution Group" and a "Select Contribution Group" checkbox. Buttons for "Search", "Clear", and "Add New" (which is highlighted with a red box) are present. A message states "Your search did not produce any result." and a link "Return to Submit Details".



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

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

The screenshot shows the 'Add/Edit Employee Demographics' page. At the top, there is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. The user is logged in as Pooja Kashyap (Newemp1). The main content area has tabs for Getting Started, Details, Summary, and Results, with 'Details' selected. Under 'Personal Information', the SSN field (233 - 53 - 2225) is highlighted with a red box, and the 'Verify SSN' button is visible next to it. Other fields include Prefix, First Name, Middle Name, Last Name, Gender, and Suffix. Below this is the 'Address Information' section with fields for Address Line 1, City, Zip, State, and International Address. At the bottom, there are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the COMPASS Employer Self Service interface. At the top, there is a header with the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', contact information ('Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'), and a user profile for 'Pooja Kashyap Newemp1'. The menu bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'.

The main content area shows a breadcrumb navigation: 'Getting Started > Details > Summary > Results'. Below this, search parameters are listed: 'Report #: 10889', 'Type: Employment Classifications Only', and 'Mode: Enter Online'. A red box highlights the message 'Person found. Please see below for the details.' followed by the employee record '24121 - NEWEMP1 Add/Edit Employee Demographics'.

The form fields for 'Personal Information' include:

Error Code	Description	Severity	Category
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		

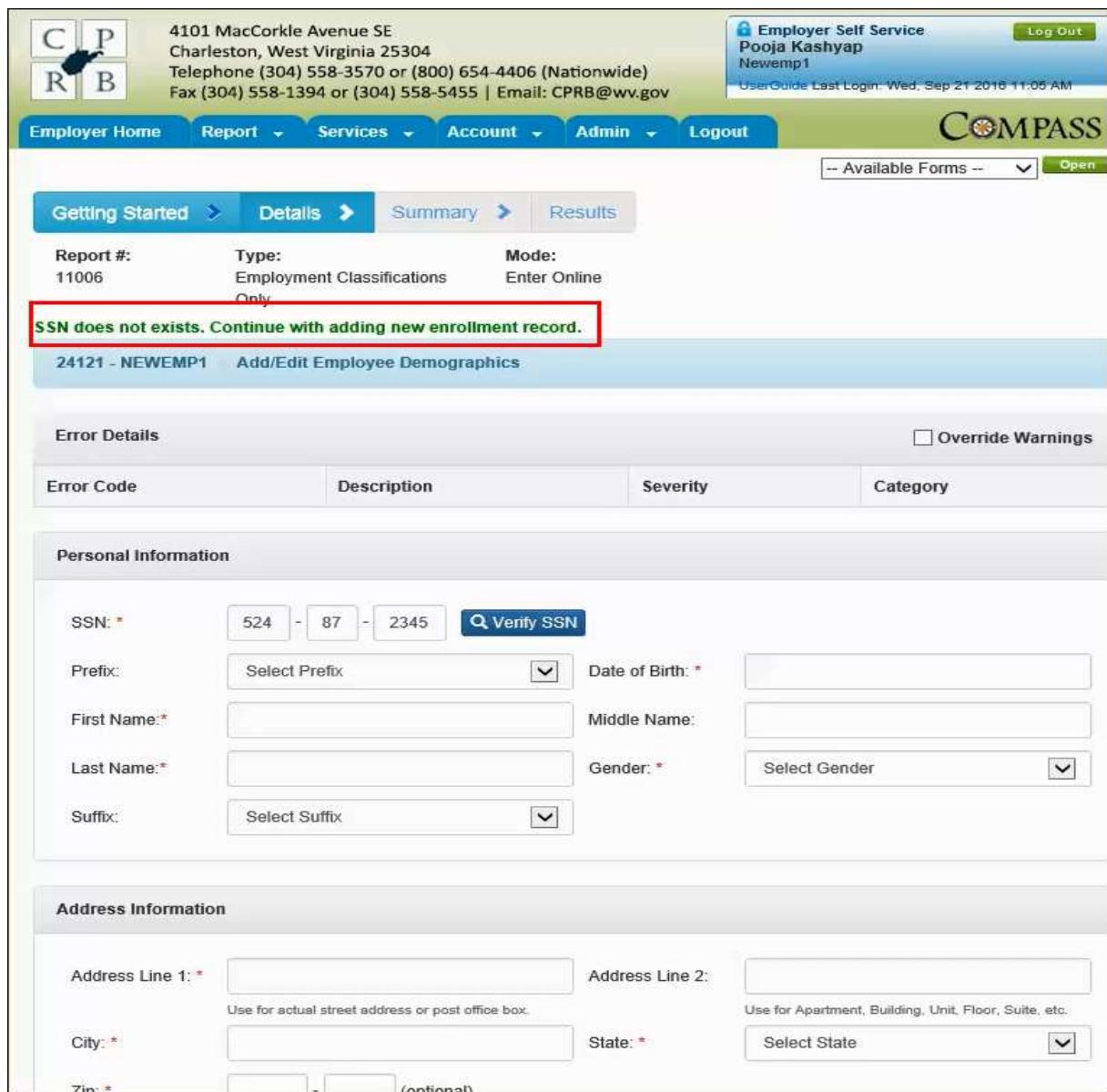
The 'Address Information' section includes:

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

At the bottom, there are buttons for 'Back', 'Cancel', 'Save', and 'Continue with Employment Classifications'.



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



The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Pooja Kashyap Newemp1 UserGuide Last Login: Wed, Sep 21 2016 11:05 AM'. Below the header are navigation tabs: Employer Home, Report, Services, Account, Admin, and Logout. A green bar at the top right says 'COMPASS'. Underneath, there are more tabs: Getting Started, Details, Summary, and Results. The 'Details' tab is selected. Below these tabs, there are three columns: Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. A red box highlights the 'SSN' field, which contains '524 - 87 - 2345'. To the right of the SSN field is a blue button labeled 'Verify SSN'. Below the SSN field, a red box contains the error message 'SSN does not exists. Continue with adding new enrollment record.'. The main form area is titled '24121 - NEWEMP1 Add/Edit Employee Demographics'. It has sections for Personal Information, Address Information, and Error Details. The 'Error Details' section includes a checkbox for 'Override Warnings'. The 'Personal Information' section contains fields for SSN, Prefix, First Name, Middle Name, Last Name, Gender, and Suffix. The 'Address Information' section contains fields for Address Line 1, Address Line 2, City, State, and Zip.



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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>
Prefix:	Select Prefix	Date of Birth: *
First Name:*	<input type="text"/>	Middle Name:
Last Name:*	<input type="text"/>	Gender: *
Suffix:	Select Suffix	

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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>
Prefix:	Select Prefix	Date of Birth: *
First Name:*	<input type="text"/>	Middle Name:
Last Name:*	<input type="text"/>	Gender: *
Suffix:	Select Suffix	

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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>
Prefix:	Select Prefix	Date of Birth: *
First Name:*	<input type="text"/>	Middle Name:
Last Name:*	<input type="text"/>	Gender: *
Suffix:	Select Suffix	



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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>
Prefix:	Select Prefix	Date of Birth: *
First Name:*	<input type="text"/>	Middle Name: <input type="text"/>
Last Name:*	<input type="text"/>	Gender: * <input type="button" value="Select Gender"/>
Suffix:	Select Suffix	

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

Address Information

Address Line 1: *	<input type="text"/>	Address Line 2: <input type="text"/>
Use for actual street address or post office box.		
City: *	<input type="text"/>	State: * <input type="button" value="Select State"/>
Zip: *	<input type="text"/> - <input type="text"/>	(optional)
International Address:	<input type="checkbox"/>	

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

Address Information

Address Line 1: *	<input type="text"/>	Address Line 2: <input type="text"/>
Use for actual street address or post office box.		
City: *	<input type="text"/>	State: * <input type="button" value="Select State"/>
Zip: *	<input type="text"/> - <input type="text"/>	(optional)
International Address:	<input type="checkbox"/>	



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

Address Information

Address Line 1: * Address Line 2:
Use for actual street address or post office box.

City: * State: * Select State

Zip: * - (optional)

International Address:

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

Address Information

Address Line 1: * Address Line 2:
Use for actual street address or post office box.

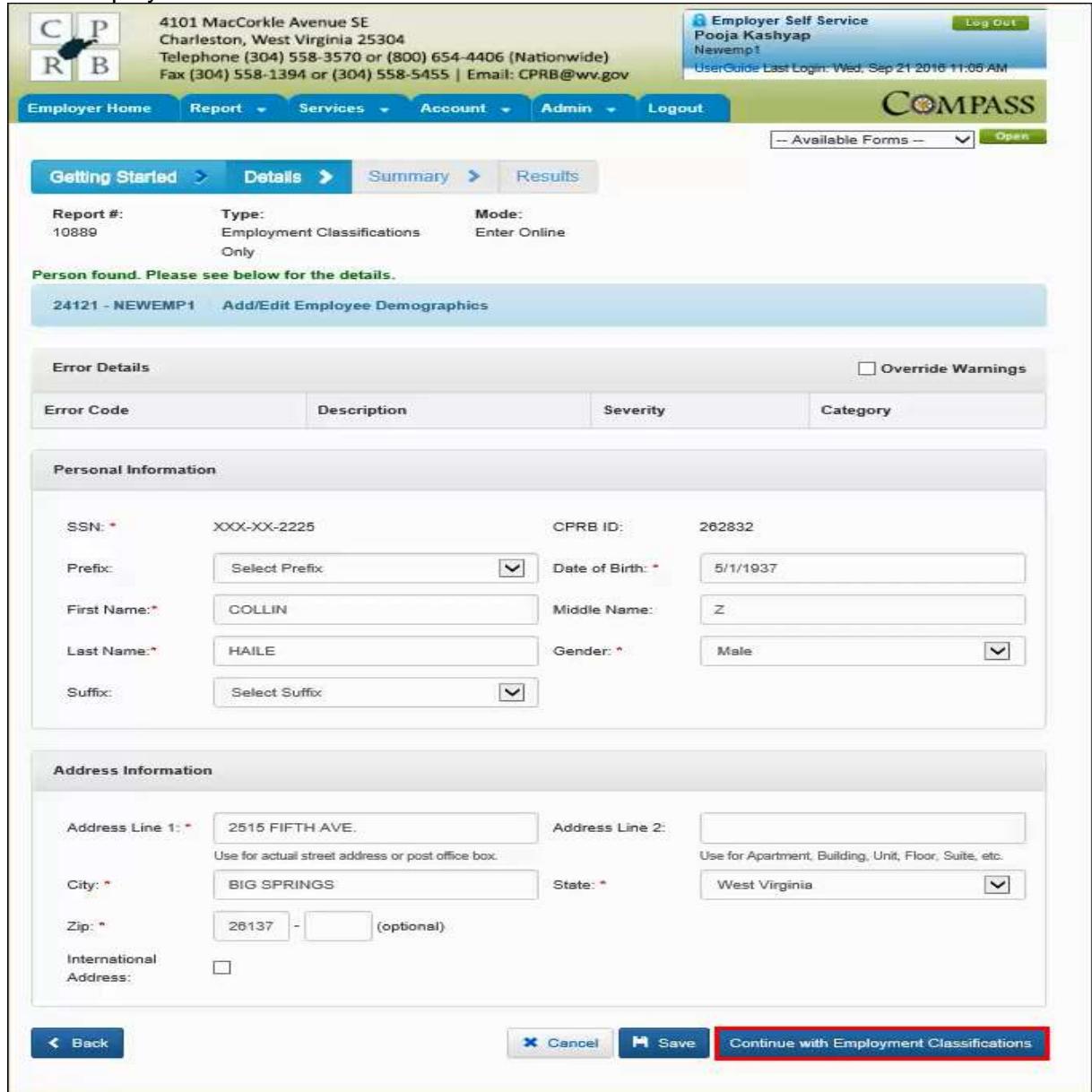
City: * State: * Select State

Zip: * - (optional) (optional)

International Address:



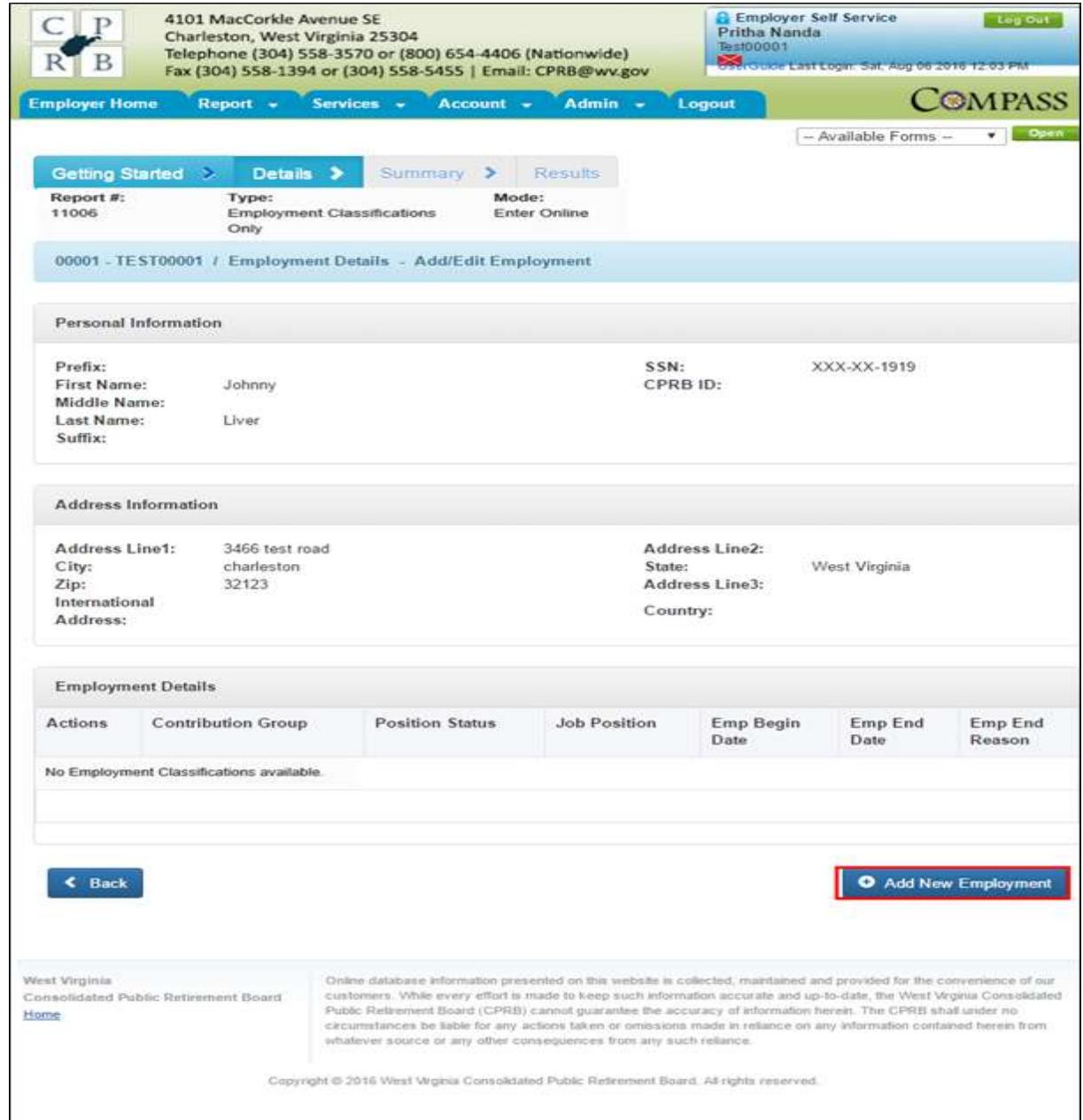
Step 15 -- Click the  button to save the details and then click the  button to enter employment classification information.



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final version. At the top right, there is a user profile for "Employer Self Service Pooja Kashyap Newempt". The top navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". Below the navigation, there is a "Getting Started" section with tabs for "Details", "Summary", and "Results". The "Details" tab is active. Under "Report #:", it shows "10889" and "Type: Employment Classifications Only". Under "Mode:", it shows "Enter Online". A message "Person found. Please see below for the details." is displayed. The main content area is titled "24121 - NEWEMP1 Add/Edit Employee Demographics". It contains two sections: "Error Details" and "Personal Information". The "Error Details" section has a checkbox for "Override Warnings". The "Personal Information" section contains fields for 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), and Suffix (Select Suffix). Below this is the "Address Information" section, which includes fields for Address Line 1 (2515 FIFTH AVE.), Address Line 2 (optional), City (BIG SPRINGS), State (West Virginia), Zip (26137), and International Address (checkbox). At the bottom, there are "Back", "Cancel", "Save" (highlighted in red), and "Continue with Employment Classifications" buttons.



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



The screenshot shows the CPRB COMPASS system. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). On the right, it shows the user information (Priti Nanda, Test00001, last login Sat Aug 06 2016 12:03 PM) and a 'Log Out' button. Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu for 'Available Forms' is open. The main content area has tabs for Getting Started, Details, Summary, and Results, with 'Details' selected. Under 'Report #:' (11006), 'Type:' (Employment Classifications Only), and 'Mode:' (Enter Online), it says '00001 - TEST00001 / Employment Details - Add/Edit Employment'. The page is divided into sections: Personal Information, Address Information, and Employment Details. In the Personal Information section, fields include Prefix, First Name (Johnny), Middle Name, Last Name (Liver), Suffix, SSN (XXX-XX-1919), and CPRB ID. In the Address Information section, fields include Address Line1 (3466 test road), City (charleston), Zip (32123), International Address, Address Line2, State (West Virginia), Address Line3, and Country. The Employment Details section has a table with columns: Actions, Contribution Group, Position Status, Job Position, Emp Begin Date, Emp End Date, and Emp End Reason. A message states 'No Employment Classifications available.' At the bottom left is a 'Back' button, and at the bottom right is an 'Add New Employment' button. The footer contains the CPRB logo, a copyright notice (Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.), and a statement about the accuracy of the information provided.



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

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

00001 - TEST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details Override Warnings

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

Reporting For

Please Select the Retirement System:

Employment Information

Contribution Group: *	TRS Plan 1	Employment Begin Date: *	2/1/2016
Position Status: *	Permanent Full Time	Employment End Date:	
Job Position: *	Teacher	Employment End Reason:	Select Reason
Scheduled Hours Per Day: *	6	Employment Payment Type:	Select Employment Payment Type
Type of Rate of Pay: *	Monthly	Payroll Frequency: *	Semi-Monthly
Rate of Pay: *	1000	Contract Days: *	200 Days



Step 18 -- Click the  Save button.

00001 - TE ST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details Override Warnings

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

Reporting For

Please Select the Retirement System:

Employment Information

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

 Save



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header bar with the logo 'CPRB' (consisting of four squares with letters C, P, R, B), the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. To the right of the header are links for 'Employer Self Service' (User Guide, Last Login: Wed, Sep 21 2016 11:05 AM), 'Log Out', and 'COMPASS'. Below the header is a navigation menu with tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'.

The main content area shows a breadcrumb navigation: 'Getting Started > Details > Summary > Results'. The 'Details' tab is highlighted with a red box. Below the breadcrumb, there is a summary table:

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

Below the summary table, the page title is '24121 - NEWEMP1 / Employment Details - Add/Edit Employment'. The form is divided into sections: 'Personal Information', 'Address Information', and 'Employment Details'. The 'Personal Information' section contains fields for Prefix, First Name (COLLIN), Middle Name (Z), Last Name (HAILE), Suffix, SSN, and CPRB ID. The 'Address Information' section contains fields for Address Line1 (2515 Fifth Ave), City (Big Springs), Zip (26137), Address Line2, State (West Virginia), Address Line3, and Country. The 'Employment Details' section contains a table:

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

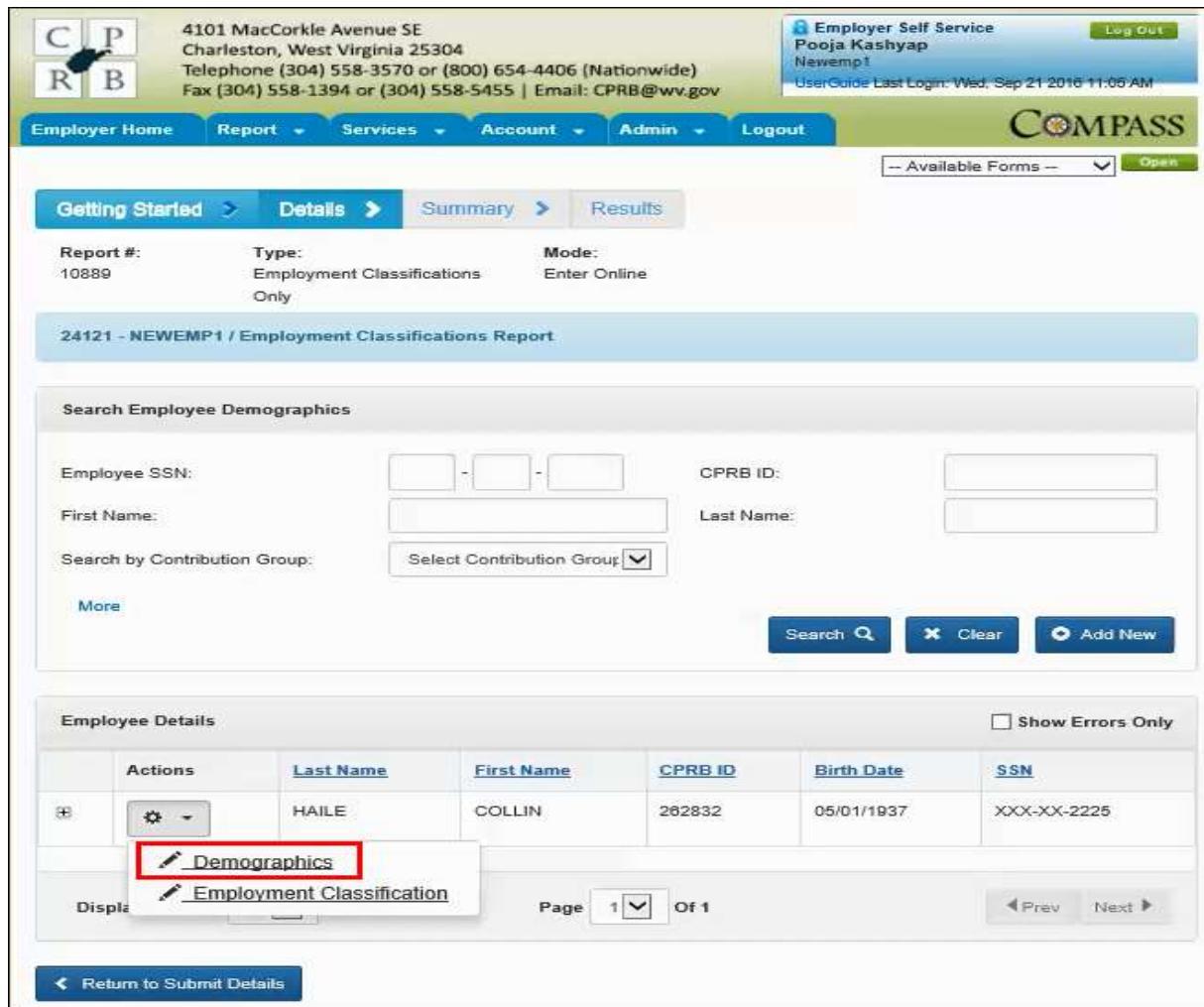
At the bottom of the form are two buttons: '< Back' and 'Add New Employment'.



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

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

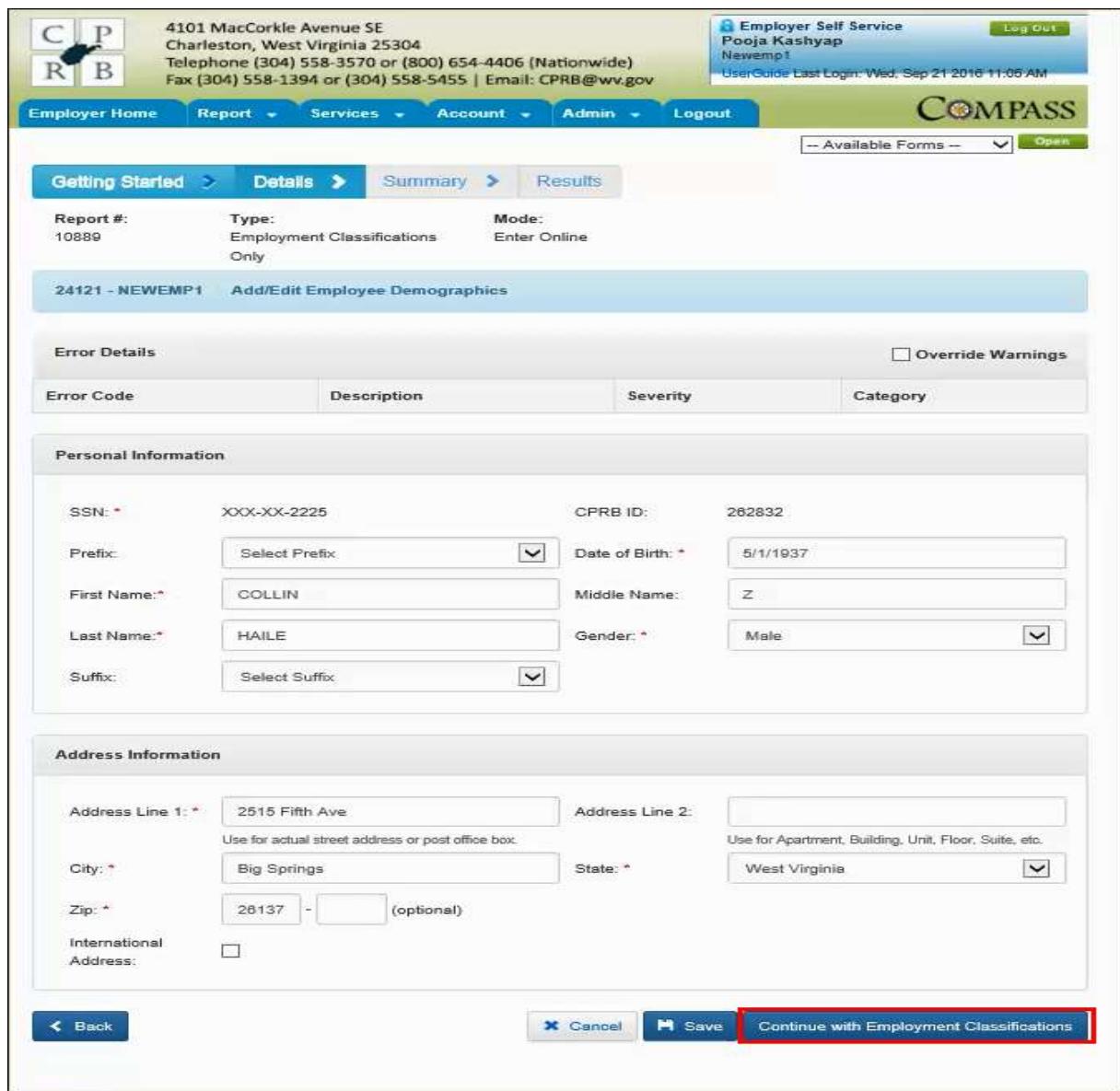
Step 20 -- Click the  button to update a record from the **Actions** drop down menu. Click the **Demographics** option.



The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the organization's address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact information (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and user details (Employer Self Service, Pooja Kashyap, Newemp1, UserGuide Last Login: Wed, Sep 21 2016 11:05 AM, Log Out). Below the header, the main navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and the COMPASS logo. A sub-navigation bar shows the current path: Getting Started > Details > Summary > Results. The main content area displays a report titled "24121 - NEWEMP1 / Employment Classifications Report". A search section for "Employee Demographics" allows users to search by Employee SSN, First Name, CPRB ID, Last Name, or Search by Contribution Group. Below this is an "Employee Details" table. The table has columns for Actions, Last Name, First Name, CPRB ID, Birth Date, and SSN. It shows one row for "HAILE" with "COLLIN" as the first name, "262832" as the CPRB ID, "05/01/1937" as the birth date, and "XXX-XX-2225" as the SSN. In the "Actions" column for this row, a dropdown menu is open, with the "Demographics" option highlighted and surrounded by a red box. Other options in the dropdown include "Display" and "Employment Classification". At the bottom of the table, there are buttons for "Search" (with a magnifying glass icon), "Clear", and "Add New". A "Page 1 Of 1" indicator is also present. A "Return to Submit Details" button is located at the very bottom of the page.



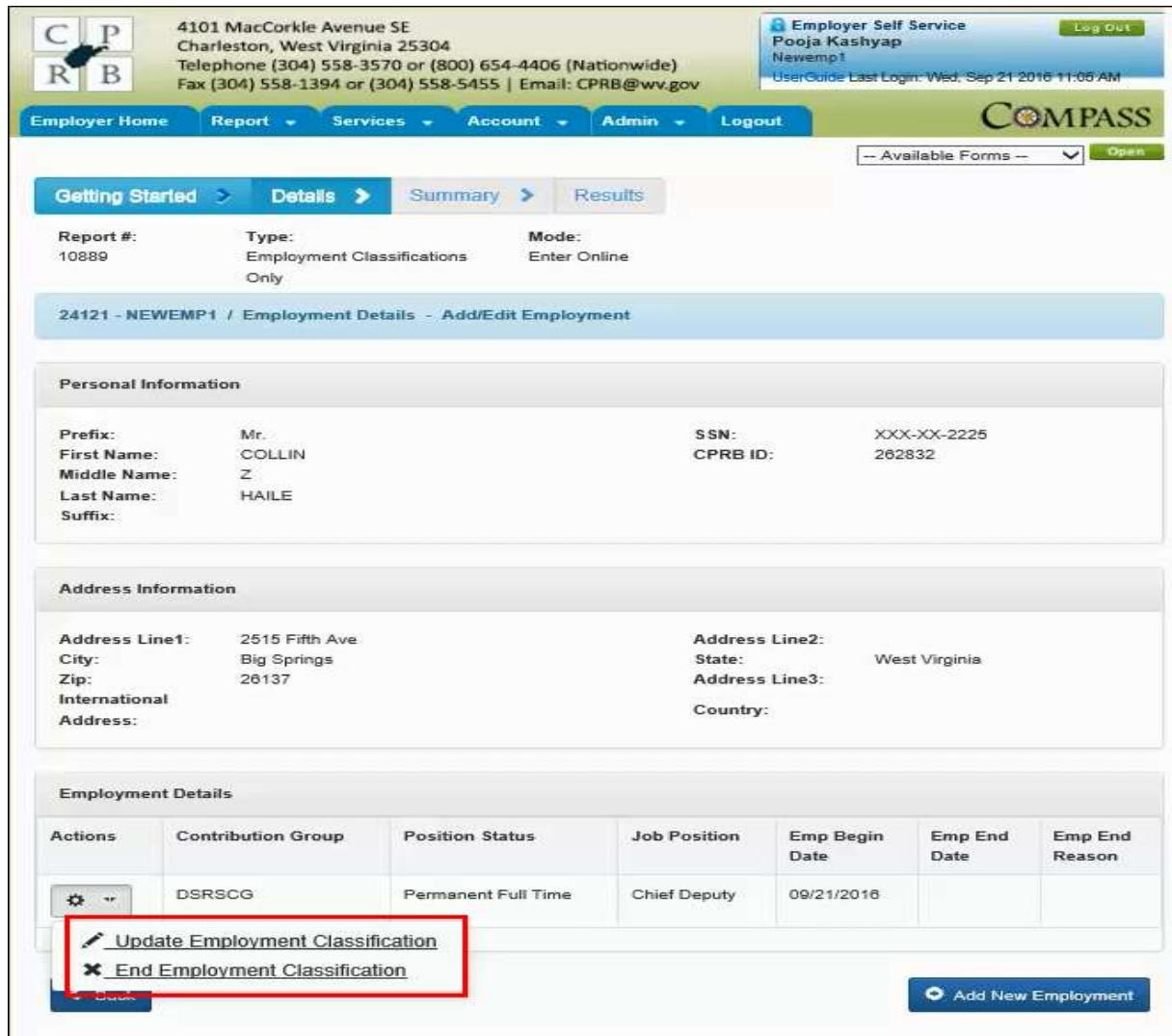
Step 21 -- Update the Personal Information section, click the  button to proceed further.



The screenshot shows the 'Add/Edit Employee Demographics' page. At the top, there's a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. On the right, it shows the user's name (Pooja Kashyap), login date (Wed, Sep 21 2016 11:05 AM), and a 'Log Out' button. Below the navigation, there's a breadcrumb trail: Getting Started > Details > Summary > Results. The main form has sections for Personal Information and Address Information. The Personal Information section includes fields for 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), and Suffix (Select Suffix). The Address Information section includes fields for Address Line 1 (2515 Fifth Ave), Address Line 2 (optional), City (Big Springs), State (West Virginia), Zip (26137), and International Address (checkbox). At the bottom, there are 'Back', 'Cancel', 'Save', and 'Continue with Employment Classifications' buttons. The 'Continue with Employment Classifications' button is highlighted with a red box.



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.



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The user is on the 'Employment Details - Add/Edit Employment' page. At the top, there is a navigation bar with links like 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, there is a user profile section for 'Pooja Kashyap' and a 'Log Out' button. Below the navigation, there are tabs for 'Getting Started', 'Details', 'Summary', and 'Results'. The 'Details' tab is selected. Under 'Personal Information', the user has entered a prefix (Mr.), first name (COLLIN), middle name (Z), last name (HAILE), and suffix. SSN and CPRB ID are listed as XXX-XX-2225 and 262832 respectively. Under 'Address Information', the address is listed as 2515 Fifth Ave, Big Springs, 26137, West Virginia. Under 'Employment Details', a table shows an employee record with the following data:

Actions	Contribution Group	Position Status	Job Position	Emp Begin Date	Emp End Date	Emp End Reason
 <input type="button" value="Update Employment Classification"/> <input type="button" value="End Employment Classification"/>	DSRSCG	Permanent Full Time	Chief Deputy	09/21/2016		

A red box highlights the 'Update Employment Classification' and 'End Employment Classification' buttons in the 'Actions' column. A blue button at the bottom right says 'Add New Employment'.

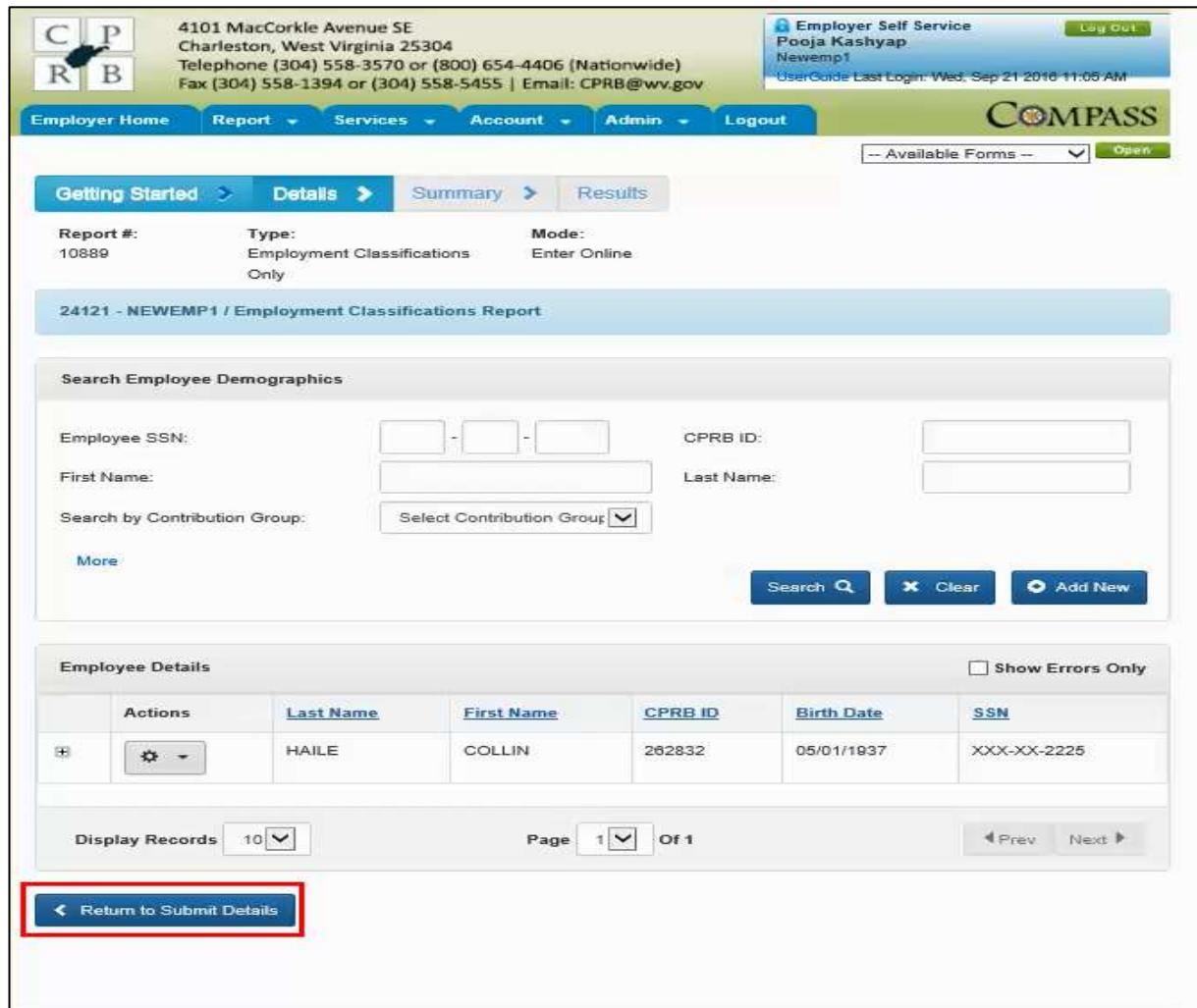


Step 23 -- Click in the Details link to return to the Employment Classification Upload File Details screen.

The screenshot shows a web application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The header also includes a user profile for 'Pooja Kashyap' and a 'Logout' button. Below the header, a green navigation bar contains links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main content area has a breadcrumb navigation: 'Getting Started > Details > Summary > Results'. The 'Details' link is highlighted with a red box. The page title is '24121 - NEWEMP1 / Employment Details - Add/Edit Employment'. The first section, 'Personal Information', contains fields for Prefix (Mr.), First Name (COLLIN), Middle Name (Z), Last Name (HAILE), Suffix, SSN (XXX-XX-2225), and CPRB ID (262832). The second section, 'Address Information', contains fields for Address Line1 (2515 Fifth Ave), City (Big Springs), Zip (26137), International Address, Address Line2 (West Virginia), State, Address Line3, and Country. The third section, 'Employment Details', is a table with columns: Actions, Contribution Group, Position Status, Job Position, Emp Begin Date, Emp End Date, and Emp End Reason. A single row is shown: Actions (dropdown menu), Contribution Group (DSRSCG), Position Status (Permanent Full Time), Job Position (Chief Deputy), Emp Begin Date (09/21/2016), and Emp End Date/Reason (empty). At the bottom left is a 'Back' button, and at the bottom right is an 'Add New Employment' button.



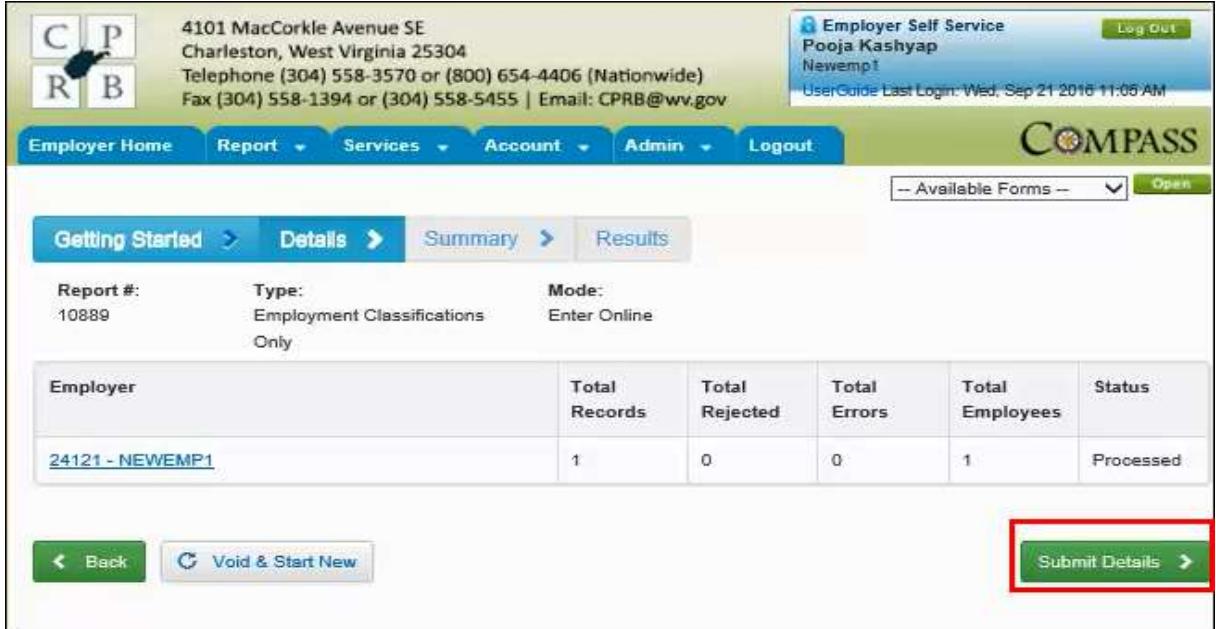
Step 24 -- After all updates are complete, click the  button to submit the Employment Classification report.



The screenshot shows the 'Employment Classifications Report' page. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, and email (CPRB@wv.gov). On the right, it shows the user information (Pooja Kashyap, Newemp1, UserGuide, Last Login: Wed, Sep 21 2016 11:05 AM) and a 'Log Out' button. Below the header, there's a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar are buttons for 'Available Forms' and 'Open'. The main content area has tabs: Getting Started, Details, Summary, and Results. Under 'Details', the report number is 10889, Type is Employment Classifications Only, and Mode is Enter Online. A sub-header says '24121 - NEWEMP1 / Employment Classifications Report'. Below this, there's a search section for Employee Demographics with fields for Employee SSN, First Name, Last Name, and Contribution Group (with a checked checkbox for 'Select Contribution Group'). There are buttons for 'More', 'Search', 'Clear', and 'Add New'. The next section is 'Employee Details' with a table showing one record: HAILE, COLLIN, 262832, 05/01/1937, XXX-XX-2225. The table has columns for Actions, Last Name, First Name, CPRB ID, Birth Date, and SSN. Below the table are buttons for 'Display Records' (set to 10), 'Page' (set to 1), 'Of 1', and navigation arrows for 'Prev' and 'Next'. At the bottom left of the main content area, there's a button labeled 'Return to Submit Details' with a red box around it.



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

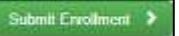


The screenshot shows the 'Employer Home' page of the WVCPRB COMPASS system. At the top right, the user is identified as 'Employer Self Service Pooja Kashyap Newemp1'. A 'Logout' button is also present. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is shown, with an 'Open' button next to it. The main content area displays a breadcrumb trail: 'Getting Started > Details > Summary > Results'. Below this, a summary table provides details about the report: Report # 10889, Type: Employment Classifications Only, Mode: Enter Online. A detailed table follows, showing one employer entry: '24121 - NEWEMP1' with 1 total record, 0 rejected, 0 errors, and 1 total employee, all marked as 'Processed'. At the bottom left are 'Back' and 'Void & Start New' buttons. On the far right, a green 'Submit Details' button is highlighted with a red box.

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
24121 - NEWEMP1	1	0	0	1	Processed



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

Updated Employment Classification sections. Click the  button to submit the Employment Classification report.

Screenshot of the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final Step 26 Summary screen.

The screenshot shows the "Employment Classification Summary" page. At the top right, there is a "Submit Enrollment" button with a red border. The page includes the following sections:

- Employer Information:** 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov
- User Profile:** Employer Self Service, Prittha Nanda, Test00001, Last Login: Sat, Aug 06 2016 12:03 PM
- Navigation:** Employer Home, Report, Services, Account, Admin, Logout, Available Forms, Open
- Breadcrumb:** Getting Started → Details → Summary → Results
- Report Details:** Report #: 11006, Type: Employment Classifications Only, Mode: Enter Online
- Employment Classification Summary:** A table showing new employment records. One record is listed:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001		XXX-XX-1919	Liver	Johnny	TRSPLN1	Permanent Full Time	Teacher	02/01/2016
- Display Options:** Display Records: 10, Page: 1 of 1, Prev, Next
- Updated Employments:** A table showing updated employment records. One record is listed:

Employer	CPRB ID	SSN	Last Name	First Name	Contrib. Group	Position Status	Job Position	Begin Date
TEST00001	524933	XXX-XX-6335	SPOFFORD	CHRISTIAN	TRSPLN1	Permanent Full Time	Teacher	07/01/1990
- Display Options:** Display Records: 10, Page: 1 of 1, Prev, Next
- Buttons:** Back to Review (green button), Submit Employment Classification (red-bordered green button)



Step 27 -- The Employment Submission Results are displayed.

The screenshot shows the CPRB COMPASS portal. At the top, there's a green header bar with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, fax (304) 558-1394 or (304) 558-5455, and email (CPRB@wv.gov). The user is logged in as Prittha Nanda (Session Last Logon: Wed, Jul 20 2016 11:20 AM). The main menu includes Employer Home, Report, Services, Account, Admin, and Logout. A sidebar on the right says "Available Forms" with an "Open" button. The main content area has a breadcrumb navigation: Getting Started > Details > Summary > Results. Below this, it shows Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. The central part of the page is titled "Employment Submission Results" and contains an "Employment Summary" table with two rows: Employment Details Submitted (2) and Submission Date (7/20/2016 11:54:48 AM). A red box highlights this summary section. At the bottom, there are three buttons: "Back to Reports", "Print", and "View Details". The footer contains links to West Virginia and CPRB Home, and a disclaimer about the accuracy of the information. Copyright notice: Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.

