



Employer Reporting Implementation Handbook

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West Virginia
Consolidated Public Retirement Board
(WVCPRB)
COMPASS Project

Employer Reporting Handbook

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1. Introduction and Purpose of the Employer Reporting Plan

The COMPASS project will replace the computer systems that the West Virginia Consolidated Public Retirement Board (CPRB) has been using for almost 30 years. Although our current systems have served our staff and our customers effectively, they are aging systems and CPRB needed to modernize its processes and technologies. COMPASS will bring new capabilities to both Employers and Employees, but additional information and some process changes are necessary to enable those capabilities.

The Employer Reporting Implementation phase of the COMPASS project will go live at the end of March, 2017.

This Employer Reporting and Implementation Plan, hereafter referred to as the “Plan”, provides you with an overall view of your agency’s upcoming implementation activities along with a conceptual and non-technical view of the COMPASS system from a business function standpoint. The Plan is communicated through the comprehensive Handbook that you are reading through currently, issued to all Employers, which provides detailed, step-by-step instructions about how to make changes as part of the COMPASS implementation.

1.1 How to Use the Plan and Handbook

The Plan is organized to guide staff, employers, and other team members through the COMPASS implementation. The Handbook is a working document and will change over time. Updating the Plan with current and new materials will be an important part of ensuring accuracy and consistency across employers, and when there are updates to the Plan, they will be communicated through the Handbook. Each separate chapter within the Handbook contains information about different elements of the implementation plan. Changes to the Handbook will be indicated by versioning, and the most recent version will be available on CPRB’s website, under the drop down menu labelled ‘Participating Employers’ under *General Resources*.

1.2 Employer Reporting Handbook Updates

As updates and changes are made to the Plan, you will be notified via e-mail. Hard copies of the Handbook will be mailed out once in the fall of 2016 and again in the spring of 2017 just prior to go live. New versions will be made available on the COMPASS employer website at: <http://www.wvretirement.com/Employers.cfm>

1.3 COMPASS Employer Reporting Implementation Approach

The objective of the COMPASS Employer Reporting Implementation approach is to ensure that each participating employer is able to successfully complete Employer Reporting transactions within COMPASS, to the benefit of both the employer and their employees. Accomplishing this objective will require participating employers to complete all transition activities related to the implementation of the new COMPASS system. This will require active participation on the part of the employer reporting officials, as well as other key staff.

Recognizing this, the COMPASS project team and CPRB have assumed a significant responsibility in supporting participating employers to ensure their success and have planned accordingly. In fact, the COMPASS project team has already begun implementation assistance to participating employers through communications and COMPASS Orientation meetings both last year and this year. This support and assistance will continue for all participating employers through the implementation of the COMPASS system and beyond. CPRB desires that employers and staff have the foundation necessary to implement COMPASS, understand how to use it effectively, and successfully plan and carry out the implementation activities necessary for the **Go-Live scheduled for March 31, 2017**.

1.4 Checklists as Part of Implementation

Specific checklists that identify COMPASS Readiness tasks are a part of the Plan and will be sent out via email using a tool called Survey Monkey. The checklists will help participating employers know which steps should be taken and when, and the submission of these checklists to CPRB will help CPRB identify which employers may be having difficulty with the implementation process, to provide additional support. The checklist process is a key implementation management tool to help Employers and the CPRB COMPASS Team evaluate the readiness of participating employers and to help CPRB offer the best mix of technical, functional and project management assistance to employers. Each checklist will include a specific listing of tasks to be completed by each employer by a specified date.

Checklists will be completed by the Employers and submitted as electronic documents to CPRB. The checklists will be located online to complete by the prescribed due date. Checklist due dates will be noted at the top of each checklist and described in section number [5. COMPASS Project Timeline for Employers](#) of this document.

It is important to note that employers should not sign off on checklist tasks until those tasks are completed by the employer. By submitting a completed checklist, employers are certifying to CPRB these tasks have been completed.

1.5 Key Roles and Responsibilities in the Implementation Process

The COMPASS Employer Reporting Implementation Plan not only addresses the tasks required to ensure successful implementation by participating employers, but also provides for direct assistance to those employers from CPRB staff. Implementation assistance in particular has been organized into specific roles to ensure both adequate coverage and focus within areas of expertise.

These key roles include:

1. **Employer Contacts:** Each Employer will need to provide contact information to CPRB. There are two different role considerations when choosing your contact(s) for the ESS portal. There are credentials that will be granted to your contact that indicates the level of access they will have within the ESS portal and there will also be a role assigned to a contact that will indicate their functional duties.

Each Employer will need to indicate who will have the security access role of the ESS Administrator, and who will perform the duties of the Primary Payroll Coordinator. This may be the same person within an agency or these may be different contacts.

- a. **Employer Self Service (ESS) Administrator:** The Employer Self Service Administrator is a security access role, and the person who is named as the ESS Admin for each employer agency will be responsible for maintaining the staff user accounts for accessing the Employer Self Service (ESS) portal. This includes setting up and assigning roles to additional users and managing credentials. The ESS Administrator may reset passwords and employer PINs as well as disable credentials for users who are no longer employed. More information regarding the ESS Administrator role specifically may be found in Section 7 of this Plan.

Unless your agency otherwise notifies CPRB, the ESS Administrator at the employer location will also be considered the primary contact for the purposes of interacting with CPRB for the COMPASS project. This role will involve working with CPRB to coordinate any efforts necessary to implement the new reporting methods. Each ESS Administrator can use this Handbook as a guide through the processes involved in implementation. The ESS Administrator will be responsible for ensuring the tasks outlined on the checklists included in this Plan are completed and that the checklists are submitted to CPRB in a timely manner. In addition, each ESS Administrator will be responsible for sharing information related to the implementation of COMPASS to any relevant staff at their own agency.

- b. **Primary Payroll Coordinator:** For many Employers this may be the same person as the ESS Coordinator role described above. The Primary Payroll Coordinator is a functional role, this will be the person at each Agency who submits the wage and service information to CPRB on a periodic basis. The person in this role will be the recipient of the notification emails regarding reporting information (such as a request to submit your annual payroll schedule, or a notice that contributions will be due soon, etc.) that are issued from COMPASS.

