



COMPASS

Employer Self Service Portal

Employer Self-Service Handbook

AASIS Employer Users Version

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OVERVIEW

- How to Use This Manual
- ESS Roles and Tasks
- Accessing COMPASS ESS
- User Registration - Setting Up Your Account

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Overview

Welcome to APERS COMPASS 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 and contact information
- View the employee roster and member information
- Verify prior membership
- Upload and process adjustment reports file
- Manually generate adjustment report transactions
- View and edit work report and adjustment report details
- 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 ESS roles that have been defined for state agencies that use AASIS. 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 responsibilities.

COMPASS ESS Role	COMPASS ESS Tasks
AASIS Employer User	Verify prior membership View member and roster information Complete employer reporting processes Run reports Upload and download documents Receive and send secure messages
AASIS Employer Administrator	Create and maintain COMPASS ESS users Maintain employer information, such as address and contact information Verify prior membership View member and roster information Complete employer reporting processes Run reports Upload and download documents Receive and send secure messages

Accessing COMPASS ESS

The COMPASS ESS portal is accessed through the APERS website -- 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

The screenshot shows the COMPASS ESS login form. It has a blue border and a white background. The form contains the following elements: a "User:" label followed by a text input field containing "ess_training"; a "Password:" label followed by a password input field with masked characters; a "Log In" button with a red border; and links for "Forgot User" and "Forgot Password". At the bottom, it displays "Version 10.0-ess" and "V3TRN v 0.19".

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.

Terms of Service

CONDITIONS FOR ACCESS AND USE

Welcome to the Arkansas Public Employees Retirement System's ("APERS") Employer Portal. All access to, and any use of, APERS's Employer Portal and any governed by the following disclaimers and limits on use:

Unauthorized Use/Access:
This computing system is operated by APERS and is for official use only. Unauthorized access, unauthorized attempted access, or unauthorized use of any State or applicable federal law, and may be subject to prosecution.

Individuals using this computing system without authority, or in excess of their authority, are subject to having their activities on this system monitored and recorded. In the course of such monitoring, or in the course of system maintenance or trouble shooting, the activities of authorized users also may be monitored.

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, further legal action may be taken.

User Obligations and Use Restriction:
User agrees that access and use of the APERS's Employer Portal and any Web page or Internet site established by APERS will be limited solely for the purpose of accessing accounts, files, data or information of other users. If User obtains access to accounts, files, data or information of other users, User shall treat such data or information as confidential and shall not disclose such information to other users. User further agrees to immediately report such access to APERS's Information Systems Director, APERS's Executive Director or the Information Systems Director nor the Executive Director is available.

User Solely Responsible for User's Accounts:
User agrees that User is solely responsible for User's account. User further agrees that User shall not permit others to use User's account. Disclosure of User's password is considered a material breach of these conditions for access and use, and will lead to the immediate cancellation of User's access rights.

Decline Accept

COMPASS ESS Home screen.

APERS
ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Home Employer Info Account Roster Seminars Admin FAQs

Quick Links

- Create Work Report
- Make Payment
- Verify Prior Membership
- Add Employee

News

Message Center

Search [x] New

Show: Received Messages

Forms

- Adjustment Report
- Work Report Imp

User Registration - Setting Up Your Account

The registration process in COMPASS ESS begins with the AASIS Employer Administrator entering demographic information and assigning a role 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 the AASIS Employer User role (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.

A screenshot of the COMPASS ESS registration wizard, Step 1: Identification. The wizard has three steps: 1. Identification, 2. Security Setup, and 3. Confirmation. The current step is Identification. The instructions say: "Please enter the following information so that the new user can register and create the account." The form has fields for User (JDOE2016A), First Name (John), Last Name (Doe), E Mail (John.Doe@arkansas.gov), Work Phone (501-682-7800), and Ext. There is a Next button at the bottom right.

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.

Choosing Security Questions

COMPASS ESS will ask you to set up three security questions that will be used in the event you forget your user name or need to reset your password. You may select from several security questions.

Verify User Registration Wizard

1 Identification
2 Security Setup
3 Confirmation

Please setup your security questions

Security Question 1:	<input type="text" value="What was your childhood nickname?"/>	<input type="button" value="v"/>
Security Answer 1:	<input type="text" value="Dennis the Menace"/>	
Security Question 2:	<input type="text" value="What is the street number of the house you grew up in?"/>	<input type="button" value="v"/>
Security Answer 2:	<input type="text" value="123"/>	
Security Question 3:	<input type="text" value="What city were you born in?"/>	<input type="button" value="v"/>
Security Answer 3:	<input type="text" value="Little Rock"/>	

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:

☐
☐
☐

Strength

Please confirm your password:

Creating a Password


After setting up your security questions, you will need to create a password based on the following rules:

- Must have a minimum of 8 characters
- Cannot be the same as the username
- Cannot be set to any of your previous 6 passwords
- Should contain at least three of the following:

one uppercase letter, one lowercase letter, one number, and one special character such as &,%,\$,#, etc.

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:

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

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

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.

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COMMON TASKS

- Password Reset
- User ID Recovery
- Attaching a Document
- Sending a Secure Message

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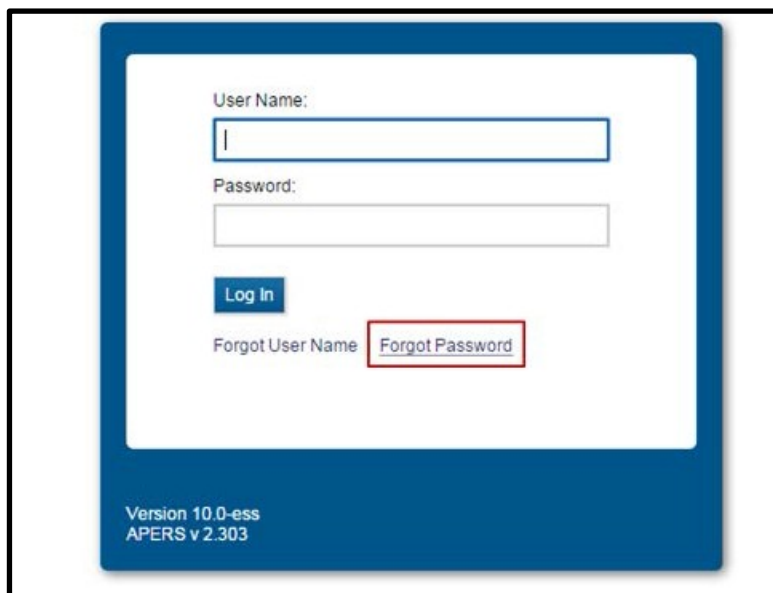
Common Tasks

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.



