



**COMPASS**

**Employer Self Service Portal**

# Employer Self-Service Handbook

March 17, 2017

# Table of Contents

## Overview

|   |    |
|---|----|
| How to Use This Manual                      | 7  |
| ESS Roles and Tasks                         | 8  |
| Accessing COMPASS ESS                       | 9  |
| User Registration - Setting Up Your Account | 11 |

## Common Tasks

|                          |    |
|--------------------------|----|
| Password Reset           | 17 |
| User ID Recovery         | 19 |
| Attaching a Document     | 20 |
| Sending a Secure Message | 22 |

## Human Resources (HR) Users

|  |    |
|--|----|
| HR Tasks and Functions                         | 29 |
| Membership Eligibility Rules                   | 30 |
| Enrolling a New Member                         | 32 |
| Uploading an Employee Demographic File Import  | 39 |
| Viewing Employee Roster and Member Information | 42 |
| Adding Leave Information                       | 44 |
| Entering Termination Information               | 47 |
| Reviewing Employee Information                 | 49 |
| Maintain Job Category                          | 52 |
| Uploading Documents for a Member in ESS        | 54 |

## Payroll Users

|   |     |
|---|-----|
| Payroll Tasks and Functions                             | 61  |
| Adding Banking Information                              | 62  |
| Editing Banking Information                             | 67  |
| Creating a Compensation and Service Report Manually     | 70  |
| Creating a Work Report Adjustments Report Manually      | 74  |
| Uploading a Payroll File Import for Work Reports        | 82  |
| Uploading a Payroll File Import for Adjustments Reports | 86  |
| Correcting Errors in an Import                          | 89  |
| Submitting a Regular or Adjustments Work Report         | 92  |
| Making Payments   | 94  |
| Viewing Account Transactions                            | 98  |
| Using File History                                      | 101 |
| USERRA Purchase   | 104 |
| COMPASS ESS Reports                                     | 106 |

## Employer Administrators

|  |     |
|--|-----|
| Administrator Tasks and Functions        | 109 |
| Creating New Users                       | 110 |
| Maintaining Employer Address             | 114 |
| Maintaining Employer Contact Information | 118 |

|                   |     |
|-------------------|-----|
| Glossary of Terms | 121 |
|-------------------|-----|

Blank Page



# OVERVIEW

|   |    |
|---|----|
| How to Use This Manual                      | 7  |
| ESS Roles and Tasks                         | 8  |
| Accessing COMPASS ESS                       | 9  |
| User Registration - Setting Up Your Account | 11 |

Blank Page

# Overview

Welcome to APERS COMPASS ESS Employer Self-Service (ESS)! Employer Self Service (ESS) is APERS' portal for employers to access COMPASS. ESS provides the following key functions to authorized employer users:

- Maintain COMPASS ESS accounts.
- View and update employer information including address, contact information and banking information.
- Upload and process files including member employment details, member demographic records, work reports and adjustment reports.
- Manually generate work report and adjustment report transactions.
- View and edit work report and adjustment report details.
- Create and apply payment transactions.
- View the employee roster and member information.
- Enroll new members.
- Verify prior membership.
- Manage seminar registrations.
- Create and view reports.
- View and download employer-related forms and documents.

## How to Use This Manual

The COMPASS ESS Employer Handbook has been designed to be a reference manual for you, both for the COMPASS ESS application and APERS' rules regarding eligibility and reporting. Each COMPASS ESS function that you will use is represented in the Employer Handbook with an explanation of how that function is used and how to navigate to and from the screens.

In addition, the Employer Handbook contains information regarding the new terms and concepts associated with COMPASS ESS and rules regarding membership eligibility. There are explanations in each of the sections and a glossary at the back of the manual that defines terms associated with APERS employer reporting and using COMPASS ESS.

We recommend you print the Employer Handbook and keep it handy during the first few weeks of using COMPASS ESS. As always, if you have questions regarding COMPASS ESS or any of the information in this Employer Handbook, feel free to call or email your APERS Employer Services representative (Reporting Specialist) for assistance. We're here to help!

## ESS Roles and Tasks

The following are roles that have been defined for the ESS solution. You will be assigned a role when you are registered for ESS use. This manual has been divided into sections by roles so that you can easily locate the functions that are associated with your job responsibilities.

| <b>COMPASS ESS Role</b>       | <b>COMPASS ESS Tasks</b>  |
|-------------------------------|---|
| <b>Human Resource User</b>    | Enroll new members<br>Verify prior membership<br>Maintain demographic information for employees<br>View member and roster information<br>Run reports<br>Upload and download documents<br>Receive and send secure messages   |
| <b>Payroll User</b>           | Enter banking information into COMPASS ESS for EFT payments<br>Complete employer reporting and payment processes<br>View member and roster information<br>Run reports<br>Upload and download documents<br>Receive and send secure messages  |
| <b>HR/Payroll User</b>        | Enroll new members<br>Verify prior membership<br>Maintain demographic information for employees<br>Enter banking information into COMPASS ESS for EFT payments<br>Complete employer reporting and payment processes<br>View member and roster information<br>Run reports<br>Upload and download documents<br>Receive and send secure messages   |
| <b>Employer-Administrator</b> | Create and maintain COMPASS ESS users<br>Maintain employer information, such as address and contact information<br>Verify prior membership<br>View member and roster information<br>Enter banking information for EFT payments<br>Complete employer reporting and payment processes<br>View member and roster information<br>Enroll new members<br>Maintain demographic information for employees<br>Run reports<br>Upload and download documents<br>Receive and send secure messages |

## Accessing COMPASS ESS

The COMPASS ESS portal is accessed through the APERS website -- [www.apers.org](http://www.apers.org).

Once on the front page of the APERS site, click the EMPLOYERS login button at the top of the page to access the employer portal and begin the login procedure.



From the log in menu, you will

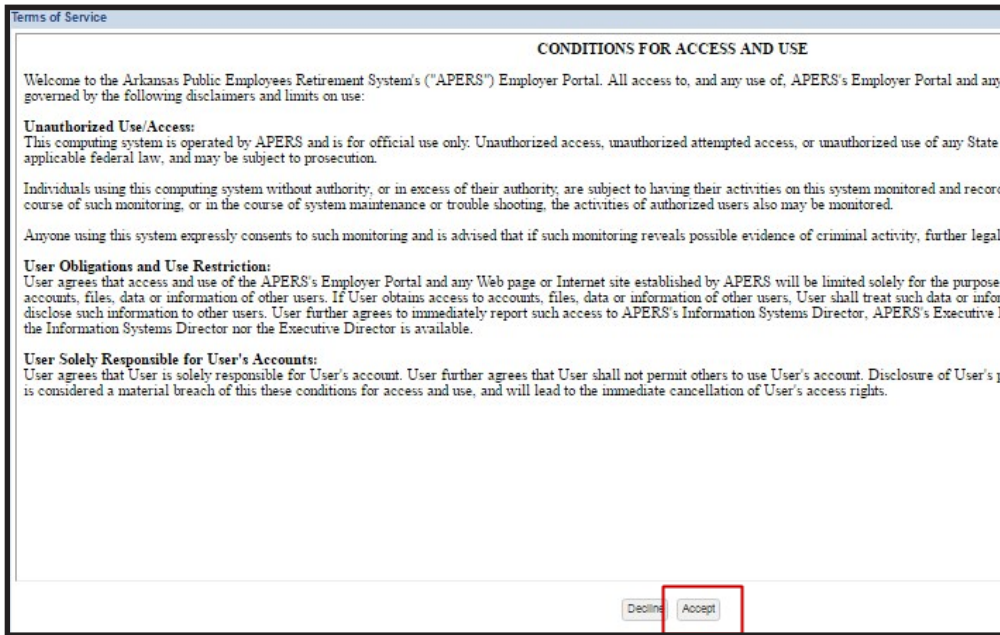
1. Enter your user name
2. Enter your password
3. Click on the log in button

If your user name or password is not accepted, you will receive an error message.

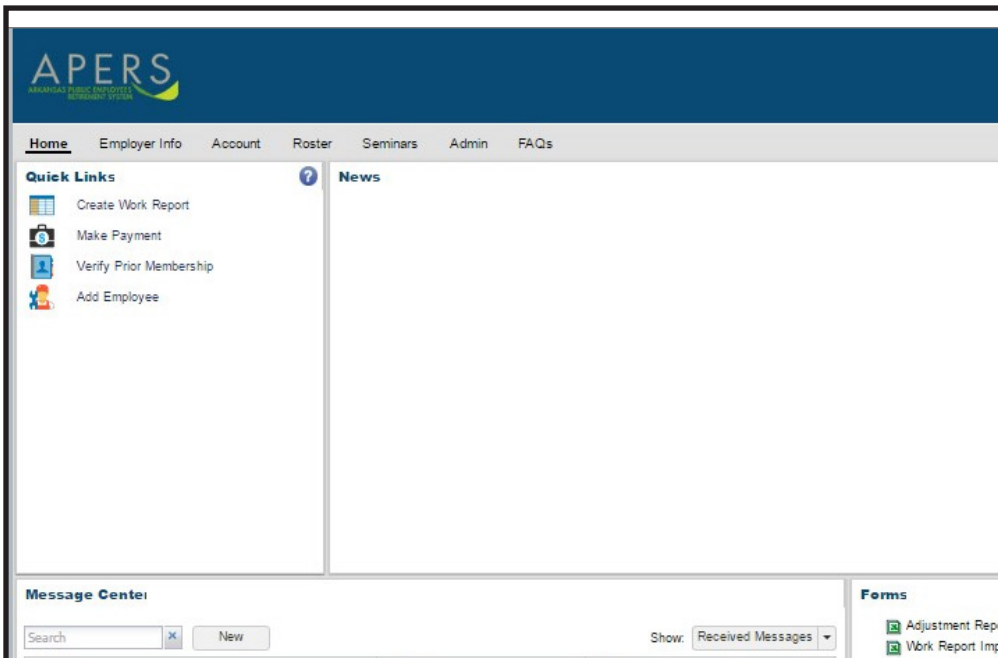
After six unsuccessful attempts to log in, COMPASS ESS will lock you out of the system and you will need to contact your APERS reporting specialist to have your password reset.

For additional information see **Password Reset** or **User ID Recovery**.

Once you have successfully logged in to COMPASS ESS, you will need to review and accept the Acceptable Usage Policy. Click on the **Accept** button to continue to your COMPASS ESS Home screen. This must be done every time you log in to COMPASS ESS.



COMPASS ESS Home screen.



## User Registration - Setting Up Your Account

The registration process in COMPASS ESS begins with the Employer Administrator entering demographic information and assigning roles to prospective COMPASS ESS users at the agency. COMPASS ESS will send an email to new users inviting them to complete registration.

You will be assigned a role in COMPASS ESS based on the functions you need to access (see Overview section for details). To register in COMPASS ESS, you will create a password and up to three security questions to be used if you forget your username or need to reset your password.

This process begins with receipt of an email inviting you to register on COMPASS ESS. Clicking on the link in the email will take you to the COMPASS ESS registration wizard.



## Confirm Contact and Demographic Information

The first step is to confirm the information provided by your employer administrator. You may also change your username from this screen.

The screenshot shows the registration wizard interface with the following elements:

- Progress indicator: 1 Identification (active), 2 Security Setup, 3 Confirmation
- Instruction: Please enter the following information so that the new user can register and create the account.
- Form fields:
  - User: JDOE2016A
  - First Name: John
  - Last Name: Doe
  - E Mail: John.Doe@arkansas.gov
- Section: Enter the following security identifiers:
  - Work Phone: 501-682-7800
  - Ext: [Empty field]
- Next button: A blue button labeled "Next" with a mouse cursor pointing to it.

The wizard will ask for your work phone number, which it will match against the work phone entered by your employer administrator during the creation of your user account. Once you have entered your work phone number, click on the **Next** button to proceed to the next step.





Once you have set up your security questions and password, click on **Next** to confirm the information you entered.

Passwords must match the following rules

- Password must have a minimum of 8 characters
- Password cannot match the username
- Password cannot be set to any of the previous 6 passwords
- Password should match three out of the following four regular expressions: 1 uppercase, 1 lowercase, 1 number, 1 special character(non-alpha)

Enter your new Password:  ■■■■■■■■ Strong

Please confirm your password:

The confirmation screen allows you to preview the information you entered before confirming it and completing the registration process.

Verify User Registration Wizard

1 Identification 2 Security Setup 3 Confirmation

Please confirm the creation of the following user account.

First Name: John  
Last Name: Doe III  
User Name: JDOE2016A  
Email: jon.aucoin@arkansas.gov

Security Question 1: What was your childhood nickname?  
Security Answer 1: Dennis the Menace  
Security Question 2: What is the street number of the house you grew up in?  
Security Answer 2: 123  
Security Question 3: What city were you born in?  
Security Answer 3: Little Rock

Once you have completed the registration process you will be automatically logged into the system. If at any time you have trouble logging into COMPASS ESS, you may contact your APERS Employer Services Representative for assistance.

After a successful registration, a confirmation message will be sent by COMPASS ESS to your email address.

From: COMPASS.NoReply@arkansas.gov  
To: John Doe  
Cc:  
Subject: COMPASS Registration Confirmation

---

Dear John Doe

This email is to confirm that you have successfully registered for the COMPASS Employer Self Service Site

Thank you.  
APERS.

Blank Page

# COMMON TASKS

|                          |    |
|--------------------------|----|
| Password Reset           | 17 |
| User ID Recovery         | 19 |
| Attaching a Document     | 20 |
| Sending a Secure Message | 22 |

Blank Page

# Common Tasks

This section covers basic functions that any ESS user might need to employ.

## Password Reset

If you forget your password, you cannot recover it and instead will need to reset it.

To begin the process of resetting your password, click on the **Forgot Password** link found on the COMPASS ESS log on page.

The screenshot shows a login interface with the following elements:

- User Name:** A text input field.
- Password:** A text input field.
- Log In:** A blue button.
- Forgot User Name** and **Forgot Password:** Two links below the password field. The **Forgot Password** link is highlighted with a red rectangular box.
- Version 10.0-ess** and **APERS v 2.303** text at the bottom left of the page.

Enter the user name associated with your account and click **Next** to bring up the **Security Questions** screen.

The screenshot shows a progress bar at the top with four steps: **Account Lookup** (active), **Security Questions**, **Password Reset**, and **Complete**.

Below the progress bar, the text reads: "Please enter your User Name:" followed by a text input field containing the name **John Doe**.

At the bottom, there are two buttons: **Next** (highlighted with a red box) and **Cancel**.

Answer each of the security questions and click **Next** to go to the **Password Reset** page.

The screenshot shows three security questions with their respective answers:

- First Question:** "What is your oldest sibling's birthday month and year? (e.g., January 1900)"  
**Answer:** "January 1955"
- Second Question:** "What is your grandmother's first name?"  
**Answer:** "Elisa"
- Third Question:** "What is the name of your favorite movie?"  
**Answer:** "Jurassic Park VIII"

At the bottom, there are three buttons: **Back**, **Next** (highlighted with a red box), and **Cancel**.

You must successfully answer all three security questions to continue. If you don't remember the answers, use the **Click Here** link to reset your password by email.

The screenshot shows a progress bar at the top with four steps: Account Lookup, Security Questions (highlighted in blue), Password Reset, and Complete. Below the progress bar, the text reads: "Please answer the security questions. If you do not know the answers to your security questions and would like your password to be reset via email please [Click here](#)". There are three security questions, each with an "Answer:" label and a text input field:

- First Question: What is your oldest sibling's birthday month and year? (e.g., January 1900)
- Second Question: What is your grandmother's first name?
- Third Question: What is the name of your favorite movie?

Enter a new password (based on the password rules). Reenter the new password to confirm and click the **Confirm** button.

The screenshot shows a progress bar at the top with four steps: Account Lookup, Security Questions, Password Reset (highlighted in blue), and Complete. Below the progress bar, the text reads: "Please update your password." followed by "Password must match the following rules":

1. Password must have a minimum of 8 characters
2. Password cannot match the username
3. Password cannot be set to any of the previous 6 passwords
4. Password should match three out of the following four regular expressions: 1 uppercase, 1 lowercase, 1 number, 1 special character (non-alphanumeric)

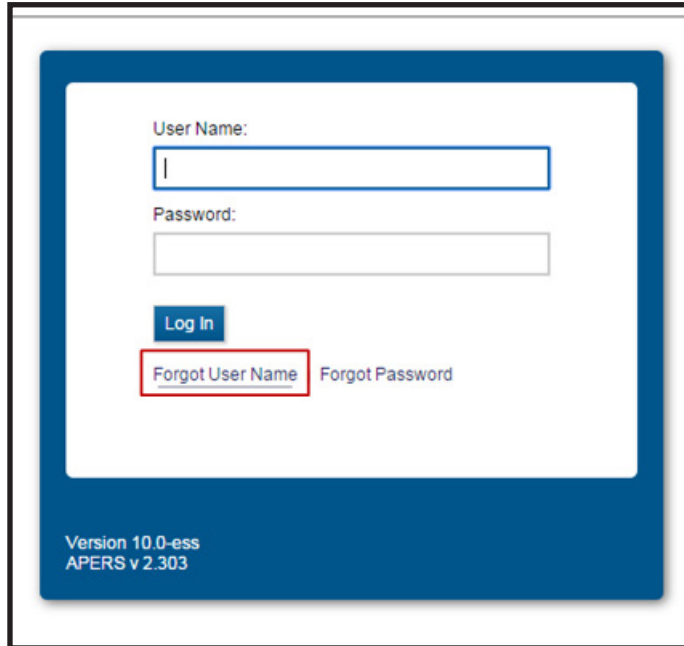
Below the rules are two input fields: "Password:" and "Confirm Password:", both containing masked text (\*\*\*\*\*). At the bottom, there are three buttons: "Back", "Confirm" (highlighted with a red box), and "Cancel".

This will take you to the **Complete** page, which displays a confirmation notice and a link to return to the login screen.

The screenshot shows a progress bar at the top with four steps: Account Lookup, Security Questions, Password Reset, and Complete (highlighted in blue). Below the progress bar, the text reads: "Your password has been reset. Please proceed to the login page." Below this text is a "Login" button highlighted with a red box.

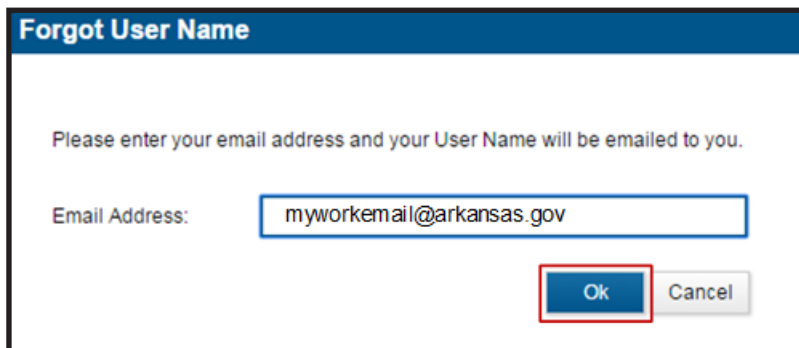
## User ID Recovery

If you have forgotten your user name you can recover it by clicking on the **Forgot User Name** link found on the log on screen.



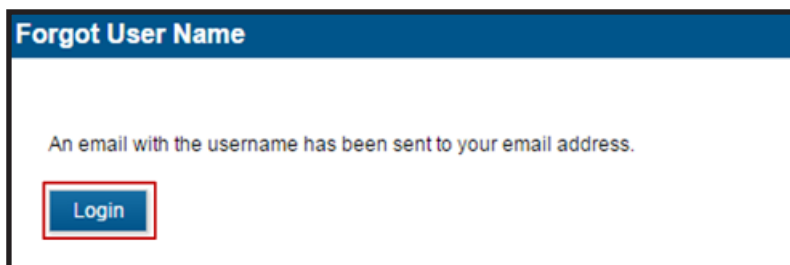
The screenshot shows a login interface with a blue border. It contains the following elements: a 'User Name:' label above a text input field; a 'Password:' label above a text input field; a blue 'Log In' button; a red-bordered box highlighting the 'Forgot User Name' link; and a 'Forgot Password' link. At the bottom left, the text 'Version 10.0-ess' and 'APERS v 2.303' is displayed.

The link will take you to a screen where you can enter the email associated with the account.



The screenshot shows a window titled 'Forgot User Name'. The text inside reads: 'Please enter your email address and your User Name will be emailed to you.' Below this is an 'Email Address:' label followed by a text input field containing 'myworkemail@arkansas.gov'. At the bottom right, there are two buttons: a blue 'Ok' button (highlighted with a red border) and a grey 'Cancel' button.

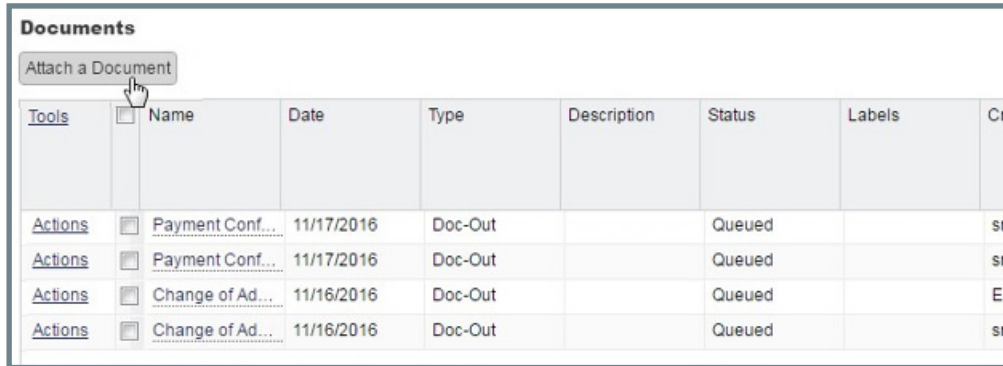
An email with the user name will be sent to the email address you provided.



The screenshot shows a window titled 'Forgot User Name'. The text inside reads: 'An email with the username has been sent to your email address.' Below this text is a blue 'Login' button (highlighted with a red border).

## Attaching a Document

The purpose of this COMPASS ESS function is to allow you to attach a scanned document for APERS' review. From the home screen, scroll down to the **Documents** panel. Click on the **Attach a Document** button to open the **Attach a Document** wizard.



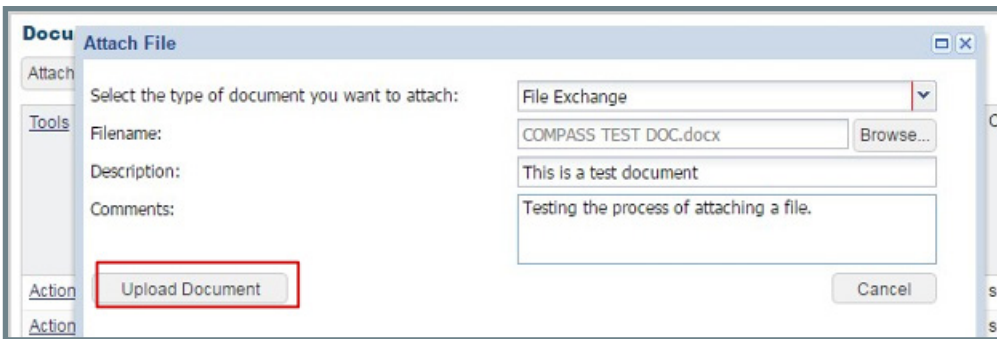
Select the type of document you want to attach from the drop-down menu.

Browse to the document, select it and click on **Open** to return to the **Attach File** screen.

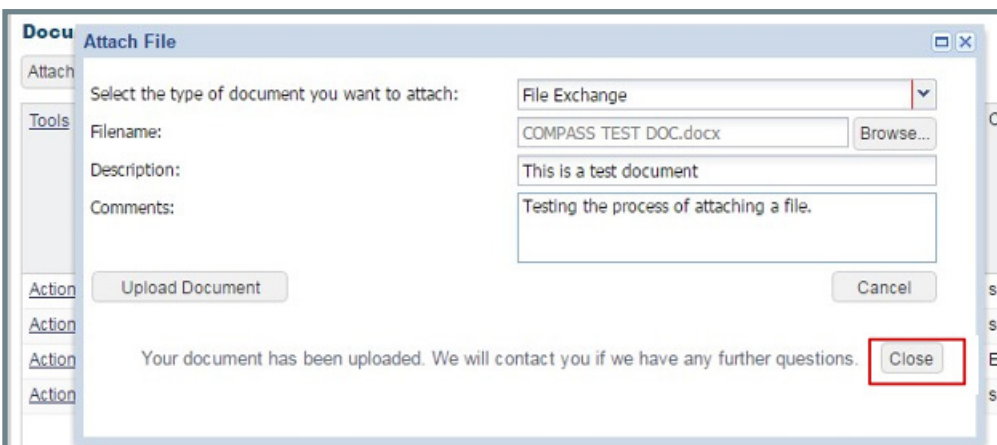
Add a description for the file.

You can add a comment, but it is not required.

Click on the **Upload Document** button.



Once the upload is complete you will receive a confirmation message. Click on **Close** to exit the **Attach File** wizard.





The newly uploaded file will appear on the list.

**Documents**

Attach a Document

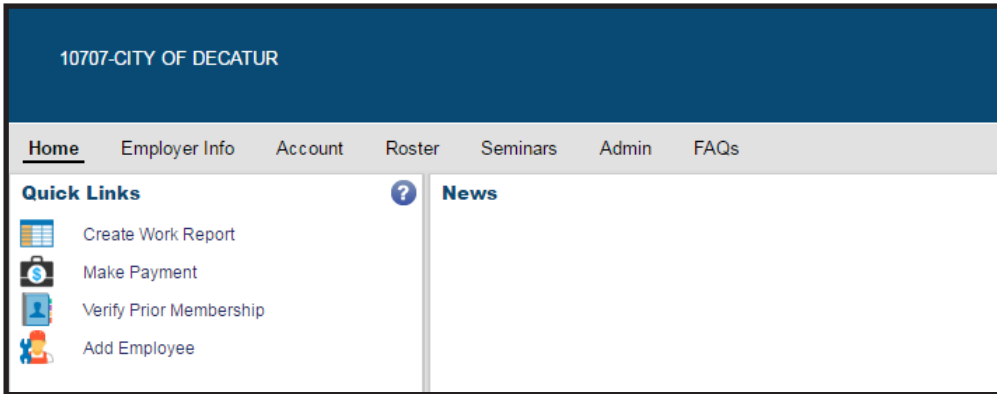
| <a href="#">Tools</a>   | <input type="checkbox"/> | Name            | Date       | Type    | Description         | Status   | Labels | Cre |
|-------------------------|--------------------------|-----------------|------------|---------|---------------------|----------|--------|-----|
| <a href="#">Actions</a> | <input type="checkbox"/> | File Exchange   | 01/25/2017 | Doc-In  | This is a test d... | Released |        | JAL |
| <a href="#">Actions</a> | <input type="checkbox"/> | Payment Conf... | 11/17/2016 | Doc-Out |                     | Queued   |        | sru |
| <a href="#">Actions</a> | <input type="checkbox"/> | Payment Conf... | 11/17/2016 | Doc-Out |                     | Queued   |        | sru |
| <a href="#">Actions</a> | <input type="checkbox"/> | Change of Ad... | 11/16/2016 | Doc-Out |                     | Queued   |        | EXH |

***End of Section***

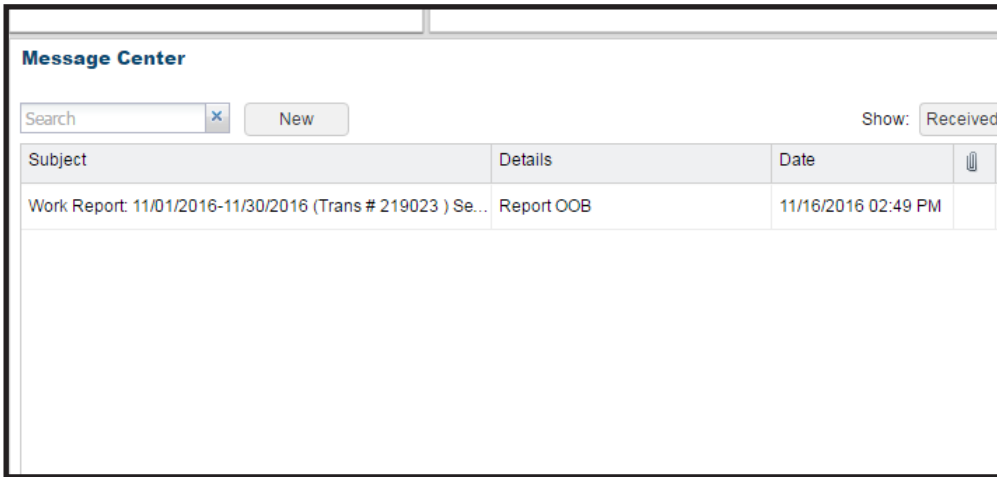
## Sending a Secure Message

The function allows you to send a secure message to an APERS staff member through the ESS application.

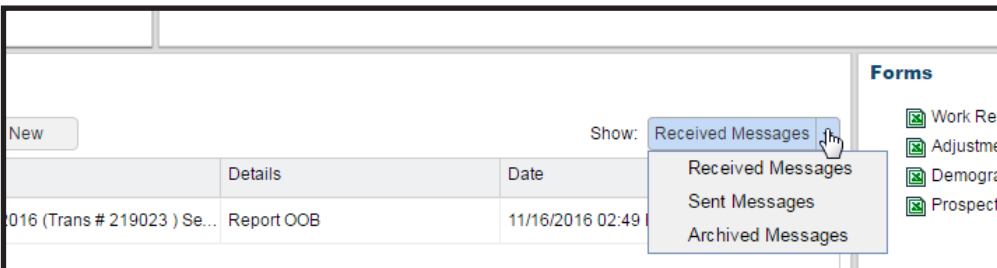
From the **Home** screen you can scroll down and the **Message Center** panel will be directly below the **Quick Links** panel.



The **Message Center**.

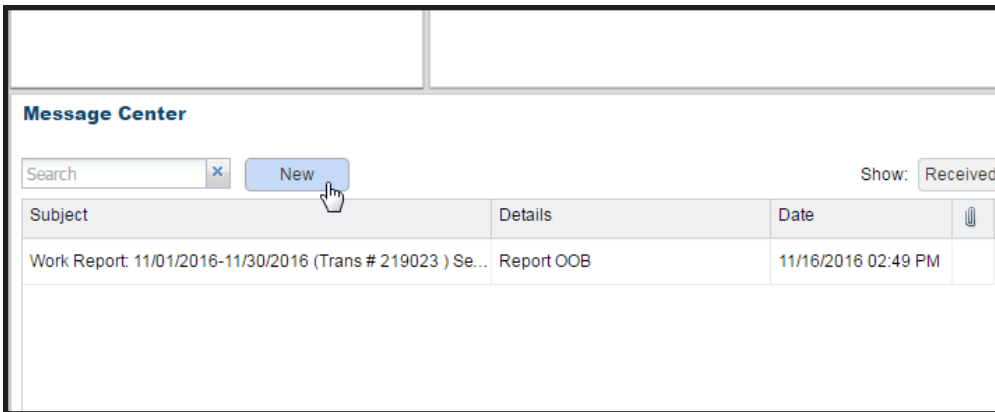


The Message Center will display the **Received Messages**. You can change your view by clicking on and opening the **Show** menu. You can also view sent and archived messages.

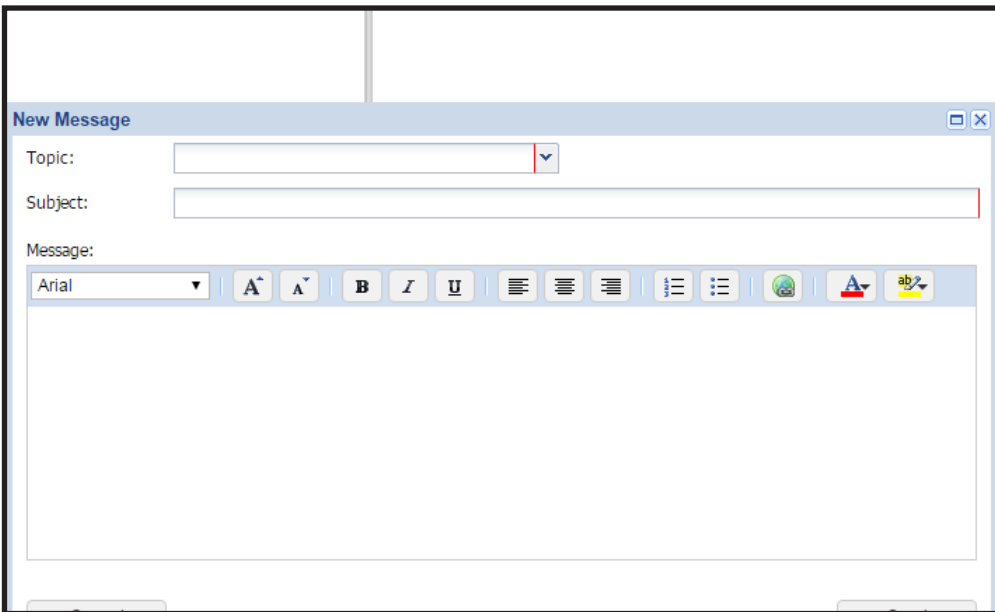


## Create a New Message

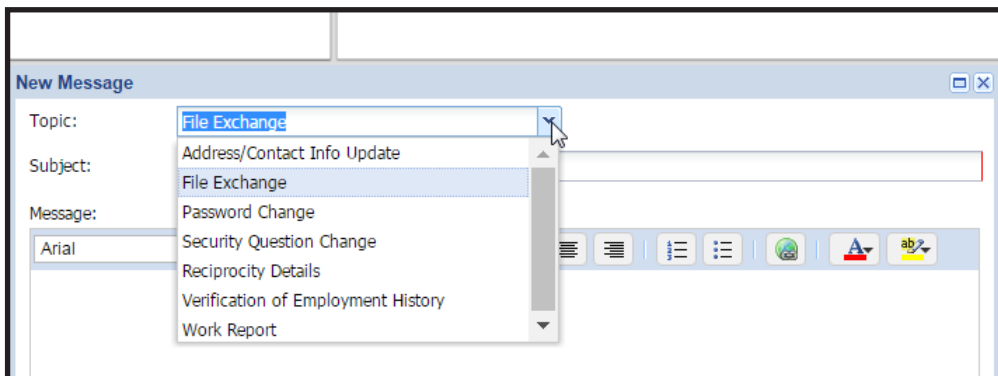
To create a new message click on the **New** button.



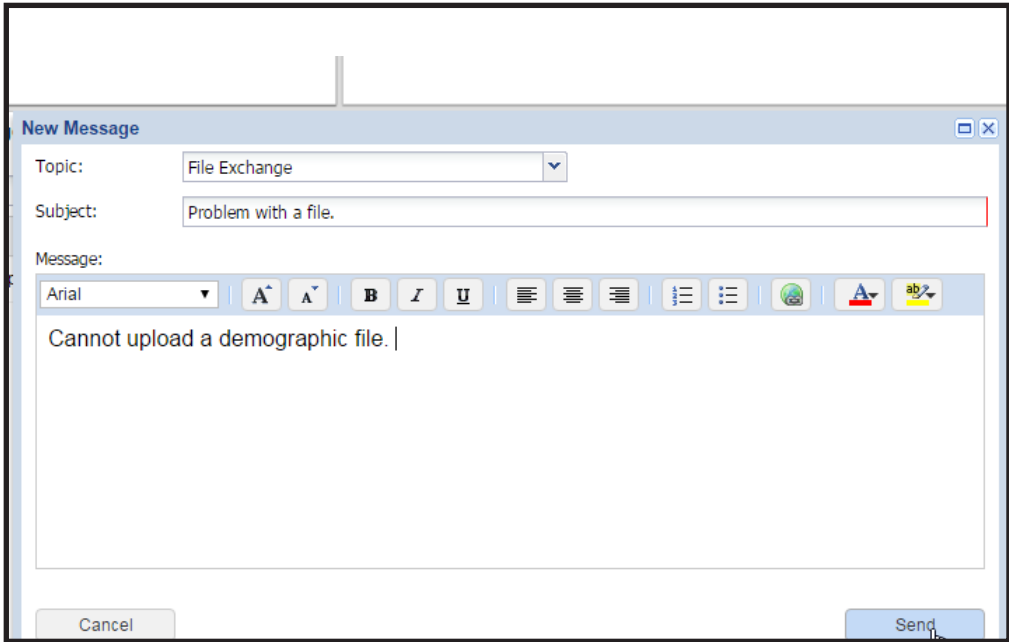
This will open the **New Message** wizard.



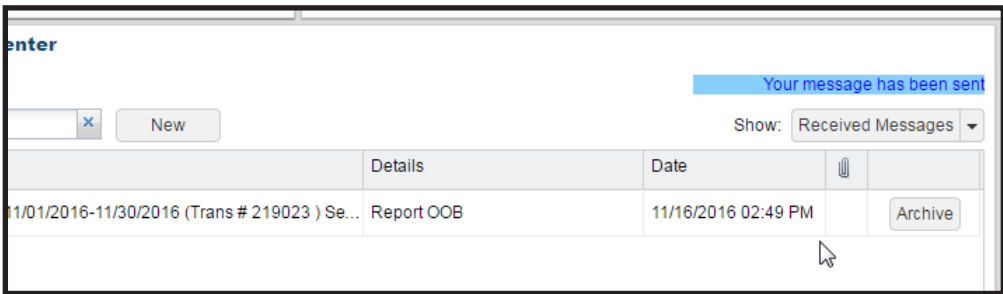
Select the topic from the **Topic** drop-down menu.



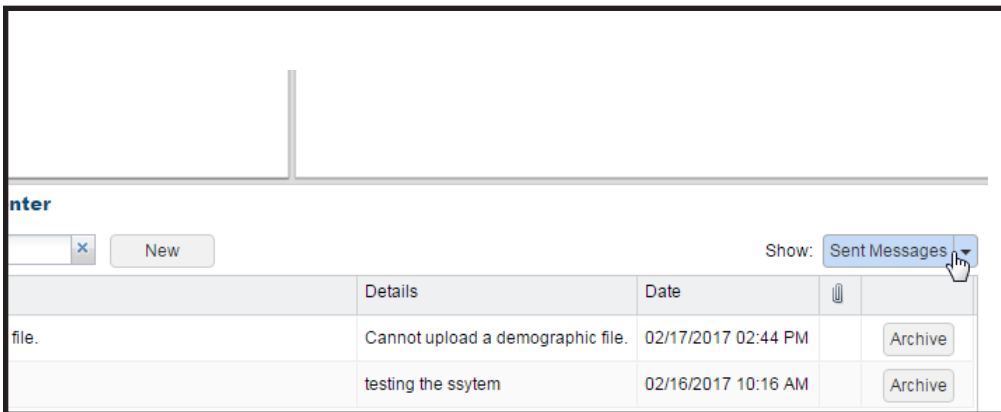
Enter the subject of the email on the **Subject** line.  
Enter your message in the **Message** box.  
Click on **Send**.



You will see a confirmation message that the message has been sent.

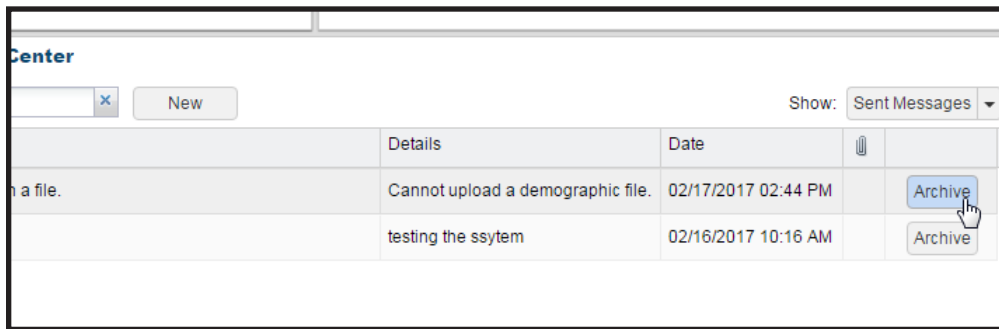


If you change your **Show** view to **Sent Messages**, you will see the message you sent.

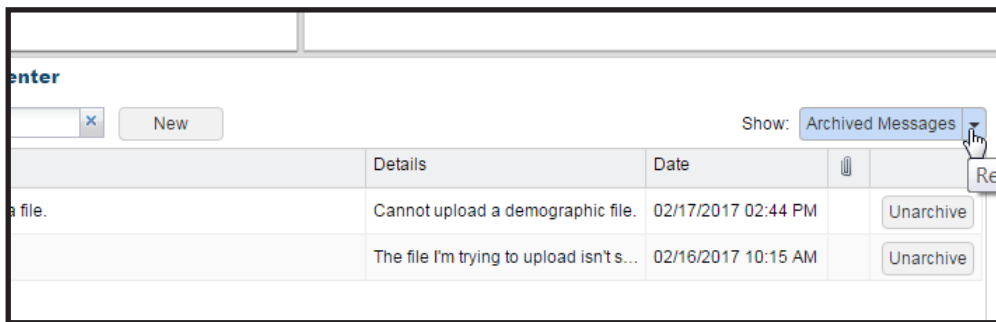


## Archiving a Message

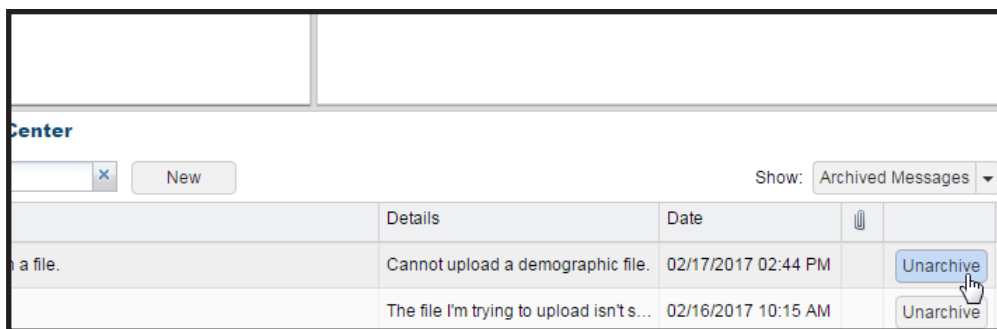
You can archive sent and received messages by clicking on the **Archive** button next to the message you wish to archive.



