

West Virginia Consolidated Public Retirement Board

Employer Self Service (ESS) – WVEIS Training



Today's Agenda



Topic

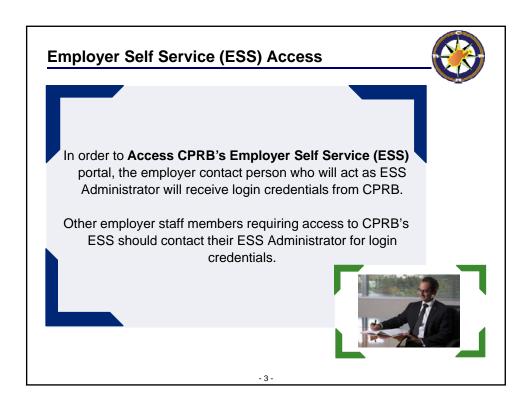
COMPASS AND WVEIS

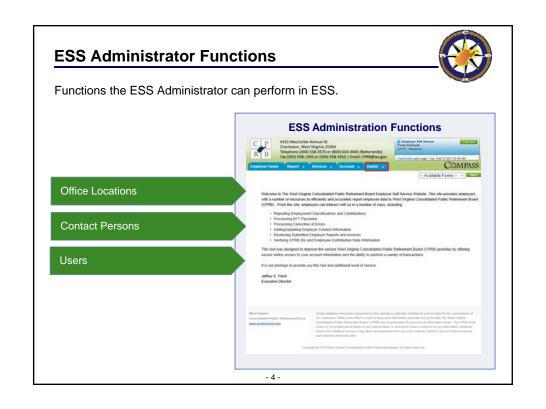
Discussion Topics

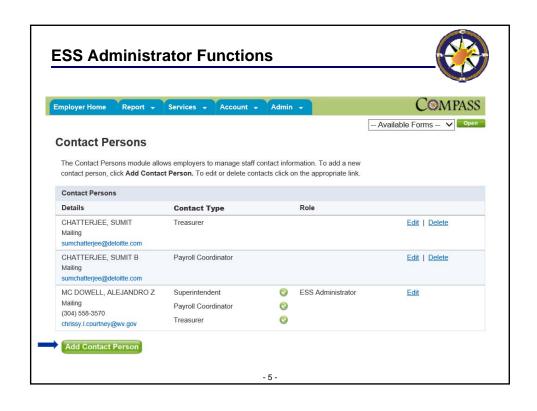
CPRB's Employer Self Service (ESS) ESS Admin User Role & Functions Submit Payroll Schedule Process Employer Reports

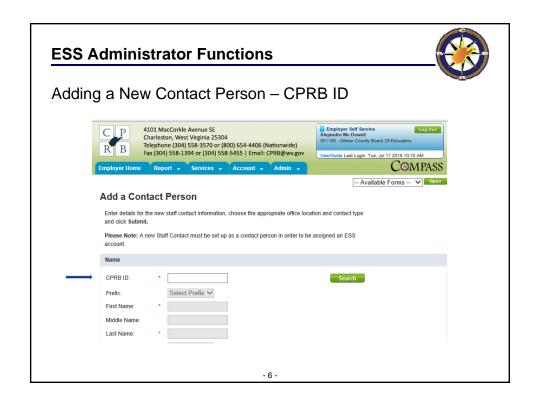
- Submit Employment Classification & Contribution File Upload
- Error Correction
- Resources