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
Prittha Nanda
Session Last Logon: Wed, Jul 20 2016 11:20 AM

Log Out

Employer Home Report Services Account Admin Logout

Available Forms Open

Getting Started > Details > Summary > Results

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

Employment Submission Results

Employment Summary:

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

◀ Back to Reports Print View Details ➤

West Virginia
Consolidated Public Retirement Board
Home

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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

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

Employer Self Service
Hope Bob
West Virginia State Police

UserGuide Last Login: Wed, Jun 22 2016 10:31 AM

Log Out

COMPASS

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Welcome to The West Virginia Consolidated Public Retirement Board Employer Self Service Website. This site provides employers with a number of tools to help them accurately report employee data to West Virginia Consolidated Public Retirement Board. You can do this with us in a number of ways, including:

- Reporting Payroll
- Processing Contribution Groups
- Processing Payroll
- Adding New Employees
- Reviewing Payroll
- Verifying Payroll

This tool was developed to help employers easily access their account information and invoices. West Virginia Consolidated Public Retirement Board (CPRB) provides by offering secure online access to your account information and the ability to perform a variety of transactions.

It is our privilege to provide you this tool and additional level of service.

Jeffrey E. Fleck
Executive Director



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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top, there is a logo with letters C, P, R, and B. The address is 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. The phone number is (304) 558-3570 or (800) 654-4406 (Nationwide). The fax number is (304) 558-1394 or (304) 558-5455. The email is CPRB@wv.gov. The user is logged in as Pooja Kashyap, Newemp1. The date is Wednesday, Sep 21 2016 11:05 AM. The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. The main navigation bar has tabs: Getting Started, Details, Summary, Payments, and Results. The Getting Started tab is selected. A sub-section titled "Choose an option and select the desired action below." contains three options: "Employment Classification", "Contributions", and "Employment Classification & Contributions". Each option has a description and three buttons: "Upload File", "Enter Online", and "Submission History". The "Enter Online" button for the Employment Classification section is highlighted with a red border.

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, 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 Employment Classification & 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.
<input type="button"/> Upload File <input checked="" type="button"/> Enter Online <input type="button"/> Submission History	<input type="button"/> Upload File <input checked="" type="button"/> Enter Online <input type="button"/> Submission History	<input type="button"/> Upload File <input type="button"/> Submission History



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

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

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Results

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

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

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



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

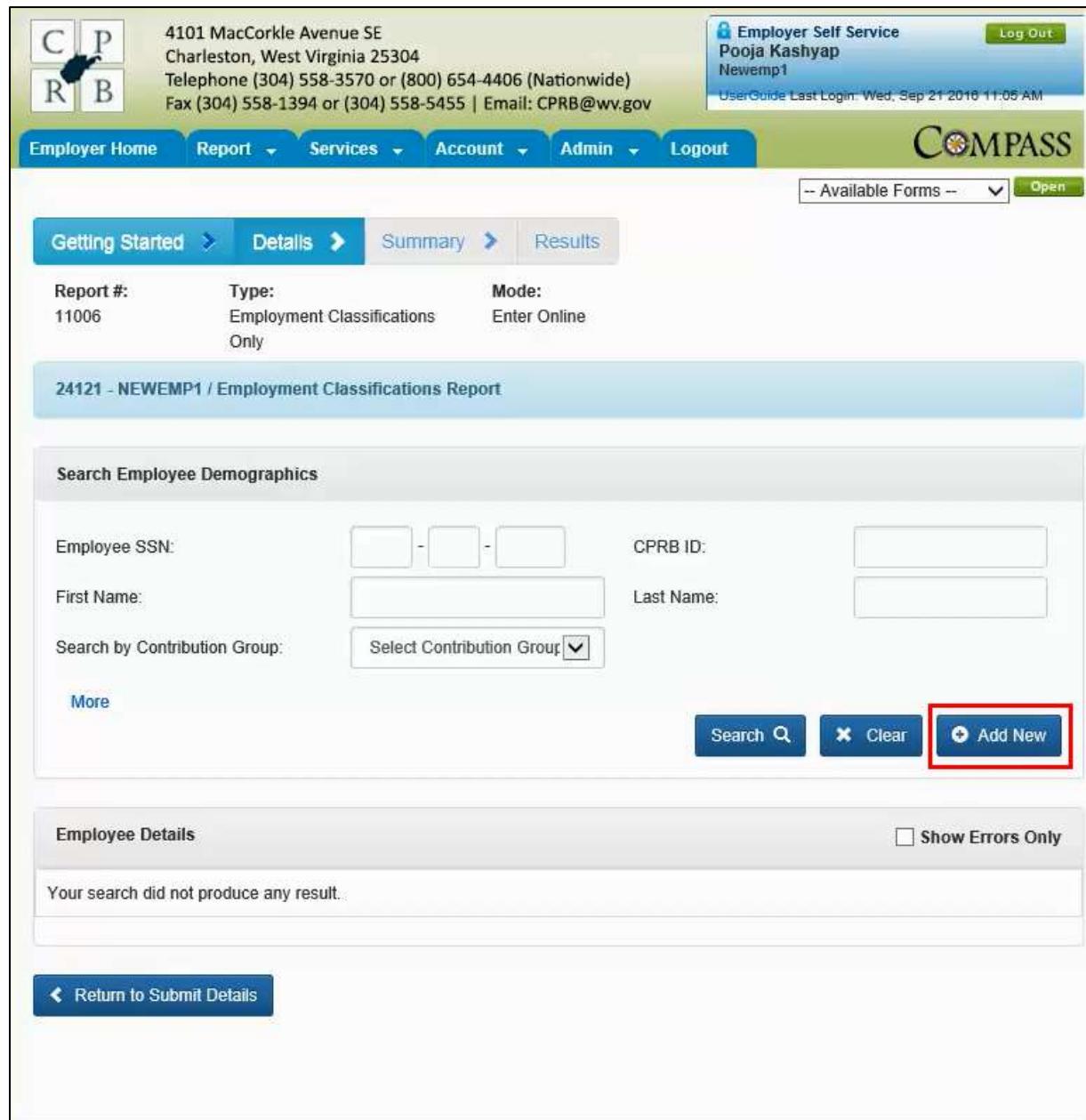
Note: The **Void and Start New** button will void the submission and start the process again.

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Pooja Kashyap, Newemp1, UserGuide Last Login: Wed, Sep 21 2016 11:05 AM, Log Out. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms. The main content area shows a breadcrumb trail: Getting Started > Details > Summary > Results. Below the breadcrumb, a summary table provides details for a report: Report #: 11006, Type: Employment Classifications Only, Mode: Enter Online. A table lists employers with one entry: 24121 - NEWEMP1, which is highlighted with a red border. The table columns are Employer, Total Records, Total Rejected, Total Errors, Total Employees, and Status. The status for the employer is 'Created'. At the bottom of the page are buttons for Back, Void & Start New, and Submit Details.

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



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



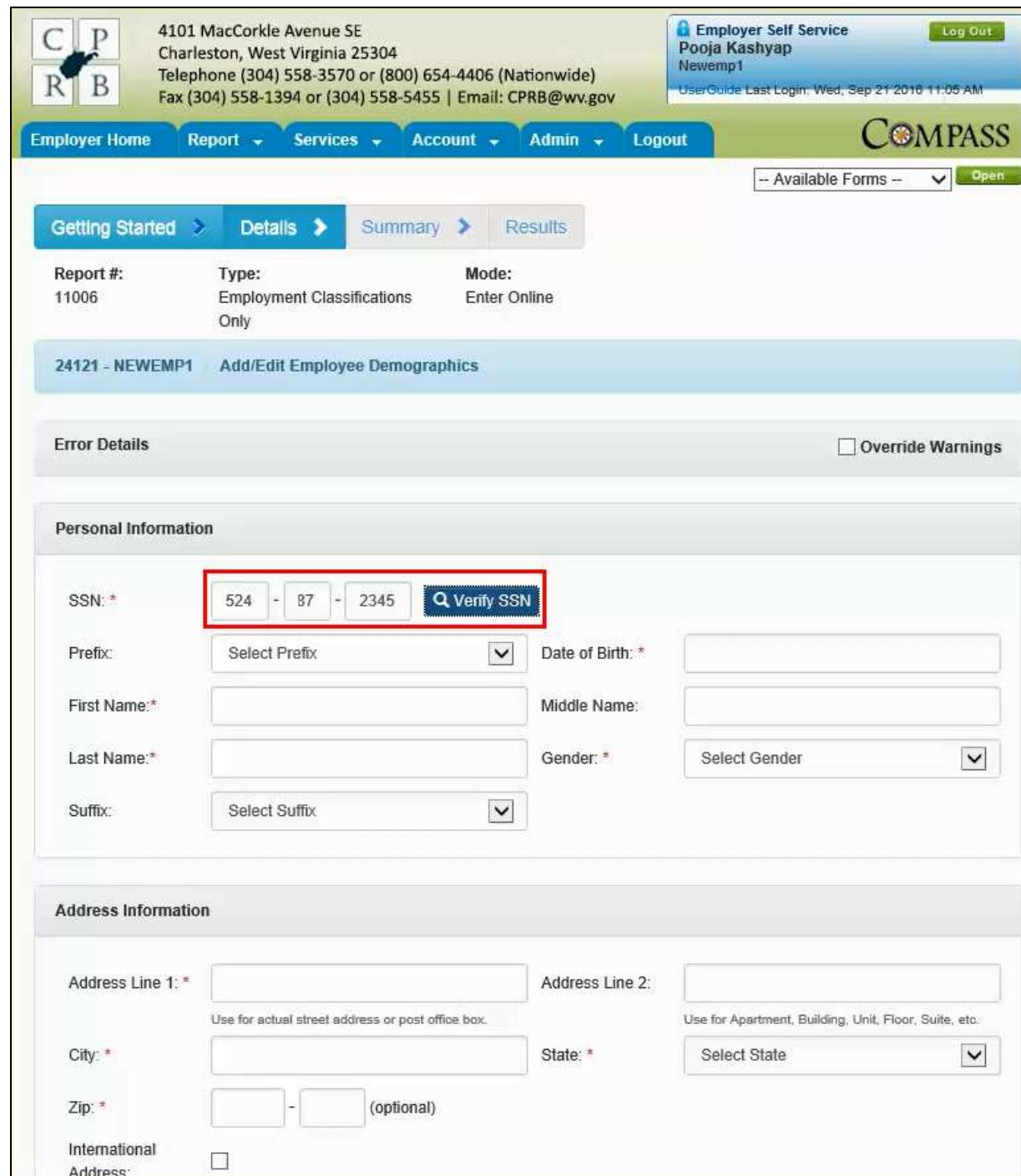
The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final version. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout, along with a logo for CPRB (C) P (R) B and contact information for 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and telephone numbers (304) 558-3570 or (800) 654-4406. The user is logged in as Pooja Kashyap (Newemp1). A green banner at the top right says "COMPASS". Below the banner, there are tabs for Getting Started, Details, Summary, and Results, with "Details" currently selected. The main content area displays the "24121 - NEWEMP1 / Employment Classifications Report". A search form titled "Search Employee Demographics" allows users to enter Employee SSN, CPRB ID, First Name, Last Name, and a contribution group selection. Below the search form, an "Employee Details" section shows a message: "Your search did not produce any result." At the bottom left is a "Return to Submit Details" button, and at the bottom right are "Search" and "Clear" buttons, with the "Add New" button highlighted by a red box.



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

 button. If the employee has a record with CPRB, the **Personal Information** section will automatically populate with the employee's information.

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



The screenshot shows the 'Add/Edit Employee Demographics' page. At the top, there is a navigation bar with links for Employer Home, Report, Services, Account, Admin, Logout, and a 'Available Forms' dropdown. The main content area has tabs for Getting Started, Details, Summary, and Results, with 'Details' selected. Below the tabs, there are fields for Report # (11006), Type (Employment Classifications Only), and Mode (Enter Online). A sub-header '24121 - NEWEMP1 Add/Edit Employee Demographics' is displayed. The 'Personal Information' section contains fields for SSN (524 - 87 - 2345), Prefix, First Name, Middle Name, Last Name, Suffix, Date of Birth, Gender, and a checkbox for 'Override Warnings'. The 'Address Information' section includes fields for Address Line 1, City, State, Zip, and International Address, along with a note about using the street address or post office box.



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

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

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

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

Getting Started > Details > Summary > Results:

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

Only

Person found. Please see below for the details.

24121 - NEWEMP1 Add/Edit Employee Demographics

Error Details Override Warnings

Personal Information

SSN: * XXX-XX-6335 CPRB ID: 524933

Prefix: Select Prefix Date of Birth: * 3/1/1969

First Name: * CHRISTIAN Middle Name: Z

Last Name: * SPOFFORD Gender: * Unknown

Suffix: Select Suffix

Address Information

Address Line 1: * 3404 MacCorkle Ave SE Use for actual street address or post office box.

City: * Charleston State: * West Virginia

Zip: * 25304 - 1335 (optional)

International Address:

< Back Continue with Enrollments



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there is a logo with the letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user information: Employer Self Service, Pooja Kashyap, Newemp1, and the last login date: Wed, Sep 21 2016 11:05 AM. The menu bar includes Employer Home, Report, Services, Account, Admin, and Logout. The main navigation tabs are Getting Started, Details, Summary, and Results. The current tab is Details. Below the tabs, it says Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. The page title is 24121 - NEWEMP1 Add/Edit Employee Demographics. The Personal Information section contains fields for SSN (with a red box around the input field and the Verify SSN button), Prefix, First Name, Middle Name, Last Name, Gender, and Suffix. The Address Information section contains fields for Address Line 1, Address Line 2, City, State, Zip, and International Address.

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

24121 - NEWEMP1 Add/Edit Employee Demographics

Personal Information

SSN: * [Input Field] - [Input Field] - [Input Field] **Verify SSN**

Prefix: Select Prefix Date of Birth: *

First Name: * Middle Name:

Last Name: * Gender: * Select Gender

Suffix: Select Suffix

Address Information

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

City: * [Input Field] State: * Select State
Select State

Zip: * [Input Field] - [Input Field] (optional)

International Address:



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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>	Date of Birth: *
Prefix:	Select Prefix		
First Name:*	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>	Gender: *	Select Gender
Suffix:	Select Suffix		

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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>	Date of Birth: *
Prefix:	Select Prefix		
First Name:*	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>	Gender: *	Select Gender
Suffix:	Select Suffix		

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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>	Date of Birth: *
Prefix:	Select Prefix		
First Name:*	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:*	<input type="text"/>	Gender: *	Select Gender
Suffix:	Select Suffix		



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

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="button" value="Verify SSN"/>
Prefix:	Select Prefix	Date of Birth: *
First Name:*	<input type="text"/>	Middle Name: <input type="text"/>
Last Name:*	<input type="text"/>	Gender: * <input type="button" value="Select Gender"/>
Suffix:	Select Suffix	

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

Address Information

Address Line 1: *	<input type="text"/>	Address Line 2: <input type="text"/>
Use for actual street address or post office box.		
City: *	<input type="text"/>	State: * <input type="button" value="Select State"/>
Zip: *	<input type="text"/> - <input type="text"/>	(optional)
International Address:	<input type="checkbox"/>	

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

Address Information

Address Line 1: *	<input type="text"/>	Address Line 2: <input type="text"/>
Use for actual street address or post office box.		
City: *	<input type="text"/>	State: * <input type="button" value="Select State"/>
Zip: *	<input type="text"/> - <input type="text"/>	(optional)
International Address:	<input type="checkbox"/>	



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

Address Information

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

City: * State: *

Zip: * - (optional)

International Address:

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

Address Information

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

City: * State: *

Zip: * - (optional)

International Address:



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

The screenshot displays the CPRB COMPASS system's 'Add/Edit Employee Demographics' page. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact numbers, and a user session status. Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. A 'COMPASS' logo is on the right, along with a dropdown for Available Forms and an 'Open' button.

The main content area has tabs for Getting Started, Details, Summary, and Results. The 'Details' tab is selected. It shows the report number (11006), type (Employment Classifications Only), and mode (Enter Online). Below this, the page title is '00001 - TEST00001 / Add/Edit Employee Demographics'.

The 'Error Details' section contains a table with columns for Error Code, Description, Severity, and Category. There are no errors listed.

The 'Personal Information' section contains fields for SSN (233-62-1919), Prefix (Select Prefix), Date of Birth (6/27/1990), First Name (Johnny), Middle Name (empty), Last Name (Liver), Gender (Male), and Suffix (Select Suffix).

The 'Address Information' section contains fields for Address Line 1 (3466 test road), City (charleston), State (West Virginia), Zip (32123), and International Address (checkbox). A note says 'Use for actual street address or post office box.' Another note says 'Use for Apartment, Building, Unit, Floor, Suite, etc.'

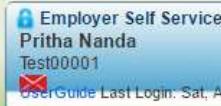
At the bottom, there are three buttons: 'Back' (with a left arrow icon), 'Cancel' (with a cancel icon), 'Save' (with a save icon), and 'Continue with Employment Classifications' (which is highlighted with a red box).

At the very bottom, there is a footer with links for West Virginia Home, a copyright notice (Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.), and a disclaimer about the accuracy of the information provided.



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

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

 Log Out
Pritha Nanda
Test00001
UserGuide Last Login: Sat, Aug 06 2016 12:03 PM

Employer Home Report Services Account Admin Logout 

-- Available Forms -- 

Getting Started > Details > Summary > Results

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

00001 - TEST00001 / Employment Details - Add/Edit Employment

Personal Information

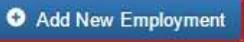
Prefix: SSN: XXX-XX-1919
First Name: Johnny CPRB ID:
Middle Name:
Last Name: Liver
Suffix:

Address Information

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

Employment Details

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

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

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

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

00001 - TEST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details Override Warnings

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

Reporting For

Please Select the Retirement System:

Employment Information

Contribution Group: *	TRS Plan 1	Employment Begin Date: *	2/1/2016
Position Status: *	Permanent Full Time	Employment End Date:	
Job Position: *	Teacher	Employment End Reason:	Select Reason
Scheduled Hours Per Day: *	6	Employment Payment Type:	Select Employment Payment Type
Type of Rate of Pay: *	Monthly	Payroll Frequency: *	Semi-Monthly
Rate of Pay: *	1000	Contract Days: *	200 Days



Step 20 -- Click the  button.

00001 - TE ST00001 Add/Edit Employment Information

Records saved with following validations.

Error Details Override Warnings

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

Reporting For

Please Select the Retirement System:

Employment Information

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





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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top, there is a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right, it shows the user information: Employer Self Service, Pritha Nanda, Test00001, UserGuide Last Login: Sat, Aug 06 2016 12:03 PM, Log Out. Below this is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms with an Open button. The main content area has a breadcrumb trail: Getting Started > **Details** (highlighted with a red box) > Summary > Results. Below this, it shows Report #: 11006, Type: Employment Classifications Only, and Mode: Enter Online. A sub-header says 00001 - TEST00001 / Employment Details - Add/Edit Employment. The page is divided into sections: Personal Information, Address Information, and Employment Details. In the Personal Information section, fields include Prefix: (empty), First Name: Johnny, Middle Name: (empty), Last Name: Liver, Suffix: (empty), SSN: XXX-XX-1919, and CPRB ID: (empty). In the Address Information section, fields include Address Line1: 3466 Test Road, City: Charleston, Zip: 32123, International Address: (empty), Address Line2: (empty), State: West Virginia, Address Line3: (empty), and Country: (empty). In the Employment Details section, there is a table:

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

At the bottom, there are Back and Add New Employment buttons.

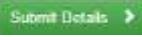


Step 22 -- After all Employment Classification information has been added and/or updated, click the

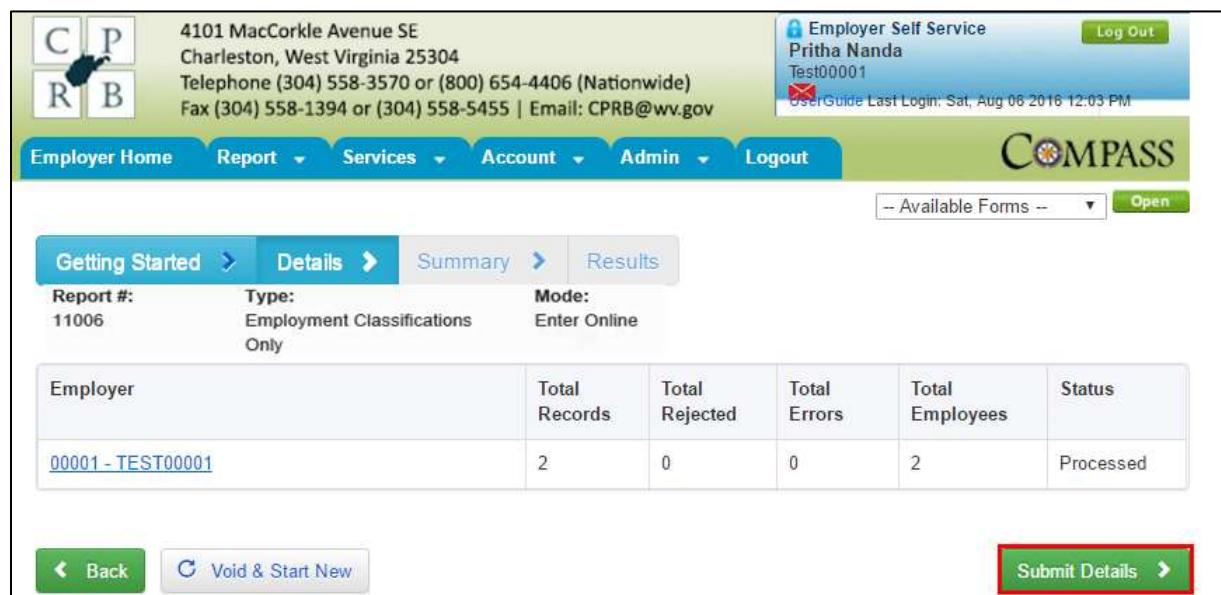
 button.

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



Step 23 -- Click the  button.

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



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

Employer Self Service
Priya Nanda
Test00001
UserGuide Last Login: Sat, Aug 06 2016 12:03 PM

Log Out

Employer Home Report Services Account Admin Logout

Getting Started > Details > Summary > Results

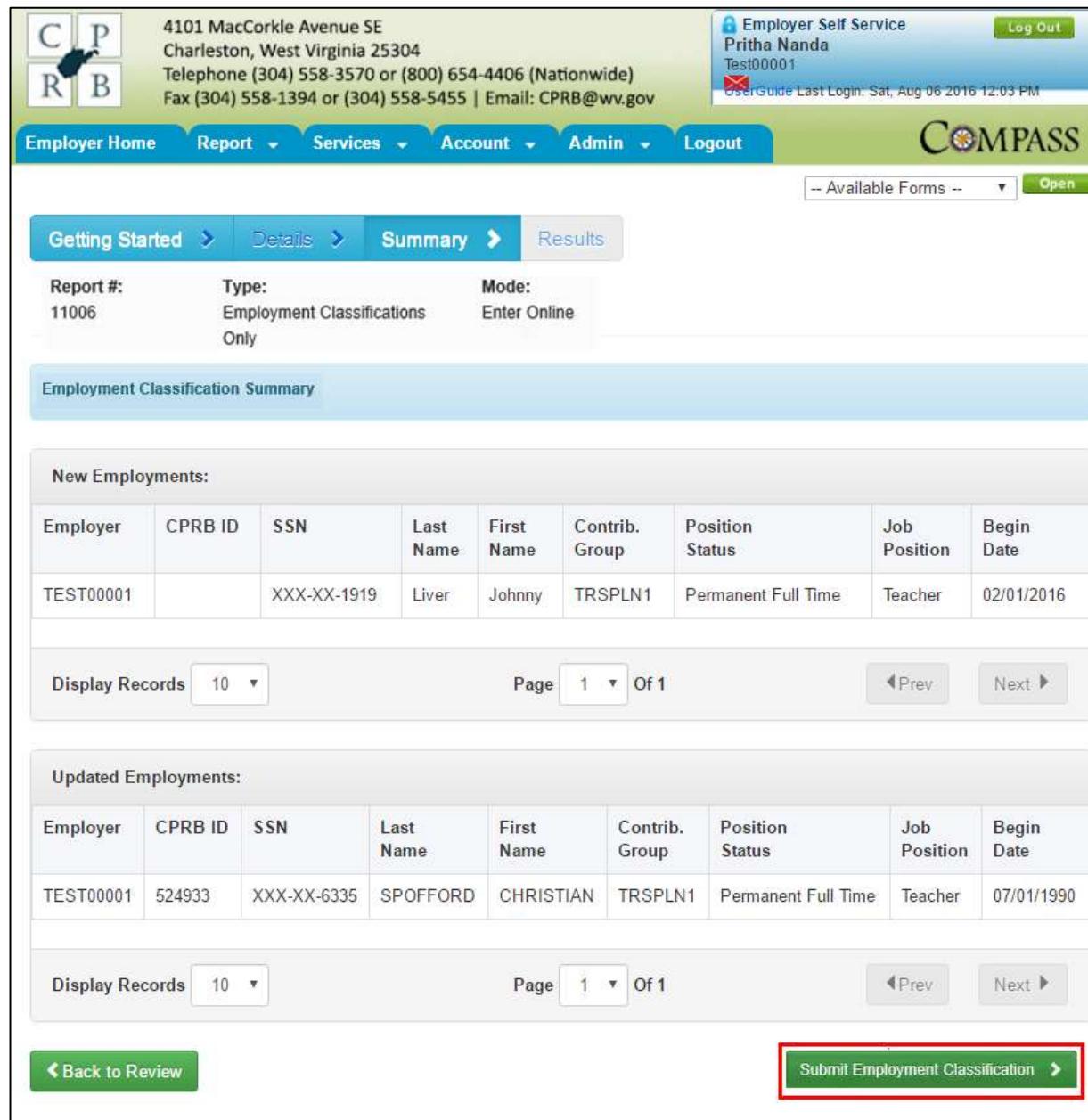
Report #: 11006 Type: Employment Classifications Only Mode: Enter Online

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Status
00001 - TEST00001	2	0	0	2	Processed

Back Void & Start New Submit Details >



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



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and Open. The user is logged in as Pritha Nanda (Test00001) with the last login date of Sat, Aug 06 2016 12:03 PM. The main content area displays the 'Employment Classification Summary' section. It shows two tables: 'New Employments' and 'Updated Employments'. Both tables have columns for Employer, CPRB ID, SSN, Last Name, First Name, Contrib. Group, Position Status, Job Position, and Begin Date. The 'New Employments' table has one record: TEST00001, 524933, XXX-XX-1919, Liver, Johnny, TRSPLN1, Permanent Full Time, Teacher, 02/01/2016. The 'Updated Employments' table has one record: TEST00001, 524933, XXX-XX-6335, SPOFFORD, CHRISTIAN, TRSPLN1, Permanent Full Time, Teacher, 07/01/1990. Below the tables are 'Display Records' dropdowns set to 10, 'Page' dropdowns set to 1 of 1, and navigation buttons for Prev and Next. At the bottom left is a 'Back to Review' button, and at the bottom right is a red-bordered 'Submit Employment Classification' button.

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

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

Display Records 10 ▾ Page 1 ▾ Of 1 ◀Prev Next ▾

◀ Back to Review Submit Employment Classification ▾



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

The screenshot shows the CPRB COMPASS system interface. At the top, there is a logo for the West Virginia Consolidated Public Retirement Board (CPRB) and navigation links for Employer Home, Report, Services, Account, Admin, and Logout. The user information shows "Employer Self Service" and "Pritha Nanda". A green bar at the top right indicates the last login was on July 20, 2016, at 11:20 AM. On the right side, there is a "COMPASS" logo and a "Available Forms" dropdown menu with an "Open" button. The main content area is titled "Employment Submission Results". It displays the following information:

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

Below this, there are three buttons: "Back to Reports", "Print", and "View Details". At the bottom left, there is a link to the "West Virginia Consolidated Public Retirement Board Home". At the bottom right, there is a note about the accuracy of the information provided.

Employment Submission Results

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

Employment Summary:

Employment Details Submitted: 2

Submission Date: 7/20/2016 11:54:48 AM

Back to Reports Print View Details

West Virginia Consolidated Public Retirement Board Home

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7.2 Submit Contributions

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

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

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

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

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

Report > Submit Employer Reports

The screenshot displays the West Virginia Consolidated Public Retirement Board (CPRB) Employer Self Service Website. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone number (304) 558-3570 or (800) 654-4406, fax number (304) 558-1394 or (304) 558-5455, email (CPRB@wv.gov), and user information (Employer Self Service, Hope Bob, West Virginia State Police). The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. A sidebar on the left provides a quick guide for submitting employer reports, mentioning steps like reporting contributions, processing payroll, adding employees, reviewing reports, and verifying information. The central content area contains a welcome message from Jeffrey E. Fleck, Executive Director, and a statement about the secure online access provided by the website. The 'Report' dropdown menu is open, showing options: Payroll Schedule, Contribution Group Search, Submit Employer Reports (which is highlighted with a red box), View Employer Packets, Download CPRB ID, and Invoices.



Step 2 -- The Getting Started screen displays.

The screenshot shows the 'Getting Started' screen of the WVCPRB COMPASS system. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Pooja Kashyap Newemp1'. The date 'UserGuide Last Login: Wed, Sep 21 2016 11:05 AM' is also displayed. The navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and a dropdown for 'Available Forms'. Below the navigation, a breadcrumb trail shows 'Getting Started > Details > Summary > Payments > Results'. A message box says 'Choose an option and select the desired action below.' It provides three options: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each option has a description, an 'Upload File' button, an 'Enter Online' button, and a 'Submission History' button.

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, 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 Employment Classification & 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.
<input type="button" value="Upload File"/> <input type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Enter Online"/> <input type="button" value="Submission History"/>	<input type="button" value="Upload File"/> <input type="button" value="Submission History"/>



7.2.1 Submit Contributions – Upload File

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

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

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

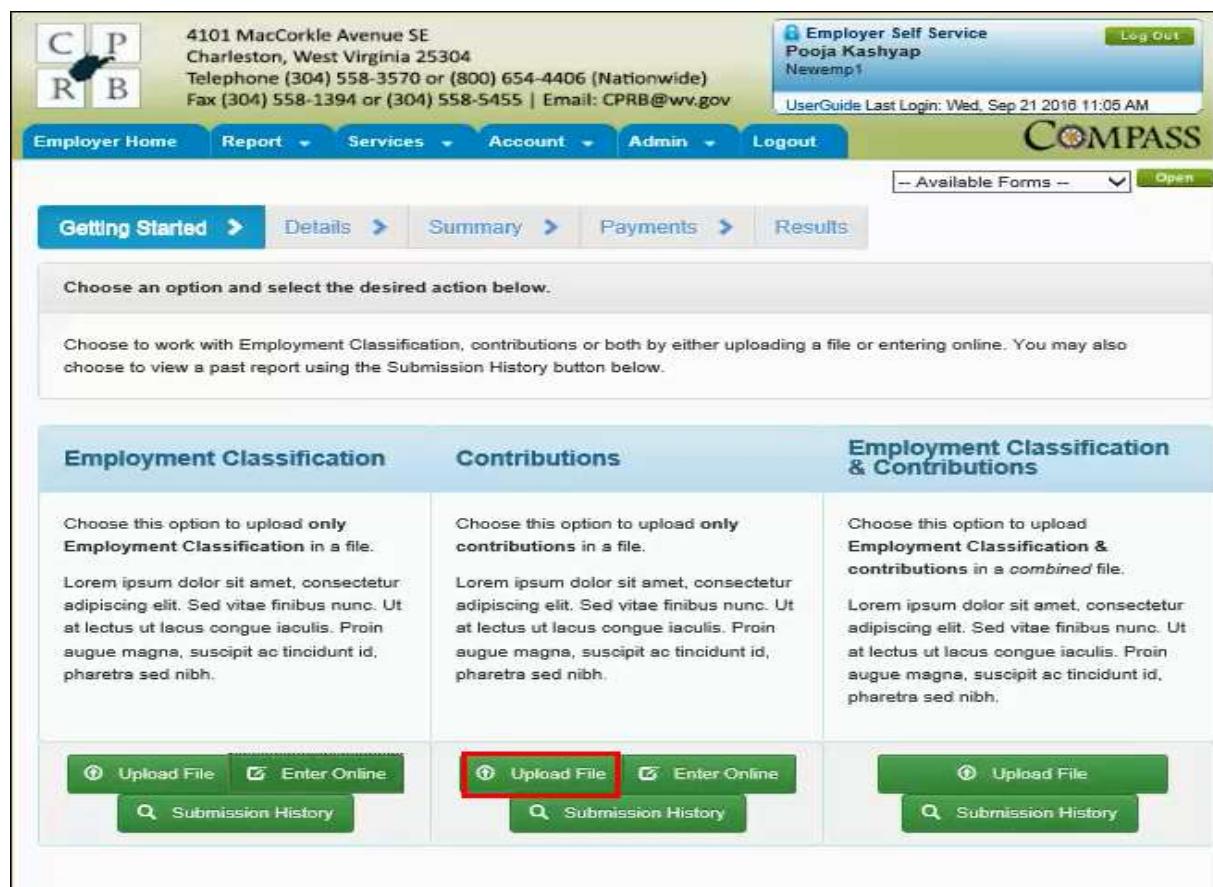
Step 1 -- To navigate to the **Sumit Employer Reports** screen, click the following menu options:

Report > Submit Employer Reports.

The screenshot shows the COMPASS Employer Self Service website interface. At the top, there is a header with the logo 'CPRB' (Consolidated Public Retirement Board), the address '4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304', contact numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Hope Bob West Virginia State Police'. Below the header, there is a navigation bar with links: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Report' is open, showing options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (which is highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. To the right of the menu, there is a sidebar with text about the service and a signature from Jeffrey E. Fleck, Executive Director. At the bottom right, there is a link 'UserGuide Last Login: Wed, Jun 22 2016 10:31 AM' and a button 'Open'.



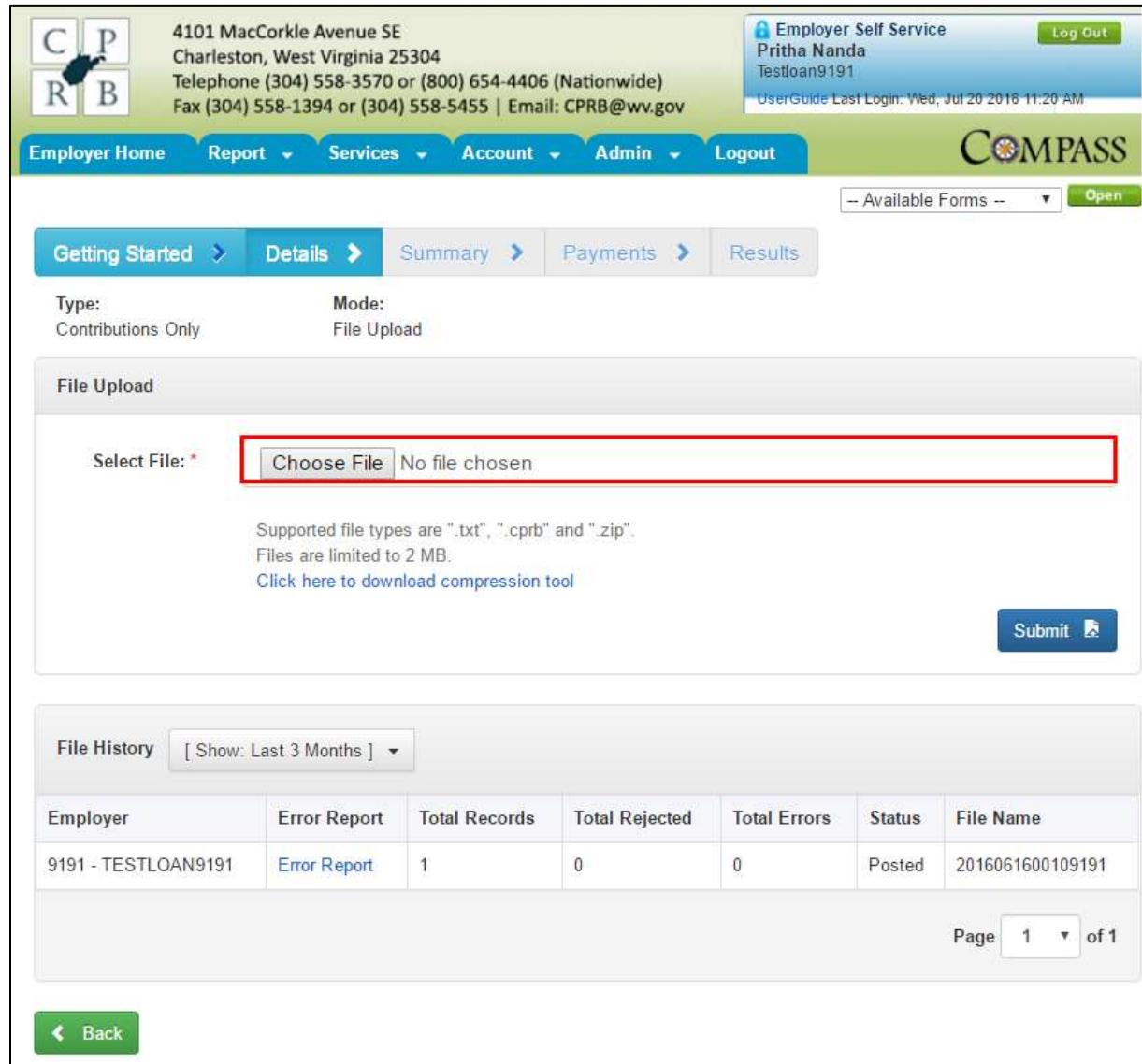
Step 2 -- The **Getting Started** screen displays. Under the **Contributions** section, click the  button.



The screenshot shows the 'Getting Started' screen of the WVCPRB COMPASS system. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Pooja Kashyap, Newemp1, and the login date: UserGuide Last Login: Wed, Sep 21 2016 11:05 AM. The 'Log Out' button is also present. Below the header, there are navigation links: Employer Home, Report, Services, Account, Admin, Logout, and a 'COMPASS' logo. A dropdown menu for 'Available Forms' is shown, with an 'Open' button next to it. The main content area has a breadcrumb navigation: Getting Started > Details > Summary > Payments > Results. A sub-instruction says: 'Choose an option and select the desired action below.' Below this, there are three sections: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each section contains descriptive text and three buttons at the bottom: 'Upload File' (highlighted with a red box), 'Enter Online', and 'Submission History'.



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



The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the organization's logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), and email (Email: CPRB@wv.gov). The top right corner shows the user information: Employer Self Service, Prittha Nanda, Testloan9191, and the last login date (UserGuide Last Login: Wed, Jul 20 2016 11:20 AM). The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and the COMPASS logo. Below the navigation, a breadcrumb trail shows the current path: Getting Started > Details > Summary > Payments > Results. The main content area is titled 'File Upload'. It displays the 'Select File:' field with a red border around the 'Choose File' button, which is currently empty and shows the message 'No file chosen'. Below this, it specifies supported file types (.txt, .cprb, .zip), file size limit (2 MB), and a link to download a compression tool. A 'Submit' button is located at the bottom right of this section. Below the upload section, there is a 'File History' table with one entry. The table has columns: Employer, Error Report, Total Records, Total Rejected, Total Errors, Status, and File Name. The entry shows '9191 - TESTLOAN9191' in the Employer column, a blue 'Error Report' link in the Error Report column, '1' in Total Records, '0' in Total Rejected, '0' in Total Errors, 'Posted' in Status, and '2016061600109191' in File Name. At the bottom left of the page, there is a 'Back' button.

Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
9191 - TESTLOAN9191	Error Report	1	0	0	Posted	2016061600109191



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

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

The screenshot shows the 'Employer Self Service' interface for the WVCPRB COMPASS Project. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To its right, the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304' is listed, along with contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the far right, the user information 'Pritha Nanda' and 'Testloan9191' is shown, along with a 'Log Out' button and a 'UserGuide' link. Below this, the 'Last Login' time is displayed as 'Wed, Jul 20 2016 11:22 AM'. The main navigation menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and a dropdown for 'Available Forms'. A large green banner at the top right features the word 'COMPASS' in white. The main content area has tabs for 'Getting Started', 'Details', 'Summary' (which is selected), 'Payments', and 'Results'. Under 'Summary', it shows 'Report #: 7549', 'Type: Contributions Only', and 'Mode: File Upload'. A note below states: 'Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page.' The 'Contributions' section displays 'Contribution file validations' at 0% and 'Lines: Total (4) | Processed (0) | Errors (0)'. It also shows 'Contribution business validations' at 0% and 'Records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)'. At the bottom left is a 'Back' button.



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).

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes the logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax (Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), user information (Employer Self Service, Pritha Nanda, Barbour County BOE, Last Logon: Wed, Jul 29 2015 10:37 AM), and menu items (Employer Home, Report, Services, Account, Admin, Logout). Below the menu, a breadcrumb trail shows Getting Started > Details > Summary > Payments > Results. The main content area displays a 'Contributions Report' for Report # 7550. The report summary table shows Report Date 01/01/2016, Retirement System TRS, and Status Ready. The detailed report table lists Employer (\$100 - BARBOUR COUNTY BOE), Total Records 30, Total Rejected 0, Total Errors 0, Total Employees 15, Total Salary \$89,986.80, Total EECOM \$5,399.16, Total ERCON \$13,498.02, and Error Report N/A. A 'Void & Start New' button is available, and a red box highlights the 'Total Errors' column in the report table. At the bottom, a 'Back' button is visible.



Step 6 -- The **Summary** screen is displayed. Click the **Save and Proceed to Payment ➤** button.

Employer Home Report Services Account Admin Logout **COMPASS**

Getting Started ➤ Home ➤ Summary ➤ Payments ➤ Results

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

0100 - BARBOUR COUNTY BOE / Contributions Summary

Contribution Summary #: 1837 Retirement System: TRS Report Date: 01/01/2016 Total Members: 11 Status: Summarized

Regular Contributions

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 1792.50	\$ 3107.53	6.00	\$ 7768.87	15.00
Totals	\$51,792.50	\$3,107.53		\$7,768.87	

Corrections

Contribution Group	Salary	EECON	ERCON
TRS Plan 1	\$ 38194.30	\$ 2391.65	\$ 6729.15
Totals	\$38,194.30	\$2,391.65	\$5,729.15

State Aid Allocated

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 1052000.00	\$ 0.00	\$ 1052000.00	\$ 0.00

Service Purchase Payment

Service Purchase Amount

No Service Purchase Payments available

Loan I Payment

Loan I Payment

No Loan I Payments available

Loan II Payment

Loan II Payment

No Loan II Payments available

Apply Invoices

Apply	Invoice	Invoice Type	Date	Amount
■	1720	Penalty - Monthly Reporting	06/16/2016	\$161.53
■	1972	Employer Monthly Reporting	06/22/2016	\$242.00
■	1973	Penalty - Monthly Reporting	06/22/2016	\$160.38
■	2058	Employer Error Correction	06/28/2016	\$43,549.18
■	2244	Employer Monthly Reporting	07/19/2016	(\$160.00)
■	2245	Employer Monthly Reporting	07/19/2016	(\$150.00)

Reset **Save**

Unsubmit and Review Details **Save and Proceed to Payment ➤**



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.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes the logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone (304) 558-3570 or (800) 654-4406 (Nationwide), fax (304) 558-1394 or (304) 558-5455, email (CPRB@wv.gov), and user information (Pritha Nanda, Barbour County BoE, last login Wed, Jul 20 2016 10:37 AM). The main menu has tabs for Employer Home, Report, Services, Account, Admin, and Logout. A green banner for 'COMPASS' is visible. Below the menu, a breadcrumb trail shows Getting Started > Details > Summary > Payments > Results. The 'Payments' tab is active. The results section displays a report for Report # 7550, Type Contributions Only, Mode File Upload, with a summary for Contribution Summary # 10092, Retirement System TRS, Report Date 09/01/2015, Total Members 11, and Status Summarized. A table titled 'Review Your Payment Information' shows contributions for Regular Contributions (\$3,758.36), Corrections (\$0.00), Service Purchase Payment (\$0.00), Loan I Payment (\$0.00), and Loan II Payment (\$0.00), totaling \$12,346.65. The 'Credits' section indicates no chosen credit fund. In the 'Remit Your Payment' section, the payment due amount is \$12,346.65, and the PIN number field is highlighted with a red box. Buttons for 'Back' and 'Submit Your Payment' are at the bottom.

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

You have not chosen to pay from any Credit fund.

Payment Due Amount: \$12,346.65

Enter the PIN number:

Back **Submit Your Payment**



Step 8 -- The Contributions Results screen is displayed.

The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual Final interface. At the top, there's a header with the logo 'CPRB' and address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304'. To the right, it shows 'Employer: Self Service', 'Pritha Nanda', 'Test00001', and a timestamp 'Last Logon Sat, Aug 06 2016 1:23 PM'. The main menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A green bar at the top right says 'COMPASS'. Below the menu, a breadcrumb trail shows 'Getting Started > Details > Summary > Payments > Results'. The main content area is titled '00001 - TEST00001 / Contributions Result'. It displays a summary table with columns: Contribution Summary #, Retirement System, Report Date, Total Members, and Status. The data is: 10092, TRS, 09/01/2015, 11, Submitted. Below this are sections for 'Report Details', 'Contribution Summary', 'Contribution Payment', and 'Payment Amount', each containing various payment details. At the bottom are buttons for 'Back to Reports', 'Print', and 'View Details'.

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

Report Details:

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

Contribution Summary:

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

Contribution Payment:

State Aid Amount:	\$0.00
Invoice Applied:	0
Invoice Amount:	\$0.00

Payment Amount:

Payment Amount:	\$12,346.65
Payment Date:	8/6/2016 1:11:41 PM

Actions:

- Back to Reports
- Print
- View Details



7.2.1.1 View Contributions – Upload File Rejection Details

When submitting the Contributions through the Upload File option, validations are run on the automatically to ensure the information in the file is formatted correctly and is accurate. If the file has too many errors or is not in the proper file format layout, the file will not be uploaded and will be rejected with an error status displayed in the Details screen. The report will need to be resubmitted if it is rejected during the file upload validation process.