Changing your view to **Archived Messages** will allow you to see all archived messages.



You can return any archived message back to its original folder (sent items in the sent box, received items in the received box) by clicking on the **Unarchive** button.



Blank Page

# HUMAN RESOURCES (HR) TASKS

|  |    |
|--|----|
| HR Tasks and Functions                         | 29 |
| Membership Eligibility Rules                   | 30 |
| Enrolling a New Member                         | 32 |
| Uploading an Employee Demographic File Import  | 39 |
| Viewing Employee Roster and Member Information | 42 |
| Adding Leave Information                       | 44 |
| Entering Termination Information               | 47 |
| Reviewing Employee Information                 | 49 |
| Maintain Job Category                          | 52 |
| Uploading Documents for a Member in ESS        | 54 |

Blank Page



# Human Resources (HR) Users

## HR Tasks and Functions

If your main role in COMPASS ESS will be enrolling and maintaining employees in the APERS system, you will have the COMPASS ESS Security Profile “HR User” and will be performing the following functions in COMPASS ESS:

- Enrolling a New Member
- Uploading an Employee Demographic File Import
- Membership Eligibility Rules
- Viewing Employee Roster and Member Information
- Adding Leave Information
- Entering Termination Information
- Reviewing Employee Information
- Maintaining Job Category
- Uploading Documents for a Member in ESS

HR functions in COMPASS ESS have been streamlined to make it easier and more efficient for you to enroll employees and maintain information. You will no longer submit paper forms to APERS to enroll employees or to change employee information, such as addresses. This will all be done online. Employees will be responsible for designating beneficiaries, either online through COMPASS Member Self-Service (MSS) or by submitting a form available from APERS. You will have access to an online verification tool to assist with determining whether your new employee is eligible for employment and will have access to reports in COMPASS ESS.

## Membership Eligibility Rules

### APERS

#### General Information

Membership in the Arkansas Public Employees Retirement System (APERS) is mandatory for employees of APERS employers that are hired with the intent of working at least 90 consecutive calendar days, work at least 80 hours per month during a period of 90 consecutive calendar days, and earn at least the federal minimum wage. There are no age restrictions to eligibility for membership. These requirements apply to active members, DROP participants, and rehired retirees.

Members of APERS-covered systems cannot be members of another Arkansas state-authorized retirement system, with the exception of members of the General Assembly, volunteer firefighters, and certain LOPFI participants.

Public schools participate for certain non-teaching employees hired before July 1, 1989. From and after that date, under Act 653 of 1989, new school employees will be included in the membership of the Arkansas Teacher Retirement System. School division is a closed plan.

Mayors and city clerks of first class cities have 90 days to elect to withdraw from APERS membership. Waiver of membership for mayors and city clerks of first class cities is irrevocable.

#### Return from Retirement

Members who never participated in the DROP may return to work for a public employer in Arkansas, after 180 days of their effective retirement date, but they can't again become members of APERS and receive service credit to further increase their retirement benefit. Employers must submit enrollment forms for rehired retirees because they must submit ER contributions for them.

Act 774 of 2011, effective March 30, 2011, extended the termination period required for retirement purposes for individuals who receive at least two-for-one service credit under APERS to one year.

If an employee retired under the early incentives provided by Act 187 of 1987 (state), then he or she cannot return to work for the state. If an employee retired under the early incentives as provided by Act 717 of 1987 (county), then he or she cannot return to work for a county.

A member who enrolled in the DROP on or after March 1, 2011 and retired out of DROP may not return to work in a position covered by a state-authorized retirement plan.

An APERS member who retires on disability cannot return to work for an APERS-covered employer.

## **ADJRS (District Judges)**

ADJRS is a closed system and considered a division of APERS. District judges entering the system after July 1, 2007 are treated as APERS-covered employees and processed under the same rules as all APERS members.

## **ASPRS (State Police)**

### **General Information**

Membership in ASPRS is mandatory for State Police officers and the Director. Other Department of State Police employees are members of APERS. Tier I includes all officers hired before April 3, 1997. Tier II includes all officers hired on or after April 3, 1997.

### **Return from Retirement**

An ASPRS member may be able to return to work for a public employer in Arkansas and still receive disability benefits. Upon a disability retiree's return to the employ of the department, the member's credited service at the time of his or her retirement shall be restored to the member's credit. The member shall be given service credit for the period he or she was receiving a disability pension if within that period he or she was receiving workers' compensation because of department employment.

## **AJRS (Judicial)**

Membership is mandatory for all chancery, circuit, court of appeals and State Supreme Court judges, whether elected or appointed to office. Those who did not become members of the system at the time of initial election or appointment may acquire prior service credit by paying into the system all contributions, together with interest, that would have been paid if the judge had been a member of the System from the time he or she took office until enrollment.

Tier II Membership includes all chancery, circuit, and Appeals Court judges and Supreme Court Justices elected or appointed after the effective date of Act 399 of 1999 (August 1, 1999), active members on the effective date of the act who elect to participate in Tier II. Anyone hired after 8/1/1999 is considered Tier II.

## **Concurrent Employment**

If an employee works at the same time for two or more employers that are covered by different state sponsored retirement systems, that employee cannot be a member of both systems. Exceptions are members of the General Assembly, volunteer firefighters, and those persons who have dual full-time employment in separate positions covered by the Arkansas Public Employees Retirement System and the Arkansas Local Police and Fire Retirement System respectively.

If an employee is employed in two or more positions that are covered by APERS and that person meets the eligibility requirements, the member must be reported to APERS by both employers.

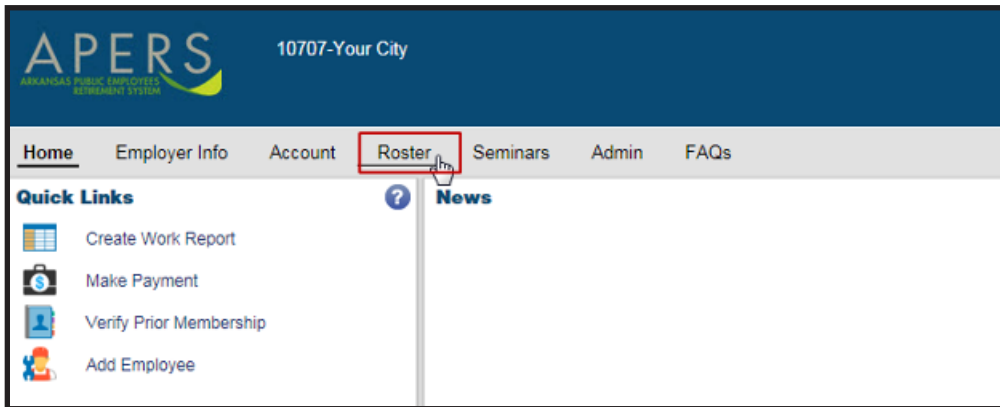
## Enrolling a New Member

The purpose of this function is to allow you to determine if a new employee has previously been a member of APERS and to enroll an employee in the APERS system.

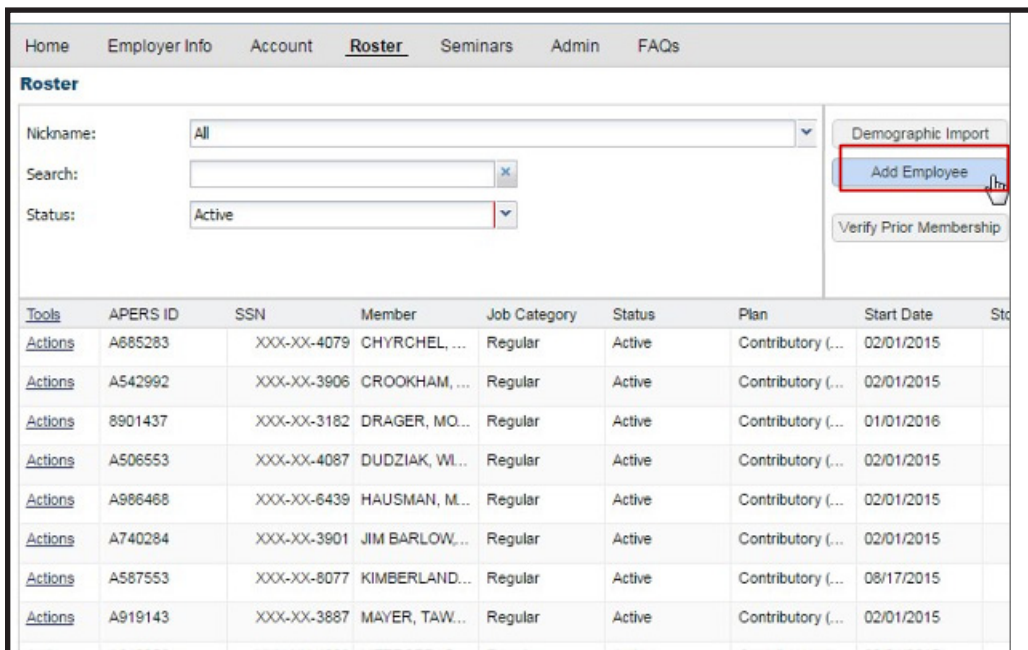
A new member record must be established in COMPASS ESS before reporting is done. If an employer tries to submit a work report with members who do not have a member record, COMPASS ESS will require the new member records be added before the work report can be submitted.

If you are adding more than 25 new employees, it will be more efficient for you to upload a file to add employees to your roster. See **Uploading an Employee Demographic File Import** for information regarding uploading a file to add employees.

From the **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to open your employee roster.



From the **Roster** screen, click on the **Add Employee** button to start the **Add Employee Wizard**.



The first step will be to search for the member in COMPASS ESS to determine if the employee has prior membership in an APERS system and, if so, is the employee allowed to return to work for an APERS-covered agency.

### Step 1: Search

To begin the search, you will enter the employee’s Social Security Number (SSN), date of birth, and start date. You will also select the employee’s **Reporting Group** and **Job Category** from drop-down menus.

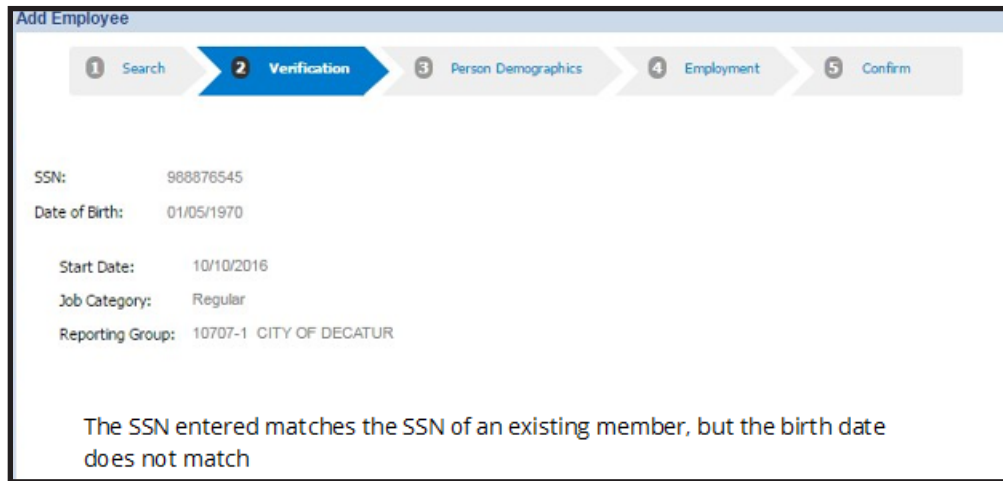
Once you have completed your entries, click on the Search button to move to step 2, **Verification**.

## Step 2: Verification

When you click **Search**, COMPASS ESS will display a screen that will list one of four possible outcomes for the employee’s membership in an APERS system.

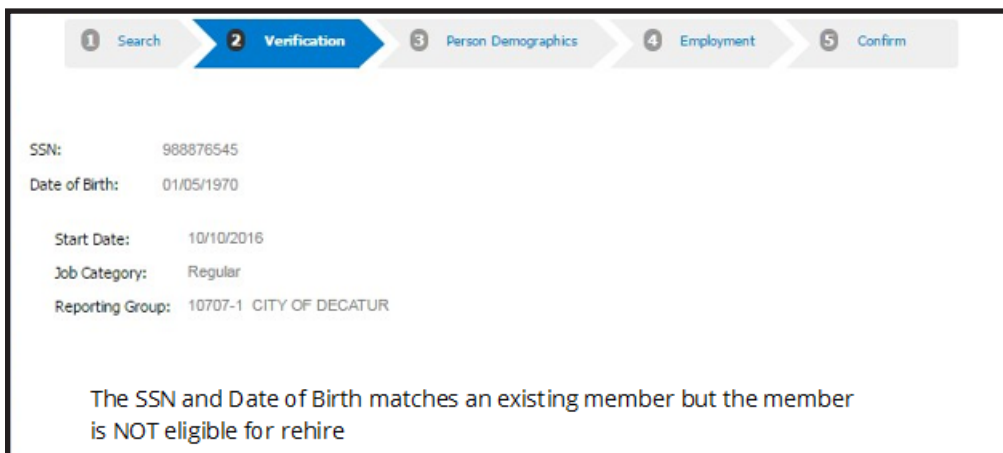
### Outcome 1: Information Does Not Match

The first possible outcome is that the SSN entered matches the SSN of an existing member, but the birth date entered does not match the birthdate of the existing record, a message will be displayed, stating the following: “The SSN entered matches the SSN of an existing member, but the birth date does not match. Please enter the correct birth date for the member.” This requires entry of the correct birth date before you can proceed to the next step.



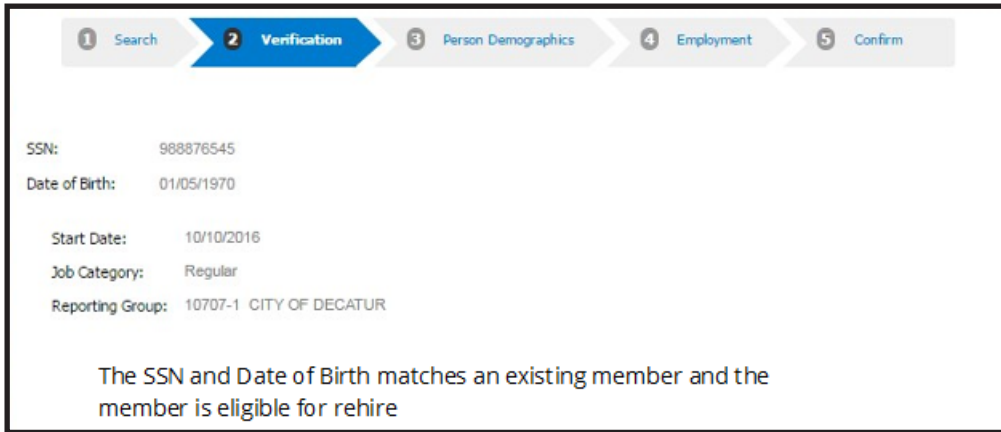
### Outcome 2: Not Eligible

The next possible outcome is that the employee is not eligible to return to work for an APERS-covered employer. If the SSN and birthdate entered matches the SSN and birthdate of an existing member but the member is not eligible to return to work based on the member’s past membership information and the **Job Category** and **Start Date** entered in Step 1, COMPASS ESS will display the reason why the member cannot return to work.



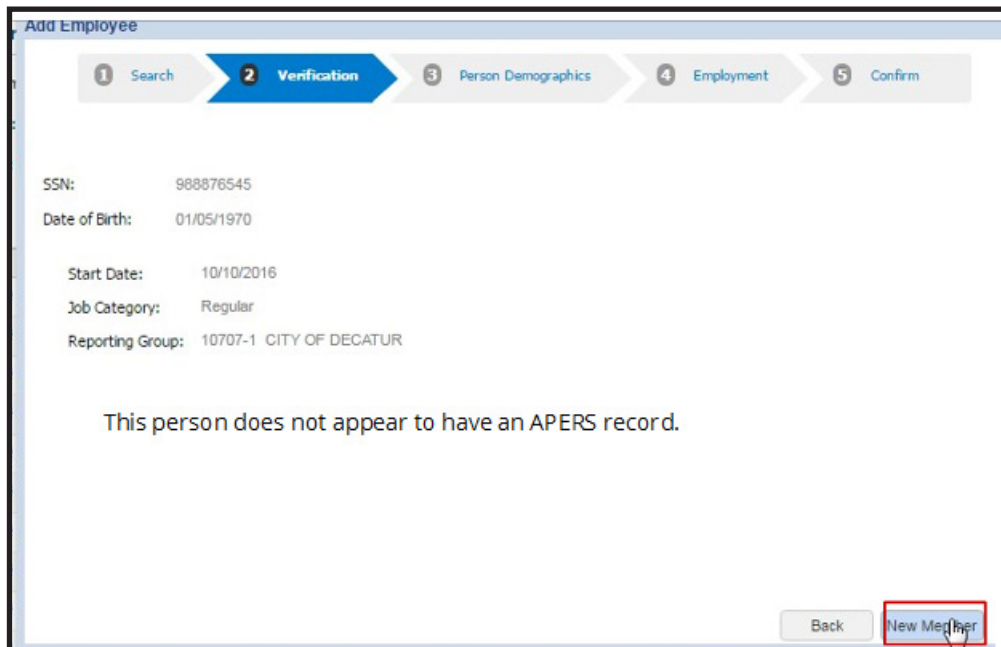
### Outcome 3: Eligible

If the SSN and birthdate entered matches the SSN and birthdate of an existing APERS member, and the member is eligible to return to work based on past membership information and the **Job Category** and **Start Date** entered in Step 1, COMPASS ESS will display the member’s information and allow you to proceed to the next step.



### Outcome 4: Does Not Exist

The final possible outcome is that the SSN and birthdate do not match that of an existing APERS member. COMPASS ESS will display a message that states the following: "This person does not appear to have an APERS record.". You will be able to proceed to the next step to add your new employee as an APERS member.



### Step 3: Entering Demographic Information

The third step of the wizard will display member demographic information. If the person is an existing member, then the demographic information will be displayed as read only. You will have an opportunity to update the member’s address and contact information. If the person is a new member, a mailing address will be entered here. Required fields are designated with a red line, such as **Marital Status**, **First Name**, and **Gender**.

The screenshot shows the 'Employee' form at the 'Person Demographics' step. The form is divided into two columns. The left column contains fields for SGN (988-87-6545), Marital Status (Single), Divorce Date (mm/dd/yyyy), Marriage Date (mm/dd/yyyy), PERS Status, SPRS Status, JRS Status, and DIRS Status. Below these is a 'Mailing' field with a red border and a pencil icon. The right column contains fields for APERS ID, Prefix, First Name (John), Middle Name, Last Name (Doe), Suffix, Date of Birth (01/05/1970), Gender (Male), Home Phone, Mobile Phone, Work Phone (with an 'Ext:' field), Other Phone, Primary Email, Email Personal, and Other Email. All fields have a pencil icon for editing.

To enter the employee’s mailing address, click anywhere in the **Mailing Address** box to open the **New Mailing Address** pop-up.

This screenshot is identical to the one above, but the 'Mailing' field is highlighted with a red rectangular box to draw attention to it.



Enter the mailing information beginning with **Zip Code**. The wizard will populate the **City** and **State** fields automatically from the zip code. When you have completed your entries, click OK.

The address fields will be updated with the information you entered.

You may also enter member contact information, such as phone number and email address, but this is not required to enroll a new APERS member. Once you have completed entry of the employee's address and desired contact information, click the **Next** button to continue to the next step.

### Step 4: Entering Employment Information

The fourth step of the wizard will display information for processing the employee’s employment information. This information will default based on the **Job Category** and **Start Date** you entered in Step 1.

You will have the opportunity to change the information on this screen. When you have completed the entries on this screen, click **Next** to continue.

### Step 5: Confirming Information

Step 5 in the wizard allows you to confirm the information you’ve entered about the new APERS member. If you need to make changes to any of the information, you will use the **Back** button to return to the previous screen to correct the information. Otherwise, click on **Confirm** to confirm your changes.

| Individual Information |                                     | Employment Information |                            |
|------------------------|-------------------------------------|------------------------|----------------------------|
| SSN:                   | 988876545                           | Reporting Group:       | 10707-1 CITY OF DECATUR    |
| Marital Status:        | Single                              | Employer Type:         |                            |
| First Name:            | John                                | Job Category:          | Regular                    |
| Middle Name:           | C.                                  | Plan:                  | Contributory (Post 7/1/05) |
| APERS Status:          | Active                              | Status:                | Active                     |
| Last Name:             | Doe                                 | Start Date:            | 10/10/2016                 |
| Date of Birth:         | 01/05/1970                          |                        |                            |
| Gender:                | Male                                |                        |                            |
| Mailing:               | 123 Elm Street LITTLE ROCK AR 72201 |                        |                            |

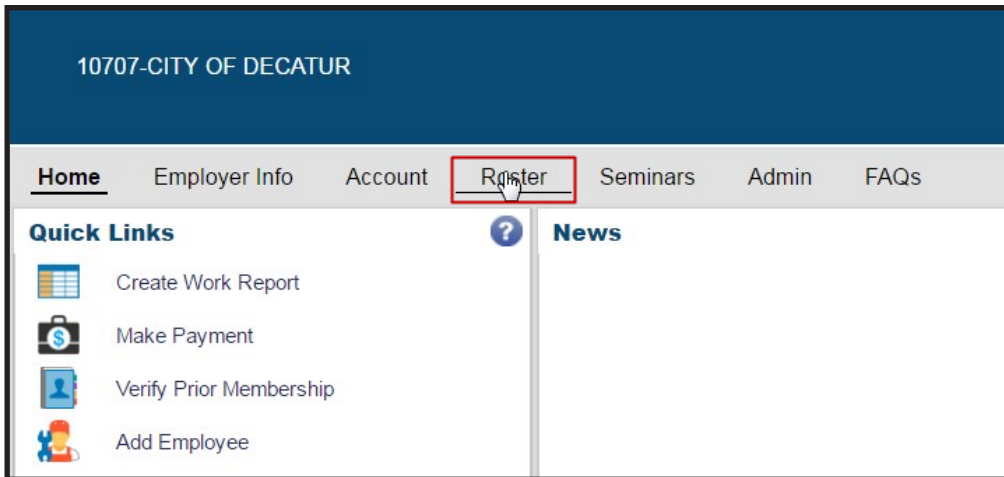
After enrolling an employee through the wizard, COMPASS ESS will load the employee’s information, which you may then view on your **Employee Roster**.

| Tools                   | APERS ID | SSN         | Member        | Job Category | Status | Plan               | Start Date |
|-------------------------|----------|-------------|---------------|--------------|--------|--------------------|------------|
| <a href="#">Actions</a> | A685283  | XXX-XX-4079 | CHYRCHEL, ... | Regular      | Active | Contributory (...) | 02/01/2015 |
| <a href="#">Actions</a> | A542992  | XXX-XX-3906 | CROOKHAM, ... | Regular      | Active | Contributory (...) | 02/01/2015 |
| <a href="#">Actions</a> | 1461433  | XXX-XX-6545 | Doe, John C.  | Regular      | Active | Contributory (...) | 10/10/2016 |
| <a href="#">Actions</a> | 8994497  | XXX-XX-3493 | BRACER, MC... | Regular      | Active | Contributory (...) | 01/01/2016 |

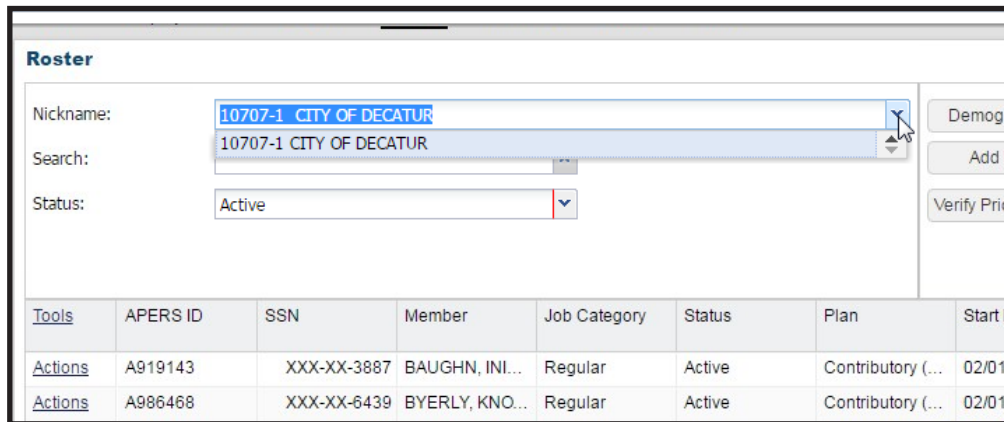
## Uploading an Employee Demographic File Import

The purpose of this function in COMPASS ESS is to load a demographics file to send to APERS to create new member records in COMPASS ESS. If you are adding more than 25 new employees, this will be an easier option for you than adding each new employee separately.

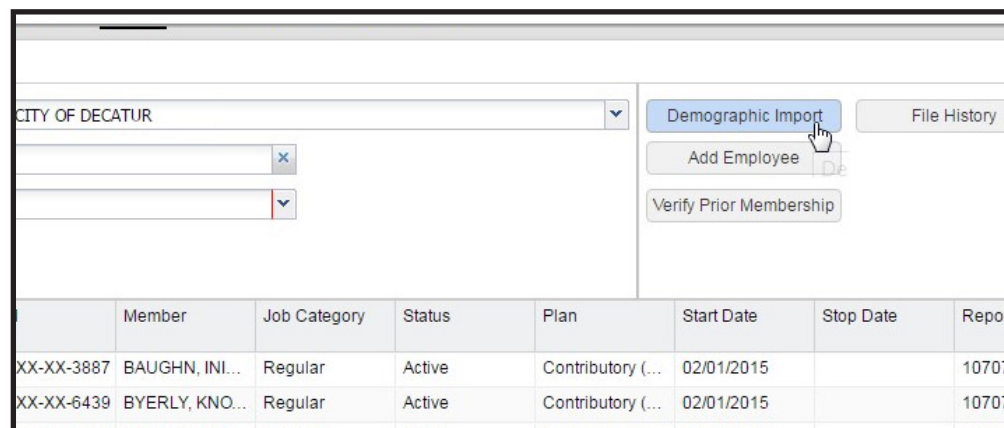
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to get to your APERS **Employee Roster**.



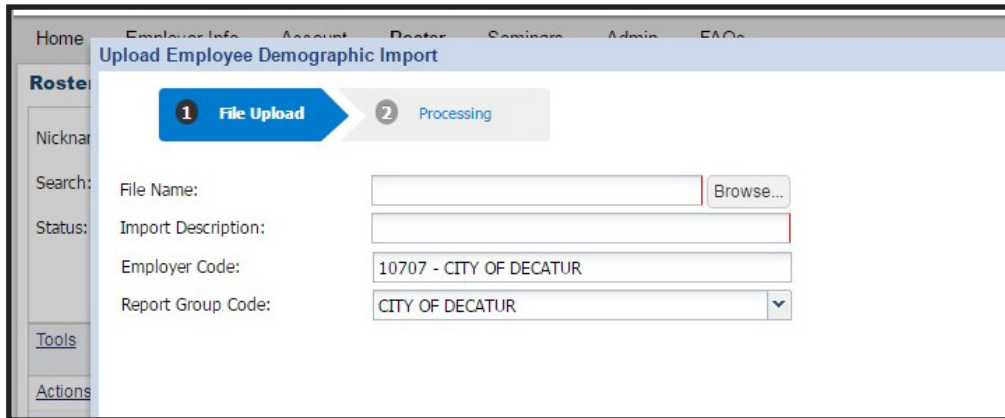
From the Roster screen, select the **Nickname** by clicking on the drop-down menu



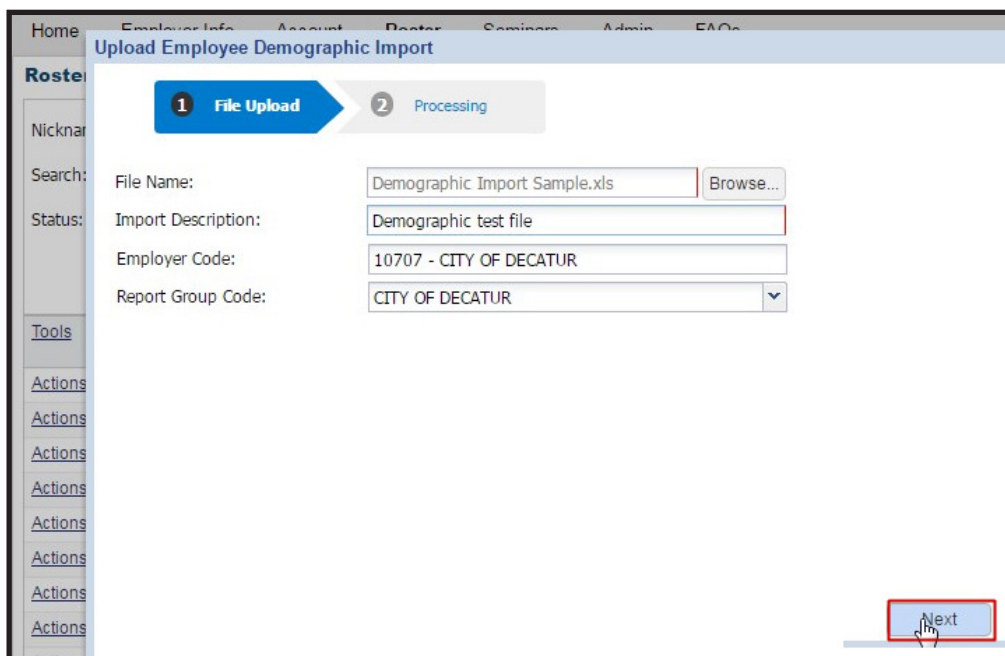
Click on the **Demographic Import** button.



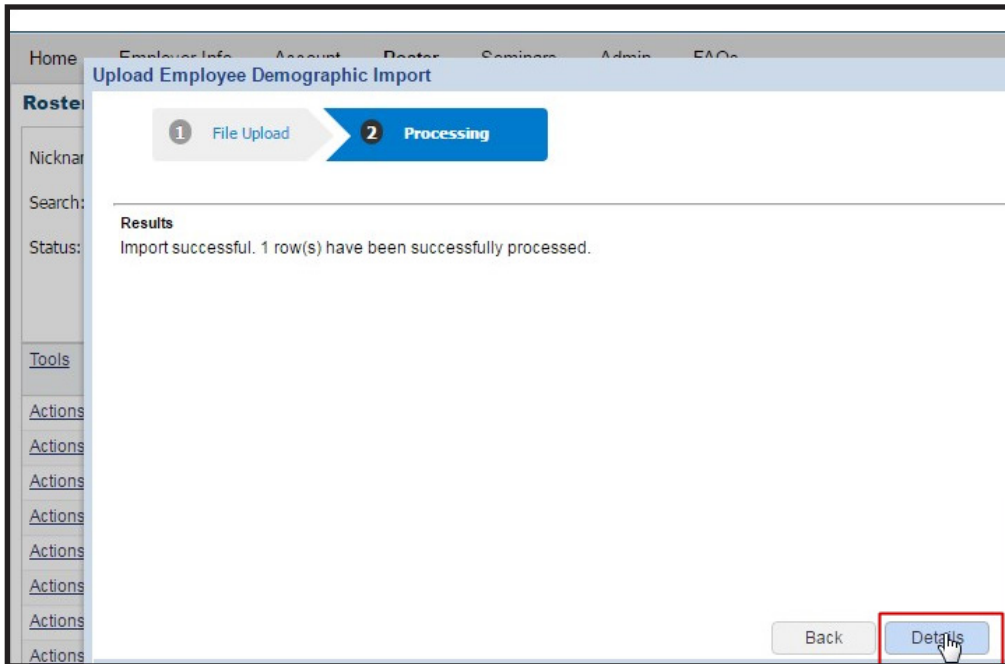
The **Upload Demographic Report Import** wizard will open.  
The **Employer Code** and **Reporting Group Code** will be filled in.



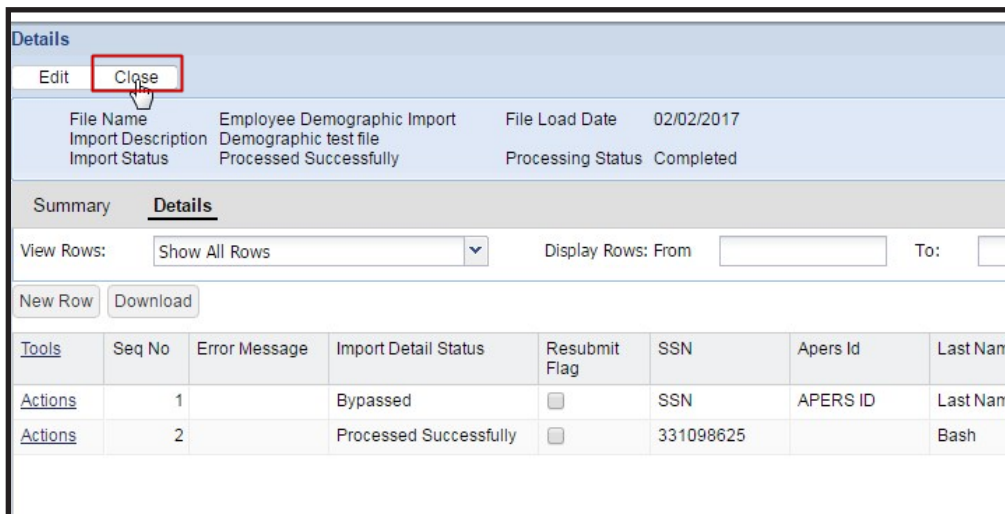
From the **Upload Demographic Report Import** wizard, click on **Browse** to select the file you want to import.  
Add a description in the **Import Description** field.  
Click on **Next** to continue.



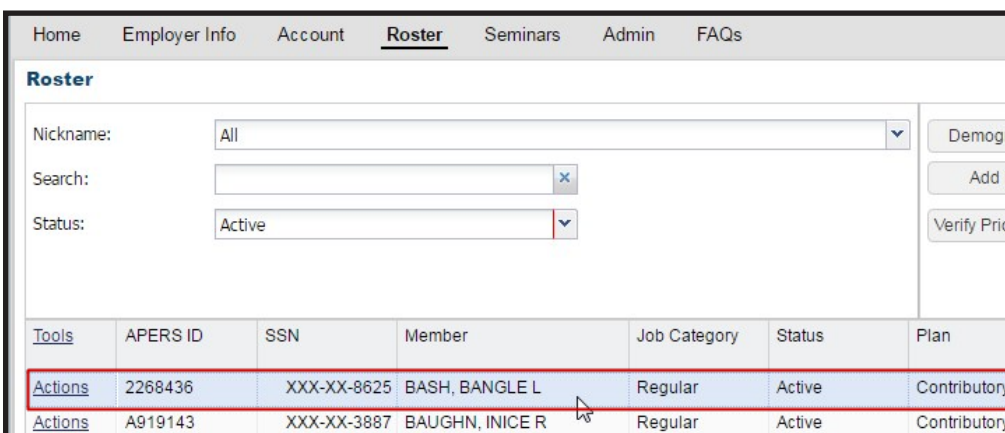
The wizard will move to **Step 2 Processing** and display a message indicating the successful import. To view the details of the import click on **Details**.



When you are done reviewing the details, click on **Close** to return to the **Roster** screen.



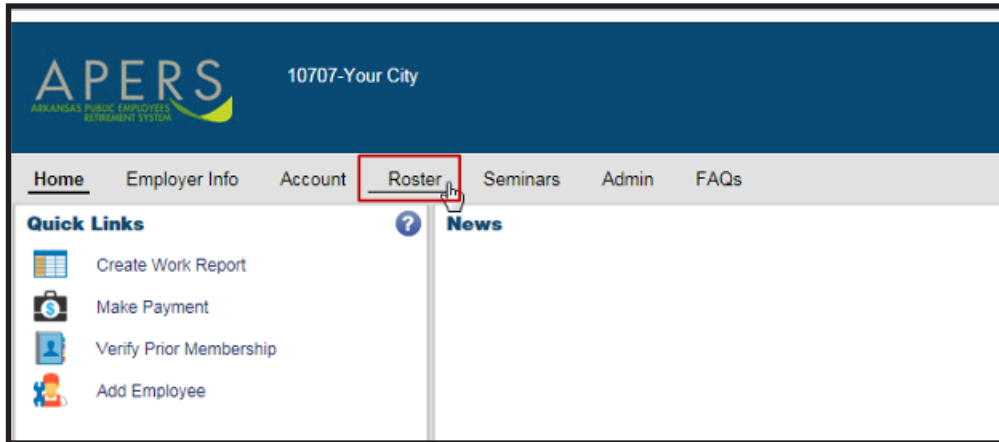
You will see the new employee entry listed on the **Employee Roster**.



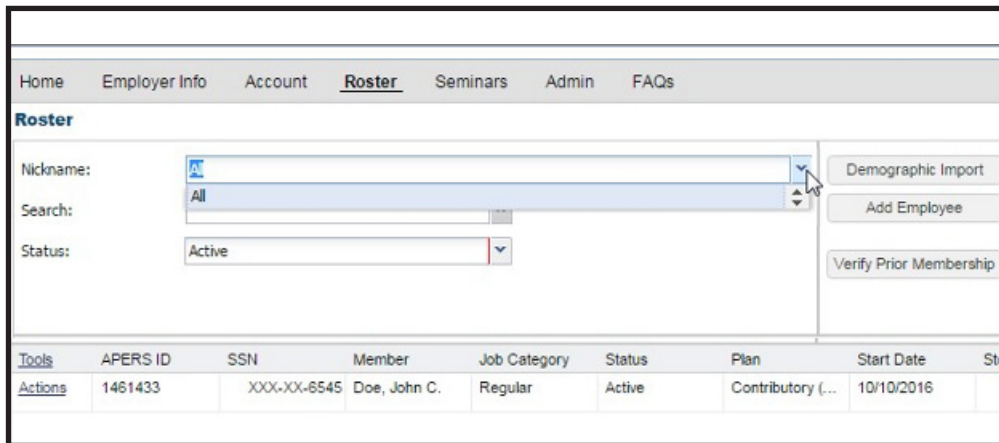
## Viewing Employee Roster and Member Information

The purpose of this function in COMPASS ESS is to allow you to view member information on your APERS **Employee Roster**. This section describes the steps required to navigate to the **Employee Roster** and apply filters to view specific member information.

From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to get to your APERS **Employee Roster**.



The **Roster** screen will default to a view of all active employees from all your agency’s reporting groups. If your agency has multiple reporting groups, you can choose a reporting group in the **Nickname** dropdown. You may also filter the roster grid by using the **Search** field or limit the results by filtering by **Status** (active, inactive, etc.).





From the Roster grid, you can perform the actions listed below:

- Add leave information
- Terminate
- Review employee information
- Maintain job category

The screenshot shows the 'Roster' interface. At the top, there are filters for 'Nickname' (set to 'All'), 'Search' (empty), and 'Status' (set to 'Active'). On the right, there are buttons for 'Demographic Import', 'Add Employee', and 'Verify Prior Membership'. Below these is a table with columns: Tools, APERS ID, SSN, Member, Job Category, Status, Plan, Start Date, and St. The table lists several employees. A context menu is open over the first row, showing options: 'Add Leave Information', 'Terminate', 'Untermiante Member contract', 'Review Employee Information', and 'Maintain Job Category'.

| Tools   | APERS ID | SSN         | Member         | Job Category | Status | Plan               | Start Date | St |
|---------|----------|-------------|----------------|--------------|--------|--------------------|------------|----|
| Actions | A685283  | XXX-XX-4079 | CHYRCHEL, ...  | Regular      | Active | Contributory (...) | 02/01/2015 |    |
| Actions | A542992  | XXX-XX-3906 | CROOKHAM, ...  | Regular      | Active | Contributory (...) | 02/01/2015 |    |
| Actions | 1461433  | XXX-XX-6545 | Doe, John C.   | Regular      | Active | Contributory (...) | 10/10/2016 |    |
|         |          | 3182        | DRAGER, MO...  | Regular      | Active | Contributory (...) | 01/01/2016 |    |
|         |          | 4087        | DUDZIAK, WL... | Regular      | Active | Contributory (...) | 02/01/2015 |    |
|         |          | 6439        | HAUSMAN, M...  | Regular      | Active | Contributory (...) | 02/01/2015 |    |
|         |          | 3901        | JIM BARLOW,... | Regular      | Active | Contributory (...) | 02/01/2015 |    |

From the Roster screen, you may also:

- Upload a demographic import file
- Add a new employee
- Verify prior APERS membership
- Review an employee’s file history

This screenshot shows the 'Roster' screen with a different set of buttons on the right: 'Demographic Import', 'File History', 'Add Employee', and 'Verify Prior Membership'. The table below has columns: N, Member, Job Category, Status, Plan, Start Date, Stop Date, and Reporting Group. The data rows are similar to the previous screenshot.

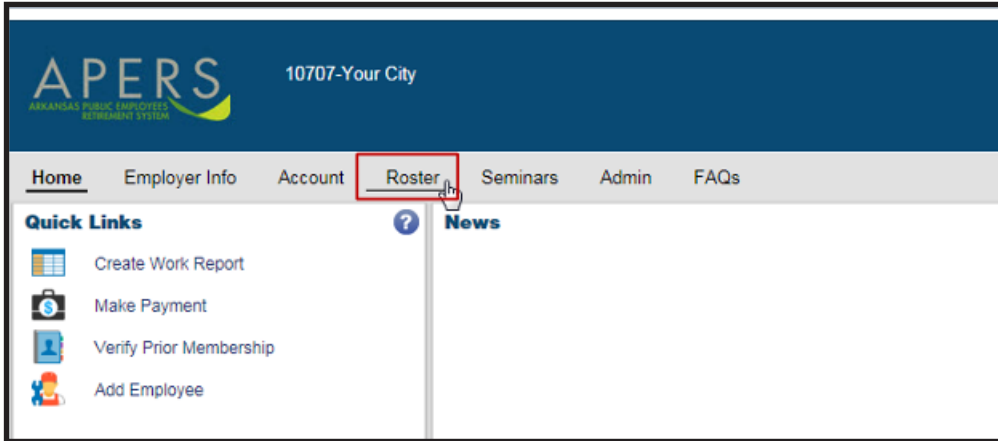
| N           | Member        | Job Category | Status | Plan               | Start Date | Stop Date | Reporting Group |
|-------------|---------------|--------------|--------|--------------------|------------|-----------|-----------------|
| XXX-XX-4079 | CHYRCHEL, ... | Regular      | Active | Contributory (...) | 02/01/2015 |           | 10707-1 CITY... |
| XXX-XX-3906 | CROOKHAM, ... | Regular      | Active | Contributory (...) | 02/01/2015 |           | 10707-1 CITY... |
| XXX-XX-6545 | Doe, John C.  | Regular      | Active | Contributory (...) | 10/10/2016 |           | 10707-1 CITY... |
| XXX-XX-3182 | DRAGER, MO... | Regular      | Active | Contributory (...) | 01/01/2016 |           | 10707-1 CITY... |

Each of these actions are discussed in this handbook.