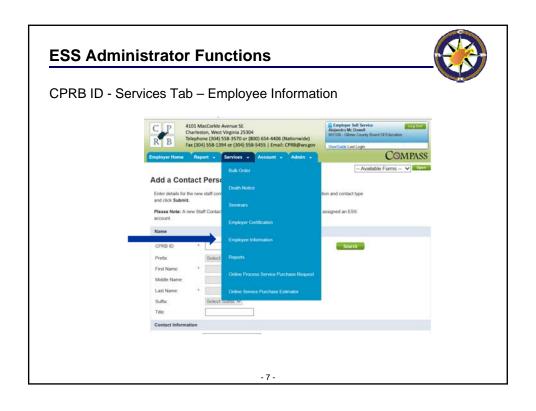
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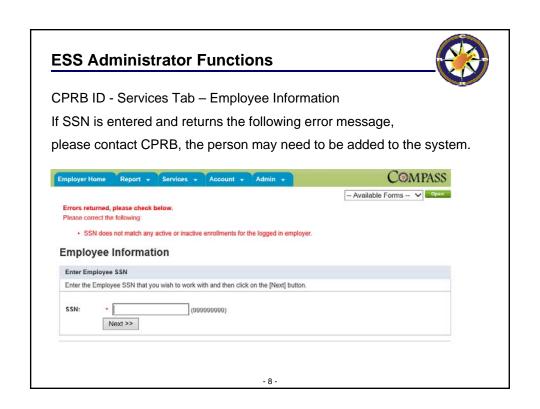