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



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



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, a message 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](#)". The "Click here" link is highlighted with a red box. Below the message are three security questions, each with a text input field for the answer:

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

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, a message reads: "Please update your password." followed by "Password must match the following rules". A list of four rules is provided:

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 text input fields for the password, both masked with asterisks:

Password:

Confirm Password:

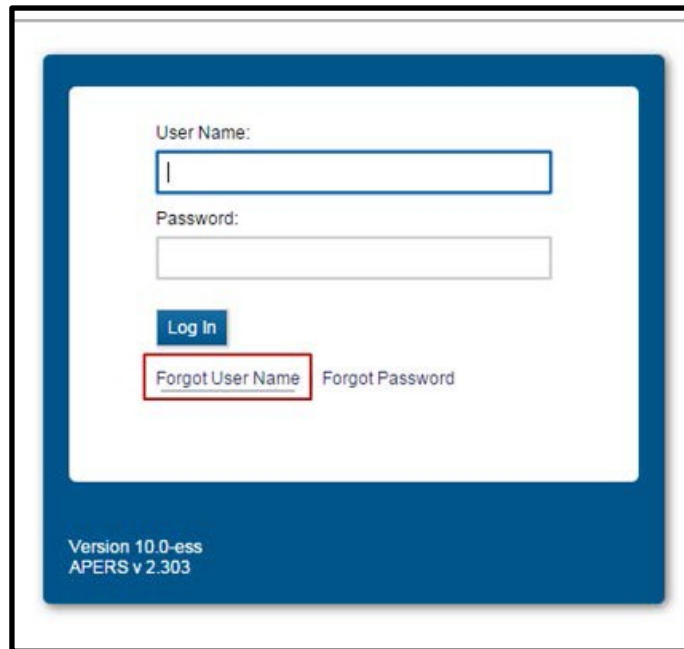
At the bottom, there are three buttons: "Back", "Confirm" (highlighted with a red box), and "Cancel".

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

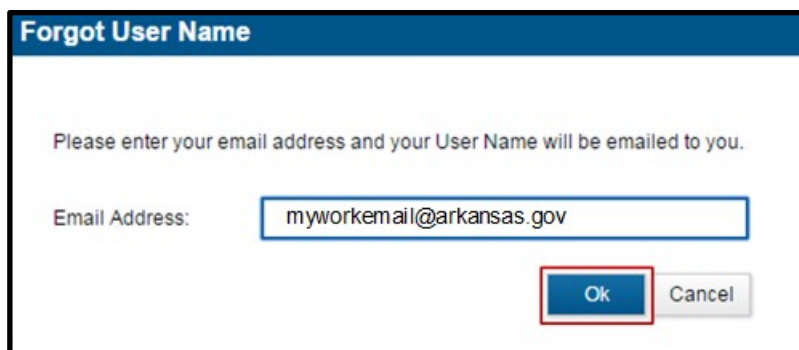
The screenshot shows a progress bar at the top with four steps: Account Lookup, Security Questions, Password Reset, and Complete (highlighted in blue). Below the progress bar, a message reads: "Your password has been reset. Please proceed to the login page." Below the message is a button labeled "Login",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

User ID Recovery

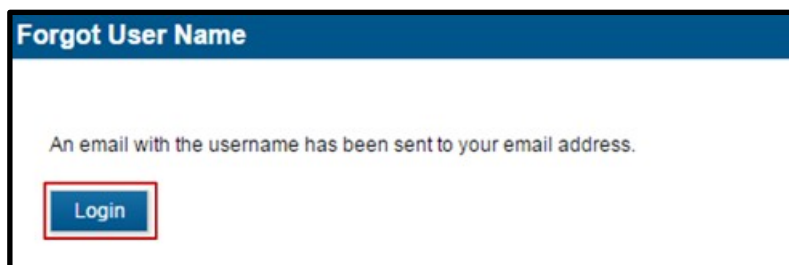
If you have forgotten your user name you can recover it by clicking on the **Forgot User Name** link found on the log on screen.



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



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



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.

Documents

Attach a Document

Tools	<input type="checkbox"/>	Name	Date	Type	Description	Status	Labels	Cre
Actions	<input type="checkbox"/>	Payment Conf...	11/17/2016	Doc-Out		Queued		sr
Actions	<input type="checkbox"/>	Payment Conf...	11/17/2016	Doc-Out		Queued		sr
Actions	<input type="checkbox"/>	Change of Ad...	11/16/2016	Doc-Out		Queued		EX
Actions	<input type="checkbox"/>	Change of Ad...	11/16/2016	Doc-Out		Queued		sr

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.

Docu Attach File

Attach

Select the type of document you want to attach: File Exchange

Filename: COMPASS TEST DOC.docx [Browse...](#)

Description: This is a test document

Comments: Testing the process of attaching a file.

[Action](#) [Upload Document](#) [Cancel](#)

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

Docu Attach File

Attach

Select the type of document you want to attach: File Exchange

Filename: COMPASS TEST DOC.docx [Browse...](#)

Description: This is a test document

Comments: Testing the process of attaching a file.

[Action](#) [Upload Document](#) [Cancel](#)

Your document has been uploaded. We will contact you if we have any further questions. [Close](#)

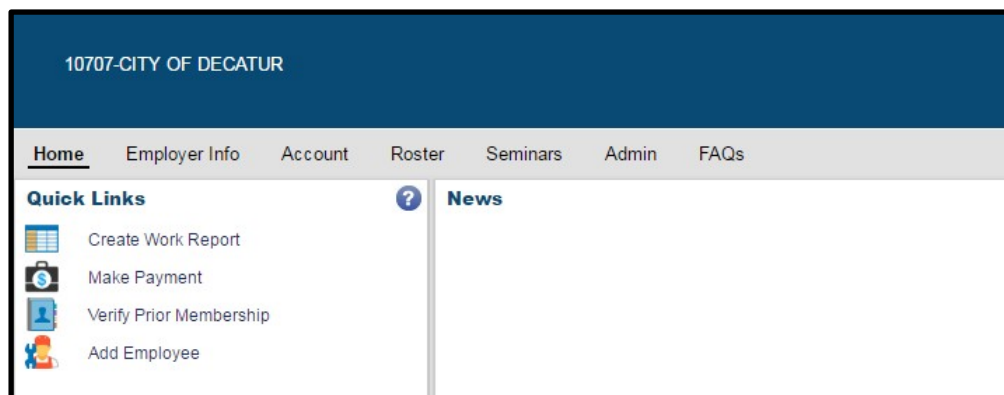
The newly uploaded file will appear on the list.