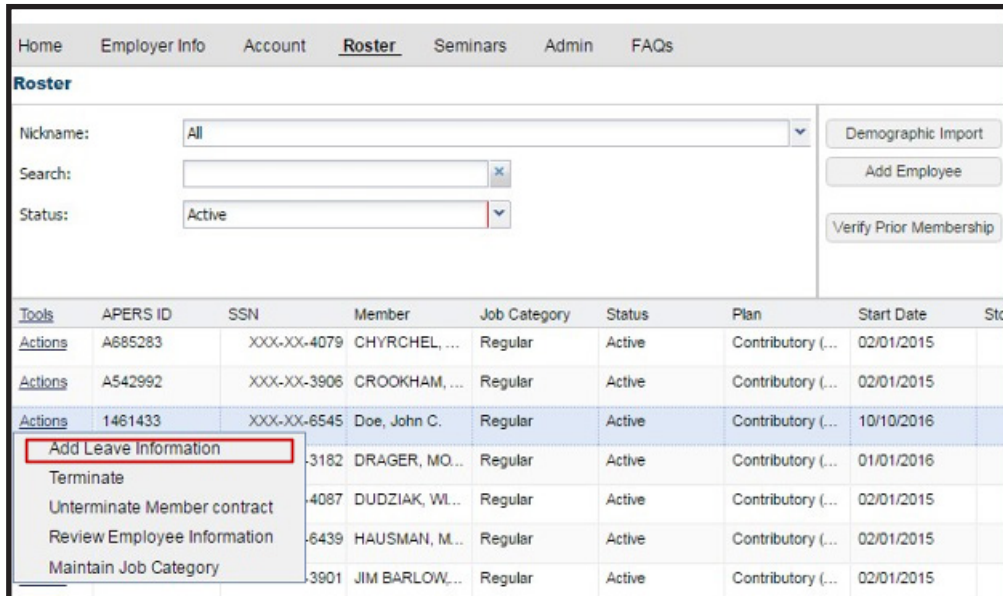
## Adding Leave Information

The purpose of this function in COMPASS ESS is to add leave information for an APERS member who is on military leave or leave without pay.

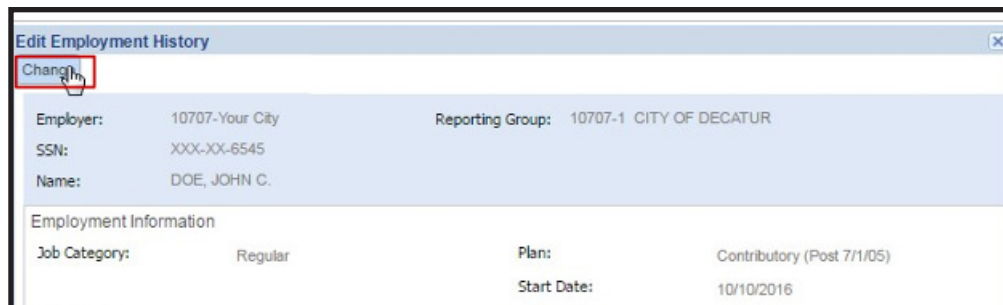
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab link to get to your APERS **Employee Roster**.



Click on the action link next to the member for whom you need to enter leave information. Select the **Add Leave Information** menu item to launch the **Edit Employment History** screen.



On the **Edit Employment History** screen, click on the **Change** button at the top left of the screen to activate edit mode and allow you to make changes.





In the **Leave Information** section, click on the **Add** button to create a new entry.

Add the **Start Date** of the leave or select the **Start Date** from the drop-down calendar. Add the **Stop Date** of the leave or select the **Stop Date** from the drop-down calendar.

Select the **Leave Status** (type) from the drop-down menu:

- Leave without Pay
- Military Leave
- Workers' Comp
- Educational Leave

You can add additional leave entries for that employee by clicking on the **Add** button. When you have completed your entries, click on the **Save** button.

| Tools  | Start Date | Stop Date  | Leave Status      |
|--------|------------|------------|-------------------|
| Delete | 10/11/2016 | 10/11/2016 | Educational Leave |

You will receive a message asking you to verify your entries. Click on the **Confirm** button to confirm your changes and return to the Employee Roster.

Please verify and click 'Confirm' to permanently save the changes.

Employer: 10707-Your City      Reporting Group: 10707-1 CITY OF DECATUR  
SSN: XXX-XX-6545  
Name: DOE, JOHN C.

| Tools  | Start Date | Stop Date  | Leave Status      |
|--------|------------|------------|-------------------|
| Delete | 10/11/2016 | 10/11/2016 | Educational Leave |

Your changes will be saved and visible on the **Roster** screen.

| Tools   | APERS ID | SSN         | Member        | Job Category | Status | Plan               | Start Date | Stop Date |
|---------|----------|-------------|---------------|--------------|--------|--------------------|------------|-----------|
| Actions | A685283  | XXX-XX-4079 | CHYRCHEL, ... | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| Actions | A542992  | XXX-XX-3906 | CROOKHAM, ... | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| Actions | 1461433  | XXX-XX-6545 | Doe, John C.  | Regular      | Active | Contributory (...) | 10/10/2016 |           |
| Actions | 8901437  | XXX-XX-3182 | DRAGER, MO..  | Regular      | Active | Contributory (...) | 01/01/2016 |           |

## Entering Termination Information

The purpose of this function in COMPASS ESS is to enter information regarding an employee's termination from the employer.

As defined by Act 40 of 2011, to "terminate," as it applies to eligibility for retirement under APERS, means

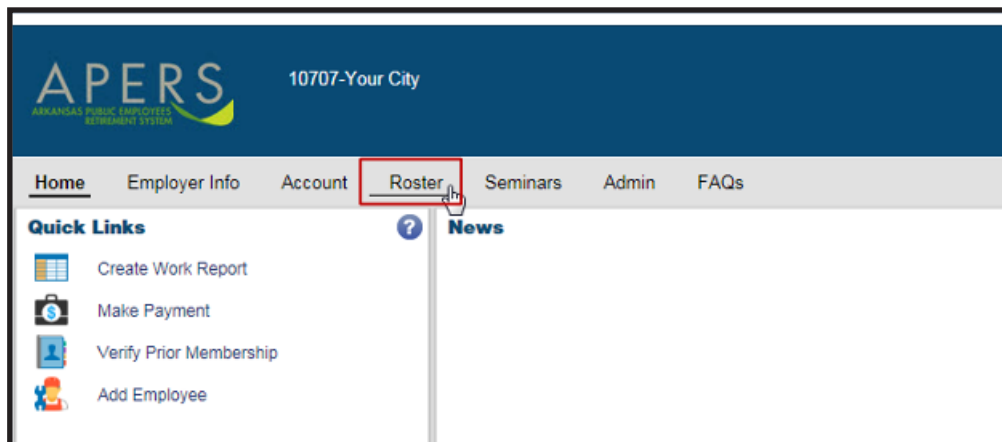
1. The member's employment has ended;
2. A complete severance of the employer-employee relationship has occurred; and
3. The member has ceased performing any services for the employer, except for non-compensated functions related to the transfer of the duties or the transfer of the position itself.

If the member is an elected public official, terminate means

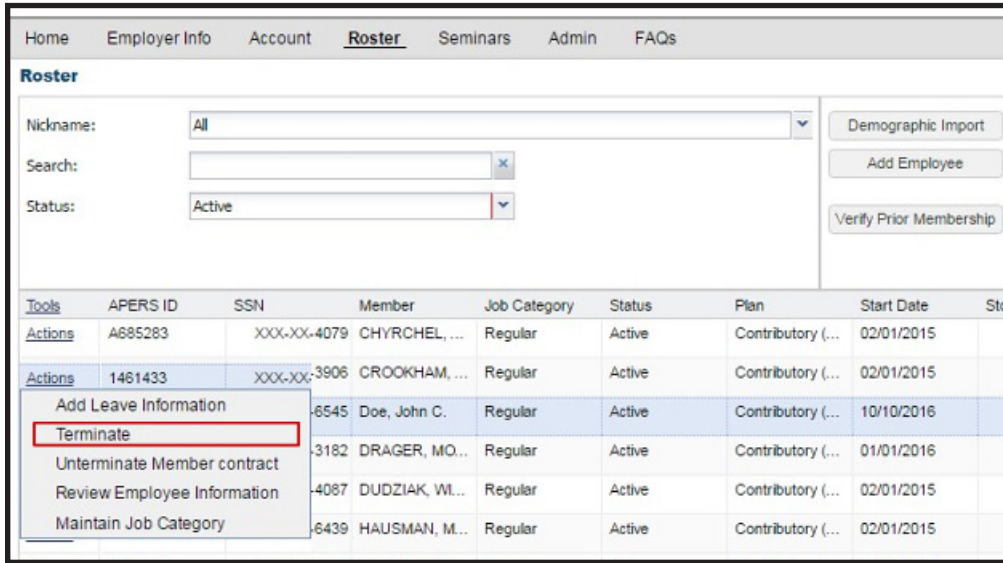
1. The member has resigned, been removed, or otherwise no longer holds the elected position;
2. A complete severance from the elected position has occurred, and
3. The member has ceased performing any services in his or her elected position, except for non-compensated functions related to the transfer of duties or the transfer of the position itself.

"Terminate" does not mean taking a leave of absence, performing job duties or services without remuneration, or receiving or accruing additional employment related compensation, reimbursements, benefits or other emoluments.

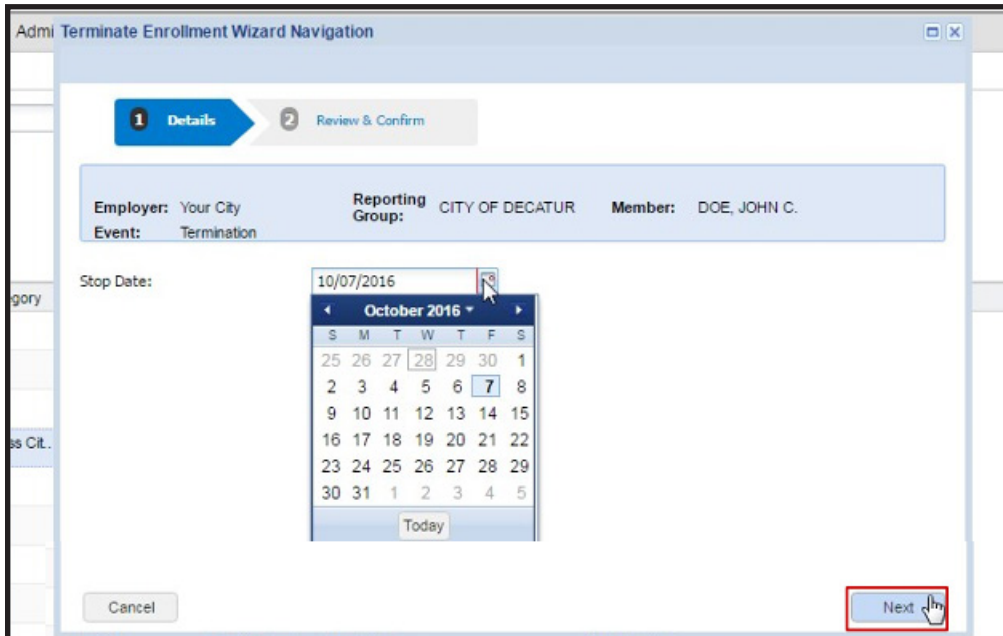
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to open your APERS employee roster.



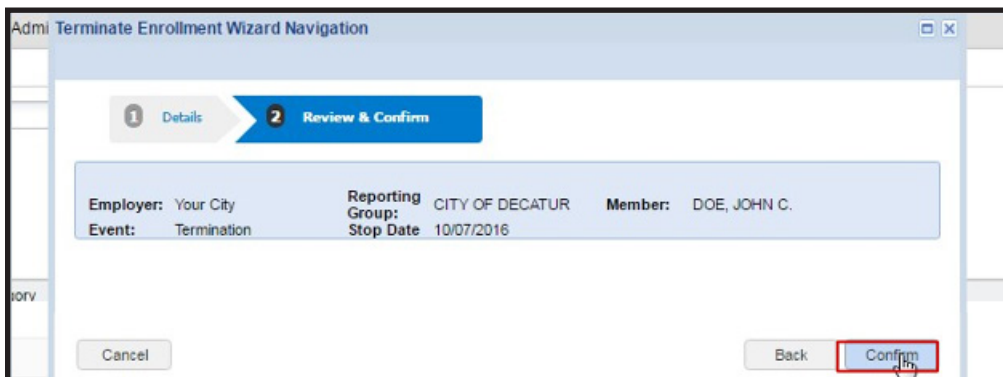
Click on the **Actions** link next the employee you wish to terminate from enrollment. Select **Terminate** from the drop-down menu to launch the **Terminate Enrollment** wizard.



Select the member's final day of work from the calendar to enter it into the **Stop Date** field and click **Next**.



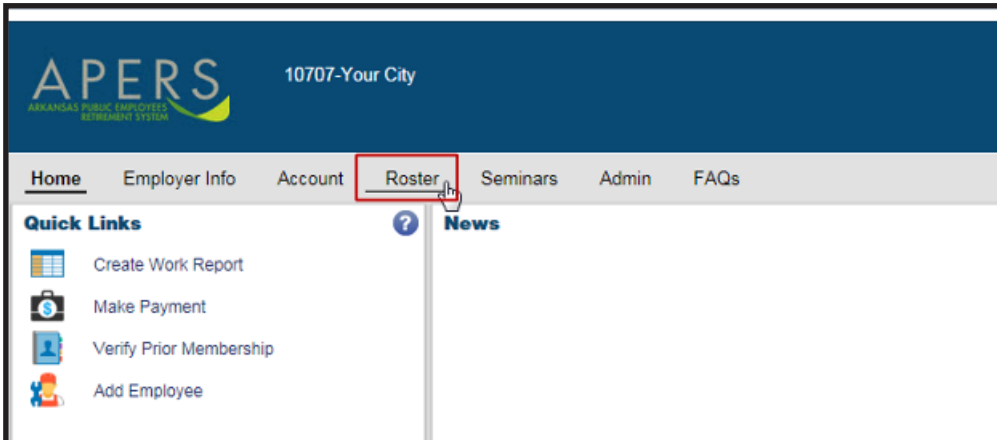
The **Review and Confirm** page will appear. To finalize the member's termination, click **Confirm**.



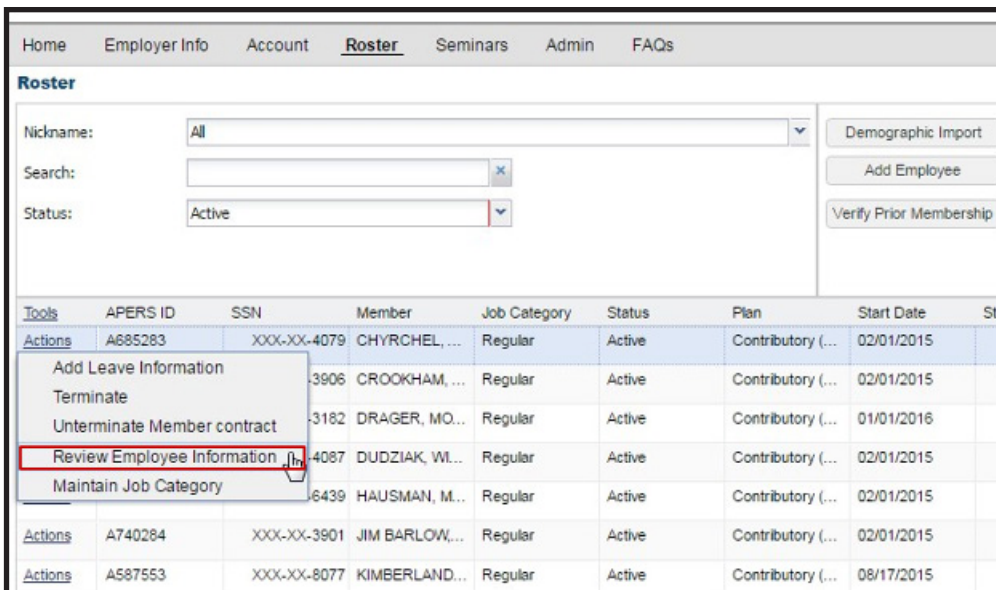
## Reviewing Employee Information

The purpose of this function in COMPASS ESS is to allow the employer to view a specific employee’s employment information, demographic information, documents, and/or work history.

From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to navigate to your employee roster.

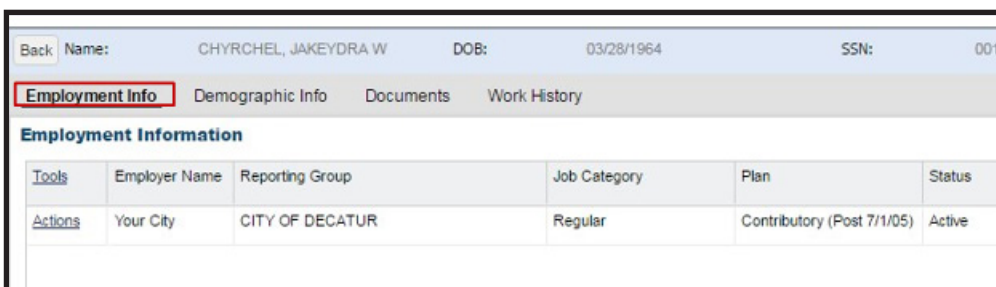


Select the **Actions** link next to the employee you wish to review, then select **Review Employee Information** from the drop-down menu.



There are four areas available for you to review.

1. **Employment Information** allows you to view employment records for the selected employee.





2. **Demographic Information** displays information such as address, date of birth, member status, etc.

The screenshot shows the 'Demographic Info' tab selected. The page displays the following information:

|                 |  |                |                |
|-----------------|--|----------------|----------------|
| SSN:            | 001194079                                    | APERS ID:      | A685283        |
| Marital Status: | Married                                      | Prefix:        | Mr.            |
| Divorce Date:   |  | First Name:    | JAKEDRA        |
| Marriage Date:  |  | Middle Name:   | W              |
| APERS Status:   | Active                                       | Last Name:     | CHYRCHEL       |
| ASPRS Status:   |  | Suffix:        |                |
| AJRS Status:    |  | Date of Birth: | 03/28/1964     |
| ADRS Status:    |  | Gender:        | Male           |
| Mailing:        | 3819 STILLMAN LOOP RT 1<br>GRAVETTE AR 72736 | Work Phone:    | (870) 245-3599 |
|                 |  | Primary Email: | MLILEY@dummi   |

3. **Member Documents** allows you to view any proof documents that have been uploaded to the member’s file, such as birth certificate.

The screenshot shows the 'Documents' tab selected. The page displays the following information:

Attach a Document

| <input type="checkbox"/> | Name | Date | Type | Description | Status | Labels | Created By | Created From |
|--------------------------|------|------|------|-------------|--------|--------|------------|--------------|
| No documents available   |      |      |      |             |        |        |            |              |

From the **Member Documents** screen you may also upload member documents by clicking on the **Attach a Document** button. For more information, see **Attaching a Document**.

The screenshot shows the 'Attach a Document' button highlighted with a red box. An 'Attach File' dialog box is open, displaying the following fields:

- Select the type of document you want to attach: [Dropdown menu]
- Filename: [Text field] [Browse...]
- Description: [Text field]
- Comments: [Text area]
- [Upload Document] [Cancel]

4. **Work History** allows you to view work history records for this employee.

| Tools | Trans # | Employer  | Nickname        | Employer Type  | Start Date | Stop Date  | Payroll Processing Date | On P |
|-------|---------|-----------|-----------------|----------------|------------|------------|-------------------------|------|
|       | 216791  | Your City | 10707-1 CITY... | APERS Munici.. | 09/01/2016 | 09/30/2016 | 10/03/2016              | 1    |
|       | 216701  | Your City | 10707-1 CITY... | APERS Munici.. | 08/01/2016 | 08/31/2016 |                         | 0    |
|       | 216653  | Your City | 10707-1 CITY... | APERS Munici.. | 07/01/2016 | 07/31/2016 | 07/29/2016              | 0    |

To return to your employee roster, click on the **Back** button.

| Tools                   | APERS ID | SSN         | Member         | Job Category | Status | Plan               | Start Date | Stop Date |
|-------------------------|----------|-------------|----------------|--------------|--------|--------------------|------------|-----------|
| <a href="#">Actions</a> | A685283  | XXX-XX-4079 | CHYRCHEL, ...  | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| <a href="#">Actions</a> | A542992  | XXX-XX-3908 | CROOKHAM, ...  | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| <a href="#">Actions</a> | 8901437  | XXX-XX-3182 | DRAGER, MO...  | Regular      | Active | Contributory (...) | 01/01/2016 |           |
| <a href="#">Actions</a> | A506553  | XXX-XX-4087 | DUDZIAK, WI... | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| <a href="#">Actions</a> | A986468  | XXX-XX-6439 | HAUSMAN, M...  | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| <a href="#">Actions</a> | A740284  | XXX-XX-3901 | JIM BARLOW...  | Regular      | Active | Contributory (...) | 02/01/2015 |           |
| <a href="#">Actions</a> | A587553  | XXX-XX-8077 | KIMBERLAND...  | Regular      | Active | Contributory (...) | 08/17/2015 |           |
| <a href="#">Actions</a> | A919143  | XXX-XX-3887 | MAYER, TAW...  | Regular      | Active | Contributory (...) | 02/01/2015 |           |

## Maintain Job Category

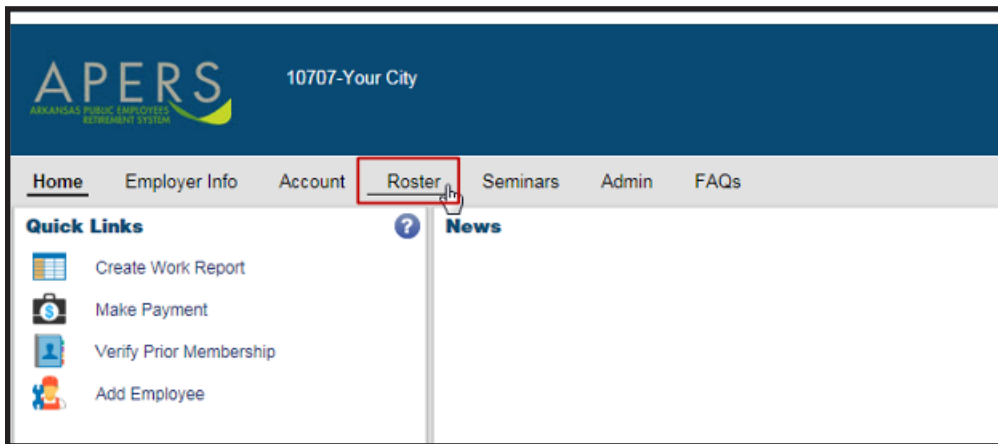
The purpose of this function is to change a member’s job category in COMPASS ESS. Job categories in COMPASS ESS are used to categorize member groups for deriving contribution rates and calculating service. As part of the COMPASS ESS transition, your APERS member roster will be pre-loaded into COMPASS ESS with a job category assigned to each member.

APERS job categories are as follows:

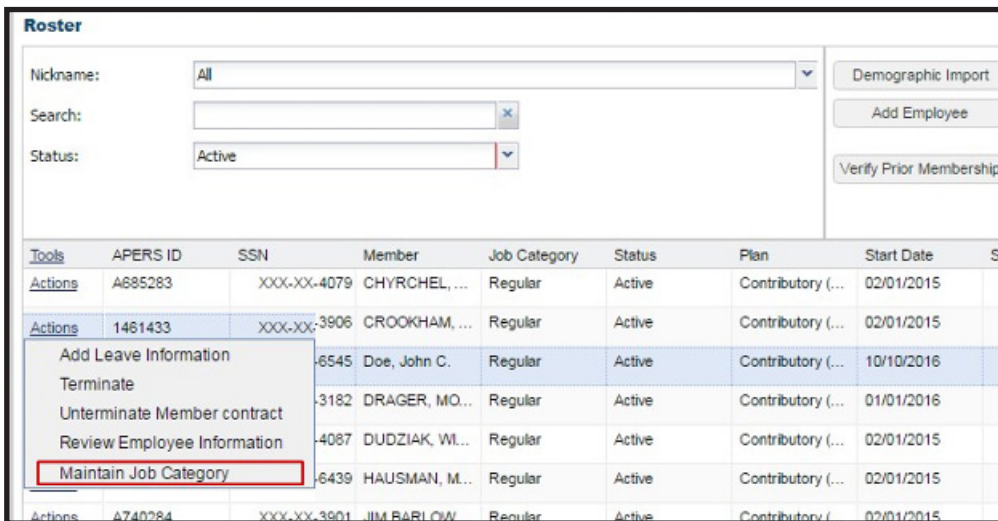
- Elected Official
- First Class City Clerk
- First Class Mayor
- Police Officer
- Regular

If you have questions regarding what job category a member should be assigned, please contact your APERS Employer Services Representative.

From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab.

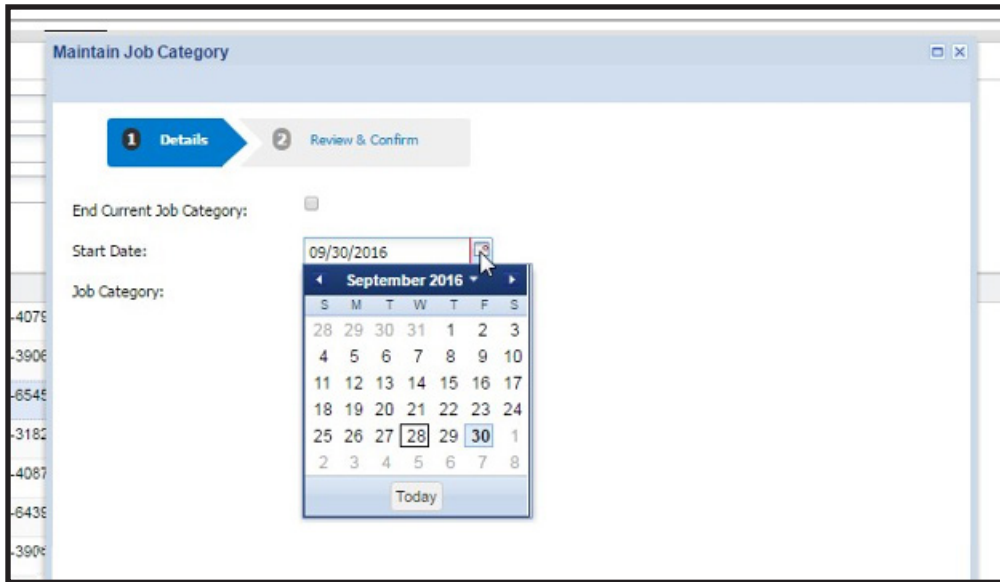


Click on the **Actions** link next to the employee for whom you want to edit the job category, then select **Maintain Job Category** from the drop-down menu to open the **Maintain Job Category** wizard.

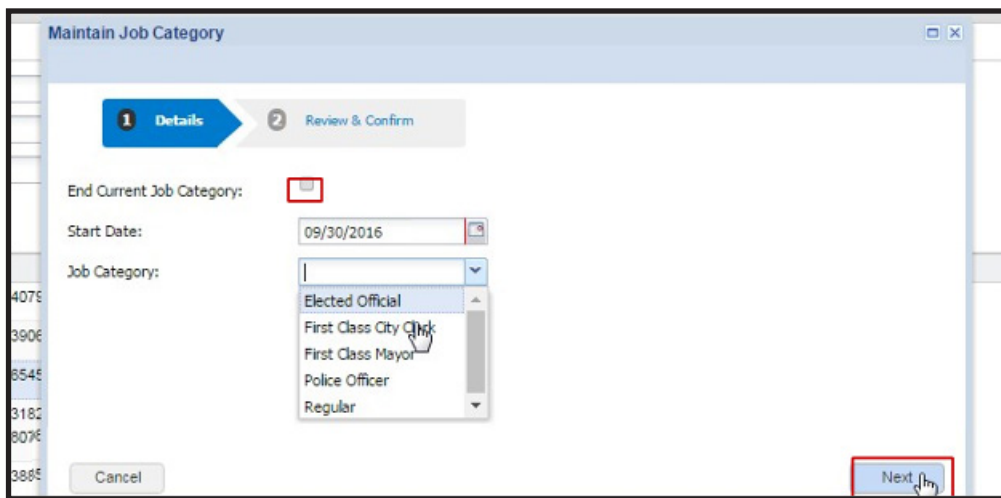




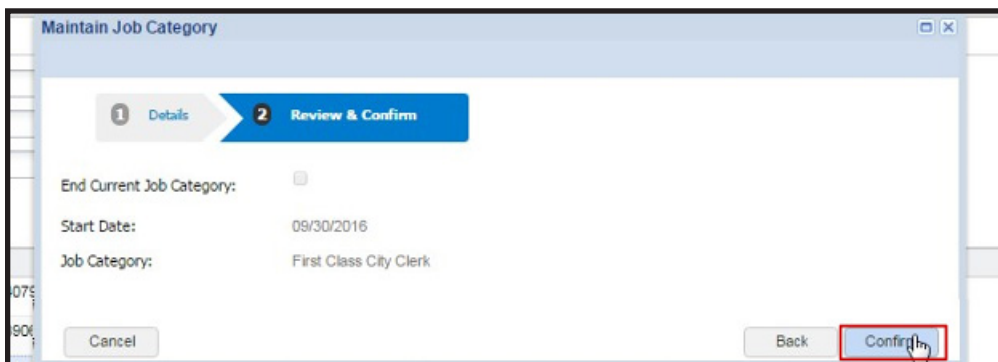
Begin by selecting a **Start Date** from the drop-down calendar.



Select the new job category from the drop-down menu. If you are terminating the employee's current job category, click on the **End Current Job Category** box to check it, then click on **Next** to continue.



Confirm your changes, and then click on the **Confirm** button at the bottom right of the screen to confirm your changes and return to your employee roster.

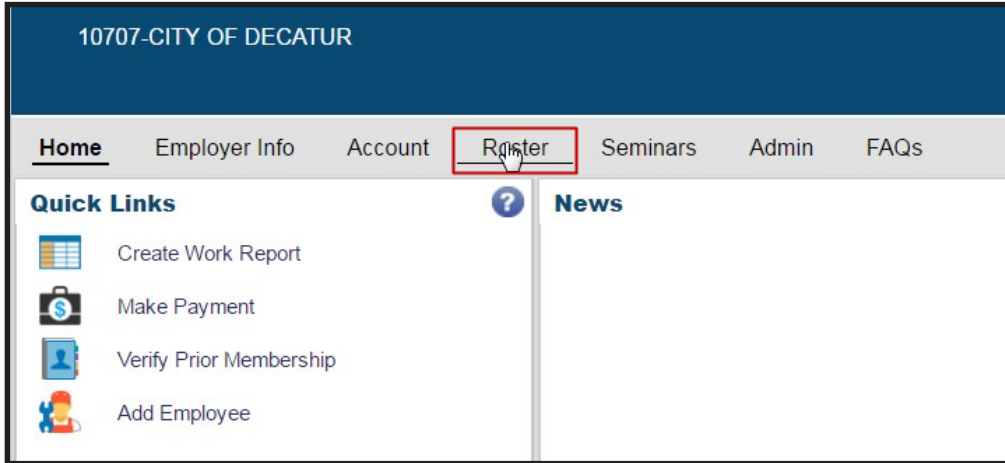


You can view your changes on the **Roster** page.

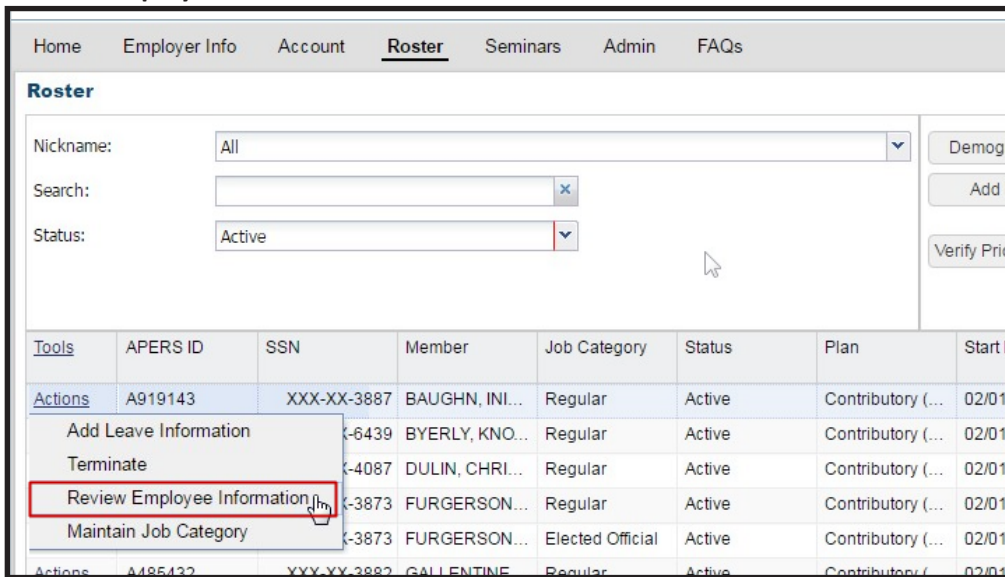
## Uploading Documents for a Member in ESS

The purpose of this function in COMPASS ESS is to allow an employer to upload scanned documents for members, such as a military discharge form for a member purchasing military service.

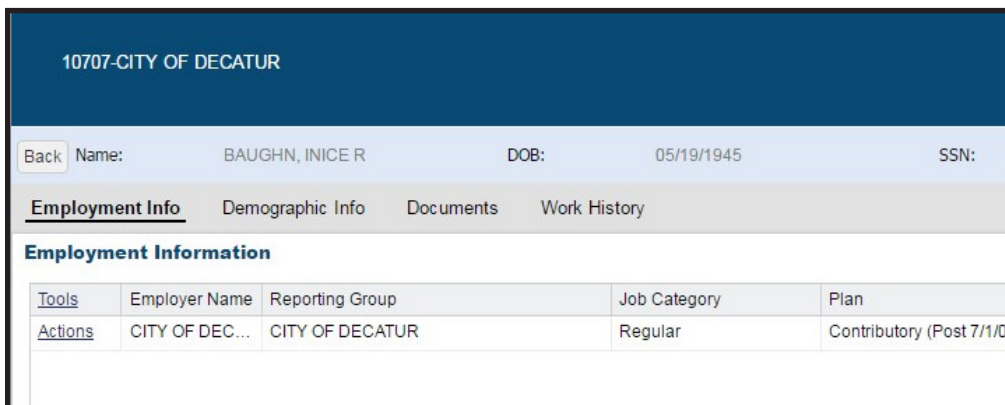
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Roster** tab to open your APERS employee roster.



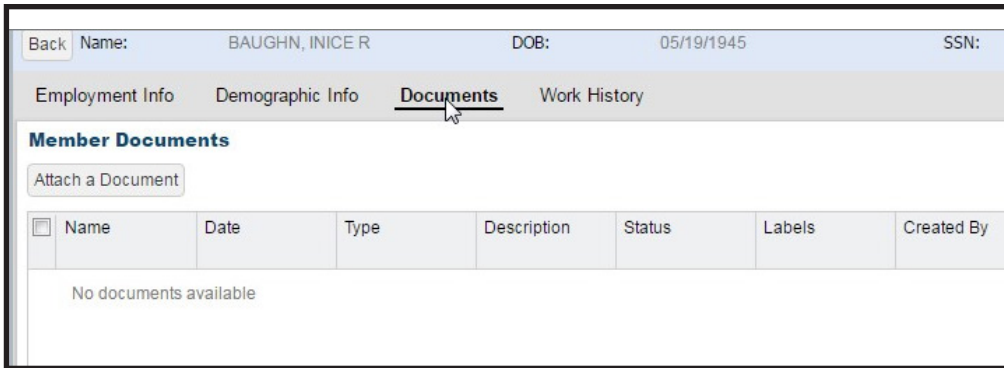
Select the **Actions** button next to the member you wish to add a document to. From the drop-down menu select **Review Employee Information**.



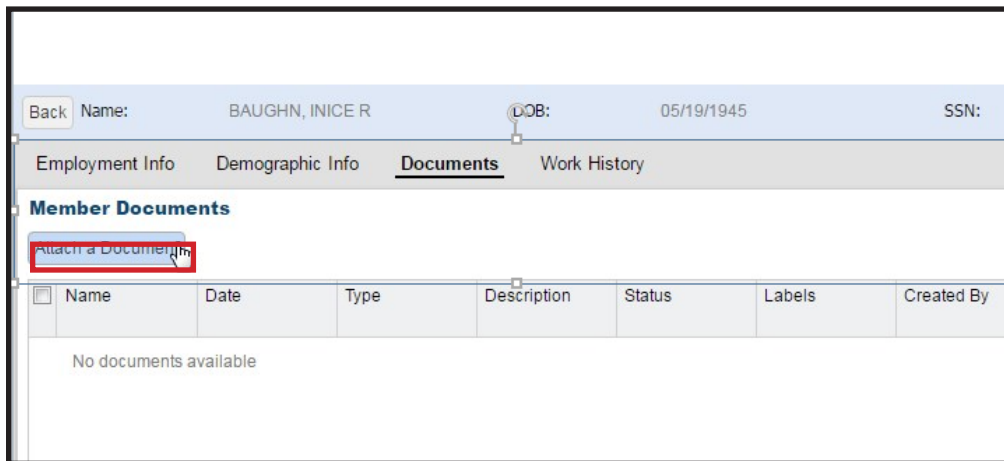
The **Employee Information** screen will open.



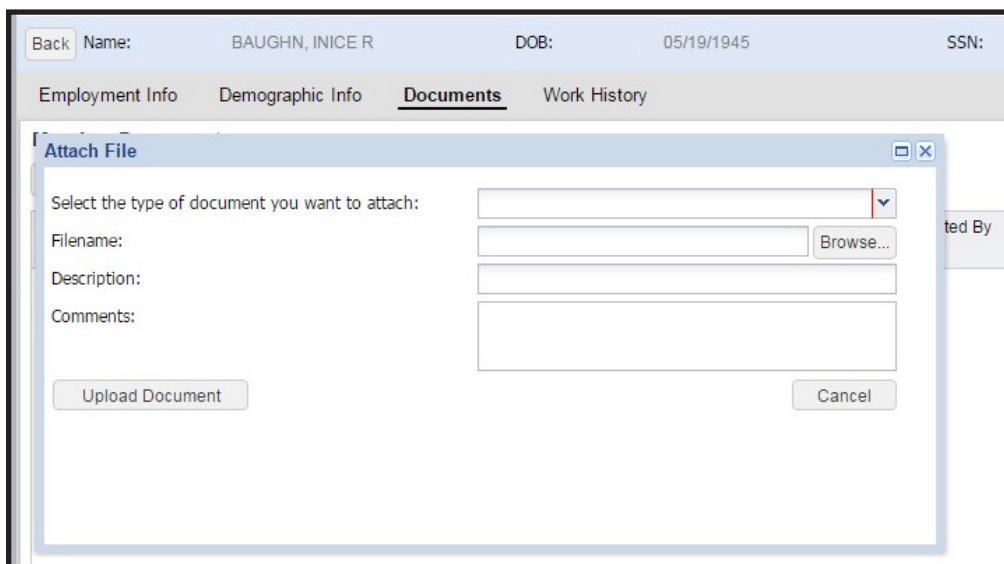
From the Employee Information screen select the **Documents** tab.



From the **Documents** screen, click on the **Attach a Document** button.



This will open the **Attach a File** wizard.



Select the type of document you want to attach from the drop-down menu.

The screenshot shows a web interface for a user named BAUGHN, INICE R with DOB 05/19/1945. The 'Documents' tab is active. An 'Attach File' dialog box is open, prompting the user to 'Select the type of document you want to attach:'. A dropdown menu is open, showing 'Doc-In:' with two options: 'Change of A Option Beneficiary form' and 'Member Enrollment Form from Portal'. A mouse cursor is pointing at the second option. There are 'Upload Document' and 'Cancel' buttons at the bottom of the dialog.

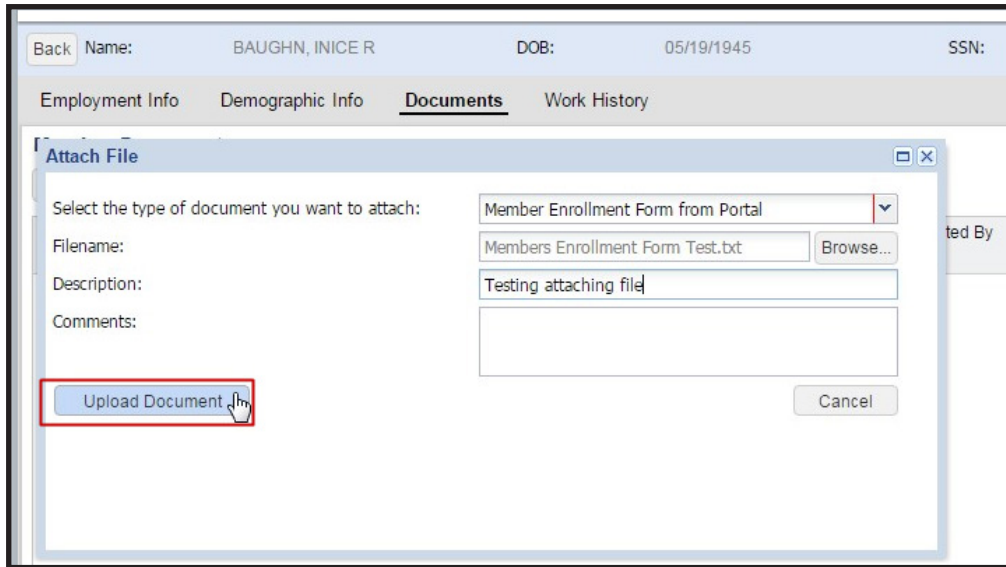
Click on the **Browse** button to locate the file you wish to attach.