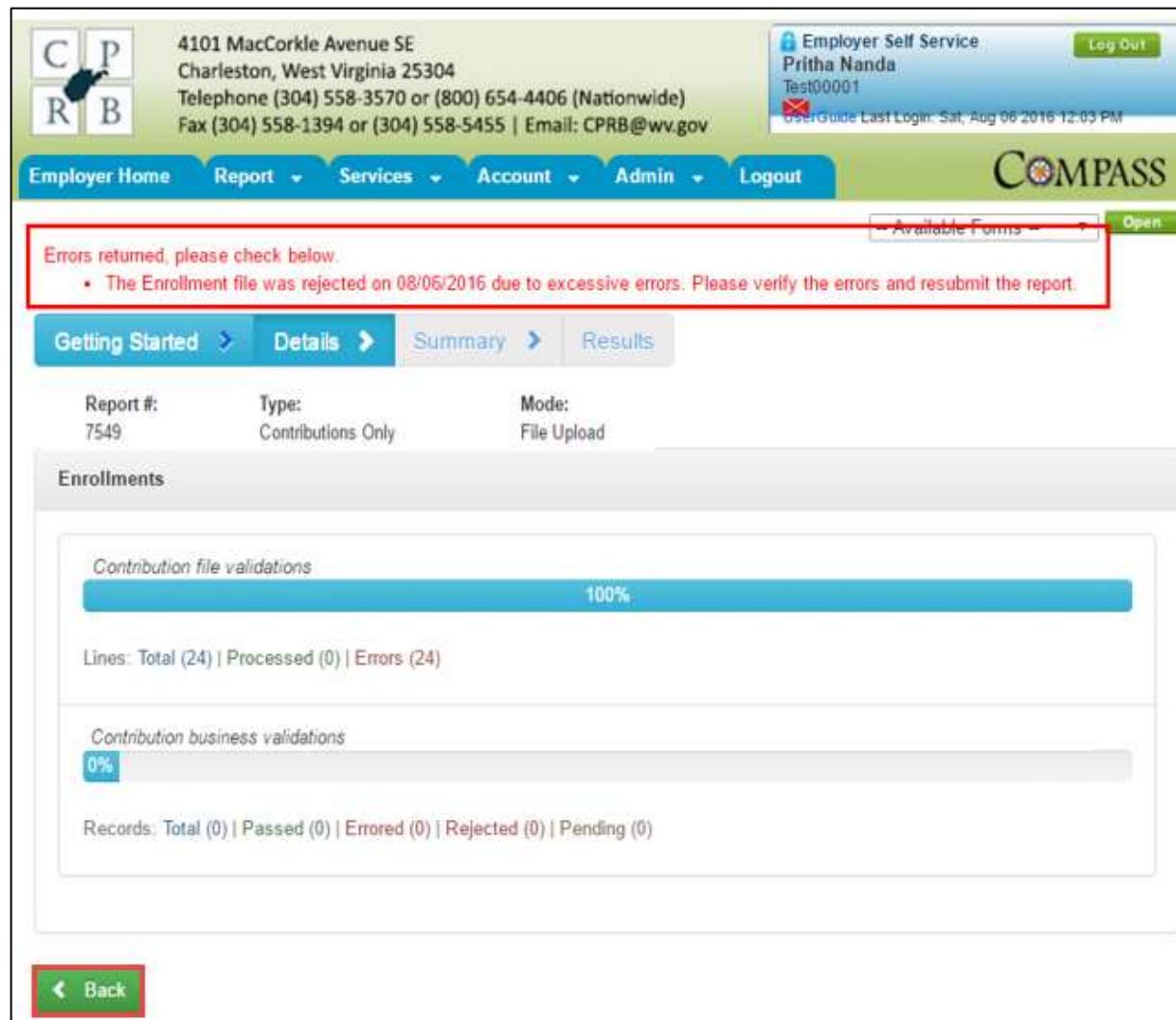
Follow the steps below to view the **View Contributions Report Upload File Rejection** details.

Step 1 -- Upon the completion of steps 1 - 4 in section 7.2.1 Submit Contributions – Upload File, if the file is rejected, the error message will be displayed in the **Details** screen.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a logo for 'CPRB' and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user information: 'Employer Self Service', 'Pritha Nanda', 'Test00001', and 'User Guide Last Login: Sat, Aug 06 2016 12:03 PM'. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'COMPASS'. A red box highlights a message in the center of the page: 'Errors returned, please check below.' followed by a bullet point: 'The Enrollment file was rejected on 08/06/2016 due to excessive errors. Please verify the errors and resubmit the report.' Below this, there is a breadcrumb navigation: 'Getting Started > Details > Summary > Results'. Under 'Enrollments', there are two sections: 'Contribution file validations' (status: 100%, lines: Total (24) | Processed (0) | Errors (24)) and 'Contribution business validations' (status: 0%, records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)). At the bottom left is a 'Back' button.



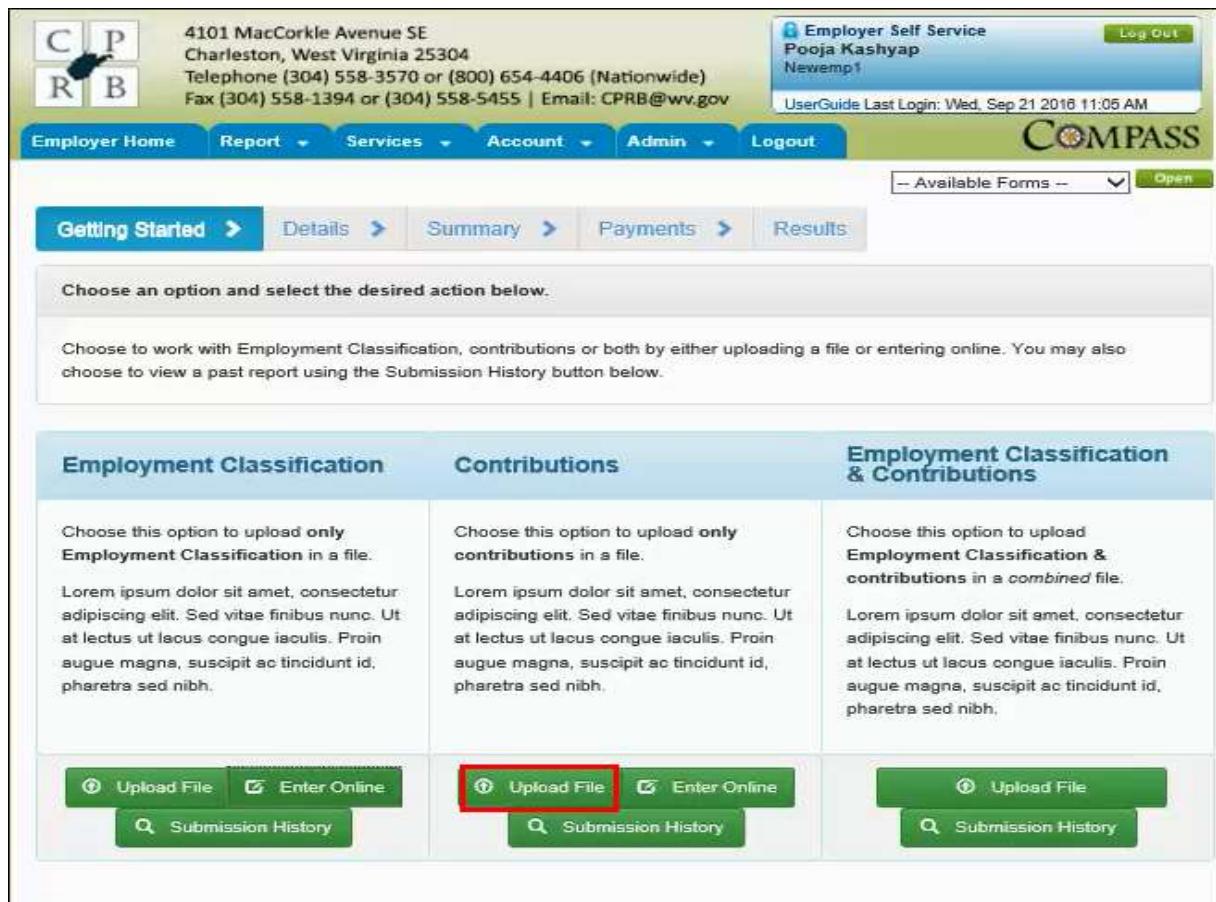
Step 2 -- Click the  button.



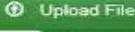
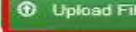
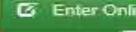
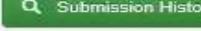
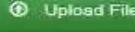
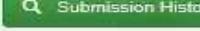
The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top left is the CPRB logo. To its right is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, the user information is displayed: Employer Self Service, Pritha Nanda, Test00001, User Guide Last Login: Sat, Aug 06 2016 12:03 PM, and a Log Out button. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar is the COMPASS logo. A red box highlights an error message in a red-bordered box: "Errors returned, please check below." followed by a bullet point: "• The Enrollment file was rejected on 08/06/2016 due to excessive errors. Please verify the errors and resubmit the report." Below the error message is a breadcrumb navigation: Getting Started > Details > Summary > Results. Under the "Enrollments" section, there are two validation progress bars. The first bar for "Contribution file validations" is at 100% completion. The second bar for "Contribution business validations" is at 0% completion. Below each bar are summary statistics: "Lines: Total (24) | Processed (0) | Errors (24)" for the file validation and "Records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)" for the business validation. At the bottom left of the main content area is a green "Back" button with a left arrow icon.



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



The screenshot shows the 'Getting Started' tab selected in the navigation bar. The main content area is titled 'Choose an option and select the desired action below.' It contains three sections: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each section has a description and three buttons at the bottom: 'Upload File', 'Enter Online', and 'Submission History'. The 'Upload File' button in the 'Employment Classification' section is highlighted with a red box.

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



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

File History [Show: Last 3 Months]						
Employer	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
00001 - TEST00001	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

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[!\[\]\(6b2c0dd8b2b9ce1a819e835d324a6e33_img.jpg\) Back](#)



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

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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top header includes the logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406 (Nationwide), fax (304) 558-1394 or (304) 558-5455, email (CPRB@wv.gov), and user information (Pritha Nanda, Test00001, UserGuide Last Login: Tue, Aug 09 2016 1:15 AM). The main content area is titled 'Error Report' and contains a table for displaying errors. The table has columns for Error Code, Severity, Description, Line #, Col # From, and Col # To. The 'Show errors with severity:' section includes checkboxes for 'Rejected File', 'Error Rejected Records', and 'Information'. The 'Show errors from:' section includes radio buttons for 'File Format Errors' (selected) and 'Contribution Errors'. The 'Employer: 00001 - TEST00001' section lists three errors: ER0231 (Information, Record Count value does not match number of detail records.), ER0292 (Information, Total EECON value is not numeric or does not have two decimal places.), and ER0301 (Information, Total Salary of details does not match with footer.). The 'Record Text' section shows the raw data for these errors. Navigation controls at the bottom allow for displaying 10 records, page 1 of 1, and previous/next page links.

Error Code	Severity	Description	Line #	Col # From	Col # To
ER0231	Information	Record Count value does not match number of detail records. (ER0231)	26	23	28
ER0292	Information	Total EECON value is not numeric or does not have two decimal places. (ER0292)	26	58	70
ER0301	Information	Total Salary of details does not match with footer. (ER0301)	26	44	56



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.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top left is the CPRB logo. To its right is the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, with phone (304) 558-3570 or (800) 654-4406, fax (304) 558-1394, and email CPRB@wv.gov. On the right is the user information: Employer Self Service, Prittha Nanda, Test00001, and a log out button. Below this is the COMPASS logo. The main content area has tabs for Available Forms and Open. It shows a report with Report # 7666, Type Contributions Only, and Mode File Upload. A section titled 'Error Report' contains checkboxes for 'Show errors with severity': Error (checked), Warning (checked), and Information (checked). It also has checkboxes for 'Show errors from': File Format Errors (radio button checked) and Contribution Errors (radio button checked and highlighted with a red box). A 'Refresh' button is next to the checkboxes. Below this is a table with columns: Error Code, Severity, Description, Name, Birth Date, and SSN. The table lists two errors: ER0036 (Error) and ER0091 (Error). The descriptions for ER0036 and ER0091 mention salary and contribution requirements. At the bottom are buttons for Display Records (set to 10), Page (1 of 1), Prev, and Next.

Step 7 -- If the file has been accepted, follow the steps in 7.2.1.2 Correct Contributions Upload File Errors in to correct errors. If the file has been rejected, correct the rejected file and re-upload the file.

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



7.2.1.2 Correct Contributions – Upload File Errors

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

Follow the steps below to add Contributions records to the uploaded report:

Step 1 -- Upon the completion of steps 1 - 5 (found in Section 7.2.1 Submit Employment Contributions – Upload File), if the file has rejected records or errors, they will be displayed in the **Total Rejected** and/or **Total Errors** columns.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service interface. At the top, there is a logo for "CPRB" and navigation links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". The user is identified as "Pritha Nanda" from "Barbour County Boe". A message at the top right indicates the last login was on Wed, Jun 29 2016 10:37 AM.

The main content area is titled "Contributions Report". It displays a table with the following data:

Summary	Report Date	Retirement System				Status			
#			Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
9837	01/01/2016	TRS	7	1	15	\$89,904.80	\$5,309.18	\$13,498.02	N/A

Below the table, there are buttons for "Void & Start New" (with a "C" icon) and "Submit" (with a green arrow icon). At the bottom left, there is a "Back" button with a left arrow icon.



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

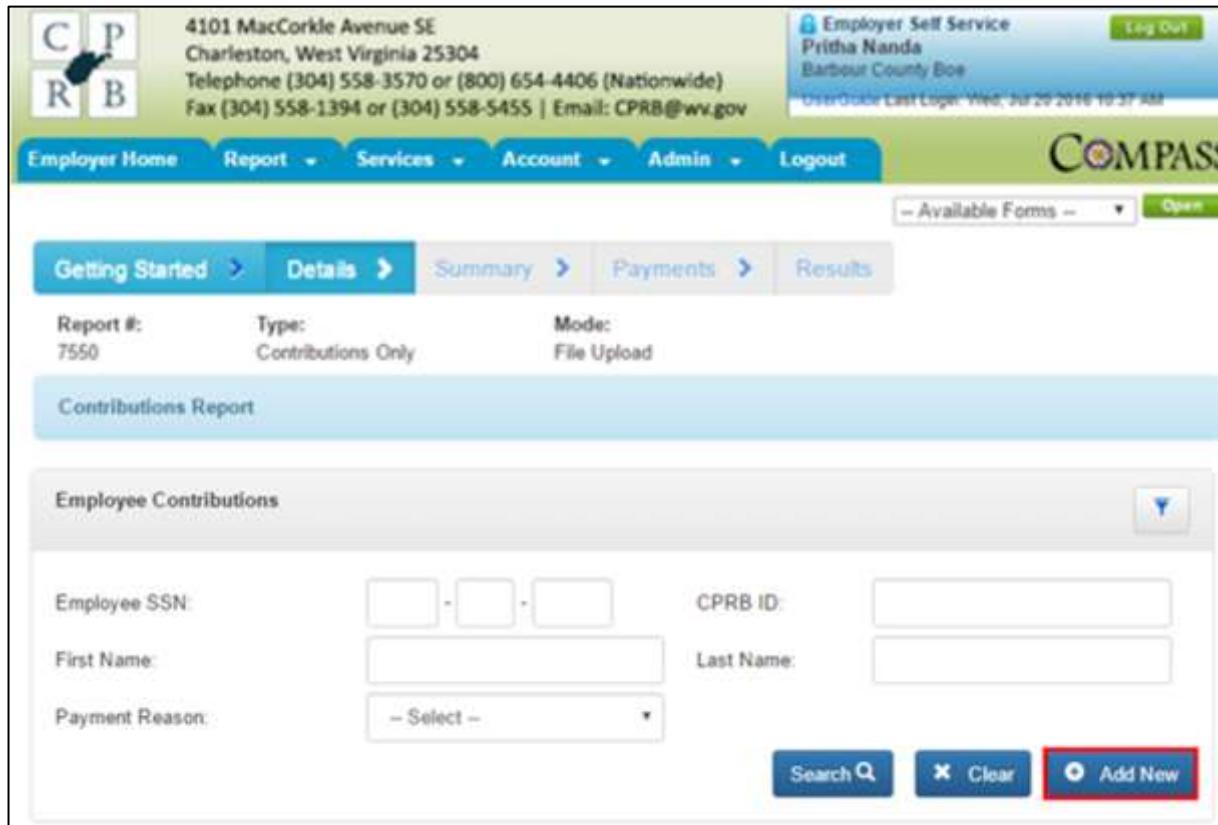
Note: The **Void and Start New** button will void the submission and start the process again.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a logo with letters C, P, R, and B, followed by the address: 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. To the right, it shows the user information: Employer Self Service, Prittha Nanda, Barbour County Boe, UserGuide Last Login: Wed, Jul 29 2015 10:37 AM, Log Out. Below the header, there are navigation links: Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. A breadcrumb navigation bar shows: Getting Started > Details > Summary > Payments > Results. Below this, report details are shown: Report #: 7550, Type: Contributions Only, Mode: File Upload. A section titled "Contributions Report" displays a table of summary data. The table has columns: Employer, Total Records, Total Reluctant, Total Fines, Total Employees, Total Salary, Total EECON, Total ERCON, and Error Report. One row is highlighted with a red box around the employer name "0100 - BARBOUR COUNTY BOE". Below the table are buttons: Void & Start New (with a circular arrow icon) and Submit (green button). Another row below shows: Report Date 01/01/2016, Retirement System TRS, Status Ready. At the bottom left is a Back button.

Employer	Total Records	Total Reluctant	Total Fines	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
0100 - BARBOUR COUNTY BOE	30	7	1	15	\$89,986.80	\$5,309.18	\$13,498.02	N/A

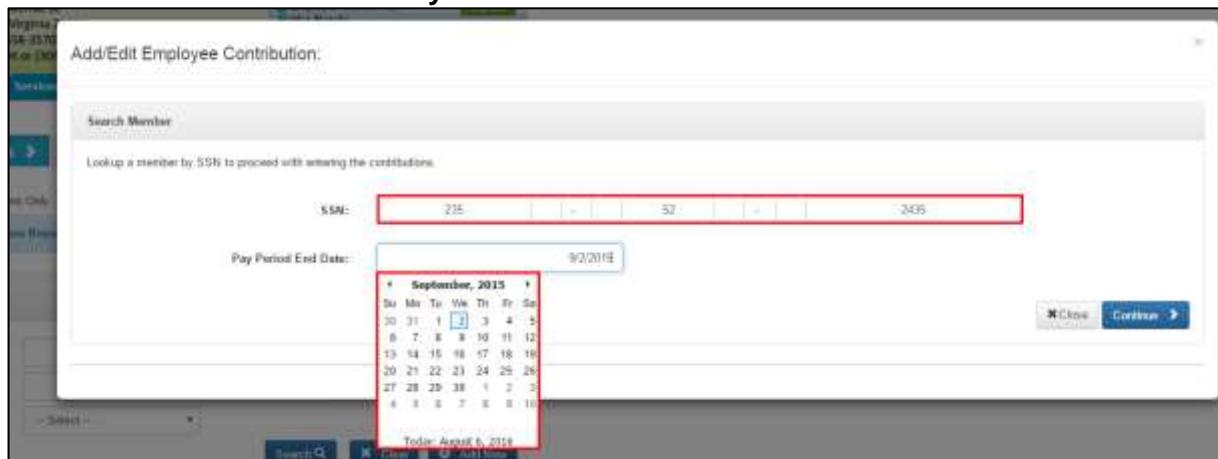


Step 3 -- Click the  button to add a new employee to the contributions report.



The screenshot shows the 'Employee Contributions' section of the CPRB COMPASS system. At the top, there's a header with the logo 'CPRB', address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Priti Nanda Barbour County Boe User Since Last Logon: Wed, Jul 29 2015 10:37 AM'. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. A sub-navigation bar shows 'Getting Started > Details > Summary > Payments > Results'. The main content area is titled 'Contributions Report' and contains sections for 'Employee Contributions' and 'Employee Benefits'. In the 'Employee Contributions' section, there are fields for Employee SSN (with three input boxes), CPRB ID (input box), First Name (input box), Last Name (input box), and Payment Reason (dropdown menu). Below these fields are 'Search' and 'Clear' buttons, and a prominent 'Add New' button which is highlighted with a red box. There's also a dropdown arrow icon in the top right corner of the main content area.

Step 4 -- Enter the **SSN** and select the **Pay Period End Date** from the calendar.



The screenshot shows the 'Add/Edit Employee Contribution' dialog box. It has a sidebar with 'Report' and 'Services' tabs, and a main area with 'Add/Edit Employee Contribution' and 'Search Member' sections. In the 'Search Member' section, there's a note 'Lookup a member by SSN to proceed with entering the contributions.' Below it, there's a 'SSN:' field containing '235' and a 'Pay Period End Date:' field showing '01/09/2015'. A calendar overlay is displayed, titled 'September, 2015', showing the days of the month. The date '01' is highlighted with a red box. At the bottom of the calendar are buttons for 'Close', 'Continue >', and 'Today: August 6, 2015'.



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

The screenshot shows a software interface titled "Add/Edit Employee Contribution". At the top, there is a search bar labeled "Search Member" with the placeholder text "Lookup a member by SSN to proceed with entering the contributions." Below the search bar, there is a "SSN:" field containing "236" and a date range selector from "07" to "2436". A "Pay Period End Date:" field displays "9/2/2015" with a calendar icon. The calendar shows the month of September 2015, with the 2nd highlighted. To the right of the calendar are "Close" and "Continue" buttons. At the bottom of the calendar, it says "Today: August 6, 2016".

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

The screenshot shows the "Add/Edit Employee Contribution" page with various sections filled out. The "Employee Information" section includes fields for Employee Group ("TEACHER"), Job Position ("Teacher"), Previous Status ("Permanent Full-Time"), Regular Rate ("0100.0000"), Total Hours ("100"), Pay Period Progress ("0"), Payment Type ("Salary"), and Type of EOP ("Normal"). The "Personal Information" section contains fields for SSN ("236100"), Address ("123 Main Street"), Phone ("555-1234"), Email ("test@example.com"), and Birth Date ("08/01/1980"). The "Contribution Information" section includes fields for Pay Period End Date ("8/22/2015"), Contribution Group ("TEC Pay"), Payment Basis ("Regular Pay"), Hours Worked ("100"), Overtime ("00"), Salary Paid Before TESI Used ("0.00"), and several contribution amounts: Salary ("\$ 0.00"), Pre-Tax (EE) ("\$ 0.00"), Pre-Tax (EE) ("\$ 0.00"), Employee Contrib-Age/Ret-Amt ("\$ 0.00"), and Employer Contrib ("\$ 0.00"). The "Employee Information" section at the bottom shows "Position Status" as "Permanent Full-Time" and "Job Position" as "Teacher". At the bottom right, there are "Close" and "Save" buttons.



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

Note: Click the delete option to delete the particular employee details.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). The user is logged in as Pritha Nanda, Barbour County Boe, with a last login of Wed, Jun 29 2016 10:37 AM. The navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open.

The main content area has a breadcrumb navigation: Getting Started > Details > Summary > Payments > Results. Below this, it says "Report #: 7550", "Type: Contributions Only", and "Mode: File Upload". A blue header bar says "Contributions Report".

The "Employee Contributions" search form includes fields for Employee SSN (three input boxes), CPRB ID (input box), First Name (input box), Last Name (input box), Payment Reason (dropdown menu), and buttons for Search, Clear, and Add New.

The "Employee Details" grid table has columns: Actions, Name, CPRB ID, Pay Period, Contribution Group, Payment Reason, Salary, EECON, ERCON, and Errors. The first row shows Brouwer, Romeo with actions: Update (highlighted with a red box) and Delete. The second row shows Brouwer, Romi with actions: Update and Delete. The third row shows Byerly with actions: Update and Delete. The fourth row shows an empty row with actions: Update and Delete.

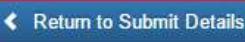
Employee Details											<input type="checkbox"/> Show Errors Only
	Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors	
1	• •	BROUWER, ROMEO	524934	09/02/2015	TRSPLN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0	
2	• •	•	•	•	•	•	•	•	•	•	
3	• •	BROUWER, ROMI	525189	09/02/2015	TRSPLN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0	
4	• •	BYERLY,	524937	09/02/2015	TRSPLN3	Regular	\$3,900.40	\$234.02	\$292.53	0	



Step 8 -- Click the  button to submit the Contributions file.

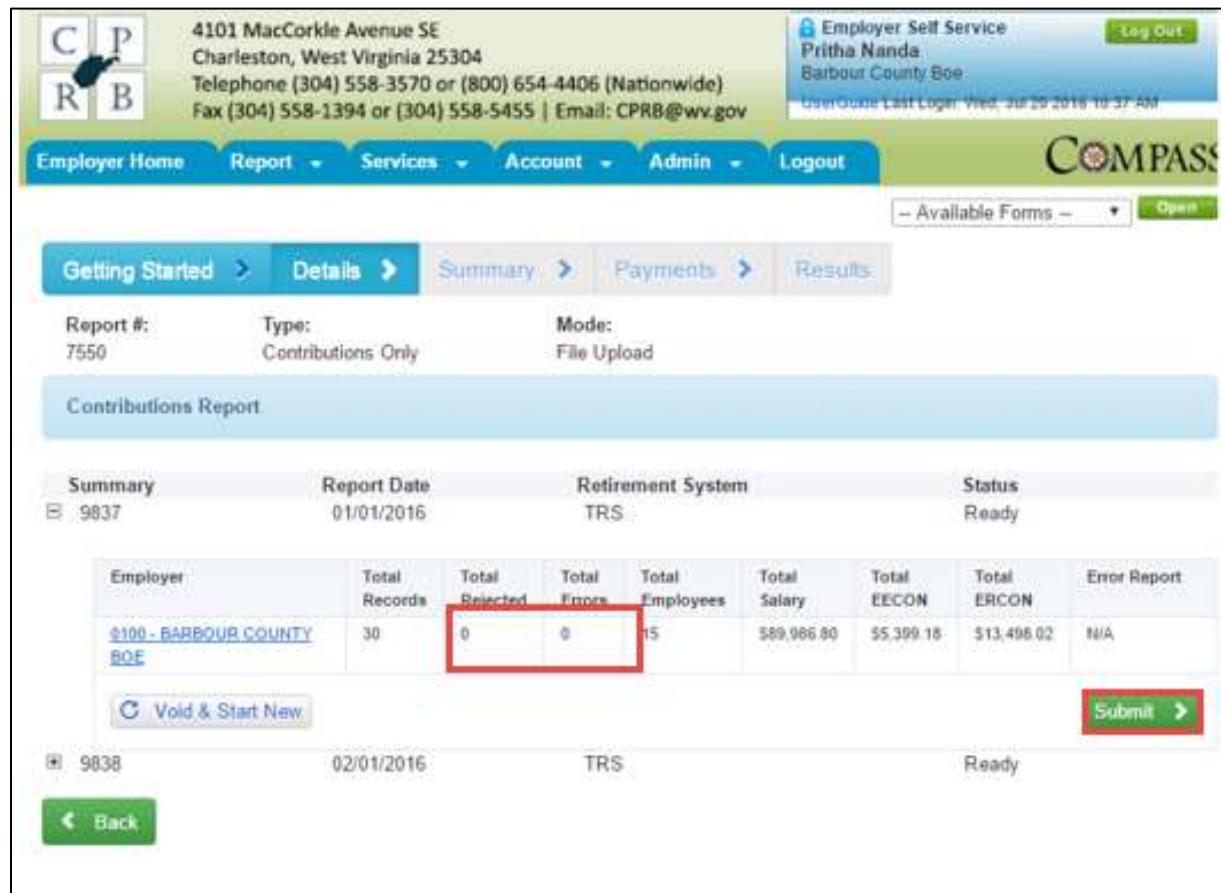
Employee Details										<input type="checkbox"/> Show Errors Only	
	Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors	
<input checked="" type="radio"/>		BROUWER, ROMEO	524934	09/17/2015	TRSPLN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0	
<input checked="" type="radio"/>		BROUWER, ROMI	525189	09/02/2015	TRSPLN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0	
<input checked="" type="radio"/>		BYERLY, KEENAN	524937	09/02/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0	
<input checked="" type="radio"/>		BYERLY, KEENAN	524937	09/17/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0	
<input checked="" type="radio"/>		DABNEY, EDMUNDO	524936	09/02/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0	
<input checked="" type="radio"/>		DABNEY, EDMUNDO	524936	09/17/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0	
<input checked="" type="radio"/>		KINGSFORD, ANEESA	524938	09/02/2015	TRSPLN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0	
<input checked="" type="radio"/>		KINGSFORD, ANEESA	524938	09/17/2015	TRSPLN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0	
<input checked="" type="radio"/>		MERWIN, DICK	524942	09/02/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0	
<input checked="" type="radio"/>		MERWIN, DICK	524942	09/17/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0	

Display Records Page of 2





Step 9 -- Click the  button.



The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo with the letters C, P, R, and B in a grid, followed by the address 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right side of the header, it says "Employer Self Service", "Pritha Nanda", "Barbour County Boe", and "User since Last Login: Wed, Jul 29 2015 10:37 AM". The header also includes "Log Out", "Logout", "Available Forms", and "Open". Below the header, there is a navigation bar with tabs: Getting Started > Details > Summary > Payments > Results. The "Summary" tab is selected. Under "Report #": 7550, "Type": Contributions Only, and "Mode": File Upload. A section titled "Contributions Report" is displayed. A table shows summary data for report 9837: Report Date 01/01/2016, Retirement System TRS, Status Ready. The table includes columns for Employer, Total Records, Total Rejected, Total Errors, Total Employees, Total Salary, Total EECOM, Total ERCON, and Error Report. One row shows "9800 - BARBOUR COUNTY BOE" with values 30, 0, 0, 15, \$89,986.80, \$5,399.18, \$13,498.02, and N/A. A red box highlights the "Total Rejected" and "Total Errors" cells. Below the table are buttons for "Void & Start New" and "Submit". Another row for report 9838 is partially visible below, showing Report Date 02/01/2016, Retirement System TRS, and Status Ready. At the bottom left is a "Back" button.

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECOM	Total ERCON	Error Report
9800 - BARBOUR COUNTY BOE	30	0	0	15	\$89,986.80	\$5,399.18	\$13,498.02	N/A



Step 10 -- The Summary screen is displayed. Click the **Save and Proceed to Payment button.**

The screenshot shows the COMPASS Summary screen with the following details:

- Report #:** 7550 **Type:** Contributions Only **Mode:** File Upload
- Report Date:** 01/01/2016 **Total Members:** 15 **Status:** Summarized
- Regular Contributions:**

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 51792.50	\$ 3187.53	6.00	\$ 7766.67	15.00
Total	\$51,792.50	\$3,187.53		\$7,766.67	
- Corrections:**

Contribution Group	Salary	EECON	ERCON
TRS Plan 1	\$ -38154.30	\$ 2291.65	\$ 5729.15
Total	\$38,154.30	\$2,291.65	\$5,729.15
- State Aid Allowment:**

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 1052000.00	\$ 0.00	\$ 1052000.00	\$ 0.00
- Service Purchase Payment:**

No Service Purchase Payments available.
- Loan I Payment:**

No Loan I Payments available.
- Loan II Payment:**

No Loan II Payments available.
- Apply Invoices:**

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	1720	Penalty – Monthly Reporting	06/16/2016	\$161.53
<input type="checkbox"/>	1972	Employer Monthly Reporting	06/23/2016	\$242.00
<input type="checkbox"/>	1973	Penalty – Monthly Reporting	06/22/2016	\$160.38
<input type="checkbox"/>	2058	Employer Error Correction	06/28/2016	\$43,549.18
<input type="checkbox"/>	2244	Employer Monthly Reporting	07/19/2016	(\$100.00)
<input type="checkbox"/>	2245	Employer Monthly Reporting	07/19/2016	(\$150.00)

Buttons at the bottom include: **Reset**, **Save**, **Unsubmit and Review Details**, and **Save and Proceed to Payment**.



Step 11 -- Enter the PIN number and click the **Submit Your Payment button.**

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Employer Home Report Services Account Admin Logout

Log Out

UserCode: Last Login: Wed, Jul 20 2016 10:37 AM

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

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

00001 - TEST00001 / Contribution Payments

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

Review Your Payment Information

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

Credits

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

Remit Your Payment:

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

Back Submit Your Payment



Step 12 -- The Contributions Results screen is displayed.

The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual Final. At the top, there is a logo with the letters C, P, R, and B in a grid, followed by the address 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, it shows the user's name Prittha Nanda, Test00001, and the date Last Logon Sat, Aug 06 2016 12:53 PM. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a compass icon labeled COMPASS. Below the navigation, a breadcrumb trail shows Getting Started > Home > Summary > Services > Results. The main content area displays report details: Report #: 7550, Type: Contributions Only, Mode: File Upload. A section titled "00001 - TEST00001 / Contributions Result" contains a summary table with the following data:

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

Below this, sections for Report Details, Contribution Summary, Contribution Payment, and Payment Amount are listed with their respective values. At the bottom, there are buttons for Back to Reports, Print, and View Details.

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

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

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



7.2.2 Submit Contributions – Enter Online

In addition to uploading files, contributions can be entered online. Follow the steps below to perform this process:

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

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

Report > Submit Employer Reports.

The screenshot displays the CPRB Employer Self Service website. At the top right, there's a user profile for 'Hope Bob' from 'West Virginia State Police'. Below the header, a green banner features the 'COMPASS' logo. The main navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu under 'Report' lists several options: 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (which is highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The 'Submit Employer Reports' link is part of a larger section titled 'Report' which also includes 'Report', 'Process', 'Adding', 'Review', and 'Verify' sub-links. The central content area contains a welcome message for employers and information about reporting employee data to the West Virginia Consolidated Public Retirement Board. At the bottom left, a signature for 'Jeffrey E. Fleck' is present, and at the bottom right, there's a note about secure online access to account information.



Step 2 -- The Getting Started screen displays. In the Contributions section, click the Enter Online option.

The screenshot shows the 'Getting Started' screen of the CPRB COMPASS system. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Pooja Kashyap Newemp1'. The date 'UserGuide Last Login: Wed, Sep 21 2016 11:05 AM' is also displayed. The navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'COMPASS'. Below the navigation bar, a breadcrumb trail shows 'Getting Started > Details > Summary > Payments > Results'. A message box says 'Choose an option and select the desired action below.' It instructs users to choose to work with Employment Classification, contributions or both by either uploading a file or entering online. It also mentions 'Available Forms' and 'Open'. The main content area is divided into three columns: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each column contains descriptive text and three buttons: 'Upload File', 'Enter Online' (which is highlighted with a red box), and 'Submission History'.

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



Step 3 -- Select the appropriate option from the **Select the Employer you want to report for** field.

Note: The **Select the Employer you want to report for** field is a drop down menu only if an organization is a reporting employer that submits contributions report on behalf of more than one employer. Otherwise the **Select the Employer you want to report for** field will be pre-populated on the screen displaying the logged in employer name.

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header bar with the logo 'CPRB' (Charleston, West Virginia Retirement Board), contact information (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and a user session status (Employer Self Service, Prittha Nanda, Test00001, UserGuide Last Login: Sat, Aug 06 2016 12:03 PM). Below the header is a navigation menu with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the menu is the word 'COMPASS'. A breadcrumb navigation bar below the menu includes 'Getting Started >', 'Details >', 'Summary >', 'Payments >', and 'Results'. A dropdown menu titled 'Available Forms' is shown. The main content area has a heading 'Please select from the following:' followed by three input fields: 'Select the Employer you want to report for:' with a value '00001 - TEST00001 103300' highlighted by a red box; 'Select the Retirement System:' with a dropdown menu labeled 'Select System'; and 'Select a Report Date:' with a dropdown menu labeled 'Select Report Date'. A green 'Continue >' button is located at the bottom right of the form area.



Step 4 -- Select the Retirement System from the drop down menu.

Note: If the employer or an organization that is a reporting employer who submits contributions reports on behalf of employers participates in multiple retirement systems then there will be a **Select Retirement System** drop down menu, but if the employer does not participate in multiple retirement systems, then the **Select Retirement System** drop down menu will default to the Retirement System in which the employer participates.

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (consisting of four squares with letters C, P, R, B), the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', telephone and fax numbers, and an email address 'CPRB@wv.gov'. To the right of the header is a user profile section for 'Employer Self Service' user 'Prittha Nanda' (Test00001), with a 'Log Out' button. Below the header is a navigation menu with links: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A green bar at the top right contains a dropdown menu for 'Available Forms' and a 'Open' button. The main content area has a breadcrumb navigation: 'Getting Started > Details > Summary > Payments > Results'. A large blue box contains the instruction 'Please select from the following:' followed by three input fields. The first field is 'Select the Employer you want to report for:' with the value '00001 - TEST00001 103300'. The second field is 'Select the Retirement System:' with a dropdown menu labeled 'Select System' that is highlighted with a red border. The third field is 'Select a Report Date:' with a dropdown menu labeled 'Select Report Date'. At the bottom right of the form is a green 'Continue >' button.

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Employer Self Service
Prittha Nanda
Test00001
UserGuide Last Login: Sat, Aug 06 2016 12:03 PM

Log Out

Employer Home Report Services Account Admin Logout

Available Forms Open

Getting Started > Details > Summary > Payments > Results

Please select from the following:

Please select from the following:

Select the Employer you want to report for: * 00001 - TEST00001 103300

Select the Retirement System: * Select System

Select a Report Date: * Select Report Date

Continue >



Step 5 -- Select a Report Date in the drop down menu.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a logo with the letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Telephone (304) 558-3570 or (800) 654-4406 (Nationwide). Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, there is a user profile for Prittha Nanda, Test00001, with a last login date of Sat, Aug 06 2016 12:03 PM. Below the address, there is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. The word "COMPASS" is prominently displayed on the right side. Below the navigation bar, there is a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. A message box says "Please select from the following:". Underneath, there is another message box with the same instruction. The form fields include: "Select the Employer you want to report for:" with the value 00001 - TEST00001 103300; "Select the Retirement System:" with a dropdown menu showing "Teachers' Retirement System"; and "Select a Report Date:" with a dropdown menu showing "01 Sep 2015". A green "Continue" button is located at the bottom right of the form area.

Step 6 -- Click the Continue button.

This screenshot is identical to the one above, showing the 'Getting Started' step of the process. The only difference is that the 'Continue' button at the bottom right has been clicked, and it is now highlighted with a red box. All other elements, including the employer information, report date selection, and the green 'Continue' button, remain the same.



Step 7 -- The Contribution Report – Upload File Progress screen will show the Contribution file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Contribution file.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Prittha Nanda, Test00001, and UserGuide Last Login: Sat, Aug 06 2016 12:03 PM, with Log Out and Open buttons. Below the header, a navigation bar includes Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. A breadcrumb navigation shows Getting Started > Details > Summary > Payments > Results. The main content area displays a report summary for Report #: 7803, Type: Contributions Only, and Mode: Enter Online. A note states: "Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page." Below this, a section titled "Contributions" shows "Contribution business validations" with a progress bar at 0%. The status message indicates Records: Total (20) | Passed (0) | Errorred (0) | Rejected (0) | Pending (20). At the bottom left is a Back button.



Step 8 -- Click the link (employer name) to add contribution information.

The screenshot shows the CPRB COMPASS system interface. At the top, there is a logo for 'CPRB' and navigation links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, a user profile is displayed with the name 'Pritha Nanda', 'Test00001', and a last login timestamp of 'Sat, Aug 06 2016 12:03 PM'. A green banner at the top right says 'COMPASS'. Below the banner, a breadcrumb navigation bar shows 'Getting Started > Details > Summary > Payments > Results'. Under 'Report #:', it says '7803' and 'Type: Contributions Only'. Under 'Mode:', it says 'Enter Online'. A section titled 'Contributions Report' contains a table with columns: 'Summary', 'Report Date', 'Retirement System', and 'Status'. One row is shown with 'Report Date' as '09/01/2015' and 'Status' as 'Ready'. Below this is another table with columns: 'Employer', 'Total Records', 'Total Rejected', 'Total Errors', 'Total Employees', 'Total Salary', 'Total EECON', 'Total ERCON', and 'Error Report'. A row is shown with 'Employer' as '00001 - TEST00001', 'Total Records' as '20', 'Total Rejected' as '0', 'Total Errors' as '0', 'Total Employees' as '10', 'Total Salary' as '\$63,722.00', 'Total EECON' as '\$3,823.28', 'Total ERCON' as '\$8,750.58', and 'Error Report' as 'Error Report'. The row for 'Employer' is highlighted with a red border.

Step 9 -- Click the button to add a new employee to the contribution report.

The screenshot shows the CPRB COMPASS system interface. At the top, there is a logo for 'CPRB' and navigation links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, a user profile is displayed with the name 'Pritha Nanda', 'Test00001', and a last login timestamp of 'Sat, Aug 06 2016 12:03 PM'. A green banner at the top right says 'COMPASS'. Below the banner, a breadcrumb navigation bar shows 'Getting Started > Details > Summary > Payments > Results'. Under 'Report #:', it says '7803' and 'Type: Contributions Only'. Under 'Mode:', it says 'Enter Online'. A section titled 'Employee Contributions' contains fields for 'Employee SSN:' (with three input boxes), 'CPRB ID:' (with a text input box), 'First Name:' (with a text input box), 'Last Name:' (with a text input box), and 'Payment Reason:' (with a dropdown menu showing '– Select –'). At the bottom right are buttons for 'Search' (with a magnifying glass icon), 'Clear' (with a cross icon), and 'Add New' (with a plus sign icon). The 'Add New' button is highlighted with a red border.



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

The screenshot shows a software interface titled "Add/Edit Employee Contribution". A "Search Member" dialog box is open, prompting the user to "Lookup a member by SSN to proceed with entering the contributions." Below this, an "SSN:" field contains "236". To the right of the SSN field is a date input field showing "9/2/2015". A calendar window is displayed over the interface, showing the month of September 2015. The date "9/2/2015" is highlighted in the calendar grid. The calendar includes labels for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and numbers for each day of the month. At the bottom of the calendar window, it says "Today: August 6, 2016".

Step 11 -- Click the Continue button.

This screenshot is identical to the previous one, showing the "Add/Edit Employee Contribution" screen with the "Search Member" dialog and the SSN field set to "236". The calendar window is still open, displaying September 2015 with the date "9/2/2015" selected. The "Continue" button is now clearly visible at the bottom right of the calendar window.



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

The screenshot shows the 'Add/Edit Employee Contribution' screen. The interface is divided into several sections:

- Employee Details:** Displays basic information like Date, Name, SSN, and Category.
- Employment Information:** Shows details such as Employment Group, Job Position, Position Status, Start Date, End Reason, Contract Client, Shift, Pay Frequency, Payment Type, Type of EOP, and NCP.
- Personal Information:** Includes fields for First Name, Middle Name, Last Name, SSN, DOB, Gender, Date of Birth, Record Date, and Status.
- Contribution Information:** Contains fields for Pay Period End Date, Contribution Type, Payment Receiver, Hours Worked, Days Worked, and various tax amounts (State Tax, FICA, Employee Cont & Dependent Amount, and Employer Contribution).
- Employee Information:** Lists Position Status, Position Full Time, Job Position, and Sector.

At the bottom right, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted in red.



Step 13 -- Click the  Return to Submit Details button.

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Employer Self Service
Pritha Nanda
Test00001
EMPLOYEE Last Logon Sat Aug 16 2014 12:03 PM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

- Available Forms - Open

Getting Started > Details > Summary > Payments > Results

Report #: 7803 Type: Contributions Only Mode: Enter Online

00001 - TEST00001 / Contributions Report

Employee Contributions

Employee SSN: [] - [] - [] CPRB ID: []
First Name: [] Last Name: []
Payment Reason: [Select] Search Q Clear Add New

Employee Details Show Errors Only

Actions	Name	CPRB ID	Pay Period	Contribution Group	Payment Reason	Salary	EECON	ERCON	Errors
[Edit]	BROUWER, ROMEO	524934	09/17/2015	TRSPLN1	Regular Pay	\$2,081.95	\$124.92	\$312.29	0
[Edit]	BROUWER, ROMI	525189	09/02/2015	TRSPLN1	Regular Pay	\$1,000.00	\$60.00	\$150.00	0
[Edit]	BYERLY, KEENAN	524937	09/02/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
[Edit]	BYERLY, KEENAN	524937	09/17/2015	TRSPLN3	Regular Pay	\$3,900.40	\$234.02	\$292.53	0
[Edit]	DABNEY, EDMUNDO	524936	09/02/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
[Edit]	DABNEY, EDMUNDO	524936	09/17/2015	TRSPLN1	Regular Pay	\$4,633.70	\$278.02	\$695.06	0
[Edit]	KINGSFORD, ANEESA	524938	09/02/2015	TRSPLN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
[Edit]	KINGSFORD, ANEESA	524938	09/17/2015	TRSPLN3	Regular Pay	\$1,484.40	\$89.06	\$111.33	0
[Edit]	MERWIN, DICK	524942	09/02/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0
[Edit]	MERWIN, DICK	524942	09/17/2015	TRSPLN1	Regular Pay	\$1,998.55	\$119.91	\$299.78	0

Display Records 10 Page 1 of 2 Prev Next

 Return to Submit Details



Step 14 -- Click the  button.

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

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 7803 Type: Contributions Only Mode: Enter Online

Contributions Report

Summary	Report Date	Retirement System			Status			
10092	09/01/2015	TRS			Ready			
Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECN	Total ERCON	Error Report
00001 - TEST00001	20	0	0	11	\$62,640.05	\$3,758.36	\$8,588.29	Error Report

 Void & Start New  Submit

 Back



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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The main header includes the CPB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-1570 or (800) 654-4406 (Nationalwide), fax (304) 558-1294 or (304) 558-5455, and email (CPB@wv.gov). The top right shows the user's name (Pritha Nanda), session date (Aug 08 2016 12:23 PM), and available forms. The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, and a green 'COMPASS' logo. Below the menu is a breadcrumb navigation: Getting Started > Summary > Payments > Results. A report summary table shows Report #: 7803, Type: Contributions Only, Model: Enter Online, and Contribution Summary #: 10052. The table also lists Retirement System: TRS, Report Date: 09/01/2015, Total Members: 11, and Status: Submitted. The page is divided into sections: Regular Contributions, Corrections, State Aid Adjustment, Service Purchase Payment, Loan I Payment, Loan II Payment, and Apply Invoices. The Apply Invoices section lists several invoices with checkboxes, including:

Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2312	Penalty – Monthly Reporting	07/25/2016	\$803.54
<input type="checkbox"/>	2313	Penalty – Monthly Reporting	07/25/2016	\$803.54
<input type="checkbox"/>	2315	Penalty – Monthly Reporting	07/25/2016	\$733.78
<input type="checkbox"/>	2328	Employer Monthly Reporting	07/27/2016	\$3,026.91
<input type="checkbox"/>	2329	Penalty – Monthly Reporting	07/27/2016	\$738.83
<input type="checkbox"/>	2354	Penalty – Monthly Reporting	08/05/2016	\$60.00

At the bottom are two buttons: 'Reset' and 'Save'. Below the 'Save' button is a red button labeled 'Save and Proceed to Payment'.