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

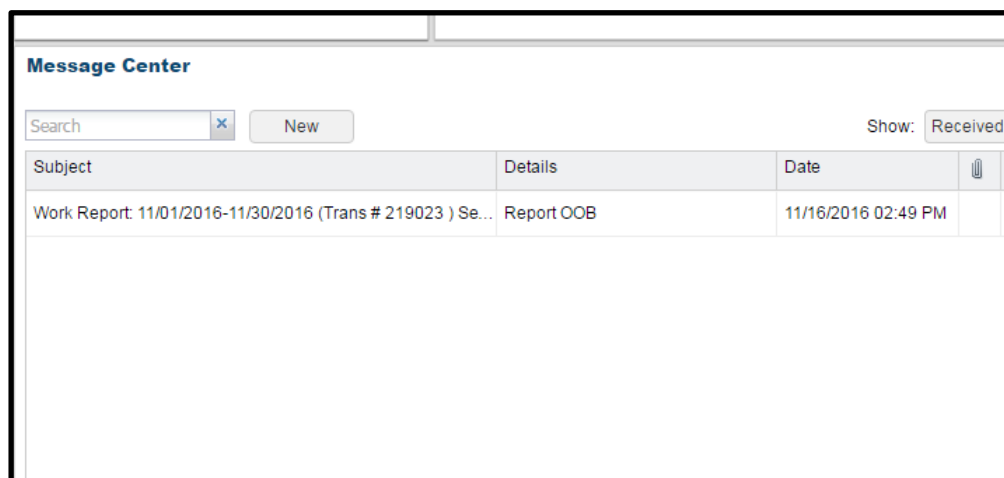
Sending a Secure Message

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

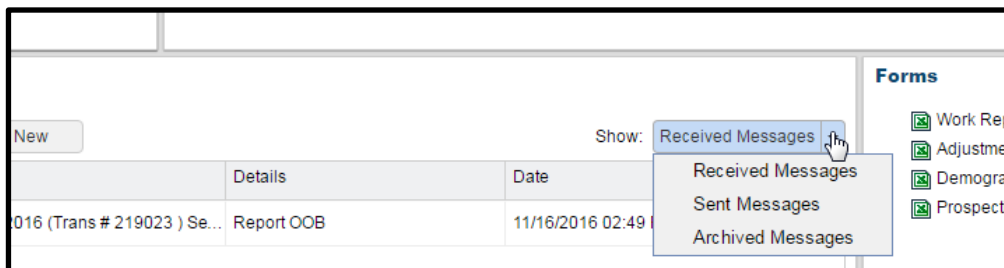
From the **Home** screen you can scroll down and the **Message Center** panel will be directly below the **Quick Links** panel.



The **Message Center**.

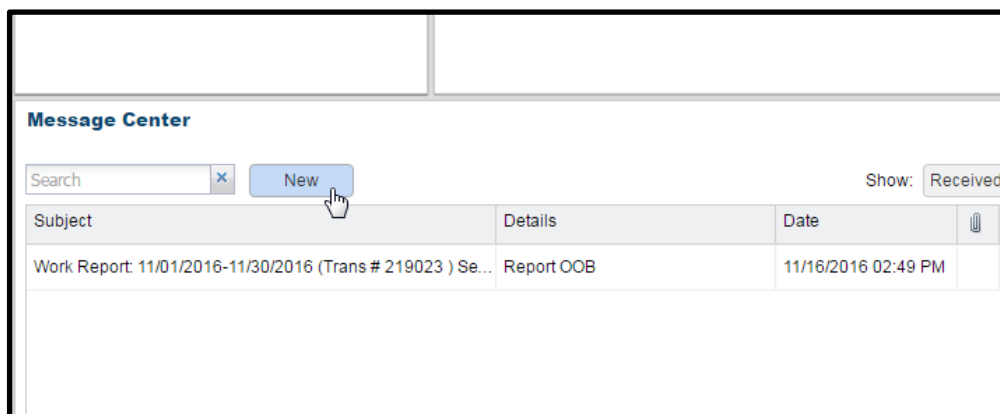


The Message Center will display the **Received Messages**. You can change your view by clicking on and opening the **Show** menu. You can also view sent and archived messages.