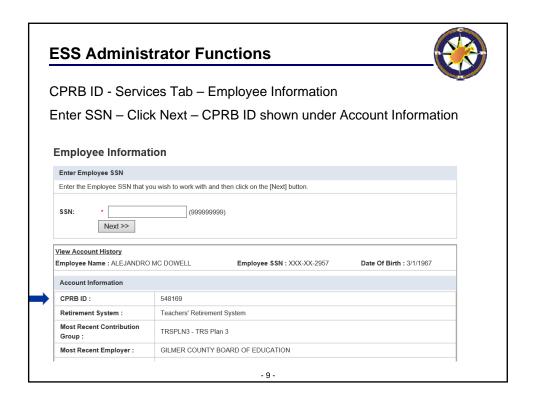


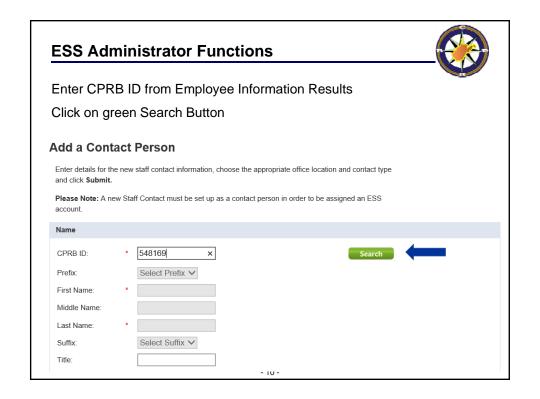


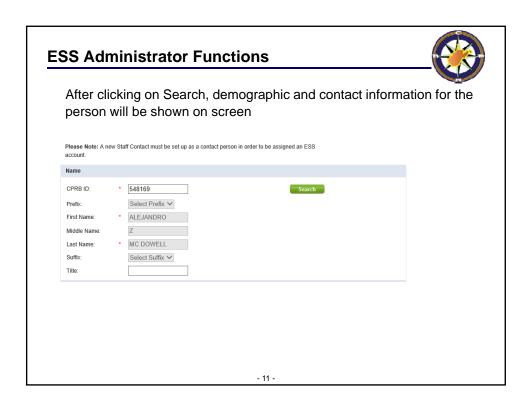


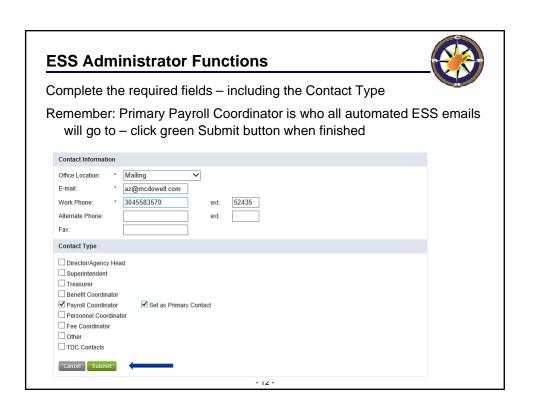


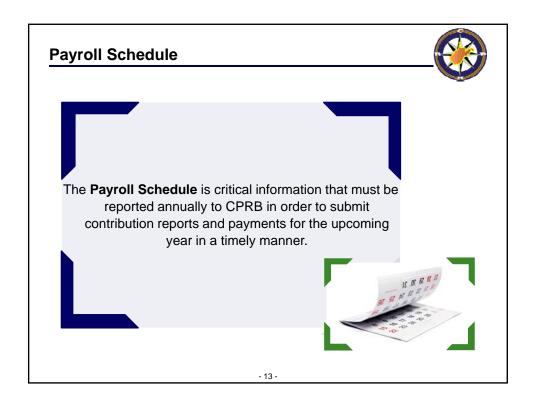


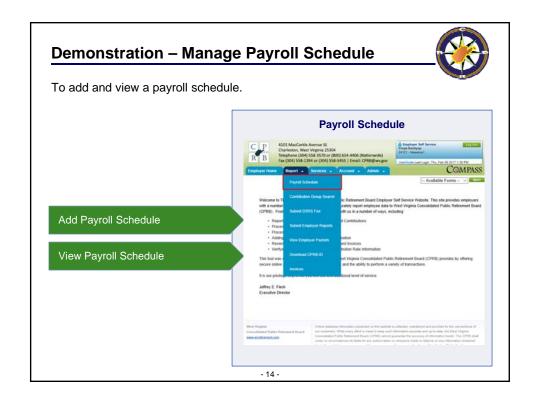


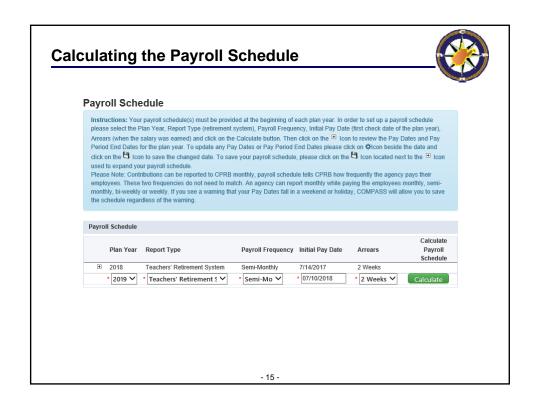


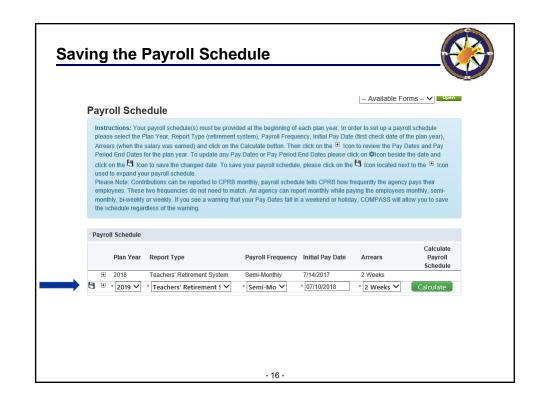


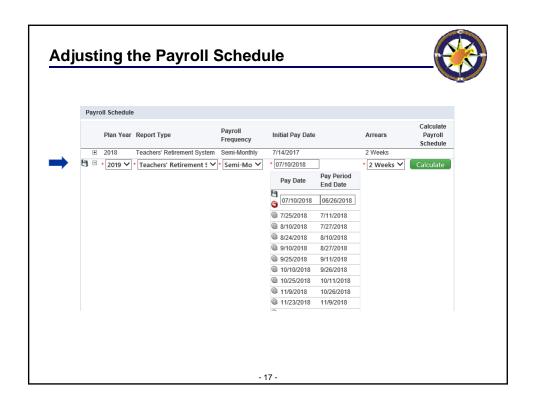


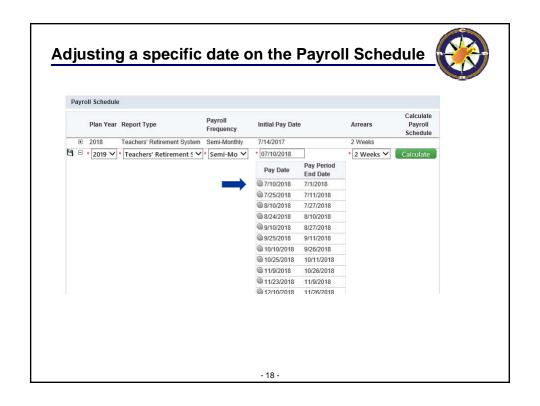