2. **CPRB Employer Reporting Support Team:**

This is a team of CPRB staff and the vendors hired by CPRB dedicated to support the implementation of the new reporting methods within COMPASS for all participating employers. This team will serve as liaison between participating employers and CPRB in relation to all implementation concerns for COMPASS. There are also a variety of roles on the CPRB Employer Rollout Team and they are summarized here:

- a. **CPRB Business Lead** - This is the primary contact point for the COMPASS project with the Employers. The CPRB Business Lead manages the overall effort, and makes or escalates decisions for the Employer Reporting portion of the COMPASS project as needed, consistent with the policies and laws governing the Employer Reporting processes.
- b. **Deloitte Functional Lead** - This is the vendor lead responsible for the overall design and construction of the Employer Reporting systems and provides support during the rollout and training.
- c. **Outreach and Employer Training Lead** - This person is responsible for coordinating and delivering the training to Employers on the system and business processes related to it. The lead will provide training directly to Employers both regionally as well as through Webinars.
- d. **User Acceptance Testing (UAT) Lead** - This person will work both internally with CPRB and externally with Employers in order to ensure that the system is tested end to end prior to the go-live of March 31, 2017.

3. **CPRB Technical Support Staff:** CPRB Technical support staff will assist with the technical needs of both CPRB and participating employers as necessary. While employers will directly contact the [CPRB Employer Rollout Team](#), the Technical Support Staff will be available to address technical questions when necessary.

In order to ensure a successful implementation, each participant in this process must fulfill their responsibilities as outlined below:

The **Employer's** responsibilities include:

- Reviewing all communications regarding COMPASS Employer Reporting
- Completing required checklists as provided in the Employer Reporting Implementation Plan in a timely manner
- Providing staff and/or technology resources for the implementation of COMPASS Employer Reporting and use of the Employer Self-Service portal

The **CPRB Employer Rollout Team's** responsibilities include:

- Providing the COMPASS Employer Reporting Implementation Plan and future updates to employers throughout implementation
- Responding to employer inquiries about COMPASS as quickly and efficiently as possible
- Training and supporting employers in the use of the new COMPASS system

2. COMPASS Employer Reporting Overview

The current methods of reporting monthly wage and service information via paper or through the current PERS, DSRS, and EMSRS portals will no longer be offered once COMPASS goes live; new interfaces are being designed to integrate with OASIS, EPICS reporting is being planned for, and WVEIS reporting is being integrated into the new COMPASS system as well. Therefore, all employers will have to change something in relation to their reporting when COMPASS is implemented, even if it is simply changing your bookmark to the new Employer Self Service (ESS) portal web address, but we will communicate to you the nature and the timing of that change with this handbook.

With COMPASS, all employers who will be reporting contributions through the ESS portal will have the ability to report using a [File Upload Process](#) or via the [Enter Report Details](#) module.

Employers who report through WVEIS or OASIS, please be aware that a new file layout is being developed by the software engineers that work for WVEIS and OASIS respectively, in conjunction with CPRB, and individual programming efforts by either WVEIS or OASIS reported employers are not needed. Employers who report through WVEIS are the 55 Boards of Education, and those who report through OASIS are the State and Public Agencies who will be in Waves I, II or III, who are adopting OASIS for their payroll system. For those agencies reporting via EPICS while waiting on Wave III implementation that file format will be supported until the transition to OASIS for Wave III employers.

Employers who do not report through WVEIS, OASIS, or EPICS should be aware that they will need to choose their method of reporting through CPRB's ESS portal, either through the [File Upload Process](#) OR through the [Enter Report Details](#) module prior to go live, and will have to inform CPRB of their choice by October 24th, 2016.

In order to be fully informed as to the implications of each choice, **Please Note: ALL employees are requested to be reported in COMPASS, not just those who are required to participate by virtue of their employment classification.** For example, if an agency currently only reports 20 participating members, but actually employs 110 people, then CPRB is requesting to have demographic, salary and time worked information on all 110 people, in addition to the contribution information on the 20 participating members. If an agency employs a large number of people, whether regularly or temporarily, it might be more convenient to have a file layout developed, but it is not a requirement.

Additionally, COMPASS will require more information on employees than has previously been collected by CPRB. This information is something employers are already gathering from their employees in order to pay them, but CPRB is now in a position to have such information reported as well, which helps us in determining whether someone is participating appropriately in a given system, plan or tier. This includes information such as Job Position, Scheduled Hours per Day, Employment End Date, Employment End Reason, etc. All required

demographic and employment classification information that needs to be reported is available on the CPRB Employer Reporting website within the [COMPASS Employer Reporting File Format Guide](#).

The [File Upload Process](#) will allow for a .txt, .cprb, or .zip file to be uploaded to CPRB. This method is recommended for those employers with larger employee populations. The file upload process will require the development of a new file layout for submission of employee demographic and employment classification information. The information required to develop the new file layout can be found in the [COMPASS Employer Reporting File Format Guide](#) document if the agency decides upon a file upload method. **Please Note:** If an Employer decides to develop the new COMPASS file format, then a test file must be certified by CPRB prior to Go Live, to ensure that the submissions of the new file format will be successful in COMPASS. Please see Section 8 for the details regarding the new COMPASS File Format and the test file certification process.

The [Enter Report Details](#) method requires information to be keyed into the CPRB ESS portal (recommended for those with smaller employee populations, but file submission for smaller employee populations is fine as well) by the employer. The Enter Report Details method also requests that ALL employees be reported, but it does not require that ALL information be entered each month for all employees. COMPASS will replicate the most recently reported information for those employers who report through the Enter Online option, so that only the changes from the prior reporting period need to be keyed into the system each reporting period.

Employers should become familiar with the additional details required to be reported for all employees on their detail reports. For employers who will report via the [File Upload Process](#), either building a new file or modifications to an existing file layout will be required to comply with the COMPASS reporting requirements. For employers who will report using the [Enter Report Details](#) module on the ESS portal, a coordination of agency resources to enter all the needed information may be necessary as both payroll and human resource information will be required.

Besides updating the method through which an employer can report to CPRB, the COMPASS Project will also introduce other new concepts for employers:

Employer Self-Service (ESS) Portal: Each employer who does not report using WVEIS, OASIS or EPICS will use the Employer Self-Service (ESS) portal to submit their employment classification and contributions information. All employers, regardless of reporting method, will have access to the ESS portal to update their contact information, payment information, review invoices, and access the CPRB IDs of their employees. Employers will also be able to report employee deaths, estimate certain service purchases, certify information for retirement and refund applications, and register for seminars through the ESS portal, regardless of the reporting method for the employer.

CPRB ID: Each employee reported to CPRB (including those not-eligible to participate at the time of reporting) will be assigned a unique number as a personal identifier that will follow them throughout their life within the COMPASS system. The CPRB ID is being offered in the attempt to reduce the reliance upon the SSN of an employee as a primary identifier.