This screenshot shows the same 'Attach File' dialog box. The dropdown menu now has 'Member Enrollment Form from Portal' selected. The 'Filename:' field is empty, and the 'Browse...' button is highlighted with a red box. A mouse cursor is hovering over the 'Browse...' button. The 'Upload Document' and 'Cancel' buttons are still visible at the bottom.

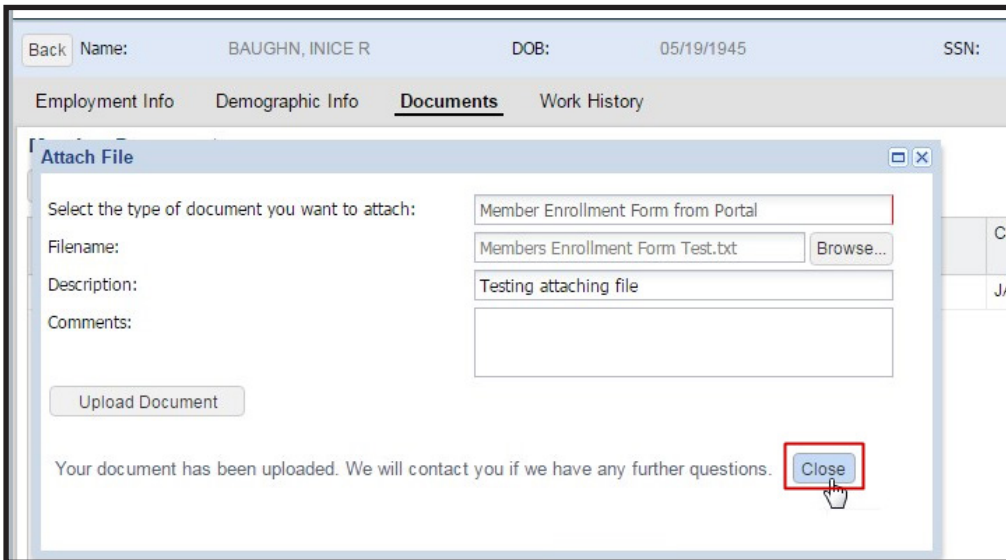
Enter a description in the **Description** field. You can also add a comment, but is not required.

This screenshot shows the 'Attach File' dialog box with the 'Description:' field filled with the text 'Testing attaching file'. The 'Filename:' field now contains 'Members Enrollment Form Test.txt' and the 'Browse...' button is no longer highlighted. The 'Upload Document' and 'Cancel' buttons are at the bottom.

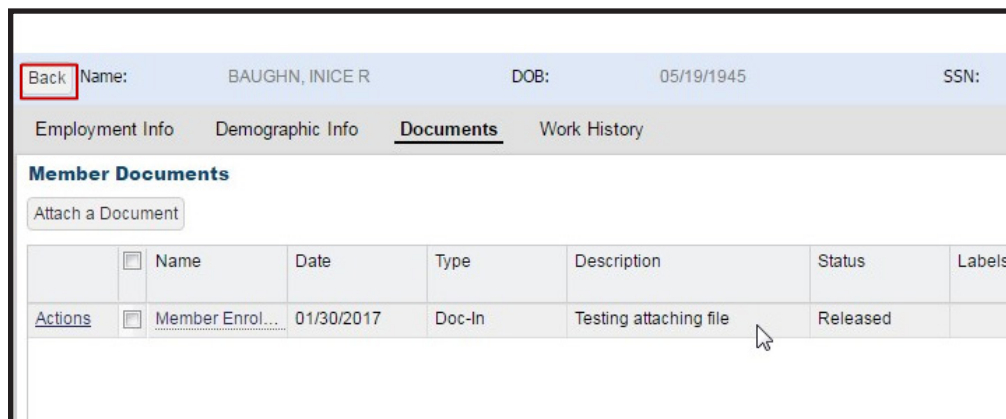
Click on the **Upload Document** button.



You will receive a message that your document was successfully uploaded. Click on the **Close** button to close the **Attach File** wizard .



The new document will be added to the Member's file. Click on the **Back** button. to return to the **Roster**.



Blank Page

# PAYROLL TASKS

|   |     |
|---|-----|
| Payroll Tasks and Functions                             | 61  |
| Adding Banking Information                              | 62  |
| Editing Banking Information                             | 67  |
| Creating a Compensation and Service Report Manually     | 70  |
| Creating a Work Report Adjustments Report Manually      | 74  |
| Uploading a Payroll File Import for Work Reports        | 82  |
| Uploading a Payroll File Import for Adjustments Reports | 86  |
| Correcting Errors in an Import                          | 89  |
| Submitting a Regular or Adjustments Work Report         | 92  |
| Making Payments   | 94  |
| Viewing Account Transactions                            | 98  |
| Using File History                                      | 101 |
| USERRA Purchase   | 104 |
| COMPASS ESS Reports                                     | 106 |

Blank Page



# Payroll Users

## Payroll Tasks and Functions

If your main role in COMPASS ESS will be reporting and making payments, you will have the COMPASS ESS security profile “Payroll User” and will be performing the following functions in COMPASS ESS:

- Adding Banking Information
- Editing Banking Information
- Creating a Compensation and Service Report Manually
- Creating a Work Report Adjustment Report Manually
- Uploading a Payroll File Import for Work Reports
- Uploading a Payroll File Import for Adjustment Reports
- Correcting Errors in an Import
- Submitting a Regular or Adjustments Work Report
- Purchasing USERRA Service on Behalf of an Employee
- Producing Contribution, Payment, and Exception Reports

The Payroll Functions in COMPASS ESS are designed to allow the employer payroll user to report and make payments electronically in accordance with Act 91, effective 7/1/2017.

The first step is to set up banking information in COMPASS ESS for electronic funds transfers (EFT) to APERS. Once banking information is established and confirmed in COMPASS ESS, it can be used to make payments for employer reporting, interest and fees, and USERRA service purchases.

Payroll files for reporting may be transmitted to APERS using either a file import or direct entry into a template work report.

- If you have more than 50 employees and/or use a service provider for creating your payroll and reports for APERS, it will be more efficient for you to create and upload a file import for work reports and adjustment reports. Review the **Upload a Payroll File Import for Work Reports** and **Upload a Payroll File Import for Adjustments Reports** sections for instructions.
- If you have fewer than 50 employees, it might be easier for you to use the direct entry method for reporting. See the **Create a Work Report Manually and Create a Work Report Adjustment Report Manually** sections for instructions.

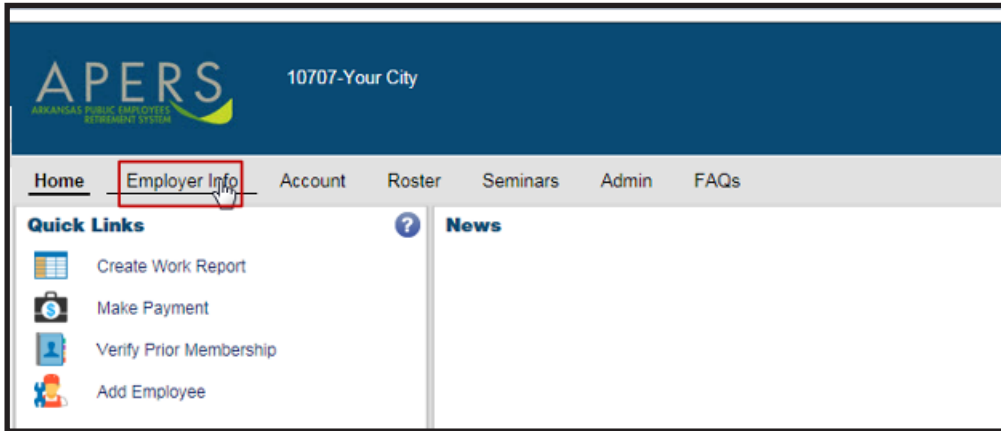
Currently you create compensation and service reports for APERS on a monthly basis. In COMPASS ESS you will report with every payroll cycle, which will be a simpler and more efficient process.

COMPASS ESS has been configured for you with your payroll cycles, defined as **Reporting Groups**. If you have multiple payroll cycles, you will have multiple reporting groups assigned accordingly. Each of the employees on your roster will be assigned to a reporting group, based on their payroll cycle.

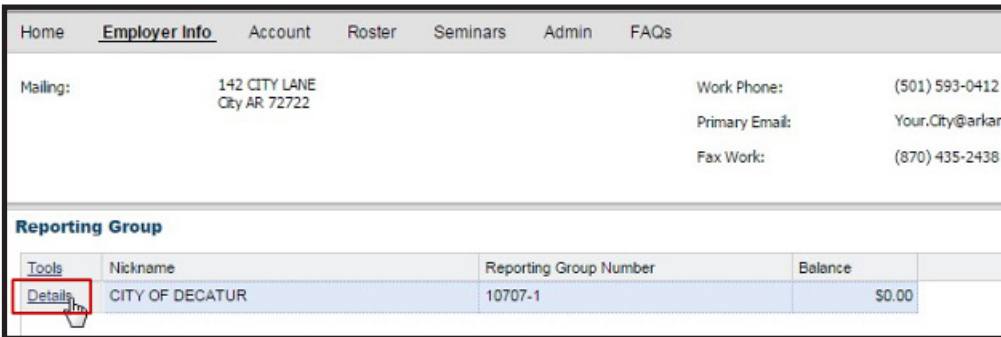
## Adding Banking Information

The purpose of this function in COMPASS ESS is to allow the employer to set up banking information for payments to APERS. Banking information must be added before payments can be made through COMPASS ESS. You may set up different banking information for each of your reporting groups.

From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), select the **Employer Info** tab, then click on the **Details** link for the appropriate reporting group. This will bring up the **Reporting Group Info** screen.



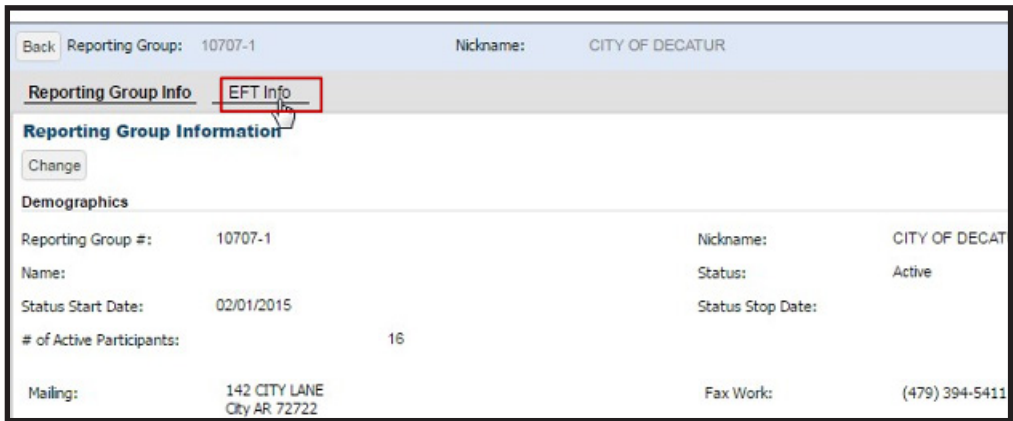
On the **Reporting Group Info** tab, click on the **Details** link next to the reporting group for which you want to enter banking information.



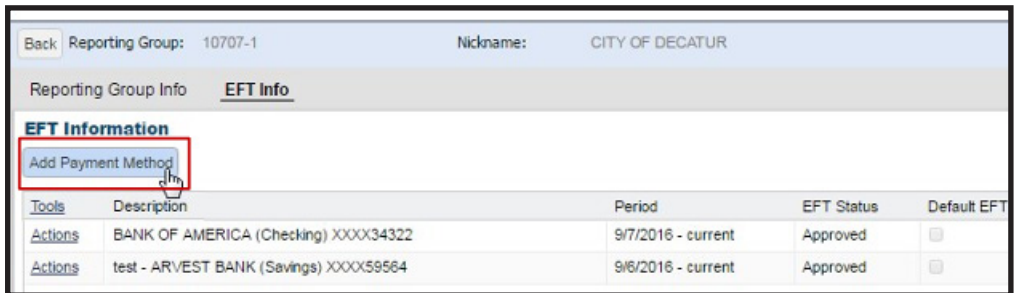
This will take you to the **Reporting Group Info** screen.



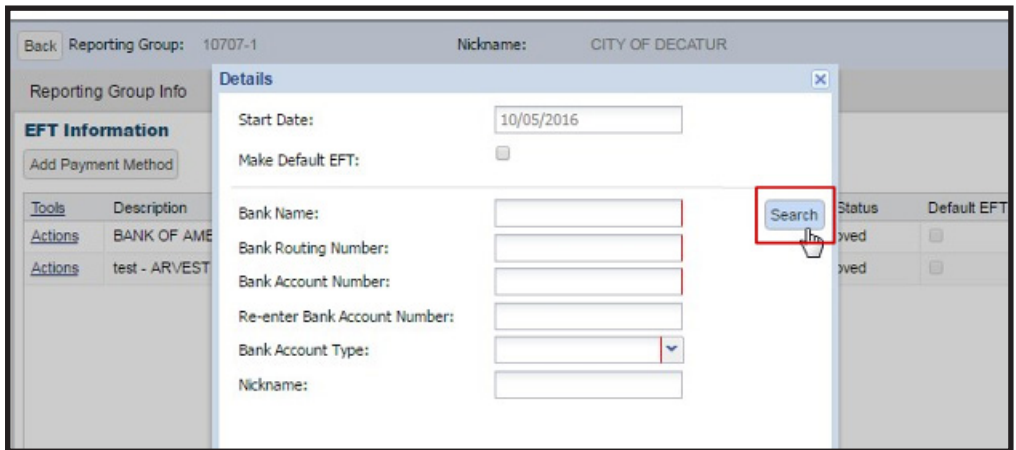
Select the **EFT Info** tab to open the **EFT Information** screen.



Then click on **Add Payment Method**.

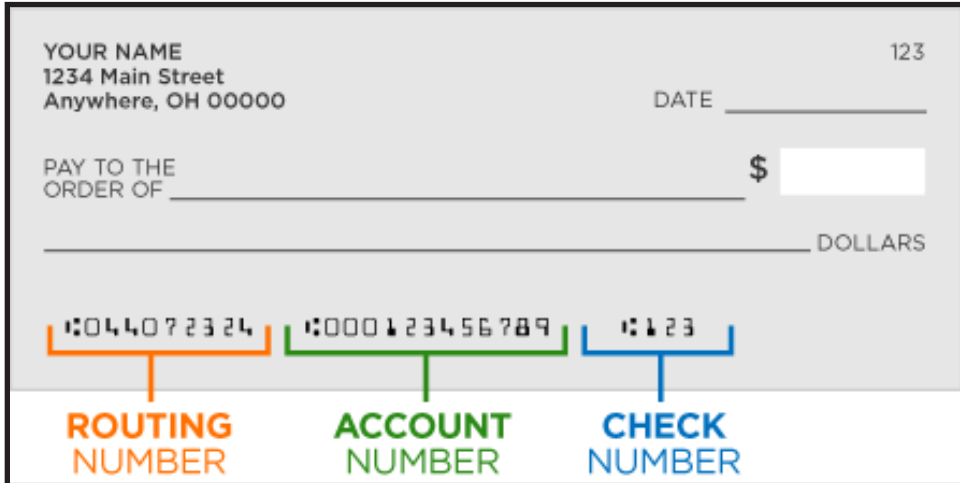


On the **Details** screen, click on the **Search** button.

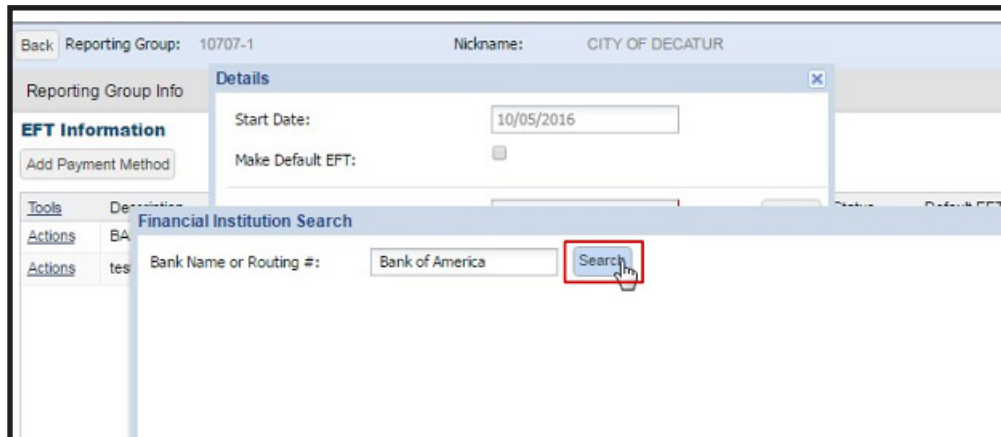


This will open the financial institution search box.

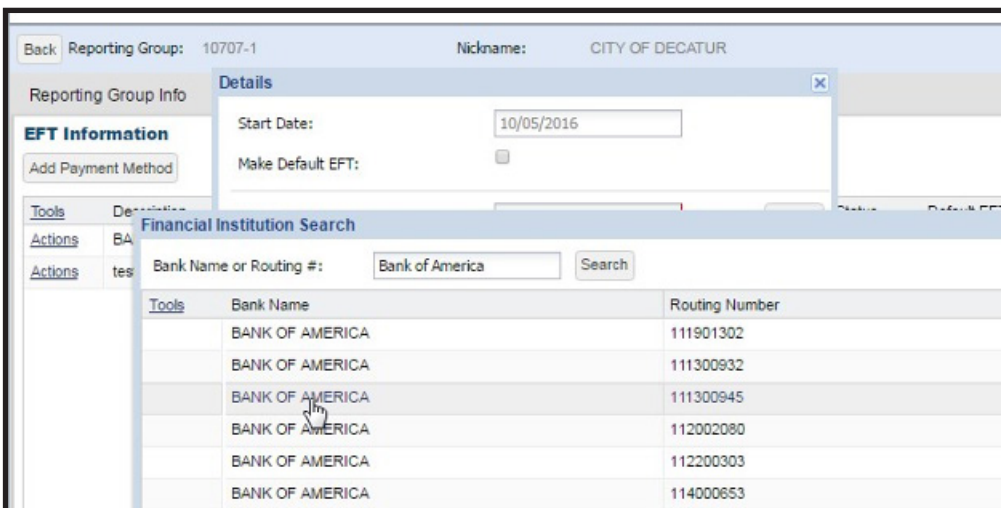
Enter your bank name or bank routing number to search. The bank routing number is a nine-digit code that's based on the bank location where your account was opened. It's the first set of numbers printed on the bottom of your checks, on the left side.



Click on the **Search** button to search for the correct bank information.



On the **Results** screen, click on the bank name that corresponds to your bank's routing number.



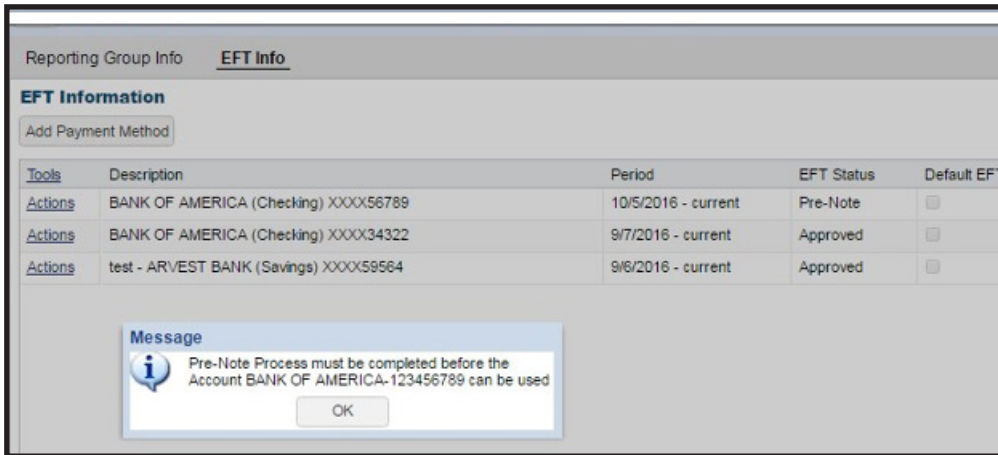
This will take you back to the **Detail** screen, which will now display the bank name and routing number for you to confirm.

The start date will default to the entry date, but you can change that to a future date if necessary. Enter the account number and confirm by reentering. You may also select a bank account type (checking, savings) and add a nickname identifier.

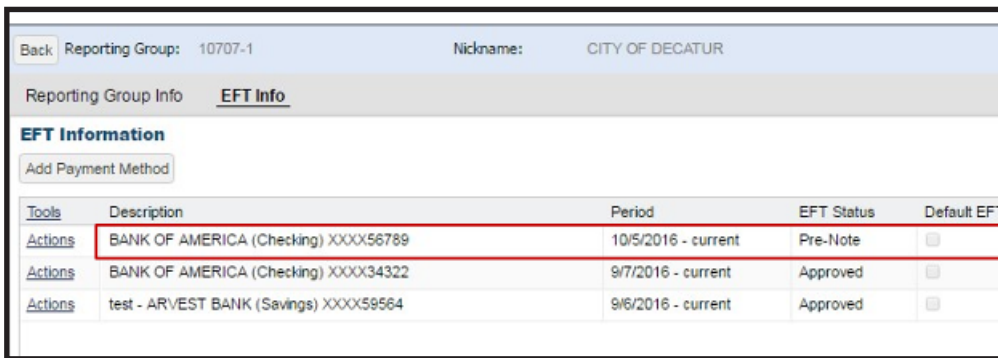
Check the **Make Default EFT** checkbox to make this account the default for all payments for that reporting group.

Once you have completed your entries, click the **Save** button, then click **Confirm** to confirm your entries and close the **Details** screen.

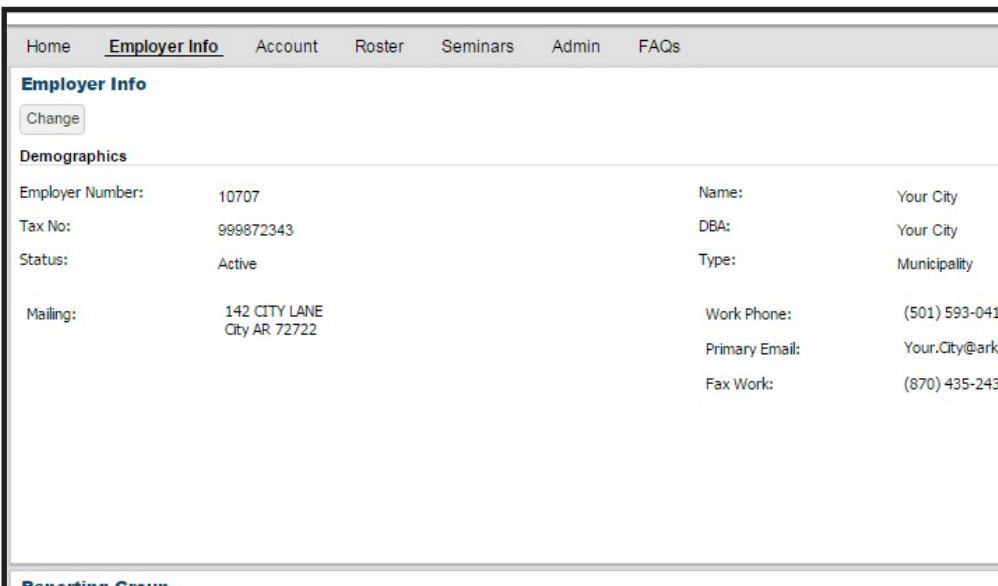
Once you have entered and confirmed the information, it will be listed in pre-note status until the pre-note process completes. A pre-note is a test (zero-dollar) transaction used to make sure the provided account information is valid before setting up the electronic funds transfer. Click **OK** to begin the pre-note process.



The status will change to **Approved** once the pre-note has successfully been processed.



Click on the **Back** button to return to the **Employer Info** screen.

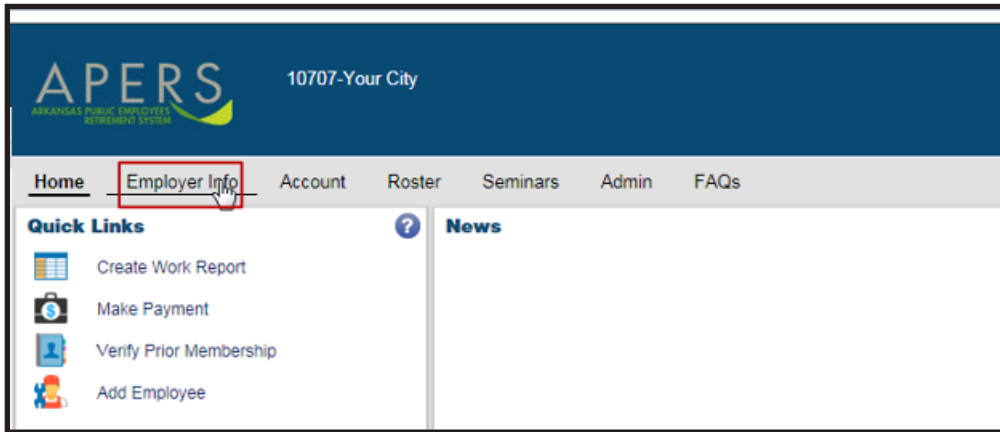




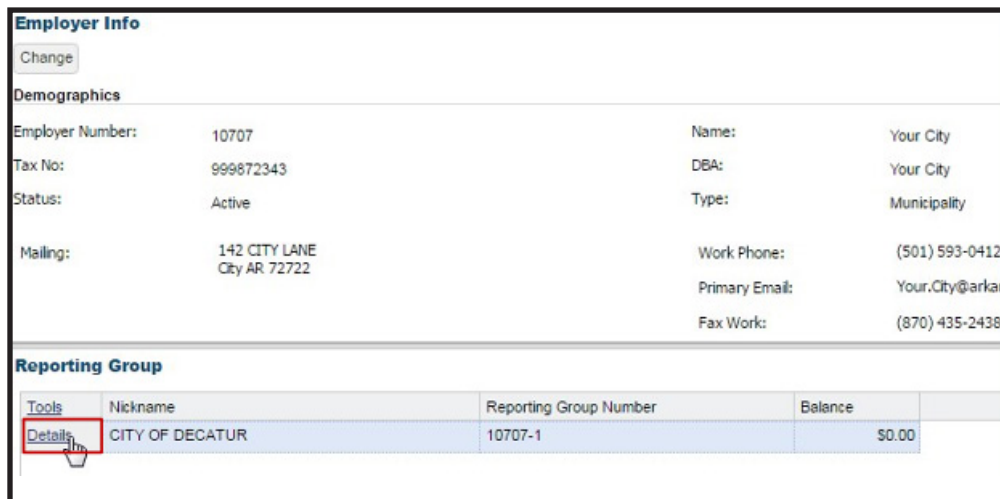
## Editing Banking Information

The purpose of this function in COMPASS ESS is to allow you to edit previously entered banking information.

From the COMPASS ESS Home screen (or any screen in COMPASS ESS), select the **Employer Info** tab.



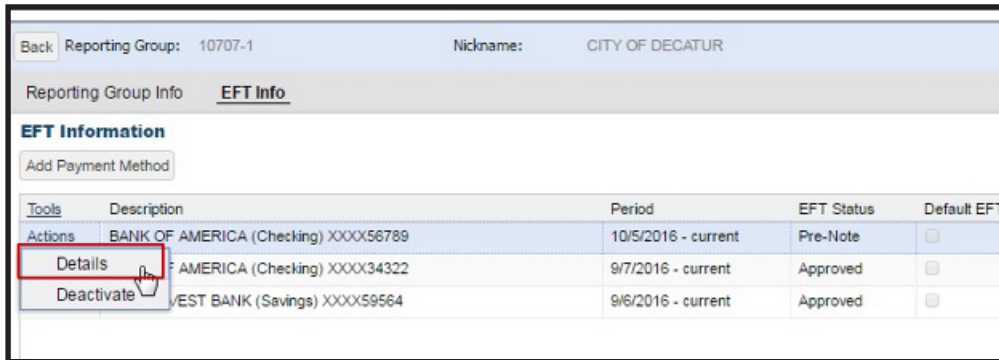
From the Employer Info screen, click on the **Details** link for the appropriate reporting group. This will bring up the **Reporting Group Info** screen.



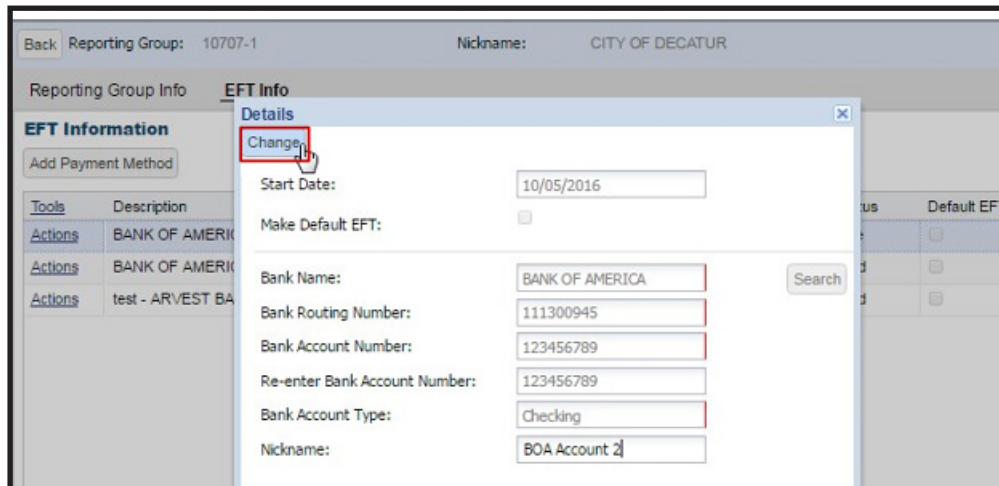
From the **Reporting Group Info** screen, click on the **EFT** tab to open the **EFT Information** screen.



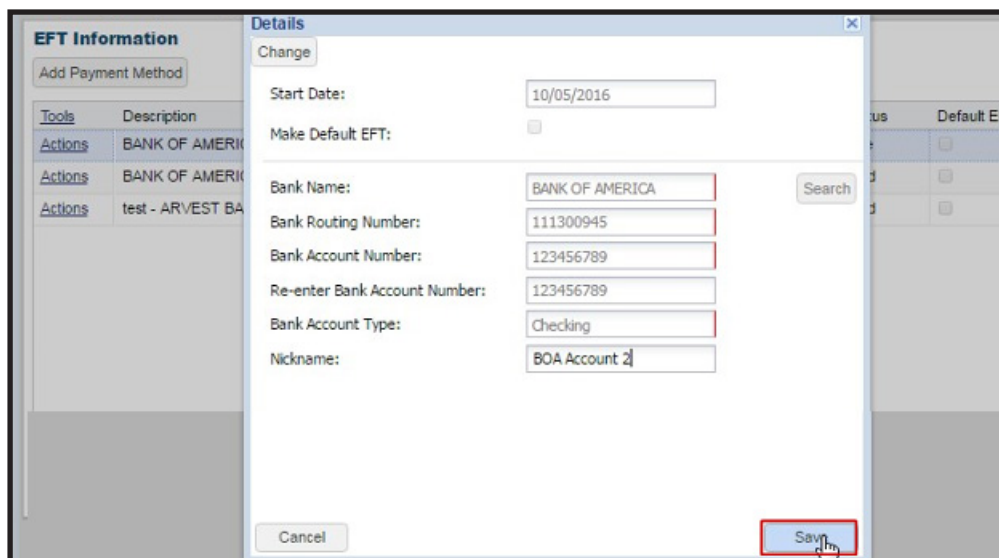
To edit an EFT account, click on the **Action** link next to the record you wish to edit, then select **Details** from the drop-down menu to display the **Details** screen.



From the **Details** screen click on the **Change** button to enter edit mode.

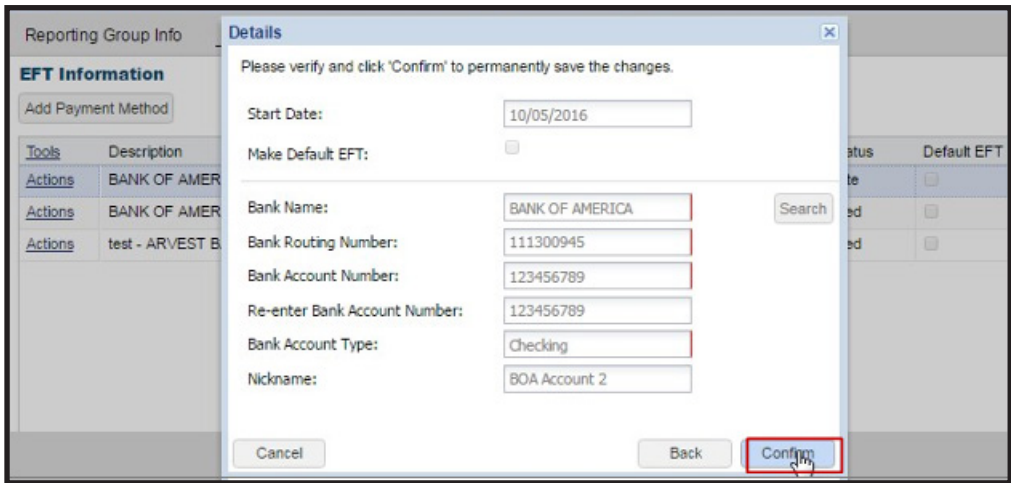


Make your changes and click on the **Save** button at the bottom right of the screen.

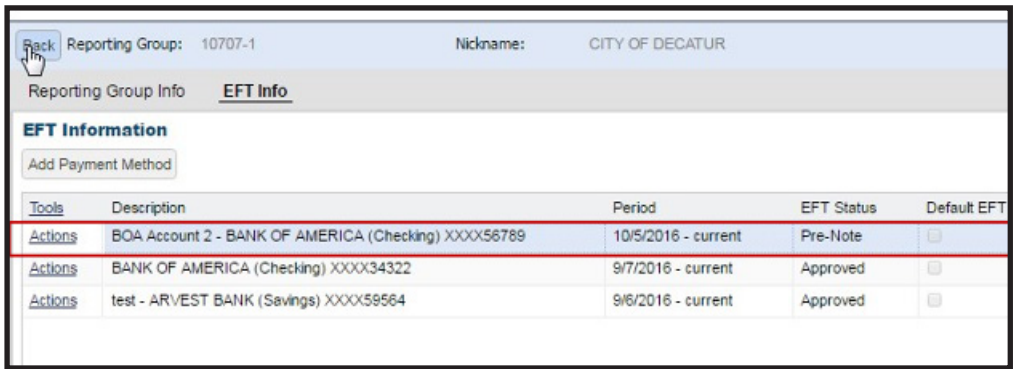




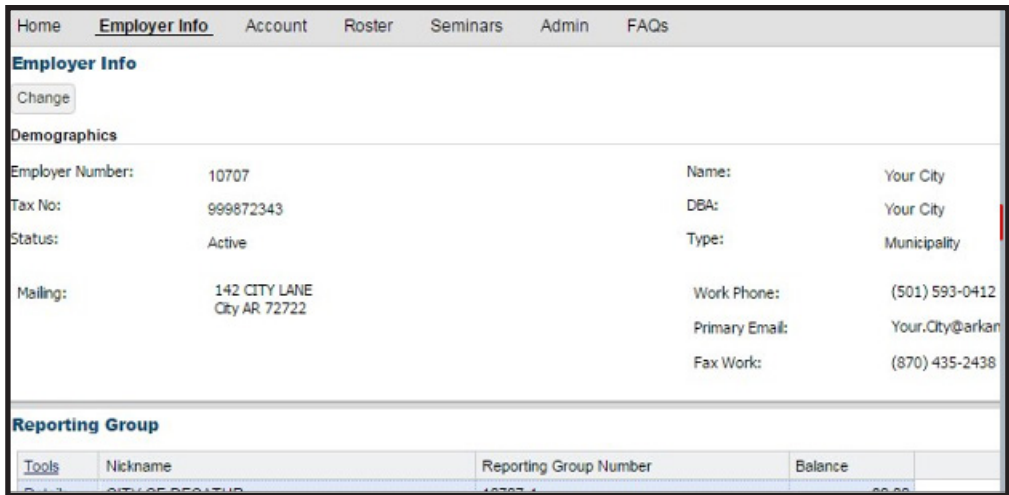
When the confirmation message appears, click on **Confirm** to confirm your changes and return to the **EFT Info** screen.



You will be able to see your changes on the **EFT Info** screen



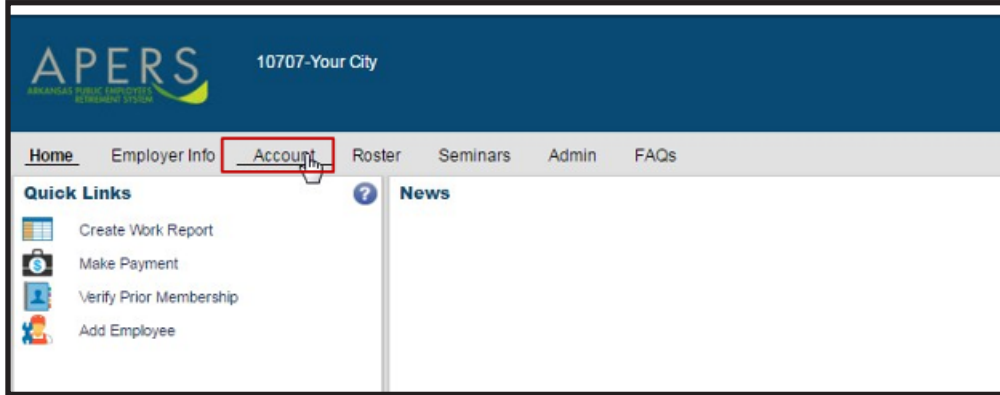
Click on the **Back** button to return to the **Employer Info** screen.



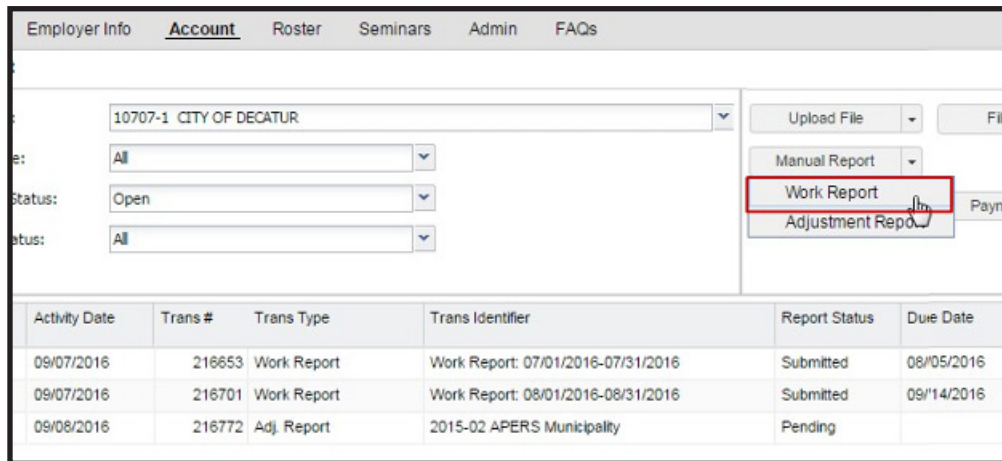
## Creating a Compensation and Service Report Manually

The purpose of this function in COMPASS ESS is to report employee compensation and service to APERS.

From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.

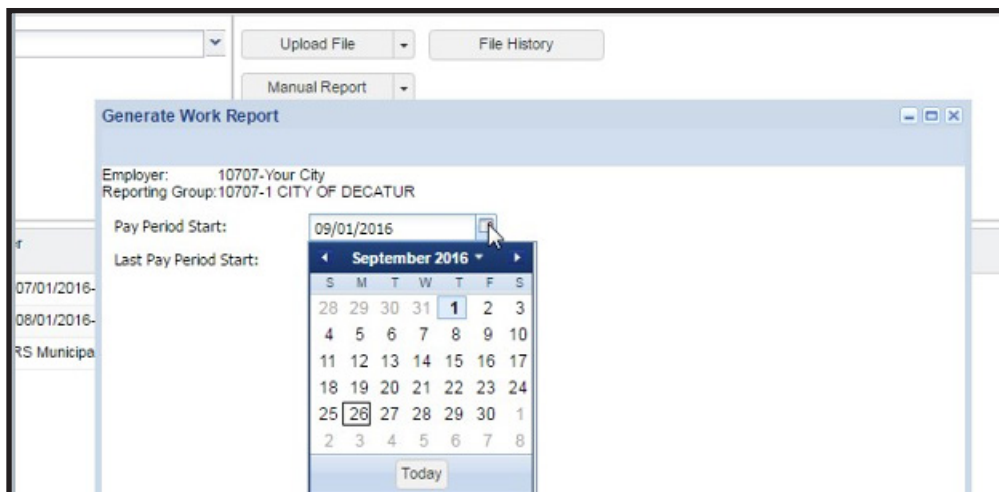


On the **Account** screen, click on the **Manual Work Report** drop-down and select **Work Report**.