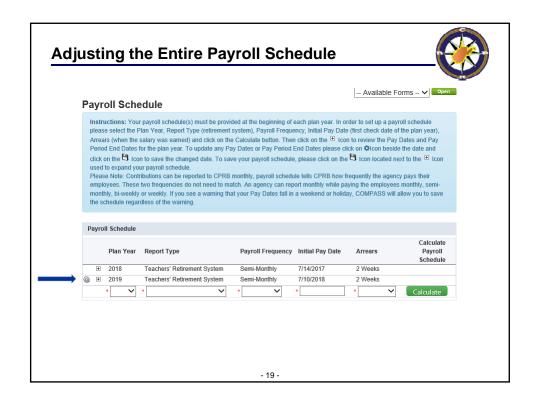


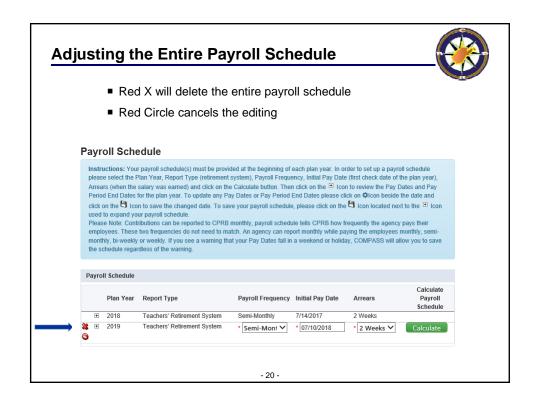












Adjusting the Entire Payroll Schedule

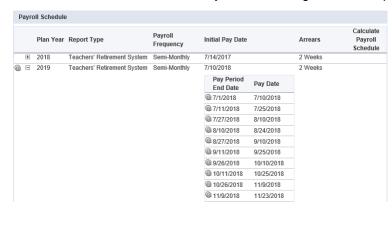


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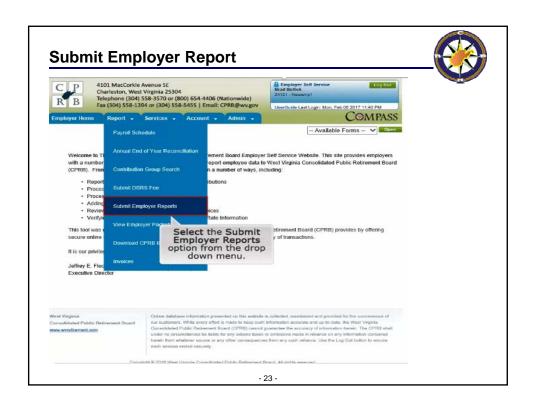
Updating the Payroll Schedule

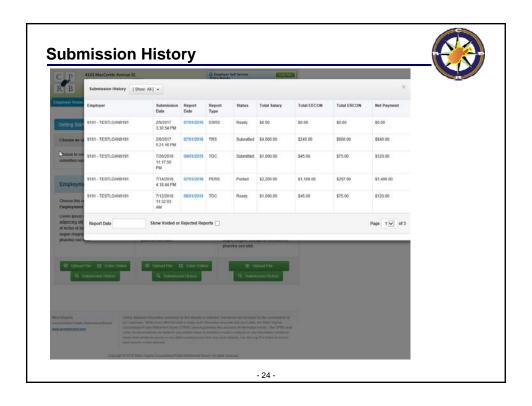
Remember: Once you have submitted a report for that plan year, the payroll schedule cannot be changed through ESS.