Employer PIN: Each user of ESS will be issued a PIN. The PIN will need to be used when contacting CPRB via phone or when using employer Self Service to authorize financial transactions and to submit e-forms. If forgotten or lost, the employer's ESS Administrator will be able to reset the PIN.

Reporting Employer: A Reporting Employer submits an employment classification or contribution report for another participating employer. For Example: The City of Somewhere completes the detail report for all employees of City of Somewhere (under one employer code) and for the Somewhere Public Library (under a different employer code). For more information, see Section 7 of this Handbook; Reporting Employers. As noted in Survey Checklist #1, ***CPRB must be made aware if your agency will use a reporting entity that is not your agency, including a third-party provider, unless OASIS or EPICS is your reporting method.***

Employees who are Not Eligible to Participate: CPRB is requesting all employees to be reported in the new COMPASS system, whether the employee currently participates or not. This will help to ensure compliance with various WV statutes and to validate the status of an employee at the beginning of their employment, avoiding costly delays in finding out that someone was being reported incorrectly. For example, CPRB will be able to notify you when an employee in a part time or temporary position has reached certain statutory time limits that would require them to participate - again avoiding an unexpected liability for contributions omitted in error.

Contribution Groups: The employer will assign each employee to a contribution group that will be used to validate contributions reported to CPRB. The contribution group will also be used to indicate in which system and plan an employee participates, or if the employee is not eligible to participate, which plan and system is being reported for that employee in a not-eligible contribution group. See the table below for a complete list of the contribution groups:

Retirement System	Retirement Plan Code	Contribution Group	Contribution Group Description
PERS	PERSST	PERSSTT1	Contributory members under PERS State Tier 1.
PERS	PERSST	PERSNPRT1	Not-Eligible employees under PERS State Tier 1.
PERS	PERST2ST	PERSSTT2	Contributory members under PERS State Tier 2.
PERS	PERST2ST	PERSNPRT2	Not-Eligible employees under PERS State Tier 2.
PERS	PERSNST	PERSNSTT1	Contributory members under PERS Non-State Tier 1.
PERS	PERSNST	PERSNPRT1	Not-Eligible employees under PERS Non-State Tier 1.
PERS	PERST2NST	PERSNSTT2	Contributory members under PERS Non-State Tier 2.
PERS	PERST2NST	PERSNPRT2	Not-Eligible employees under PERS Non-State Tier 2.
TRS	TRS1	TRSPLN1	Contributory members under TRS Plan 1.
TRS	TRS1	TRSP1NPRT	Not-Eligible employees under TRS Plan 1.
TRS	TRS3	TRSPLN3	Contributory members under TRS Plan 3.
TRS	TRS3	TRSP3NPRT	Not-Eligible employees under TRS Plan 3.
TRS	TRS9	TRSPLN9	Contributory members under TRS Plan 9.
TRS	TRS9	TRSP9NPRT	Not-Eligible employees under TRS Plan 9.
TDC	TDC	TDCCG	Contributory members under TDC.
DSRS	DSRS	DSRSCG	Contributory members under DSRS.
EMSRS	EMSRS	EMSRSCG	Contributory members under EMSRS.
EMSRS	EMSRS	EMSRNPRT	Not-Eligible employees under EMSRS.
MPFRS	MPFRS	MPFRSCG	Contributory members under MPFRS.
MPFRS	MPFRS	MPFRNPRT	Not-Eligible employees under MPFRS.
JRS	JRS1	JRST1CG	Contributory members under JRS Tier 1.
JRS	JRS2	JRST2CG	Contributory members under JRS Tier 2.
SPTA	SPTA	SPTACG	Contributory members under Trooper Plan A.
SPTA	SPTA	SPTANPRT	SPTA Retiree Not-Eligible to contribute under Trooper Plan A.
SPTB	SPTB	SPTBCG	Contributory members under Trooper Plan B.
SPTB	SPTB	SPTBNPRT	SPTB Retiree Not-Eligible to contribute under Trooper Plan B.

3. COMPASS Project Communication

The CPRB Employer Rollout Team has developed a comprehensive communication strategy for COMPASS Employers. This strategy includes a variety of activities designed to inform stakeholders of COMPASS progress, milestones and future events in preparation for COMPASS implementation.

All important documents for Employers can be found at this webpage:

<https://www.wvretirement.com/Employers.cfm>

To ensure that participating employers receive necessary COMPASS communications, the following processes have been implemented:

- Employers designate COMPASS communication contact, which is their ESS Administrator, who is responsible for ensuring communication within their organizations and encouraging two-way interaction between employers and the COMPASS Project Team.
- CPRB will provide communications material as needed to ensure clear, frequent and consistent messages to employers. That material will be sent to the person who has the role of Primary Payroll Coordinator and the access level of [ESS Administrator](#).
 - **Survey Checklists:** Please respond to each of the Survey Checklists sent to ensure readiness for the changes. These will be sent by email to the designated Primary Payroll Coordinator who is the ESS Administrator.
 - **Letters & Emails:** Any necessary communication regarding COMPASS will be sent via electronic mail to the ESS Administrator and hard copies of critical documents will be provided by regular mail as well.
 - **COMPASS Employer Website:** <https://www.wvretirement.com/employer> will contain all relevant documentation as well as employer FAQs and will be updated regularly.

4. COMPASS Security Overview

CPRB understands the importance of securing the information of our members, retirees, and employers, and is focused on developing secure methods to exchange data. It is equally important that employers recognize their critical role in the submission and protection of employee and financial information.

With COMPASS, CPRB is providing a new foundation for the secure exchange of information with employers. Using COMPASS, employers will file service and contribution reports, exchange important employee information, and remit contribution amounts electronically and securely.

Given COMPASS’s enhanced features, employers will identify and create ‘roles’ for their staff members that will be authorized to use the functions of the system on behalf of an agency. Employer participation in the administration of security for your agency is critical and essential to a successful COMPASS implementation.

Agency Functional Roles vs. Employer Self Service Roles

Functional Roles and Security Roles:		Employer Reporting System (ESS) Security Roles				
		ESS Administrator Role	Employer Reporting Role	DSRS Fee Coordinator Role	Staff User Role	Primary Contact Indicator
Agency Functional Roles	Director / Agency Head					
	Personnel Coordinator				X	X
	Service Coordinator					
	Other			X		
	Treasurer					
	Superintendent					
	Payroll Coordinator	X	X			
	Benefit Coordinator				X	

For example, your Agency may want the Payroll Coordinator to be the ESS Administrator AND the monthly Employer Report submitter.

For example, your Agency may need to have a DSRS Fee Coordinator role to have access to the ESS System.

In this example, the Agency is choosing to have the Personnel Coordinator as an ESS User AND as their Primary Personnel Contact.

