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COMPASS Employer Reporting Overview
24-Aug-2017

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Agenda

Key COMPASS Concept (10:00-10.45)

Submitting a TRS Report (10.45-11.15)

Submitting a TDC Report (11.15-11.30)

Questions and Answer (11.30-12.00)

Employer Reporting

Key Concepts

Terminology	Description	Example(s)
Payroll Schedule	• The Pay Period End Date and Pay Dates for the Fiscal Year.	• Payroll schedule(s) must be provided at the beginning of each fiscal year in COMPASS in order for you to be able to submit your contribution report for a given year. • In order to set up a payroll schedule, you will need to provide the Fiscal Year, Report Type (retirement system), Payroll Frequency (which is Semi-Month for TRS and TDC employers), Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned as compared to paid).
Reporting Employer	• An employer who submits the report (Detail, and Summary) on behalf of another employers or submits reports for multiple retirement systems (but has two or more employer codes).	• In COMPASS the TRS employer code (TRS county code) is established as the Reporting Employer for the TDC agency. You can log in to COMPASS using the credentials issued for your TRS code and can submit employer reports (Detail and Summary) for both the TRS and TDC (PERS if any) reports. You will not be required to login using three different credentials in order to complete your report. **NOTE:** For some key functions such as retirement certifications or setting up payroll schedules, you will have to login using the respective agencies user id and password.

Employer Reporting

Key Concepts

Terminology	Description	Example(s)
Report Date	• A Report Date is the period for which the employer is submitting the contribution report; this should be the Pay Date (i.e. the check date) as appears in the Payroll Schedule.	• Report Date is your Pay Date. Providing an accurate Report Date will allow employers to avoid delinquencies on reports and will ensure that CPRB has received the information in its entirety for in accordance with your payroll schedule. • When generating your file, please refer to the Payroll Schedule in COMPASS (Report>Payroll Schedule) to verify Pay Dates and Corresponding Pay Period End Dates. For example your Pay Date is 7/15/2017 and you pay 2 weeks in arrears making your Pay Period End Date 7/1/2017. When generating the file from WVEIS system, you should enter the Pay Date (=Report Date) as 7/15/2017. The Pay Period End Date should be entered as 7/1/2017. • The Report Date (=Pay Date) cannot be a future date.