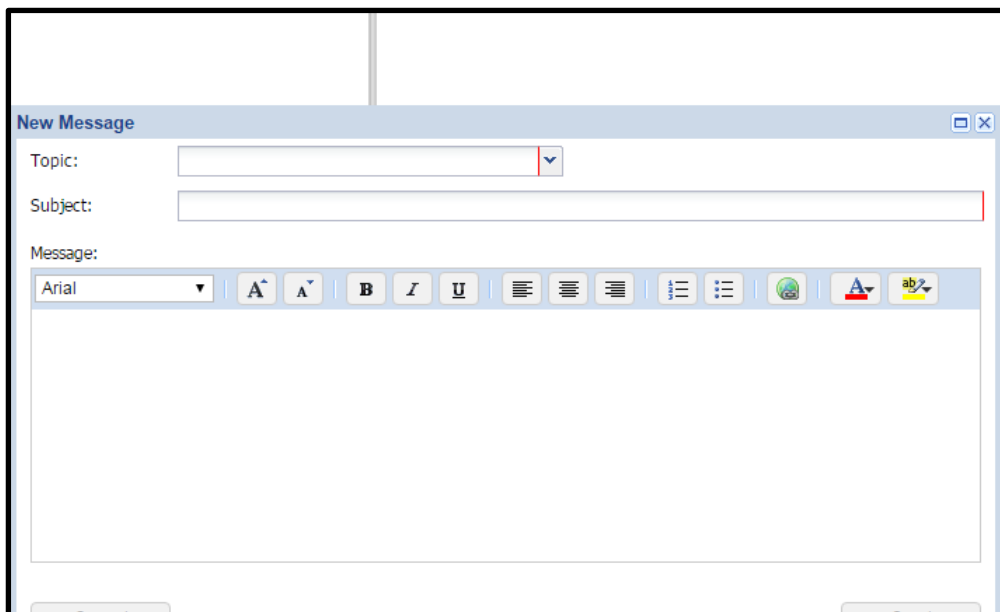


Create a New Message

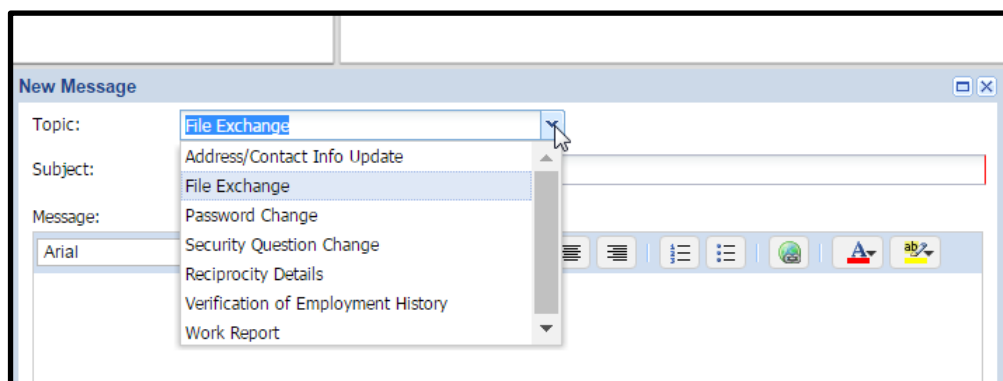
To create a new message click on the **New** button.



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**.

New Message

Topic: File Exchange

Subject: Problem with a file.

Message:

Cannot upload a demographic file. |

Cancel Send

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

Your message has been sent

Show: Received Messages

	Details	Date	
11/01/2016-11/30/2016 (Trans # 219023) Se...	Report OOB	11/16/2016 02:49 PM	Archive

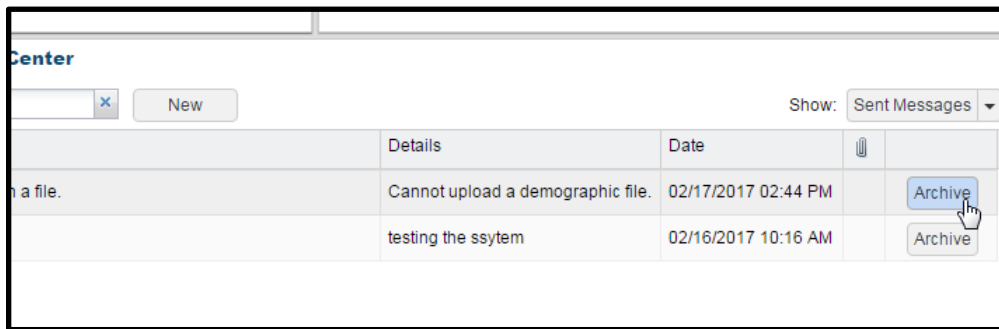
If you change your **Show** view to **Sent Messages**, you will see the message you sent.

Show: Sent Messages

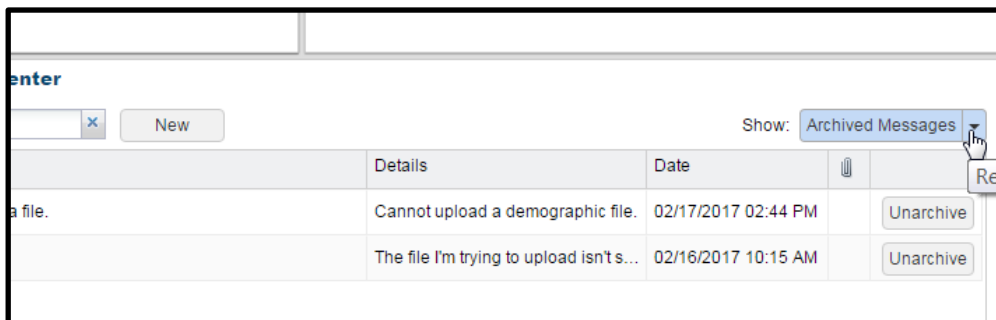
	Details	Date	
file.	Cannot upload a demographic file.	02/17/2017 02:44 PM	Archive
	testing the ssystem	02/16/2017 10:16 AM	Archive

Archiving a Message

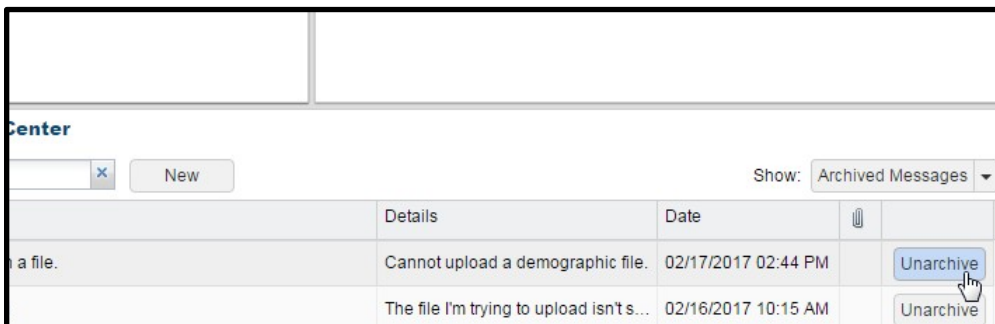
You can archive sent and received messages by clicking on the **Archive** button next to the message you wish to archive.



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.



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AASIS EMPLOYER USER TASKS

- Verifying Prior Membership
- Viewing Employee Roster and Member Information
- Reviewing Employee Information
- Uploading Documents for a Member in ESS
- Creating an Adjustment Work Report Manually
- Uploading a Payroll File Import for Adjustment Reports
- Correcting Errors in an Import
- Submitting an Adjustments Work Report
- Purchasing USERRA Service on Behalf of an Employee
- Producing Contribution, Payment, and Exception Reports

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AASIS Employer User Functions

This section of the handbook contains instructions for AASIS Employer Users. This role will handle human resources and payroll functions but will not handle user or employer maintenance functions. You will be able to perform the following functions in COMPASS ESS:

- Verifying Prior Membership
- Viewing Employee Roster and Member Information
- Reviewing Employee Information
- Uploading Documents for a Member in ESS
- Creating an Adjustment Work Report Manually
- Uploading a Payroll File Import for Adjustment Reports
- Correcting Errors in an Import
- Submitting an Adjustments Work Report
- Purchasing USERRA Service on Behalf of an Employee
- Producing Contribution, Payment, and Exception Reports

Human resources functions in COMPASS ESS have been streamlined to make it easier and more efficient for member enrollment and information maintenance. You no longer submit paper forms to APERS to enroll employees or to change employee information, such as addresses. These tasks are handled through daily demographic import files from AASIS which provide the employees' demographic and employment information. You also will have access to an enhanced, online verification tool to assist with determining whether your new employee is eligible for employment.