5. COMPASS Project Timeline for Employers

Implementation activities for employers are categorized into main areas: Certification, Training, and Go Live. Certification, Training, and Go Live activities for employers will be detailed in following releases of the Plan. An approximate timeline for these activities is as follows:

- First Survey Checklist due: October 24, 2016
- Employer Training: November 2016 through March 2017
- Go Live: March 31, 2017

Please be aware that as the project progresses, timelines may change. In future releases of the Plan, updated and more specific timelines will be provided.

6. Reporting Employers

A Reporting employer is the entity that reports contribution detail records to CPRB on behalf of another entity.

In Employer Self Service (ESS), employers and their staff must be set up for the appropriate level of access based upon the role they are performing. Employers who use a separate entity (third party) to report their contribution or employment classification detail or to remit the contribution summary and payment must identify those entities to CPRB so that they may be set up for the appropriate role they perform for that employer in ESS.

Note: If your agency uses a third party entity (such as a CPA office) to complete or submit your report and that entity reports for more than one employer, then they will be set up as a **Third Party reporting employer** by CPRB, which will allow that third party to log into the employer Self Service site as their own unique employer. *If the third party entity is only used by your agency, this entity will not be set up separately as a Third Party reporting employer but as a user in ESS for your agency.* At go live, your Employer Self Service Administrator will need to set up an employee of the third party as a user under your employer account for ESS.

Please see the following examples:

Example 1: The City of Somewhere files detail reports and pays contributions only for the City of Somewhere. The City of Somewhere does not have a separate Reporting Employer.

Example 2: The OASIS system files the detail report for many state agencies; but each agency transfers their own funds to pay for contributions through IGT/IET. OASIS will be designated as the Reporting Employer for the state agencies reporting through OASIS.

Example 3: The Somewhere Public Library and the Somewhere Water District both use Smith & Smith, CPAs to submit their detail report, but the Library and the Water District pay their own contribution reports independently. Smith & Smith, CPAs will be set up by CPRB as a third party employer and will be listed as the Reporting Employer for both the Somewhere Public Library and the Somewhere Water District.

Example 4: Somewhere County Fiscal Court has hired Johnson's Bookkeeping Service to prepare and file their CPRB reports. No other participating employer uses Johnson's Bookkeeping Service; therefore, the Bookkeeping Service will not be set up as a third party employer and Somewhere County Fiscal Court's employer Administrator will need to set up a representative from Johnson's Bookkeeping Service as a user in ESS.

If an employer has designated a separate reporting employer, then the options to submit the detail report by either the File Upload Process or to report via the Enter Report Details module

of the secure website will only be available to the reporting employer. These menu options will not be accessible to the non-reporting employer.

For information about your specific employer setup, please see the Employer Contact List at the Appendix to this document. Employers should verify this information is correct. *If this information is not correct, please contact the COMPASS Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.*

7. Employer Self Service Administrator

Each employer will designate an Employer Self Service (ESS) Administrator. The ESS Administrator is empowered to manage access to the employer's account through CPRB's ESS portal. CPRB will establish login credentials for the ESS Administrator for each employer prior to go live. When COMPASS goes live, the ESS Administrator for each employer will be responsible for setting up the other users for the employer in a timely manner in order to allow the user ample time to complete their prescribed duties (including submission of the contribution reports).

The duties of the ESS Administrator during COMPASS Implementation and before Go Live will be as follows:

- 1) Provide confirmation of physical and mailing location of the agency
- 2) Provide the Payroll Schedule for the 2017 calendar or fiscal year for the agency (unless your agency reports through OASIS or EPICS, in which case those payroll schedules will already be on file for your agency)
- 3) Designate a Primary Payroll Coordinator (if different from the ESS Admin)
- 4) Notify your agency management of COMPASS Implementation activities
- 5) Make sure at least one attendee from the agency registers for and attends either a Webinar or a Regional meeting in the fall of 2016 (Please be aware, the regional meetings are limited to 100 people per session, 2 sessions per day. Seats are filled on a first come, first serve basis. The content of the webinars and the regional meetings are all the same, so it does not matter which one your agency representative attends.)
- 6) If submitting a file in the new COMPASS format, perform as the contact for the file feedback or designate a technical contact for the agency for such feedback.
- 7) Complete COMPASS Certifications prior to Go Live, all employers must complete the Employer Certification, and those employers who will be submitting a file must also complete the File Certification (see Section 8 for additional information regarding Certification).

The duties of the ESS Administrator during and after COMPASS Go Live will be as follows:

- 1) Set up new employer staff as users for CPRB's ESS portal
- 2) Assign security roles for the staff users of CPRB's ESS portal
- 3) Continue to manage users by assigning or changing roles, deleting users, resetting PINs and resetting passwords for their staff
- 4) At the time of Go-Live, Administrators must get the CPRB ID for each staff person that they want to set up to access the portal.

As a part of the COMPASS Plan Survey Checklist #1 in Appendix A, each employer will need to designate the staff person who will act as the Employer Self Service (ESS) Administrator for the agency.

The person that CPRB has defaulted to the ESS Administrator role for each agency is the current Primary Payroll Coordinator that is on file with CPRB, and this is the person who will be emailed the Survey Checklist #1.

If this assumption is incorrect, as part of Survey Checklist #1, you will have the opportunity to provide the correct contact information for the ESS Administrator. The [ESS Administrator Change Form](#) is also available on the CPRB website and this form can be completed and submitted to CPRB to update the ESS Administrator or Primary Payroll Coordinator contact information, if that information changes after the completion of Survey Checklist #1.

8. COMPASS File Certification

As part of the implementation process for COMPASS Employer Reporting, there are two types of certification:

1. Employer Certification (applicable to all employers)
2. File Certification (only applicable to employers who will be reporting via file upload process)

The certification process ensures that all parties involved are fully prepared for this implementation and are able to report in the method chosen by the employer.

8.1 Employer Certification

All employers must take the necessary steps to become certified. In order to become certified, employers will have completed all required tasks to ensure a successful implementation and be fully prepared when the system goes live.

Included in the tasks are items intended to prepare the employer for COMPASS reporting, as well as provide updated employer information to CPRB for accurate set up in the new COMPASS system.

Employers will achieve certification by completing all tasks as provided in the Employer Implementation Plan in a timely manner, having at least one representative from the employer attend a training session, and by completing the final checklist, the Go Live checklist (to be released in January of 2017).

CPRB is tracking employer progress for completing the survey checklists in preparation for Go Live. If you would like to check your employer's status, please contact the *COMPASS Employer Reporting Team* by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.