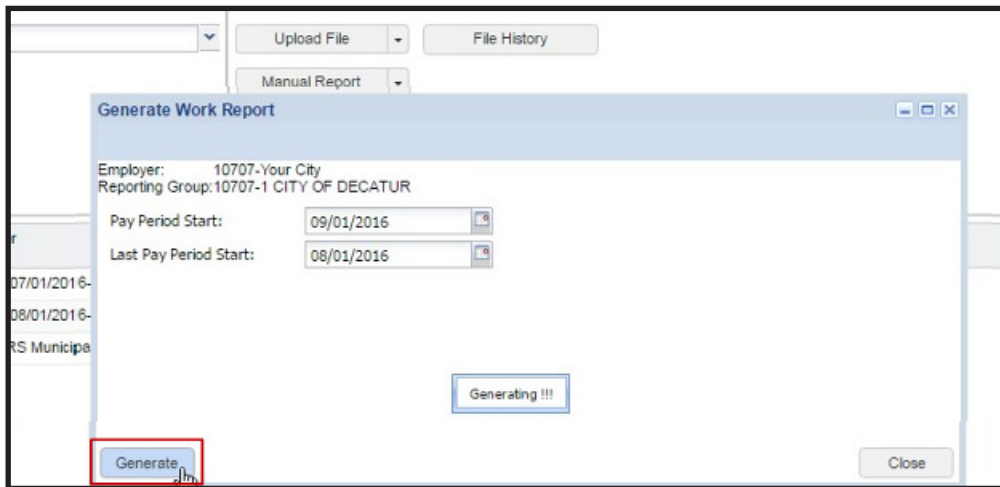


The **Generate Work Report** screen will default the **Pay Period Start** date to the next expected start date based on previously generated work reports.

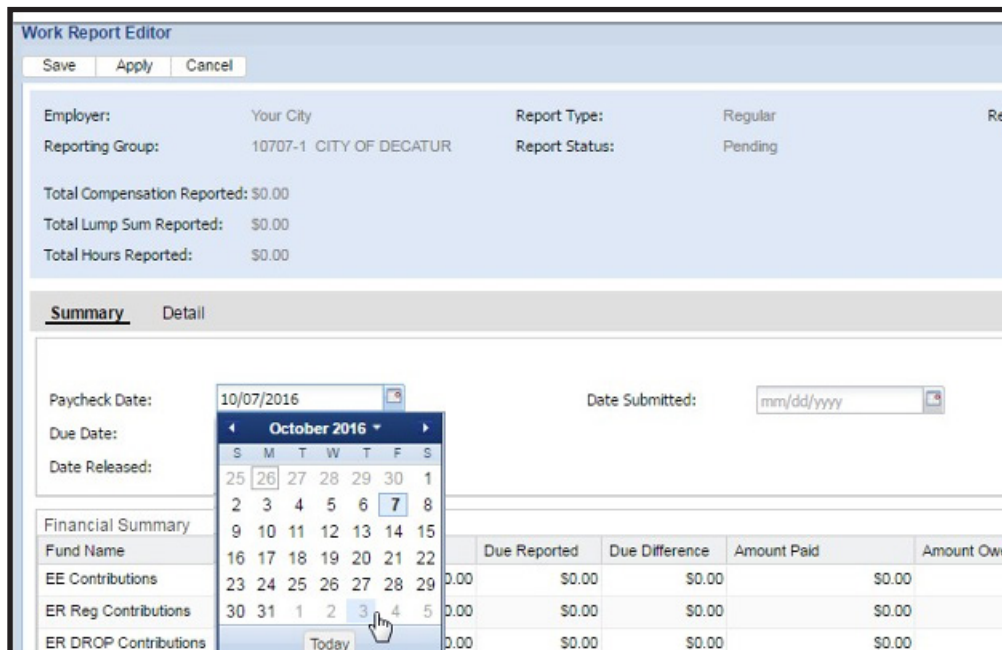
You may change the **Pay Period Start** date if you want to generate a work report for another reporting period.



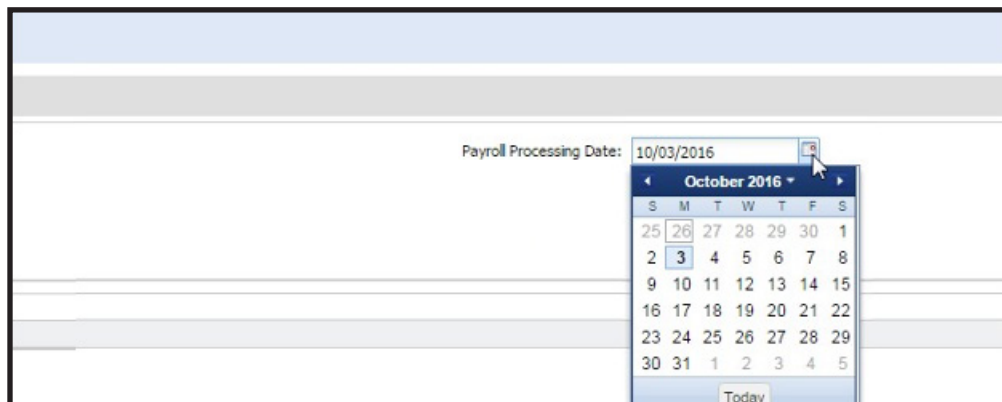
Click **Generate** to create a work report transaction and launch the **Work Report Editor**.



From the **Work Report Editor**, enter the **Paycheck Date** or select it from the calendar drop-down.



Enter the **Payroll Processing Date** or select it from the calendar drop-down.



Click on the **Details** tab to continue.

**Work Report Editor**

Save Apply Cancel

Employer: Your City Report Type: Regular  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

Total Compensation Reported: \$0.00  
 Total Lump Sum Reported: \$0.00  
 Total Hours Reported: \$0.00

**Summary** **Details**

Paycheck Date: mm/dd/yyyy Date Submitted: mm/dd/yyyy  
 Due Date: mm/dd/yyyy  
 Date Released: mm/dd/yyyy

Financial Summary

| Fund Name        | Due Calculated | Due Reported | Due Difference | Amount Paid | Amount Owed |
|------------------|----------------|--------------|----------------|-------------|-------------|
| EE Contributions | \$0.00         | \$0.00       | \$0.00         | \$0.00      |             |

The **Detail** tab will be populated with all of the active employees on the employee roster.

**Work Report Editor**

Save Apply Cancel

Employer: Your City Report Type: Regular  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

Total Compensation Reported: \$0.00  
 Total Lump Sum Reported: \$0.00  
 Total Hours Reported: \$0.00

**Summary** **Detail**

Agreement: Municipality - APERS Mu Exception Filter: Please Select

Add Existing Employee Add New Employee

| Tools   | Details                  | Name                 | SSN         | APERS ID | Job Category | Plan                       |
|---------|--------------------------|----------------------|-------------|----------|--------------|----------------------------|
| Actions | <input type="checkbox"/> | CHYRCHEL, JAKEYDRA W | 001-19-4079 | A685283  | Regular      | Contributory (Post 7/1/05) |
| Actions | <input type="checkbox"/> | CROOKHAM, NARVIN A   | 001-19-3906 | A542992  | Regular      | Contributory (Post 7/1/05) |
| Actions | <input type="checkbox"/> | DRAGER, MODESTO S    | 001-42-3182 | 8901437  | Regular      | Contributory (Post 7/1/05) |
| Actions | <input type="checkbox"/> | DUDZIAK, WILMA H     | 001-19-4087 | A508553  | Regular      | Contributory (Post 7/1/05) |

Enter the compensation and service information for each member and click **Save**. The following fields are required to complete the report: **Regular Compensation** and **Hours Worked**

| Job Category | Plan                       | Regular Compensation | Lump Sum Payment | Hours Worked | Employee Contributions Reported |
|--------------|----------------------------|----------------------|------------------|--------------|---------------------------------|
| Regular      | Contributory (Post 7/1/05) |                      |                  |              |                                 |

When you have completed your entries, click on **Save** to continue.

**Work Report Editor**

Save Apply Cancel

Employer: Your City      Report Type: Regular

Reporting Group: 10707-1 CITY OF DECATUR      Report Status: Pending

Total Compensation Reported: \$0.00

Total Lump Sum Reported: \$0.00

Total Hours Reported: \$0.00

Summary **Detail**

Agreement: Municipality - APERS Mu      Exception Filter: Please Select

Add Existing Employee    Add New Employee

| Tools   | Details | Name                 | SSN         | APERS ID | Job Category | Plan                       |
|---------|---------|----------------------|-------------|----------|--------------|----------------------------|
| Actions |         | CHYRCHEL, JAKEYDRA W | 001-19-4079 | A685283  | Regular      | Contributory (Post 7/1/05) |
| Actions |         | CROOKHAM, NARVIN A   | 001-19-3906 | A542992  | Regular      | Contributory (Post 7/1/05) |

Click on the **Account** tab to see the new report in your list of transactions with a status of **Pending**.

Home    Employer Info    **Account**    Roster    Seminars    Admin    FAQs

**Account**

Nickname: 10707-1 CITY OF DECATUR    Upload File

Trans Type: All    Manual Report

Payment Status: Open    Make Payment

Report Status: All

| Tools   | Activity Date | Trans # | Trans Type  | Trans Identifier                   | Report Status | Due        |
|---------|---------------|---------|-------------|------------------------------------|---------------|------------|
| Actions | 09/07/2016    | 216653  | Work Report | Work Report: 07/01/2016-07/31/2016 | Submitted     | 08/31/2016 |
| Actions | 09/07/2016    | 216701  | Work Report | Work Report: 08/01/2016-08/31/2016 | Submitted     | 09/30/2016 |
| Actions | 09/08/2016    | 216772  | Adj. Report | 2015-02 APERS Municipality         | Pending       |            |
| Actions | 09/26/2016    | 216791  | Work Report | Work Report: 09/01/2016-09/30/2016 | Pending       | 10/31/2016 |

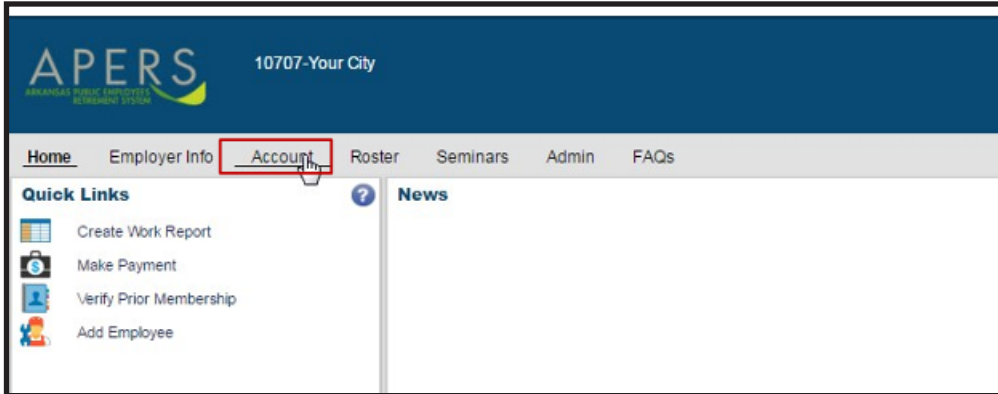
The next step will be to submit the report to APERS for processing. To learn more about submitting a report, see **Submitting a Regular or Adjusted Work Report**.



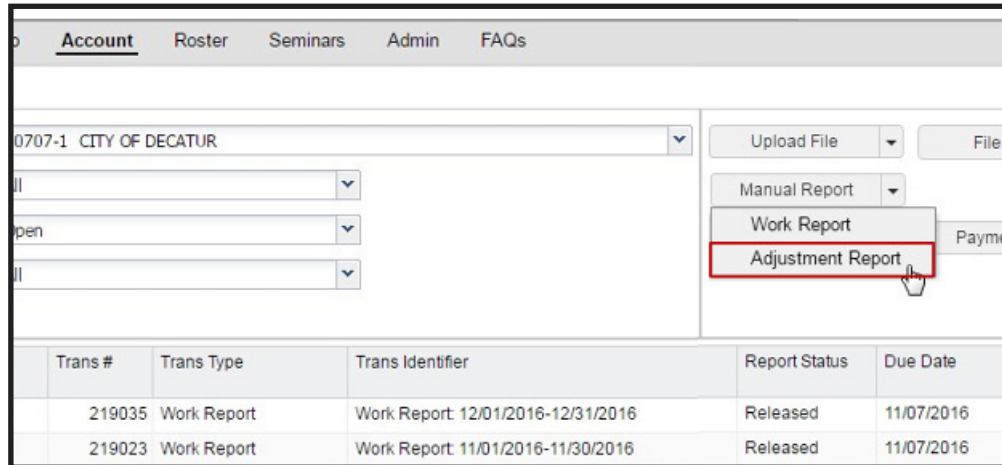
## Creating a Work Report Adjustments Report Manually

The purpose of this function in COMPASS ESS is to adjust a previously submitted compensation and service report. An employer may make adjustments to any work report that was created in COMPASS ESS. To adjust a work report that was created prior to COMPASS ESS (i.e., prior to March 2017), please contact your APERS Employer Services Representative.

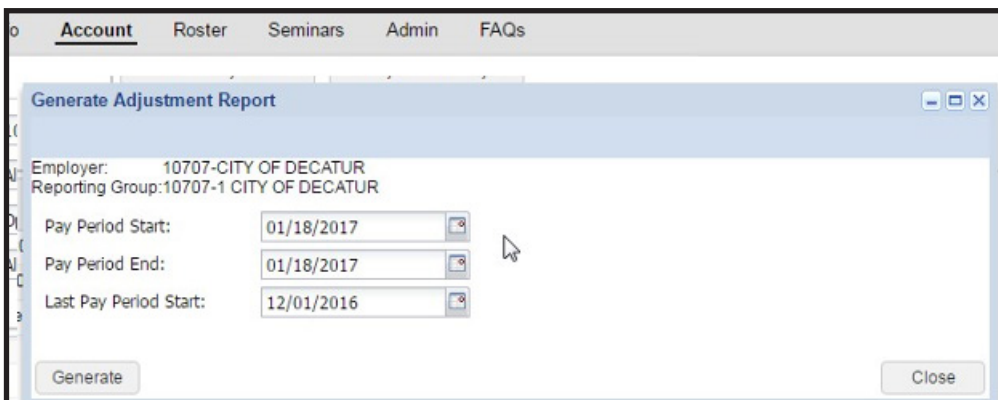
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



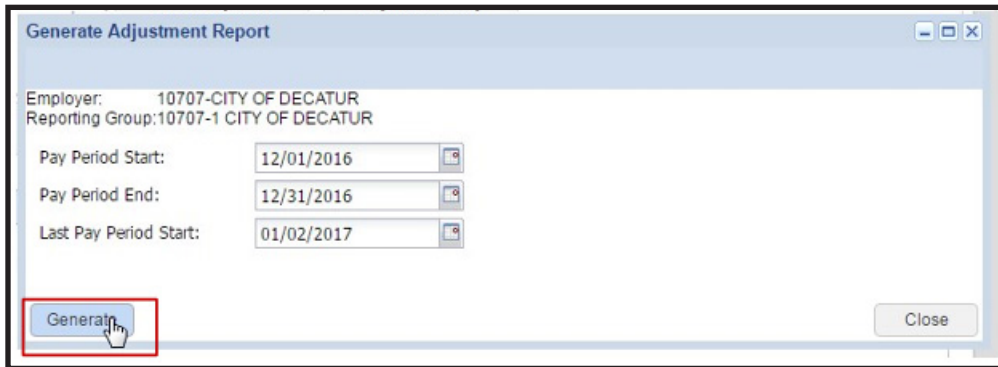
From the **Account** screen click on the **Adjustment Report** button.



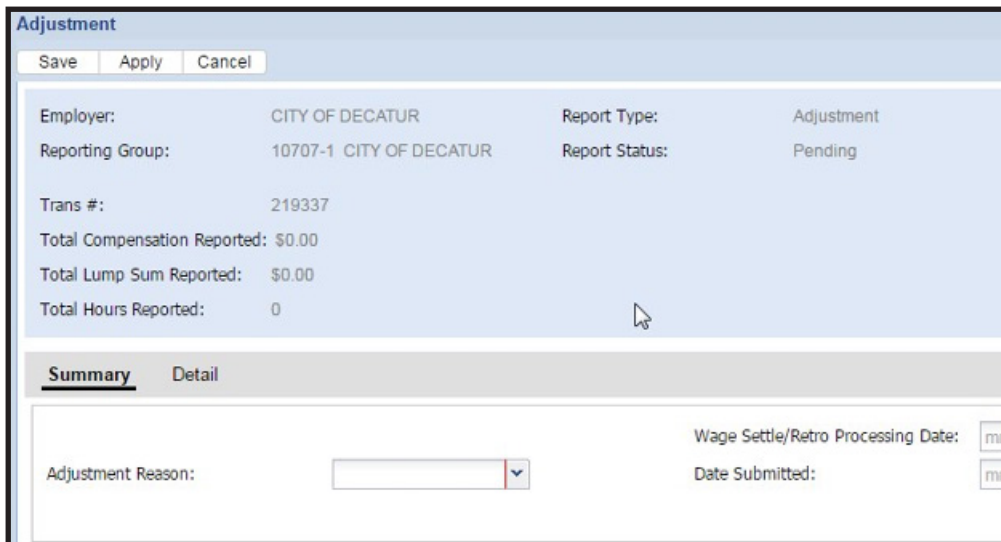
This will bring up the **Generate Adjustment Report** wizard.



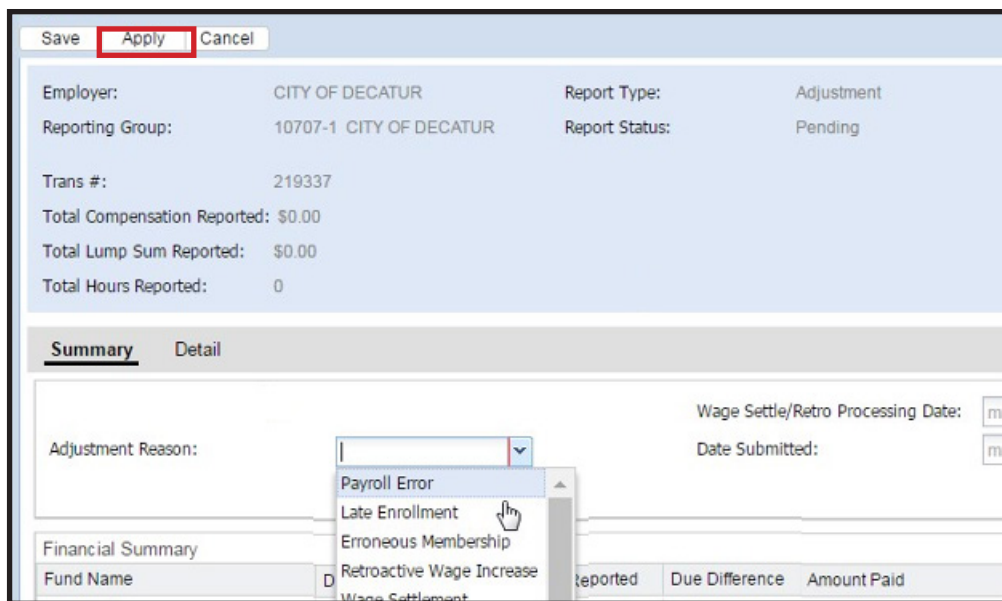
The **Generate Adjustment Report** wizard will open and you will need to supply the Pay Period Start, Pay Period End, Last Pay Period Start dates. These fields are adjustable using the drop-down menus beside the dates. When you are satisfied with the dates, click on the **Generate** button.



The **Adjustment** screen will open on the **Summary** tab.



Select the **Adjustment Reason** from the drop-down menu. Once your selection is made click on **Apply**.



Click on **Detail** to go to the **Detail Screen**.

The screenshot shows the 'Adjustment' summary screen. At the top, there are 'Save', 'Apply', and 'Cancel' buttons. Below that, the following information is displayed:

|                              |                         |                |            |
|------------------------------|-------------------------|----------------|------------|
| Employer:                    | CITY OF DECATUR         | Report Type:   | Adjustment |
| Reporting Group:             | 10707-1 CITY OF DECATUR | Report Status: | Pending    |
| Trans #:                     | 219337                  |                |            |
| Total Compensation Reported: | \$0.00                  |                |            |
| Total Lump Sum Reported:     | \$0.00                  |                |            |
| Total Hours Reported:        | 0                       |                |            |

At the bottom, there are two tabs: 'Summary' and 'Detail'. The 'Detail' tab is highlighted with a red box.

### Add Existing Employee

From the **Detail** screen, you can adjust the transactions by **Add Existing Employees** to the report.

The screenshot shows the 'Adjustment' detail screen. At the top, there are 'Save', 'Apply', and 'Cancel' buttons. Below that, the following information is displayed:

|                              |                         |                |            |
|------------------------------|-------------------------|----------------|------------|
| Employer:                    | CITY OF DECATUR         | Report Type:   | Adjustment |
| Reporting Group:             | 10707-1 CITY OF DECATUR | Report Status: | Pending    |
| Trans #:                     | 219357                  |                |            |
| Total Compensation Reported: | \$0.00                  |                |            |
| Total Lump Sum Reported:     | \$0.00                  |                |            |
| Total Hours Reported:        | 0                       |                |            |

Below the summary information, there are two tabs: 'Summary' and 'Detail'. The 'Detail' tab is selected. Under the 'Detail' tab, there are several fields and buttons:

Agreement: Municipality - APERS Muni    Exception Filter: Please Select

**Add Existing Employee**    Add New Employee    Delete Selected    Load All Priors    Mass Adjustment

At the bottom, there is a table header with columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay P.

Clicking on the **Add Existing Employee** will launch the **Select Prior** screen.

The screenshot shows the 'Select Prior' screen. At the top, there are 'Save', 'Apply', and 'Cancel' buttons. Below that, there is a 'Search Member' section with a text input field and a 'Search' button.

Below the search section, there is a 'Prior Section' with two date pickers for 'Pay Period Start': 01/01/2017 and 01/18/2017.

Below the date pickers, there is a section titled 'Select an existing entry to adjust'.

At the bottom, there is a table header with columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay P.



You can search for an employee and correct previously reported information.

The screenshot shows the 'Select Prior' form. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below that is a 'Search Member' section with a text input field containing 'Dulin' and a 'Search' button. A red box highlights the input field and the search button. Below the search section is the 'Prior Section' with two date pickers for 'Pay Period Start' set to '01/01/2017' and '01/18/2017'. Underneath is the heading 'Select an existing entry to adjust' followed by a table with columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay.

Selecting a result from the search will add an entry under the **Select an existing entry to adjust** area and one under the **Creating a new entry**.

This screenshot shows the 'Select Prior' form after a search. The 'Pay Period Start' dates are now '12/01/2016' and '12/31/2016'. Under the 'Select an existing entry to adjust' heading, a table displays search results. The table has columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay F. One entry is visible for 'DULIN, CHRIS...' with SSN '001-19-4087' and APERS ID 'A506553'. Below this is the 'Create a new entry' section with an 'Add' button and another table with columns: Tools, Details, Name, SSN, APERS ID, Job Category, Plan, and Pay P. This table also shows the same entry for 'DULIN, CHRIS...'.

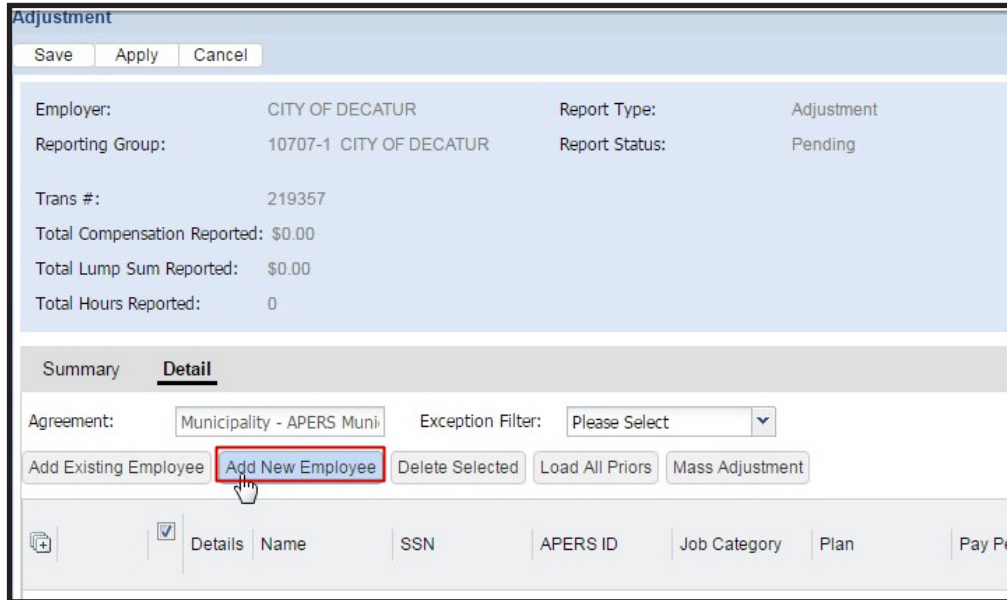
We will look closer at **Adjusting an existing entry** and **Create a new entry** in another section.

When you have completed adding an existing employee, click on **Save**.

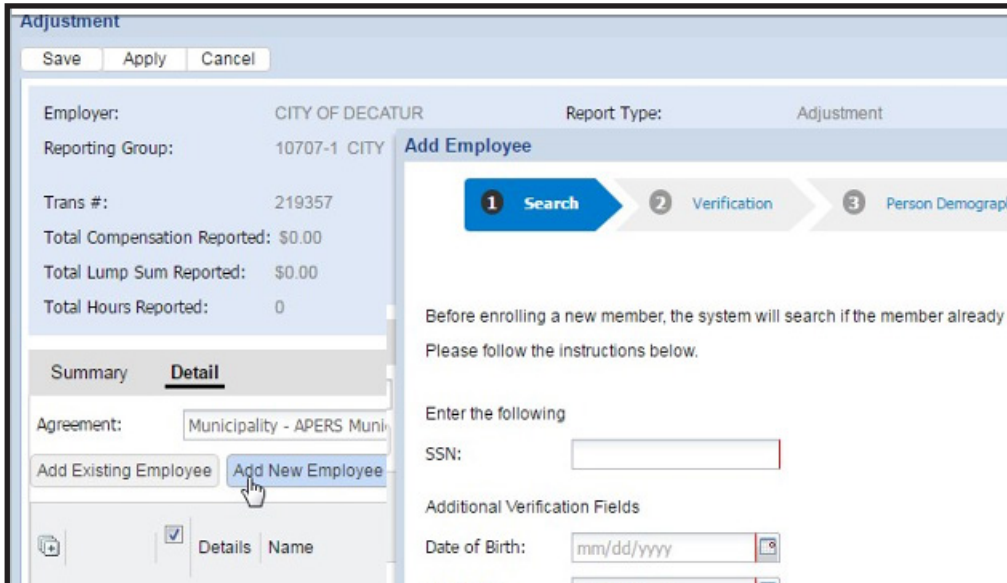
The screenshot shows the 'Adjustment' form. At the top, there are buttons for 'Save', 'Apply', and 'Cancel', with the 'Save' button highlighted by a red box. Below the buttons, the form displays the following information: Employer: CITY OF DECATUR, Report Type: Adjustment, Reporting Group: 10707-1 CITY OF DECATUR, and Report Status: Pending.

## Add New Employee

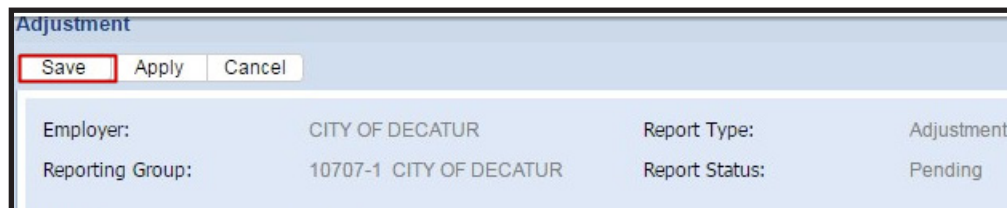
From the **Detail** screen, you can add a new employee to the report by clicking on the **Add New Employee** button.



This will open the **Add Employee** wizard. See the **Add New Employee** section for more information on the individual steps in the **Add Employee** wizard.



When you have completed adding a new employee, click on **Save**.



## Delete Selected

The third adjustment you can make is to delete employees from the adjustment report. Check off the employee(s) you wish to delete from the report and click on the **Delete** button.

**Adjustment**

Save Apply Cancel

Employer: CITY OF DECATUR Report Type: Adjustment  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

Trans #: 219357  
 Total Compensation Reported: \$0.00  
 Total Lump Sum Reported: \$0.00  
 Total Hours Reported: 0

Summary **Detail**

Agreement: Municipality - APERS Muni Exception Filter: Please Select

Add Existing Employee Add New Employee **Delete Selected** Load All Priors Mass Adjustment

| Tools | Details | Name          | SSN         | APERS ID | Job Category | Plan             | Pay Pe    |
|-------|---------|---------------|-------------|----------|--------------|------------------|-----------|
| +     | Actions | GLOVER, CO... | 000-92-5515 | A228795  | Regular      | Non-Contribut... | 12/01/... |

You will receive a delete confirmation message. Click **Yes** to delete the selected records from the report.

**Adjustment**

Save Apply Cancel

Employer: CITY OF DECATUR Report Type: Adjustment  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

Trans #: 219357  
 Total Compensation Reported: \$0.00  
 Total Lump Sum Reported: \$0.00  
 Total Hours Reported: 0

Summary **Detail**

Agreement: Municipality - APE

Add Existing Employee Add New Er

**Confirm**

ⓘ This action will delete the selected member(s). Are you sure?

Yes No

When you have completed deleting employee entries, click on **Save**.

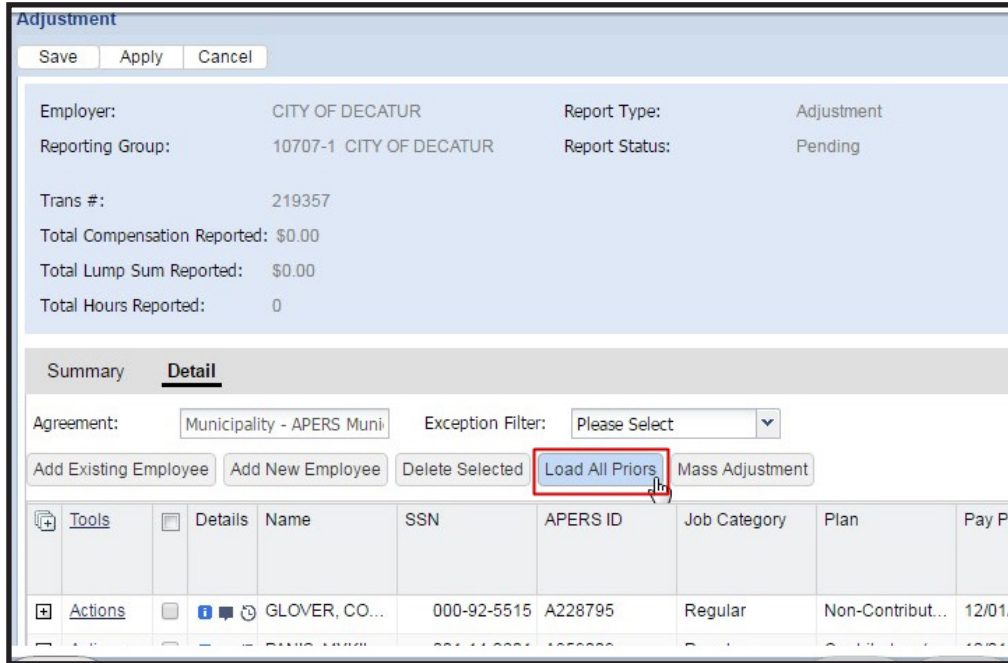
**Adjustment**

**Save** Apply Cancel

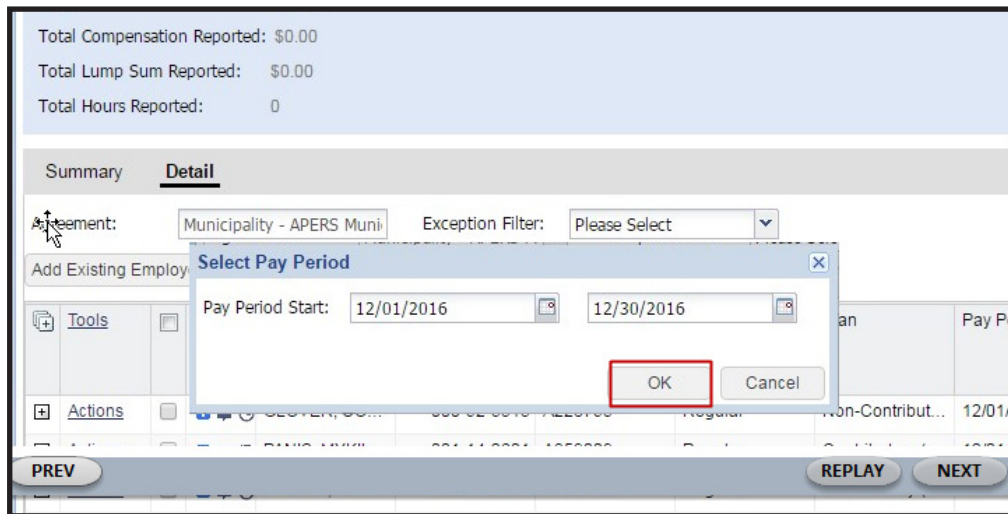
Employer: CITY OF DECATUR Report Type: Adjustment  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

### Load All Priors

The **Load All Priors** button will add all work report details that are within the report start date and the report stop date range of the **Adjustment Report**.

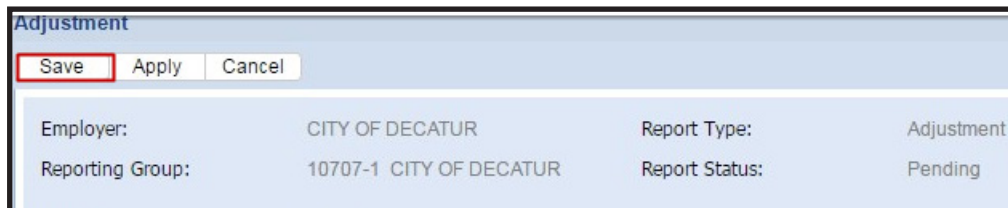


Select the Pay Period Start and End dates and click **OK**.



You can edit the results, such as selecting the entries you would like to delete, prior to using the **Delete Selected** option.

When you have completed editing the selected records, click on **Save**.



## Mass Adjustment

Clicking on the **Mass Adjustment** button will open the **Mass Adjustment** wizard. Mass adjustments will be covered in a separate section.

**Adjustment**

Save Apply Cancel

Employer: CITY OF DECATUR Report Type: Adjustment  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending  
 Trans #: 219357  
 Total Compensation Reported: \$0.00  
 Total Lump Sum Reported: \$0.00  
 Total Hours Reported: 0

Summary **Detail**

Agreement: Municipality - APERS Muni Exception Filter: Please Select

Add Existing Employee Add New Employee Delete Selected Load All Priors **Mass Adjustment**

| Details | Name | SSN | APERS ID | Job Category | Plan | Pay P |
|---------|------|-----|----------|--------------|------|-------|
|---------|------|-----|----------|--------------|------|-------|

When you have completed all adjustments click on the **Save** button.

**Adjustment**

**Save** Apply Cancel

Employer: CITY OF DECATUR Report Type: Adjustment  
 Reporting Group: 10707-1 CITY OF DECATUR Report Status: Pending

You will see the new report on the account transaction grid.

Home Employer Info **Account** Roster Seminars Admin FAQs

**Account**

Nickname: 10707-1 CITY OF DECATUR  
 Trans Type: All  
 Payment Status: Open  
 Report Status: All

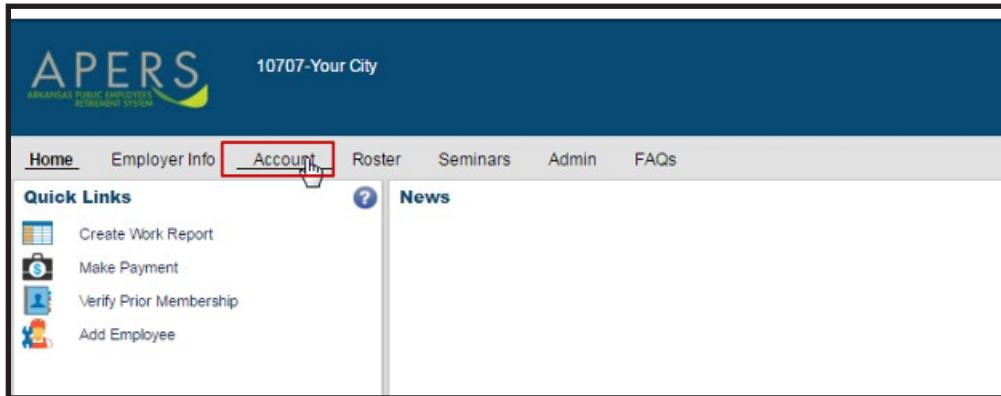
| Tools                   | Activity Date | Trans # | Trans Type  | Trans Identifier                          | Report   |
|-------------------------|---------------|---------|-------------|---|----------|
| <a href="#">Actions</a> | 01/20/2017    | 219359  | Adj. Report | 2016-10 APERS Municipality                | Pending  |
| <a href="#">Actions</a> | 01/19/2017    | 219358  | Adj. Report | 2017-01 APERS Municipality                | Pending  |
| <a href="#">Actions</a> | 01/19/2017    | 219357  | Adj. Report | Adjustment for: Payroll Error Received on | Pending  |
| <a href="#">Actions</a> | 11/01/2016    | 219035  | Work Report | Work Report: 12/01/2016-12/31/2016        | Released |
| <a href="#">Actions</a> | 11/16/2016    | 219023  | Work Report | Work Report: 11/01/2016-11/30/2016        | Released |
| <a href="#">Actions</a> | 01/18/2017    | 219182  | Adj. Report | Adjustment for: Payroll Error Received on | Pending  |



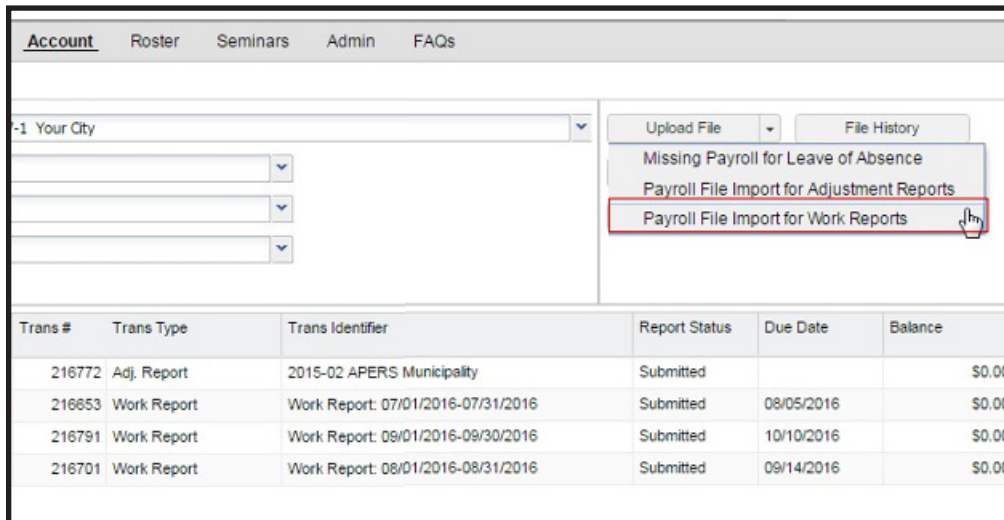
## Uploading a Payroll File Import for Work Reports

The purpose of **Payroll File Import for Work Reports**, is to provide a process for uploading your payroll files into COMPASS.

From the COMPASS ESS Home screen (or any screen in COMPASS ESS), click on the **Account** tab to get to the Account screen.



From the **Account** screen, click on the **Upload File** button, then select **Payroll File Imports for Work Reports** from the drop-down menu to open the **Upload** wizard.



The **Upload Payroll File Import for Work Reports** pop-up screen will display the following fields:

- File Name
- Import Description
- Employer Code
- Reporting Group ID
- Pay Period Start Date
- Pay Period End Date
- Payroll Processing Date
- Paycheck Date

The Reporting Unit ID, Reporting Period Start Date and Reporting Period Stop Date fields are auto-filled based on your last import.

### Step 1: File Upload

The COMPASS ESS file upload processing works like standard file uploads in Windows and other similar products. Click on the **Browse** button to locate the file you wish to upload.

In the **Import Description** field, enter an appropriate description for the import, such as the date or a file name convention you use.

The reporting group defaults based on your last import. The pay period start date defaults to the next expected pay period start date, based on your payroll cycle and the last report received. The pay period stop date defaults to the next expected pay period end date.

Enter a payroll processing date, or select from the calendar drop-down. Enter a paycheck date, or select from the calendar drop-down.

Home Employer Info **Account** Roster Seminars Admin FAQs

**Account** Upload Payroll File Import for Work Reports

Nickname: **1 File Upload** **2 Processing**

Trans Type

Payment S File Name: OSTRN - Paycheck Date 10-31-2016 - Empl Browse...

Report Sta Import Description: Upload Paycheck 10 31 2016

Reporting Unit ID: 10707-1 Your City

Reporting Period Start Date: 10/01/2016

Reporting Period Stop Date: 10/31/2016

Payroll Processing Date: 10/26/2016

Paycheck Date: 10/31/2016

| October 2016 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 25           | 26 | 27 | 28 | 29 | 30 | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 | 1  | 2  | 3  | 4  | 5  |

When you have completed entry in the fields, click on **Next**.

Nickname: **1 File Upload** **2 Processing**

Trans Type

Payment S File Name: OSTRN - Paycheck Date 10-31-2016 - Empl Browse...

Report Sta Import Description: Upload Paycheck 10 31 2016

Reporting Unit ID: 10707-1 Your City

Reporting Period Start Date: 10/01/2016

Reporting Period Stop Date: 10/31/2016

Payroll Processing Date: 10/26/2016

Paycheck Date: 10/31/2016

Cancel **Next**

The **Upload Payroll File Import for Work Reports** pop-up screen updates to display a results section, which signifies the success or failure of the upload. If the file upload failed, the pop-up screen will provide details about what needs to be corrected before re-trying the upload.