In the enrollment process, employees will be responsible for designating beneficiaries, either online through COMPASS Member Self-Service (MSS) or by submitting a form available from APERS.

Regular payroll functions continue to be automated. The reporting tasks are handled through bi-weekly compensation and service import files from AASIS. You also have access to on demand reports available to help you review contribution, payment and exceptions information for reporting transactions.

Adjustment reporting can be handled through COMPASS ESS in many instances. Adjustment reporting is used to make changes to previous pay periods for cases of delinquent service (late enrollments), payroll errors, erroneous membership, and wage settlements.

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.

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.

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.

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.

Concurrent Employment

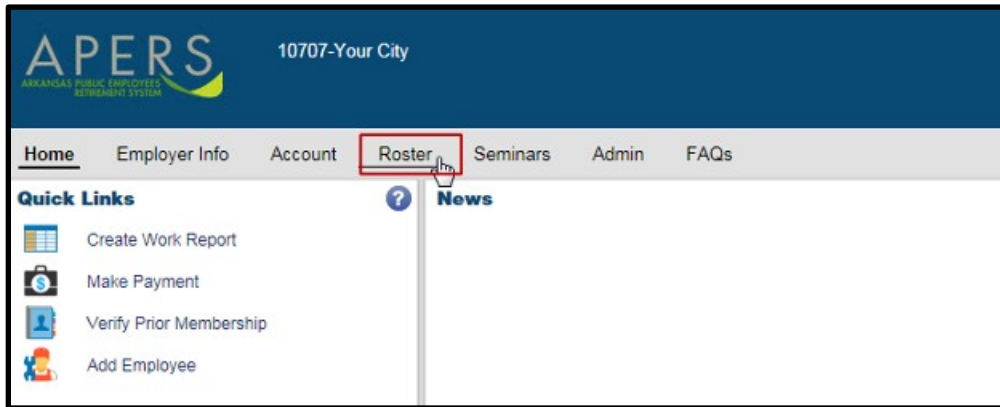
If an employee works at the same time for two or more employers that are covered by different state sponsored retirement systems, that employee cannot be a member of both systems. Exceptions are members of the General Assembly, volunteer firefighters, and those persons who have dual full-time employment 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.

Verifying Prior Membership

The purpose of this function is to allow you to determine if a new employee has previously been a member of APERS.

From the **Home** screen, select **Verify Prior Membership** under **Quick Links**.



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.

The screenshot shows the "Add Employee" form. At the top, the navigation bar is the same as in the previous image. Below the navigation bar is the "Add Employee" section. A progress bar at the top of the form shows five steps: 1 Search, 2 Verification, 3 Person Demographics, 4 Employment, and 5 Confirm. The "Search" step is currently active. Below the progress bar, there is a message: "Before enrolling a new member, the system will search if the member already exists in the records. Please follow the instructions below." Below this message, there is a section titled "Enter the following" with a text input field for "SSN:". Below the SSN field is a section titled "Additional Verification Fields" with four input fields: "Date of Birth:" (mm/dd/yyyy), "Start Date:" (mm/dd/yyyy), "Job Category:" (dropdown menu), and "Reporting Group:" (dropdown menu).

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.



Enter the following

SSN: 988-87-6545

Additional Verification Fields

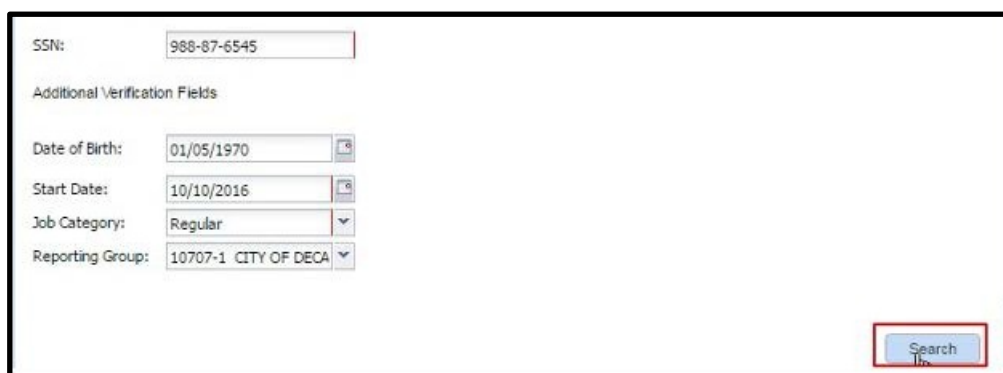
Date of Birth: 01/05/1970

Start Date: 10/10/2016

Job Category: Regular

Reporting Group: 10707-1 CITY OF DECA

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



SSN: 988-87-6545

Additional Verification Fields

Date of Birth: 01/05/1970

Start Date: 10/10/2016

Job Category: Regular

Reporting Group: 10707-1 CITY OF DECA

Search

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.

The screenshot shows the 'Add Employee' screen with a progress bar at the top indicating five steps: 1 Search, 2 Verification (highlighted), 3 Person Demographics, 4 Employment, and 5 Confirm. Below the progress bar, the following information is displayed:

SSN:	988876545
Date of Birth:	01/05/1970
Start Date:	10/10/2016
Job Category:	Regular
Reporting Group:	10707-1 CITY OF DECATUR

At the bottom of the screen, a message states: "The SSN entered matches the SSN of an existing member, but the birth date does not match".

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.

The screenshot shows the 'Add Employee' screen with a progress bar at the top indicating five steps: 1 Search, 2 Verification (highlighted), 3 Person Demographics, 4 Employment, and 5 Confirm. Below the progress bar, the following information is displayed:

SSN:	988876545
Date of Birth:	01/05/1970
Start Date:	10/10/2016
Job Category:	Regular
Reporting Group:	10707-1 CITY OF DECATUR

At the bottom of the screen, a message states: "The SSN and Date of Birth matches an existing member but the member is NOT eligible for rehire".