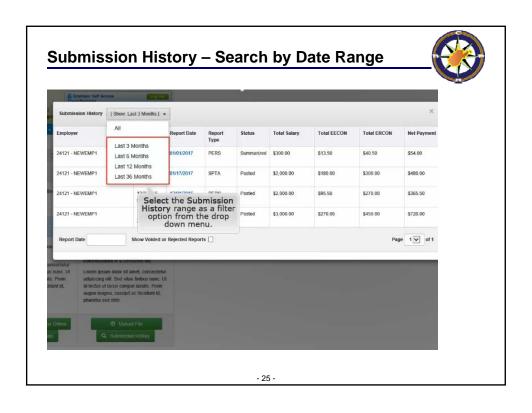
Please contact CPRB to make any needed changes after that point.

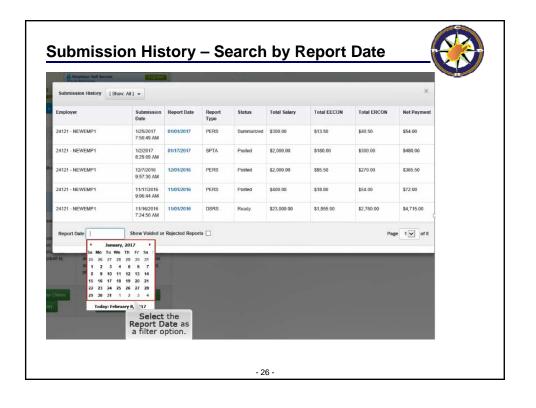


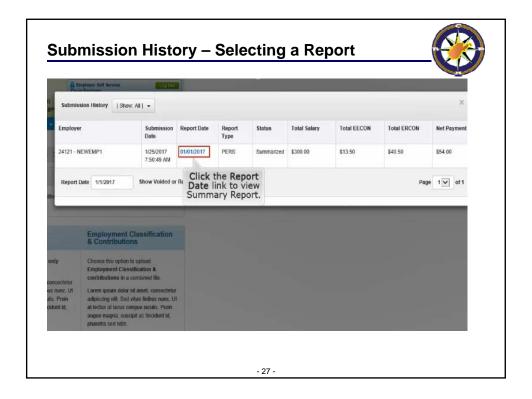
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Adjusting a Previously Submitted Record

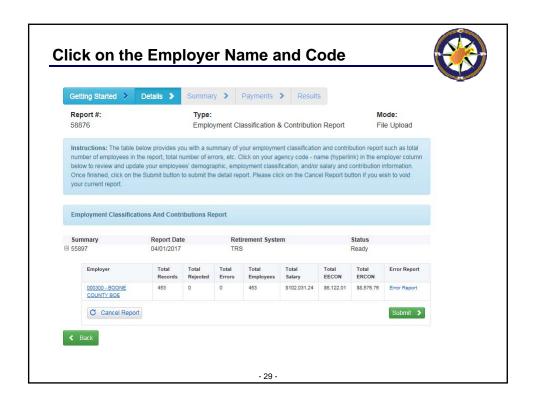


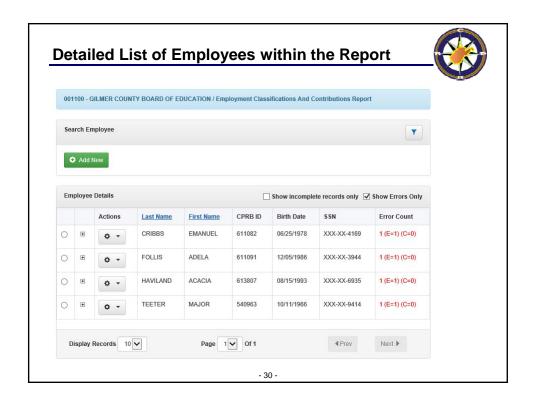
When an adjustment needs made for a pay period end date previously submitted for a member, then the adjustment will be made on the next available report for that system. Please only adjust payments made in the 2018 Fiscal Year and forward through ESS.