Employer Reporting

Key Concepts

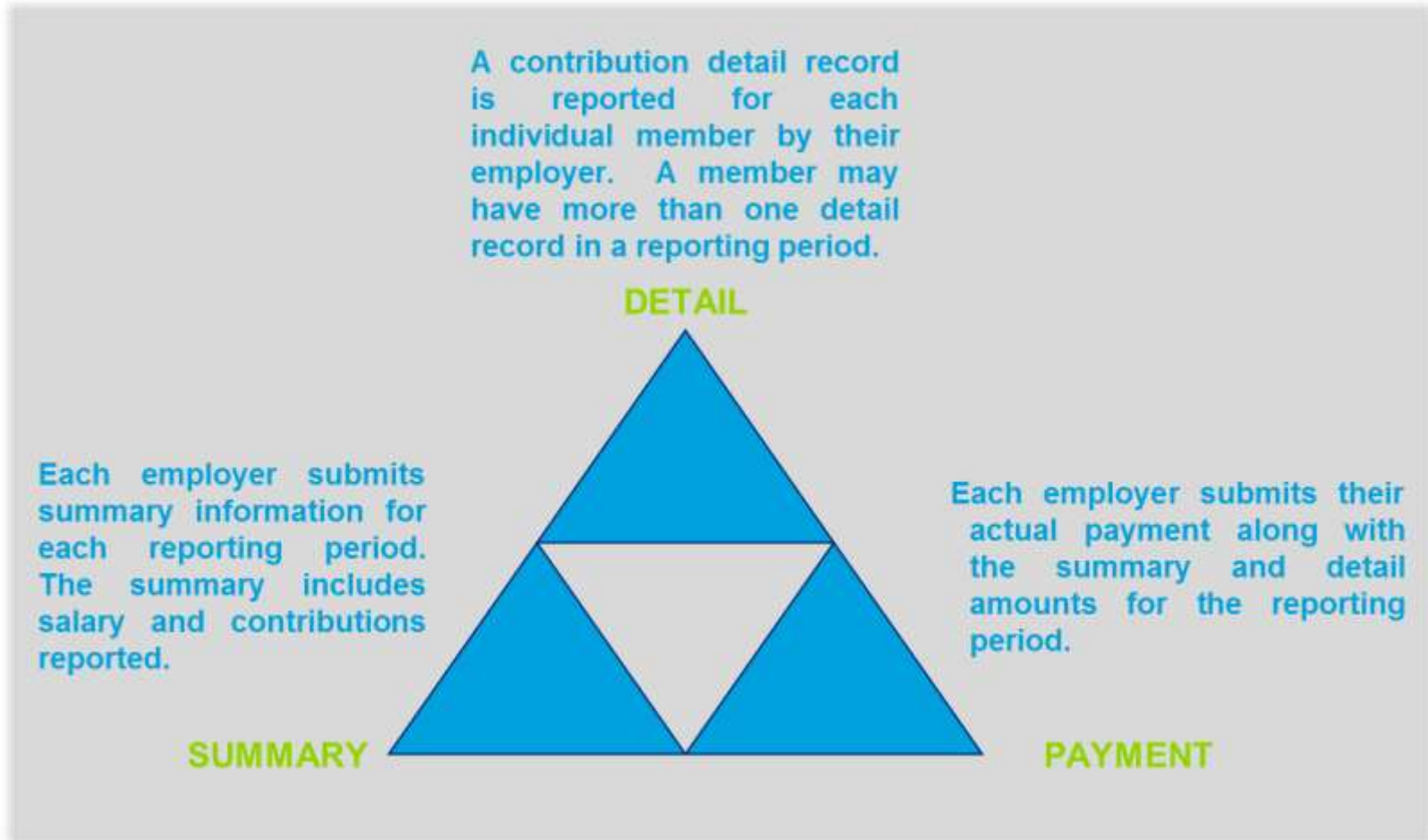| Terminology	Description	Example(s)
Pay Period End Date (PPED)	• A Pay Period End Date reflects the period in which the wages were earned (regardless of when they were paid). COMPASS uses Pay Period End Date (in conjunction with Report Date) to differentiate regular contributions, as opposed to correction of errors (adjustments).	• An employer who reports contributions to CPRB on a semi-monthly frequency and runs payroll on a semi-monthly frequency will report one pay period per employee in each file. (unless reporting a prior period adjustment) • You can report multiple payment reasons for a given employee.
Contribution Group	• Contribution Group is used to "organize" employees into different contribution rate categories (typically based on their plan participation). Each employee reported to the retirement board must belong to a Contribution Group which will be used to validate the contribution amounts.	• The Contribution Groups applicable to TRS are, TRSPLN1, TRSPLN3 and TRSPLN9. If a full-time employee doesn't have any prior participation with CPRB and is hired on or after 7/1/2015, they must be reported in Plan 9. • The Contribution Groups applicable for TDC are TDCCG.

Employer Reporting

Key Concepts

Terminology	Description	Example(s)

Payment Reason	• The type of payment for which contributions were withheld.	• A few Payment Reasons which are applicable to TRS and TDC:
		  • **Deferred Pay:** Employees working on a 10 month contract, however being reported over 12.
		  • **Summer Pay:** For employees who are on a 10 month contract and paid over 10. (and will return in the next school year)
		  • **TRS Legislative:** Report Salary without Employee Contributions, however Employer Contributions are applicable.

File Name	• Employer Contribution files being submitted electronically must be named as follows: 'yyyymmddXXXAAAAA.txt'.	• The file name must include the date the file is being uploaded (today's date) in the yyyymmdd format. • XXX in the file name should be a numeric value (e.x. 001) which will make the file name unique for each submission. • The AAAAA is an alphanumeric employer code (last five digits of the employer code). **NOTE:** As we discussed earlier, your TRS employer code is set up as your reporting agency for your TDC employer code. Even if you are trying to upload a TDC report, the file name should have the last five digits of your TRS code.