8.2 File Certification

In addition to **Employer Certification (which applies to all employers)**, employers who select to utilize the file upload method to submit detailed employment classification and contribution information in COMPASS will be required to have a test file certified prior to reporting via file after Go Live. *CPRB cannot accept submission of the monthly detail information by file until the file has been certified.*

Employers will need to create a test file to submit for certification. This test file may be an exact representation of the payroll for the report month OR it may be a file that has been

altered to represent various scenarios that may exist at different points in the year. A file that contains various possible scenarios will be a better test for the actual reporting than one that does not contain the scenarios an employer will likely encounter throughout a year. A few examples of possible scenarios are:

- Prior period adjustments and/or retroactive payments
- An employee who begins employment in one month, but is not paid until the following month
- An employee who terminates employment one month and has wages paid the following month
- An employee completes a probationary period and becomes regular, full-time mid-month
- An employee who receives a bonus payment in addition to regular wages
- An employee works 10 months and is paid over 12 months

Once a file is submitted for certification, CPRB will conduct two specific series of tests with the data in the file: proper file format and proper data in each field.

- Examples of proper file format validations are: the first line of the detail file is not a header row, the employer submits a blank file, a date field does not include letters, etc. If the data in the file fails these types of edits, the file is rejected.
- Examples of proper data in each field validations are: verifying that the contributions are accurately calculated based on the contribution rate (times the salary), or verifying that a member's contribution group is consistent with the contribution amount reported.
- If any of the data fields reported in the file fail business validations such as the ones above, the individual record is considered in error. These errors will need to be resolved before the member's record can post to the member's account. **Note:** The entire file could be rejected if the number of data field errors exceeds the threshold established by CPRB.

In the early stages of file certification, CPRB will focus on ensuring the files pass the file format validations during the load process. Once this step is successful, then CPRB will test the employer's file for the data validations. If the file passes both evaluations within the threshold tolerance, it will be certified.

The file certification period will be from October 2016 to December 1, 2016. After go live, an employer may still certify a file through a different process; however, if the file has not been certified by the 15th of the report month for which the file will be submitted, then the

employer will be required to submit the monthly report via the Enter Details Report module in the Employer Self Service portal.

In order to certify a file, employers must complete the following steps:

- 1) CPRB should be notified via an email to CPRBEmployerHelp@wv.gov or calling the Employer Reporting Team at (304) 558-1395, ext. 52486 that credentials are needed to submit a test file. **DO NOT EMAIL A FILE TO CPRB.** The test file expected by CPRB will contain confidential information about your employees and should only be submitted in the approved, secure method. Without notifying CPRB, a test file cannot be accepted.
- 2) CPRB will email the designated Employer Implementation Lead (The Employer's chosen ESS Administrator) login credentials and step-by-step instructions contained in a document on CPRB's website called [Secure File Transfers – SFTP Instruction Guide for Test File Submission](#) on how to upload the file via the secure website.
- 3) The employer will access the secure website by downloading and installing an ftp client such as Filezilla: https://download.filezilla-project.org/client/FileZilla_3.17.0_win64-setup_bundled.exe
- 4) Once the employer has created a detail file on their own system in the required format, (which can be found at: <https://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>) it should be tested by sending the file to this secure address: <ftp.compass.wv.gov> *Use only this link to send the file to CPRB. Do not email a test file to CPRB.*
- 5) CPRB will notify the employer via an email to the ESS Administrator whether the file is certified in a timely manner.
- 6) If the file passes all validations within the threshold tolerance, it will be certified. If the file is rejected, CPRB will contact the employer to provide the reasons for rejection and ask the employer to resolve the issue(s) and resubmit a corrected file. To submit a corrected file, follow the instructions in steps 1 and 3 above.

NOTE: If the employer has any questions, they should contact the COMPASS Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.

Once the file has been certified, the employer will not need to submit additional test files, and will be able to submit a detail file for employment classification and contribution detail information once COMPASS goes live.

Please note that achieving File Certification is not the same as Employer Certification (see Section 8.1 above). File upload reporters will need to achieve both File Certification and Employer Certification.

8.3 Certification Review

All employers must achieve employer certification for COMPASS. Currently, the tasks that have to be completed are as follows:

- Primary Payroll Coordinator with security access of ESS Administrator is confirmed
- Address(es) for the agency confirmed to CPRB
- Inform CPRB of the method of payment; ACH, Lockbox, Paper Check, or IGT/IET
- Inform CPRB of reporting method, whether File Upload, Enter Online, OASIS, EPICS, or WVEIS
- Inform CPRB if you have a Third Party that reports on behalf of your agency
- Attend a webinar or regional meeting
- Read this Handbook
- Read the FAQs
- Determine who on your staff will be submitting the first report after Go Live (unless you are reporting via OASIS or EPICS)
- Determine who on your staff will be submitting the first payment after Go Live (unless you are reporting via OASIS or EPICS)

If any of the above tasks are not completed in a timely manner, the employer will not be considered certified. Please note that other tasks may be added to the above list in subsequent releases of the Plan.

In addition to employer certification, those employers who choose to develop a file to report monthly detail records will have to achieve file certification (Section 8.2 above) prior to reporting by that method, which includes:

- If File Upload, developing a test file according to the COMPASS Employer Reporting File Format Guide available at the CPRB Employer website at the following link: [COMPASS Employer Reporting File Format Guide](#).
- If File Upload, requesting credentials to the secure FTP site for submission of a test file
- If File Upload, submit a test file by December 1st, 2016
- Receive File Certification prior to Go Live

9. COMPASS Employer Training

CPRB will conduct training sessions through January and February of 2017 to prepare employers to use the Employer Self Service portal. There will be Webinars and Regional Meetings held across the state in order to provide training, but each training session will contain the same content, so a representative from any given agency can attend any one session and receive the same information.

Each employer must have at least one representative attend at least one training session; however, if more than one representative wishes to attend, that is encouraged by CPRB. Anyone who will be using the system can attend a training session.

In order to best serve our employers, we have placed limits on the size of the training sessions. We are asking that all attendees register in advance for the training session they would like to attend so that we can keep the training sessions within the targeted size. This helps to ensure that the training environment is as comfortable and conducive to learning as possible.

The training schedule and a link to register will be available on the CPRB website at <https://www.wvretirement.com/Employers.cfm>. As new events are added, this information will be updated and emails will be sent to the ESS Administrators for participating employer agencies. If you have any questions, please contact the Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.

10. COMPASS Go Live Information for Employers

The anticipated Go Live date for the employer reporting phase of the COMPASS project is **March 31, 2017**. This means that the first reports in the COMPASS format will be for the March 2017 reporting month and will be due by April 15th, 2017.