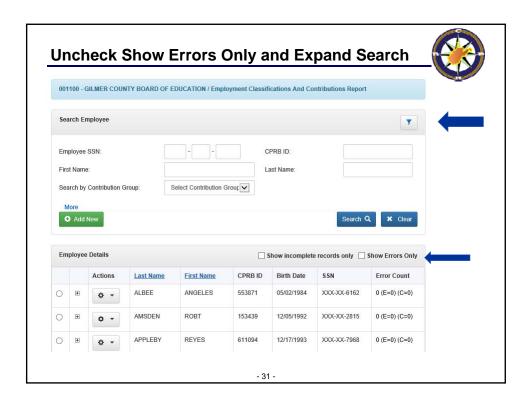
Prior years will have records converted from our legacy system and adjustments for prior years may also require service purchases. Please contact CPRB for assistance in making corrections to 2017 and previous Fiscal Years.

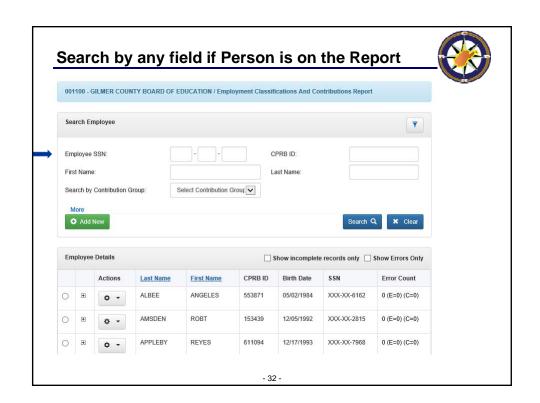
Corrections to service, contributions, wages, etc. can all be performed through ESS on a per pay period basis and such corrections should always be done whenever a check previously reported to CPRB is voided through WVEIS and either re-issued for a different amount, or not re-issued at all.

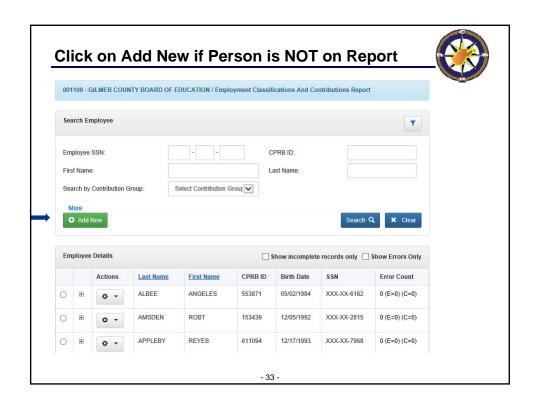
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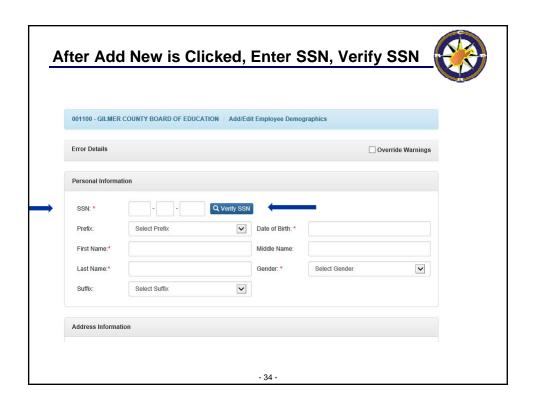