Employment Classification (Enrollments)

- **What is an Employment Classification?:** Employment Information – Employment Begin Date, Job Position, Position Status, Contract Length, etc.

- **When must I report a new Employment Classification?:**
  - An employee terminates employment. Report the Employment End Date
  - An employee changes in Job Position, Position Status, and Contract Length, etc. Report an End Date for the old enrollment and a new begin date for the change in the Job
  - An Employee changes addresses

Components of an Employer Report

The 3 Components of an Employer Report

A contribution detail record is reported for each individual member by their employer. A member may have more than one detail record in a reporting period.

DETAIL

Each employer submits summary information for each reporting period. The summary includes salary and contributions reported.

Each employer submits their actual payment along with the summary and detail amounts for the reporting period.

SUMMARY

PAYMENT

Key Differences - COMPASS Employer Report

- **ENCO:** Both Enrollment and Contribution information must be reported

- **Payroll Run Number:** You cannot resubmit the same run number again and again to provide adjustment.

- **Correction of Errors:** You will be able to make a prior period adjustment by including the Pay Period End Date which was reported incorrectly to your current report.

- **Void Checks:** – If you void a check, you must report it as an adjustment in COMPASS.

Employment Classifications and Contributions (ENCO)

Generating the file using WOW and submitting it in COMPASS

- Run the WOW program to create your file.

- When the files have been created, you will see a link for each retirement plan (TRS and TDC) on your screen. Right click on each file and save that to your PC, using the following naming convention.

- Employer Contribution files being submitted electronically must be named as follows: 'yyyymmddXXXAAAAA.txt'

- Sign into COMPASS to upload the file

  - If rejected, find out why the file has been rejected

  - If with errors, you need to view and correct any errors that are not informational

  - Once all errors are corrected, then submit the file to COMPASS and send the payment

FMS>FMS000>CPRB.FIN

Payroll and Check Dates

Select all the payroll run numbers for the particular check and period end date that coincides with your payroll schedule with COMPASS.

Please enter the run number or range of run numbers for the payrolls you wish to submit to the COMPASS system.

Enter Payroll Run Numbers:

Run#4668|DATE: 170815 ▼	-	Run#4668|DATE: 170815 ▼

Enter Check Date yyyy-mm-dd *REQUIRED*:

```
2017-08-15
```

Period End Date yyyy-mm-dd *REQUIRED*:

Position Codes to Job Position Mapping

Match your Job codes to the Job Position in COMPASS. Be sure to include sub job codes.

0013: Non-Administrative Professional:

```
ADMIN:ADMINSTRATORS -
BDUTY:BUS DUTY -
BOARD:BOARD MEMBER -BOARD MEMBERS
BUSOT:BUS DUTY OVERTIME -
BUSOTS:BUS DUTY OVERTIME SUB -
```

0014: Administrators:

```
ADMIN:ADMINSTRATORS -
BDUTY:BUS DUTY -
BOARD:BOARD MEMBER -BOARD MEMBERS
BUSOT:BUS DUTY OVERTIME -
BUSOTS:BUS DUTY OVERTIME SUB -
```

0015: Service:

```
ADMIN:ADMINSTRATORS -
BDUTY:BUS DUTY -
BOARD:BOARD MEMBER -BOARD MEMBERS
BUSOT:BUS DUTY OVERTIME -
BUSOTS:BUS DUTY OVERTIME SUB -
```

Is this submittal for Deferred Summer Pay?

○ Yes

◉ No

After Submitting

Job Submitted

Please use the following files to upload to the COMPASS system.
Download Link TRS FILE *Rightclick and save as*
Download Link TDC *Rightclick and save as*

Demonstration Outline

❑ Employer uploads an Employment Classifications and Contributions (ENCO) report

- Review the error report once the file is processed -
  - Review the records which were rejected
  - Review the records which are in error
- Review the detail report and submit the detail
  - Add the rejected members back to the detail report
  - Resolve all the edit errors
  - Add correction of error (adjustment) for a member to the report
- Review and submit the summary with the state aid/forfeiture amount
- Submits the employer report for the given pay date.

Demonstration