See the **Correcting Errors in an Import** section on page 89 for instructions on what to do when the import results display a failure message.

**1 File Upload** **2 Processing**

Results

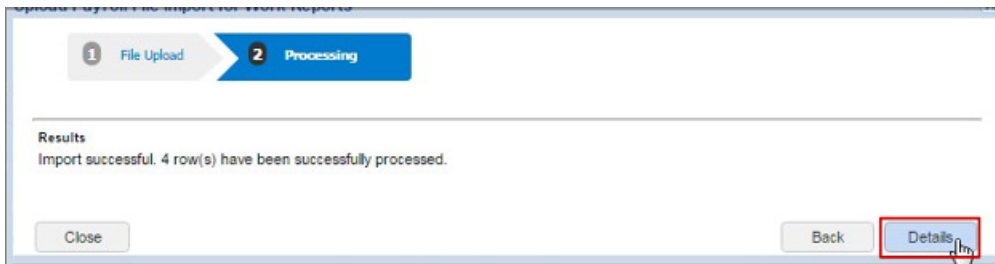
Import successful. 4 row(s) have been successfully processed.

Close Back **Details**

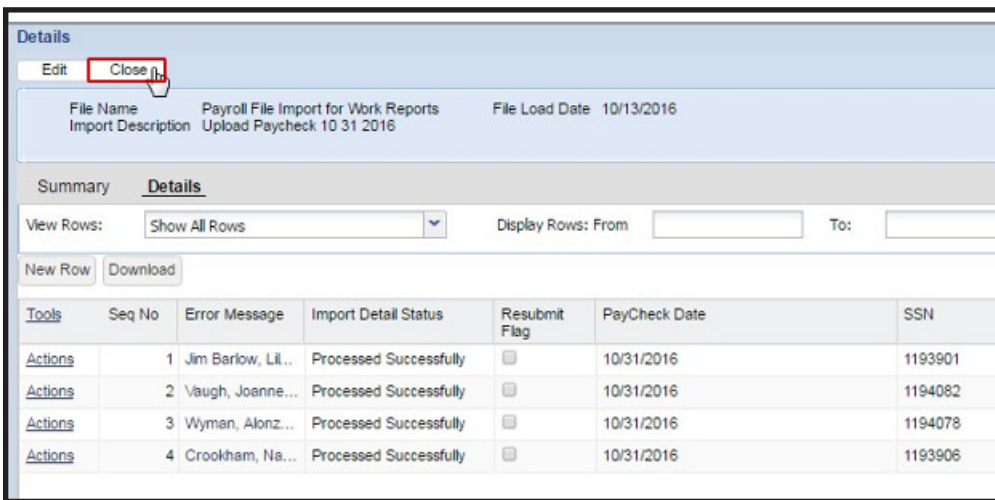


## Step 2 Processing

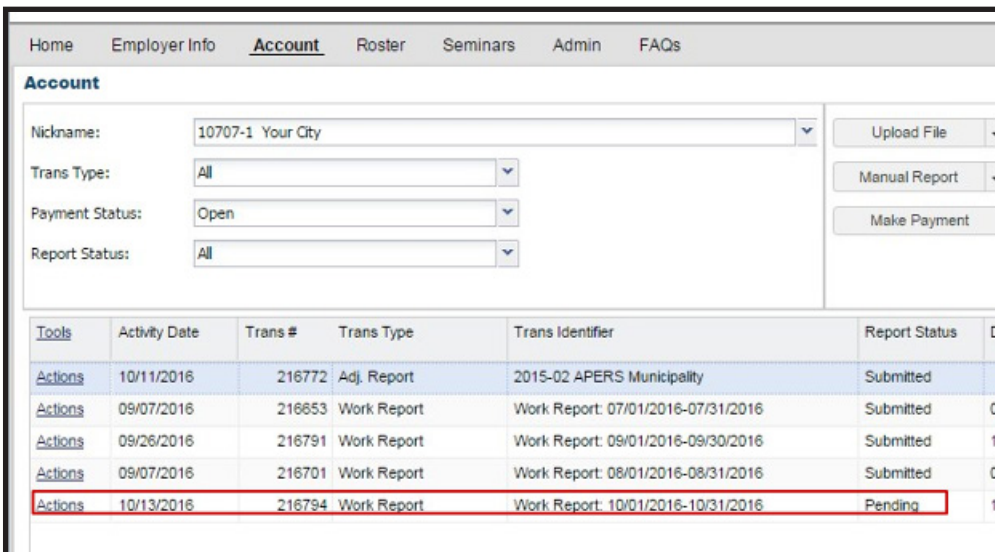
When the file is successfully uploaded, it will be automatically validated and processed in COMPASS ESS. You can look at details by clicking on the **Details** button.



Click on **Close** to return to the **Account** screen.



The new report will appear in your list of transactions with a status of pending.

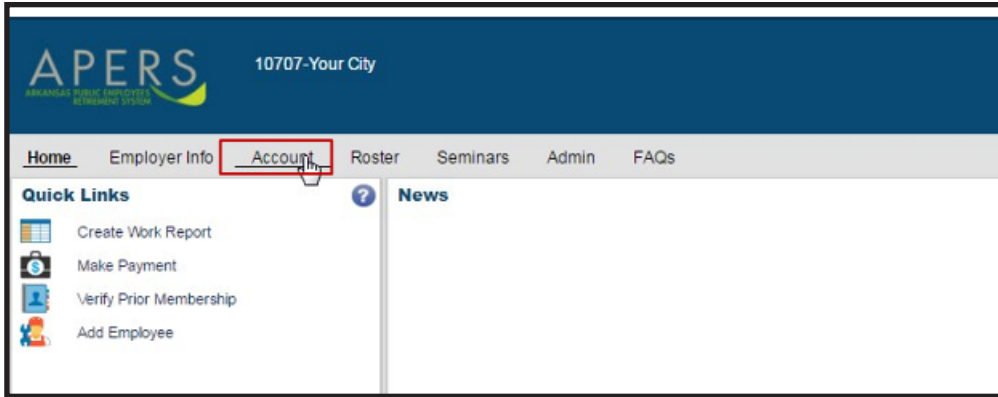


The next step will be to submit the report to APERS for processing. See the section **Submit a Work Report** for instructions on submitting the work report.

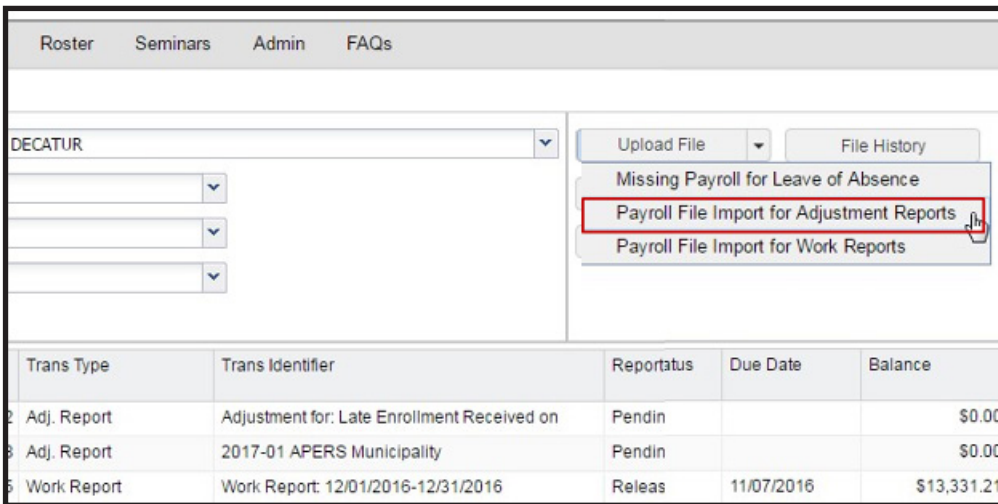
## Uploading a Payroll File Import for Adjustments Reports

The purpose of this function in COMPASS ESS is to upload a report to adjust a previously submitted work report.

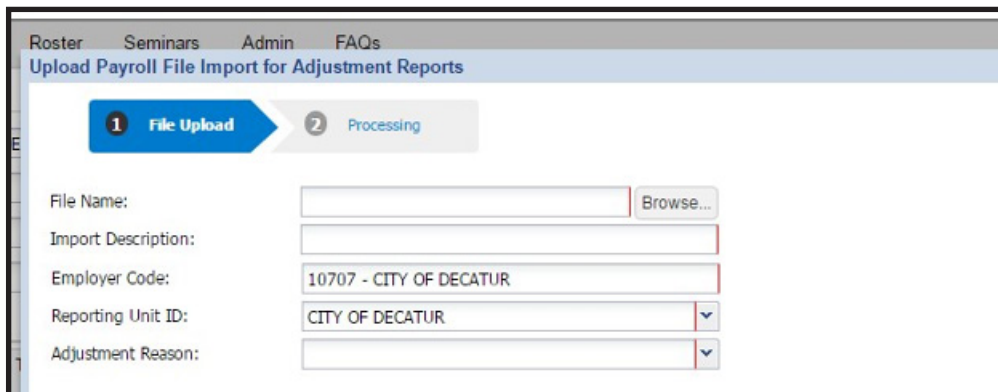
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



From the **Account** screen click on the **Upload File** button and then select **Payroll File Import for Adjustment Reports** from the menu.



The **Upload Payroll File for Adjustment Report** pop up will open.



## Step 1: File Upload

From the **Upload Payroll File for Adjustment Report** pop up you will browse for the payroll file you wish to upload. Enter a description for this import.

Roster Seminars Admin FAQs

Upload Payroll File Import for Adjustment Reports

1 File Upload 2 Processing

File Name: Adjustment Report Import Sample.xls **Browse...**

Import Description: Testing an upload

Employer Code: 10707 - CITY OF DECATUR

Reporting Unit ID: CITY OF DECATUR

Adjustment Reason:

Choose a reason for the adjustment from the drop-down menu and click on the **Next** button to proceed to **Step 2: Processing**.

1 File Upload 2 Processing

File Name: Adjustment Report Import Sample.xls Browse...

Import Description: Testing an upload

Employer Code: 10707 - CITY OF DECATUR

Reporting Unit ID: CITY OF DECATUR

Adjustment Reason: Payroll Error

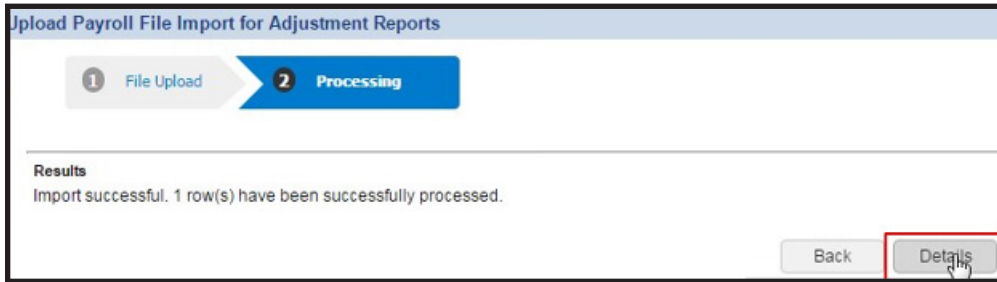
- Erroneous Membership
- Payroll Error
- Late Enrollment
- Retroactive Wage Increase
- Wage Settlement

**Next**

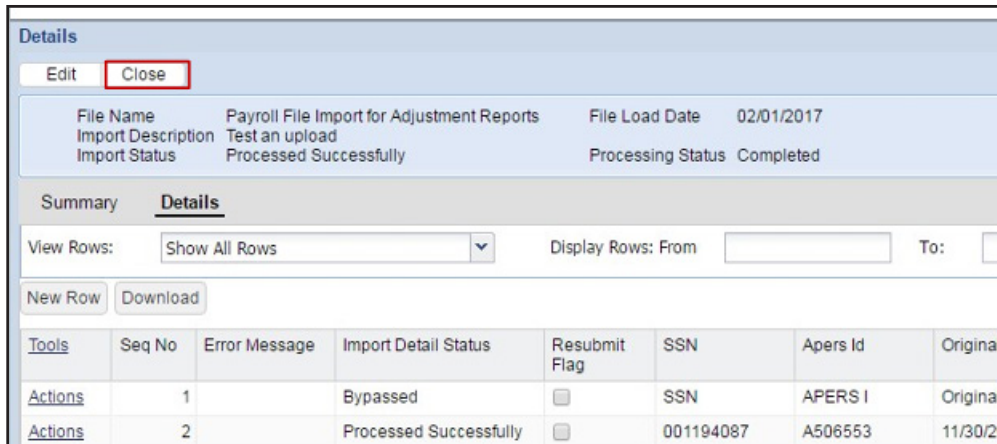
## Step 2 Processing

You will receive a message indicating the outcome of the import.

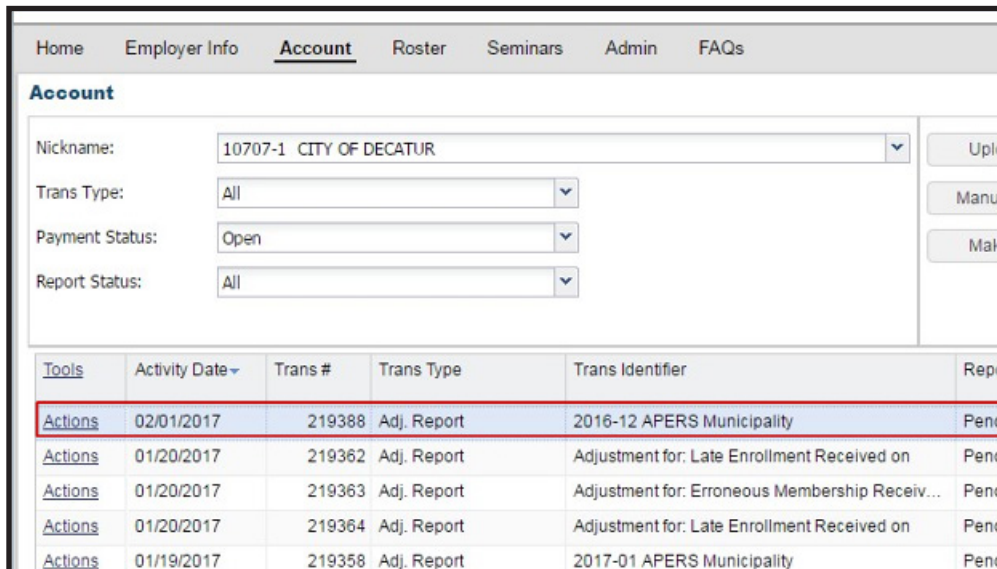
To view the details of the import, click on **Details**.



From the **Details** screen click on **Close** to return to the **Account** screen.



The new adjustment report will appear in the **Transaction Grid**.



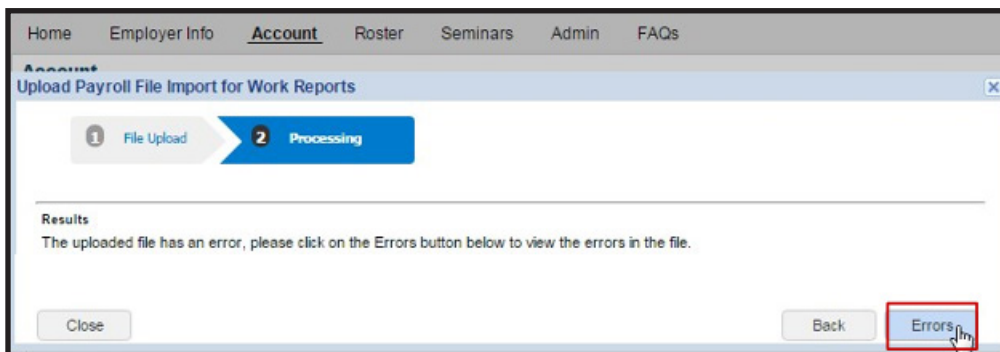
## Correcting Errors in an Import

The purpose of this function in COMPASS ESS is to allow you to correct errors in in an import file you have uploaded. If an import file was uploaded with errors, a validation message generates instructing you to view the errors by clicking the **Errors** button.

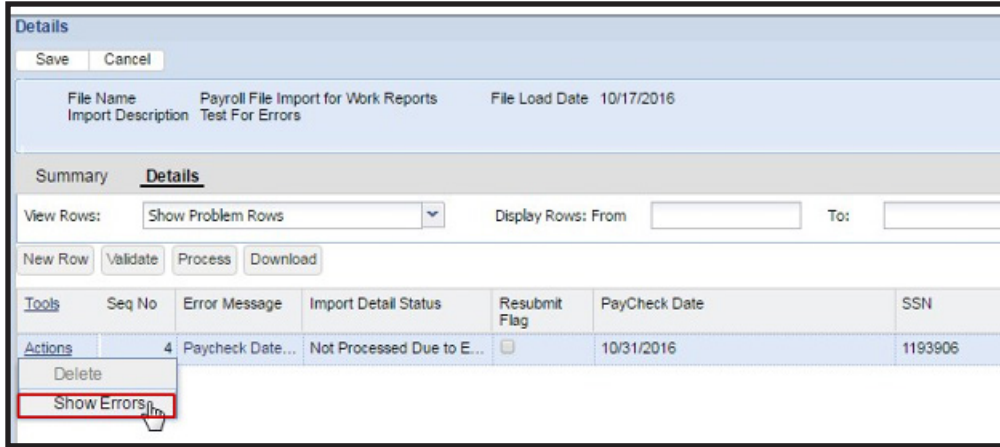
Possible error conditions include the following:

| Validation   | Trigger Conditions   | Message  |
|--|--|--|
| Report Start Date Required                             | If report start date has not been entered.   | Please provide start date.   |
| Report Stop Date Required                              | If report stop date has not been entered.  | Please provide stop date.  |
| Report Start Date Already Exists for Unreleased Report | If report start date falls within the report period of an existing work report that is in a status of Draft or Submitted | An unreleased work report exists for the same period.  |
| Report Start Date Already Exists for Released Report   | If report start date falls within the report period of an existing work report that is in a status of Released.          | The work report cannot be generated because a work report for this reporting period has already been released. |
| Report Start Date                                      | generate validation if report start date is more than 30 days after current date.  | The employer user cannot create a report if the Report Start Date is more than 30 days after the current date. |
| Report Start/Stop Date Order                           | If report start date is greater than report stop date  | Start Date cannot be after the stop date.  |
| Paycheck Date Required                                 | If paycheck date has not been entered.   | Paycheck Date: This field is required.   |
| Payroll Processing Date Required                       | If report stop date has not been entered.  | Payroll Processing Date: This field is required.   |

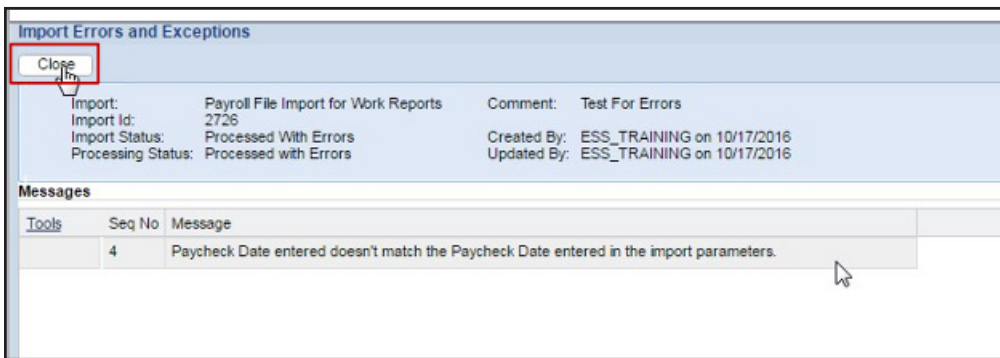
If you upload a work report that contains errors, you will receive an error message. Click on the **Error** button at the bottom right of the screen to display the **Details** screen to view the error(s).



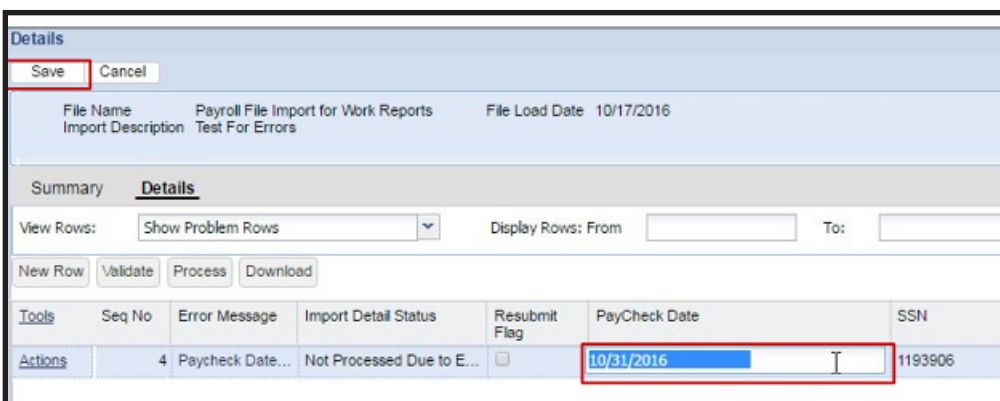
Clicking the **Error** button brings you to the **Details** screen. You will see the error listed. For more information about the error, click on the **Action** button and select **Show Errors**.



The **Import Errors and Exceptions** screen provides information about the error. Once you have reviewed the information about the error, click on the **Close** button to return to the **Detail** screen to correct the error.

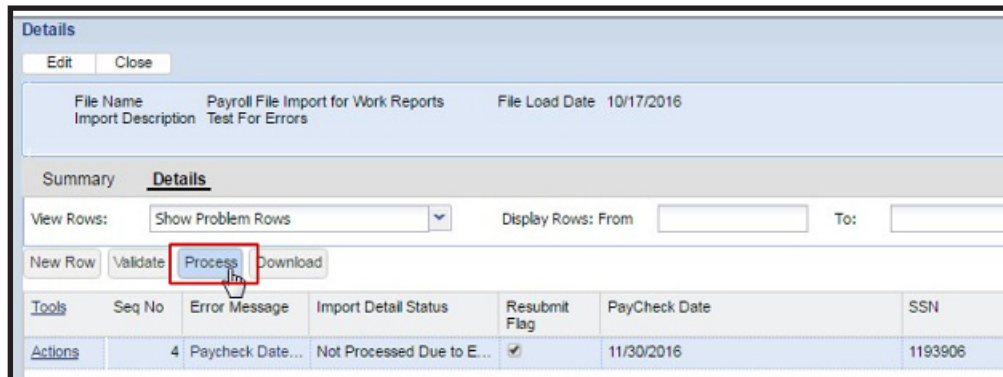


On the **Details** screen you can directly edit the field that needs to be corrected. Click on the field and make the necessary corrections, then click on **Save** to save your changes.

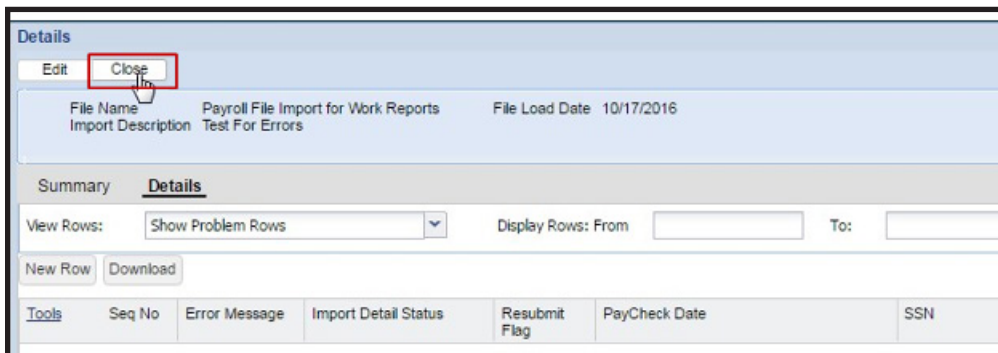




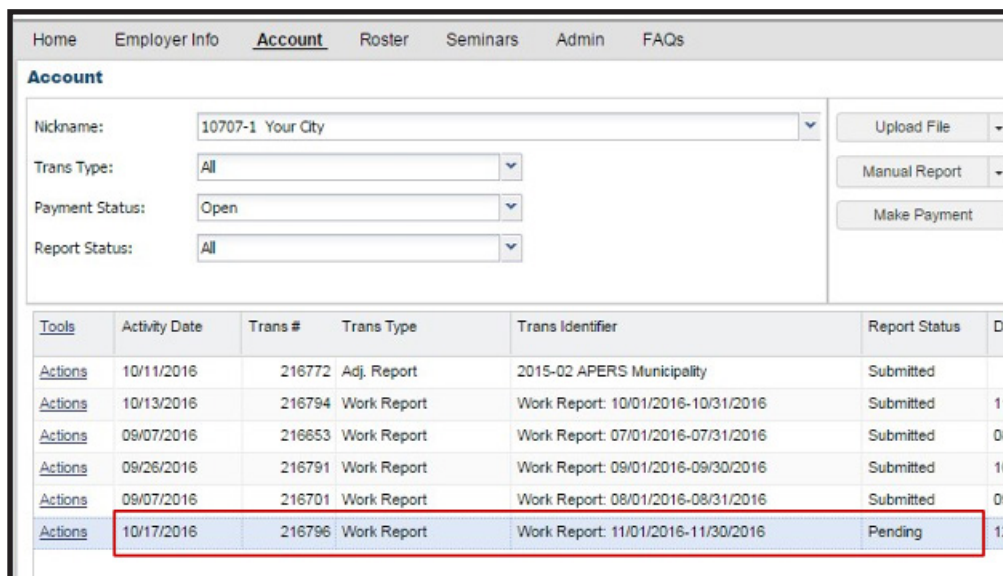
Once you have saved your corrections, click on the **Process** button to reprocess the saved file.



The error message will clear. Click on **Close** to return to the **Account** screen.



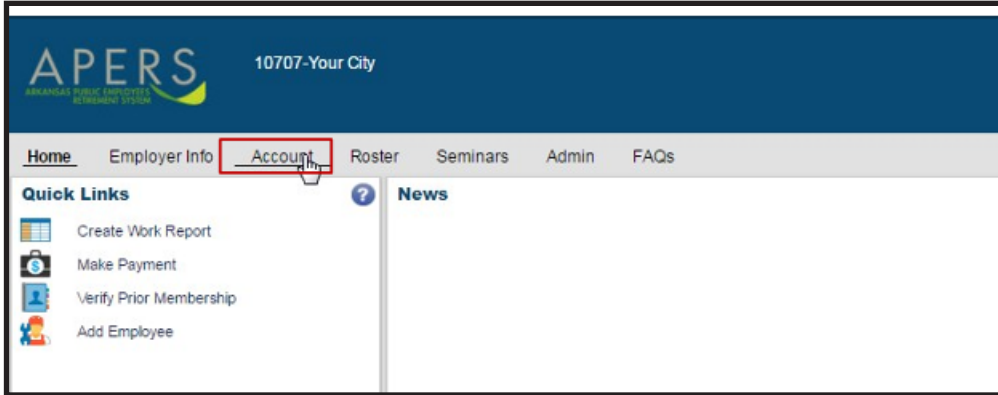
The corrected file will appear in the work report list for submission.



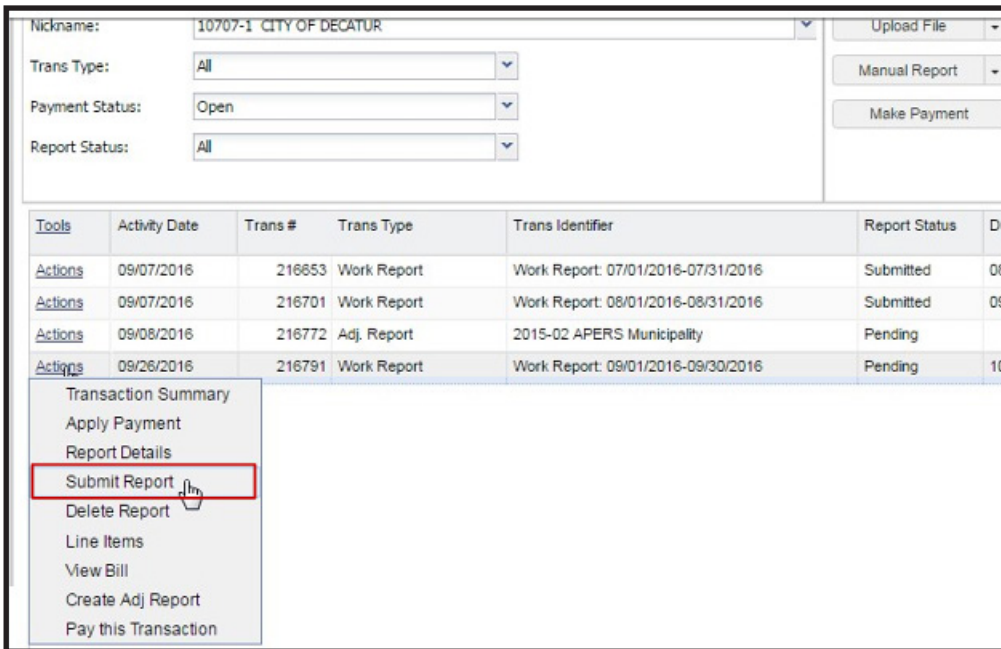
## Submitting a Regular or Adjustments Work Report

Work reports and adjustment report transactions are created with a **Report Status = Pending**. Submitting the report updates the report status to **Submitted**. The purpose of this function in COMPASS ESS is to submit a work report to APERS for processing.

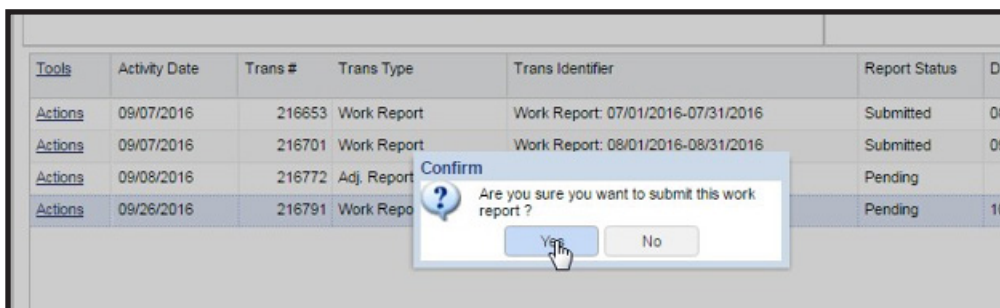
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



Click on the **Actions** link next to the appropriate report and then select **Submit Report** from the drop-down menu.

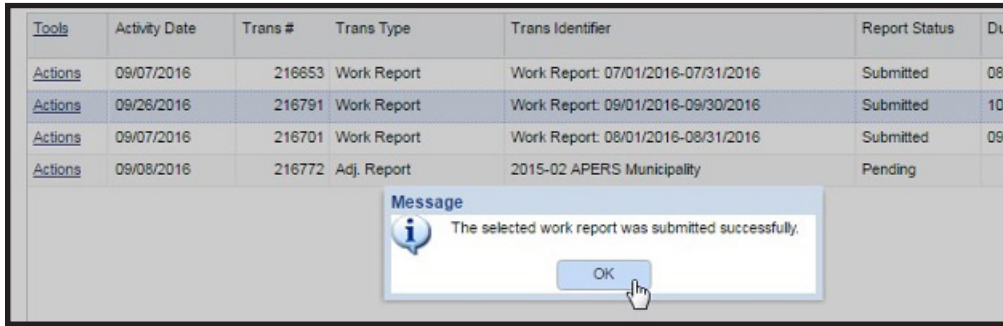


A confirmation message appears asking you to confirm submission. Click on **Yes** to continue submission or **No** to cancel submission of the report.

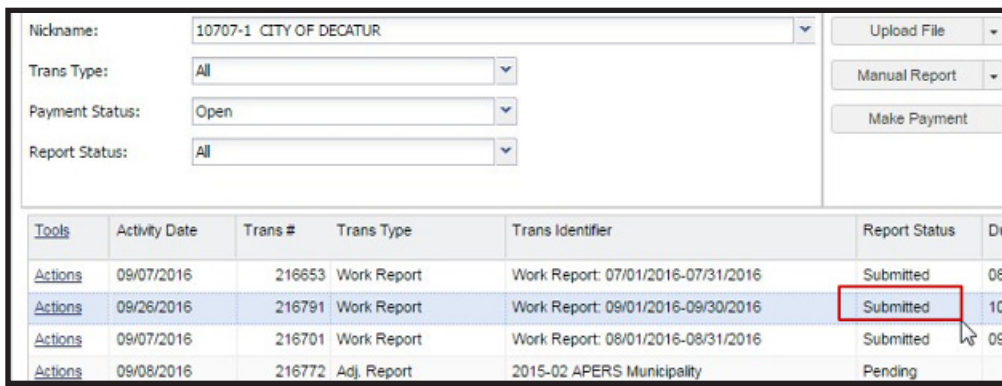




Once you confirm submission, the status updates to **Submitted** and a confirmation message displays.



Click **OK** to continue. You will be able to view the submitted report in the work report list.



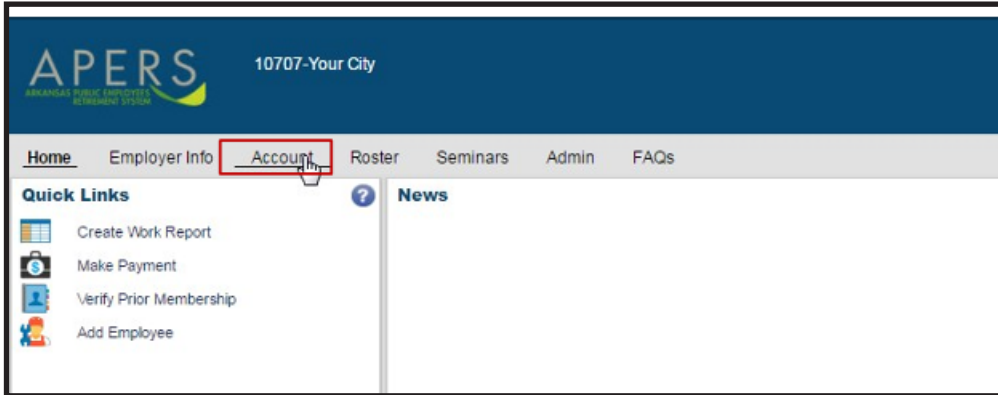
Once the report is submitted, no changes may be made.

If you determine you need to make changes to a submitted report, contact your APERS Employer Services Representative to have the status moved back to pending. Once that's done, you may edit the report and resubmit.

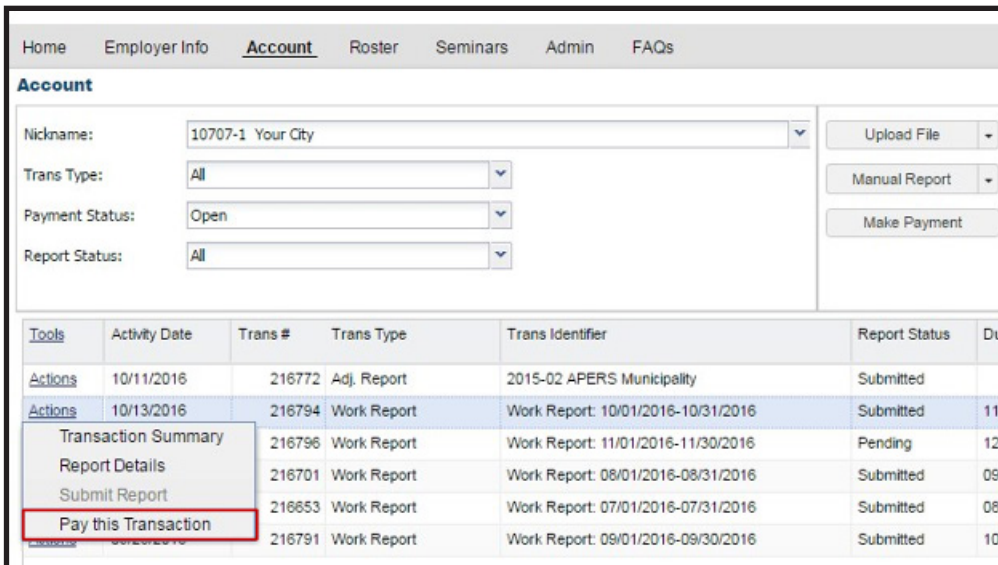
## Making Payments

The purpose of this function in COMPASS ESS is for the employer to make online payments through electronic funds transactions (EFT) to APERS. Before EFT payments can be made to APERS, banking information must be set up in COMPASS ESS. See the **Adding Banking Information** section for instructions on setting up your banking information for EFT's.

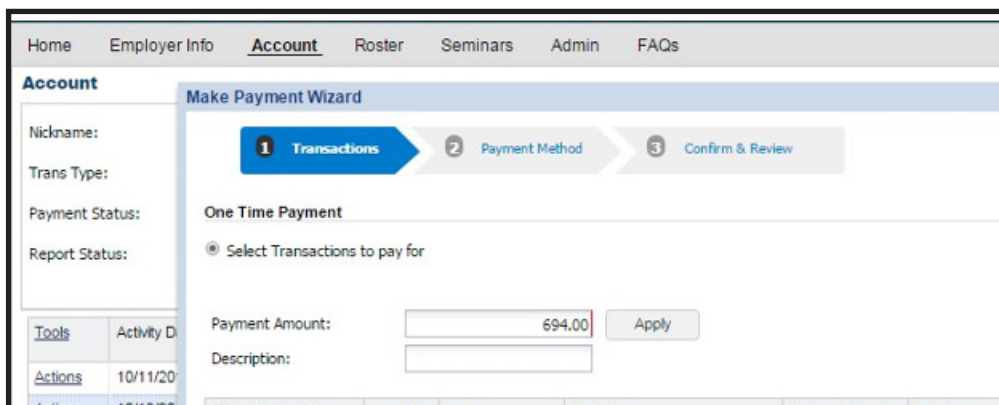
From the **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to get to your **Account** screen.



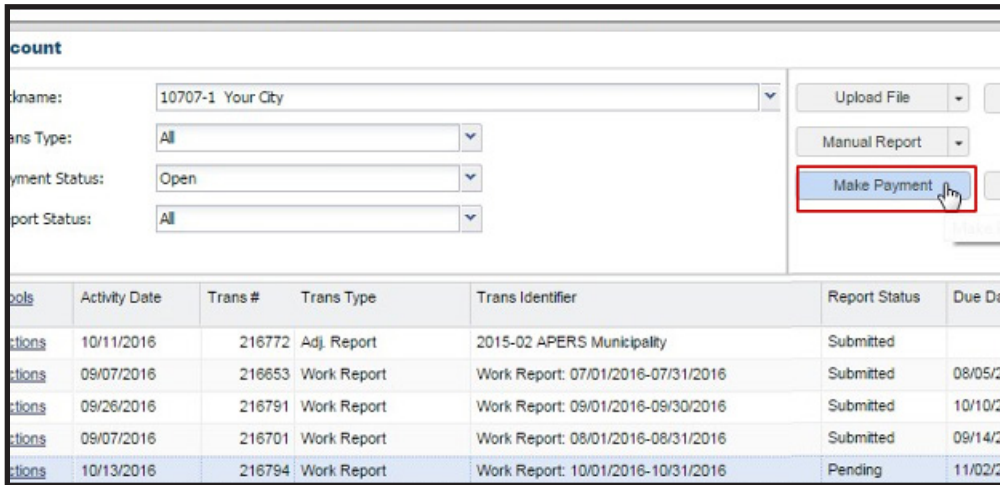
To make a payment for a single report, click on the **Action** link next to the report for which you want to make a payment and select **Pay this Transaction** from the drop-down menu.



This will open the **Make Payment** wizard.

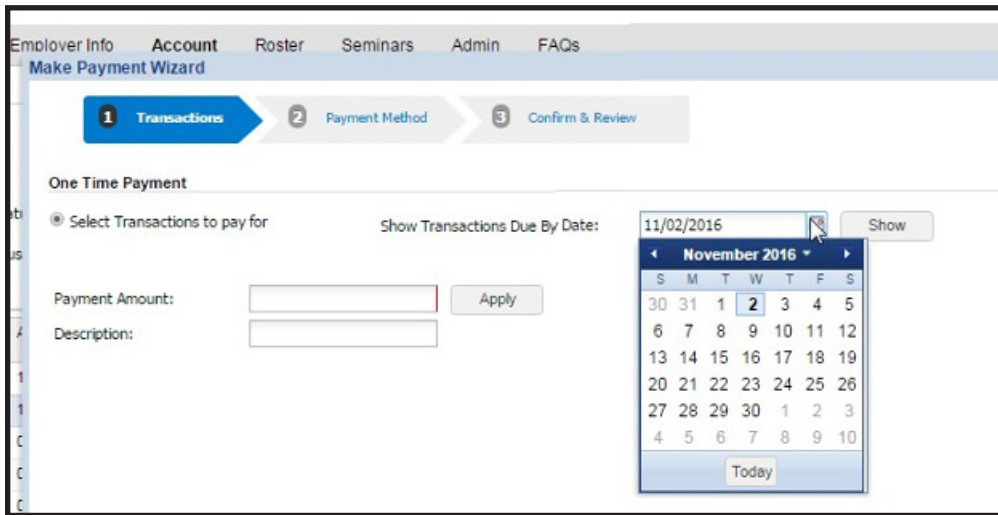


To make payment that covers multiple reports, click on the **Make Payment** button to open the **Make Payment** wizard.