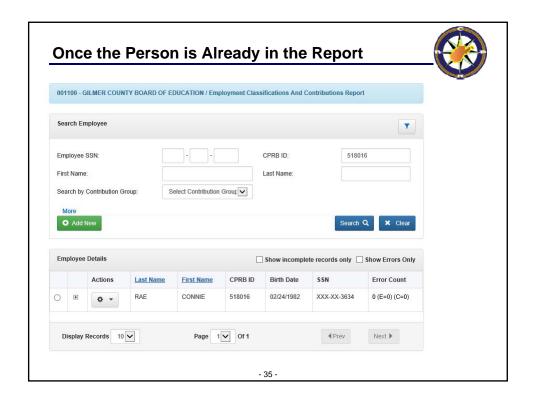




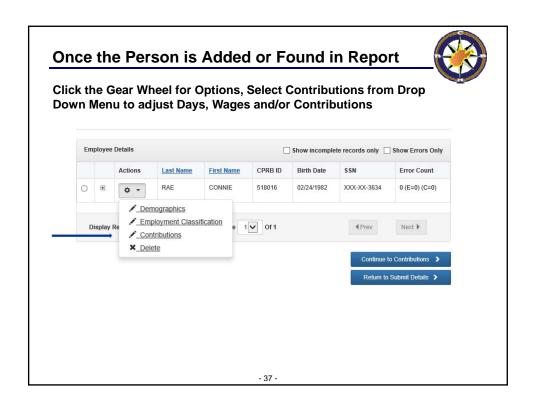


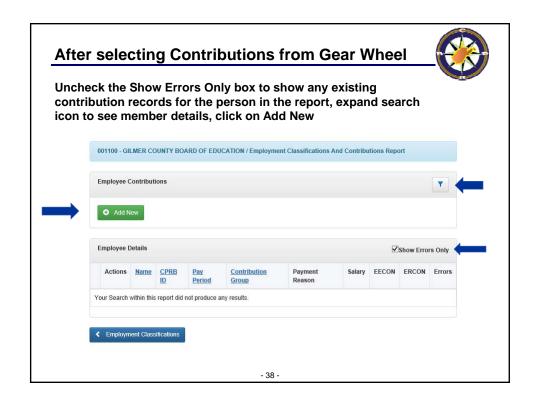




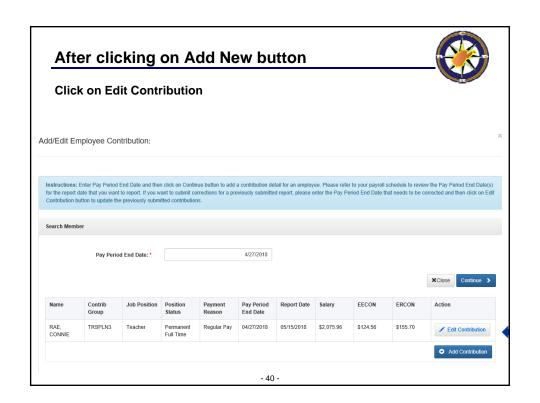


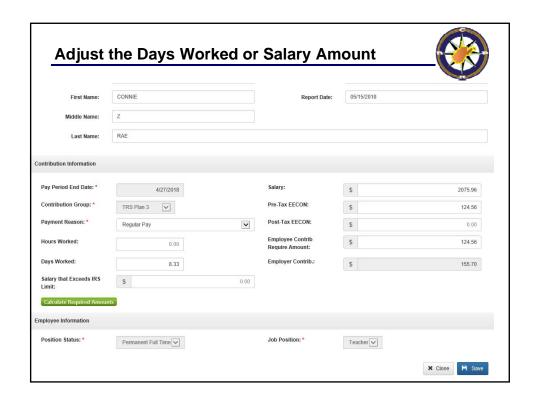


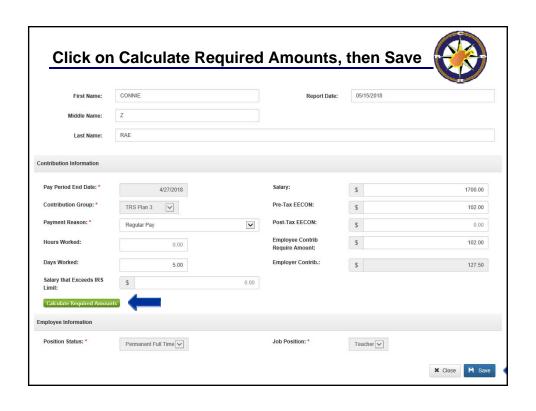


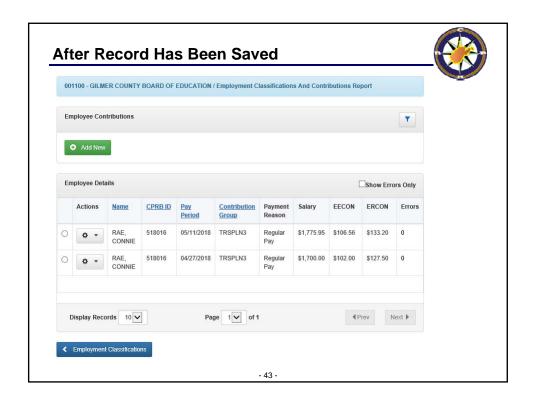


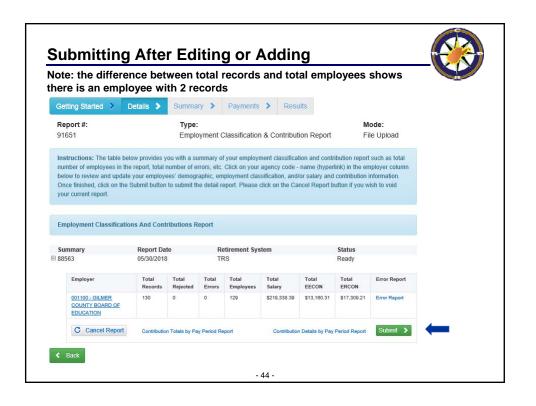
After clicking on Add New button Enter the Pay Period End Date that needs to be adjusted and then click on Continue, if the Pay Period End Date entered has been reported