It will be necessary for all participating employers to perform specific tasks in order to properly set up their accounts in employer Self Service (ESS) to be prepared to submit their April report in a timely manner. These tasks are listed in the Go Live checklist which employers should complete and return by **March 1, 2017**.

Once the ESS Administrator for an employer accesses CPRB's ESS portal, there are additional tasks that must be performed to ensure the agency is prepared to submit their April file. One of the primary tasks of the employer Administrator is to set up "User" access for additional agency staff who will be working with ESS. The functionality to set up and manage "Users" is exclusive to employer Administrator(s). Please see Section 7 Employer Self Service Administrator in this Plan for additional information.

Additionally, once a new user on the employer's staff has been set up by the ESS Administrator, they will also receive 3 secure emails from CPRB containing their log in credentials. These credentials are also temporary and will expire in 72 hours if the user does not log in and reset them. If this happens, the user may contact their ESS Administrator to reset the credentials.

Either the ESS Administrator or another user for the agency will need to complete the additional tasks on the Go Live checklist. Some of these tasks require verification that information CPRB has set up for the employer is correct (e.g. verify the office location is correct). Some tasks will require that additional information be entered and set up (e.g. payment accounts are set up). Please see the complete Go Live Checklist in the Appendix of this document or at the CPRB Employer portal at:
<https://www.wvretirement.com/Employers.cfm>

This checklist is also the final step in achieving "employer certification". If your agency has completed all tasks required throughout the COMPASS implementation and attended a training session, your agency will receive notification that it has been "certified". See **section 8.1 Employer Certification** for more information.

CPRB appreciates your cooperation throughout this project and looks forward to our continued partnership with our participating agencies. Thank you!

Appendix A: Survey Checklists

Survey Checklist #1 – Due 10/24/16

Survey Checklist #2 – Due 12/1/16

Survey Checklist #3 – Due 3/1/17

1. Survey and Checklist #1 - Due back to CPRB by 10/24/2016.

The following list provides a set of tasks which need to be completed by each employer agency for the Initial Readiness Checklist which is due **October 24, 2016**.

Please do not print the following list and submit to CPRB. If you need assistance, please contact the COMPASS Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.

Tasks for all Employers

- Read this Employer Reporting Implementation Handbook
- Make final determination of how your agency will report in COMPASS: File Upload, Enter Online, OASIS or EPICS. All File Upload reporters should have a test file sent to CPRB by 12-1-16. Please contact the CPRB Employer team for any questions regarding File Development.
- Review the Employer FAQ's available at the CPRB Employer website: <https://www.wvretirement.com/Employers.cfm>
- Make your agency head aware of the changes that CPRB is making with the COMPASS project
- Plan to attend a regional meeting or webinar in the fall of 2016. Information is available at the CPRB website: <https://www.wvretirement.com/Employers.cfm>
- Confirm the completion of Survey Checklist #1 Due by 10-24-2016

Tasks for File Reporters:

In addition to the above tasks, the following tasks should also be completed by File Reporters:

- Forward the COMPASS Employer Reporting File Format Guide document to IT staff and/or Third-Party File Provider(s). The File Format can be found here: <http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>
- Determine if any modifications are necessary to your current system
- Begin development of the file
- Contact CPRB for credentials to the secure FTP site to upload your test file

Tasks for Web Reporters:

In addition to the above tasks, the following task should also be completed by web reporters:

- Determine how to access all information that will be required for the entry of the detailed classification information for all employees
 - Required fields are described in the following document: [COMPASS Required Fields by Retirement System](#) and is available at the CPRB website at <https://www.wvretirement.com/Employers.cfm>

Survey Checklist #1 – (Due back to CPRB by 10/24/16)

1. Question: This survey is being sent to the contact person and email address that is on file with the West Virginia Consolidated Public Retirement Board (CPRB) for your employer agency as the Primary Payroll Coordinator and Employer Self-Service (ESS) Administrator. This role will require someone to complete 3 surveys (this is the first one), read through the COMPASS Implementation materials on our website at <http://www.wvretirement.com/Employers.cfm>, and attend (or arrange for staff to attend) at least one meeting regarding COMPASS Readiness in the fall of 2016 and one training on how to use the new CPRB ESS portal in the spring of 2017.

Please confirm that you will act in this role by completing the fields below, OR skip to Question 2 and provide the contact information for your agency's intended ESS Administrator.

Answer:

Employer/Agency Name:

Employer/Agency Code:

First Name:

Last Name:

Email Address:

2. Question: If this survey's recipient is not the correct person for the ESS Administrator role, please complete the fields below to advise CPRB of your agency's preferred ESS Administrator:

Answer:

Employer/Agency Name:

Employer/Agency Code:

First Name:

Last Name:

Email Address:

Organization Address Line 1:

Organization Address Line 2:

City:

State:

Zip:

County:

3. Question: Please indicate how you plan to report your payroll information to CPRB when the new COMPASS system goes live:

Answer:

- a) File Upload
- b) Enter Online
- c) OASIS
- d) EPICS
- e) WVEIS

4. Question: Do you have a third party report your employment or contribution information on your behalf? For example, do you have a CPA prepare your contribution report and send it to CPRB for you?

Answer:

- a) Yes
- b) No

5. Question: If you do use a Third Party for your reporting, who is that Third Party?

Answer:

- a) Name of Third Party
- b) Contact Name
- c) Contact Number
- d) Contact Email

6. Question: Informational Regional Meetings and Webinars have been scheduled to provide additional information about the Employer Reporting changes in the fall of 2016. Information about the timing of the regional meetings can be found on the CPRB website at <https://www.wvretirement.com/Employers.cfm>. If you are planning on attending a regional meeting, please be aware that there will be limited seating of 100 attendees for each regional meeting available on a first come, first serve basis. Do you plan on an agency representative attending a regional meeting or a webinar?

Answer:

- a) Regional Meeting
- b) Webinar

7. Question: Detailed information about the new COMPASS changes can be found in the Employer Reporting Implementation Handbook on the CPRB website at <https://www.wvretirement.com/Employers.cfm>. This handbook will also be mailed to

all participating employers. Have you read the Employment Implementation Plan Handbook?

Answer:

- a) Yes
- b) Not yet, but I will

8. Question: Frequently Asked Questions (FAQ's) are also available on the CPRB website at the following location: <https://www.wvretirement.com/Employers.cfm>. Have you read the Employer FAQ's?

Answer:

- a) Yes
- b) Not yet, but I will

9. Have you informed the leadership for your organization or agency that the reporting changes for the COMPASS system will be implemented in March of 2017?