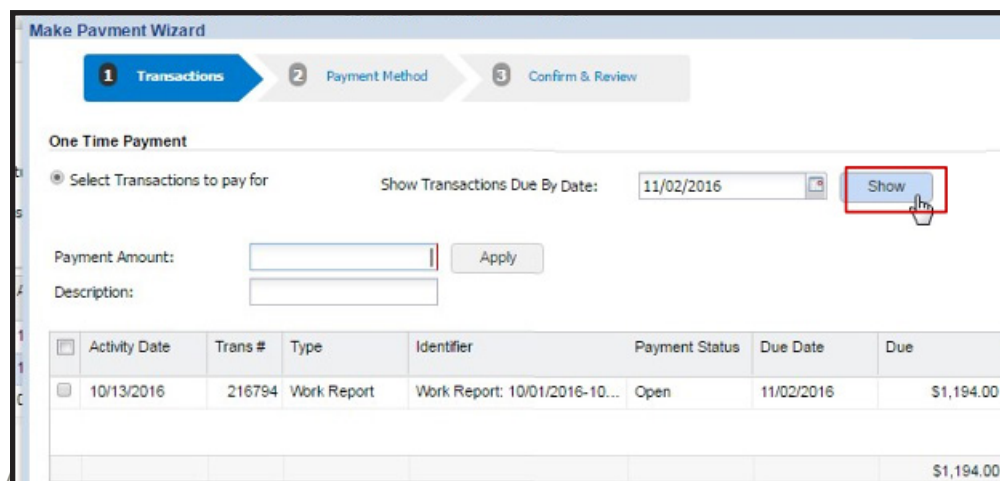


### Step 1: Transactions

From the **Make Payment** wizard, select **Transactions Due by Date** field, enter a date or select a date from the drop-down menu.



Click on **Show** to view all of the transactions due for the selected date. Any open transactions before or on the day of the entered due date display.



Enter the payment amount. You may also enter a description, such as “July 15 2017 payment.” Click **Apply**.

**Make Payment Wizard**

1 Transactions 2 Payment Method 3 Confirm & Review

One Time Payment

Select Transactions to pay for Show Transactions Due By Date: 11/02/2016 Show

Payment Amount: 500.00 **Apply**

Description: pay against 11/02

| <input type="checkbox"/> | Activity Date | Trans # | Type        | Identifier                    | Payment Status | Due Date   | Due        |
|--------------------------|---------------|---------|-------------|-------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | 10/13/2016    | 216794  | Work Report | Work Report: 10/01/2016-10... | Open           | 11/02/2016 | \$1,194.00 |

The payment applied will be displayed along with any balance remaining due. Click **Next** to go to **Step 2, Payment Method**.

Apply

| Identifier                    | Payment Status | Due Date   | Due        | Payment  | Balance  | Scheduled Payment |
|-------------------------------|----------------|------------|------------|----------|----------|-------------------|
| Work Report: 10/01/2016-10... | Open           | 11/02/2016 | \$1,194.00 | \$500.00 | \$694.00 | \$0.00            |
|                               |                |            | \$1,194.00 | \$500.00 | \$694.00 |                   |

**Next**

### Step 2: Payment Method

Select a payment account from the list of your approved EFT accounts and click **Next**.

1 Transactions 2 **Payment Method** 3 Confirm & Review

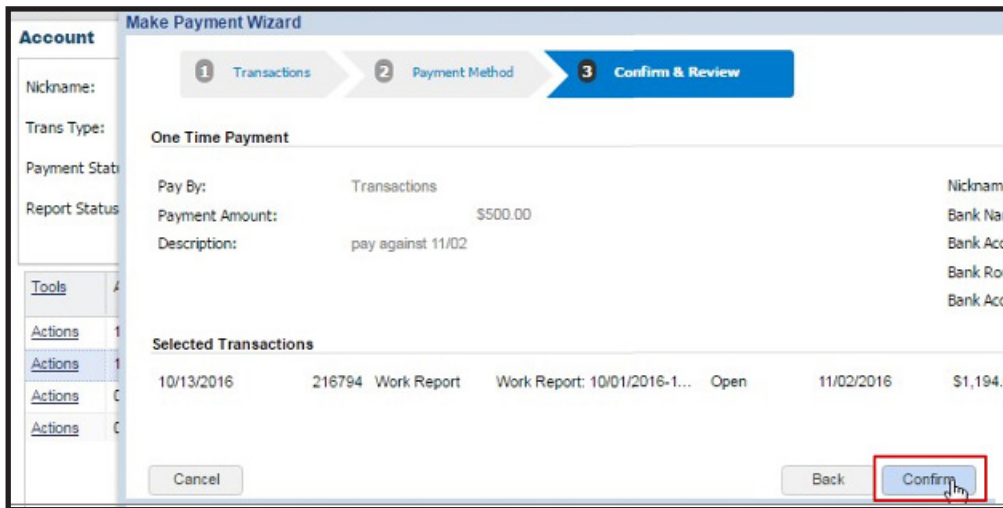
Payment Method

Payment Account: BANK OF AMERICA (Checking) XXXX34322  
BANK OF AMERICA (Checking) XXXX34322  
test - ARVEST BANK (Savings) XXXX59564

Back **Next**

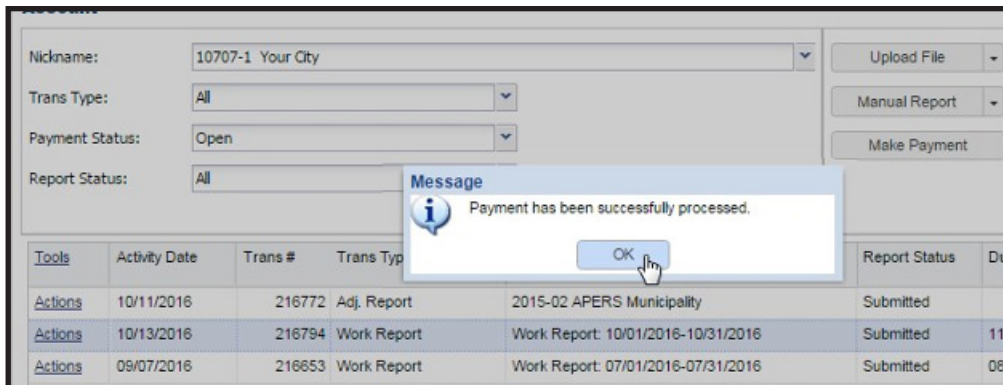
### Step 3: Confirm Payment

Review the information you entered and either click **Confirm** to confirm the payment or **Back** if you need to make changes

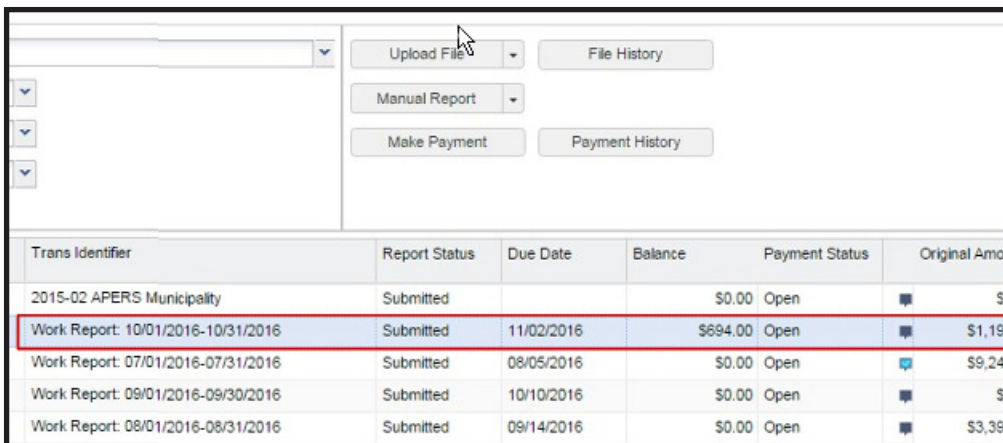


Verify and click **Confirm** to create the payment transaction and close the **Make Payment** wizard.

A confirmation message will display to let you know the payment has been submitted. Click **OK** to return to the **Account** screen.



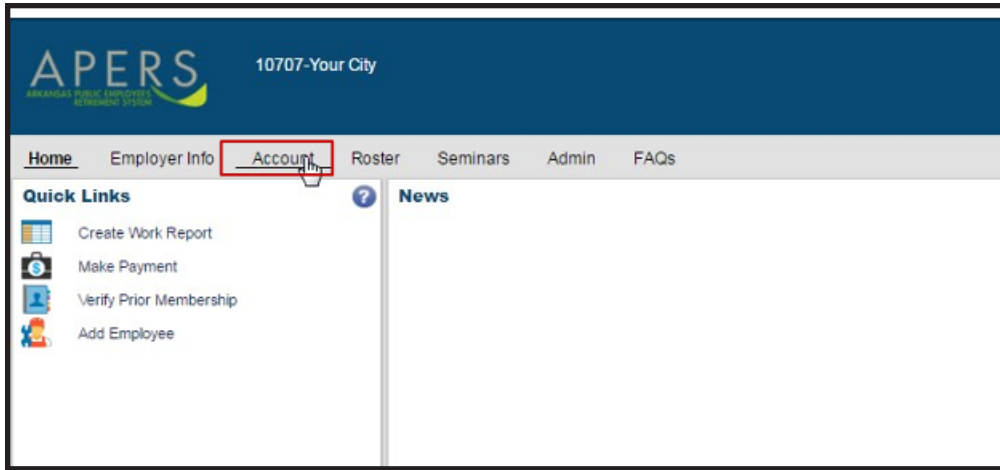
The payment transaction will appear in your **Transaction Grid**.





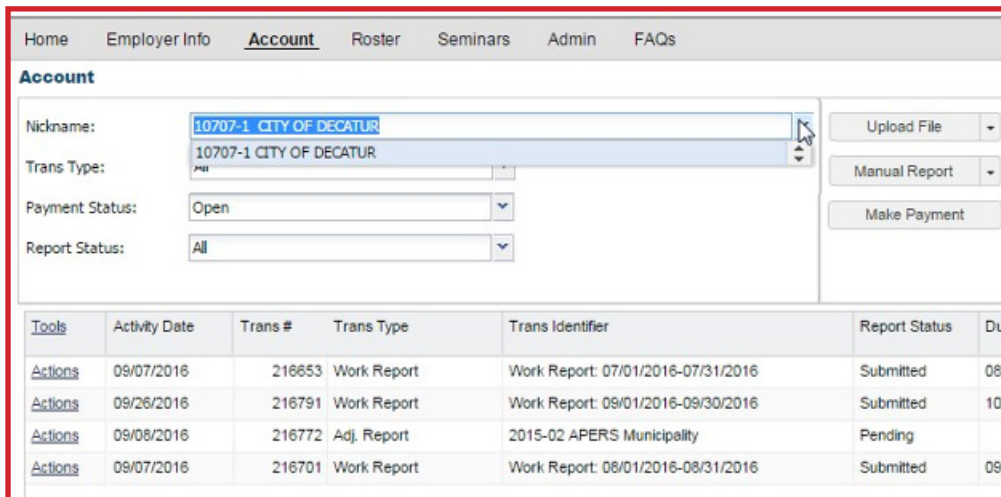
## Viewing Account Transactions

The **Account** tab displays all transactions associated with a specific reporting group and will allow you to filter and review your account information. You can access this information from the COMPASS ESS **Home** screen (or any screen in COMPASS ESS) by clicking on the **Account** tab.



There are various filters you can use to narrow down the search for a specific transaction or range of transactions.

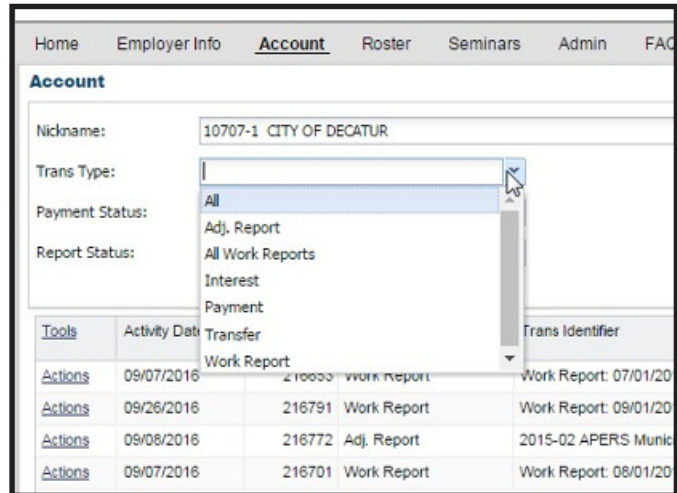
The information will default to your primary reporting unit. If your agency has multiple reporting units, choose a **Reporting Unit** in the **Nickname** drop-down.



The lower part of your **Account** screen is the **Activity Grid**. It is a list of transactions and reports you have produced in COMPASS ESS, each of which you can open and work with or review. You can “filter” the items displayed on the grid so that you can more quickly find the data you are interested in. Filtering shows only items in the category you select and hides everything else. You can set your filter for the following categories:

Filter by **Transaction Type**:

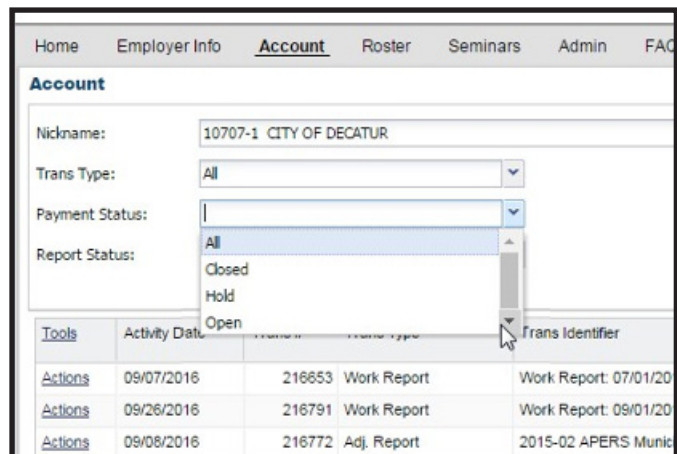
- All
- Adj [Adjustment] Report
- Interest
- Payment\*
- Work Report\*
- All Work Reports\*



Filter by **Payment Status**

- All
- Closed
- Open

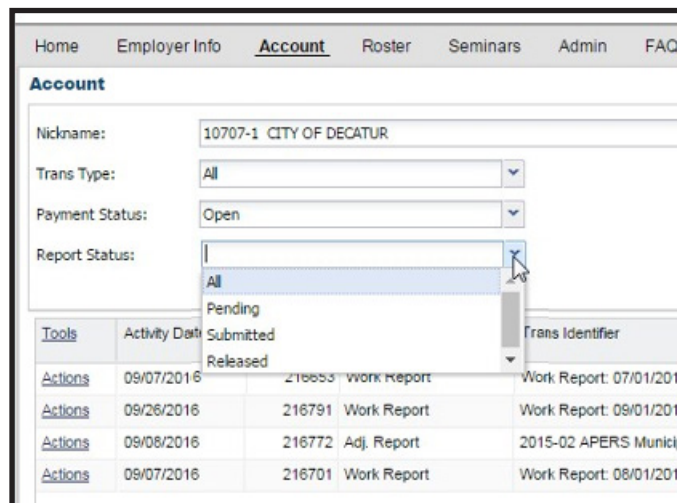
Note that you can use these filters to refine results produced by the **Transaction Type: Payment** filter above.



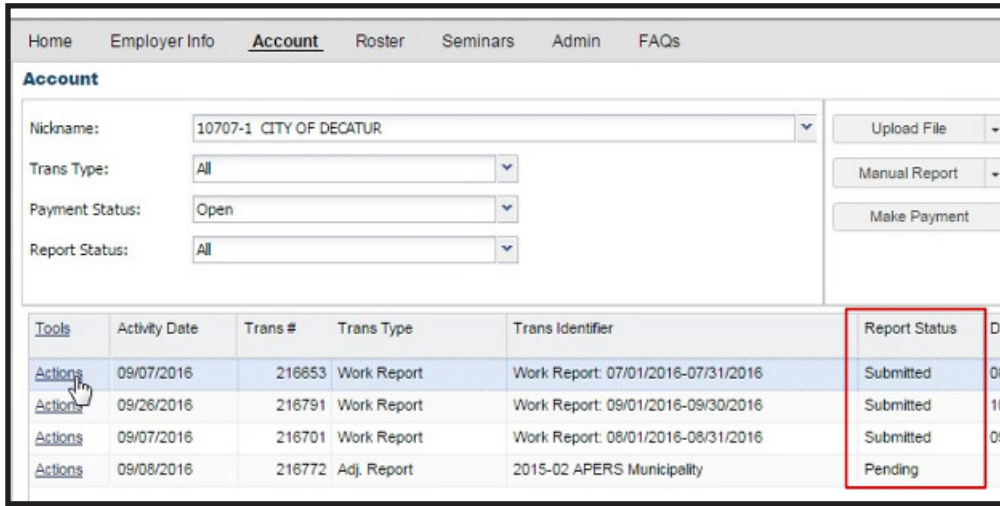
Filter by **Report Status**

- All
- Pending
- Submitted
- Released

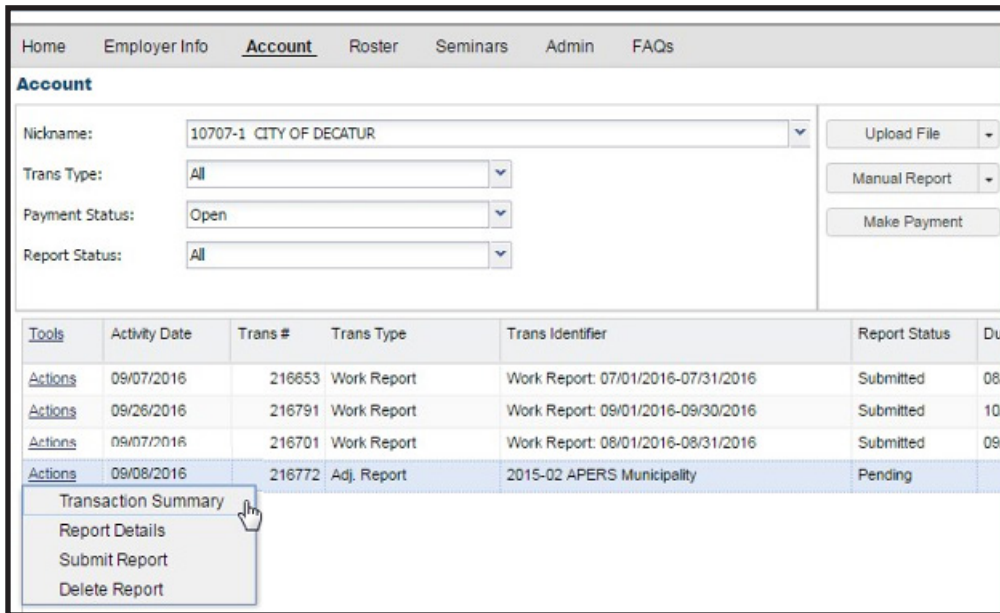
Note that you can use these filters to refine results produced by the **Transaction Type: Report** filters above.



You may also click on the **Actions** link next to a specific transaction to view information about the transaction. Your choices on the Actions menu will vary depending on if the report status is “Submitted” or “Pending”.



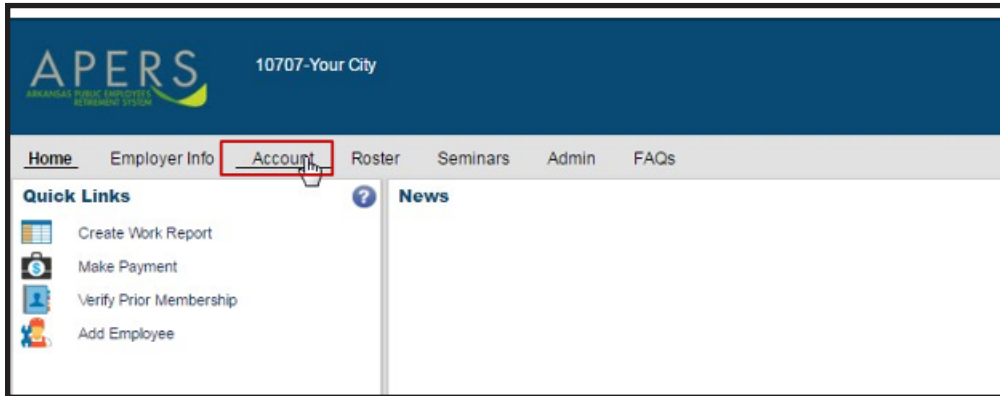
For reports that have been submitted, you may view the **Transaction Summary** or **Report Details**. For a Report with a **Pending** status you will also have the options to **Submit Report** or **Delete Report**.



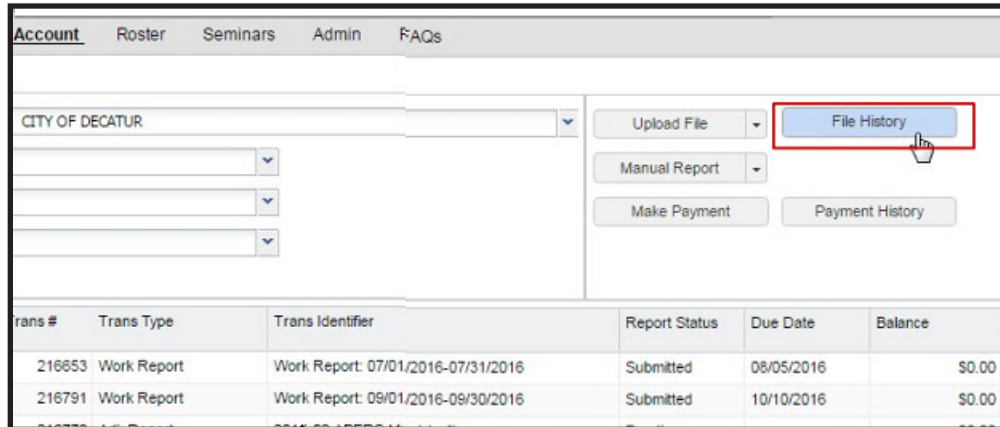


## Using File History

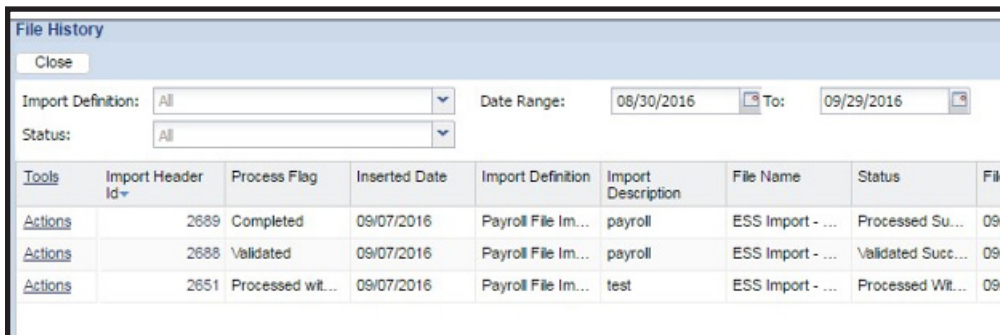
The purpose of this function in COMPASS ESS is to access previously imported files. From the **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to access your **Account** screen.



Click on **File History** to display the **File History** pop-up screen.

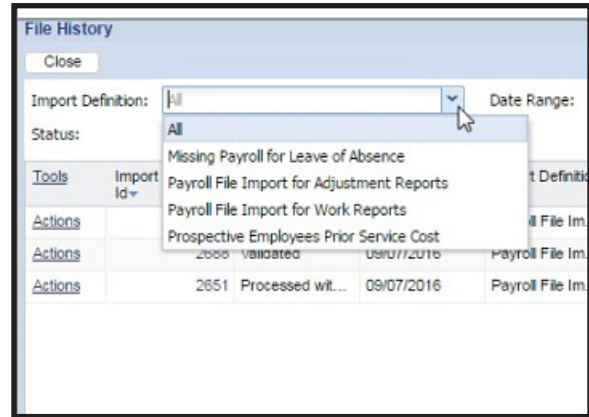


The **File History** screen displays activity for the reporting group selected on the **Account** screen.



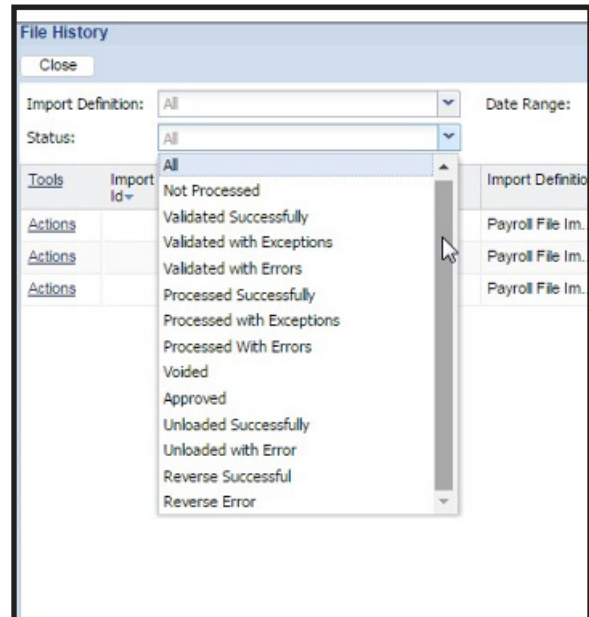
You can filter the records by their **Import Definition**:

- All
- Missing Payroll for Leave of Absence
- Payroll File Import for Adjustment Report
- Payroll File Import for Work Reports
- Prospective Employees for Prior Service Cost
- Status.

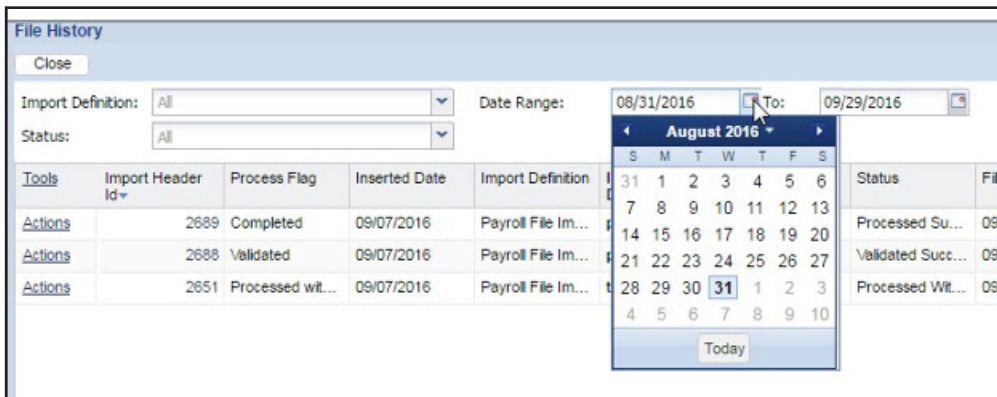


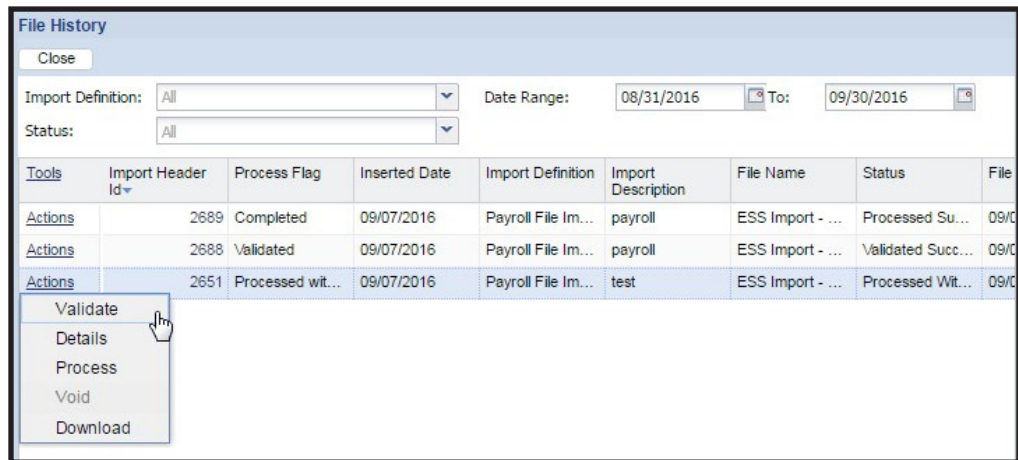
You may also filter based on the status of the work reports listed:

- Not Processed
- Validated Successfully
- Validated with Errors
- Processed Successfully
- Processed with Exceptions
- Processed with Errors
- Voided
- Approved
- Uploaded Successfully
- Uploaded with Errors
- Reverse Successful
- Reverse Error



You may also filter based on a date range by selecting the beginning and ending dates from the drop-down calendar.





To perform an action on a previously uploaded file, click the **Action** link and select one of the following:

| Action   | Description  |
|----------|--|
| Validate | Revalidates a file. Any records from the upload that have not already been processed successfully will be revalidated. This action is only available for files with records that have not been processed.                    |
| Details  | Displays the details of a file.  |
| Process  | Processes a file. Any records from the upload that have not already been processed successfully will then be revalidated and reprocessed. This action is only available for files with records that have not been processed. |
| Void     | voids a file. This action is only available for files with records that have not been processed.   |
| Download | Downloads a file from COMPASS ESS to your computer.  |

## USERRA Purchase

This process is used for employers to purchase APERS service on behalf of their employees under the Federal Re-Employment Act (USERRA). Employers (as required by law) must pay the ER contributions for the period of time the member was out of the office due to military leave. Contributory members must pay their contributions to the employer prior to the purchase being made.

To be eligible for USERRA, the Member must have returned to APERS-covered employment after discharge and provide proof of military service in the form of a DD-214 or equivalent document. If the Member has multiple deployments, the eligible amount is the total time of all deployments, as indicated by the DD-214. Members who had tours of duty at different times must submit the DD214 form(s) indicating dates of service and not just total service counted by the military. The member must provide:

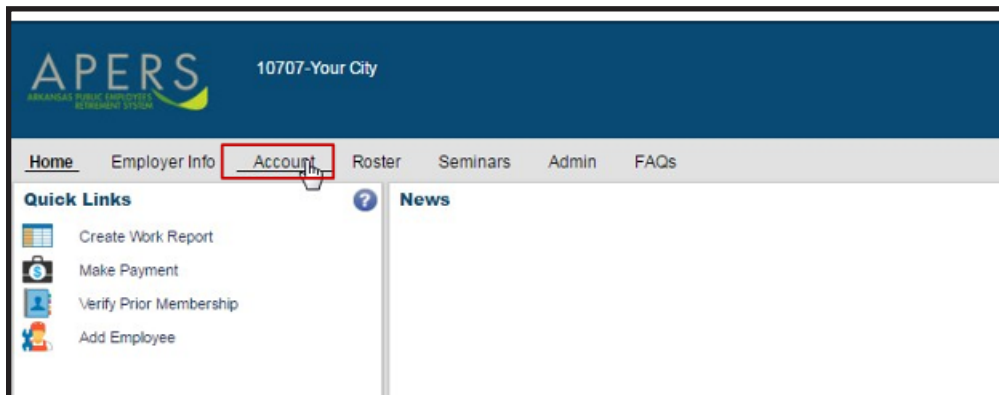
- Proof of rehire by an APERS agency.
- Proof of military service in the form of a DD-214 or equivalent document

Through COMPASS ESS, you may:

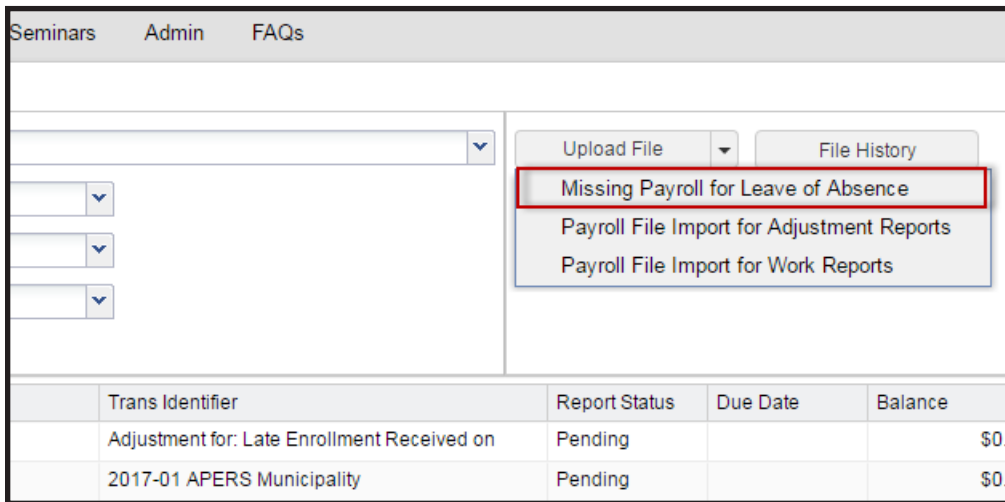
- Request a USERRA purchase
- Pay for a USERRA purchase
- Upload proof documents

Please contact your APERS Employer Services representative if you have questions regarding the USERRA process or eligibility.

From the **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to access your **Account** screen.



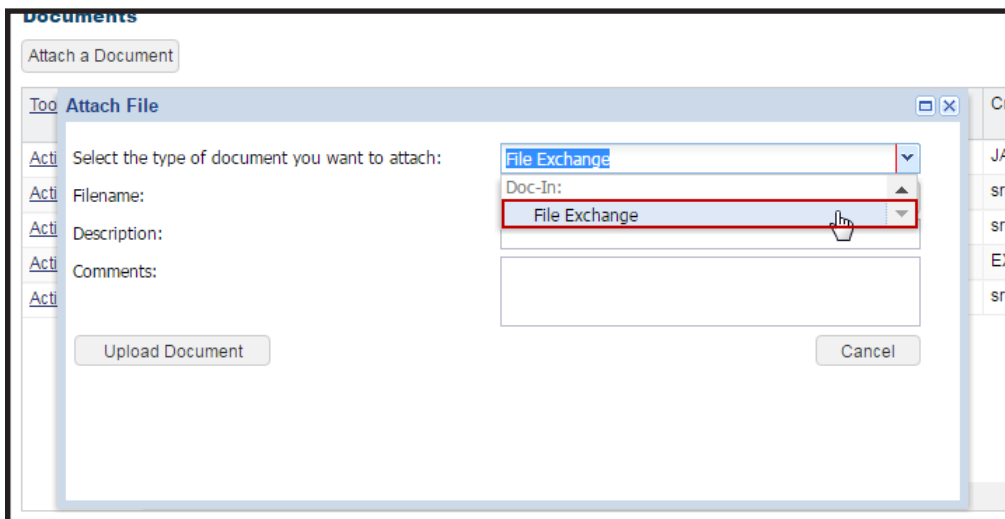
Click on **Upload File** and select **Missing Payroll for Leave of Absence**.



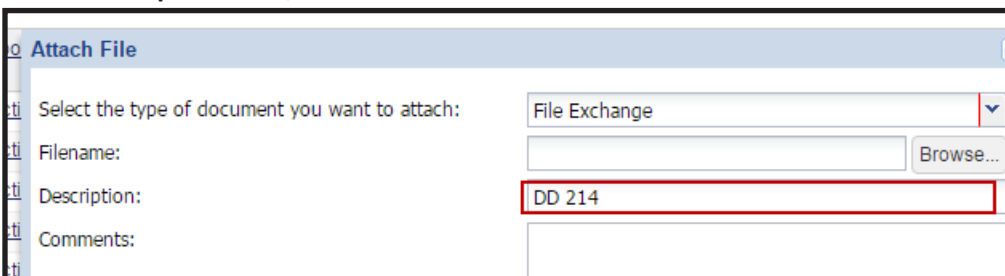
For the import, use the employee SSN as a parameter and include the pay periods, salary and hours for the USERRA period.

When you have completed the file import, upload the member’s DD-214 or equivalent document (see section on **Attaching a Document**).

From the **Select the type of document** you want to attach drop-down, select **File Exchange**



In the **Description** field, enter “DD 214.”

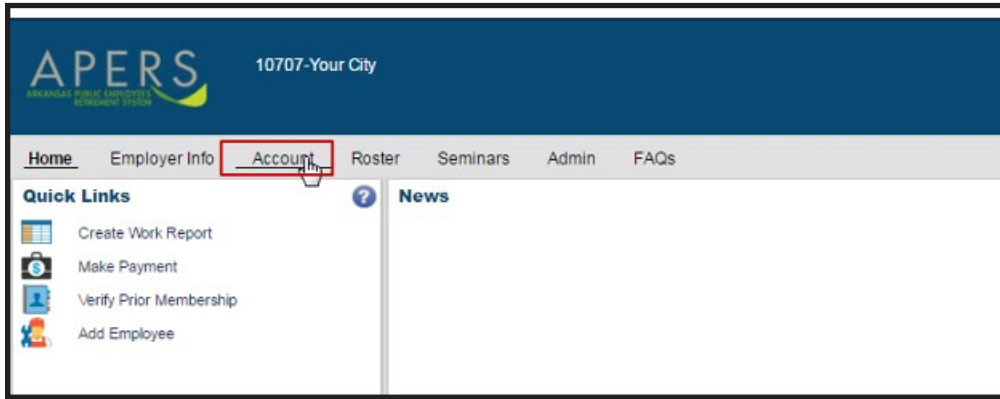


APERS will review the import for exceptions and process it, and verify the service period on the member’s DD-214. APERS will then calculate the cost based on the information uploaded. Once APERS uploads the invoice to COMPASS ESS, it will appear in your list of open transactions and you may pay it via COMPASS ESS using the standard payment procedure.

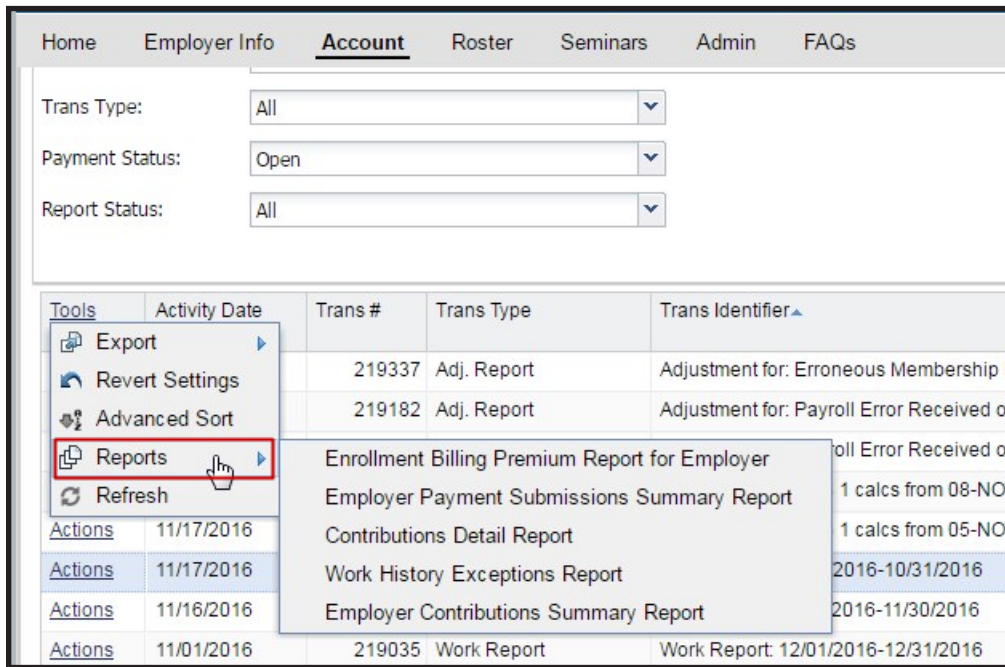
## COMPASS ESS Reports

There are a number of reports that are available from COMPASS ESS:

From the **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to access your **Account** screen.



From the **Account** screen, select the transaction record for which you wish to run reports. Click on **Tools** and select **Reports**. This will open the Reports Submenu and display available reports for the selected transaction.



### AVAILABLE REPORTS

The following reports are available for a transaction record.

**Enrollment Billing Premium Report for Employer - (define)**

### **Employer Payment Submissions Summary Report**

This report displays the payment submission details for a specific employer, for a specified payroll month, quarter or fiscal year. The purpose of this report is to monitor Employer Account activity at with regard to payments. It is available to run on an ad hoc basis by employers from the ESS Accounts page. The report will display the total of approved applied payments for the month, quarter, and year in which the originating payment occurred, similar to how the details appear on the actual account.

### **Contributions Detail Report**

This report provides employer and employee contributions detail by member. The purpose of this report is to monitor account activity with regard to contributions.

### **Work History Exception Report**

This report displays the summary of all the exceptions from the submitted work history report. The purpose of Work Report Exception is to view the exceptions identified by the system for any Earnings and Service Report or Earnings and Service Adjustment Report processed in COMPASS ESS.

### **Employer Contributions Summary Report**

This report displays the summary of all the Employer contributions made for a specified payroll month, quarter or fiscal year. The purpose of this report is to monitor Employer Account activity regarding contributions. It is available to run on an ad hoc basis by employers from the ESS Accounts page or from the Employer Reporting group tab. The report will display the transaction that kicked off the report, as well as the total of approved earnings and service reports for the month, quarter, and year in which the transaction occurred, similar to how the details appear on the actual account.

The reports are in a PDF format and can be downloaded or printed from the viewing screen.

