ESS Registration Required Fields	
User ID	Field that allows the employer to enter the User ID associated with the account of the forgotten Password.
Security Question Answer	Field that allows the employer to enter the security answer associated with the account of the forgotten Password.
PIN	Field that allows the employer to enter the PIN associated with the account of the forgotten Password.
Your New Password	Field that allows the employer to enter the new password associated with the account of the forgotten Password.
Retype Your New Password	Field that allows the employer to retype the new password associated with the account of the forgotten Password.
Employer Code	Field that allows the employer to enter the employer code associated with the account of the forgotten User ID.
Email	Field that allows the employer to enter the email address associated with the account of the forgotten User ID.
Security Question Answer	Field that allows the employer to enter the security answer associated with the account of the forgotten User ID.
Required Fields when submitting through File Upload to CPRB	
Choose File	Allows users to select the file (on their local or network drive) which will be uploaded.
Submit	Allows users to submit the uploaded the file.
Required Fields when performing Employment Classification Determination	
SSN	Allows user to enter or modify Member's SSN Number.
Date of Birth	Allows user to enter or modify Member's date of birth in mm/dd/yyyy or mm-dd-yyyy format.
First Name	Allows user to enter or modify Member's First Name.
Last Name	Allows user to enter or modify Member's Last Name.
Gender	Allows user to enter or modify Member's Gender.
Address Line 1	Allows user to enter or modify Member's Street Address.
City	Allows user to enter or modify City information.
State	Allows user to enter or modify State information.
Zip	Allows user to enter or modify Zip code.
Country	Allows user to enter or modify Country information.
Retirement System	Allows user to add or update Member's retirement system.
Contribution Group	Allows user to add or update Employee's Contribution Group. Contribution Group is used to "organize" employees into different contribution rate categories (typically based on their plan participation or their non-participating status).
Position Status	Allows user to add or update Member's Position Status. Position Status is used to help determine retirement contribution eligibility. Salary and contributions are to be reported for regular full-time positions. A salary can be reported for independent contractors, temporary/provisional positions, permanent part-time positions, and day to day substitute teachers; however, contributions may NOT be reported.
Job Position	A pre-populated list for use in determining job position. Job Position describes Member's work Position. For Example: A participant reported under the JRS plan can have Position as Judge or Justice.
Emp Begin Date	Allows user to add or update Employee's Employment Begin Date. Represents the effective date of the personnel action with this employer.
Scheduled Hours Per Day	Indicates the hours an employee is expected to work on a daily basis.
Payroll Frequency	Allows user to enter the Payroll Frequency of the employer, how often employees get paid.
Employment Payment Type	Allows user to enter the Employment Payment type as Salaried, Hourly or Per-Diem.
Type of Rate of Pay	Allows user to select the Type of Rate of Pay.
Rate of Pay	Allows user to enter Rate of Pay.
Payment Reason	Allows user to select the Payment Reason.
Salary	Allows user to enter Salary information for an employee.
SSN	Allows user to enter the SSN Information.
Pay Period End Date	Allows user to enter the Pay Period End Date. A Pay Period End Date is the year, month and date and 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, prior period payments and retroactive correction of errors.

Required fields when remitting a Payment	
Enter the Bank Name	Allows the users to enter the bank name.
Enter the Routing Number	Allows the users to enter the routing number.
Enter the Account Number	Allows the users to enter the bank account number.
Enter the PIN	Allows the users to enter the COMPASS PIN number.

Required fields from ESS Adiministrators for setting up other ESS Users	
Office Location	Dropdown that allows the user to select the user's office location. This is populated with the list of office locations that have been established for the employer.
Email	Field that allows the user to enter the contact person's email address.
Work Phone	Field that allows the user to enter the contact person's work phone.
User Name	Field that allows the user to enter the new user's username.

Required fields when performing a Death Notice	
SSN	Field that allows the user to enter the SSN for the member.
Date of Death	Field that allows the user to enter the date of death for the member.

Required fields when submitting DSRS Fees License counts	
Report Date	User selects the reporting date for which DSRS fees needs to be submitted.
License Count	User gives total number of licenses, reports, fingerprints, etc.

Required fields when Paying Invoices by ACH (not using Pre-Authorized ACH Accounts)	
Enter the Bank Name	Allows the users to enter the bank name.
Enter the Routing Number	Allows the users to enter the routing number.
Enter the Account Number	Allows the users to enter the bank account number.
Enter the PIN	Allows the users to enter the COMPASS PIN number.

Required fields when submitting a Payroll Schedule	
Plan Year	A drop-down field that allows users to select the Plan Year in order to enter a Payroll Schedule.
Report Type	A drop-down field that allows user to select the Retirement System.
Payroll Frequency	A drop-down field that allows user to select the payroll frequency for the retirement system. Payroll Frequency identifies the frequency by which a member receives compensation for wages earned.
Pay Date	Field that allows user to enter the first check date for the correlating Pay Period End Date for the corresponding Plan Year.
Arrears	A drop-down field that allows user to select the Arrears as Current, 1 week, 2 weeks, 3 weeks, 4 weeks by which the member gets paid for the selected retirement system.
Pay Period End Date	Field that displays displays/allows to enter the Pay Period End Date calculated by COMPASS for the corresponding Plan Year for the retirement system.