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.

The screenshot shows the 'Add Employee' process at the 'Verification' step. A progress bar at the top indicates five steps: 1 Search, 2 Verification (active), 3 Person Demographics, 4 Employment, and 5 Confirm. Below the progress bar, the following information is displayed:

SSN:	988876545
Date of Birth:	01/05/1970
Start Date:	10/10/2016
Job Category:	Regular
Reporting Group:	10707-1 CITY OF DECATUR

Below the form, a message states: "The SSN and Date of Birth matches an existing member and the member is eligible for rehire".

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.

The screenshot shows the 'Add Employee' process at the 'Verification' step. A progress bar at the top indicates five steps: 1 Search, 2 Verification (active), 3 Person Demographics, 4 Employment, and 5 Confirm. Below the progress bar, the following information is displayed:

SSN:	988876545
Date of Birth:	01/05/1970
Start Date:	10/10/2016
Job Category:	Regular
Reporting Group:	10707-1 CITY OF DECATUR

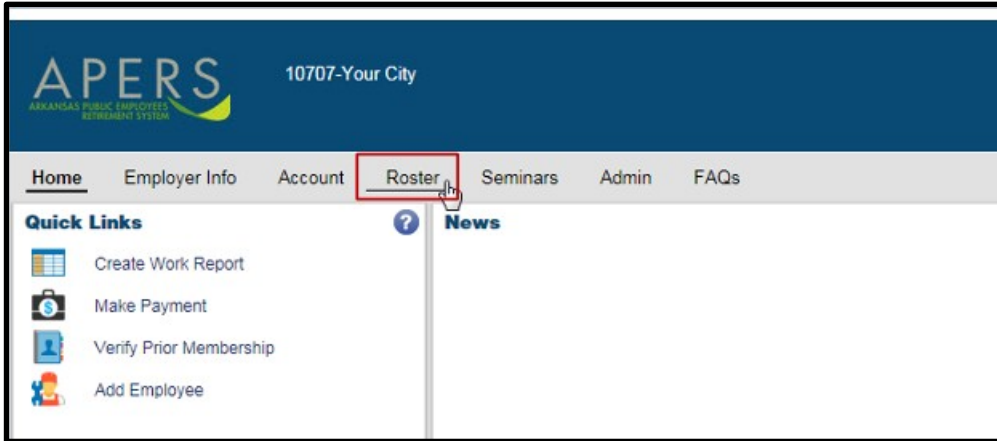
Below the form, a message states: "This person does not appear to have an APERS record.".

At the bottom right, there are two buttons: "Back" and "New Member". The "New Member" button is highlighted with a red box and a mouse cursor.

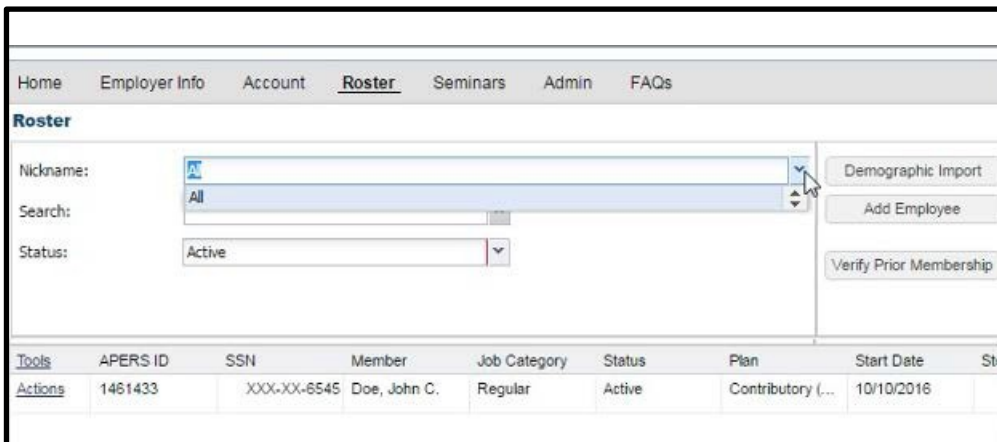
Viewing Employee Roster and Member Information

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:

- Review employee information
- Verify prior APERS membership
- Review an employee's file history

Roster

Nickname:

Search:

Status:

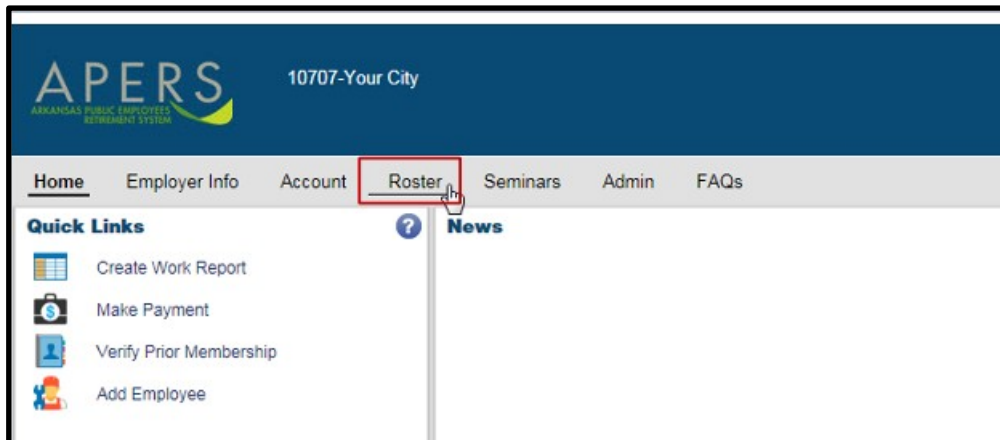
Tools	APERS ID	SSN	Member	Job Category	Status	Plan	Start Date	St
Actions	A685283	XXX-XX-4079	CHYRCHEL, ...	Regular	Active	Contributory (...)	02/01/2015	
Actions	A542992	XXX-XX-3906	CROOKHAM, ...	Regular	Active	Contributory (...)	02/01/2015	
Actions	1461433	XXX-XX-6545	Doe, John C.	Regular	Active	Contributory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

Each of these actions are discussed in this handbook.