Step 16 -- Enter the PIN number and click the **Submit Your Payment button.**

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

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 7803 Type: Contributions Only Mode: Enter Online

00001 - TEST00001 / Contribution Payments

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

Review Your Payment Information

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

Credits

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

Remit Your Payment:

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

Back **Submit Your Payment**



Step 17 -- The Contributions Results screen is displayed.

The screenshot shows the 'Contributions Results' page of the WVCPRB COMPASS Project. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right of the header, there is a 'Log Out' button and a message indicating the user is 'Pritha Nanda Test00001' with a last login of 'Sat, Aug 06 2016 12:03 PM'. Below the header, a navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the word 'COMPASS' with a small sun icon. A dropdown menu for 'Available Forms' is shown, with an 'Open' button next to it. Below the navigation bar, a horizontal menu bar has tabs for 'Getting Started', 'Details', 'Summary', 'Payments', and 'Results', with 'Results' being the active tab. Under the 'Results' tab, report details are displayed: Report # 7803, Type: Contributions Only, Mode: Enter Online. A section titled '00001 - TEST00001 / Contributions Result' follows. Below this, a summary table provides key information: Contribution Summary #: 10092, Retirement System: TRS, Report Date: 09/01/2015, Total Members: 11, Status: Submitted. The main content area contains several sections with data entries:

Report Details:	
Total Employees:	11
Contribution Details Submitted:	20
Corrections Submitted:	0
Date Detail Submitted:	8/6/2016 1:12:02 PM
Contribution Summary:	
Regular Payments:	\$12,346.65
Corrections:	\$0.00
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00
Date Summary Submitted:	8/6/2016 1:24:02 PM
Contribution Payment:	
State Aid Amount:	\$0.00
Invoice Applied:	0
Invoice Amount:	\$0.00
Payment Amount:	\$12,346.65
Payment Date:	8/6/2016 1:11:41 PM

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





7.3 Submit Employment Classification and Contributions

Employers are required to submit the Employment Classification information, contribution and wage information, and payments (via Check, Automated Clearing House (ACH) or Lockbox) to CPRB.

Employers may choose to submit a combined Employment Classification and Contributions report to CPRB on a monthly, semi-monthly, or bi-weekly basis. However, the reporting frequency of an employer must match their payroll frequency.

Note: An employer can choose to report on a monthly basis, regardless of their payroll frequency. However, if they choose to report on any other frequency besides a monthly basis (such as semi-monthly, or bi-weekly), then their reporting frequency must be the same as the payroll frequency. For example, if an employer runs a payroll on a semi-monthly basis, then they must submit a report on a semi-monthly basis as well.

- Uploading the file: The combined Employment Classification and Contributions file can only be submitted using the **Upload File** method and must follow the new COMPASS file format (The COMPASS Employer Reporting File Format, which was first circulated to employers in March 2016, and can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>).
- Correcting the errors: Once the combined Employment Classification and Contributions file has been uploaded, the employer will review the feedback provided for each record and review the corresponding details. All the records that have errors associated with them will be displayed on screen by default. The employer must access each record in error and make the necessary updates to the data.

Note: If the number of error records exceeds the threshold of allowable errors, an email will be sent to the employer's Primary Payroll Coordinator alerting them that the file was rejected and an error message will be displayed on the screen. The employer can re-submit the file once all the errors are addressed.

- COMPASS Validation: The combined Employment Classification and Contributions file is processed and validated by COMPASS. For example, validations based on employment date are performed so that the employee is enrolled in the correct contribution group.
- Following the submission and correction of errors to the contribution details, the employer can review and finalize the **Contribution Summary**, remit electronic payments, then submit the contribution report to CPRB and print the **Contribution Summary** screen to include with mailed checks and/or Lockbox payments. The employer will not be able to make updates to the **Contribution Summary**, except for the Employer Contribution (ERCON) amount. The employer can apply any outstanding credit or debit invoices to the Summary which will alter the total payment due by the employer.

Note: Only the employers who are participating in the TRS and TDC plans can apply State Aid money in order to pay the ERCON portion of the report. And only TDC employers can apply Forfeiture money in order to pay the ERCON portion of their report.

Follow the steps to upload and submit the Employment Classification and Contributions using the Upload File medium:



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

Report > Submit Employer Reports

The screenshot displays the CPRB Employer Self Service interface. At the top right, the user is identified as 'Employer Self Service Hope Bob West Virginia State Police'. Below the header, there's a 'Logout' button and a 'UserGuide' link. A 'COMPASS' logo is visible on the right. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' menu is expanded, showing 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports' (which is highlighted with a red box), 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. A sidebar on the left provides a brief overview of the tool's features and links to 'Employer Home' and 'Help'. The central content area contains general information about the service.

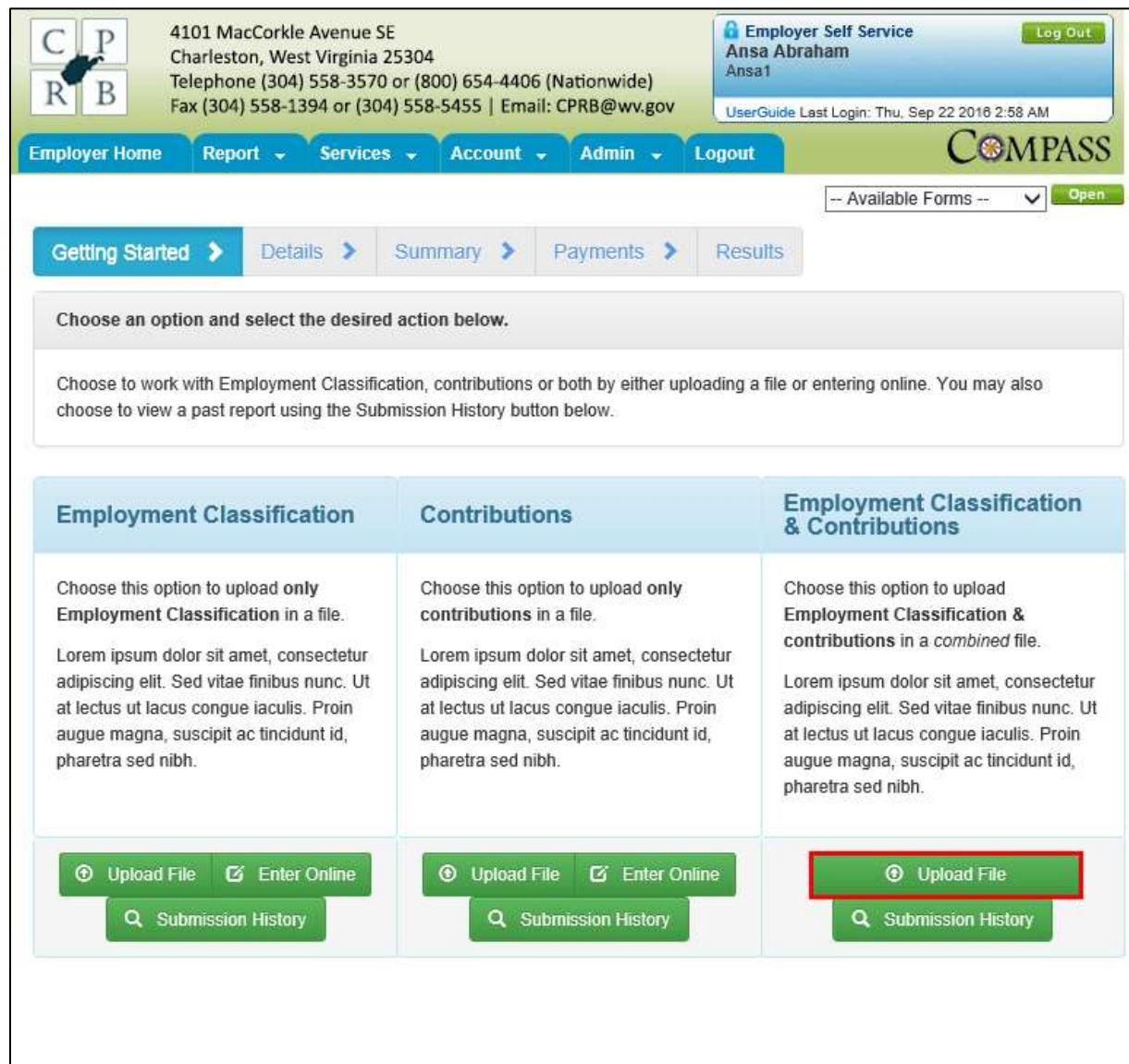


Step 2 -- The Getting Started screen displays.

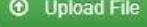
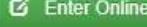
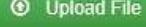
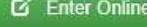
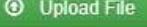
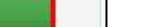
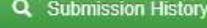
The screenshot shows the 'Getting Started' page of the CPRB COMPASS system. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov). The top right corner shows the user information: 'Employer Self Service', 'Ansa Abraham', 'Ansai1', 'UserGuide Last Login: Thu, Sep 22 2016 2:58 AM', and 'Log Out'. Below the header is a navigation bar with links: 'Employer Home', 'Report ▾', 'Services ▾', 'Account ▾', 'Admin ▾', 'Logout', and a dropdown menu 'Available Forms' with an 'Open' button. A breadcrumb navigation bar below the header includes 'Getting Started >', 'Details >', 'Summary >', 'Payments >', and 'Results'. A main instruction box says 'Choose an option and select the desired action below.' It provides three choices: 1) 'Employment Classification' (choose to upload only classification in a file, with 'Upload File' and 'Enter Online' buttons and a 'Submission History' link). 2) 'Contributions' (choose to upload only contributions in a file, with 'Upload File' and 'Enter Online' buttons and a 'Submission History' link). 3) 'Employment Classification & Contributions' (choose to upload both in a combined file, with 'Upload File' and 'Enter Online' buttons and a 'Submission History' link).



Step 3 -- In the **Employment Classification & Contributions** section, click the  button.



The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top left is the logo 'CPRB'. The top right displays user information: 'Employer Self Service' (locked), 'Ansa Abraham', 'AnsA1', 'UserGuide Last Login: Thu, Sep 22 2016 2:58 AM', and 'Log Out'. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right is the 'COMPASS' logo. Below the navigation is a breadcrumb menu: 'Getting Started > Details > Summary > Payments > Results'. A message box says 'Choose an option and select the desired action below.' It provides three options: 'Employment Classification', 'Contributions', and 'Employment Classification & Contributions'. Each option has associated text and buttons: 'Upload File', 'Enter Online', and 'Submission History'. The 'Upload File' button for the 'Employment Classification & Contributions' section is highlighted with a red box.

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, 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 Employment Classification & 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.
 Upload File  Enter Online  Submission History	 Upload File  Enter Online  Submission History	 Upload File  Enter Online  Submission History



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

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

Employer Self Service
Pooja Kashyap
Newemp1

UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Type: Employment Classification & Contributions Mode: File Upload

File Upload

Select File: * Browse...

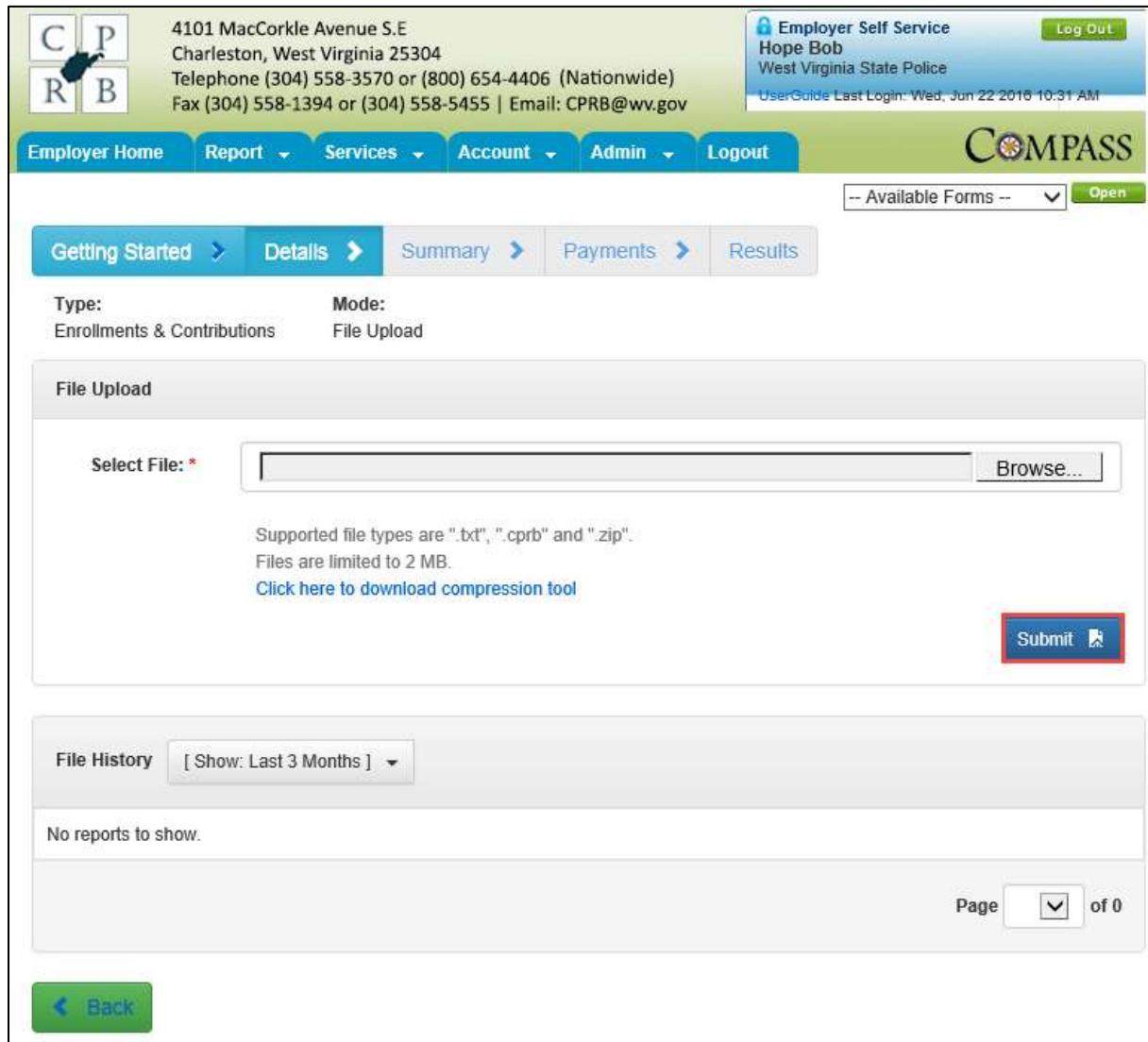
Supported file types are ".txt", ".cprb" and ".zip".
Files are limited to 2 MB.
[Click here to download compression tool](#)

Submit

File History		[Show: Last 3 Months]						
Employer	Report Type	Report Date	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	PERS	09/01/2016	Error Report	1	0		Rejected	2016092376324121
24121 - NEWEMP1	SPTA	03/01/2015	Error Report	1	0		Processed	2016092242924121
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
24121 - NEWEMP1	SPTA	02/01/2015	Error Report	1	0		Void	2016092242824121



Step 5 -- Click the  button.



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final version. At the top right, there is a user profile for 'Employer Self Service Hope Bob West Virginia State Police' with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu 'Available Forms' is open. The main content area has tabs for 'Getting Started', 'Details', 'Summary', 'Payments', and 'Results'. The 'Details' tab is active. Under 'Type:', it says 'Enrollments & Contributions'. Under 'Mode:', it says 'File Upload'. A 'File Upload' section contains a 'Select File:' input field with a red asterisk, a 'Browse...' button, and a note about supported file types (.txt, .cprb, .zip) and size limits (2 MB). It also includes a link to download a compression tool. A large red box highlights the 'Submit' button at the bottom right of this section. Below this, a 'File History' section shows 'Last 3 Months' with no reports listed. At the bottom left is a 'Back' button, and at the bottom right are 'Page' and 'of 0' indicators.



Step 6 -- The **Submit Employer Report – File Progress** screen will show the Employment Classification and Contributions file upload progress. The screen will also show any errors identified in the file and successful completion of uploading the Employment Classification and Contributions file.

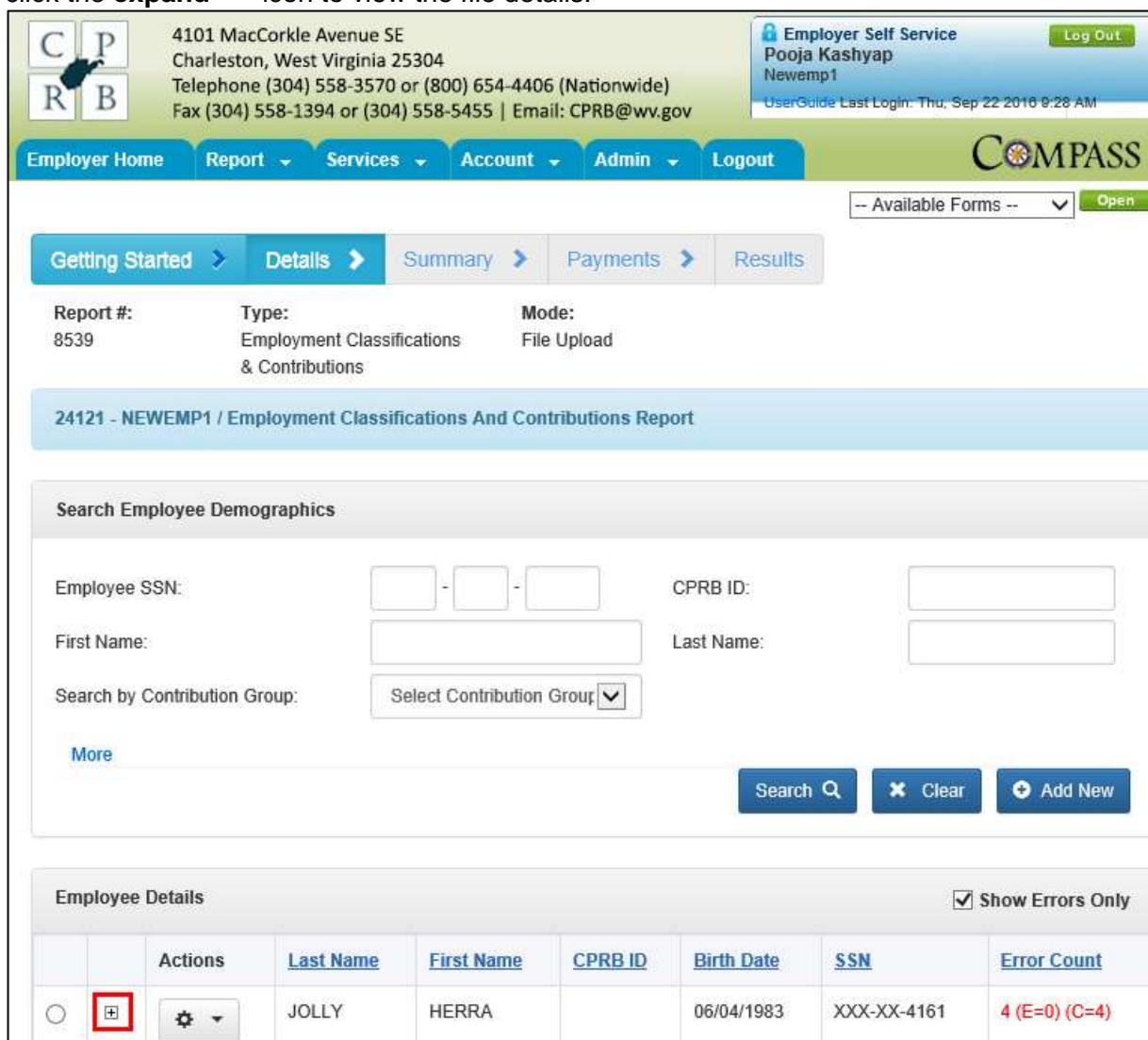
Note: Once the Employment Classification and Contributions file processing is complete, the Primary Payroll Coordinator will receive an email with the results from the submission.

Note: If the **Submit Employer Report – File Progress** screen displays an error message, navigate to Section 7.3.1 to view the errors in the uploaded Employment Classification and Contribution file.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, it shows 'Employer Self Service' with a lock icon, the user name Pooja Kashyap, and the email Newemp1, along with a 'Log Out' button. Below this, a blue bar displays 'UserGuide Last Login: Thu, Sep 22 2016 10:15 AM'. A green bar at the top right contains the word 'COMPASS' with a gear icon. The main menu bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. Below the menu, a breadcrumb navigation shows 'Getting Started > Details > Summary > Payments > Results'. A sub-menu for 'Report #' shows '11042' and 'Type: Employment Classifications & Contributions'. The 'Mode:' dropdown shows 'File Upload'. A note below the sub-menu states: 'Note! The page is set to auto-refresh every 5 seconds and provide progress. You may manually refresh the page at any time (may take a few seconds for the correct status be displayed). On successful completion of file and business validations, you will be redirected to the details page.' A large red box highlights the 'Employment Classification & Contributions' section. This section contains two validation status boxes: 'Employment Classification & Contribution file validations' (100% completed) and 'Employment Classification & Contribution business validations' (0%). Below these boxes, status messages are provided: 'Lines: Total (3) | Processed (0) | Errors (3)' and 'Records: Total (0) | Passed (0) | Errorred (0) | Rejected (0) | Pending (0)'. At the bottom left, a green 'Back' button is visible.



Step 7 -- The Employment Classification and Contributions files have been uploaded successfully, click the **expand**  icon to view the file details.



The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there's a logo with letters C, P, R, B and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows the user is logged in as Pooja Kashyap (Newemp1), with a Log Out button. Below the header, a navigation bar includes Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. A breadcrumb trail shows Getting Started > Details > Summary > Payments > Results. The main content area is titled "24121 - NEWEMP1 / Employment Classifications And Contributions Report". It has a search section for Employee Demographics with fields for Employee SSN (three masked boxes), CPRB ID (one masked box), First Name (one masked box), Last Name (one masked box), and a dropdown for "Select Contribution Group". There are "More" and "Add New" buttons. Below this is a table titled "Employee Details" with columns: Actions, Last Name, First Name, CPRB ID, Birth Date, SSN, and Error Count. One row is shown for JOLLY HERRA, with a red box around the Actions column icon. A checked checkbox "Show Errors Only" is at the top right of the table. The bottom of the page has a note about the Submit button being disabled if there are errors.

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>			JOLLY	HERRA		06/04/1983	XXX-XX-4161 4 (E=0) (C=4)

Step 8 -- Click the  button.

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

**Employer Self Service
Pooja Kashyap
Newemp1**
UserGuide Last Login: Mon, Sep 26 2016 1:30 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- **Open**

Getting Started > Details > Summary > Payments > Results

Report #: 8539 **Type:** Employment Classifications & Contributions **Mode:** File Upload

Employment Classifications And Contributions Report

Summary	Report Date	Retirement System			Status			
10966	08/01/2016	PERS			Ready			
Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
24121 - NEWEMP1	1029	82	6	945	\$948,000.00	\$42,680.00	\$127,980.00	Error Report

[Void & Start New](#) **Submit >**

[Back](#)



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


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

[Log Out](#)

UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

COMPASS

-- Available Forms -- Open

Employer Home Report Services Account Admin Logout

Getting Started > Details > Summary > Payments > Results

Report #:	Type:	Mode:
8450	Employment Classifications & Contributions	File Upload

24121 - NEWEMP1 / Employment Classification And Contributions Summary

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
10899	TRS	09/01/2016	1	Summarized

Regular Contributions

Contribution Group	Salary	EECON	%	ERCON	%
TRS Plan 1	\$ 1000.00	\$ 60.00	6.00	\$ 150.00	15.00
Totals	\$1,000.00	\$60.00		\$150.00	

Corrections

Contribution Group	Salary	EECON	ERCON
No adjustments available.			

State Aid Allotment

Allocated Amount	Claimed Amount	Balance Amount	Enter Amount
\$ 540.00	\$ 0.00	\$ 540.00	\$ 0.00



Step 10 -- Select the check box(es) adjacent to the **Invoice** to apply the employment classification and contributions report.

Apply Invoices				
Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
<input type="checkbox"/>	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
<input type="checkbox"/>	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
<input checked="" type="checkbox"/>	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
<input type="checkbox"/>	2319	Employer Error Correction	07/27/2016	\$4.48

[Reset](#) [Save](#)

[Unsubmit and Review Details](#)

[Save and Proceed to Payment ➤](#)

Step 11 -- Click the button.

Apply Invoices				
Apply	Invoice	Invoice Type	Date	Amount
<input type="checkbox"/>	2072	Penalty – Monthly Reporting	06/29/2016	\$53.20
<input type="checkbox"/>	2073	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2074	Penalty – Monthly Reporting	06/29/2016	\$50.00
<input type="checkbox"/>	2077	Penalty – Monthly Reporting	06/29/2016	\$72.76
<input type="checkbox"/>	2078	Penalty – Monthly Reporting	06/29/2016	\$68.74
<input type="checkbox"/>	2079	Penalty – Monthly Reporting	06/29/2016	\$57.09
<input type="checkbox"/>	2319	Employer Error Correction	07/27/2016	\$4.48

[Reset](#) [Save](#)

[Unsubmit and Review Details](#)

[Save and Proceed to Payment ➤](#)



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

The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual Final interface. At the top, there is a logo with the letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. On the far right, there is a 'Log Out' button and a message indicating the user is 'Employer Self Service Om Bhai Giri Bhai' and last logged in on 'Thu, Jul 28 2016 3:26 AM'. A 'UserGuide' link is also present. The main menu bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. Below the menu, a breadcrumb navigation shows 'Getting Started > Details > Summary > Payments > Results'. The main content area displays a report titled '20202 - GIRI BHAI / Enrollments And Contributions Result'. This section includes a summary table with the following data:

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
9943	TRS	04/01/2016	4	Submitted

Below this, the 'Report Details:' section lists the following information:

Total Employees:	4
Contribution Details Submitted:	6
Corrections Submitted:	0
Date Detail Submitted:	7/25/2016 7:57:30 AM

The 'Contribution Summary:' section provides a breakdown of payments:

Regular Payments:	\$2,100.00
Corrections:	\$0.00
Service Purchase Payment:	\$0.00
Loan I Payment Submitted:	\$0.00
Loan II Payment Submitted:	\$0.00



7.3.1 View Employment Classification and Contributions –Upload File Rejection Details

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

Follow the steps below to view the **View Employment Classification and Contributions Report Upload File Rejection** details.

Step 1 -- Upon the completion of steps 1 - 4 (found in Section 7.3 Submit Employment Classification and Contributions – Upload File), if the file is rejected, the error message will be displayed in the **Details** screen.






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

 Employer Self Service
Pooja Kashyap
 Newemp1
[UserGuide](#) Last Login: Thu, Sep 22 2016 8:47 AM



COMPASS

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

Available Forms
Open

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

Type: Employment Classification & Contributions Mode: File Upload

File Upload

Select File: * [Browse...](#)

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

[Submit !\[\]\(8761e64bda34959698b084bc7a9e4f3b_img.jpg\)](#)

File History [Show: Last 3 Months] ▾								
Employer	Report Type	Report Date	Error Report	Total Records	Total Rejected	Total Errors	Status	File Name
24121 - NEWEMP1	PERS	08/01/2016	Error Report	944	162	6	Processed	2016090227624121
24121 - NEWEMP1	PERS	08/01/2016	Error Report	0	0		Rejected	2016090216424121
24121 - NEWEMP1	DSRS	09/01/2016	Error Report	1	0		Posted	2016090111524121
24121 - NEWEMP1	DSRS	09/01/2016	Error Report	1	0		Edit Reject	2016090111424121
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Processed	2016090111324121
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Edit Reject	2016090111224121
24121 - NEWEMP1	TRS	09/01/2016	Error Report	1	0		Edit Reject	2016090111124121
24121 - NEWEMP1			Error Report	0	0		Rejected	2016072110324121
24121 - NEWEMP1	PERS	09/01/2016	Error Report	0	0		Rejected	2016071575824121
24121 - NEWEMP1	PERS	06/01/2016	Error Report	1	0		Void	2016071575724121

Display Records Page of 3 [◀ Prev](#) [Next ▶](#)

[Back](#)



Step 2 -- The selected employer's Error Report details displays, by selecting the **File Format Errors** radio button allows the ability to filter by:

- Show errors with severity:
 - Error – must correct formatting errors to resubmit
 - Warning – may require action however can be overridden
 - Information – No correction required, informational only
- Show errors from:
 - File Format Error – these errors are a result of formatting issues in the file.
For ex. if an SSN has the letter "O" rather than the number "0" (zero) the record will be flagged as having an error.



 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 Pooja Kashyap Newemp1 <small>UserGuide Last Login: Thu, Sep 22 2016 8:47 AM</small> COMPASS <div style="background-color: #ccc; padding: 5px; border-radius: 5px; display: inline-block;"> -- Available Forms -- </div> <input style="float: right;" type="button" value="Open"/>																																																																																				
Report #: 8539 Type: Employment Classifications & Contributions Mode: File Upload																																																																																					
Error Report <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Show errors with severity: <input checked="" type="checkbox"/> Rejected File <input checked="" type="checkbox"/> Error Rejected Records <input checked="" type="checkbox"/> Information</p> <p>Show errors from: <input checked="" type="radio"/> File Format Errors <input type="radio"/> Contribution Errors <input type="radio"/> Employment Classification Errors</p> <p style="text-align: right;"><input type="button" value="Refresh"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Error Code</th> <th>Severity</th> <th>Description</th> <th>Line #</th> <th>Col # From</th> <th>Col # To</th> </tr> </thead> <tbody> <tr> <td colspan="7">Employer: 24121 - NEWEMP1</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>2</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>3</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>4</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>5</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>6</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>7</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>8</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>9</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>10</td> <td>2</td> <td>10</td> </tr> <tr> <td><input type="radio"/></td> <td>ER0297</td> <td>Information</td> <td>Person not found with this SSN. (ER0297)</td> <td>11</td> <td>2</td> <td>10</td> </tr> </tbody> </table>			Error Code	Severity	Description	Line #	Col # From	Col # To	Employer: 24121 - NEWEMP1							<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	2	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	3	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	4	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	5	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	6	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	7	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	8	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	9	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	10	2	10	<input type="radio"/>	ER0297	Information	Person not found with this SSN. (ER0297)	11	2	10
	Error Code	Severity	Description	Line #	Col # From	Col # To																																																																															
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Display Records <input type="button" value="10"/> Page <input type="button" value="1"/> of 112 ◀ Prev Next ▶																																																																																					



Step 3 -- The selected employer's Error Report details displays, by selecting **Contributions Errors** radio button allows the ability to filter by:

- Show errors with severity:
 - Error – must correct formatting errors to resubmit
 - Warning – may require action however can be overridden
 - Information – No correction required, informational only
- Show errors from:
 - Contribution Errors – these errors are a result of information reported that does not adhere to CPRB regulations.
 - For example, if the date of birth entered means the employee would be 5 years old, the validations within ESS would flag this record as an error because the legal working age is 14 years old.



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COMPASS					
-- Available Forms -- Open					
Report #:	Type:	Mode:			
8539	Employment Classifications & Contributions	File Upload			
Error Report					
Show errors with severity: <input checked="" type="checkbox"/> Error <input checked="" type="checkbox"/> Warning <input checked="" type="checkbox"/> Information		Show errors from: <input type="radio"/> File Format Errors <input checked="" type="radio"/> Contribution Errors <input type="radio"/> Employment Classification Errors			
Refresh					
Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 24121 - NEWEMP1					
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4161
ER0043	Error	Duplicate payment reason of Regular reported for the same Posting Month for the same Member.(ER0043)	JOLLY, HERRA	06/04/1983	XXX-XX-4555
Display Records 10		Page 1 of 1		◀ Prev	Next ▶



Step 4 -- The selected employer's Error Report details displays, by selecting **Enrollment Errors** radio button allows the ability to filter by:

- Show errors with severity:
 - Error – must correct formatting errors to resubmit
 - Warning – may require action however can be overridden
 - Information – No correction required, informational only
- Show errors from:
 - Enrollment Errors – these errors are a result of information reported that does not adhere to CPRB regulations.
 - For example, if the date of birth entered means the employee would be 5 years old, the validations within the ESS portal would flag this record as an error because the legal working age is 14 years old.

Step 5 -- If the file has been accepted, follow the steps in 7.3.2 Correct Employment Classification and Contributions Upload File Errors. If the file has been rejected, correct the rejected file and re-upload the file.

Note: Use the descriptions provided for the rejected files to make corrections and use the COMPASS Employer Reporting File Format document (which can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>) to ensure the file has the proper layout and/or verify the information in the file is correct to re-upload the file.



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COMPASS					
-- Available Forms -- Open					
Report #:	Type:	Mode:			
8539	Employment Classifications & Contributions	File Upload			
Error Report					
Show errors with severity: <input checked="" type="checkbox"/> Error <input checked="" type="checkbox"/> Warning <input checked="" type="checkbox"/> Information		Show errors from: <input type="radio"/> File Format Errors <input type="radio"/> Contribution Errors <input checked="" type="radio"/> Employment Classification Errors			
Refresh					
Error Code	Severity	Description	Name	Birth Date	SSN
Employer: 24121 - NEWEMP1					
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, DEENA	06/04/1983	XXX-XX-4561
ER0139	Information	Created new enrollment.	JOLLY, DEENA	06/04/1983	XXX-XX-4561
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, DINA	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, DINA	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, TINA	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, TINA	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, HRRAI	06/04/1983	XXX-XX-4573
ER0139	Information	Created new enrollment.	JOLLY, HRRAI	06/04/1983	XXX-XX-4573
ER0116	Information	The employee's Address fields on record with WVCPRB were updated. (ER0116)	JOLLY, MARTIN	06/04/1983	XXX-XX-4571
ER0139	Information	Created new enrollment.	JOLLY, MARTIN	06/04/1983	XXX-XX-4571
Display Records 10		Page 1 of 7		◀ Prev Next ▶	



7.3.2 Correct Employment Classification and Contributions Upload File Errors

Follow the below steps to correct errors in a combined employment classification and contribution upload file:

Step 1 -- Click the hyperlink (report date) for the employer report which needs to be corrected or edited.

The screenshot shows the WVCPRB Employer Self Service portal. At the top, there is a logo for CPB and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-1370 or (800) 624-4466 (Fax (304) 558-1394 or (800) 558-5455), Email: CPB@wvaa.org. The main menu includes Employer Name, Report, Summarize, Accounts, and Admin. Below the menu, there are buttons for Getting Started, Create, Summary, and Payments. A message says "Choose an option and select the desired action below." Another message says "Choose to work with Employment Classification, contributions or both by either choose to view a past report using the Submission History button below." The central part of the screen is the "Submission History" table. The table has columns: Employer, Submission Date, Report Date, Report Type, Status, Total Salary, Total EECON, Total ERCON, and Net Payment. There are five rows of data:

Employer	Submission Date	Report Date	Report Type	Status	Total Salary	Total EECON	Total ERCON	Net Payment
24121 - N EWEMP1	8/2/2016 10:05:11 AM	06/01/2016	PERS	Ready	\$948,000.00	\$42,000.00	\$127,980.00	\$170,640.00
24121 - N EWEMP1	8/2/2016 8:59:25 AM	06/01/2016	PERS	Rejected	\$0.00	\$0.00	\$0.00	\$0.00
24121 - N EWEMP1	8/1/2016 7:08:18 AM	09/01/2016	DSRS	Pending	\$1,000.00	\$85.00	\$120.00	\$205.00
24121 - N EWEMP1	8/1/2016 6:50:34 AM	09/01/2016	DSRS	Rejected	\$1,000.00	\$85.00	\$120.00	\$205.00
24121 - N EWEMP1	8/1/2016 4:40:09 AM	09/01/2016	TR3	Summarized	\$1,000.00	\$60.00	\$150.00	\$210.00

Below the table, there is a "Report Date" input field and a "Page" dropdown set to "1 of 4". At the bottom, there are three buttons: "Upload File", "Edit Details", and "Submission History".



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

The screenshot shows a web-based application for employer self-service. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact info (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and user information (Employer Self Service, Pooja Kashyap, Newemp1, UserGuide Last Login: Thu, Sep 22 2016 6:47 AM). Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. The main content area has tabs for Getting Started, Details, Summary, Payments, and Results. Under the Details tab, it says 'Employment Classifications And Contributions Report'. A summary table shows the following data:

Summary	Report Date	Retirement System	Status
10966	08/01/2016	PERS	Ready

Below the summary is a detailed table for the employer 24121 - NEWEMP1:

Employer	Total Records	Total Rejected	Total Errors	Total Employees	Total Salary	Total EECON	Total ERCON	Error Report
24121 - NEWEMP1	1029	82	6	944	\$948,000.00	\$42,680.00	\$127,980.00	Error Report

At the bottom of the page are buttons for 'Void & Start New' and 'Submit'.

Step 3 -- In the **Personal Information** section, enter the SSN of the employee and click the **Verify SSN** button. If the employee already has a record with CPRB, the **Personal Information** section will automatically populate the employee's information.

Note: If the employee's personal information is pre-populated skip to step 14 of this Section.




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Employer Self Service
Pooja Kashyap
Newemp1
UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

[Log Out](#)

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

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

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

Report #:	Type:	Mode:
8539	Employment Classifications & Contributions	File Upload

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details **Override Warnings**

Personal Information

SSN: *	<input style="border: 2px solid red; width: 100px; height: 25px;" type="text" value=" "/>	<input type="button" value="Verify SSN"/>	
Prefix:	<input type="button" value="Select Prefix"/>	Date of Birth: *	<input style="width: 150px; height: 25px;" type="text" value=" "/>
First Name: *	<input style="width: 250px; height: 25px;" type="text" value=" "/>	Middle Name:	<input style="width: 250px; height: 25px;" type="text" value=" "/>
Last Name: *	<input style="width: 250px; height: 25px;" type="text" value=" "/>	Gender: *	<input type="button" value="Select Gender"/>
Suffix:	<input type="button" value="Select Suffix"/>		

Address Information

Address Line 1: *	<input style="width: 300px; height: 25px;" type="text" value=" "/>	Address Line 2:	<input style="width: 300px; height: 25px;" type="text" value=" "/>
Use for actual street address or post office box.		Use for Apartment, Building, Unit, Floor, Suite, etc.	
City: *	<input style="width: 300px; height: 25px;" type="text" value=" "/>	State: *	<input type="button" value="Select State"/>
Zip: *	<input style="width: 50px; height: 25px;" type="text" value=" "/> - <input style="width: 50px; height: 25px;" type="text" value=" "/>	(optional)	
International Address:	<input type="checkbox"/>		

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



Step 4 -- If the employee does not have an existing record with CPRB in COMPASS, enter the SSN, click the **Verify SSN button and enter the demographic information in the required fields (steps 5 – 13).**

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a header with the logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). The user is logged in as Pooja Kashyap (Newemp1) with a last login of Thu, Sep 22 2016 8:47 AM. The main menu includes Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open.

The current page is 'Getting Started > Details > Summary > Payments > Results'. Below this, it says 'Report #: 8539', 'Type: Employment Classifications & Contributions', and 'Mode: File Upload'.

The main content area is titled '24121 - NEWEMP1 / Add/Edit Employee Demographics'. It has sections for 'Error Details' (with an 'Override Warnings' checkbox) and 'Personal Information'. In the 'Personal Information' section, there are fields for SSN (with three input boxes and a 'Verify SSN' button highlighted with a red box), Prefix (dropdown), First Name, Middle Name, Last Name, Gender (dropdown), and Suffix (dropdown). There are also dropdowns for Date of Birth and Select Gender.

Below this is the 'Address Information' section, which includes fields for Address Line 1, Address Line 2, City, State (dropdown), Zip (with two input boxes and an optional note), and International Address (checkbox). Buttons at the bottom include Back, Cancel, Save, and Continue with Employment Classifications.

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



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[Log Out](#)

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

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

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

Report #:	Type:	Mode:
8539	Employment Classifications & Contributions	File Upload

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details

Personal Information

SSN: *	<input type="text"/> - <input type="text"/> - <input type="text"/>	Verify SSN
Prefix:	Select Prefix	Date of Birth: *
First Name: *	<input type="text"/>	Middle Name: <input type="text"/>
Last Name: *	<input type="text"/>	Gender: * Select Gender
Suffix:	Select Suffix	

Address Information

Address Line 1: *	<input type="text"/>	Address Line 2: <input type="text"/>
Use for actual street address or post office box.		
City: *	<input type="text"/>	State: * Select State
Zip: *	<input type="text"/> - <input type="text"/>	(optional)
International Address:	<input type="checkbox"/>	

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



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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user's name (Pooja Kashyap), user ID (Newemp1), and login date (Thu, Sep 22 2016 6:47 AM). The navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a compass logo. Below the navigation, a breadcrumb trail shows 'Getting Started > Details > Summary > Payments > Results'. The main content area is titled '24121 - NEWEMP1 / Add/Edit Employee Demographics'. It has sections for 'Error Details' (with an 'Override Warnings' checkbox) and 'Personal Information'. The 'First Name' field is highlighted with a red border. Other fields include SSN, Prefix, Date of Birth, Middle Name, Last Name, Gender, and Suffix. Below this is an 'Address Information' section with fields for Address Line 1, Address Line 2, City, State, Zip, and International Address. At the bottom are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout. The user is logged in as Pooja Kashyap (Newemp1) with a last login of Thu, Sep 22 2016 8:47 AM. The main content area is titled "24121 - NEWEMP1 / Add/Edit Employee Demographics". The "Personal Information" section contains fields for SSN (with a "Verify SSN" button), Prefix, Date of Birth, First Name, Middle Name, Last Name (which is highlighted with a red box), Gender, and Suffix. The "Address Information" section includes fields for Address Line 1, Address Line 2, City, State, Zip, and International Address. At the bottom are buttons for Back, Cancel, Save, and Continue with Employment Classifications.

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Employer Self Service
Pooja Kashyap
Newemp1
UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details Override Warnings

Personal Information

SSN: * - -

Prefix: Date of Birth: *

First Name: * Middle Name:

Last Name: * Gender: *

Suffix:

Address Information

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

City: * State: *

Zip: * - (optional)

International Address:

< Back Continue with Employment Classifications



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

The screenshot shows a web-based application interface for employer self-service. At the top, there's a header with the logo 'CPRB' (consisting of four squares with letters C, P, R, B), address information (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact details (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and user information (Employer Self Service, Pooja Kashyap, Newemp1, UserGuide Last Login: Thu, Sep 22 2016 8:47 AM). Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation is the word 'COMPASS' with a sun icon. Further right are links for 'Available Forms' and 'Open'. Below the navigation is a breadcrumb trail: Getting Started > Details > Summary > Payments > Results. The main content area has a title '24121 - NEWEMP1 / Add/Edit Employee Demographics'. Under 'Error Details', there's a checkbox for 'Override Warnings'. The 'Personal Information' section contains fields for SSN (with a 'Verify SSN' button), Prefix (dropdown), First Name, Middle Name, Last Name, Date of Birth, Suffix (dropdown), and Gender (dropdown, which is highlighted with a red box). The 'Address Information' section includes fields for Address Line 1, Address Line 2, City, State, Zip, and International Address. At the bottom are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a logo with letters C, P, R, and B, followed by address information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows the user is logged in as Employer Self Service, Pooja Kashyap, Newemp1, with a log out button. A message indicates the last login was Thu, Sep 22 2016 8:47 AM. Below the header, a navigation bar includes Employer Home, Report, Services, Account, Admin, and Logout. To the right, there's a green 'COMPASS' logo and links for Available Forms and Open. The main content area has tabs for Getting Started, Details, Summary, Payments, and Results, with 'Details' selected. Under 'Details', it says Report #: 8539, Type: Employment Classifications & Contributions, and Mode: File Upload. Below this, the page title is '24121 - NEWEMP1 / Add/Edit Employee Demographics'. A 'Error Details' section contains a checkbox for 'Override Warnings'. The 'Personal Information' section includes fields for SSN (with a 'Verify SSN' button), Prefix, First Name, Middle Name, Last Name, Gender, and Suffix. The 'Address Information' section has fields for Address Line 1 (which is highlighted with a red box), Address Line 2, City, State, Zip, and International Address. At the bottom, there are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the 'Add/Edit Employee Demographics' page. At the top, there is a header with the logo 'CPRB', address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Pooja Kashyap, Newemp1'. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a compass icon labeled 'COMPASS'. A dropdown menu 'Available Forms' is open. The main content area has tabs: Getting Started, Details, Summary, Payments, and Results. The 'Details' tab is selected. Below the tabs, report details are shown: Report # 8539, Type Employment Classifications & Contributions, Mode File Upload. The URL in the browser is '24121 - NEWEMP1 / Add/Edit Employee Demographics'. The 'Personal Information' section contains fields for SSN (with a 'Verify SSN' button), Prefix (dropdown), First Name, Middle Name, Last Name, Gender (dropdown), and Suffix (dropdown). The 'Address Information' section contains fields for Address Line 1 (with a note 'Use for actual street address or post office box.'), City (highlighted with a red box), State (dropdown), Zip (with a note '(optional)'), International Address (checkbox), and a note 'Use for Apartment, Building, Unit, Floor, Suite, etc.'. At the bottom are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact info: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows the user details: Employer Self Service, Pooja Kashyap, Newemp1, and a log out button. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation is a green 'COMPASS' logo. A dropdown menu 'Available Forms' is open. Below the navigation, a breadcrumb trail shows: Getting Started > Details > Summary > Payments > Results. The main content area has a title '24121 - NEWEMP1 / Add/Edit Employee Demographics'. Under 'Error Details', there's an unchecked checkbox for 'Override Warnings'. The 'Personal Information' section contains fields for SSN (with a 'Verify SSN' button), Prefix (dropdown), First Name, Middle Name, Last Name, Gender (dropdown), and Suffix (dropdown). The 'Address Information' section includes fields for Address Line 1, Address Line 2, City, State (highlighted with a red box), Zip, International Address, and a checkbox. At the bottom are buttons for Back, Cancel, Save, and Continue with Employment Classifications.