Answer:

- a) Yes
- b) Not yet, but I will

2. Survey and Checklist #2 - Due back to CPRB by 12/1/16:

The following list provides a set of tasks which need to be completed by each employer who has indicated in Survey #1 that they will be reporting via the File Upload method for COMPASS. Survey #2 is due by 12/1/16. If you need assistance, please contact the COMPASS Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, ext. 52486.

Please do not print the following list and submit to CPRB. Please do not access the electronic checklist until all tasks listed below have been completed:

Tasks for Employers who will develop a file for upload to CPRB's ESS portal:

- Reviewed the COMPASS Employer Reporting File Format Guide document: <https://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>
- Contacted CPRB to receive SFTP credentials for submission of test files
- Provided technical contact for feedback of test file submission
- Submitted a test file and reviewed feedback; resubmit if unsuccessful

Once the test file has been reviewed by CPRB and approved, then documentation will be provided indicating that the Employer has completed File Certification.

Anticipated Survey Checklist #2 – (Due back to CPRB by 12/1/16)

1. In survey checklist #1, if you indicated you would use File Upload as your reporting method, have you read the COMPASS Employer Reporting File Format Guide (<http://www.wvretirement.com/Forms/COMPASS-Eer-ReportingFile.pdf>) or sent it to your IT department or 3rd party developer? Yes or No
2. Have you checked <https://www.wvretirement.com/Employers.cfm> for the Secure File Transfers - SFTP Instruction Guide for Test File Submission? Yes or No
3. Have you requested credentials for the SFTP site from CPRB by emailing CPRBEmployerHelp@wv.gov in order to be able to submit a test file? Yes or No
4. **Test files are due by Dec. 1st 2016.** Have you submitted a test file to CPRB? Yes or No
5. If No, is there a third party CPRB should contact regarding the test file? Name, email, org (if applicable?). The COMPASS Employer Reporting File Format Guide is available at the following location: <https://www.wvretirement.com/Employers.cfm>

3. Survey and Checklist #3 - Due to CPRB by 3/1/17:

The following list of tasks is being provided to assist employers through the Go Live set up process so they are prepared to submit their March 2017 report in a timely manner. This checklist should be completed by **March 1, 2017**.

Upon completion of all tasks, use the link below to access an electronic version of the COMPASS Go Live Checklist for submission to CPRB. Please do not access the electronic checklist until all tasks listed below have been completed. If you need assistance, please contact the COMPASS Employer Reporting Team by emailing CPRBEmployerHelp@wv.gov or calling (304) 558-1395, Ext. 52486. Please do not print the following list and submit to CPRB.

Anticipated Survey Checklist #3 - (Due back to CPRB by 3/1/17)

1. Have you confirmed for CPRB the contact information for your Primary Payroll Coordinator who will act as your ESS Administrator and your primary location? If no, please complete the fields below to advise CPRB of your agency's preferred ESS Administrator: First Name, Last Name, Email Address, Organization Address Line 1, Line 2, City, State, Zip, and County.
2. Have you decided who on your staff will have access to the ESS portal and in what role? Yes or No
3. Have you determined who will submit the March 2017 report by April 15th into the new ESS portal if you do not report via OASIS or EPICS? Yes or No
4. Have you determined who will remit payment for the March report by April 15th into the new ESS portal if you do not report via OASIS or EPCIS? Yes or No
5. What method of payment will you use in COMPASS to remit contributions? Lockbox, ACH, Paper Check, IGT/IET
6. If your agency indicated you would be uploading a file, have you received File Certification? Yes or No
7. Has your agency received Employer Certification? Yes or No

Appendix B: Helpful Resources

The following documents will be available on the CPRB website at:

<http://www.wvretirement.com/Employers.cfm>

Employer Reporting Implementation Handbook

Employer Self Service (ESS) Training Material – Work Process Manual

Contact the Employer Reporting Support Team

COMPASS Employer FAQs

Employer Outreach Webinars and Regional Training Events

COMPASS Employer Reporting File Format Guide

COMPASS Contribution Groups

COMPASS Required Fields for ESS Users

CPRB ID Download File Format Guide

Secure File Transfers - SFTP Instructions Guide for Test File Submission

ESS Administrator Change Form

Online Tutorials will be available on the CPRB website in future:

- Employer Self Service (ESS) Login Process - Tutorial
- Set up the ESS Administrator- Tutorial
- Manage Employer Staff Contacts and Security Roles
- How to add/edit your Employer Location
- How to Submit Payroll Schedule
- How to Enroll a new Employee - Tutorial
- How to perform ESS Enter Online Reporting – Tutorial
- How to perform a File Upload for ESS File Reporters - Tutorial
- How to Certify Records in ESS – Tutorial

Glossary of Key Terms

Click a letter to link to that section in the glossary

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

Agency Head: The official head of the agency (e.g. Mayor of a City, Superintendent of a School District, etc.)

ACH: Automated Clearing House (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. ACH credit transfers include direct deposit, payroll and vendor payments.

B

Back Wage Settlement: Payment reason used to report back wage settlement or grievance payments for an employee that were not previously reported. These payments must not be combined with Regular Pay. Back wage or grievance settlements will require documentation of the settlement details to be provided to CPRB.

C

COMPASS System: The new COMPASS system will replace all software currently in use at CPRB and will replace all previous methods of Employer Reporting.

Contribution Group: Contribution Group is a field within the file layout which is used to “organize” employees into different contribution rate categories. Each employee reported to CPRB must belong to a Contribution Group which will be used to validate the contribution amounts. In addition, 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. For a complete list of Contribution Groups, please see Appendix B, COMPASS Contribution Groups.

Correction of Errors: Correction of Errors payments are identified as transactions submitted to rectify information previously submitted. The Pay Period End Date indicates the year, month and day to which the correction is to be applied. If submitting through the file upload method, then corrections must be reported in the contribution file (or the combined employment classification and contribution file) and must be submitted as the difference between the original amount and the adjusted amount.

D

Diskette Reporting: A method of reporting to CPRB in the Legacy system where the monthly report information is saved to a CD/Diskette and then mailed to CPRB. This reporting method will be discontinued when the COMPASS project goes live.

E

ECheck: A method of electronic payment wherein the user enters specific information from a paper check into the employer Self-Service website, and the payment is directly debited from the bank account using the information entered, including the check number.

Edits: A series of business rules that each detailed record must pass when being processed by CPRB. Records that fail these edits will be considered in Error and will have to be corrected before they can be posted to a member's account.

Employer Certification: In order to become certified, employers will have completed all required tasks to ensure a successful implementation and be fully prepared when the system goes live.