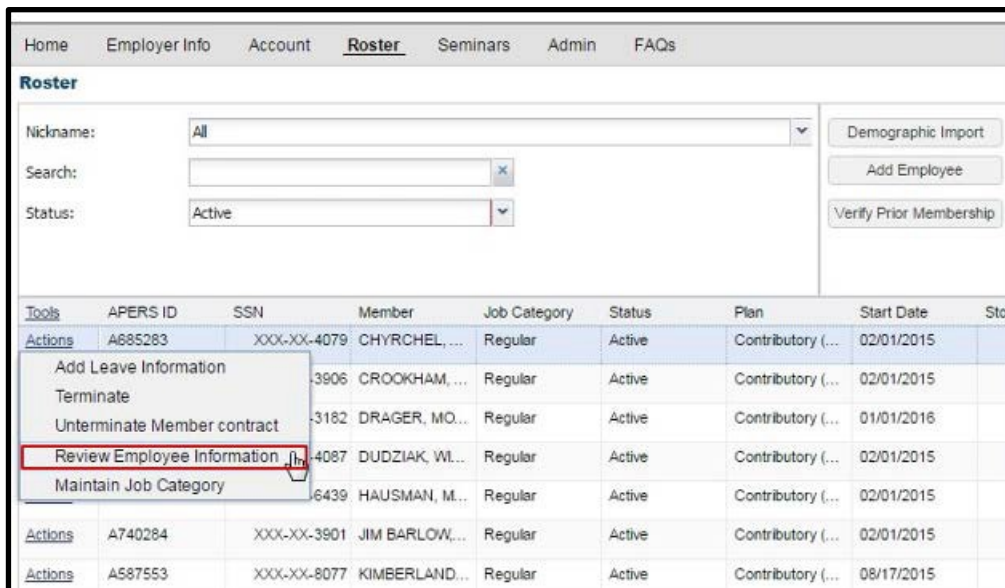
Reviewing Employee Information

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.

The screenshot shows the 'Employment Info' tab selected. At the top, a header bar displays 'Back', 'Name: CHYRCHEL, JAKEYDRA W', 'DOB: 03/28/1964', and 'SSN: 001-'. Below this, a navigation bar includes 'Employment Info' (highlighted with a red box), 'Demographic Info', 'Documents', and 'Work History'. The main section is titled 'Employment Information' and contains a table with the following data:

Tools	Employer Name	Reporting Group	Job Category	Plan	Status
Actions	Your City	CITY OF DECATUR	Regular	Contributory (Post 7/1/05)	Active

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

The screenshot shows the 'Demographic Info' tab selected. The header bar is identical to the previous screenshot. The navigation bar includes 'Employment Info', 'Demographic Info' (highlighted), 'Documents', and 'Work History'. The main section is titled 'Demographic Information' and features a 'Change' button. Below this, the 'Demographics' section displays the following information:

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

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 header bar is identical to the previous screenshots. The navigation bar includes 'Employment Info', 'Demographic Info', 'Documents' (highlighted), and 'Work History'. The main section is titled 'Member Documents' and features an 'Attach a Document' button. Below this, a table with the following columns is shown:

<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**.

Back Name: CHYRCHEL, JAKEYDRA W DOB: 03/28/1964 SSN: 001-

Employment Info Demographic Info Documents Work History

Member Documents

Attach a Document

Attach File

Select the type of document you want to attach:

Filename: Browse...

Description:

Comments:

Upload Document Cancel

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

Employment Info Demographic Info Documents Work History

Work History

Date Range: Last 90 Days

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.

Back Name: CHYRCHEL, JAKEYDRA W DOB: 03/28/1964 SSN: 001-

Employment Info Demographic Info Documents Work History

Work History

Date Range: Last 90 Days

Tools	Trans #	Employer	Nickname	Employer Type	Start Date	Stop Date	Payroll Processing Date	On P
-------	---------	----------	----------	---------------	------------	-----------	-------------------------	------

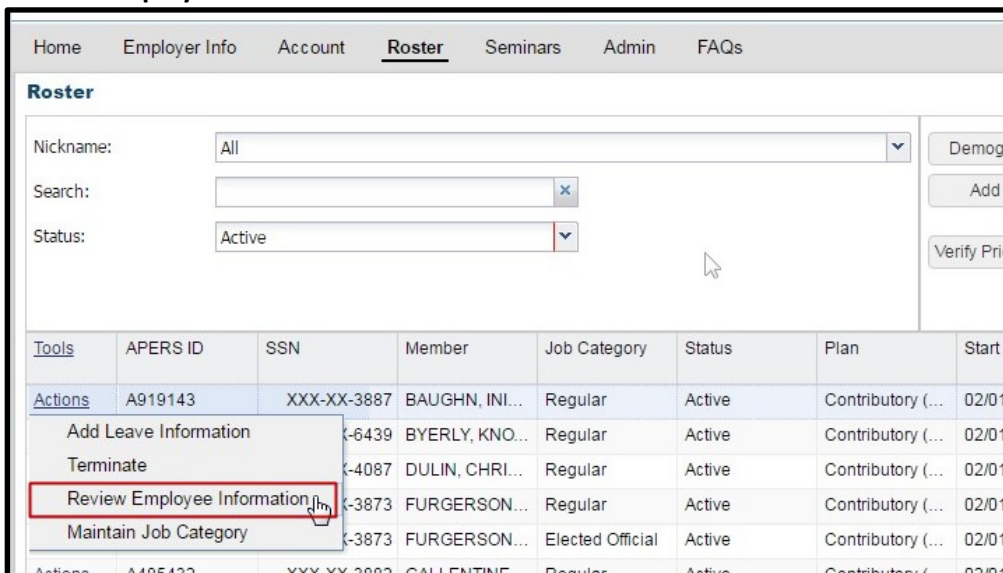
Uploading Documents for a Member in ESS

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 USERRA service credit purchase.

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



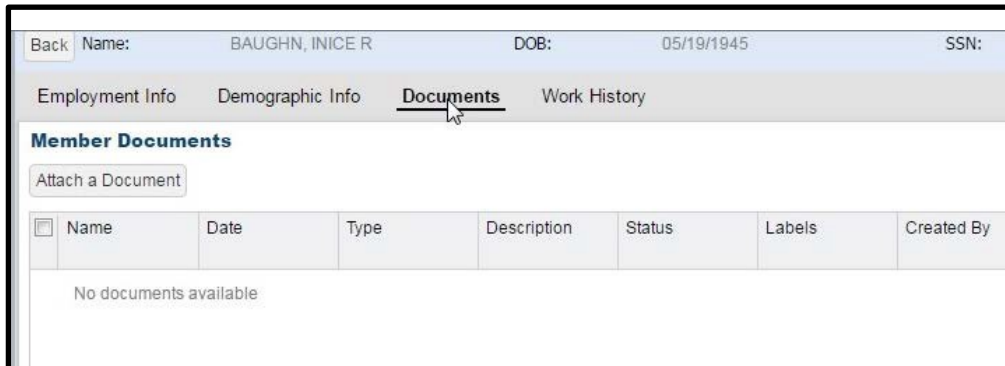
Select the **Actions** button next to the member you wish to add a document to. From the drop-down menu select **Review Employee Information**.