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

The screenshot shows the 'Add/Edit Employee Demographics' page. At the top, there's a navigation bar with links like 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, it shows the user's name 'Pooja Kashyap', 'Newemp1', and the last login time 'Thu, Sep 22 2016 8:47 AM'. Below the navigation, there's a breadcrumb trail: 'Getting Started > Details > Summary > Payments > Results'. The main form area has sections for 'Personal Information' and 'Address Information'. In the 'Address Information' section, the 'Zip' field is highlighted with a red box. The 'Address Line 1' and 'Address Line 2' fields have placeholder text: 'Use for actual street address or post office box.' and 'Use for Apartment, Building, Unit, Floor, Suite, etc.'. There are dropdown menus for 'City', 'State', and 'Country'. Buttons at the bottom include 'Back', 'Cancel', 'Save', and 'Continue with Employment Classifications'.

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Employer Self Service
Pooja Kashyap
Newemp1
UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details Override Warnings

Personal Information

SSN: * - -

Prefix: Date of Birth: *

First Name: * Middle Name:

Last Name: * Gender: *

Suffix:

Address Information

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

City: * State: *

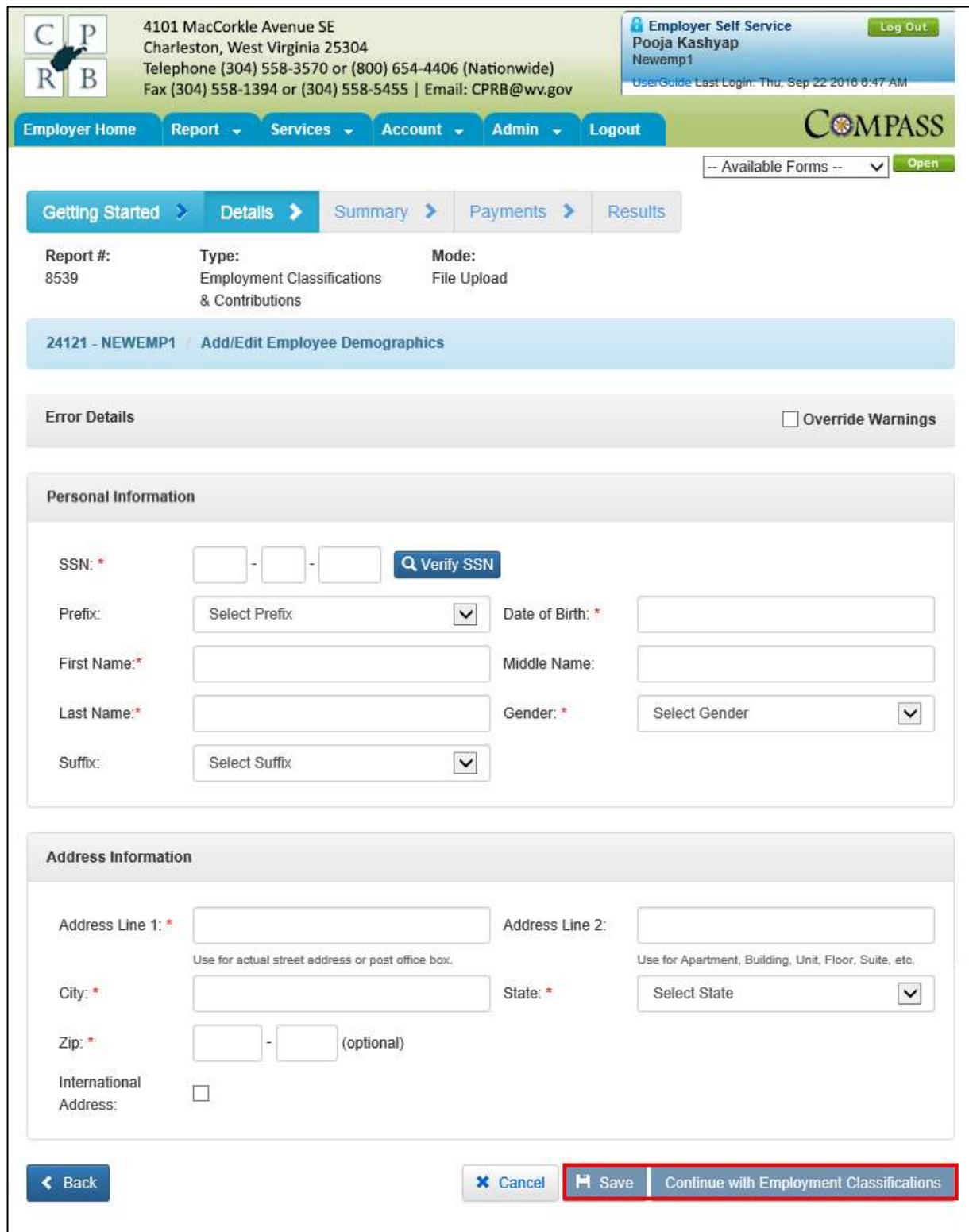
Zip: * - (optional)

International Address:

Continue with Employment Classifications



Step 13 -- Click the  button to save the details and then click the  button to enter employment classification information.



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Employer Self Service
Pooja Kashyap
Newemp1

UserGuide Last Login: Thu, Sep 22 2016 8:47 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details Override Warnings

Personal Information

SSN: * - -

Prefix: Date of Birth: *

First Name: * Middle Name:

Last Name: * Gender: *

Suffix:

Address Information

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

City: * State: *

Zip: * - (optional)

International Address:

 Save



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

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

Employer Self Service
 Pooja Kashyap
 Newemp1
UserGuide Last Login: Thu, Sep 22 2016 9:28 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539 Type: Employment Classifications & Contributions Mode: File Upload

24121 - NEWEMP1 / Employment Classifications And Contributions Report

Search Employee Demographics

Employee SSN: - - CPRB ID:

First Name: Last Name:

Search by Contribution Group:

[More](#)

Employee Details Show Errors Only

	Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	 	JOLLY	HERRA		06/04/1983	XXX-XX-4161	4 (E=0) (C=4)
<input type="radio"/>	 	JOLLY	HERRA		06/04/1983	XXX-XX-4555	2 (E=0) (C=2)

Contribution Group	Pay Period	Salary	EECON	ERCON	Position Status	Job Position	Payment Reason	
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time	County Commissioner	Regular Pay	
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time	County Commissioner	Regular Pay	

Display Records Page Of 1



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

Employer Self Service
 Pooja Kashyap
 Newemp1
UserGuide Last Login: Thu, Sep 22 2016 9:28 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

Available Forms -- Open

Getting Started > Details > Summary > Payments > Results

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Employment Classifications And Contributions Report

Search Employee Demographics

Employee SSN: _____ - _____ - _____ CPRB ID: _____
 First Name: _____ Last Name: _____
 Search by Contribution Group: Select Contribution Group: _____

More

Search  Clear  Add New 

Employee Details Show Errors Only

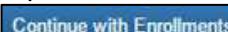
		Actions	Last Name	First Name	CPRB ID	Birth Date	SSN	Error Count
<input type="radio"/>	<input type="checkbox"/>		JOLLY	HERRA		06/04/1983	XXX-XX-4161	4 (E=0) (C=4)
<input type="radio"/>	<input type="checkbox"/>		JOLLY	HERRA		06/04/1983	XXX-XX-4555	2 (E=0) (C=2)

Cont Group	CON	ERCON	Position Status	Job Position	Payment Reason
PERS 1	00	135.00	Permanent Full Time	County Commissioner	Regular Pay 
PERS State Tier 1	8/1/2016	1000.00	45.00	135.00	Permanent Full Time 
				County Commissioner	Regular Pay 

Display Records Page Of 1  

 Return to Submit Details  Continue to Contributions



Step 16 -- Update the Address Information section if needed, click the  Save button and  Continue with Enrollments button.


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

Employer Self Service
 Pooja Kashyap
 Newemp1
UserGuide Last Login: Thu, Sep 22 2016 9:28 AM

Log Out

COMPASS

-- Available Forms --

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

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

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details

Error Code	Description	Severity	Category

Personal Information

SSN: * XXX-XX-4555 CPRB ID:

Prefix: Select Prefix Date of Birth: * 6/4/1983

First Name: * HERRA Middle Name:

Last Name: * JOLLY Gender: * Female

Suffix: Select Suffix

Address Information

Address Line 1: * MAIN ST Address Line 2:

Use for actual street address or post office box.

City: * CHARLESTON State: * West Virginia

Use for Apartment, Building, Unit, Floor, Suite, etc.

Zip: * 25301 - 0000 (optional)

International Address:

 Save



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



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

Employer Self Service
Pooja Kashyap
Newemp1
UserGuide Last Login: Thu, Sep 22 2016 9:28 AM

Log Out

Employer Home **Report** ▾ **Services** ▾ **Account** ▾ **Admin** ▾ **Logout**

COMPASS

-- Available Forms -- **Open**

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

Report #: 8539 Type: Employment Classifications Mode: File Upload & Contributions

24121 - NEWEMP1 / Add/Edit Employee Demographics

Error Details		<input type="checkbox"/> Override Warnings	
Error Code	Description	Severity	Category

Personal Information

SSN: *	XXX-XX-4555	CPRB ID:
Prefix:	Select Prefix	Date of Birth: *
First Name: *	HERRA	Middle Name:
Last Name: *	JOLLY	Gender: *
Suffix:	Select Suffix	

Address Information

Address Line 1: *	MAIN ST	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: *	25301	-	0000 (optional)
International Address:	<input type="checkbox"/>		

Back **Cancel**  **Save** **Continue with Employment Classifications**



Step 18 -- The Add/edit Contribution pop-up window displays, click the **Edit Contribution button to edit the contribution information or click **Add Contribution** button to add contribution information.**

The screenshot shows a web-based application for managing employee contributions. At the top, there's a header with the logo 'CPRB' and the address '4101 MacCorkle Avenue SE, Charleston, West Virginia, Telephone (304) 538-5284'. Below the header, the title 'Add/Edit Employee Contribution:' is displayed. On the left, there's a sidebar with 'Getting Started > Details' and sections for 'Project #: TBL1', 'Type: Enrolments', and 'GRIB: 9102 - BARBOUR COUNTY BOE'. The main area is titled 'Employee Contributions' and contains a table with one row:

Name	Contrib Group	Job Position	Position Status	Payment Reason	Pay Period End Date	Report Date	Salary	EECON	ERCON	Action
BEVERLY KEENAN	TRIPPLN1	Teacher	Permanent Full Time	Regular Pay	5/1/2016	5/1/2016	\$3,900.40	\$234.02	\$980.06	Edit Contribution

Below the table, there's a section for 'Employee Details' with fields for 'Actions', 'Name', 'GRIB ID', 'Pay Period', 'Contributor Group', 'Payment Reason', and 'Salary: EECON ERCON Errors'. A note says 'Your search criteria did not produce any results.' At the bottom, there are buttons for 'Close' and 'Continue'.



Step 19 -- Enter the PIN number and click the **Submit Your Payment** button.


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Log Out
Employer Self Service
 Pooja Kashyap
 Newemp1
UserGuide Last Login: Fri, Sep 23 2016 3:57 AM

Employer Home
Report ▾
Services ▾
Account ▾
Admin ▾
Logout
COMPASS

Open
-- Available Forms -- ▾

Getting Started ▾
Details ▾
Summary ▾
Payments ▾
Results

Report #:	Type:	Mode:
8450	Employment Classifications & Contributions	File Upload

24121 - NEWEMP1 / Employment Classification And Contribution Payments

Contribution Summary #:	Retirement System:	Report Date:	Total Members:
10899	TRS	09/01/2016	1
		Status: Summarized	

Review Your Payment Information

Contributions	EECON	ERCON	Total
Regular Contributions	\$60.00	\$150.00	\$210.00
Corrections	\$0.00	\$0.00	\$0.00
Service Purchase Payment	\$0.00	\$0.00	\$0.00
Loan I Payment	\$0.00	\$0.00	\$0.00
Loan II Payment	\$0.00	\$0.00	\$0.00
Totals	\$60.00	\$150.00	\$210.00

Credits

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

Remit Your Payment:

Payment Due Amount:	\$210.00
Enter the PIN number: *	000000

Back
Submit Your Payment ▾





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

The screenshot shows the 'Employer Self Service' interface for the WVCPRB COMPASS Project. At the top, there is a logo for 'CPRB' and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user 'Pritha Nanda' from 'Barbour County Boe' last logged in on Jul 20 2016 10:37 AM, with options to 'Log Out' and 'UserGuide'. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A green banner on the right says 'COMPASS'. A sub-navigation bar below shows 'Getting Started > Details > Summary > Payments > Results'. The main content area is titled '0100 - BARBOUR COUNTY BOE / Enrollments And Contributions Result'. It displays a summary table:

Contribution Summary #:	Retirement System:	Report Date:	Total Members:	Status:
9839	TRS	01/01/2016	15	Submitted

Below this, sections for 'Report Details', 'Contribution Summary', 'Contribution Payment', and 'Date Detail Submitted' provide detailed data. The 'Report Details' section includes: Total Employees: 15, Contribution Details Submitted: 17, Corrections Submitted: 13, and Date Detail Submitted: 7/20/2016 2:39:03 PM. The 'Contribution Summary' section lists payments: Regular Payments: \$10,876.40, Corrections: \$8,020.80, Service Purchase Payment: \$0.00, Loan I Payment Submitted: \$0.00, and Loan II Payment Submitted: \$0.00. The 'Contribution Payment' section shows: State Aid Amount: \$0.00, Invoice Applied: 0, Invoice Amount: \$0.00, Payment Amount: \$18,897.20, and Payment Date: 7/20/2016 2:38:30 PM.



8. View Employer Packet

An **Employer Packet** contains information (such as a list of employees on leave without pay, employees with multiple plan participant and etc.) from the employer's last Contributions or Employment Classification and Contributions report submission. The employer packet displays as a link that opens up a report in the PDF format. Employer Packets are generated five business days after the employer's report is posted. Once the packets are generated, the primary Payroll Coordinator for the employer is alerted via an email that the packet is ready for viewing.

The following steps describe how to navigate to the **View Employer Packets** screen:

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

Report > View Employer Packets

The screenshot shows the CPRB Employer Self Service website. At the top, there is a logo with the letters 'CPRB' and contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user 'Hope Bob' from 'West Virginia State Police' with a 'Log Out' button. Below the header, there is a 'UserGuide Last Login: Wed, Jun 22 2016 10:31 AM' and a 'COMPASS' logo. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu under 'Report' lists 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports', 'View Employer Packets' (which is highlighted with a red box), 'Download CPRB ID', and 'Invoices'. The main content area has a welcome message: 'Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site you can quickly and easily report employee data to West Virginia Consolidated Public Retirement Board and interact with us in a number of ways, including:'. It also mentions 'Report Types', 'Process Flow', 'Adding Employees', 'Reviewing Data', 'Verifying Data', 'Download CPRB ID', 'Invoices', and 'Publication Rate Information'. The bottom of the page features a signature from 'Jeffrey E. Fleck' and 'Executive Director'.



Step 2 -- The Employer Packet screen displays.

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

Employer Self Service
Kaniska Saha
Annsa Abraham
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Employer Packet

To view an employer packet, please choose the Plan Year and Month generated from the menus below.
To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the employer packet as necessary based on the information reported in the previous contribution detail submission. Due to this, the number of employer packet reports could vary from month to month.

Retirement System: Deputy Sheriff Retirement System

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.

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

Employer Self Service
Kaniska Saha
Annsa Abraham
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Employer Packet

To view an employer packet, please choose the Plan Year and Month generated from the menus below.
To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the employer packet as necessary based on the information reported in the previous contribution detail submission. Due to this, the number of employer packet reports could vary from month to month.

Retirement System: Emergency Medical Services Retirement System

Calendar Year: 2014 Report Date:

Note: If there is only one Retirement System for an employer, the Retirement System drop down menu will be display the retirement system by default.



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

The screenshot displays the CPRB COMPASS Project Employer Self Service Work Process Manual Final version. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406 (Nationwide), fax (304) 558-1394 or (304) 558-5455, and email (CPRB@wv.gov). The user information shows Pritha Nanda, Testloan9191, and a log-in date of Fri, Aug 05 2016 11:06 AM. The menu bar includes Employer Home, Report, Services, Account, Admin, and Logout. A green bar at the bottom right says 'Available Forms' with an 'Open' button. The main content area is titled 'Employer Packet'. It contains instructions to choose a Plan Year and Month from menus, and a note about reports varying by month. Below this are dropdown menus for Retirement System (Public Employees Retirement System), Calendar Year (2016), and Report Date (7/1/2016). A table lists report names and their corresponding Retirement System Codes, with a red box around the first two columns. The table rows are: Missing Employment End Date Report (PERS), Employer Debit and Credit Details Report (PERS), Reconcile Outstanding Adjustments (PERS), Employees Scheduled to work 1040 Hours (PERS), and Employer Report Invoice (PERS). At the bottom left, there is a link to the West Virginia Consolidated Public Retirement Board Home page. On the right, a disclaimer states that online database information is provided for convenience and the CPRB is not liable for actions taken based on it. Copyright information at the bottom right indicates the page is from the 2016 version.

REPORT NAME	RETIREMENT SYSTEM CODE
Missing Employment End Date Report	PERS
Employer Debit and Credit Details Report	PERS
Reconcile Outstanding Adjustments	PERS
Employees Scheduled to work 1040 Hours	PERS
Employer Report Invoice	PERS

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

The screenshot shows the CPRB COMPASS system interface. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406 (Nationwide), fax (304) 558-1394 or (304) 558-5455, and email (CPRB@wv.gov). The user is logged in as Pritha Nanda (UserGuide Last Login: Fri, Aug 05 2016 11:06 AM). The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. The main content area is titled 'Employer Packet'. It contains instructions to choose a Plan Year and Month, and a note about reports varying by month. Below this are dropdown menus for Retirement System (Public Employees Retirement System) and Calendar Year (2016). A table lists report names and their corresponding Retirement System Codes. The 'Employer Debit and Credit Details Report' link is highlighted with a red box. At the bottom, there's information about the West Virginia Consolidated Public Retirement Board and a copyright notice.

REPORT NAME	RETIREMENT SYSTEM CODE
Missing Employment End Date Report	PERS
Employer Debit and Credit Details Report	PERS
Reconcile Outstanding Adjustments	PERS
Employees Scheduled to work 1040 Hours	PERS
Employer Report Invoice	PERS

West Virginia
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Step 6 -- The selected report is displayed.

The screenshot shows the 'Employer Debit and Credit Details Report' page. It features the CPRB logo and address. The date and time are shown as 07/18/2016 05:45 PM. The report title is 'Employer Debit and Credit Details Report'. Filter conditions are listed: Employer Code: 9191, Employer Name: 9191 - TESTLOAN9191, From Date: 07/01/2016, To Date: 07/01/2016. The table displays transaction details with columns: Reporting Date, Transaction Type, Salary, EECON, and ERCON. The data shows one entry: 7/1/2016 to 7/1/2016, Regular Transaction, \$1,100.00, \$49.50, and \$148.50 respectively.

Reporting Date	Transaction Type	Salary	EECON	ERCON
7/1/2016 to 7/1/2016	Regular Transaction	\$1,100.00	\$49.50	\$148.50



List of Reports

The table below describes the different reports listed in the **Report Name** field.

Report Name	Description
Employees Scheduled to Work 1040 Report	This report lists the employees who are scheduled to work 1040 hours for a calendar year in PERS.
Missing Employment End Date	This report displays employees whose employment end date is not recorded with CPRB and is missing from the current contribution file.
Leave Without Pay	This report displays a list of employees who are currently on leave without pay.
Lump Sum Payment of Unused Comp Holiday Time	This report displays all employees who have been reported with a lump sum payment due to holiday or comp time.
Reconcile Outstanding Adjustments	This report displays the details regarding outstanding adjustments for a specific employer.
Service Purchase Details	This report provides information to an employer of all the service purchase requests that members have requested and are approved and the employer is responsible to pay the portion of the total service purchase cost.
Dual Participation Report	This report lists the members who are dual participating between either PERS and TRS or PERS and TDC for a specific employer and for a selected time period.
Delinquency Invoice for Employer Reporting	This report displays the details for any delinquency invoices related to the Employer Contribution Reporting.



9. Download CPRB IDs

The **Download CPRB IDs** screen provides the contribution group, CPRB ID, employee's last name and last four digits of the employee's SSN for a particular employee or a set of employees. A CPRB ID is optional, but may at some point in the future be required (in an effort to move away from reporting PII such as SSNs). As an employer, any of the below defined search criteria can be used to search for an employee:

- **Newly Created Employees:** allows the employer to build a list of employees who have been reported since the Download CPRB ID file was last generated
- **Date of Employment:** allows the employer to pull a list of employee CPRB IDs corresponding to their Date of Employment
- **Report Date:** allows the employer to pull a list of employee CPRB IDs corresponding to the Report Date
- **SSN:** allows the employer to search for the employee using their SSN

The Download CPRB ID file can be saved to the employer's system and used to import the CPRB IDs into the employer's payroll system and maintained as a reference. A Download CPRB ID file format is available to employers and will be generated each time they choose to download the file using this functionality.

(Refer to the Download CPRB ID File Document, which can be found here: (Insert Link)

Step 1 -- To navigate to the **Download CPRB ID** screen, click the following menu options:

Report > Download CPRB ID

The screenshot shows the West Virginia Consolidated Public Retirement Board (CPRB) Employer Self Service website. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown is open, showing options like 'Payroll Schedule', 'Contribution Group Search', 'Submit Employer Reports', 'View Employer Packets', and 'Download CPRB ID'. The 'Download CPRB ID' option is highlighted with a red box. The right side of the screen displays a welcome message and information about the service, including the address '4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user details 'Employer Self Service Hope Bob West Virginia State Police'. A 'UserGuide' link and a 'Last Login: Wed, Jun 22 2016 10:31 AM' timestamp are also visible.



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.

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

Employer Self Service
Kaniska Saha
Annsa Abraham
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Select Search Type
Newly Created Members
Date of Employment
Report Date
SSN

Search By:
Employment
Begin Date: _____/yy)

Show

Items Per Page: 25

Select All | Select None

Add to List

Download Employees (0) >

Download Employees (0) >

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

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

Employer Self Service
Kaniska Saha
Annsa Abraham
UserGuide Last Login: Thu, Aug 04 2016 2:07 AM

Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Download CPRB ID

Please select search criteria and click **Show** to display CPRBID information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees, click the **Download Employees (X)** link to navigate to the download screen.

Select Search Type
Newly Created Members
Date of Employment

Search By:
Employment
Begin Date: From: 6/1/2016 To: 8/11/2016

Show

Items Per Page: 25

Select All | Select None

Add to List

Download Employees (0) >

Download Employees (0) >



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS system. At the top, there is a header with the logo 'CPRB' (consisting of four squares with letters C, P, R, B), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), email (Email: CPRB@wv.gov), and user information (Employer Self Service, Kaniska Saha, Annsa Abraham). The header also includes a 'Log Out' button and a message about last login (UserGuide Last Login: Thu, Aug 04 2016 2:07 AM).

The main menu bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms (with options to Open or Print).

Download CPRB ID

Please select search criteria and click Show to display CPRBID information on screen. To download this information, please select the appropriate employees and click Add to List. When finished adding employees, click the Download Employees (X) link to navigate to the download screen.

Search By: Date of Employment

Employment Begin Date: From: 6/1/2016 To: 8/11/2016

Show

Items Per Page: 25

Select All | Select None

Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/> 524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TRSPLN1	

Add to List

Download Employees (0) >

Download Employees (0) >



Step 5 -- Select the check box(s) of the employees to download the employees' details.

The screenshot shows the 'Download CPRB ID' page. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, fax number, and email (CPRB@wv.gov). The user information shows 'Employer Self Service' for 'Kaniska Saha' and 'Annsa Abraham'. Below the header, there are navigation links: Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for 'Available Forms'. The main content area has a title 'Download CPRB ID' and instructions: 'Please select search criteria and click Show to display CPRBID information on screen. To download this information, please select the appropriate employees and click Add to List. When finished adding employees, click the Download Employees (X) link to navigate to the download screen.' There are search fields for 'Search By: Date of Employment' and date range 'From: 6/1/2016 To 8/11/2016'. A green 'Show' button is below these. To the right, there is a dropdown for 'Items Per Page: 25'. Below the search area is a table with three columns: 'Employees', 'Contribution Group', and 'Downloaded'. The first row in the table is highlighted with a red border. It contains a checkbox checked for employee 524933, the name 'SPOFFORD, CHRISTIAN Z', and the contribution group 'TRSPLN1'. The table also includes a 'Download Employees (0)' link at the bottom right. A green 'Add to List' button is located at the bottom left of the table area.

Step 6 -- Click the **Add to List** button.

The screenshot shows the 'Download CPRB ID' page after the 'Add to List' button was clicked. The employee selection table now includes a third column 'Downloaded' which shows a green 'Added' status for the selected employee. The rest of the page remains the same, including the header, search fields, and table structure.



Step 7 -- Click the [Download Employees \(0\) >](#) link.

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top right, there is a user profile for 'Kaniska Saha' and 'Annsa Abraham'. Below the header, a green bar contains links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', 'Logout', and 'Available Forms'. The main content area has a title 'Download CPRB ID'. A message instructs users to select search criteria and click 'Show' to display CPRBID information. Below this, there are search fields for 'Search By' (set to 'Date of Employment'), 'Employment Begin Date' (From: 6/1/2016 To: 8/11/2016), and a 'Show' button. To the right, there is a dropdown for 'Items Per Page' set to 25. Below these, there are two buttons: 'Select All' and 'Select None'. A table lists employees with their contribution group and download status. The first employee listed is '524933' with 'SPOFFORD, CHRISTIAN Z' and 'XXX-XX-6335' under 'Employees', 'TRSPNL1' under 'Contribution Group', and 'Downloaded' under 'Downloaded'. At the bottom left is a 'Add to List' button, and at the bottom right is a red-bordered 'Download Employees (0) >' button.

Employees	Contribution Group	Downloaded
524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TRSPNL1	Downloaded



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.

The screenshot shows the 'Download CPRB ID' page. At the top right, there's a header with the logo 'CPRB', address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Kaniska Saha Anna Abraham'. Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the word 'COMPASS'. A dropdown menu 'Available Forms' is open. The main content area has a heading 'Download CPRB ID' and instructions: 'These are the employees ready to download to file.', 'To remove an employee from the list click remove.', and 'To continue searching for employees to download click Continue Searching.' Below these instructions is a table with three columns: 'Employees', 'Contribution Group', and 'Downloaded'. One row is shown for employee '524933' with contribution group 'TRSPLN1'. A 'remove' link is next to the employee name. At the bottom left is a link '[Continue Searching](#)', and at the bottom right is a red button labeled 'Download to File'.

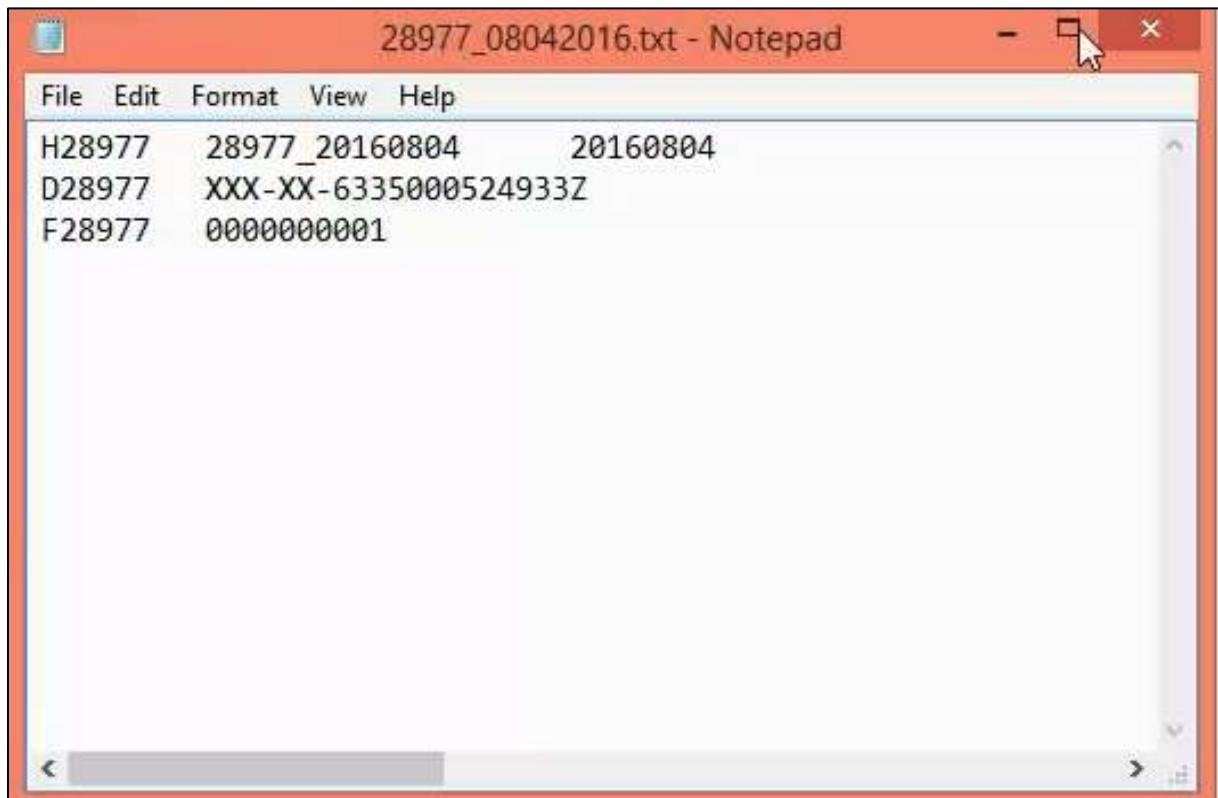
Employees	Contribution Group	Downloaded
524933 SPOFFORD, CHRISTIAN Z XXX-XX-6335	TRSPLN1	remove

Step 9 -- The CPRB ID file is downloaded in .txt format.

Do you want to open or save 28977_08042016.txt (229 bytes) from 10.118.23.92?



Step 10 -- The file displays the employee details.



A screenshot of a Windows Notepad window titled "28977_08042016.txt - Notepad". The window contains the following text:

```
H28977    28977_20160804      20160804
D28977    XXX-XX-6335000524933Z
F28977    0000000001
```



10. Contribution Group Search

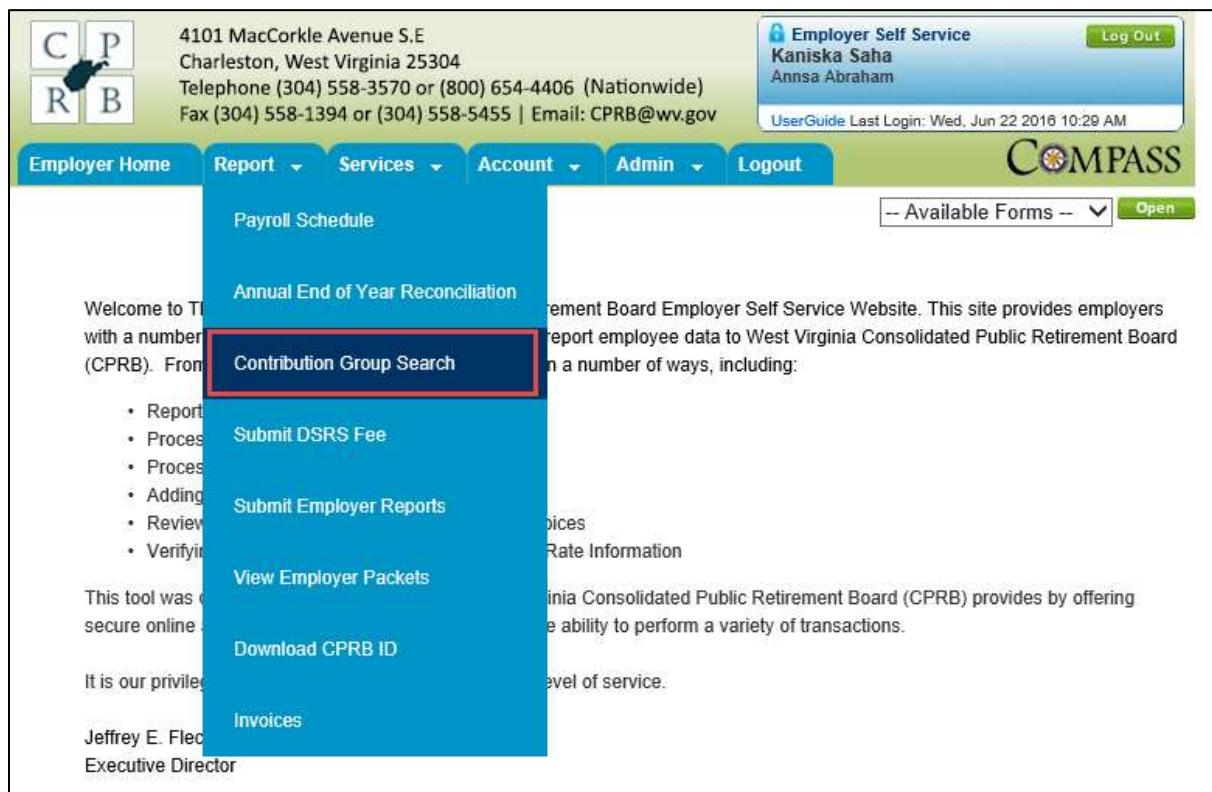
Contribution Group is used to “organize” employees into different contribution rate categories and to validate their contribution amounts. The Contribution Group is determined by the employee’s eligibility to participate in a particular Retirement System and Plan. For example, ‘PERSST1’ will represent the contribution group for a PERS State, Tier I contributory member.

Note: Not all employees will be reported as part of a contributory Contribution Group. Those employees who are not eligible to participate will be reported under a Not-Eligible Contribution Group.

The **Contribution Group Search** screen is used by employers to determine the contribution group of a particular employee. The contribution group of an employee can be searched using specific criteria such as retirement system, employment begin date, position status, job position, and contract days.

The following steps demonstrate how to determine the contribution group for an employee:

Step 1 -- To navigate to the **Contribution Group Search** screen, click the following menu options:
Report > Contribution Group Search



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final page. At the top right, there is a user profile with the name 'Kaniska Saha' and 'Anisa Abraham'. Below the profile, it says 'UserGuide Last Login: Wed, Jun 22 2016 10:29 AM'. On the far right, there is a 'Log Out' button. The main navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' dropdown is expanded, showing 'Payroll Schedule', 'Annual End of Year Reconciliation', and 'Contribution Group Search'. The 'Contribution Group Search' option is highlighted with a red box. Other options in the 'Report' dropdown include 'Submit DSRS Fee', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The background features a green banner with the word 'COMPASS' and a yellow sun icon. The left side of the page has a sidebar with contact information for the CPRB and a message from the Executive Director.



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

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

Employer Self Service
Pritha Nanda
Berkeley County Commission

UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Log Out

Employer Home Report Services Account Admin Logout

... Available Forms ... Open

Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID: **1085233** OR
Retirement System: **▼** Employment Begin Date: **▼**
Position Status: **▼**
Job Postion: **▼**
Contract Days: **▼**

Search

Step 3 -- Select the retirement system to which the employee will be reported from the **Retirement System** drop down menu.

Note: The retirement system options will display as per the Employer's participation in the retirement systems offered by CPRB.

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

Employer Self Service
Pritha Nanda
Berkeley County Commission

UserGuide Last Login: Wed, Aug 03 2016 5:47 AM

Log Out

Employer Home Report Services Account Admin Logout

... Available Forms ... Open

Contribution Group Search

Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.

Enter CPRB ID: **1085233** OR
Retirement System: **▼** Employment Begin Date: **▼**
Position Status: **▼**
Job Postion: **▼**
Contract Days: **▼**

Deputy Sheriff Retirement System
Emergency Medical Services Retirement System
Public Employees Retirement System
Teachers' Retirement System

Search



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

The screenshot shows the 'Contribution Group Search' page. At the top right, the user information is displayed: 'Employer Self Service', 'Pritha Nanda', 'Berkeley County Commission', and 'UserGuide Last Login: Wed, Aug 03 2016 5:47 AM'. Below this is the 'COMPASS' logo. The main search area includes fields for 'Enter CPRB ID' (1085233), 'Retirement System' (Public Employees Retirement System), 'Position Status' (Permanent Full Time), 'Job Postion' (Judge), 'Contract Days' (empty), and 'SSN' (empty). To the right of these fields is a 'Employment Begin Date' field containing a date picker. The date picker shows the month of August 2016, with the 17th highlighted. A red box surrounds the entire date picker. At the bottom right of the date picker, it says 'Today: August 3, 2016'.

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

The screenshot shows the same 'Contribution Group Search' page as above. The 'Position Status' dropdown menu is open, displaying options: 'Elected', 'Permanent Full Time' (which is highlighted with a blue background and white text), 'Permanent Part Time', and 'Temporary/Provisional'. A red box surrounds the dropdown menu. To the right of the dropdown is a green 'Search' button.



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

The screenshot shows the 'Contribution Group Search' page of the COMPASS system. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov). The user is logged in as Prittha Nanda, Berkley County Commission. The page title is 'Contribution Group Search'. Below the title, instructions say 'Please select the search criteria from below and click show to display the appropriate contribution group to use for employee reporting.' There are input fields for 'Enter CPRB ID' (1085233), 'Retirement System' (Public Employees Retirement System), 'Position Status' (Permanent Full Time), 'SSN', and 'Employment Begin Date'. A dropdown menu for 'Job Postion' is open, showing a list of options including 'Appointed Board Member', 'Attorney General', 'City Council Member', 'Commissioner of Agriculture', 'Concurrent', 'County Commissioner', 'Delegate', 'Doorkeeper', 'Elected Clerk', 'Elected Member of a Board of Education', 'Governor', 'Judge', 'Judge of Court of Claims', 'Justice' (which is highlighted with a blue selection bar), 'Mayor', 'Other', 'Secretary of State', 'Senator', and 'Sergeant at Arms'. A red box highlights the dropdown menu and its list of options. On the right side of the page, there is a note about the accuracy of the information and a copyright notice for the West Virginia Public Retirement Board. The bottom right corner of the page says 'Available Forms' and 'Open'.



Step 7 -- Enter the number of days the employee is contracted to work in the **Contract Days** field.

Note: This field will be relevant and fillable only for TRS and TDC participating employers.

The screenshot shows the 'Contribution Group Search' page of the CPRB COMPASS system. At the top, there's a logo with letters C, P, R, and B, followed by the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', and contact information: 'Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. On the right, the user is identified as 'Employer Self Service Prittha Nanda Berkeley County Commission' with a 'Log Out' button. Below the header is a navigation bar with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open. The main content area is titled 'Contribution Group Search' and contains search criteria fields: 'Enter CPRB ID: 1085233 OR SSN: [redacted]', 'Retirement System: Public Employees Retirement System Employment Begin Date: [redacted]', 'Position Status: Permanent Full Time', 'Job Postion: Judge', and 'Contract Days: [redacted]'. A green 'Search' button is located on the right side of the search form.

Step 8 -- Click the button.

This screenshot shows the same 'Contribution Group Search' page after the search button has been clicked. The 'Contract Days' field is no longer highlighted with a red box. The rest of the search criteria and the search button are visible, along with the standard page header and footer elements.



Step 9 -- The Confirmation message “**Please report this member in the following contribution group: DSRSCG**” is displayed. The Code represents the contribution group and the complete list of contribution group codes can be found in the system appendix of the COMPASS Employer Reporting File Format.

The screenshot shows the COMPASS Employer Self Service web application. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To its right, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right side of the header, it says "Employer Self Service", "Prittha Nanda", "Berkeley County Commission", "UserGuide Last Login: Wed, Aug 03 2016 5:47 AM", "Log Out", and "COMPASS". Below the header, there is a navigation bar with links: "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". To the right of the navigation bar are buttons for "Available Forms" (with "Open" and "Print" options). A red box highlights a "Confirmation" section containing the text "Please report this member in the following contribution group:DSRSCG". At the bottom right of this section is a "Continue" button.



11. Employee Death Notice

The **Death Notice** screen allows employers to enter death information for an individual with an existing person record with CPRB and will automatically notify the appropriate CPRB staff member. The following steps show how to report an employee's death in ESS:

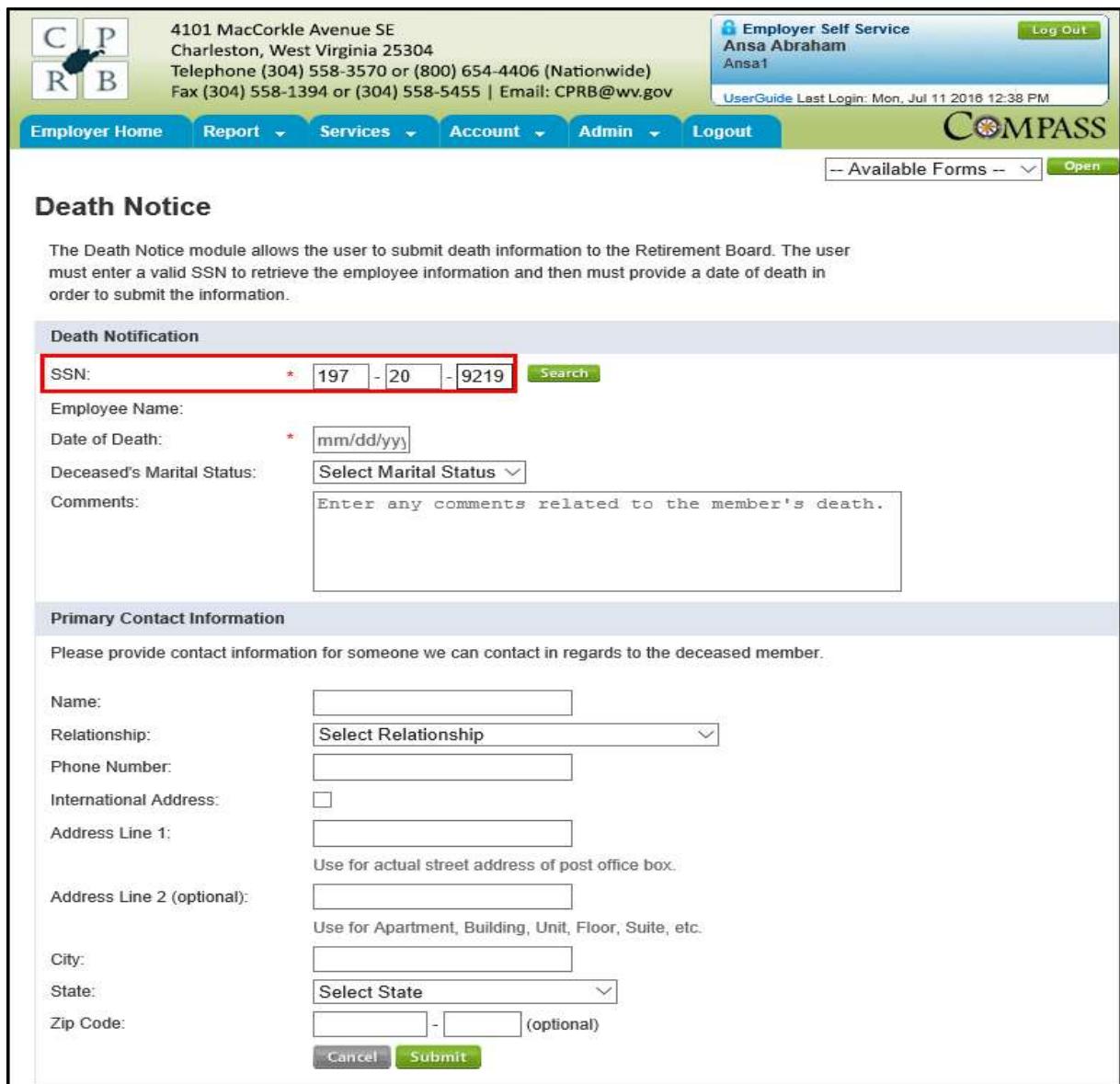
Step 1 -- To navigate to the **Death Notice** screen, click the following menu options:

Services > Death Notice

The screenshot shows the CPRB Employer Self Service interface. At the top right, it displays 'Employer Self Service' with the user 'Hope Bob' and 'West Virginia State Police'. It also shows the date 'UserGuide Last Login: Tue, Jun 07 2016 1:42 PM' and a 'Log Out' button. The main menu includes 'Employer Home', 'Report', 'Services' (with a dropdown), 'Account' (with a dropdown), 'Admin' (with a dropdown), and 'Logout'. A green banner at the top right says 'COMPASS' and has a 'Open' button. Below the menu, there's a sidebar with links like 'Bulk Order', 'Death Notice' (which is highlighted with a red box), 'Seminars', 'Employer Certification', 'Employee Information', 'Reports', 'Message Center', 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. The central content area welcomes users to the West Virginia Consolidated Public Retirement Board (CPRB) and lists various reporting and processing options.



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



The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a logo with letters C, P, R, B and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows the user is logged in as 'Employer Self Service' under 'Ansa Abraham' with session details: UserGuide Last Login: Mon, Jul 11 2016 12:38 PM, Log Out. Below the header, a navigation bar includes links for Employer Home, Report, Services, Account, Admin, and Logout, along with a 'COMPASS' logo and a dropdown for Available Forms. The main content area is titled 'Death Notice' and contains instructions: 'The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.' A 'Death Notification' section has a form with fields: SSN (197 - 20 - 9219, highlighted with a red box), Employee Name, Date of Death (mm/dd/yy), Deceased's Marital Status (dropdown), and Comments (text area). Below this is a 'Primary Contact Information' section with fields for Name, Relationship (dropdown), Phone Number, International Address, Address Line 1, Address Line 2 (optional), City, State (dropdown), Zip Code, and a note about using the zip code for a post office box. At the bottom are 'Cancel' and 'Submit' buttons.



