

Compensation and Service Report file layout

| Field | Cell Format | Description |
|--|-------------|--|
| Paycheck Date | Date | This date is required and will be keyed in the ESS portal when submitting |
| SSN | Text | Required unless an APERS ID is used |
| APERS ID | Text | Required unless an SSN is used. APERS will assign a new APERS ID to each member. It will serve as a unique identifier rather than SSN. |
| Regular Compensation | Number | Sum of all employee's gross compensation minus any lump sum payments. |
| Lump Sum / Contract Payout | Number | Total Lump Sum Payment, not regular compensation. |
| Hours / Service Credits | Number | Hours Compensated for the reporting period (only public schools report Service Credits). |
| Employee Contributions Reported | Number | COMPASS computes Employee contributions based on the reported compensation. If an employer wishes to include employee contributions that were actually deducted, COMPASS will verify those deductions are correct. |
| Employee Additional Contributions Reported | Number | COMPASS computes additional Employee contributions based on the reported compensation. If an employer wishes to include additional employee contributions that were actually deducted, COMPASS will verify those deductions are correct. |
| Employer Contributions Reported | Number | COMPASS computes Employer contributions based on the reported compensation. If an employer wishes to include employer contributions that were actually paid, COMPASS will verify those amounts are correct. |
| Employer Additional Contributions Reported | Number | COMPASS computes additional Employer contributions based on the reported compensation. If an employer wishes to include additional employer contributions that were actually paid, COMPASS will verify those amounts are correct. |
| Concurrent Service Job Category | Text | This is used only if the member is working in more than one Job Category concurrently. Used to signify which Job Category the compensation belongs to if member is working concurrently. |

Note: Fields in green are required.