# EMPLOYER ADMINISTRATOR TASKS

|  |     |
|--|-----|
| Administrator Tasks and Functions        | 109 |
| Creating New Users                       | 110 |
| Maintaining Employer Address             | 114 |
| Maintaining Employer Contact Information | 118 |



# Employer Administrators

## Administrator Tasks and Functions

This section of the handbook contains instructions for employer administrators. If you will be handling employer administrator responsibilities for your organization, you will have the COMPASS ESS security profile “Employer Administrator” and will be able to perform all COMPASS ESS functions, including those assigned to other roles:

### Admin Functions

- User Creation in ESS
- User Registration in ESS
- Maintaining an Employer Address
- Maintaining Employer Contacts

### Personnel Functions

- Viewing a Member Roster and Member Information
- Adding Leave Information
- Termination
- Review Employee Information
- Maintaining Job Category
- Uploading Documents for a Member in ESS
- Enrolling a New Employee
- Uploading an Employee Demographic File in ESS
- Correcting Errors in an Import

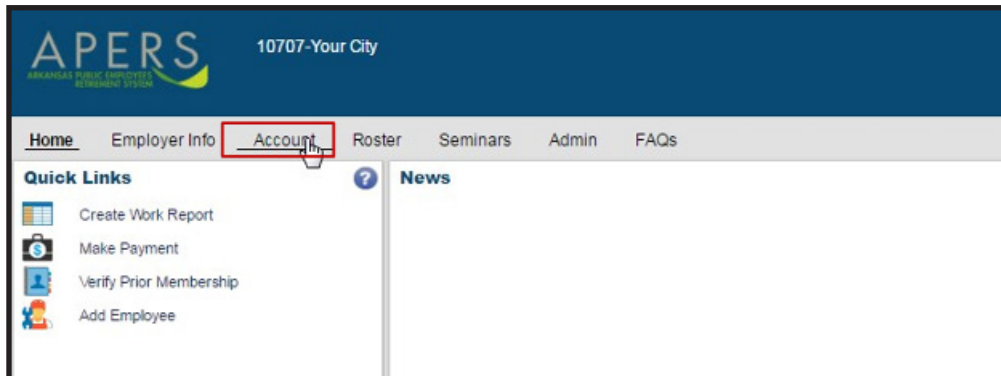
### Payroll Functions

- Adding Banking Information
- Editing Banking Information
- Creating a Compensation and Service Report Manually
- Creating a Work Report Adjustment Report Manually
- Uploading a Payroll File Import for Work Reports
- Uploading a Payroll File Import for Adjustment Reports
- Correcting Errors in an Import
- Submitting a Regular or Adjustments Work Report
- Purchasing USERRA Service on Behalf of an Employee
- Producing Contribution, Payment, and Exception Reports

## Creating New Users

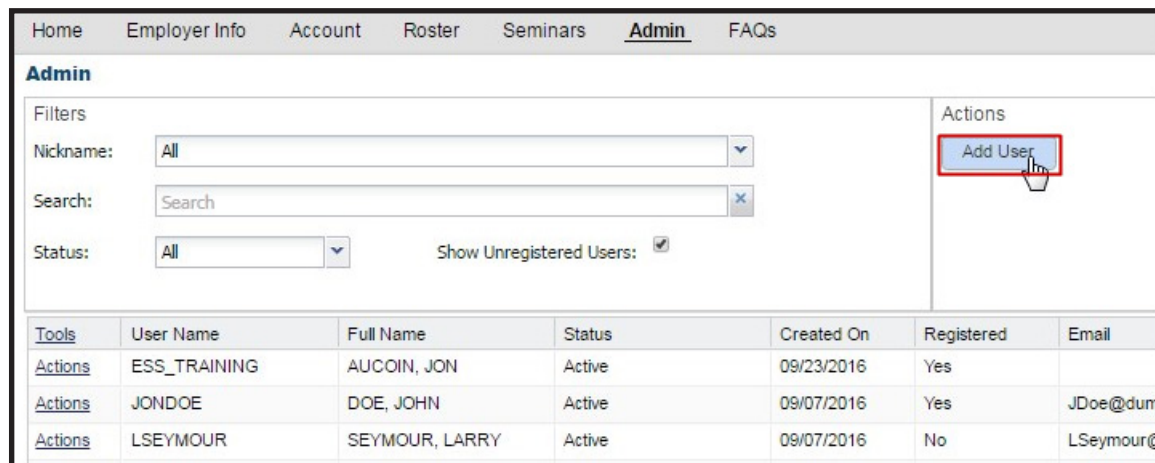
The purpose of this function is for the Employer Administrator to begin the registration process for new COMPASS ESS users.

From the **Home** screen, click on the **Admin** button to get to the admin screen.

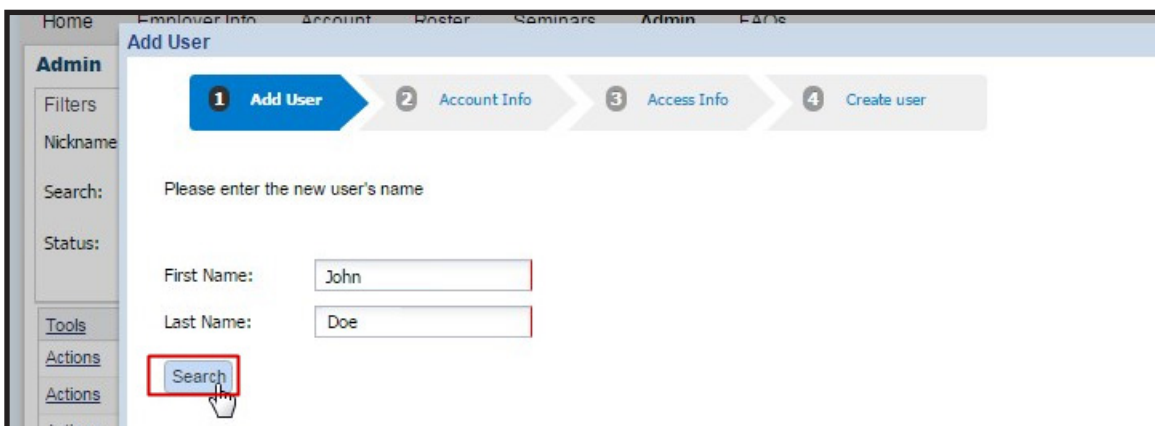


### Step 1: User Search

Click on the **Add User** button to get to the **Add User** wizard.

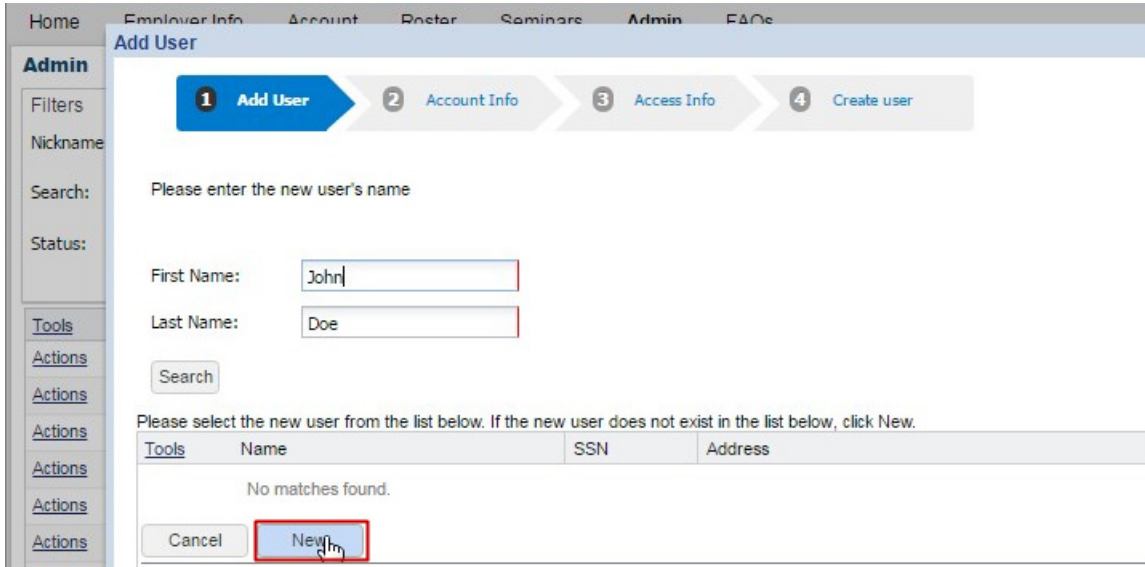


Enter the first and last name and click on the **Search** button to determine if the person is already registered as a COMPASS ESS user.



If there is no match in the system, click on the New button to advance to Step 2, **Account Info**.

If the user is already in the system, COMPASS ESS will display the user name, SSN and address. You may select this user by clicking on the **Select** button to the right of the user information. This will take you to Step 2, **Account Info**.

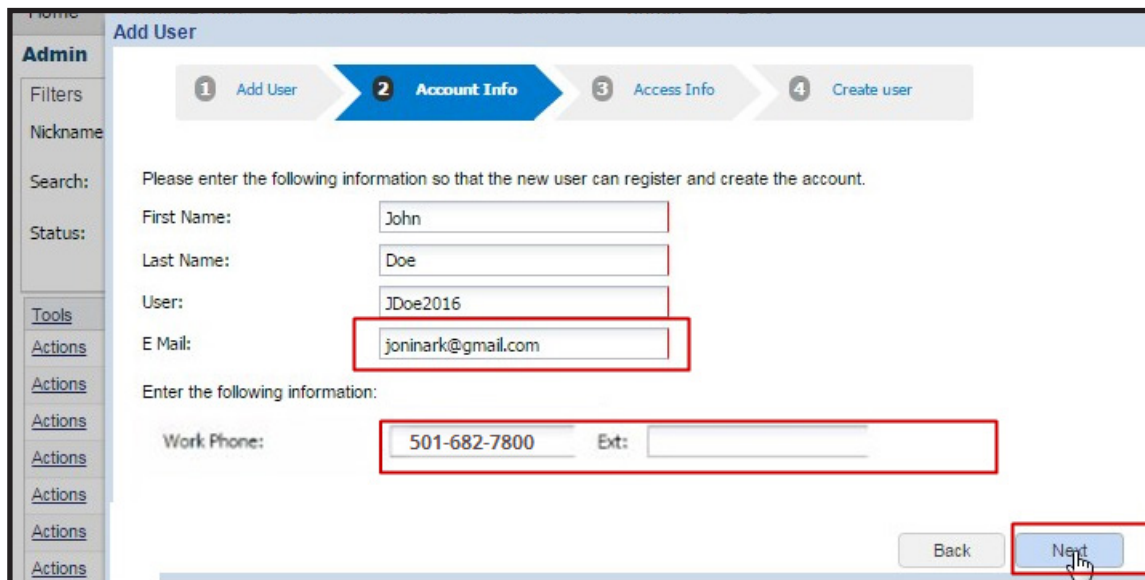


### Step 2: Account Info

On the Account Infor screen, enter the following information:

- **Email address.** An email address is required and will be used to send an automated message to the new user so that they can complete the registration process in COMPASS ESS.
- **Work phone.** This is required as it will be used for verification in COMPASS ESS.

In addition, COMPASS ESS requires a User ID to be at least eight characters long. In some cases, COMPASS ESS will auto-generate a User ID that is less than eight characters, so you will need to add characters to get to the eight-character requirement. When you have completed your entries on this screen, click the **Next** button to save and continue to Step 3, **Access Info**.



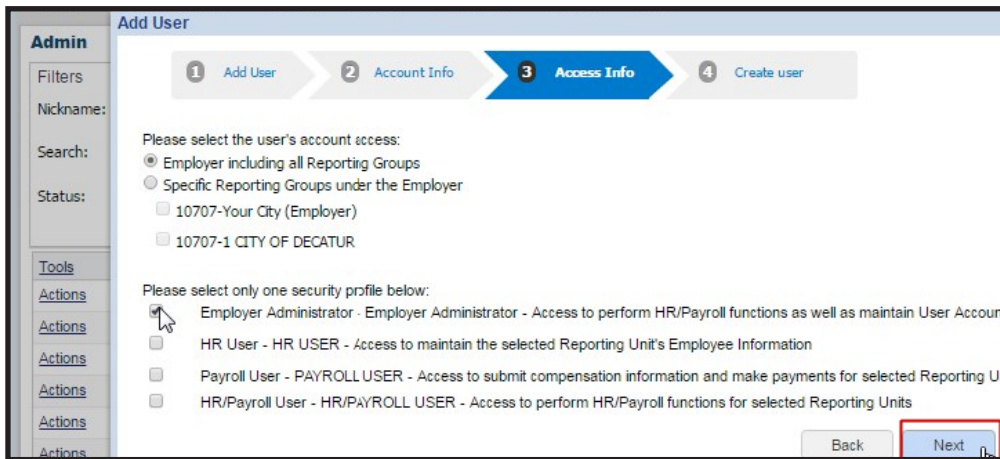
### Step 3: Access Info

The **Access Info** screen is used to enter COMPASS ESS access information for users. On this screen, you will select the account access and determine a security profile.

For account access, select either **Employer**, which will provide access to all reporting groups, or -- if you have different people in your organization who are responsible for enrolling members and/or reporting for different reporting groups -- select **Specific Reporting Group** and choose the reporting group.

For **Security Profile**, select one of the following:

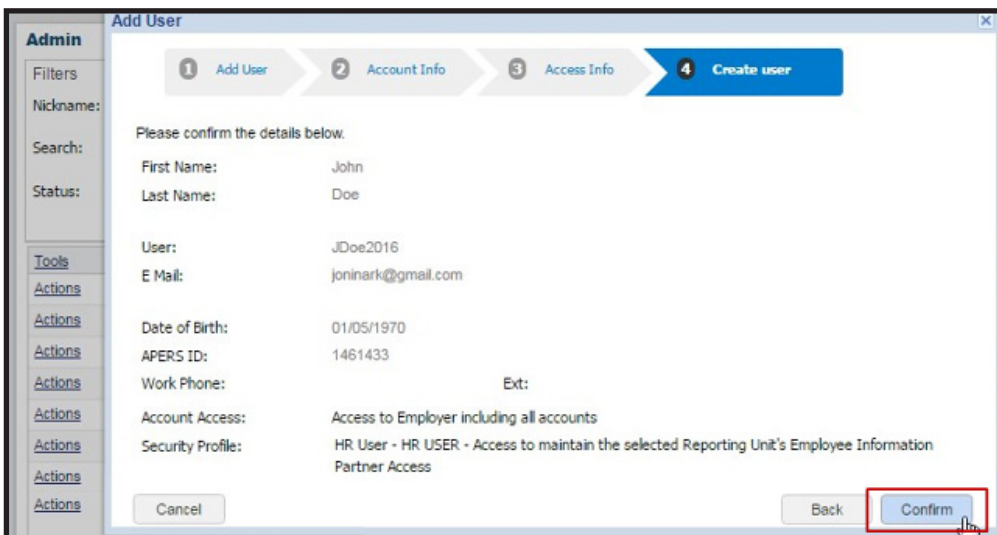
- **Employer Administrator**, which permits the user to perform all HR and payroll functions as well as to create and maintain employer information and user accounts.
- **HR User**, which permits the user to perform employee maintenance functions, such as enrolling new users and maintaining employee information.
- **Payroll User**, which permits the user to perform all reporting and financial functions.
- **HR/Payroll User**, which permits the user to perform both HR and payroll functions.



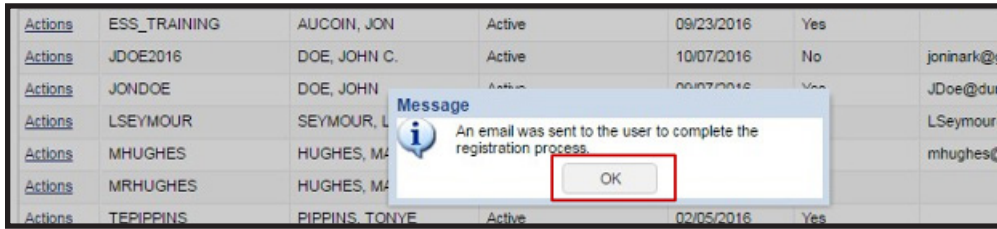
Once you have completed your entries on the **Access Info** screen, click on **Next** to advance to the **Create User** screen to confirm the information you entered.

### Step 4: Confirm Information

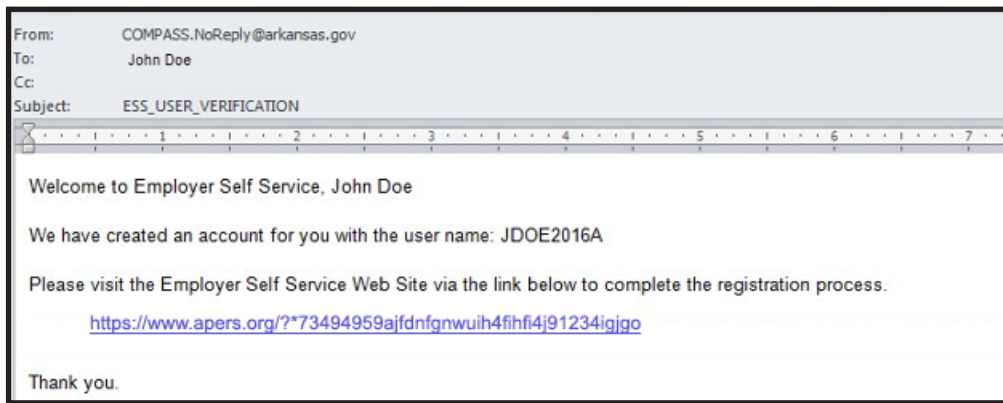
On the **Create User** screen, confirm the information you entered. You may go back to edit information by clicking the **Back** button. When you have confirmed the information entered, click on the **Confirm** button to continue. You may cancel the creation of the user in COMPASS ESS by clicking the **Cancel** button.



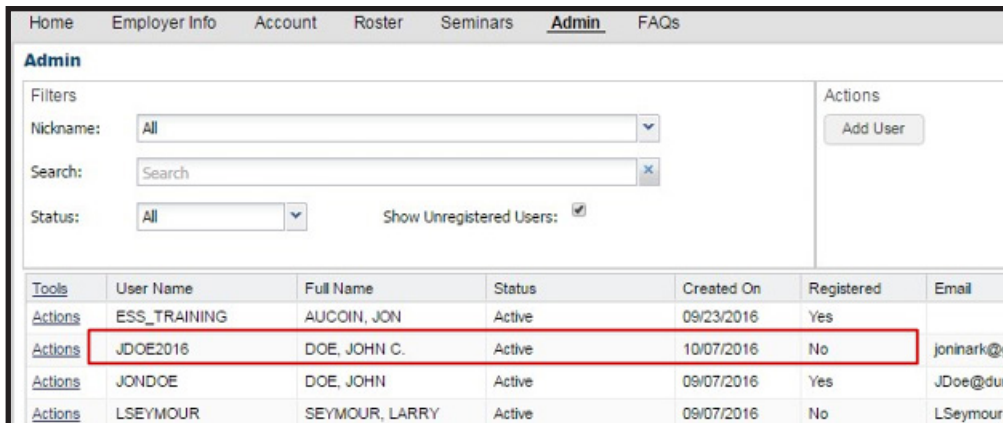
After you click the **Confirm** button, the wizard will close and you will see a message stating an email has been sent to the user you created. In the email, the user will be provided with a link and instructions to complete registration by creating a password and answering security questions. Users may also edit the username if they choose.



The user must click the link in the email to enter COMPASS ESS and complete the registration process.



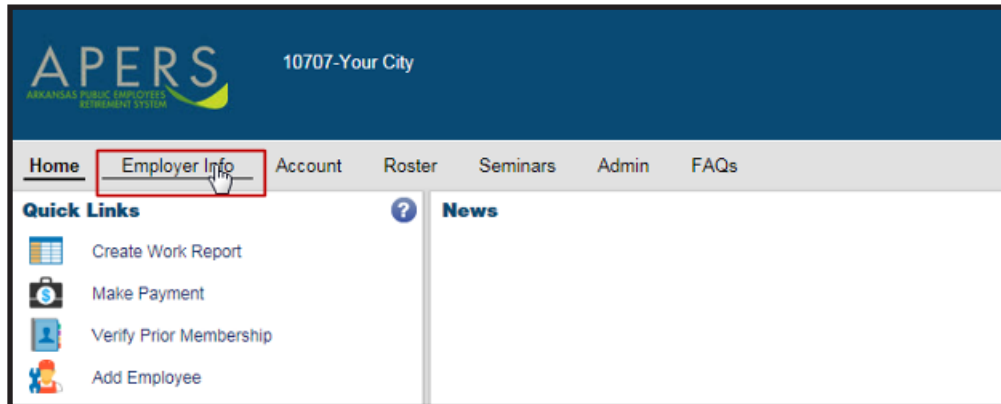
Employer administrators can confirm that the new user has completed the process on the **Create User** screen. It will contain a list of users with a notation in the **Registered** column indicating whether they have completed COMPASS ESS registration.



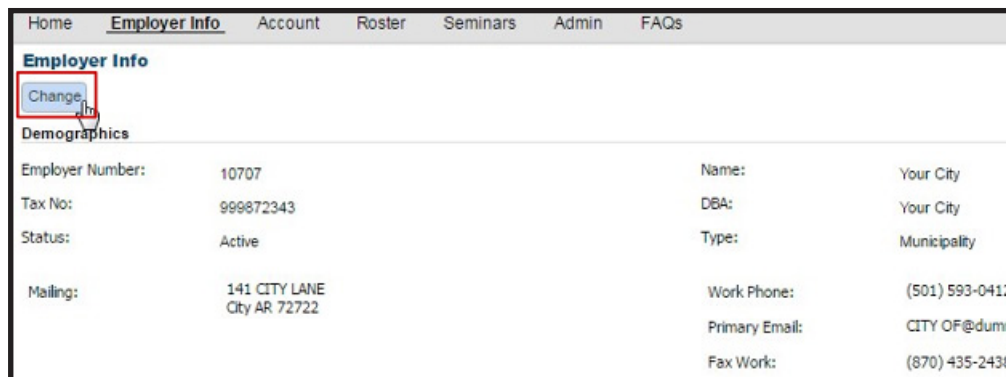
## Maintaining Employer Address

APERS has pre-loaded COMPASS ESS with the employer address APERS has on file. The **Maintain Employer Address** function is used to update the address for the agency or to provide different addresses for each of the Reporting Groups associated with the agency.

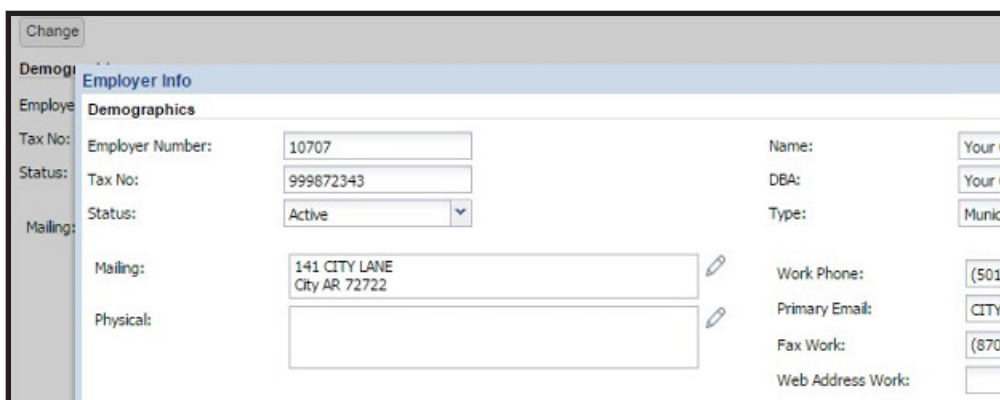
From the COMPASS ESS Home screen (or any screen in COMPASS ESS), click on the **Employer Info** tab to open the **Employer Information** box.



From the **Employer Info** tab, click on the **Change** button to enter edit mode.

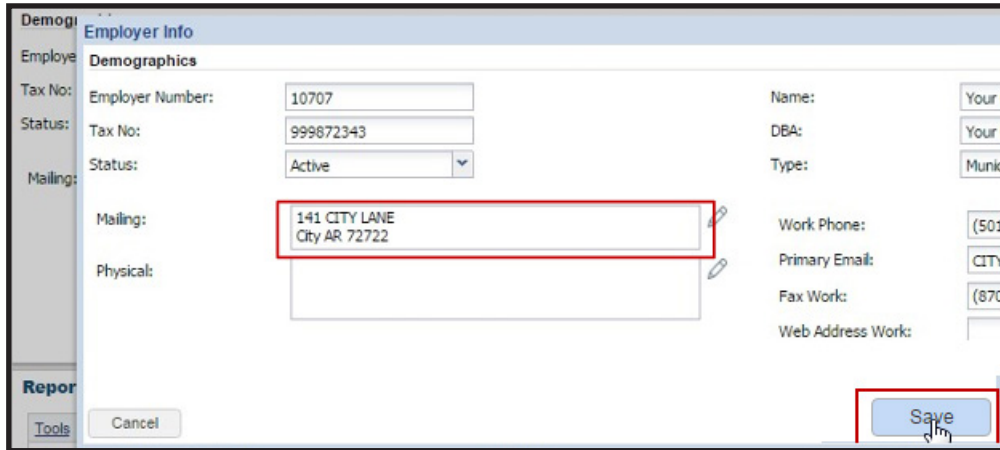


This will open the **Details** screen to allow you to make edits.





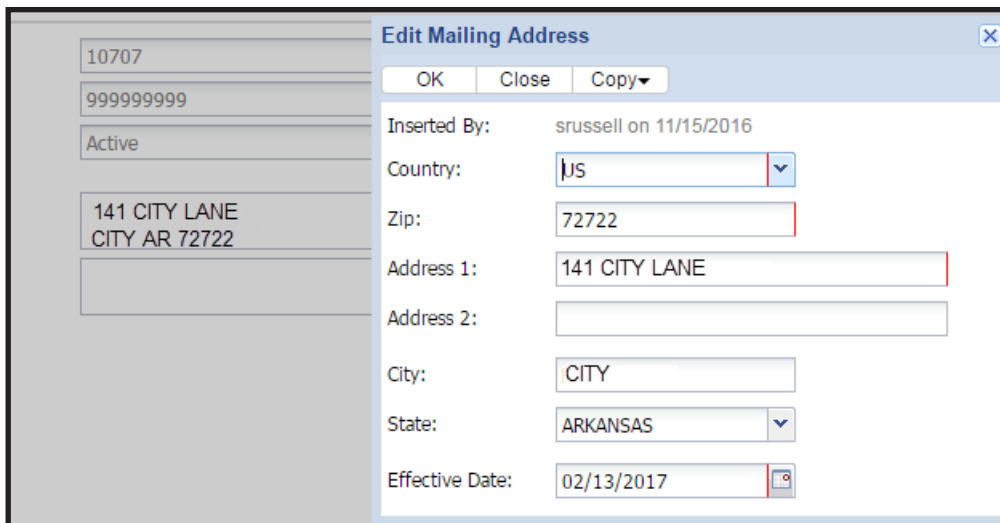
To edit the mailing address, click anywhere in the address box to open the **Edit Mailing Address** wizard.



Or you can click on the **Action** icon and select **Edit Address** from the drop-down list.



This will take you to the **Edit Address** wizard. On the **Edit Mailing Address** screen, you may update the address for any or all reporting groups associated with your agency.





On the **Confirm Address Change Propagation** screen, choose the reporting groups that will be affected by the address change. Click on the **OK** button to continue.

**Employer Info**

Demographic: **Confirm address change propagation**

Employer Name:

Tax No: If you would also like to make the same address change to any of the records below, please check each one you would like to be changed and click on the OK button:

Status:

| <input checked="" type="checkbox"/> | Name                    | Role            | Existing Address                  |
|-------------------------------------|-------------------------|-----------------|-----------------------------------|
| <input checked="" type="checkbox"/> | 10707-1 CITY OF DECA... | Reporting Group | 1116 SULPHER SPRINGS ROAD, DECATU |

Mailing:

Physical:

Once you have completed your updates, COMPASS ESS will display a screen for you to preview the changes before you confirm them and complete the process.

Name:

DBA:

Type:

Primary Phone:  Ext:

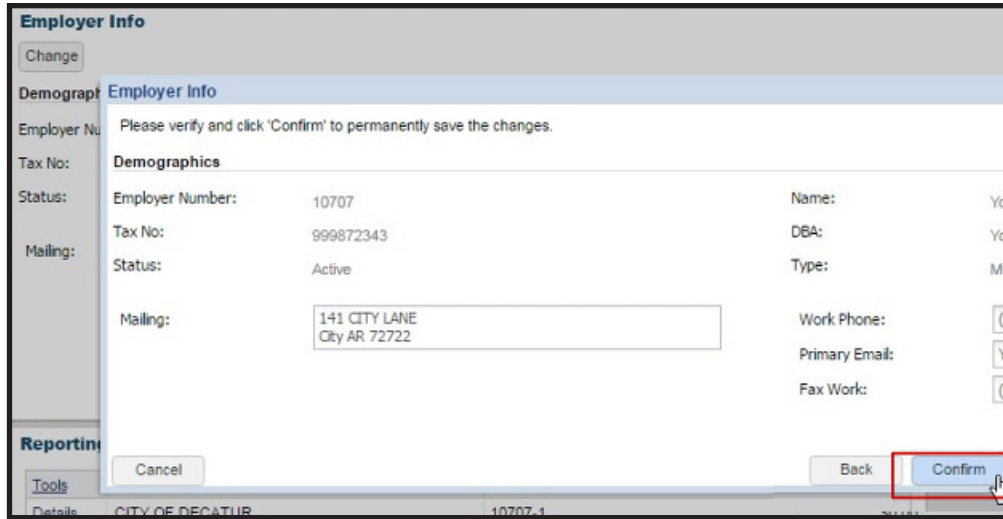
Secondary Phone:  Ext:

Primary Email:

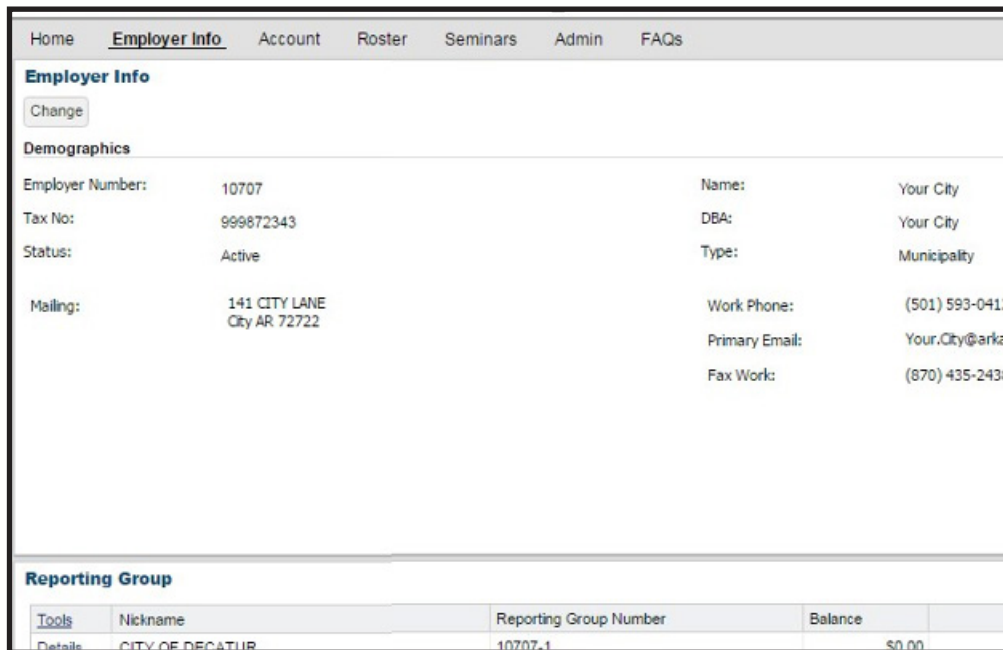
Fax Work:

Web Address Work:

Once you have confirmed your edits, click on the **Save** button. When the message appears asking you to confirm the changes, click on the **Confirm** button.



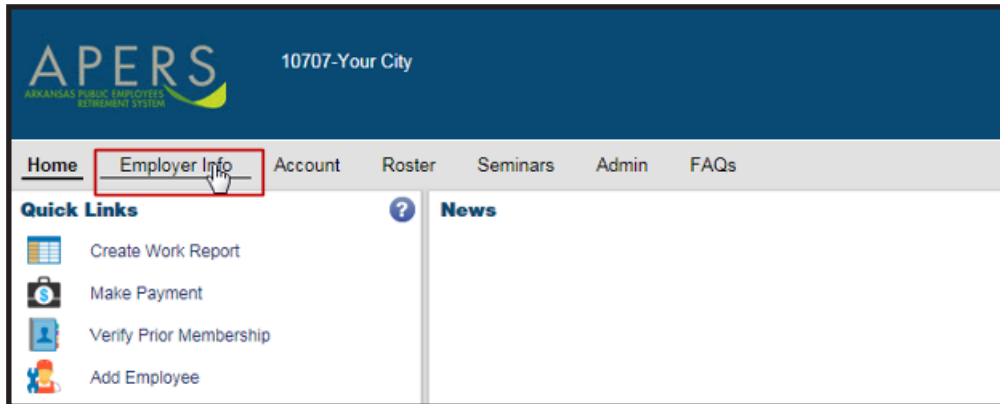
After you have confirmed the changes, the wizard will return you to the **Employer Info** screen where you can see that the address has been updated.



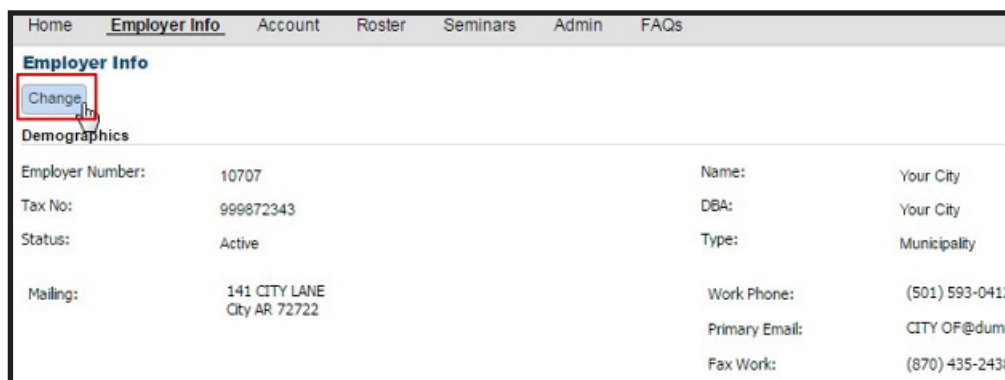
## Maintaining Employer Contact Information

This function in COMPASS ESS allows the Employer Administrator to create and update information for agency contacts.

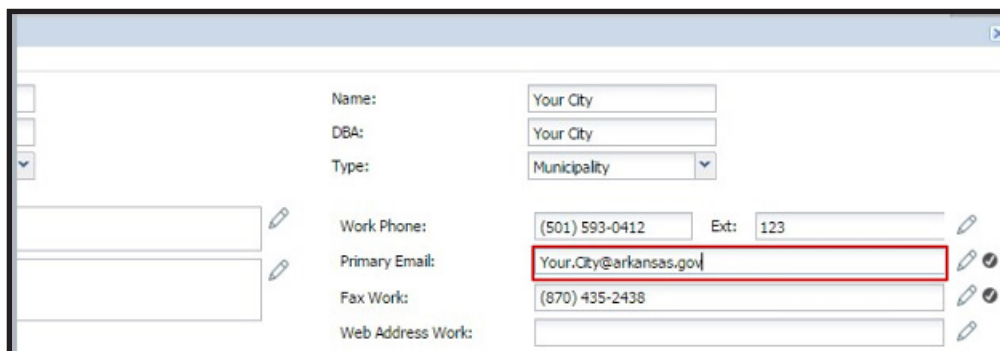
From the **Employer Info** tab, click on the **Change** button to enter edit mode.



From the **Employer Info** tab, click on the **Change** button to enter edit mode.



The **Details** screen will then be available for editing. To edit contact information, click on the field you wish to edit and type over the information.



You can also click on the **Edit** button next to the field you wish to edit.

A screenshot of a web form with the following fields: Name: Your City, DBA: Your City, Type: Municipality (dropdown), Work Phone: (501) 593-0412 Ext: 123, Primary Email: (empty), Fax Work: (870) 435-2438, and Web Address Work: (empty). On the right side, there is a 'Details' button with a pencil icon, which is highlighted with a red box. Below it is a 'Delete' button.

This will open a detail screen for you to make direct edits. Once you have made your edits, click the **OK** button to close the detail screen.

A screenshot of a 'Primary Email' detail dialog box. The dialog has an 'OK' button highlighted with a red box and a 'Close' button. The fields inside the dialog are: Contact Type: Primary Email, Primary Email: CITY OF@dummys.com, Primary: checked, and Contact Source: Employer (dropdown). A 'Save' button is visible at the bottom right of the dialog.

Click on the **Save** button.

A screenshot of the main form with the following fields: Name: CITY OF DECATUR, DBA: CITY OF DECATUR, Type: Municipality (dropdown), Primary Phone: (870) 565-5177 Ext: (empty), Secondary Phone: (empty) Ext: (empty), Primary Email: CITYOF@dummys2.com, Fax Work: (870) 793-8831, and Web Address Work: (empty). The 'Save' button at the bottom right is highlighted with a red box.

A message will pop up asking you to confirm your changes.

**Employer Info**

Please verify and click 'Confirm' to permanently save the changes.

**Demographics**

|                  |   |                |  |
|------------------|---|----------------|--|
| Employer Number: | 10707   | Name:          |  |
| Tax No:          | 999999999   | DBA:           |  |
| Status:          | Active  | Type:          |  |
| Mailing:         | <input type="text" value="1310 CLIFTON APT E2&lt;br/&gt;DECATUR AR 72722"/> | Primary Phone: |  |
| Physical:        | <input type="text" value="15612 VALLEY RD&lt;br/&gt;Decatur AR 72754"/>     | Primary Email: |  |
|                  |   | Fax Work:      |  |

Click on the **Confirm** button to confirm your changes and complete the process.

**Employer Info**

Change

**Demographics**

Please verify and click 'Confirm' to permanently save the changes.

**Demographics**

|                  |  |                |   |
|------------------|--|----------------|---|
| Employer Number: | 10707  | Name:          | Y |
| Tax No:          | 999872343  | DBA:           | Y |
| Status:          | Active   | Type:          | M |
| Mailing:         | <input type="text" value="141 CITY LANE&lt;br/&gt;City AR 72722"/> | Work Phone:    |   |
|                  |  | Primary Email: |   |
|                  |  | Fax Work:      |   |

Reporting

Tools

Cancel Back **Confirm**

Your changes will appear on the **Employer Info** screen.

|                |  |
|----------------|--|
| Name:          | CITY OF DECATUR                                    |
| DBA:           | CITY OF DECATUR                                    |
| Type:          | Municipality                                       |
| Primary Phone: | (870) 565-5177 <input checked="" type="checkbox"/> |
| Primary Email: | CITYOF@dummy2.com                                  |
| Fax Work:      | (870) 793-8831                                     |

# Glossary of Terms

| COMPASS ESS Term | Definition  |
|------------------|---|
| Browser          | A browser is an application program that provides a way to look at and interact with all the information on the Internet. Examples would be Google Chrome, Firefox or Internet Explorer.  |
| Compensation     | Earnings accrued by the member that are used to calculate the benefit amount paid to the member upon retirement or to the member's survivors/beneficiaries upon the member's death.   |
| Contribution     | <p>The amount that the employer and sometimes the employee pays to the retirement system on behalf of employees. There are two types of contributions:</p> <ul style="list-style-type: none"> <li>• Employer (ER) contributions, which are paid to APERS by the employer</li> <li>• Employee (EE) contributions, which are deducted from the member's pay by the employer and paid to APERS</li> </ul>  |
| Demographics     | Demographics are the basic identification data that is stored for employers and members. Examples of demographic data would be name, address, phone number.   |
| DROP             | DROP stands for Deferred Retirement Option Plan, which allows an employee eligible for retirement to continue working for up to seven years while accruing into an account a percentage of the monthly retirement benefits that would have been payable had the member elected to cease employment and receive a service retirement. Employers continue to make contributions to the system. Once enrolled in DROP, Members stop receiving service credit, but in all other ways the employee is considered Active. |
| EFT              | EFT stands for Electronic Funds Transfer, which is the method COMPASS ESS uses to receive employer payments. Once the employer provides banking information, the online payment process is completed each reporting period by the employer user authorizing APERS to receive an electronic transfer of funds directly from the bank.  |
| Employer         | An employer or a reporting agency that submits compensation, service and contribution information to APERS on behalf of one or more employer(s).  |
| Employer Account | A financial account that contains all financial transactions (i.e. work reports, invoices, payments, miscellaneous transactions) associated with a reporting group. The employer account includes individual transaction details as well as a summary of the overall running balance of the account.  |

| COMPASS ESS Term         | Definition   |
|--------------------------|--|
| Entity                   | An individual or an institution that has its own distinct set of required information and attributes. Examples of entities include Member, Employer, Vendor, and Financial Institution.  |
| Fund                     | A collection of money for which contributions are tracked on the employer account such as employee paid contributions, employer contributions, additional employee contributions, and prior service.   |
| Job Category             | Used to categorize member groups for the purpose of deriving contribution rates as well as calculating service (actual and enhanced Service). Job categories are as follows: <ul style="list-style-type: none"> <li>• Elected Official</li> <li>• First Class City Clerk</li> <li>• First Class Mayor</li> <li>• Police Officer</li> <li>• Regular</li> </ul>  |
| Member                   | A person who receives, or in may in the future receive, a benefit administered by APERS. This includes: active employees, retirees (sometimes referred to as annuitants), disabilitants, inactive and deferred employees.  |
| Member Employment Record | A member attribute that contains employment details for a given employee tied to the employer/reporting unit.  |
| Nickname                 | In COMPASS ESS, the <b>Nickname</b> field is used to list the reporting groups.  |
| Paycheck Date            | This is the date that appears on the employee’s paycheck or pay stub.  |
| Payroll Processing Date  | This is the date that your payroll is processed. For example, if your employees get paid on the 1st and 15th of the month, your payroll processing dates might be the 31st and 14th.   |
| Reporting Group          | Used to identify the frequency with which an employer submits work reports. Each employer must have at least one reporting group that is associated with a payroll cycle (e.g. bi-weekly, monthly, etc.) in order to process work reports in COMPASS ESS. Reporting group is used to derive the start and stop date associated with the work report. All billing-related employer configurations and financial transactions are associated with a reporting group. |
| Roster, Member Roster    | A list of all active and inactive employees tied to a Reporting Group.   |



| <b>COMPASS ESS Term</b> | <b>Definition</b>  |
|-------------------------|--|
| Service                 | Work, usually in the form of hours, accrued by the member and is used to determine both the eligibility as well as benefit amount paid to the member upon retirement or to the member's survivors/beneficiaries upon the member's death.   |
| Validations             | Types of business rules that confirm the entered data is within the defined rules. Validations are used to keep entered data clean and logical. They are triggered upon a system event, most typically when new or edited data is committed via the Save or Apply button. (Failure of a validation will cause the data not to be committed.) |
| Wizard                  | A set of screens in COMPASS ESS that walks the user through the steps required to complete an action or process.   |