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

The screenshot shows the WVCPRB COMPASS system interface. At the top left is the logo 'CPRB'. To its right is contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, the user is identified as 'Employer Self Service' with 'Hope Bob' and 'West Virginia State Police', and there are 'Log Out' and 'UserGuide Last Login: Tue, Jun 07 2016 1:42 PM' buttons. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is on the right, next to a dropdown menu 'Available Forms' with an 'Open' button. The main content area is titled 'Death Notice'. It contains a 'Death Notification' form with fields for SSN (197 - 20 - 9219), Employee Name (WILL BELL), Date of Death (mm/dd/yy), Deceased's Marital Status (dropdown), and Comments (text area). Below this is a 'Primary Contact Information' section with fields for Name, Relationship (dropdown), Phone Number, International Address (checkbox), Address Line 1, Address Line 2 (optional), City, State (dropdown), Zip Code (two input fields with '(optional)' text), and 'Cancel' and 'Submit' buttons.

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

Employer Self Service
Hope Bob
West Virginia State Police

UserGuide Last Login: Tue, Jun 07 2016 1:42 PM

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Death Notice

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

Death Notification

SSN: * 197 - 20 - 9219 **Search**

Employee Name: WILL BELL

Date of Death: * mm/dd/yy

Deceased's Marital Status: Select Marital Status

Comments:

Primary Contact Information

Please provide contact information for someone we can contact in regards to the deceased member.

Name:

Relationship: Select Relationship

Phone Number:

International Address:

Address Line 1:

Address Line 2 (optional): Use for actual street address of post office box.

City:

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.

The Death Notice module allows the user to submit death information to the Retirement Board. The user must enter a valid SSN to retrieve the employee information and then must provide a date of death in order to submit the information.

Death Notification

SSN: * 197 - 20 - 9219

Employee Name: WILL BELL

Date of Death: *

Deceased's Marital Status:

Comments: Enter any comments related to the member's death.

Primary Contact Information

Please provide contact information for someone we can contact in regards to the deceased member.

Name:

Relationship:

Phone Number:

International Address:

Address Line 1:
Use for actual street address or post office box.

Address Line 2 (optional):
Use for Apartment, Building, Unit, Floor, Suite, etc.

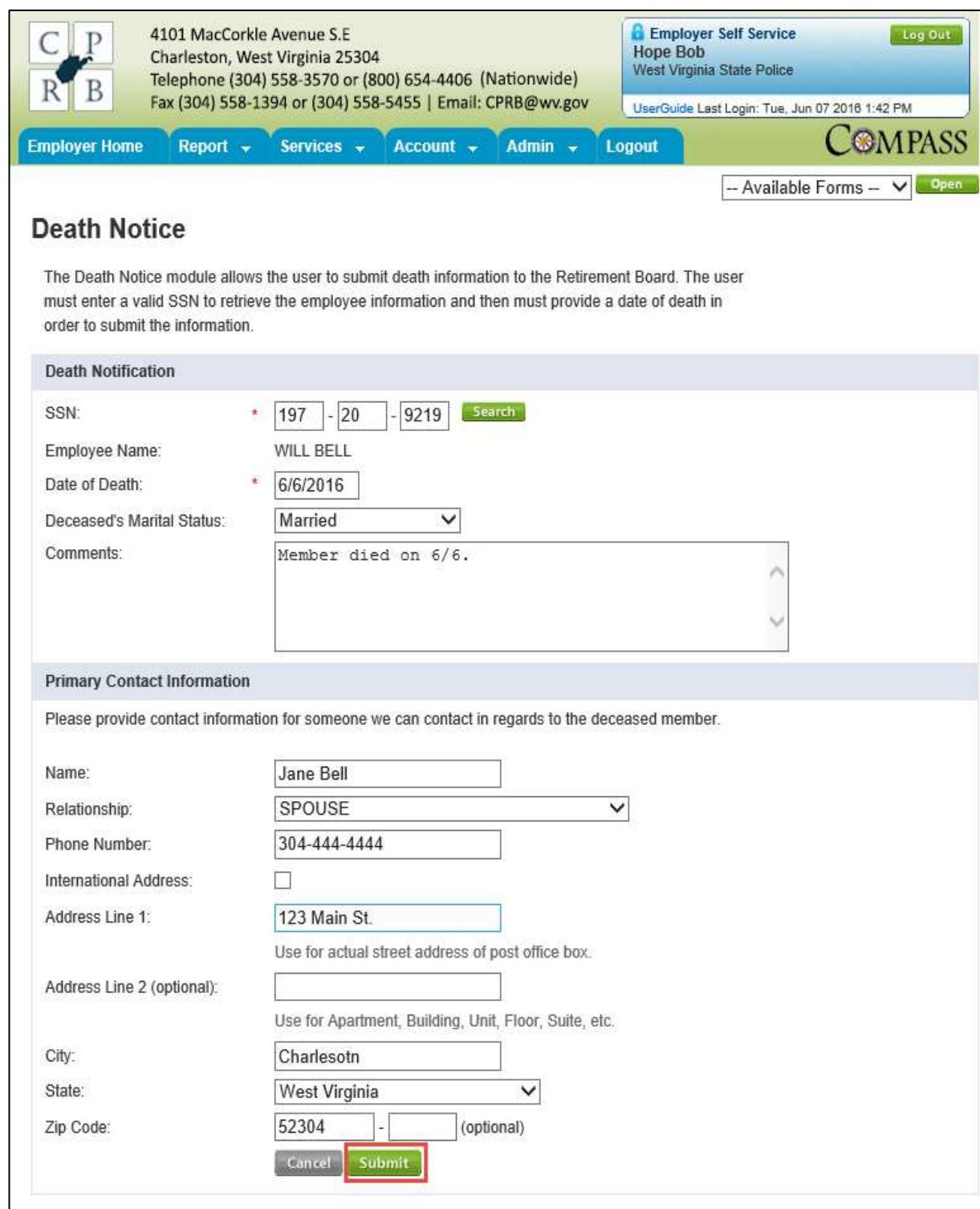
City:

State:

Zip Code: - (optional)



Step 5 -- Click the  button.



The screenshot shows a web-based application interface for the WVCPRB COMPASS system. At the top left is the logo 'CPRB'. To its right is the address: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, there is a session header for 'Employer Self Service' with the user 'Hope Bob' from 'West Virginia State Police', a 'Log Out' link, and a timestamp: UserGuide Last Login: Tue, Jun 07 2016 1:42 PM. A navigation bar below the header includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the word 'COMPASS' with a small logo. Below the navigation bar is a dropdown menu labeled '-- Available Forms --' with an 'Open' button next to it. The main content area is titled 'Death Notice'. It contains a 'Death Notification' section with fields for SSN (197 - 20 - 9219), Employee Name (WILL BELL), Date of Death (6/6/2016), Deceased's Marital Status (Married), and a Comments text area containing 'Member died on 6/6.'. Below this is a 'Primary Contact Information' section. It includes fields for Name (Jane Bell), Relationship (SPOUSE), Phone Number (304-444-4444), International Address (checkbox), Address Line 1 (123 Main St.), Address Line 2 (optional), City (Charlesotn), State (West Virginia), Zip Code (52304 - optional), and two buttons at the bottom: 'Cancel' and 'Submit' (the 'Submit' button is highlighted with a red rectangle). A note above the Address Line 1 field says 'Use for actual street address or post office box.' and another note above the Address Line 2 field says 'Use for Apartment, Building, Unit, Floor, Suite, etc.'



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top left is a logo consisting of four squares with letters C, P, R, and B. To its right is contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the top right, there is a user session header with a lock icon, "Employer Self Service", the name "Hope Bob", and "West Virginia State Police". It also shows "UserGuide Last Login: Tue, Jun 07 2016 1:42 PM" and "Log Out". Below the header is a navigation bar with links: "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". To the right of the navigation bar is the word "COMPASS" in large letters. Further right are buttons for "Available Forms" (with a dropdown arrow), "Open", and "Print". The main content area has a title "Confirmation" and a message "Death Notice Saved" in a grey box. Below it, a green message says "Your death notice has been submitted." At the bottom right of the content area is a "Continue" button.



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

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can...

- Reporting Enrollments
- Processing EFT Payments
- Processing Corrections
- Adding/Updating Employees
- Reviewing Submitted Forms
- Verifying CPRB IDs and Addresses

This tool was designed to improve secure online access to your retirement benefits.

It is our privilege to provide you with the best service possible.

Jeffrey E. Fleck
Executive Director

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

Employer Self Service
Kaniska Saha
Anissa Abraham

UserGuide Last Login: Fri, May 27 2016 3:46 AM

Logout

Available Forms — Open

Self Service Website. This site provides employers with secure online access to their West Virginia Consolidated Public Retirement Board (CPRB) accounts. The CPRB provides by offering a variety of transactions:

Retirement Board (CPRB) provides by offering a variety of transactions:



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.

The screenshot shows the COMPASS Employer Self Service interface. At the top, there's a navigation bar with links for Employer Home, Report, Services, Account, Admin, Logout, and UserGuide. A user profile is shown in the top right. Below the navigation is a search bar with dropdowns for 'Upcoming Dates' (set to 'Next 15 Days') and 'Date Range', and a 'Show' button. A 'Filter By' dropdown is also present. The main content area is titled 'Seminars'. It lists two events: 'Legislative Updates' on April 6th and 'Reporting Official Conferences' on April 9th. Each event includes a brief description, time (8:00 AM - 9:00 AM), location (Andrew Jackson Building, 300 Main St., Nashville, KY 18097), and a 'Register' button.

Date	Seminar	Time	Location	Action
APR 6	Legislative Updates Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building 300 Main St. Nashville, KY 18097	Register
APR 9	Reporting Official Conferences Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building 300 Main St. Nashville, KY 18097	Register



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



button next to the desired seminar to register.

COMPASS

Employer Self Service
Marilyn Doe
Clinch Powell Ed. Coop.

Last Login: Fri, Jan 23 2015 11:42 AM UserGuide Log Out

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Seminars

To register to attend a retirement Employer Education Seminar, please select the seminar and click Register. To cancel a previous registration for a seminar, select the seminar and click Cancel Registration.

Seminars

Upcoming Dates: Next 15 Days

Date Range: from mm/dd/yyyy to mm/dd/yyyy

Filter By: Select Session Type

Date	Seminar	Time	Location	
APR 6	Legislative Updates Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building 300 Main St Nashville, KY 18097	<input checked="" type="button" value="Register"/>
APR 9	Reporting Official Conferences Submitting Monthly Reports 20 seats available	8:00 AM - 9:00 AM	Andrew Jackson Building 300 Main St Nashville, KY 18097	<input type="button" value="Register"/>



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

The screenshot shows the COMPASS software interface for seminar registration. At the top, there's a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. The user is logged in as Marilyn Doe from Clinch Powell Ed Coop, with a last login date of Fri, Jan 23 2015 11:42 AM and a link to the UserGuide.

Seminar Registration

Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit.

Registration Information

Session: Legislative Updates
Topic: Submitting Monthly Reports
Date: Friday, April 06 2012
Time: 8:00 AM - 9:00 AM
Location: Andrew Jackson Building
300 Main St.
Nashville, KY 18097 [edit](#)

Seats Available: 20

Number of Attendees: * (Select the number 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 (jsmith@gmail.com) [remove](#)

[Cancel](#) [Submit](#)



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

The screenshot shows the COMPASS system interface for seminar registration. At the top, there's a navigation bar with links for Employer Home, Report, Services, Account, Admin, Logout, Employer Self Service (Marilyn Doe, Clinch Powell Ed Coop), Last Login (Fri, Jan 23 2015 11:42 AM), and UserGuide. The main title is "Seminar Registration". A descriptive text below it says: "Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit." The "Registration Information" section contains session details: 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), and Number of Attendees (1). Below this, the "Attendees" section has two input fields: "Name" (Enter attendee's name) and "E-mail" (Enter attendee's e-mail), both highlighted with a red border. There's also an "Add Attendee" button. A list of attendees shows one entry: "1. John Smith (jsmith@gmail.com) [remove]". At the bottom are "Cancel" and "Submit" buttons.

Seminar Registration

Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit.

Registration Information

Session: Legislative Updates
Topic: Submitting Monthly Reports
Date: Friday, April 06 2012
Time: 8:00 AM - 9:00 AM
Location: Andrew Jackson Building
[300 Main St](#)
[Nashville, KY 18097](#)
Seats Available: 20
Number of Attendees: * (Select the number of attendees, then add their names and emails below)

Attendees

Name	E-mail
Enter attendee's name	Enter attendee's e-mail

Add Attendee

1. John Smith (jsmith@gmail.com) [remove](#)



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

The screenshot shows the COMPASS system interface for seminar registration. At the top, there's a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. The user is logged in as Marilyn Doe from Clinch Powell Ed Coop, with a last login timestamp of Fri, Jan 23 2015 11:42 AM and a UserGuide link. The main title is "Seminar Registration". A descriptive text below the title says: "Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit." The "Registration Information" section contains the following details:

Session:	Legislative Updates
Topic:	Submitting Monthly Reports
Date:	Friday, April 06 2012
Time:	8:00 AM - 9:00 AM
Location:	Andrew Jackson Building 300 Main St. Nashville, KY 18097

Comments: [empty field]

Seats Available: 20

Number of Attendees: * (Select the number of attendees, then add their names and emails below)

Attendees

Name	E-mail
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>
Add Attendee	

1. John Smith (jsmith@gmail.com) [remove](#)

[Cancel](#) [Submit](#)



Step 7 -- Click the  button.



Employer Self Service
Marilyn Doe
Clinch Powell Ed Coop

Last Login: Fri, Jan 23 2015 11:42 AM UserGuide Log Out

Employer Home Report Services Account Admin Logout

Seminar Registration

Please select the number of attendees, provide a name and email address for each and click Add Attendee. When finished entering information for all attendees, click Submit.

Registration Information

Session: Legislative Updates
Topic: Submitting Monthly Reports
Date: Friday, April 06 2012
Time: 8:00 AM - 9:00 AM
Location: Andrew Jackson Building
[300 Main St](#)
[Nashville, KY 18097](#)

Comments:

Seats Available: 20

Number of Attendees: * (Select the number of attendees, then add their names and emails below)

Attendees

Name	E-mail
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>
Add Attendee	

1. John Smith (jsmith@gmail.com) [remove](#)

[Cancel](#) 



Step 8 -- A confirmation message displays at the bottom of the screen to confirm success in registering for the seminar. The **Seminar Registration Complete** screen displays a message indicating the registration has been successfully submitted.

Note: The **Seminar Registration Complete** screen can be printed by clicking on the print button on the bottom of the screen.

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header bar with the logo 'CPRB' (Charleston Police Retirement Board) on the left, followed by address information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right of the address is a user session area showing 'Employer Self Service' and 'Hope Bob' (West Virginia State Police), with 'Log Out' and 'UserGuide Last Login: Tue, Jun 07 2016 8:26 PM' buttons. Below the header is a navigation menu with tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the far right of the menu is a green 'COMPASS' logo. Underneath the menu, there is a dropdown menu labeled '-- Available Forms --' with an 'Open' button next to it. The main content area is titled 'Seminar Registration Complete' in bold. Below the title, a green message box says 'Your registration details have been submitted.' In the center of the page, there is a table-like structure showing seminar details:

Seminar Details	
Employer:	3050612 - WEST VIRGINIA STATE POLICE
Session:	Employer Regional Seminar
Topic:	
Date:	Thursday, June 30 2016
Time:	8:00 AM - 9:00 AM
Location:	Suvidha Clinic Best place to be - In the city, US 12312
Registered On:	Tuesday, June 07, 2016
Attendees	
Bill (boe@gmail.com)	

At the bottom of the page, there are two buttons: a green 'Print' button and a blue 'Register for another Seminar >' link.



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

The screenshot shows the CPRB Employer Self Service interface. At the top right, there's a user profile for 'Kaniska Saha' and 'Anissa Abraham' with a 'Logout' button. Below the header, there's a 'Available Forms' dropdown and a 'COMPASS' logo. The main menu has several dropdowns: 'Employer Home', 'Report', 'Services' (which is currently selected), 'Account', 'Admin', and 'Logout'. Under the 'Services' dropdown, a sub-menu is open with the following options: 'Bulk Order', 'Death Notice', 'Seminars' (which is highlighted with a red box and a cursor icon), 'Employer Certification', 'Employee Information', 'Reports', 'Message Center', 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. On the left side of the page, there's a welcome message from Jeffrey E. Fleck, Executive Director, and a list of reporting tasks.



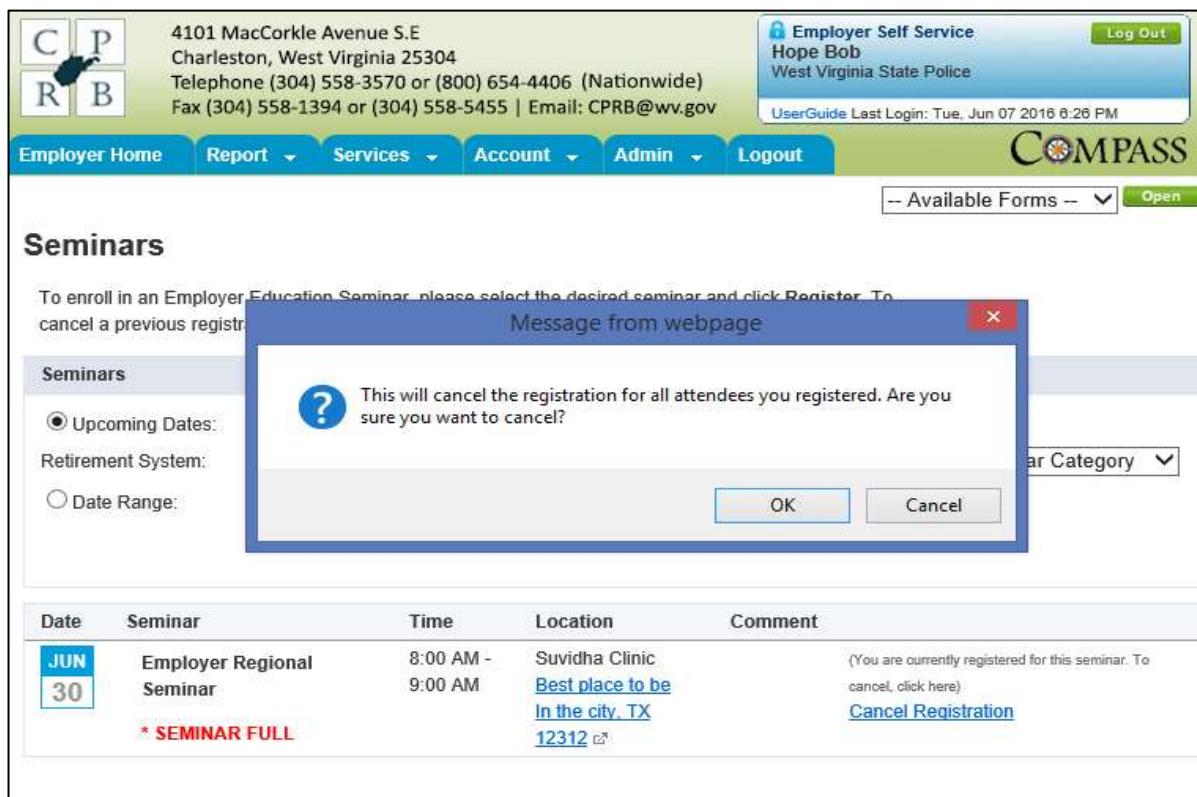
Step 2 -- Click the **Cancel Registration** link next to the attendee to remove them from the seminar. The attendee(s) is / are removed from the seminar.

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final website. At the top, there is a green header bar with the logo 'CPRB' (with a hand icon over it), the address '4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Hope Bob West Virginia State Police'. Below the header are navigation tabs: Employer Home, Report, Services, Account, Admin, and Logout. To the right is the 'COMPASS' logo. A dropdown menu 'Available Forms' is open. The main content area is titled 'Seminars' and contains instructions: 'To enroll in an Employer Education Seminar, please select the desired seminar and click Register. To cancel a previous registration for a seminar, select the seminar and click Cancel Registration.' Below this is a search form with options for 'Upcoming Dates' (set to 'Next 90 Days'), 'Retirement System' (dropdown), 'Seminar Category' (dropdown), and 'Date Range' (input fields for 'from' and 'to' dates). A 'Show' button is also present. The main table lists seminars: one for 'Employer Regional Seminar' on June 30th at Suvidha Clinic, Best place to be In the city, TX 12312, marked as 'SEMINAR FULL'. The 'Comment' column includes a note about current registration and a red-bordered 'Cancel Registration' link.

Date	Seminar	Time	Location	Comment
JUN 30	Employer Regional Seminar	8:00 AM - 9:00 AM	Suvidha Clinic Best place to be In the city, TX 12312	(You are currently registered for this seminar. To cancel, click here) Cancel Registration



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



The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top, there is a header with the logo (CPRB), address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone number (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), and email (Email: CPRB@wv.gov). The top right corner shows the user information: Employer Self Service, Hope Bob, West Virginia State Police, UserGuide Last Login: Tue, Jun 07 2016 8:26 PM, Log Out, and a green COMPASS logo. Below the header, there is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a dropdown menu for Available Forms. The main content area is titled "Seminars". It contains a message: "To enroll in an Employer Education Seminar, please select the desired seminar and click Register. To cancel a previous registrati..." followed by a "Message from webpage" dialog box. The dialog box has a question mark icon and the text: "This will cancel the registration for all attendees you registered. Are you sure you want to cancel?". It has two buttons: "OK" and "Cancel". On the left side of the seminars list, there is a sidebar with "Seminars" and two radio buttons: "Upcoming Dates" (selected) and "Date Range". Below the sidebar, there is a "Retirement System:" dropdown menu. The main table lists seminars with columns: Date, Seminar, Time, Location, and Comment. One row is highlighted for "JUN 30" with the seminar "Employer Regional Seminar". The time is 8:00 AM - 9:00 AM, the location is "Suvidha Clinic Best place to be In the city, TX 12312", and the comment includes "(You are currently registered for this seminar. To cancel, click here)" and a link "Cancel Registration". There is also a note "* SEMINAR FULL".

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	(You are currently registered for this seminar. To cancel, click here) Cancel Registration



13. Employer Certifications

The **Employer Certifications** screens allows employers to certify information necessary for CPRB to process transactions. A certification will only appear when an employee or former employee has initiated a request with CPRB for a possible retirement, disability, refund, or service purchase. Certifications that have already been completed will not display on the **Employer Certification** screen.

13.1 Certify Service Purchase Information for a Member

Service Purchase requests are initiated by a member. When a service purchase request undergoes processing, CPRB service purchase specialists will send the service purchase request to the employer for certification.

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

Services > Employer Certification

The screenshot shows a web-based application interface for the West Virginia Consolidated Public Retirement Board (CPRB). At the top right, there is a header bar with the text "Employer Self Service", the names "Kaniska Saha" and "Anissa Abraham", and a "Log Out" button. Below the header, a banner on the right side reads "UserGuide Last Login: Mon, May 30 2016 7:10 AM" and features the "COMPASS" logo. The main content area has a left sidebar with the CPRB logo and contact information: "4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov". Below this, a list of links includes "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". The "Services" menu is expanded, showing options like "Bulk Order", "Death Notice", "Seminars", "Employer Certification" (which is highlighted with a red box), "Employee Information", "Reports", "Message Center", "Online Process Service Purchase Estimator", and "Online Process Service Purchase Request". The right side of the page contains descriptive text about the self-service website and its purpose.



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

The screenshot shows the 'Employer Self Service' interface for the WVCPRB COMPASS system. At the top right, the user is identified as 'Kaniska Saha' and 'Annsa Abraham'. A 'Log Out' button is also present. The main menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'COMPASS' logo is located in the top right corner of the header.

Employer Certification

Retirement Requests:

CPRB ID:	Employee Name:	Job Position:	Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date	Final Salary Verified:	Rejected Comments:
523768	TRS Cancellation	Teacher	Permanent	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
523774	TRS Cancellation	Teacher	Permanent	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

Service Purchase Requests:

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
523701	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

Member Refund Requests:

CPRB ID:	Employee Name:	Request Date:
523701	Jon Snow	05/30/2016

Disability Requests:

CPRB ID:	Employee Name:	Request Date:
523699	Ned Stark	05/30/2016



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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and Log Out. The main content area is titled "Employer Certification". It contains four sections: "Retirement Requests", "Service Purchase Requests", "Member Refund Requests", and "Disability Requests". The "Service Purchase Requests" section is highlighted with a red box around the CPRB ID "523701".

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
523701	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.



Step 4 -- The **Service Purchase Certification** screen is displayed. To certify the service purchase, select the radio button beside the **Start Date** and **End Date** fields.

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
Add New Entry		

Job Position *

Position Status *

Date Employed:

Reason Contribution Not Withheld:

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
<input checked="" type="radio"/> 01/01/2005	03/31/2005	0.00	0	0		0

Please enter whole number values for Month and Days.

[Save](#)

[Submit Certification](#)



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

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

Employer Self Service
Kaniska Saha
Anissa Abraham
UserGuide Last Login: Fri, Aug 05 2016 1:10 AM

Log Out

Employer Home Report Services Account Admin Logout COMPASS

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
<input type="radio"/> 05/01/2016	07/15/2016	Delete

[Add New Entry](#)

Job Position *

Position Status *

Date Employed: *

Reason Contribution Not Withheld: *

Administrator
Concurrent
21st Century Learner Fellow
Service Personnel
Teacher



Step 6 -- Select the Position Status from the drop down menu.

The screenshot shows the 'Service Purchase Certification' page. At the top right, there's a user profile for 'Kaniska Saha' and 'Anissa Abraham'. Below the header, a navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area has fields for 'CPRB ID' (523701), 'Name' (Jon Snow), 'Service Type' (Correction of Error Service), and 'Comments' (Test for demo material creation). A note says 'Please click here to for instruction before filling out the certification.' Below this is a table for scheduling, followed by sections for 'Job Position', 'Position Status' (with a dropdown menu highlighted in red containing options: Permanent Full Time, Permanent Part Time, Temporary/Provisional, Posted 21 Day, Substitute), 'Date Employed', and 'Reason Contribution Not Withheld'.



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

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID: 523701 Name: Jon Snow Service Type: Correction of Error Service
Comments: Test for demo material Retirement System: Teachers' Retirement System
creation.

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
<input type="radio"/> 05/01/2016	07/15/2016	Delete

[Add New Entry](#)

Job Position * Administrator

Position Status * Permanent Full Time

Date Employed: *

Reason Contribution Not Withheld: *

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
+ 07/01/2016	07/15/2016	0.00	0	0	0	0
+ 05/01/2016	06/30/2016	0.00	0	0	0	0
+ 01/01/2005	03/31/2005	0.00	0	0	0	0

Please enter whole number values for Month and Days.

[Save](#)



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

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.		Retirement System:	Teachers' Retirement System	

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
<input type="radio"/> 05/01/2016	07/15/2016	Delete
Add New Entry		

Job Position *

Position Status *

Date Employed: *

Reason Contribution Not Withheld: *

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
⊕ 07/01/2016	07/15/2016	0.00	0	0		0
⊕ 05/01/2016	06/30/2016	0.00	0	0		0
⊕ 01/01/2005	03/31/2005	0.00	0	0		0

Please enter whole number values for Month and Days.

[Save](#)

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

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
⊕ 07/01/2016	07/15/2016	0.00	0	0		0
⊕ 05/01/2016	06/30/2016	0.00	0	0		0
⊕ 01/01/2005	03/31/2005	0.00	0	0		0

Please enter whole number values for Month and Days.

[Save](#)

[Submit Certification](#)



Step 10 -- The additional contribution details are displayed.

Contribution Details:							
Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term	Hours Worked
07/01/2016	07/15/2016	0.00	0	0	0	0	0
Start Date	End Date	Salary	Days Worked		Non Session Days Worked	Contract Term	Hours Worked
07/01/2016	07/15/2016	* 0.00	* 0		* 0		
Save							
05/01/2016	06/30/2016	0.00	0	0	0	0	0
01/01/2005	03/31/2005	0.00	0	0	0	0	0
<i>Please enter whole number values for Month and Days.</i>							
Save							
Submit Certification							



Step 11 -- Click the  button.

Note: The **Days Worked** field should not be a record of cumulative days worked. Rather, it is for days worked over the number of months. Months worked column will be always disabled.

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.	Retirement System:	Teachers' Retirement System		

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
<input type="radio"/> 05/01/2016	07/15/2016	Delete

[Add New Entry](#)

Job Position *

Position Status *

Date Employed: *

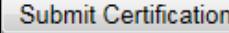
Reason Contribution Not Withheld: *

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
+ 07/01/2016	07/15/2016	0.00	0	0		0
+ 05/01/2016	06/30/2016	0.00	0	0		0
+ 01/01/2005	03/31/2005	0.00	0	0		0

Please enter whole number values for Month and Days.



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

Service Purchase Certification

[Back to Dashboard](#)

CPRB ID:	523701	Name:	Jon Snow	Service Type:	Correction of Error Service
Comments:	Test for demo material creation.		Retirement System:	Teachers' Retirement System	

Please click here to for instruction before filling out the certification.

Start Date	End Date	Actions
<input checked="" type="radio"/> 01/01/2005	03/31/2005	Delete
Add New Entry		

Job Position *

Position Status *

Date Employed:

Reason Contribution Not Withheld:

Contribution Details:

Start Date	End Date	Salary	Months Worked	Days Worked	Non Session Days Worked	Contract Term Hours Worked
<input checked="" type="radio"/> 01/01/2005	03/31/2005	0.00	0	0	0	0

Please enter whole number values for Month and Days.

[Save](#)

[Submit Certification](#)



13.2 Certify Refund Information for a Member

Member Refund Request is initiated by a member submitting a refund application through **Member Self-Service** or submitting a refund request form to CPRB. Once the employer certification is received for the member's refund application, then after approval of the application, CPRB staff completes the refund process.

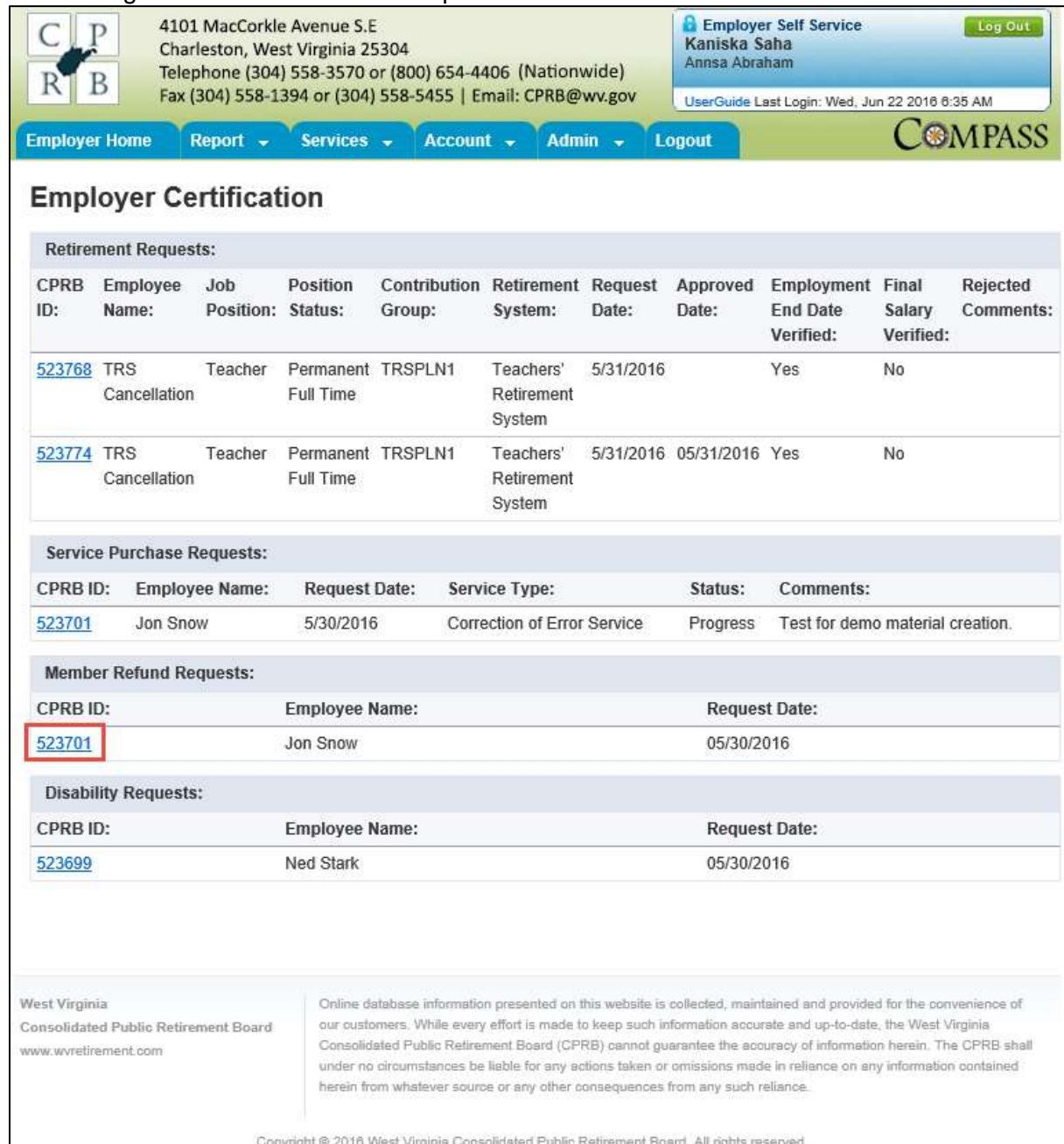
Step 1 -- To navigate to the Employer Certification screen, click the following menu options:

Services > Employer Certification

The screenshot shows the CPRB COMPASS website interface. At the top right, there is a user profile for 'Kaniska Saha' and 'Anissa Abraham' with a 'Log Out' button. Below the header, there is a green banner with the word 'COMPASS' and a small flower icon. The main menu bar includes 'Employer Home', 'Report', 'Services' (with a dropdown arrow), 'Account', 'Admin', and 'Logout'. The 'Services' dropdown menu is open, showing options like 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification' (which is highlighted with a red box), 'Employee Information', 'Reports', 'Message Center', 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. On the left side of the page, there is a sidebar with information about the CPRB, a welcome message from Jeffrey E. Fleck, Executive Director, and links to the West Virginia Consolidated Public Retirement Board website. At the bottom of the page, there is a copyright notice: 'Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.'



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



The screenshot displays the CPRB Employer Self Service dashboard. At the top right, the user is identified as 'Kaniska Saha' and 'Annsa Abraham'. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Employer Certification' and contains four sections: 'Retirement Requests', 'Service Purchase Requests', 'Member Refund Requests', and 'Disability Requests'. The 'Member Refund Requests' section is highlighted with a red box around the CPRB ID '523701' for Jon Snow. The CPRB logo is located in the top left corner of the page.

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
523701	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

CPRB ID:	Employee Name:	Request Date:
523701	Jon Snow	05/30/2016

CPRB ID:	Employee Name:	Request Date:
523699	Ned Stark	05/30/2016

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

Submit Certification button.

Certify Refund

CPRB ID:	523701	Employee Name:	Jon Snow	Retirement System:	Teachers' Retirement System
Enter Member Information:					
Employment End Date:	*	<input type="text"/>			
Employment End Reason:	*	<input type="button" value="▼"/>			
Was the termination of the employment of the named applicant for reasons other than honorable?			*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Please click here for definition of Less Than Honorable Service.					
Please Explain:	*	<input type="button" value="^"/> <input type="button" value="▼"/> fill in the details <input type="button" value="^"/> <input type="button" value="▼"/>			
Return To ESS	*	<input type="button" value="Submit Certification"/>			

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13.3 Certify Information for a Disability Applicant

The following steps show how an employer can certify the information requested by CPRB as the result of a member's or former member's application for disability retirement benefits.

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

Services > Employer Certification

The screenshot shows the CPRB COMPASS website interface. At the top right, there is a user session header with the text "Employer Self Service" and names "Kaniska Saha" and "Anissa Abraham". Below this is a "Logout" button and a "UserGuide" link with the note "Last Login: Mon, May 30 2016 7:10 AM". On the far right, the word "COMPASS" is displayed next to a small sun icon. The main navigation bar includes links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". The "Services" dropdown is expanded, showing several options: "Bulk Order", "Death Notice", "Seminars", "Employer Certification" (which is highlighted with a red rectangular box), "Employee Information", "Reports", "Message Center", "Online Process Service Purchase Estimator", and "Online Process Service Purchase Request". To the right of the menu, there is descriptive text about the self-service website and its purpose. At the bottom left, there is contact information for Jeffrey E. Fleck, Executive Director. At the bottom right, there is a copyright notice for the West Virginia Consolidated Public Retirement Board.

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

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can access a number of resources to help manage their employees' benefit needs.

- Reporting Enrollments
- Processing EFT Payments
- Processing Corrections
- Adding/Updating Employees
- Reviewing Submitted Forms
- Verifying CPRB IDs and Benefits

This tool was designed to improve secure online access to your employee benefit information.

It is our privilege to provide you with the best service possible.

Jeffrey E. Fleck
Executive Director

Self Service Website: This site provides employers with secure online access to their employee benefit information. The West Virginia Consolidated Public Retirement Board (CPRB) provides this service to facilitate the processing of transactions.

Retirement Board (CPRB) provides by offering secure online access to your employee benefit information. The West Virginia Consolidated Public Retirement Board (CPRB) provides this service to facilitate the processing of transactions.

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

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

Employer Self Service
Kaniska Saha
Anissa Abraham

UserGuide Last Login: Wed, Jun 22 2016 6:35 AM

Log Out

Employer Home Report Services Account Admin Logout

Employer Certification

Retirement Requests:

CPRB ID:	Employee Name:	Job Position:	Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date Verified:	Final Salary Verified:	Rejected Comments:
523768	TRS Teacher Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
523774	TRS Teacher Cancellation	Teacher	Permanent Full Time	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	

Service Purchase Requests:

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
523701	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

Member Refund Requests:

CPRB ID:	Employee Name:	Request Date:
523701	Jon Snow	05/30/2016

Disability Requests:

CPRB ID:	Employee Name:	Request Date:
523699	Ned Stark	05/30/2016

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Step 3 -- The Certify Disability screen displays.

Certify Disability

Please click here for instruction before filling out the certification.

CPRB ID: 523699 Employee Name: Ned Stark Retirement System: Teachers' Retirement System

Enter Member Information:

Do you know of any reason that would prevent this applicant from working for you?
Provide brief explanation.

Job Position

Work Duties - Provide brief explanation or upload Job Description

Is this applicant currently employed with your agency?

List Employment End Date (Last Day of Covered Employment)

List Last day physically worked

List last day of paid leave (Sick or Annual)

List last Contribution Date (last check date)

List last day covered under any insurance plan offered by your agency?

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

Is the applicant receiving workers' compensation benefits for the injury, illness or disease complained of above, or has the applicant received such benefits in the past?

* Yes No

Return To ESS Comment: *

Fill in the details

Approve

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13.4 Certify Retirement Information for a Member

All retirement certification requests in CPRB's ESS portal are answered on the **Retirement Certification** screen. Retirement requests are initiated by a member using either Member Self-Service or submitting a retirement application to CPRB. Depending on the status of the application, it appears in the ESS portal for certification of key information. After the employer has completed the required certification, CPRB staff completes the retirement process for the member.

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

Services > Employer Certification.

The screenshot shows the CPRB COMPASS portal interface. At the top right, there is a user profile with the name 'Kaniska Saha' and a 'Logout' button. Below the header, there are several navigation links: 'Employer Home', 'Report', 'Services' (with a dropdown arrow), 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Services' is open, showing options like 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification' (which is highlighted with a red box), 'Employee Information', 'Reports', 'Message Center', 'Online Process Service Purchase Estimator', and 'Online Process Service Purchase Request'. To the right of the menu, there is descriptive text about the self-service website and its purpose. At the bottom left, there is a photo of Jeffrey E. Fleck, Executive Director, and his title. On the far left, there is a sidebar with contact information for CPRB, including address, phone numbers, fax number, and email.



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

CPRB Employer Home Report Services Account Admin Logout **COMPASS**

Employer Certification

Retirement Requests:

CPRB ID:	Employee Name:	Job Position:	Status:	Contribution Group:	Retirement System:	Request Date:	Approved Date:	Employment End Date	Final Salary Verified:	Rejected Comments: Verified:
523768	Jon Snow	Teacher	Permanent	TRSPLN1	Teachers' Retirement System	5/31/2016		Yes	No	
			Full Time							
523774	Ned Stark	Teacher	Permanent	TRSPLN1	Teachers' Retirement System	5/31/2016	05/31/2016	Yes	No	
			Full Time							

Service Purchase Requests:

CPRB ID:	Employee Name:	Request Date:	Service Type:	Status:	Comments:
523701	Jon Snow	5/30/2016	Correction of Error Service	Progress	Test for demo material creation.

Member Refund Requests:

CPRB ID:	Employee Name:	Request Date:
523701	Jon Snow	05/30/2016

Disability Requests:

CPRB ID:	Employee Name:	Request Date:
523699	Ned Stark	05/30/2016

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Step 3 -- The **Retirement Certification** screen displays. Enter the **Last Date Physically Worked**, **Employment End Date** and **Employment End Reason**.

Note: The completion of the **Last Date Physically Worked**, **Employment End Date** and **Employment End Reason** fields will allow CPRB to add the retiree to payroll. The remaining fields can be completed as the required information is made available to the employer.

The screenshot shows the CPRB COMPASS interface. At the top, there's a logo with the letters 'CPRB' and contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. To the right, it says 'Employer Self Service' with user names 'Kaniska Saha' and 'Annsa Abraham', and a 'Log Out' button. Below that, a message says 'UserGuide Last Login: Wed, Jun 22 2016 6:35 AM'. A green navigation bar at the top has links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the bar is the word 'COMPASS' with a gear icon. The main content area is titled 'Retirement Certification' and includes a 'Back to Dashboard' link. It shows employee details: CPRB ID: 523768, Employee Name: TRS Cancellation, Retirement System: Teachers' Retirement System, Job Position: Teacher, Position Status: Permanent Full Time, Contribution Group: TRSPLN1. Below this, a note says 'Please fill all the section below to complete the final salary verification'. It has four input fields: 'Last Contribution Date' (01/31/2015), 'Last Date Physically Worked' (with a red asterisk and an empty input field), 'Employment End Date' (with a red asterisk and the value 1/1/2015), and 'Employment End Reason' (with a red asterisk and a dropdown menu).

CPRB ID:	523768	Employee Name:	TRS Cancellation	Retirement System:	Teachers' Retirement System
Job Position:	Teacher	Position Status:	Permanent Full Time	Contribution Group:	TRSPLN1

Please fill all the section below to complete the final salary verification

Last Contribution Date 01/31/2015	Last Date Physically Worked * [Empty]	Employment End Date * 1/1/2015	Employment End Reason * [Dropdown]
--------------------------------------	--	-----------------------------------	---------------------------------------



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.

The screenshot shows the 'Retirement Certification' page of the WVCPRB COMPASS system. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers, and email (CPRB@wv.gov). It also shows user information (Employer Self Service, Kaniska Saha, Annsa Abraham) and a log out button. Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. To the right is a 'COMPASS' logo. The main content area is titled 'Retirement Certification' and includes a 'Back to Dashboard' link. A summary table provides basic information: CPRB ID: 523768, Employee Name: TRS Cancellation, Retirement System: Teachers' Retirement System, Job Position: Teacher, Position Status: Permanent Full Time, Contribution Group: TRSPLN1. Below this, instructions say 'Please fill all the section below to complete the final salary verification'. There are four input fields: 'Last Contribution Date' (01/31/2015), 'Last Date Physically Worked' (marked with an asterisk), 'Employment End Date' (1/1/2015), and 'Employment End Reason' (marked with an asterisk). A note says 'Please list any payments due not already reported.' Below this is a table for listing payments, with columns for Pay Period End Date, Payment Reason, Salary, Pre Tax EECON, Employment Payment Type, Contract Length, Days/Hours, and Worked. Buttons for 'Delete' and 'Add Line Item' are present, along with a 'Save' button. A note below the table says 'Please click [here](#) for definition of Less Than Honorable Service.' The next section is 'Final Salary Certification' with various questions and input fields. Questions include: Last Position Held (marked with an asterisk), Last Contribution Date (01/31/2015), List last day covered under any insurance plan offered by your agency? (marked with an asterisk), If your agency offers PEIA, was the applicant enrolled in PEIA at the time of retirement? (checkbox), Is the applicant paid in arrears? (checkbox), Unused, Unpaid Leave Days (marked with an asterisk, value 0), Unused Leave Type (marked with an asterisk, dropdown set to 'Unused Sick Leave'), Is applicant currently receiving worker's compensation benefits? (checkbox), Was the termination of employment of the applicant for reasons other than honorable? (checkbox), and If Yes, provide brief explanation in LTHS Comments box (text area). A 'Complete Certification' button is at the bottom right of the certification section.



14. Message Center

The **Message Center** screen allows employers to view, compose, reply, delete and flag important messages sent between an employer and CPRB. The messages are available on CPRB's ESS portal for 90 days and will automatically be deleted after 90 days except messages flagged as important.

14.1 View Messages

The following steps demonstrate how to view messages sent from CPRB using the **Message Center** screen:

Step 1 -- To navigate to the **Message Center** screen, click the following menu options:

Services > Message Center

The screenshot shows the CPRB COMPASS portal interface. At the top, there is a logo for 'CPRB' and contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right side, there is a 'Log Out' button, the user's name 'UserGuide', and the last login date 'Fri, May 27 2016 9:43 AM'. Below the header, there is a 'COMPASS' logo. The main content area has a sidebar on the left with a welcome message and a list of reporting tasks. The main area displays a 'Services' dropdown menu with several options: Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports, and Message Center. The 'Message Center' option is highlighted with a red box. To the right of the menu, there is a brief description of the Message Center and links to 'Available Forms' and 'Open' forms.



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.