Employer Packet: An electronic packet that will be accessible by employers through the employer Self-Service site. This packet will contain various reports generated by the COMPASS system to inform employers of reporting errors and necessary changes to monthly reporting.

Employer Self Service (ESS) Administrator: The individual selected by each employer to administer the users of the employer Self-Service site for that particular employer. This person is responsible for setting up new users and maintaining those user accounts.

Employer Self Service (ESS) Portal: A website available to participating CPRB employers that allows for electronic maintenance of employer contact information, user accounts, and submission of employment classification detail and contribution reporting and payment.

Employer Rollout Team: A dedicated group of CPRB and vendor staff responsible for ensuring all employers are prepared and educated to use the new COMPASS system prior to go live.

Employment Begin Date: Represents the effective date of the personnel action with the employer. The Employment Begin Date must be reported for new hires, re-hires or the effective date when the employment changes resulting in Position Status, Job Position, Payroll Frequency, Type of Rate of Pay/Rate of Pay, Employment Payment Type, Scheduled Hours Per Day or Contract Length.

Employment End Date: Required if an Employment End Reason is provided and vice versa; represents the last day of covered employment with the employer, in the Position Status, Job Position, Payroll Frequency, Type of Rate of Pay/Rate of Pay, Employment Payment Type, Scheduled Hours Per Day or Contract Length for the employee. For example, if an employee went from salary pay to hourly pay, then the employer would need to put an Employment End Date as part of the file record and this could include type of pay, rate of pay, or type of rate pay.

Employment End Reason: Required if an Employment End Date is provided and vice versa; represents the general reason for why an employee terminated or changed employment.

Enter Report Details Module: The series of screens within the Employer Self Service portal that will be used to enter the report details for each employee if the employer is not submitting a file for the report.

EPICS: The reporting method for those agencies still in Wave III of the OASIS implementation. If an agency is reporting through EPICS, the information from the EPICS file will be imported into the ESS portal by CPRB.

F

File Certification: For an employer to submit the monthly detail contribution report via file, the file must pass the validations for proper file format and proper data in each field, by a determined threshold. Once the file has passed the validations, the file is considered certified and will be accepted by CPRB.

File Layout: See COMPASS Employer Reporting File Format Guide document:
<https://www.wvretirement.com/Employers.cfm>

G

Go Live: Go Live for the COMPASS system is when the system will be “turned on” for external stakeholders and internal CPRB use.

H

I

Invoice: An electronic bill or credit issued to an employer.

J

K

L

Legacy System: This refers to the current system(s) in place at CPRB, most regularly the mainframe program Blue Zone.

Lockbox: In addition to the e-Government payment remittance services, the West Virginia State Treasurer’s Office also offers a tangible remittance processing service for state agencies, local governments and schools.

M

N

O

OASIS: OASIS is an acronym that stands for Our Advanced Solution with Integrated Systems. OASIS is an Enterprise Resource Planning (ERP) system designed by the West Virginia ERP Board and the purpose of this system is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders, such as vendors and retirees. OASIS is the Reporting Employer for the PERS State Agencies, SPTA, SPTB, and certain TRS and TDC employers who are using OASIS as their payroll solution.

P

Pay Period End Date (PPED): 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). COMPASS uses Pay Period End Date to differentiate regular contributions from corrections to prior pay periods.

PIN: A unique PIN will be assigned to each Employer Self-Service user upon registration and will need to be used when contacting CPRB via phone or when using Employer Self Service to authorize financial transactions.

Position Status: Position Status is used in part to determine retirement contribution eligibility. Salary and contributions must be reported for eligible Permanent Full Time and Posted 21 Day positions. A salary can be reported for Permanent Part Time, Temporary/Provisional, and Substitute positions; however contributions may NOT be reported. A guide to the COMPASS Required Fields by Retirement System is provided in Appendix B.

Primary Payroll Coordinator: The Primary Payroll Coordinator is the role of the person designated by each employer as the primary contact for CPRB when questions arise regarding the employment classification details and contribution payments reported by that employer.

Prior Pay Period Adjustment: Prior Pay Period Adjustments are identified as transactions submitted to rectify errors in a previously submitted transaction. The Pay Period End Date indicates the pay period to which the adjustment is to be applied, regardless of the Report Date (or Pay Date) when the adjustment was actually paid.

Q

R

Report Date: A Report Date represents the period for which the employer is submitting either a contribution only or a combined employment classification detail and contribution report.

An employer who reports to CPRB only once a month will provide a Report Date of the 1st of the month being reported, for example if the payroll for the month of April is being provided, the Report Date will be 20170401.

An employer who reports to CPRB more than once a month (i.e. bi-weekly, semi-monthly) will provide the Report Date for the payroll for which they are submitting the contribution information. If the employer runs payroll on a semi-monthly basis and also reports to CPRB semi-monthly, they will submit two reports to CPRB for each month. If the payroll runs on the 15th and the 30th of the month, and the employer is going to report for the payroll which ran on April 15th, 2017, the Report Date will be 20170415. When reporting the payroll which ran on April 30th, 2017 the Report Date will be 20170430.

Reporting Employer: A Reporting Employer is an entity who submits the monthly contribution detail report for a participating employer. OASIS is a Reporting Employer for certain PERS State Agencies, SPTA, SPTB, TRS and TDC employers.

S

Security Roles: Security roles control the ability to access certain functionalities. In this Handbook, see Section 4 Security Overview for more details regarding each of the three security roles available in the Employer Self Service portal (ESS Administrator, Employer Reporting Contact, DSRS Fees and Staff).

Summary: The electronic summary of contributions, this submission will contain totals for the monthly report and will allow for payment of the monthly contributions.

T

U

User Acceptance Testing (UAT): UAT allows a larger group of CPRB users to run the new COMPASS System against a variety of test scripts to determine that the system functions as designed and as necessary for proper implementation. The testing will include validations of functionality as well as other requirements.

Unit Testing: Unit testing is performed by CPRB to validate that the new system's smallest components function as designed.

Upload File Module: The series of screens in ESS that will be used to upload the monthly detail contribution file. See also the COMPASS Employer Reporting File Format Guide document here: <https://www.wvretirement.com/Employers.cfm>

V

Vendor Acceptance Testing (VAT): VAT is performed by a core group of CPRB and COMPASS Project staff to ensure that processes in the new COMPASS System are complete and functioning correctly.

W

WVEIS: WVEIS is an acronym that stands for West Virginia Education Information System used by every county Board of Education office and school in West Virginia. The WVEIS project was created in 1990 by the state of West Virginia to ensure standardized data collection and reporting to the West Virginia Department of Education.

X

Y

Z