in the past, then you will have the option to edit the existing contribution, or to add a new contribution **Add/Edit Employee Contribution: Add/Edit Employee Contribution: Add/Edit Employee Contribution: **Contribution Insulations** **Add/Edit Employee Contribution: **Add/Edit Employee Contri

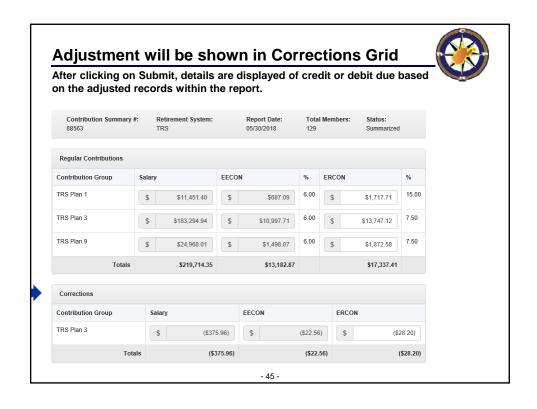


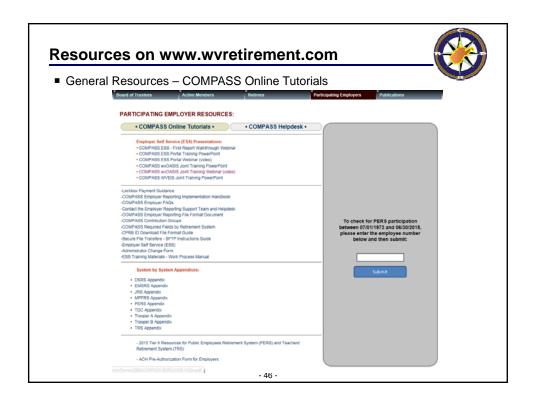














Questions?

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

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