Subject	Message Preview	Date Received	From
<input type="checkbox"/> P I Message from WVCPE	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P I Message from WVCPE	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P I Message from WVCPE	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P I Message from WVCPE	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> P I Message from WVCPE	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

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



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

The screenshot shows the WVCPRB COMPASS system interface. At the top, there's a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact info: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right, the user is logged in as 'Employer Self Service' with the name 'Pritha Nanda' and ID 'Test00001'. A red X icon is present next to the name. The status bar at the bottom right shows 'UserGuide Last Login: Wed, Aug 03 2016 8:15 AM'. The main menu includes Employer Home, Report, Services, Account, Admin, and Logout. Below the menu, a dropdown says 'Available Forms' with an 'Open' button. The main content area is titled 'Message Center'. It shows an incoming message with 'Received: 8/1/2016 11:17:32 AM' and 'Subject: Message from WVCPRB COMPASS'. The message body contains the text: 'Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.' Below the message, a blue rectangular box contains the file name 'EAS00001201608012016061151.PDF', which is highlighted with a red border. At the bottom are three buttons: 'Back', 'Print', and 'Reply'.

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



14.2 Delete Messages

The following steps demonstrate how to delete a message from the inbox using the **Message Center** screen:

Step 1 -- To navigate to the **Message Center** screen, click the following menu options:

Services > Message Center

The screenshot shows the CPRB COMPASS website interface. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: CPRB@wv.gov. On the far right of the header, there are links for 'Employer Self Service', 'Troopers Disability', 'West Virginia School', 'Log Out', and a timestamp: 'UserGuide Last Login: Fri, May 27 2016 9:43 AM'. Below the header, there is a green navigation bar with tabs: 'Employer Home', 'Report', 'Services' (which is currently selected), 'Account', 'Admin', and 'Logout'. To the right of the navigation bar, there is a link 'Available Forms' with an 'Open' button. The main content area has a light gray background. On the left, there is a sidebar with a welcome message and a bulleted list of services. The main content area contains text about secure online access and a signature from Jeffrey E. Fleck. A red box highlights the 'Message Center' option under the 'Reports' section of the Services menu.



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

The screenshot shows the WVCPRB COMPASS system's Message Center. At the top, there is a header with the organization's address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact information (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov), and a user session (Employer Self Service, Prittha Nanda, Test00001). Below the header is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout, along with a 'COMPASS' logo and an 'Available Forms' dropdown. The main area is titled 'Message Center' and contains a table of messages. The table columns are Subject, Message Preview, Date Received, and From. The first message in the list has a checked checkbox next to its subject, which is highlighted with a red box. The other messages have unchecked checkboxes. The table also includes a page number '12' at the bottom.

Subject	Message Preview	Date Received	From
<input checked="" type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info

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

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

This screenshot shows the same Message Center interface as the previous one, but with a key difference: the 'Delete' button in the toolbar is highlighted with a red box. This indicates that the user has selected the action of deleting a message. The rest of the interface, including the message list and header, remains identical to the previous screenshot.

Subject	Message Preview	Date Received	From
<input checked="" type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPR	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info



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

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

Employer Home Report Services Account Admin Logout Available Forms Open

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can:

- Reporting Enrollments
- Processing EFT Payments
- Processing Corrections
- Adding/Updating Employees
- Reviewing Submitted Forms
- Verifying CPRB IDs and Addresses

This tool was designed to improve secure online access to your retirement benefits.

It is our privilege to provide you with the best service possible.

Jeffrey E. Fleck
Executive Director

Employer Self Service
Troopers Disability
West Virginia School
UserGuide Last Login: Fri, May 27 2016 9:43 AM

COMPASS

Bulk Order
Death Notice
Seminars
Employer Certification
Employee Information
Reports
Message Center
Online Process Service Purchase Estimator
Online Process Service Purchase Request

Self Service Website. This site provides employers with secure online access to their West Virginia Consolidated Public Retirement Board (CPRB) accounts, including:
Retirement Board (CPRB) provides by offering a variety of transactions.



Step 2 -- Click the **Compose** button.

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

Employer Self Service
Kaniska Saha
Annsa Abraham
UserGuide Last Login: Thu, Aug 04 2016 4:45 AM

Log Out

Employer Home Report Services Account Admin Logout

Available Forms Open

Message Center

Inbox	Mark as Unread	Mark as Read	Delete	Compose	Sent Items	Messages Per Page: 5
<input type="checkbox"/>		Message from WVCPE	Attached is the requested Employer A	8/1/2016 11:17:29 AM	confirmation@wvcprb.com.info	
<input type="checkbox"/>		Message from WVCPE	Attached is the requested Employer A	7/29/2016 4:53:47 AM	confirmation@wvcprb.com.info	
<input type="checkbox"/>		Message from WVCPE	Attached is the requested Employer A	7/28/2016 4:06:56 AM	confirmation@wvcprb.com.info	
<input type="checkbox"/>		Message from WVCPE	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info	
<input type="checkbox"/>		Message from WVCPE	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.



New Message

Close

Subject:

Send

Browse...

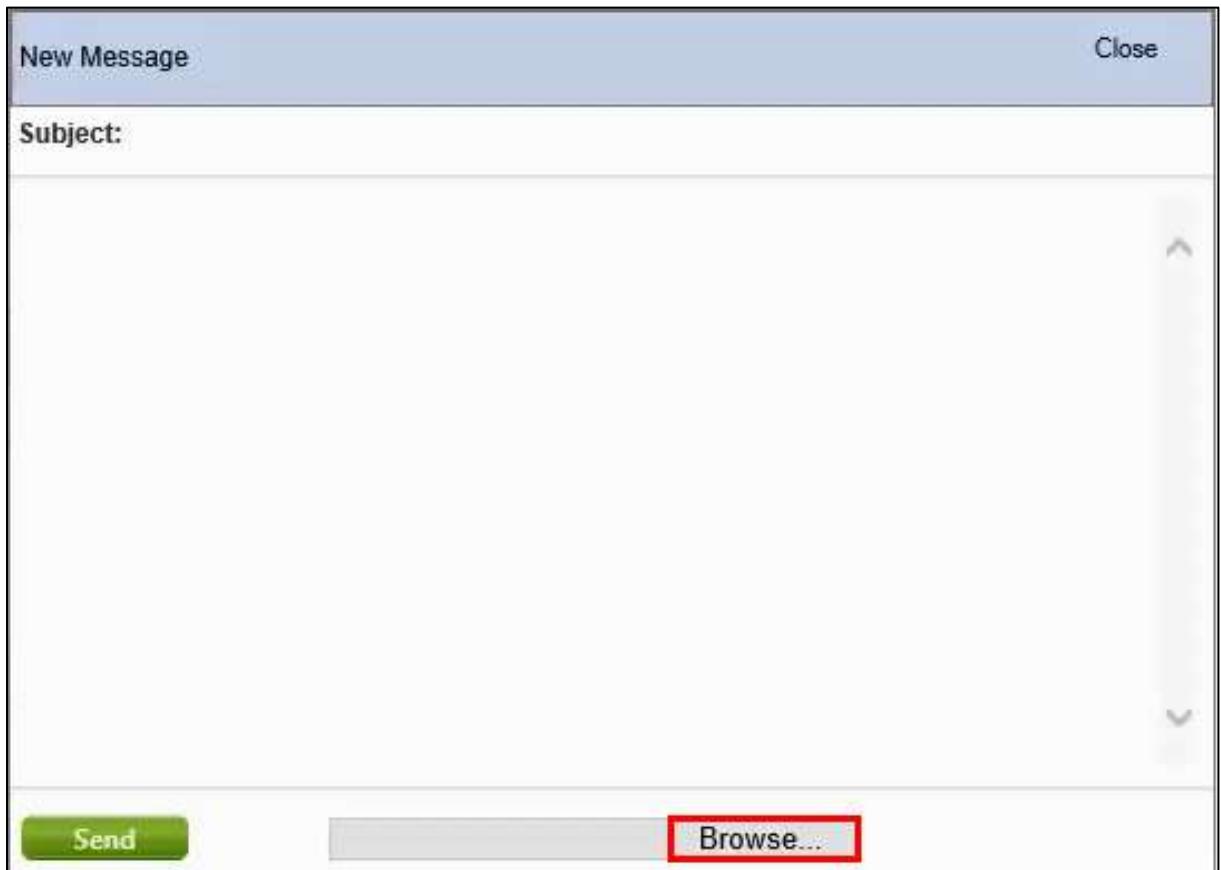


Step 4 -- Enter the message in the message body.

The screenshot shows a 'New Message' dialog box. At the top left is the title 'New Message' and at the top right is a 'Close' button. Below the title is a 'Subject:' field. The main body of the message is represented by a large, empty text area outlined with a thick red border. At the bottom of the window are three buttons: a green 'Send' button on the left, a greyed-out 'Browse...' button in the middle, and another 'Browse...' button on the right.



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

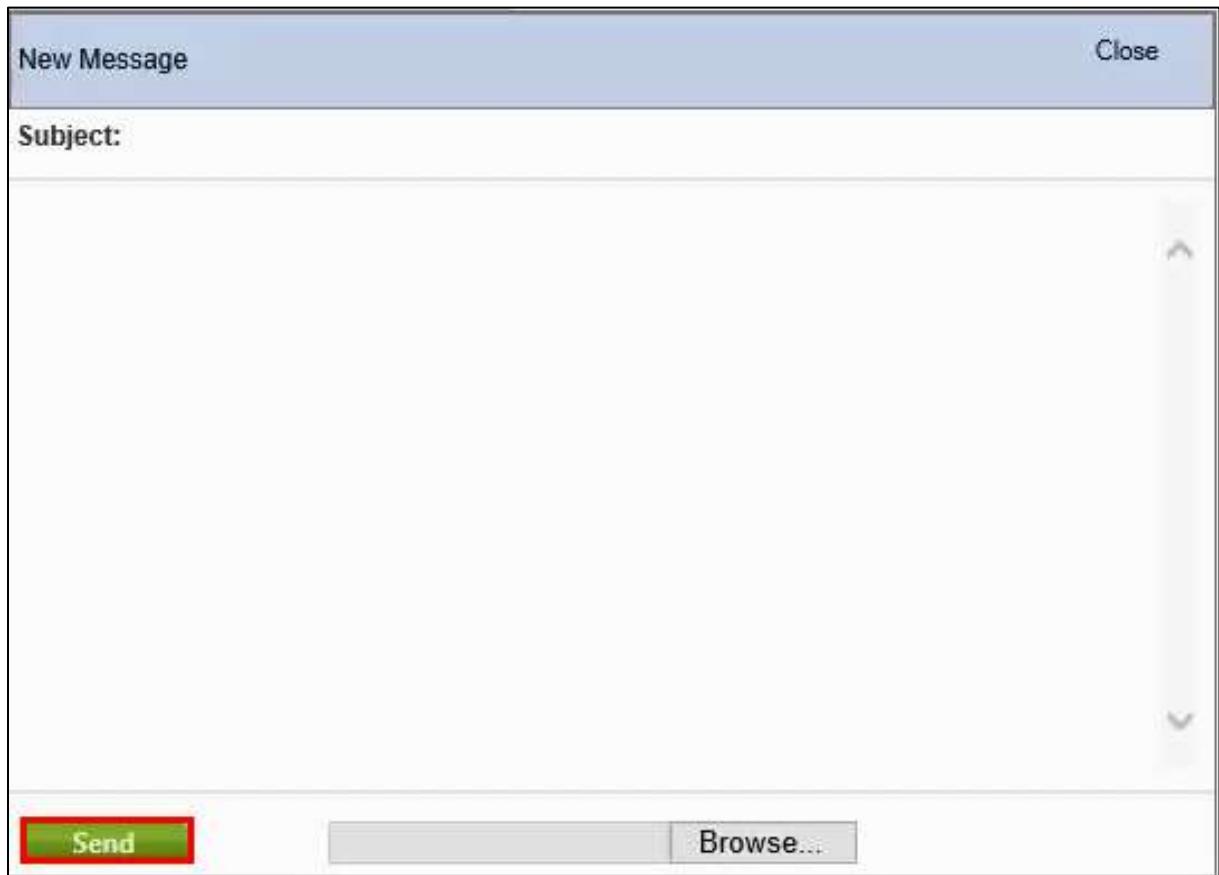


Step 6 -- Click the  button.

New Message Close

Subject:



14.4 Reply to a Message

The following steps demonstrate how to reply to a message using the **Message Center** screen:

Step 1 -- To navigate to the **Message Center** screen, click the following menu options:

Services > Message Center

The screenshot shows the CPRB Employer Self Service interface. At the top right, there's a blue header bar with the text "Employer Self Service", "Troopersb Disability", "West Virginia School", "UserGuide Last Login: Fri, May 27 2016 9:43 AM", and "Log Out". Below the header is a green banner with the word "COMPASS" in large letters. The main content area has a light blue background. On the left, there's a sidebar with links like "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". The "Services" menu is expanded, showing "Bulk Order", "Death Notice", "Seminars", "Employer Certification", "Employee Information", and "Reports". Under "Reports", the "Message Center" link is highlighted with a red box. Other options under "Reports" include "Online Process Service Purchase Estimator" and "Online Process Service Purchase Request". To the right of the sidebar, there's a column of text: "Welcome to The West Virginian with a number of resources to (CPRB). From this site, employees can..." followed by a bulleted list: "• Reporting Enrollments", "• Processing EFT Payments", "• Processing Corrections", "• Adding/Updating Employees", "• Reviewing Submitted Forms", and "• Verifying CPRB IDs and Benefits". Below this is another paragraph: "This tool was designed to improve secure online access to your benefits." At the bottom left, there's a signature from "Jeffrey E. Fleck, Executive Director". On the right side, there's a column of text: "Self Service Website. This site provides employers with West Virginia Consolidated Public Retirement Board services including: Retirement Board (CPRB) provides by offering a variety of transactions."



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.

The screenshot shows the CPRB COMPASS software interface. At the top, there's a header bar with the CPRB logo (a grid of letters C, P, R, B), the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers, and an email 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. To the right of the header is a user session area showing 'Employer Self Service', the user name 'Pritha Nanda', and a 'Logout' button. Below the header is a navigation menu with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the far right, there's a 'COMPASS' logo and a dropdown menu for 'Available Forms'. The main content area is titled 'Message Center' and contains a table of messages. The table has columns for 'Subject', 'Message Preview', 'Date Received', and 'From'. There are five entries, each with a checkbox next to it and a subject line starting with 'Message from WVCPE'. The first entry's subject is highlighted with a red box. The preview for the first message says 'Attached is the requested Employer A'. The dates range from 8/1/2016 to 7/27/2016. The 'From' column for all messages is 'confirmation@wvcprb.com.info'. At the bottom left of the message list, there's a page number '12'.

Subject	Message Preview	Date Received	From
<input type="checkbox"/> Message from WVCPE	Attached is the requested Employer A	8/1/2016 11:17:32 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPE	Attached is the requested Employer A	7/29/2016 4:53:48 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPE	Attached is the requested Employer A	7/28/2016 4:06:57 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPE	Attached is the requested Employer A	7/27/2016 8:01:27 AM	confirmation@wvcprb.com.info
<input type="checkbox"/> Message from WVCPE	Attached is the requested Employer A	7/27/2016 3:46:45 AM	confirmation@wvcprb.com.info



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

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a header with the organization's logo (CPRB), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, fax number (304) 558-1394, email (CPRB@wv.gov), and user information (Employer Self Service, Kaniska Saha, Annsa Abraham). The menu bar includes Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. Below the menu, the title "Message Center" is displayed. The message details are as follows:

Received: 8/1/2016 11:17:29 AM
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

A blue rectangular box highlights the file name: [EAS28977201608012016060427.PDF](#).

At the bottom, there are three buttons: Back, Print, and Reply (which is highlighted with a red border).



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

Reply Message Close

Subject: Re : Message from WVCPRB COMPASS

From: confirmation@wvcprb.com.info
Sent: 8/1/2016 11:17:29 AM
To :kansaha@deloitte.com
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

Send

Step 5 -- Enter the reply to the message.

Reply Message Close

Subject: Re : Message from WVCPRB COMPASS

From: confirmation@wvcprb.com.info
Sent: 8/1/2016 11:17:29 AM
To :kansaha@deloitte.com
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

Send



Step 6 -- Click the  button.

Reply Message Close

Subject: Re : Message from WVCPRB COMPASS

Thank you for the mail

From: confirmation@wvcprb.com.info
Sent: 8/1/2016 11:17:29 AM
To :kansaha@deloitte.com
Subject: Message from WVCPRB COMPASS

Attached is the requested Employer Annual Statement from West Virginia Consolidated Public Retirement Board.

Send



15. View Reports

The **Reports** screen allows employers to generate specific reports on an ad-hoc basis, outside the Employer Packet. This enables employers to gain a real-time view of the data currently present in COMPASS.

Note: If an organization is a reporting employer (meaning they submit contributions reports on behalf of child agencies), they have the ability to retrieve the reports for a child agency (for which a reporting employer submits contribution reports).

Follow the steps below to view a report in ESS:

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

Services > Reports

The screenshot shows the CPRB Employer Self Service interface. At the top right, there's a user profile for 'Kaniska Saha' and 'Anissa Abraham' with a 'Logout' button. Below the header, a banner reads 'Self Service Website. This site provides employers with secure online access to your West Virginia Consolidated Public Retirement Board account.' On the left, a sidebar lists various services: 'Employer Home', 'Report', 'Services' (with a dropdown menu showing 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification', 'Employee Information', and 'Reports'), 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open. The main content area contains a welcome message from Jeffrey E. Fleck, Executive Director, and a list of reporting tasks. The 'Reports' link in the 'Services' dropdown is highlighted with a red box.



Step 2 -- The View Reports page displays.

The screenshot shows the 'View Reports' page. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, and email (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide); Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov). The top right corner shows 'Employer Self Service' for user 'Bob Hope' (Dep), 'Logout', and 'UserGuide Last Login: Wed, Jul 13 2016 12:49 PM'. Below the header is a green navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. A dropdown menu labeled 'Available Forms' is open, showing options like 'PDF', 'Word', and 'Excel'. The main content area is titled 'View Reports' and contains fields for 'Report Name' (dropdown menu), 'Report Description', 'Enter Criteria', 'Format' (dropdown menu), 'Reset' button, and 'Generate' button. The 'Report Name' dropdown menu is currently empty.

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

The screenshot shows the same 'View Reports' page as above, but the 'Report Name' dropdown menu is now expanded, displaying a list of report names. A red box highlights this expanded list. The reports listed are: Outstanding Edit Errors by Employee or Employer, Posting Exceptions Report By Employer Code, Demographic Errors, Non-Participating Part-Time Status, Probationary Status, Missing Employment End Date, Errors Not In Template, Leave Without Pay, Load Reject Records by Employer, Load Errors, Contribution Error Correction Totals, Not-Eligible Status, Military Leave, Workers Comp, Lump Sum Payment of Unused Comp Holiday Time, Downloaded CPRB IDs, PERS TLEs, Reconcile Outstanding Adjustments, and Service Purchase Details. The rest of the page remains the same, including the header, navigation bar, and footer. The footer contains a disclaimer about the accuracy of the information provided.



List of Reports

The table below describes the different reports listed in the **Report Name** field.

Report Name	Description
Posting Exceptions Report By Employer Code	This report displays a list of the validation errors, for a given employer for a specific report date by retirement system when the submitted report is being analyzed after successfully being uploaded.
Demographic Errors	This report lists all demographic errors for a given employer for a specific report date by retirement system for an employer.
Employer Debit and Credit Details Report	This report shows employer debit and credit details information for a selected time period.
Not - Eligible Status	This report displays the members for an employer who have been reported with a payment reason of 'Non-Participating Status'.
Missing Employment End Date	This report displays employees whose employment end date is not recorded with CPRB and missing from the current contribution file.
Leave Without Pay	This report displays a list of employees who are currently on leave without pay.
Load Errors	This report displays a summary of all errors, warnings, and informational messages that are identified as part of the load validation process when a file is uploaded.
TDC Employer Forfeiture Fund Report	This report shows forfeiture fund details for TDC employers (allotted amount, withdrawn till date and balance amount) for a selected time period. This report is only relevant to TDC employers.
Outstanding Edit Errors by Employee or Employer	This report displays the details regarding outstanding adjustments for a specific employer.
Lump Sum Payment of Unused Comp Holiday Time	This report displays all employees who have been reported with a lump sum payment due to holiday or comp time.
Downloaded CPRB IDs	This report displays a list of employees and their CPRB IDs.
PERS TLEs	This report lists the members who are working as temporary legislative employees in PERS for a specific employer and for a selected time period.
Reconcile Outstanding Adjustments	This report displays the details regarding outstanding adjustments for a specific employer.
Service Purchase Details	This report displays all retirement services purchased by your employees.
Deputy Sheriff Statewide Uniform Fees	This report displays the DSRS fees for the Report Date provided.



Report Name	Description
Employer State Aid	This report shows state aid fund details for TRS and TDC employers (allocated amount, withdrawn till date and balance amount) for a selected time period. This report is only relevant for TRS and TDC.
Load Reject Records by Employer	This report shows the load reject records for the selected employers.
Dual Participation Report	This report lists the members who are dual participating between either PERS and TRS or PERS and TDC for a specific employer and for a selected time period.



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

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (a stylized 'C' and 'P' above a 'R' and 'B'), address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', phone numbers '(304) 558-3570 or (800) 654-4406 (Nationwide)', fax '(304) 558-1394 or (304) 558-5455', email 'CPRB@wv.gov', and user information 'Employer Self Service Kaniska Saha Anissa Abraham'. The header also includes 'Log Out', 'UserGuide Last Login: Thu, Aug 04 2016 8:20 AM', and a 'COMPASS' logo. Below the header is a navigation bar with links 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu 'Available Forms' is open. The main content area is titled 'View Reports' and contains a form for generating a report. The 'Report Name' dropdown is set to 'Load Reject Records by Employer'. The 'Report Description' field is also labeled 'Load Reject Records by Employer' and is highlighted with a red box. The 'Enter Criteria:' section includes fields for 'Employer Code' (set to '28977 - ANNE'), 'Retirement System' (set to 'Deputy Sheriff Retirement System'), 'File Type' (set to 'Contributions Only'), 'Begin Date' (empty), 'End Date' (empty), and 'Format' (set to 'PDF'). At the bottom of the form are 'Reset' and 'Generate' buttons.

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: * 28977 - ANNE

Retirement System: * Deputy Sheriff Retirement System

File Type: * Contributions Only

Begin Date: *

End Date: *

Format: PDF

Reset Generate



Step 5 -- In the **Enter Criteria** section, enter the parameters required to generate the report.

Note: Each report requires different parameters. If the employer logged in is not a reporting agency, the **Employer Code** drop down menu will be pre-populated with the logged in Employer's Code. Also, if the employer participates in only one retirement system then the **Retirement System** drop down will be pre-populated with the retirement system in which the employer participates.

The screenshot shows a web-based application interface for generating reports. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia Retirement Board), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), contact information (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, Email: CPRB@wv.gov), user information (Employer Self Service, Kaniska Saha, Annsa Abraham, Log Out), and a message (UserGuide Last Login: Thu, Aug 04 2016 8:20 AM). Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a link to Available Forms. The main content area is titled 'View Reports'. It contains a form for entering report criteria. The 'Report Name' field is set to 'Load Reject Records by Employer'. The 'Report Description' field shows the same text. A red box highlights the 'Enter Criteria:' section. Under this section, the 'Employer Code' dropdown is set to '28977 - ANNE', the 'Retirement System' dropdown is set to 'Deputy Sheriff Retirement System', the 'File Type' dropdown is set to 'Contributions Only', and the 'Format' dropdown is set to 'PDF'. There are two green buttons at the bottom of this section: 'Reset' and 'Generate'.

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: * 28977 - ANNE

Retirement System: * Deputy Sheriff Retirement System

File Type: * Contributions Only

Begin Date: *

End Date: *

Format: PDF

Reset **Generate**



Step 6 -- Select the Employer Code from the drop down options.

Note: This field is prepopulated. There will be drop down options only when multiple employer codes are present. In this case, there was only one.

The screenshot shows a web application interface for the WVCPRB COMPASS Project. At the top, there is a header bar with the text "CPRB" in a stylized font, followed by "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". To the right of this is a user menu with "Employer Self Service", "Kaniska Saha", "Annsa Abraham", "Log Out", "UserGuide", and "Last Login: Thu, Aug 04 2016 8:20 AM". Below the header is a navigation bar with links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A green banner on the right says "COMPASS". Underneath the navigation is a link "Available Forms" with a dropdown arrow and a "Open" button. The main content area is titled "View Reports". It contains a form with the following fields:

- Report Name: Load Reject Records by Employer
- Report Description: Load Reject Records by Employer
- Enter Criteria:
 - Employer Code: * 28977 - ANNE
 - Retirement System: * Deputy Sheriff Retirement System
 - File Type: * Contributions Only
 - Begin Date: *
 - End Date: *
- Format: PDF

At the bottom of the form are two buttons: "Reset" and "Generate".



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

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
Anissa Abraham
UserGuide Last Login: Thu, Aug 04 2016 6:20 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

Available Forms -- Open

View Reports

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: * 28977 - ANNE

Retirement System: * Deputy Sheriff Retirement System

File Type: * Emergency Medical Services Retirement System
* Teachers' Retirement System

Begin Date: *

End Date: *

Format: PDF

Reset Generate



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

The screenshot shows the 'View Reports' page of the WVCPRB COMPASS Project. At the top, there is a logo consisting of four squares with letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304. Below the address, contact information is provided: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right, the user information is displayed: Employer Self Service, Kaniska Saha, Annsa Abraham, and a UserGuide Last Login: Thu, Aug 04 2016 8:20 AM. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open. The main content area is titled 'View Reports'. It contains a form with fields for Report Name (Load Reject Records by Employer), Report Description (Load Reject Records by Employer), Enter Criteria, Employer Code (28977 - ANNE), Retirement System (Deputy Sheriff Retirement System), File Type (Contributions Only, highlighted with a red box), Begin Date, End Date, Format (PDF), and two buttons: Reset and Generate.

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: * 28977 - ANNE

Retirement System: * Deputy Sheriff Retirement System

File Type: * Contributions Only

Begin Date:

End Date:

Format: PDF

Reset **Generate**



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

Screenshot of the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final version. The page shows the 'View Reports' section with a report named 'Load Reject Records by Employer'. The 'Begin Date' field is highlighted with a red box, showing the calendar for August 2016. The date 'August 4, 2016' is selected.

Report Name: Load Reject Records by Employer

Report Description: Load Reject Records by Employer

Enter Criteria:

Employer Code: * 28977 - ANNE

Retirement System: * Deputy Sheriff Retirement System

File Type: * Enrollments Only

Begin Date: * [Calendar]

End Date:

Format: PDF

Reset Generate

Today: August 4, 2016

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



Step 10 -- Select the report format from the **Format drop down menu.**

Note: PDF is the default selection.

The screenshot shows the 'View Reports' section of the WVCPRB COMPASS Project. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia Retirement Board), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), email (Email: CPRB@wv.gov), and user information (Employer Self Service, Kaniska Saha, Annsa Abraham). The menu bar includes Employer Home, Report, Services, Account, Admin, and Logout. A green 'COMPASS' logo is on the right. Below the menu, a button says '-- Available Forms --' with an 'Open' link. The main area is titled 'View Reports'. It contains a form with the following fields:
Report Name: Load Reject Records by Employer
Report Description: Load Reject Records by Employer
Enter Criteria:
Employer Code: * 28977 - ANNE
Retirement System: * Deputy Sheriff Retirement System
File Type: * Enrollments Only
Begin Date: * 8/4/2016
End Date: (empty input field)
Format: PDF (highlighted with a red box)
Buttons: Reset, Generate



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

Note: The **Reset** button clears all the details in the fields and allows the information to be re-entered.

The screenshot shows the WVCPRB COMPASS Employer Self Service interface. At the top, there is a logo with letters C, P, R, B and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user's name (Kaniska Saha), role (Annsa Abraham), and login information (UserGuide Last Login: Thu, Aug 04 2016 6:20 AM). The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. The main title is "View Reports". The form area contains fields for Report Name (Load Reject Records by Employer), Report Description (Load Reject Records by Employer), Enter Criteria (Employer Code: 28977 - ANNE, Retirement System: Deputy Sheriff Retirement System, File Type: Enrollments Only, Begin Date: 8/4/2016, End Date: blank), and Format (PDF). Below the form are "Reset" and "Generate" buttons, with the "Generate" button being highlighted with a red box.

Step 12 -- To view the report, click the **Open** button.

Do you want to open or save LOADREJECTRECORDSBYEMPLOYER71958.pdf (161 KB) from 10.118.23.92?

Open **Save** **Cancel**



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

	Consolidated Public Retirement Board 4101 MacCorkle Avenue, SE Charleston, WV 25304 304-558-3570 or 800-654-4406 www.wvretirement.com	
08/04/2016 07:19 AM	Load Reject Records by Employer Report	
Filter Conditions Employer Code: 28977 Retirement System: DSRS File Type: ENRL Begin Date: 8/4/2016 End Date:		



16. View Employee Information

The **Employee Information** screen in CPRB's ESS portal allows the employers to view the salary and contribution history for a selected employee who currently works or has worked for the employer previously.

The following steps demonstrate how to access an employee's information using their SSN:

Step 1 -- To navigate to the **Employee Information** screen, click the following menu options:

Services > Employee Information

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site, employers can:

- Reporting Enrollments
- Processing EFT Payments
- Processing Corrections
- Adding/Updating Employees
- Reviewing Submitted Forms
- Verifying CPRB IDs and Social Security Numbers

This tool was designed to improve secure online access to your retirement benefits.

It is our privilege to provide you with the best service possible.

Jeffrey E. Fleck
Executive Director

West Virginia
Consolidated Public Retirement Board
www.wvretirement.com

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

The screenshot shows the 'Employee Information' page. At the top, there is a logo with letters C, P, R, B and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user 'Kaniska Saha' and 'Annsa Abraham' with a 'UserGuide Last Login: Thu, Aug 04 2016 8:40 AM'. The top navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and Available Forms. The main section is titled 'Employee Information' and contains a form for entering the Employee SSN. The 'SSN' field is highlighted with a red box, containing the value '(999999999)'. Below the field is a 'Next >>' button.

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

The screenshot shows the same 'Employee Information' page after the 'Next >>' button was clicked. The 'SSN' field now displays masked input '*****' followed by '(999999999)'. The rest of the page remains identical to the previous screenshot, including the header, navigation bar, and overall layout.



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

The screenshot shows the 'Employee Information' page of the WVCPRB COMPASS Project. At the top, there is a green header bar with the text '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'. On the right side of the header, it says 'Employer Self Service', 'Prittha Nanda', 'Test00001', 'UserGuide Last Login: Wed, Aug 03 2016 11:29 AM', and 'Log Out'. Below the header is a blue navigation bar with tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation bar is the word 'COMPASS' with a gear icon. Below the navigation bar, there is a dropdown menu 'Available Forms' and an 'Open' button. The main content area has a grey header 'Employee Information'. Below it, a section titled 'Enter Employee SSN' contains the instruction 'Enter the Employee SSN that you wish to work with and then click on the [Next] button.' A form field for 'SSN:' has a red asterisk and a placeholder '(9999999999)'. Below the field is a 'Next >>' button. The next section, 'View Account History', displays employee details: 'Employee Name : ROMEO BROUWER', 'Employee SSN : XXX-XX-2465', and 'Date Of Birth : 6/1/1964'. Below this, the 'Account Information' section lists various details: 'CPRB ID : 524934', 'Retirement System : Teachers' Retirement System', 'Most Recent Contribution Group : TRSPLN1 - TRS Plan 1', 'Most Recent Employer : TEST00001', 'Employment Begin Date : 7/1/2009', and 'Employment End Date : PRESENT'. The final section, 'Account History', shows a table of salary and contribution history:

Year	Service Type	Employer	Contribution Group	Total Salary	Total Contributions
2016	MEMBERSHIP	TEST00001	TRSPLN1 - TRS Plan 1	12491.70	2623.26
2016	MEMBERSHIP	TEST00001	TRSPLN3 - TRS Plan 3	4163.90	874.42
2015	MEMBERSHIP	TEST00001	TRSPLN3 - TRS Plan 3	2081.95	437.21
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:

Report > Submit DSRS Fee

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

Employer Self Service
Kaniska Saha
Annsa Abraham

UserGuide Last Login: Thu, Jun 23 2018 3:36 AM

Log Out

COMPASS

– Available Forms – Open

Welcome to The West Virginia Consolidated Public Retirement Board (CPRB). From this site you can report employee data to the West Virginia Consolidated Public Retirement Board in a number of ways, including:

- Reporting employee data
- Processing employee data
- Processing employee data
- Adding new employees
- Reviewing employee data
- Verifying employee data

This tool was developed to provide secure online access to our services. It is our privilege to serve you.

Jeffrey E. Fleckenstein
Executive Director

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

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

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Employer Self Service
Kaniska Saha
Annsa Abraham

UserGuide Last Login: Thu, Jun 23 2016 3:36 AM

Log Out

Employer Home Report Services Account Admin Logout

– Available Forms – Open

Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date:

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

The screenshot shows the CPRB COMPASS interface. At the top, there's a logo with the letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows 'Employer Self Service' with users Kaniska Saha and Annsa Abraham, and a 'Log Out' button. Below the header, a green navigation bar includes links for 'Employer Home', 'Report' (with a dropdown arrow), 'Services' (with a dropdown arrow), 'Account' (with a dropdown arrow), 'Admin' (with a dropdown arrow), and 'Logout'. To the right of the navigation bar is the word 'COMPASS' with a gear icon. A dropdown menu labeled '-- Available Forms --' with an 'Open' button is also visible. The main content area has a title 'Deputy Sheriff Statewide Uniform Fees' and a descriptive paragraph about the DSRS Fee module. On the left, a 'Report Date:' label is followed by a calendar interface. The calendar shows the year 2016 with arrows for navigation. The months Jan through Dec are listed in two rows. Below the calendar, the text 'Today: June 23, 2016' is displayed. A red box highlights the calendar area. At the bottom left, there's a link to 'West Virginia Consolidated Public Retirement Board Home'. At the bottom right, a copyright notice reads: 'Online database information presented on this website is collected, maintained and provided for the convenience of our customers. While every effort is made to keep such information accurate and up-to-date, the West Virginia Consolidated Public Retirement Board (CPRB) cannot guarantee the accuracy of information herein. The CPRB shall under no circumstances be liable for any actions taken or omissions made in reliance on any information contained herein from whatever source or any other consequences from any such reliance.' The footer also contains a copyright notice: 'Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved.'



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

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

Employer Self Service
Emely South
Dsrs4
UserGuide Last Login: Tue, Jun 14 2016 6:22 AM
Log Out

Employer Home Report Services Account Logout COMPASS Available Forms Open

Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Permitting Month from Invoices module.

Report Date: 01/2016

WV State Code 7-14E-2	License Count	License Name	License Rate	License Cost
# 20		Of Traffic Accident Reports	@ \$10.00 each	200.00
#		Of Criminal Investigation Reports	@ \$10.00 each	
#		Of Incident Reports	@ \$10.00 each	
#		Of Property Reports	@ \$10.00 each	
Sub-Section B				
#		Of Adult Private Employment Fingerprinting	@ \$5.00 each	
#		Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
#		Of Motor Vehicle Number I.D.	@ \$5.00 each	
#		Of Adult I.D. Cards	@ \$5.00 each	
#		Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C				
#		Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17				
#		Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
#		Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14				
#		Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
#		Of Levying an Attachment on Real Estate	@ \$2.00 each	
#		Of Other Levies	@ \$2.00 each	
#		Of Writ of Possessions Served	@ \$2.00 each	
#		Of Attachments or Other Process Served on Any Person	@ \$2.00 each	

Calculate Save Submit



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

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

Employer Home Report Services Account Logout Log Out UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date: 01/2016

WV State Code 7-14E-2			
License Count	License Name	License Rate	License Cost
# 20	Of Traffic Accident Reports	@ \$10.00 each	200.00
#	Of Criminal Investigation Reports	@ \$10.00 each	
#	Of Incident Reports	@ \$10.00 each	
#	Of Property Reports	@ \$10.00 each	
Sub-Section B			
#	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
#	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
#	Of Motor Vehicle Number I.D.	@ \$5.00 each	
#	Of Adult I.D. Cards	@ \$5.00 each	
#	Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C			
#	Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17			
#	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
#	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14			
#	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
#	Of Levying an Attachment on Real Estate	@ \$2.00 each	
#	Of Other Levies	@ \$2.00 each	
#	Of Writ of Possessions Served	@ \$2.00 each	
#	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	

Calculate **Save** **Submit**



Step 6 -- The ESS portal calculates the total cost.

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Employer Self Service
Emely South
Dsrs4
UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

COMPASS

Employer Home Report Services Account Logout -- Available Forms -- Open

Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date: 01/2016

WV State Code 7-14E-2	License Count	License Name	License Rate	License Cost
# 20		Of Traffic Accident Reports	@ \$10.00 each	200.00
#		Of Criminal Investigation Reports	@ \$10.00 each	
#		Of Incident Reports	@ \$10.00 each	
#		Of Property Reports	@ \$10.00 each	
Sub-Section B				
#		Of Adult Private Employment Fingerprinting	@ \$5.00 each	
#		Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
#		Of Motor Vehicle Number I.D.	@ \$5.00 each	
#		Of Adult I.D. Cards	@ \$5.00 each	
#		Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C				
#		Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17				
#		Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
#		Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14				
#		Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
#		Of Levy 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	
TOTAL = \$ 200.00				
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.

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

Employer Self Service
Emely South
DSRS4

UserGuide Last Login: Tue, Jun 14 2016 6:22 AM

Log Out

Employer Home Report Services Account Logout

-- Available Forms -- Open

Deputy Sheriff Statewide Uniform Fees

The Submit DSRS Fee module allows employers to manage DSRS Fee reporting and payment information. The status of all DSRS Fee reports can be viewed from this screen. Employer can also view the invoice associated with the DSRS Fee for that Remitting Month from Invoices module.

Report Date: 01/2016

WV State Code 7-14E-2			
License Count	License Name	License Rate	License Cost
# 20	Of Traffic Accident Reports	@ \$10.00 each	200.00
#	Of Criminal Investigation Reports	@ \$10.00 each	
#	Of Incident Reports	@ \$10.00 each	
#	Of Property Reports	@ \$10.00 each	
Sub-Section B			
#	Of Adult Private Employment Fingerprinting	@ \$5.00 each	
#	Of Federal Firearm Permit Fingerprinting	@ \$5.00 each	
#	Of Motor Vehicle Number I.D.	@ \$5.00 each	
#	Of Adult I.D. Cards	@ \$5.00 each	
#	Of Photo I.D. Cards	@ \$5.00 each	
Sub-Section C			
#	Of Non-Governmental Background Investigation	@ \$5.00 each	
WV State Code 17A-3-17			
#	Of Renewal of Class A or G Vehicle Registration	@ \$0.50 each	
#	Of Two Year Renewal of Class A or G Vehicle Registration	@ \$1.00 each	
WV State Code 59-1-14			
#	Of Orders, Notices, Summons Served & Returned	@ \$2.00 each	
#	Of Levying an Attachment on Real Estate	@ \$2.00 each	
#	Of Other Levies	@ \$2.00 each	
#	Of Writ of Possessions Served	@ \$2.00 each	
#	Of Attachments or Other Process Served on Any Person	@ \$2.00 each	
TOTAL = \$			200.00
Calculate		Save	Submit



Step 8 -- The “Your DSRS Fee has been successfully submitted” message is displayed which confirms that the DSRS Fee is submitted.

The screenshot shows a web-based application interface for the WVCPRB COMPASS system. At the top left is the logo for the West Virginia Commission on Rehabilitation of Persons with Disabilities (CPRB). To its right, contact information is listed: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455, and Email: CPRB@wv.gov. The top right corner shows the user's login details: "Employer Self Service" with a lock icon, the name "Emely South", and the ID "Dsrs4". It also displays the date and time of the last login: "UserGuide Last Login: Tue, Jun 14 2016 6:22 AM". A "Log Out" button is also present. Below the header, a navigation menu includes "Employer Home", "Report", "Services", "Account", and "Logout". On the far right, there are "Open" and "Print" buttons. The main content area is titled "Confirmation" and contains the message "DSRS Fee License Submitted" in a grey header bar. Below this, a green success message states "Your DSRS Fee has been successfully submitted." At the bottom right of the content area is a "Continue" button.

Note: Following the same steps in the **Submit DSRS Fee** Section of this manual, the reports that were previously submitted can be viewed in read-only mode.



18. Process Invoices

The **Invoices** screen enables employers to view the invoices and allows payment of invoices through ACH. Using this screen, employers can apply payments to outstanding debit invoices.

Note: Credit invoices are not displayed in the **Invoices** screen, credit invoices are instead shown in the Contribution summary at the time the report is submitted.

Follow the steps below to pay an invoice in ESS:

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

Report > Invoices

The screenshot shows the CPRB Employer Self Service website interface. At the top right, there is a user profile for 'Kaniska Saha' and 'Amna Abraham'. Below the header, there is a navigation bar with tabs: 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Report' tab is currently selected. A dropdown menu for 'Report' is open, listing several options: 'Payroll Schedule', 'Annual End of Year Reconciliation', 'Contribution Group Search', 'Submit DSRS Fee', 'Submit Employer Reports', 'View Employer Packets', 'Download CPRB ID', and 'Invoices'. The 'Invoices' option is highlighted with a red rectangular box. On the left side of the page, there is a sidebar with a logo for the West Virginia Consolidated Public Retirement Board (CPRB) and some descriptive text about the service. The main content area contains general information about the employer self-service website and its various features.



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

The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual Final. At the top, there is a logo for "CPRB" and contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user information: Employer Self Service, Bob Hope, Dep, and a log out button. Below the header, there is a navigation bar with links for Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar is the word "COMPASS". A dropdown menu for "Available Forms" is open. The main content area is titled "Invoices". It contains instructions: "The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click Pay Invoice. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window." Below these instructions are three filter options: "Recent Invoices" (dropdown menu), "Date Range" (input fields for mm/dd/yy and a "Show" button), and "Invoice Type" (dropdown menu). There is also a checkbox for "Show Paid Invoices". The main table lists invoices with columns: Invoice, Invoice Type, Retirement System, Date, Due Date, Amount, Balance Due, and Status. One row is highlighted with a red border: "1193" (checkbox selected), "Penalty – Monthly Reporting", "PERS", "6/2/2016", "07/02/2016", "\$50.00", "\$50.00", and "Unpaid". At the bottom left of the table is a green "Pay Invoice Now" button.

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
1193	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid



Step 3 -- Search for an invoice using the search criteria of **Recent Invoices**, **Date Range**, **Payment Mode**, or **Invoice Type**.

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> 1193	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid

Pay Invoice Now

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

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
<input checked="" type="checkbox"/> 1193	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid

Pay Invoice Now



Step 5 -- Click the Pay Invoice Now button.

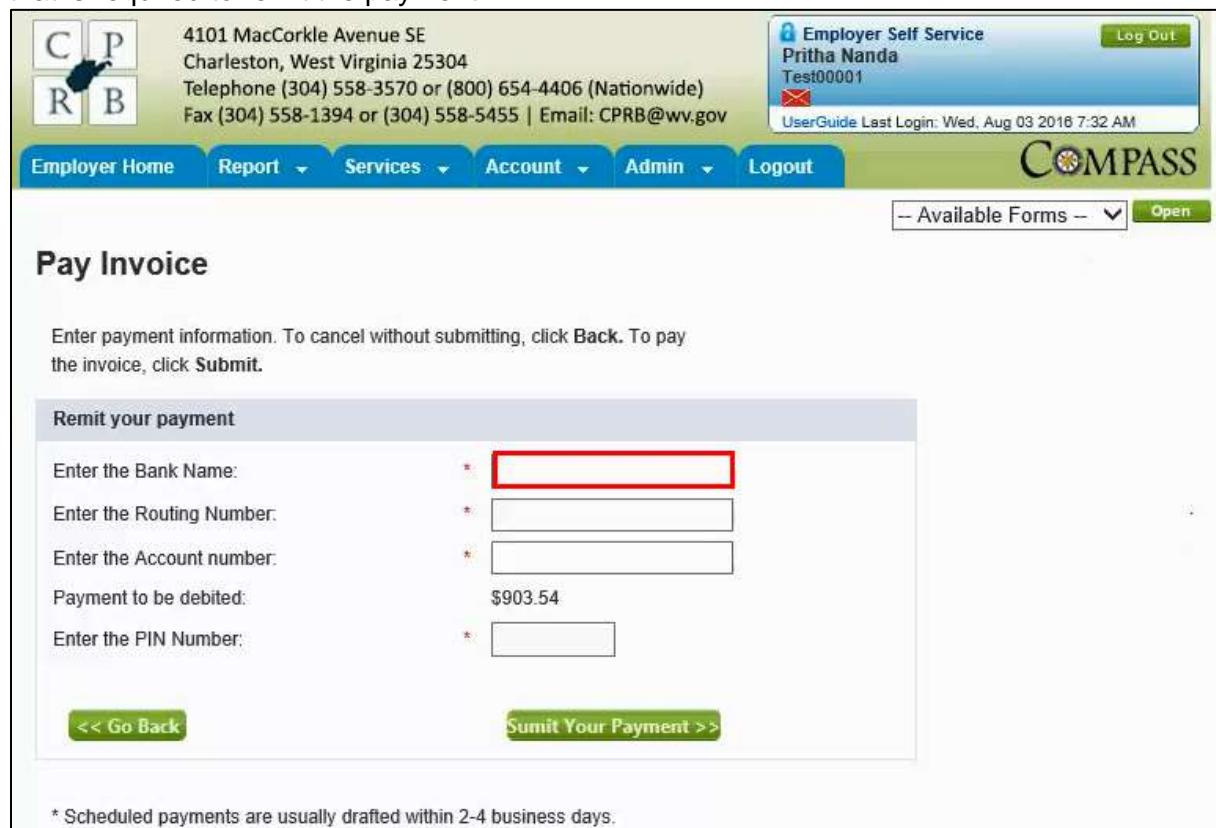
The screenshot shows the WVCPRB COMPASS Employer Self Service Work Process Manual interface. At the top, there is a header with the logo 'CPRB' (Charleston, West Virginia Retirement Board), address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)), fax number (Fax (304) 558-1394 or (304) 558-5455), and email (Email: CPRB@wv.gov). The top right corner shows the user information: 'Employer Self Service' (Bob Hope), 'Dep' (with a red mail icon), and 'UserGuide Last Login: Wed, Aug 03 2016 7:33 AM'. The top navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation is the word 'COMPASS'. Below the navigation, there is a dropdown menu for 'Available Forms' with an 'Open' button. The main content area is titled 'Invoices'. It contains search filters: 'Recent Invoices' (radio button selected, dropdown menu '-Select-'), 'Date Range' (radio button, input fields 'mm/dd/yy' to 'mm/dd/yy' with a 'Show' button), 'Invoice Type' (dropdown menu '-Select-'). There is also a 'Payment Mode' dropdown set to '-All-' and a checkbox for 'Show Paid Invoices'. Below the filters is a table listing invoices. The first row shows a checked checkbox, the invoice number '1193', the type 'Penalty – Monthly Reporting', the system 'PERS', the date '6/2/2016', the due date '07/02/2016', the amount '\$50.00', the balance '\$50.00', and the status 'Unpaid'. At the bottom of the table is a green button labeled 'Pay Invoice Now' with a red border and a red box highlighting it.

Invoice	Invoice Type	Retirement System	Date	Due Date	Amount	Balance Due	Status
1193	Penalty – Monthly Reporting	PERS	6/2/2016	07/02/2016	\$50.00	\$50.00	Unpaid



Step 6 -- The Pay Invoice screen is displayed. Enter the Bank Name.

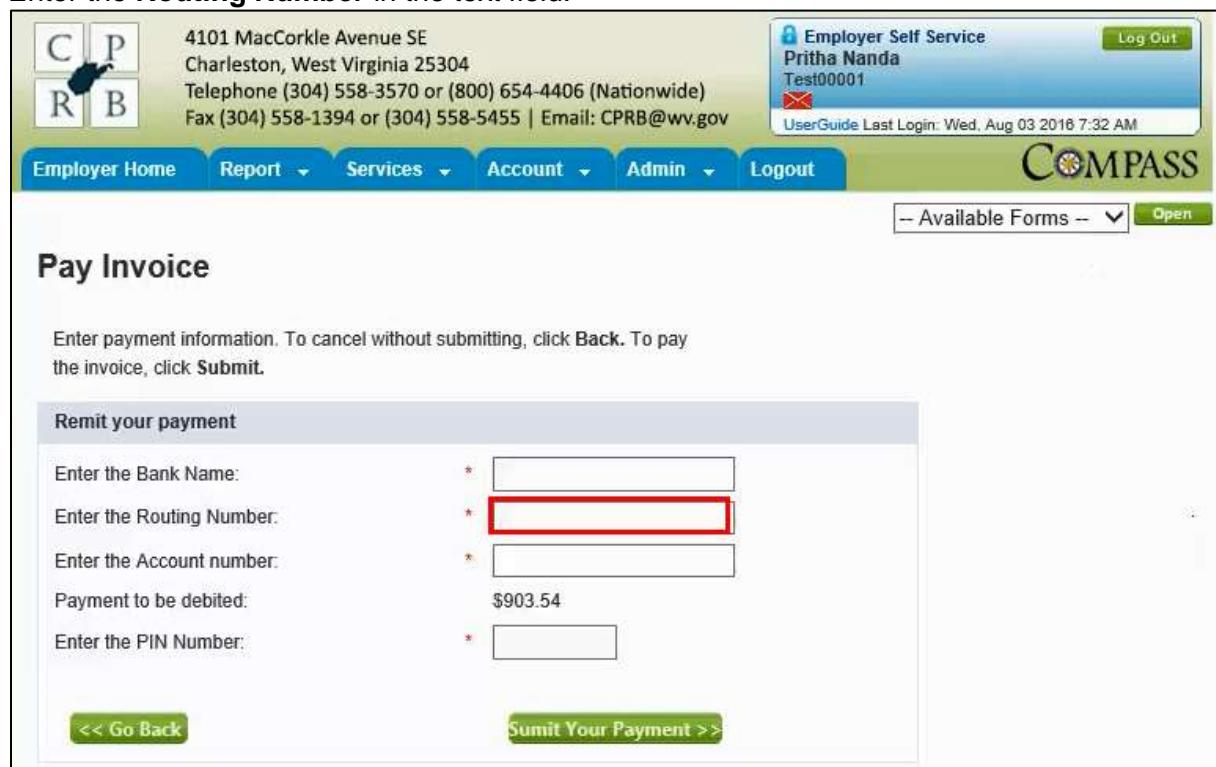
Note: If the employer payment remittance type is ACH the PIN Number is the only field that is required to remit the payment.



The screenshot shows the 'Pay Invoice' page. At the top right, there's a user profile for 'Prittha Nanda' with a 'Log Out' button. Below the header, a green bar contains links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right, there's a 'COMPASS' logo and a dropdown menu for 'Available Forms'. The main content area is titled 'Pay Invoice' and contains instructions: 'Enter payment information. To cancel without submitting, click Back. To pay the invoice, click Submit.' Below this, a form is titled 'Remit your payment'. It includes fields for 'Enter the Bank Name:' (with a red asterisk), 'Enter the Routing Number:' (with a red asterisk), 'Enter the Account number:' (with a red asterisk), 'Payment to be debited:' (\$903.54), and 'Enter the PIN Number:' (with a red asterisk). At the bottom left is a 'Go Back' button, and at the bottom right is a 'Submit Your Payment >>' button.

* Scheduled payments are usually drafted within 2-4 business days.

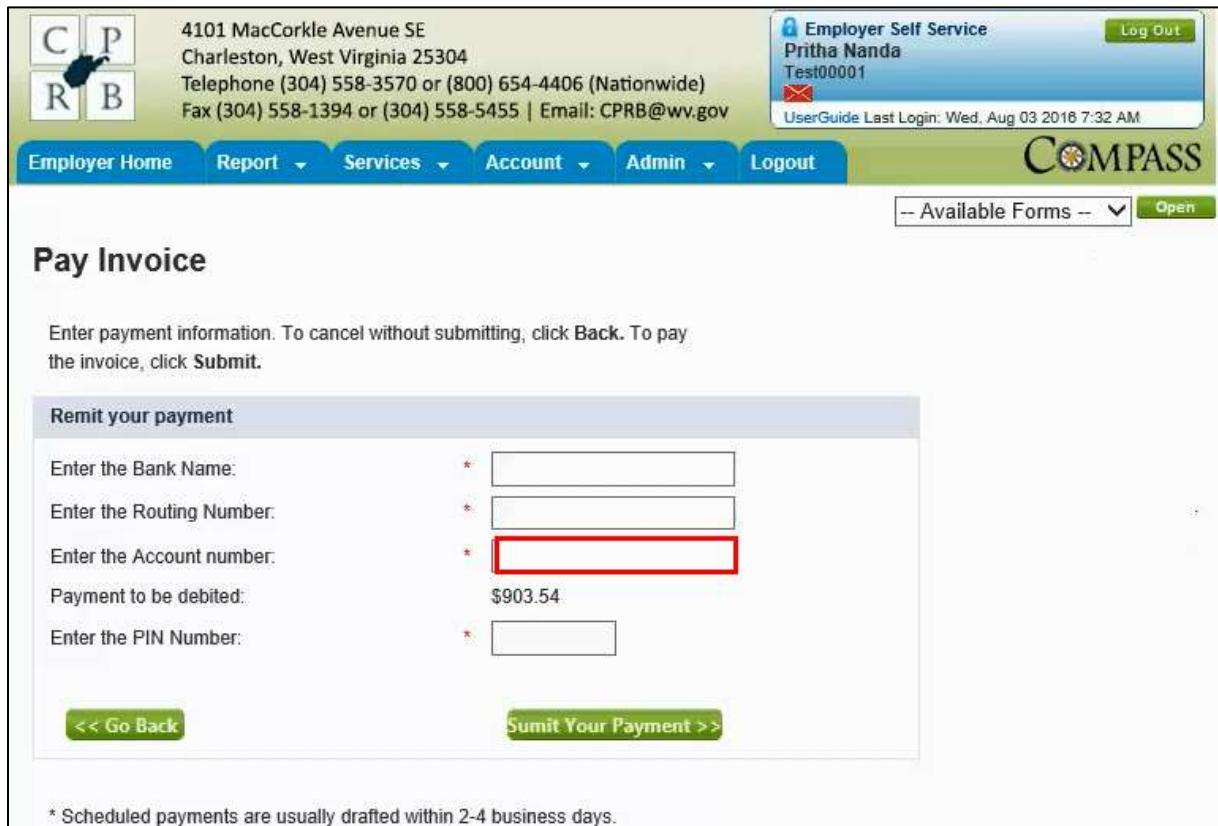
Step 7 -- Enter the Routing Number in the text field.



This screenshot is identical to the one above, showing the 'Pay Invoice' page with the 'Remit your payment' form. The 'Enter the Routing Number:' field is specifically highlighted with a red box. All other fields and layout elements are the same as the previous screenshot.



Step 8 -- Enter the Account Number in the text field.



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Employer Self Service
Prittha Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Pay Invoice

Enter payment information. To cancel without submitting, click Back. To pay the invoice, click Submit.

Remit your payment

Enter the Bank Name: *

Enter the Routing Number: *

Enter the Account number: *

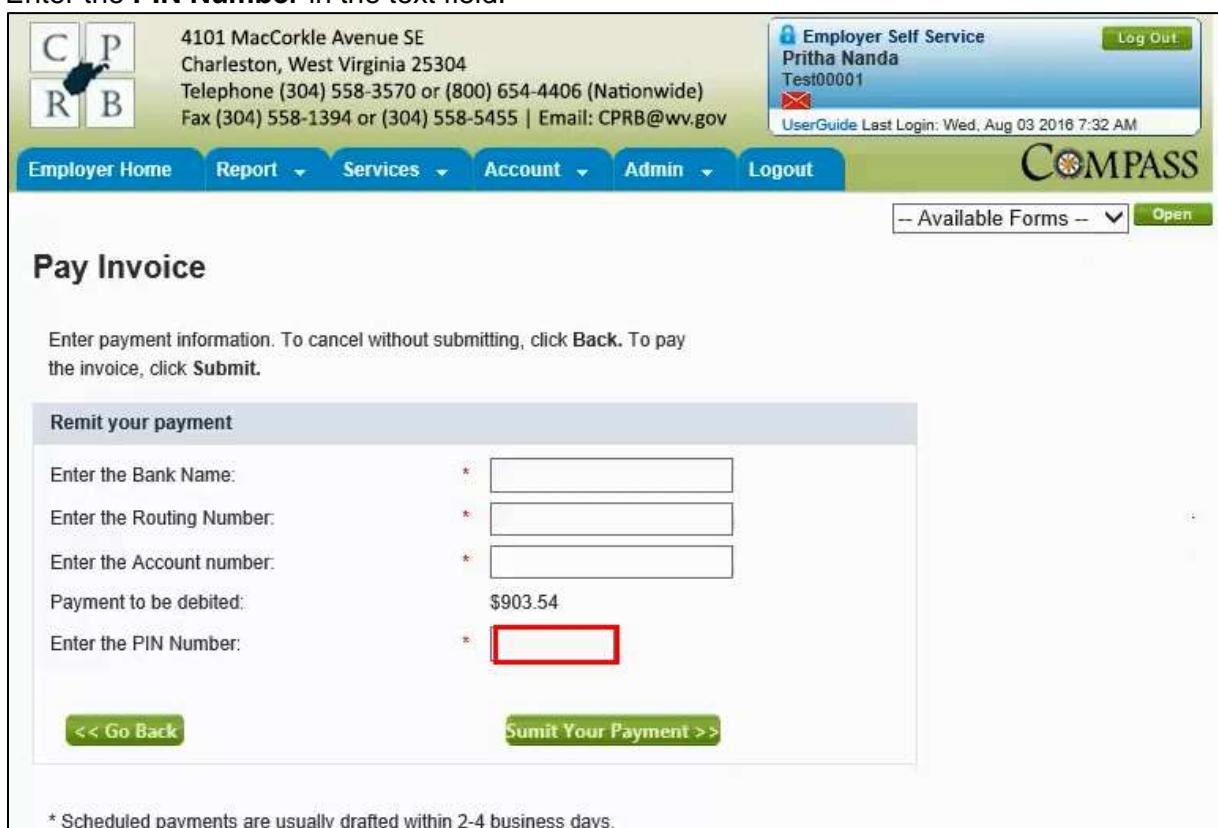
Payment to be debited: \$903.54

Enter the PIN Number: *

<< Go Back **Submit Your Payment >>**

* Scheduled payments are usually drafted within 2-4 business days.

Step 9 -- Enter the PIN Number in the text field.



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Employer Self Service
Prittha Nanda
Test00001
UserGuide Last Login: Wed, Aug 03 2016 7:32 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- Open

Pay Invoice

Enter payment information. To cancel without submitting, click Back. To pay the invoice, click Submit.

Remit your payment

Enter the Bank Name: *

Enter the Routing Number: *

Enter the Account number: *

Payment to be debited: \$903.54

Enter the PIN Number: *

<< Go Back **Submit Your Payment >>**

* Scheduled payments are usually drafted within 2-4 business days.



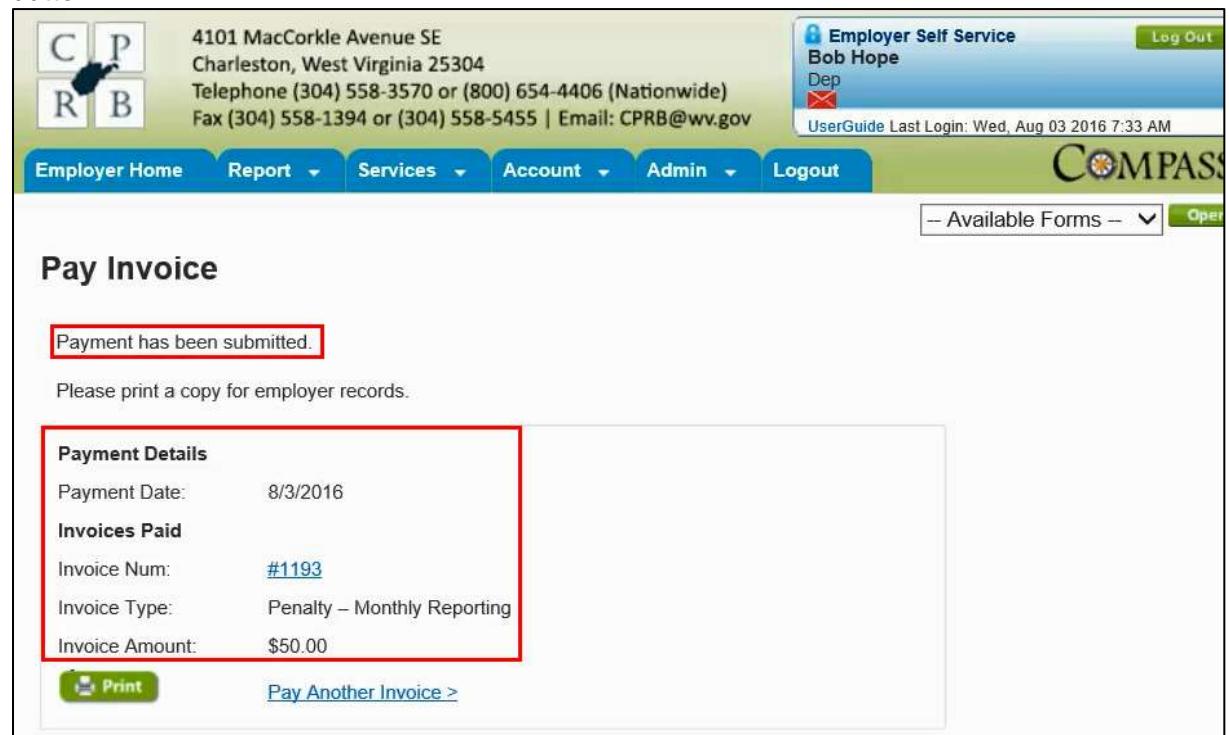
Step 10 -- Click the **Submit Your Payment >> button.**

The screenshot shows a web-based application interface for the WVCPRB COMPASS Project. At the top, there is a logo consisting of four squares containing the letters C, P, R, and B. To the right of the logo, the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304' is listed, along with telephone and fax numbers. On the far right, the user information 'Employer Self Service', 'Pritha Nanda', 'Test00001', and 'UserGuide Last Login: Wed, Aug 03 2016 7:32 AM' is displayed, along with a 'Log Out' button. Below this header, a navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A 'COMPASS' logo is positioned on the right side of the navigation bar. A dropdown menu labeled '-- Available Forms --' is shown, with an 'Open' button next to it. The main content area is titled 'Pay Invoice' and contains instructions: 'Enter payment information. To cancel without submitting, click Back. To pay the invoice, click Submit.' Below this, a section titled 'Remit your payment' contains several input fields: 'Enter the Bank Name:' with value 'Stanford bank', 'Enter the Routing Number:' with value '301178945', 'Enter the Account number:' with value '876098901', 'Payment to be debited:' with value '\$19.40', and 'Enter the PIN Number:' with value '****'. At the bottom of this section are two buttons: '**<< Go Back**' and '**Submit Your Payment >>**', with the latter being the target of the step 10 instruction. A mouse cursor is shown clicking the 'Submit Your Payment >>' button.



Step 11 -- The “Payment has been submitted” message is displayed along with the **Payment Details** and the **Invoices Paid** details.

Note: The Pay Invoice confirmation screen can be printed by clicking the  button.



The screenshot shows a web-based application interface for the WVCPRB COMPASS system. At the top, there is a header with the logo 'CPRB' (a stylized 'C', 'P', 'R', 'B' in a grid), the address '4101 MacCorkle Avenue SE, Charleston, West Virginia 25304', contact information ('Telephone (304) 558-3570 or (800) 654-4406 (Nationwide)', 'Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov'), and a user session info bar ('Employer Self Service', 'Bob Hope', 'Dep', 'UserGuide Last Login: Wed, Aug 03 2016 7:33 AM', 'Log Out'). Below the header is a navigation menu with links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the menu is a green 'COMPASS' logo. A dropdown menu labeled '-- Available Forms --' is also visible. The main content area is titled 'Pay Invoice' and contains a message box with the text 'Payment has been submitted.' Below this, a note says 'Please print a copy for employer records.' A red rectangular box highlights a section containing 'Payment Details' and 'Invoices Paid' information. This section includes fields for 'Payment Date' (8/3/2016), 'Invoice Num' (#1193), 'Invoice Type' (Penalty – Monthly Reporting), and 'Invoice Amount' (\$50.00). At the bottom of this highlighted section are two buttons: a green 'Print' button and a link 'Pay Another Invoice >'. The entire page has a light blue background.

Payment has been submitted.

Please print a copy for employer records.

Payment Details

Payment Date: 8/3/2016

Invoices Paid

Invoice Num: #1193

Invoice Type: Penalty – Monthly Reporting

Invoice Amount: \$50.00

 [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

The screenshot shows the CPRB Employer Self Service interface. At the top, there's a logo for 'CPRB' and contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows 'Employer Self Service' with user names Kaniska Saha and Annisa Abraham, and a 'Logout' button. A 'UserGuide Last Login: Thu, May 26 2016 11:24 AM' message is also present. On the right side, there's a 'COMPASS' logo and a 'Available Forms' dropdown. The main content area has a sidebar with links to Death Notice, Seminars, Employer Certification, Employee Information, Reports, Message Center, Online Process Service Purchase Estimator, and Online Process Service Purchase Request. The 'Bulk Order' link is highlighted with a red box and a cursor arrow.



Step 2 -- The Bulk Order screen displays. Select the Order Type from the drop down menu.

The screenshot shows the CPRB COMPASS Bulk Order interface. At the top, there's a header with the CPRB logo, address (4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304), phone numbers (304) 558-3570 or (800) 654-4406, and email (CPRB@wv.gov). The user is logged in as Kaniska Saha and Arissa Abraham. A message at the top right indicates the last login was on May 26, 2016, at 11:24 AM. The main navigation bar includes links for Employer Home, Report, Services, Account, Admin, Logout, and a green 'COMPASS' logo. Below the navigation is a sub-header 'Bulk Order'. The form itself has fields for 'Order Type' (with a dropdown menu containing 'Brochures', 'Coupons', and 'Forms', where 'Brochures' is highlighted with a red box), 'Quantity' (an input field), and a 'Comment' text area. At the bottom right are 'Submit' and 'Cancel' buttons. The footer contains copyright information for the West Virginia Consolidated Public Retirement Board (www.wvretirement.com) and a disclaimer about the accuracy of the online database information.

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

Employer Self Service
Kaniska Saha
Arissa Abraham

UserGuide Last Login: Thu, May 26 2016 11:24 AM

Log Out

Employer Home Report Services Account Admin Logout COMPASS

-- Available Forms -- Open

Bulk Order

Bulk Order

Order Type: *

Comment: *

Quantity: *

Submit Cancel

West Virginia
Consolidated Public Retirement Board
www.wvretirement.com

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 3 -- Enter the required number for bulk order in the **Quantity** field and relevant comments in the **Comment** field.

The screenshot shows the 'Bulk Order' page. At the top, there is a logo with letters C, P, R, B and contact information: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The header also includes 'Employer Self Service', 'Hope Bob', 'West Virginia State Police', 'UserGuide Last Login: Tue, Jun 07 2016 2:59 PM', and 'Log Out'. Below the header, a navigation bar has links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right, there are buttons for 'Available Forms' and 'Open'. The main content area is titled 'Bulk Order'. It contains three input fields: 'Order Type' (set to 'Brochures'), 'Quantity' (set to '100'), and 'Comment' (containing the text 'For employee education.'). The 'Comment' field is highlighted with a red border. At the bottom right are 'Submit' and 'Cancel' buttons.

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

This screenshot shows the same 'Bulk Order' page after the user has clicked the 'Submit' button. The page now displays a success message: 'Your order has been submitted successfully. You will receive an email confirmation shortly.' The rest of the page content, including the order details and navigation links, remains the same as in the previous screenshot.



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

The screenshot shows a web-based application interface for the West Virginia State Police Retirement Board (CPRB). At the top, there is a logo consisting of four squares containing the letters C, P, R, and B. To the right of the logo, the address is listed: 4101 MacCorkle Avenue S.E., Charleston, West Virginia 25304. Below the address are telephone and fax numbers, along with an email address: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the far right of the header, there is a user profile section for "Employer Self Service" user "Hope Bob" from "West Virginia State Police". It also shows the last login date: "UserGuide Last Login: Tue, Jun 07 2016 2:59 PM". Navigation links include "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". A large green button labeled "COMPASS" is prominently displayed. Below the header, a message box titled "Confirmation" contains the text "Bulk Order placed" and "Your order is placed successfully. Please contact the Retirement Board if you have any questions." A green "Ok" button is located at the bottom right of the message box.

Step 6 -- Click the button to return to the **Home** screen.

This screenshot is identical to the one above, showing the Confirmation screen with the message "Bulk Order placed" and "Your order is placed successfully. Please contact the Retirement Board if you have any questions.". However, the "Ok" button at the bottom right of the confirmation message box is now highlighted with a red border, indicating it is the target for the next step.



20. Service Purchase Calculator

The **Service Purchase Calculator** allows employers to calculate a Service Purchase cost estimate for the various service types within a retirement system. Employers typically receive service purchase cost estimate requests from the members in the system.

Step 1 -- To navigate to the **Service Purchase Calculator** screen, click the following menu options:

Services > Service Purchase Estimator

The screenshot shows the CPRB Employer Self Service portal. At the top right, a user profile for 'Bob Hope' is displayed with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The 'Services' dropdown is expanded, showing options like 'Bulk Order', 'Death Notice', 'Seminars', 'Employer Certification', 'Employee Information', 'Reports', and 'Message Center'. The 'Online Process Service Purchase Estimator' option is highlighted with a red box. On the right side of the page, there is a sidebar with a 'Available Forms' dropdown and a 'COMPASS' logo.

Step 2 -- The **Enter Employee SSN** screen displays.

The screenshot shows the 'Online Service Purchase Calculator' screen. At the top right, a user profile for 'Bob Hope' is displayed with a 'Log Out' button. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The main content area is titled 'Online Service Purchase Calculator' and contains a form field labeled 'Enter Employee SSN'. A note below the field says, 'Enter the Employee SSN that you wish to work with and then click the [Next] button.' There is a text input field for 'SSN:' with a placeholder '(9999999999)' and a green 'Next>>' button at the bottom.



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

The screenshot shows the CPRB COMPASS website. At the top, there is a logo with the letters C, P, R, and B in a grid. The header includes the address 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact information: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right corner shows the user information: Employer Self Service, Bob Hope, Dep, and a Log Out button. A message bar at the top right says "UserGuide Last Login: Thu, Aug 04 2016 5:12 AM". Below the header, there is a navigation menu with links for Employer Home, Report, Services, Account, Admin, and Logout. To the right of the menu is the word "COMPASS". A dropdown menu titled "Available Forms" is open. The main content area is titled "Online Service Purchase Calculator". It has a form field labeled "Enter Employee SSN" with a placeholder "Enter the Employee SSN that you wish to work with and then click the [Next] button.". Below this is a text input field with the value "SSN: * [redacted] (999999999)". A green "Next>>" button is located below the input field. At the bottom left, there is a link to the "West Virginia Consolidated Public Retirement Board Home". On the right side, there is a note about the accuracy of the information provided on the website. At the very bottom, a copyright notice reads "Copyright © 2016 West Virginia Consolidated Public Retirement Board. All rights reserved".

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

This screenshot is identical to the one above, showing the "Online Service Purchase Calculator" page. The only difference is that the "SSN" input field now contains the value "233879645" instead of "999999999". The green "Next>>" button is still highlighted with a red border.



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

Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 5:12 AM

Logout

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms --

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879845
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

Calculation Information

Cost calculation date 8/31/2016
Member's birth date 2/1/1950
Participation date Years Months
Service Purchase Type

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date
Purchase End Date
Total Service Months

Next



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

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 5:12 AM

Logout

Employer Home Report Services Account Admin Logout

-- Available Forms -- Open

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

Membership Information

Member ID: 200046
Social Security Number: 233879845
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

Calculation Information

Cost calculation date 8/31/2016
Member's birth date 2/1/1950
Participation date Years Months
Service Purchase Type

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date
Purchase End Date
Total Service Months



Step 7 -- Select the Service Purchase Type from the drop down menu.

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 5:12 AM

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879845
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

Calculation Information

Cost calculation date: 8/31/2016
Member's birth date: 2/1/1950
Participation date: 3/1/1975
Your current service as of 08/04/2016: 27 Years 10 Months

Service Purchase Type

Correction of Error Service
Retroactive Service
Retroactive Legislative Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Amount of Refund and Refund date is populated based on the refund information available within our system. Please contact WVCPRB office if you have any questions regarding refund amount and refund date. When the results are calculated, the system will display lump sum amount and provide the details on Employee and Employer.

Purchase Start Date:
Purchase End Date:

Next



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

The screenshot shows the WVCPRB COMPASS Project Employer Self Service Work Process Manual Final. At the top right, there is a user profile for 'Bob Hope' with a 'Logout' button. Below the header, a navigation bar includes links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. On the right side of the header, the word 'COMPASS' is displayed. A dropdown menu for 'Available Forms' is open. The main content area is titled 'Online Service Purchase Calculator'. It has several sections: 'Membership Section' (listing the Public Employees Retirement System), 'Membership Information' (with fields for Member ID, Social Security Number, Name, and Birth Date), 'Service Purchase Calculator' (describing the purpose of the calculator), 'Calculation Information' (with fields for cost calculation date, member's birth date, participation date, current service as of, and service purchase type), and 'Calculation Detail Information' (describing how the system calculates total months of service). At the bottom, there are fields for 'Purchase Start Date' and 'Purchase End Date', both of which are currently empty and highlighted with a red box. A green 'Next' button is located at the bottom center.

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UserGulie Last Login: Thu, Aug 04 2016 5:12 AM

Employer Self Service
Bob Hope
Dep

Logout

COMPASS

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879645
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office.

Calculation Information

Cost calculation date: 8/31/2016
Member's birth date: 2/1/1950
Participation date: 3/1/1975
Your current service as of 08/04/2016: 27 Years 10 Months
Service Purchase Type: Correction of Error Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Purchase Start Date:

Purchase End Date:

Next



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

Screenshot of the C.P.R.B. COMPASS Online Service Purchase Calculator interface.

The page header includes the C.P.R.B. logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers (Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455), email (CPRB@wv.gov), and user information (Employer Self Service, Bob Hope, Dep, Last Login: Thu, Aug 04 2016 5:12 AM). Navigation links include Employer Home, Report, Services, Account, Admin, Logout, Available Forms, and Open.

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	8/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879645
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

Calculation Information

Cost calculation date: 8/31/2016
Member's birth date: 2/1/1950
Participation date: 3/1/1975
Your current service as of 08/04/2016: 27 Years 10 Months
Service Purchase Type: Correction of Error Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Purchase Start Date: 8/2/2016
Purchase End Date: [Redacted]

A green "Next" button is located at the bottom left of the form.



Step 10 -- Click the **Next>>** button.

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 5:12 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

-- Available Forms -- **Open**

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879845
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office

Calculation Information

Cost calculation date: 8/31/2016
Member's birth date: 2/1/1950
Participation date: 3/1/1975
Your current service as of 08/04/2016: 27 Years 10 Months
Service Purchase Type: Correction of Error Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates, when the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount

Purchase Start Date: 8/2/2016
Purchase End Date: 8/4/2016

Next



Step 11 -- Enter the salary amount in the **Salary field.**

Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 5:12 AM

Logout **COMPASS**

Available Forms -- **Open**

Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

Membership Information

Member ID: 269046
Social Security Number: 233879845
Name: KELVIN KINSMAN
Birth Date: 2/1/1950

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; If you wish to inquire further, please contact our office.

Calculation Information

Cost calculation date 8/31/2016
Member's birth date 2/1/1950
Participation date 3/1/1975
Your current service as of 08/04/2016 27 Years 10 Months
Service Purchase Type Correction of Error Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the result are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Purchase Start Date 8/2/2016
Purchase End Date 8/4/2016

Next

Start Date	End Date	Salary
8/2/2016	8/4/2016	\$0.00

Calculate Purchase Estimate **Clear Form**



Step 12 -- Click the **Calculate Purchase Estimate button.**

The screenshot shows the 'Online Service Purchase Calculator' page. At the top right, there's a logo for 'Employer Self Service' with the user 'Bob Hope' and a 'Logout' button. Below it, a message says 'UserGuide Last Login: Thu, Aug 04 2016 5:12 AM'. The main navigation menu includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. A dropdown menu for 'Available Forms' is open. The page title is 'Online Service Purchase Calculator'. A section titled 'Membership Section' contains a table with one row: 'Public Employees Retirement System' (selected), 'Most Recent Employer' (DEP), 'Status' (Retired), 'Participation Date' (3/1/1975), and 'End Date' (6/30/2005). The next section, 'Membership Information', lists details: Member ID (289048), Social Security Number (233870845), Name (KELVIN KINSMAN), and Birth Date (2/1/1950). The 'Service Purchase Calculator' section explains the purpose of the calculator and provides instructions. The 'Calculation Information' section contains fields for 'Cost calculation date' (8/31/2016), 'Member's birth date' (2/1/1950), 'Participation date' (3/1/1975), 'Your current service as of' (08/04/2016), 'Years' (27), 'Months' (10), 'Service Purchase Type' (Correction of Error Service), and a dropdown for 'Employee Responsibility'. The 'Calculation Detail Information' section asks for 'Purchase Start Date' (8/2/2016) and 'Purchase End Date' (8/4/2016). A green 'Next' button is below these fields. At the bottom, there's a table with three columns: 'Start Date' (6/2/2016), 'End Date' (8/4/2016), and 'Salary' (\$5000). Finally, at the very bottom, there are two buttons: 'Calculate Purchase Estimate' (highlighted with a red box) and 'Clear Form'.



Step 13 -- The service purchase estimate is displayed.


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

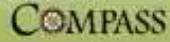
Employer Self Service
 Bob Hope
 DEP


UserGuide Last Log In: Thu, Aug 04 2016 5:12 AM

[Logout](#)

Available Forms

[Open](#)



Online Service Purchase Calculator

Membership Section

The membership you have with us are listed below. If you have multiple membership, click the radio button to the left of that membership to select one of the available service purchase option to calculate the cost estimate.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> Public Employees Retirement System	DEP	Retired	3/1/1975	6/30/2005

Membership Information

Member ID: 269046
 Social Security Number: 233879645
 Name: KELVIN KINSMAN
 Birth Date: 2/1/1960

Service Purchase Calculator

Member may be able to purchase different type of participating service, depending on eligibility and type of retirement system. The calculator below will display real-time computation of the purchase amount based on your salary contribution rate and interest rate applied on contribution. Many purchase require documentation verify the service; if you wish to inquire further, please contact our office.

Calculation Information

Cost calculation date: 8/31/2016
 Member's birth date: 2/1/1960
 Participation date: 3/1/1975
 Your current service as of 08/04/2016: 27 Years 10 Months
 Service Purchase Type: Correction of Error Service

Calculation Detail Information

Please enter the requested information for your selected service purchase type. The system will calculate the total months of service you are eligible to purchase based on your start and end dates. When the results are calculated, the system will display a lump sum amount and provide the details on Employee and Employer Responsibility to pay the total purchase amount.

Purchase Start Date: 8/2/2016
 Purchase End Date: 8/4/2016

[Next](#)

Start Date	End Date	Salary
8/2/2016	8/4/2016	\$5000

Purchase Type	Service To be Purchased	Principal Amount	Interest Amount	Total Purchase Amount	Total Employee Purchase Amount	Total Employer Purchase Amount
Correction of Error Service	0 Years 03 Months	\$900.00	\$5.45	\$905.45	\$225.00	\$680.45

[Calculate Purchase Estimate](#) [Clear Form](#)



21. Service Purchase Request

Through the **Service Purchase Request** screen, employers can request that certain service purchase estimates be prepared by CPRB and sent to the member on whose behalf the request was made. Members, however, have to be eligible to purchase relevant service type within the retirement system.

Step 1 -- To navigate to the **Online Service Purchase Request** screen, click the following menu options: e

Services > Online Service Purchase Request

The screenshot shows the CPRB Employer Self Service interface. At the top right, there's a user profile for 'Bob Hope' with a 'Log Out' button. Below the header, a sidebar on the left contains contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394, and Email: CPRB@wv.gov. The main content area has a green header 'COMPASS'. It lists several service categories: Bulk Order, Death Notice, Seminars, Employer Certification, Employee Information, Reports, Message Center, and Online Process Service Purchase Estimator. The 'Online Process Service Purchase Request' button is highlighted with a red box at the bottom of the list.



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

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 6:42 AM

Employer Home Report Services Account Admin Logout

Available Forms Open

Enter Employee SSN

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

SSN: * (9999999999)

Next>>

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

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 6:42 AM

Employer Home Report Services Account Admin Logout

Available Forms Open

Enter Employee SSN

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

SSN: * (9999999999)

Next>>



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

The screenshot shows the 'Online Service Purchase Request' page. At the top left is the CPRB logo. To its right is contact information: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. On the right side of the header is a user profile for 'Bob Hope' with a 'Logout' button. Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, and Logout. To the right of the navigation bar is the 'COMPASS' logo. A dropdown menu labeled 'Available Forms' is open. The main content area has a section titled 'Online Service Purchase Request'. Below it is a 'Membership Selection' table:

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005

Below the table is a 'Service Purchase Request' section containing a note about service purchase eligibility and a link to contact the office. It also includes fields for 'Mailing Address Information' and 'Service Purchase Request'.

Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005

Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

Mailing Address:

If you would like to change your mailing address information please click [here](#).

Note: You can return to this page through the Service Purchase Request option in the Services menu.

Service Purchase Request

Service Purchase Type: * [Help](#)



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

The screenshot shows the CPRB COMPASS interface. At the top, there's a logo with letters C, P, R, and B, followed by the address: 4101 MacCorkle Avenue SE, Charleston, West Virginia 25304, and contact info: Telephone (304) 558-3570 or (800) 654-4406 (Nationwide), Fax (304) 558-1394 or (304) 558-5455 | Email: CPRB@wv.gov. The top right shows 'Employer Self Service' for 'Bob Hope', 'Dep', and a 'Logout' button. A banner at the top right says 'UserGuide Last Login: Thu, Aug 04 2016 6:42 AM'. Below the header, a navigation bar includes 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. To the right of the navigation is a 'COMPASS' logo. A dropdown menu labeled 'Available Forms' is open. The main content area is titled 'Online Service Purchase Request'. It has a 'Membership Selection' section with a table showing a single row: Retirement System (PERS), Most Recent Employer (DEP), Status (Retired), Participation Date (3/1/1975), and End Date (6/30/2005). The next section is 'Service Purchase Request', which contains a note about members being eligible to purchase service under certain circumstances and a note that purchases require documentation. It also says you can create a service purchase request by filling out information below. The 'Mailing Address Information' section notes that correspondence will be sent to your mailing address unless email is selected. The 'Service Purchase Request' section has a 'Service Purchase Type' dropdown menu. This dropdown menu is highlighted with a red border and lists several options: Correction of Error Service, Military Service Credit - Non Contributory, Reinstatement of Withdrawn PERS Service, Reinstatement of Withdrawn Plan A service, Reinstatement of Withdrawn TRS Service, Retroactive Service, Retroactive Legislative Service, Reinstatement of Withdrawn PERS - Reciprocal Service, Temporary Legislative Service, Transfer of JRS Service, and Workers Compensation Service.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005

Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

Mailing Address:

If you would like to change your mailing address information, click here.

Note: You can return to this page through the Service Purchase Request link in the left sidebar.

Service Purchase Request

Service Purchase Type:

- * Correction of Error Service
- Military Service Credit - Non Contributory
- Reinstatement of Withdrawn PERS Service
- Reinstatement of Withdrawn Plan A service
- Reinstatement of Withdrawn TRS Service
- Retroactive Service
- Retroactive Legislative Service
- Reinstatement of Withdrawn PERS - Reciprocal Service
- Temporary Legislative Service
- Transfer of JRS Service
- Workers Compensation Service



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

The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a logo for 'CPRB' and navigation links for 'Employer Home', 'Report', 'Services', 'Account', 'Admin', and 'Logout'. The top right corner displays the user information 'Employer Self Service Bob Hope Dep' and the login timestamp 'UserGuide Last Login: Thu, Aug 04 2016 8:42 AM'. A green banner at the top right says 'COMPASS'.

Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005

Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

Mailing Address:

If you would like to change your mailing address information please click [here](#).

Note: You can return to this page through the Service Purchase Request option in the Services menu.

Service Purchase Request

Service Purchase Type: * [Help](#)

Service Purchase Request Details

Purchase Period Start Date: * (highlighted with a red box)

Purchase Period End Date: * (highlighted with a red box)

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

Additional Info

Additional Information:

Submit

Today: August 4, 2016



Step 7 -- Enter the end date in the Purchase Period End Date field.

Screenshot of the WVCPRB COMPASS Project Employer Self Service Work Process Manual / Final showing the service purchase request page.

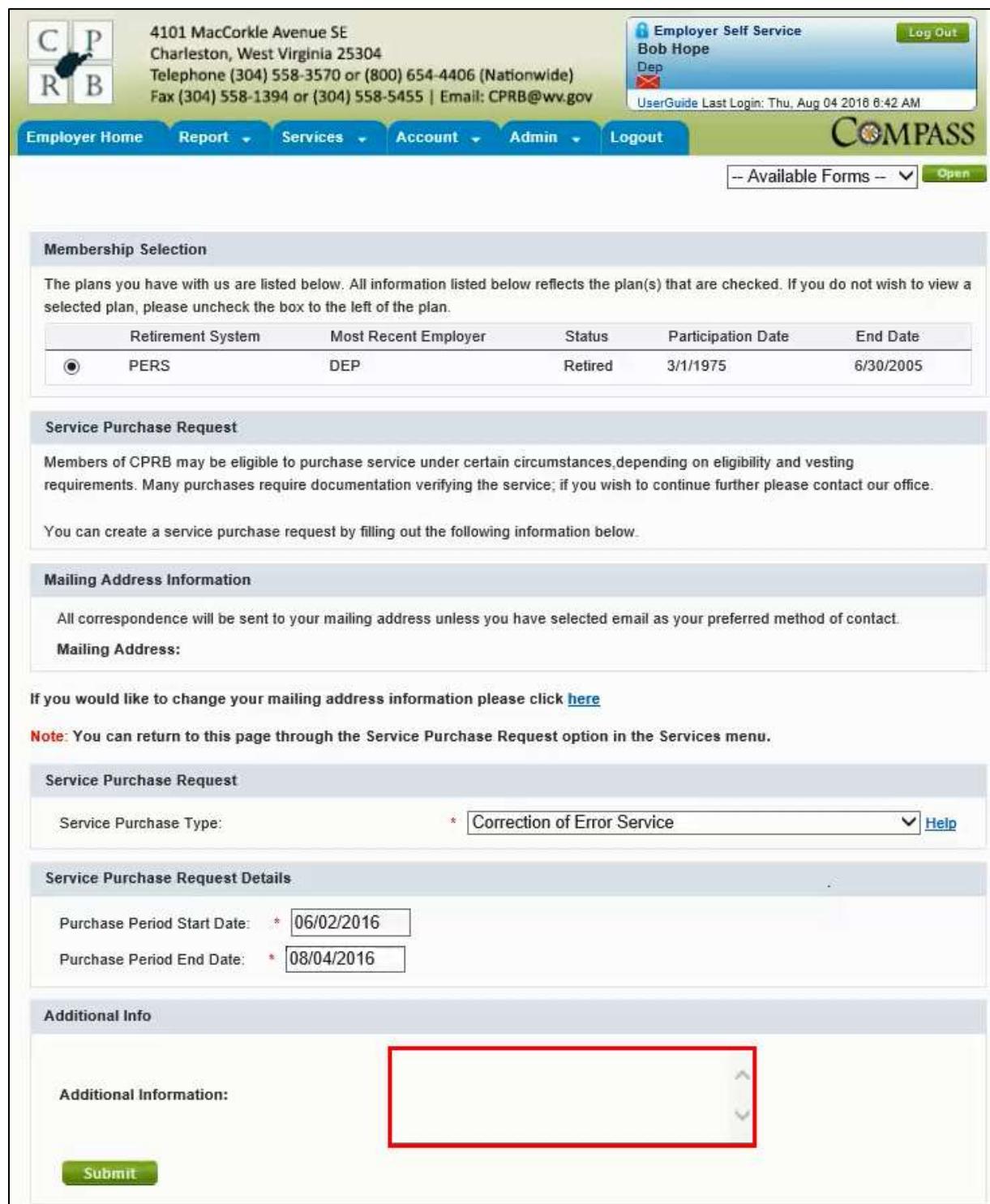
The page displays the following information:

- Employer Self Service** - Bob Hope - Dep
- UserGuide Last Login: Thu, Aug 04 2016 8:42 AM
- COMPASS**
- Membership Selection**:
The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005
- Service Purchase Request**:
Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.
You can create a service purchase request by filling out the following information below.
- Mailing Address Information**:
All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.
Mailing Address:
- If you would like to change your mailing address information please click [here](#)
- Note:** You can return to this page through the Service Purchase Request option in the Services menu.
- Service Purchase Request**:
Service Purchase Type: * Correction of Error Service [Help](#)
- Service Purchase Request Details**:
Purchase Period Start Date: * 06/02/2016
Purchase Period End Date: * [Redacted]
Additional Info:
Additional Information:
Submit
- A calendar for August 2016 is displayed, showing the days from 31 to 10. Today is highlighted as August 4, 2016.



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



The screenshot shows the CPRB COMPASS Employer Self Service interface. At the top, there is a header with the CPRB logo, address (4101 MacCorkle Avenue SE, Charleston, West Virginia 25304), phone numbers, fax number, email (CPRB@wv.gov), and user information (Employer Self Service, Bob Hope, Dep, UserGuide Last Login: Thu, Aug 04 2016 8:42 AM). Below the header is a navigation bar with links: Employer Home, Report, Services, Account, Admin, Logout, and a dropdown for Available Forms. The main content area has a section titled "Membership Selection" which lists a single plan: Retirement System (PERS), Most Recent Employer (DEP), Status (Retired), Participation Date (3/1/1975), and End Date (6/30/2005). The next section is "Service Purchase Request", which contains a note about service purchase requirements and a link to create a request. The "Mailing Address Information" section includes a note about correspondence and a mailing address input field. A link is provided to change mailing address information. A "Service Purchase Request" section shows the selected service type as "Correction of Error Service". The "Service Purchase Request Details" section shows purchase period start date (06/02/2016) and end date (08/04/2016). The final section, "Additional Info", contains an "Additional Information:" text area, which is highlighted with a large red rectangular box. A "Submit" button is located at the bottom of this section.



Step 9 -- Click the  button.

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Employer Self Service
Bob Hope
Dep
UserGuide Last Login: Thu, Aug 04 2016 6:42 AM

Log Out

Employer Home Report Services Account Admin Logout

COMPASS

Available Forms 

Membership Selection

The plans you have with us are listed below. All information listed below reflects the plan(s) that are checked. If you do not wish to view a selected plan, please uncheck the box to the left of the plan.

Retirement System	Most Recent Employer	Status	Participation Date	End Date
<input checked="" type="radio"/> PERS	DEP	Retired	3/1/1975	6/30/2005

Service Purchase Request

Members of CPRB may be eligible to purchase service under certain circumstances, depending on eligibility and vesting requirements. Many purchases require documentation verifying the service; if you wish to continue further please contact our office.

You can create a service purchase request by filling out the following information below.

Mailing Address Information

All correspondence will be sent to your mailing address unless you have selected email as your preferred method of contact.

Mailing Address:

If you would like to change your mailing address information please click [here](#)

Note: You can return to this page through the Service Purchase Request option in the Services menu.

Service Purchase Request

Service Purchase Type: * 

Service Purchase Request Details

Purchase Period Start Date: *

Purchase Period End Date: *

Additional Info

Additional Information:

Submit



Step 10 -- The “Your service purchase request for Correction of Error Service was submitted successfully on Thursday, August 04, 2016 at 6:44:00 AM Eastern Standard Time.” message displays confirming that the request is submitted.

The screenshot shows the CPRB COMPASS Employer Self Service web application. At the top, there is a logo for "CPRB" and navigation links for "Employer Home", "Report", "Services", "Account", "Admin", and "Logout". On the right side, there is a user profile for "Bob Hope" (Dep) with a "Log Out" button. Below the navigation, there is a message box containing the text: "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." This message is highlighted with a red border. Further down the page, there is a note: "You can check the status of your service purchase request by clicking on the Service Purchase Status & Payment History services menu option." A green "OK" button is located at the bottom of the message area.



West Virginia

COMPASS



Wild, Wonderful