The **Employee Information** screen will open.

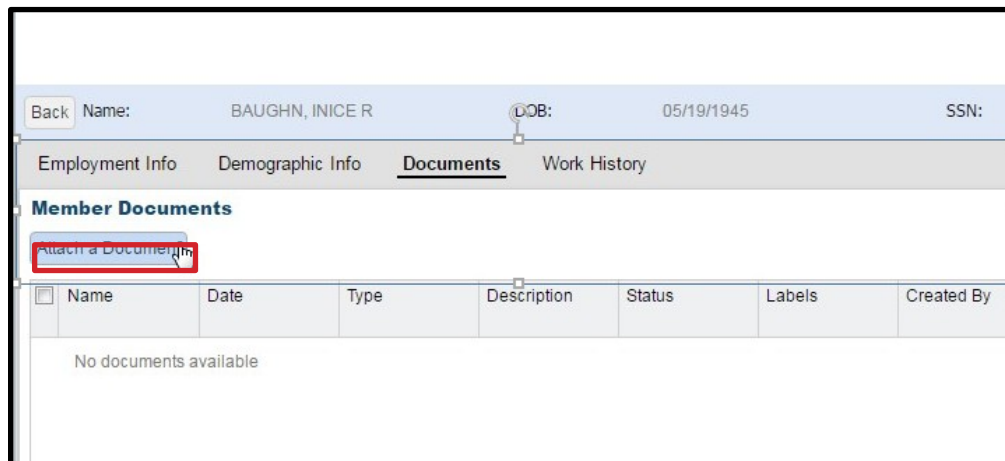


From the Employee Information screen select the **Documents** tab.



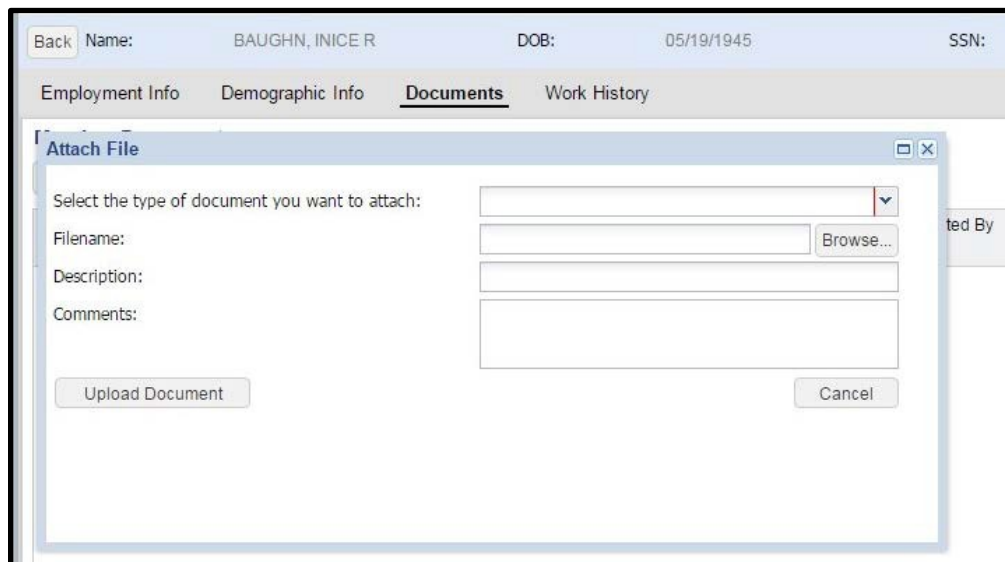
The screenshot shows the 'Employee Information' screen for BAUGHN, INICE R. The 'Documents' tab is selected. Below the tabs, there is a section titled 'Member Documents' with an 'Attach a Document' button. A table with columns: Name, Date, Type, Description, Status, Labels, and Created By is shown, followed by the text 'No documents available'.

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



The screenshot shows the 'Documents' screen for BAUGHN, INICE R. The 'Attach a Document' button is highlighted with a red rectangle. The table below it is empty, showing 'No documents available'.

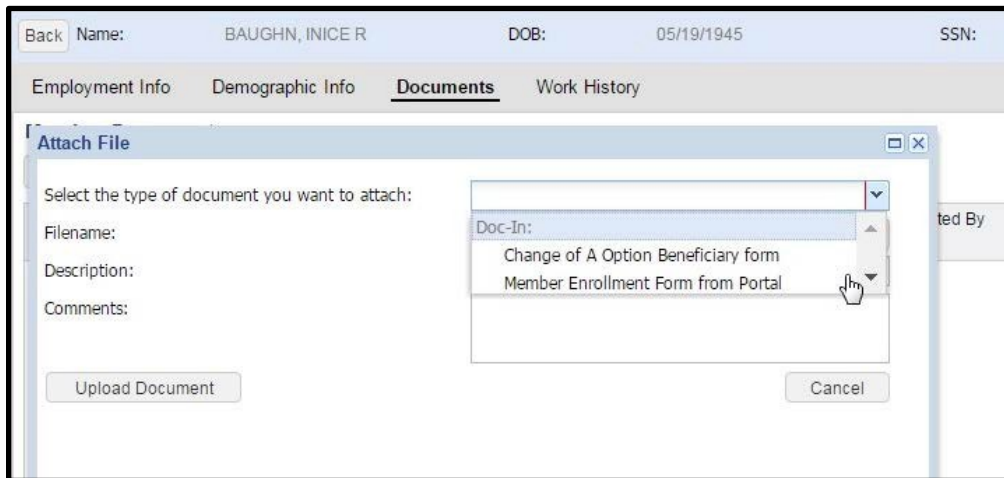
This will open the **Attach a File**wizard.



The screenshot shows the 'Attach File' wizard dialog box. It contains the following fields and buttons:

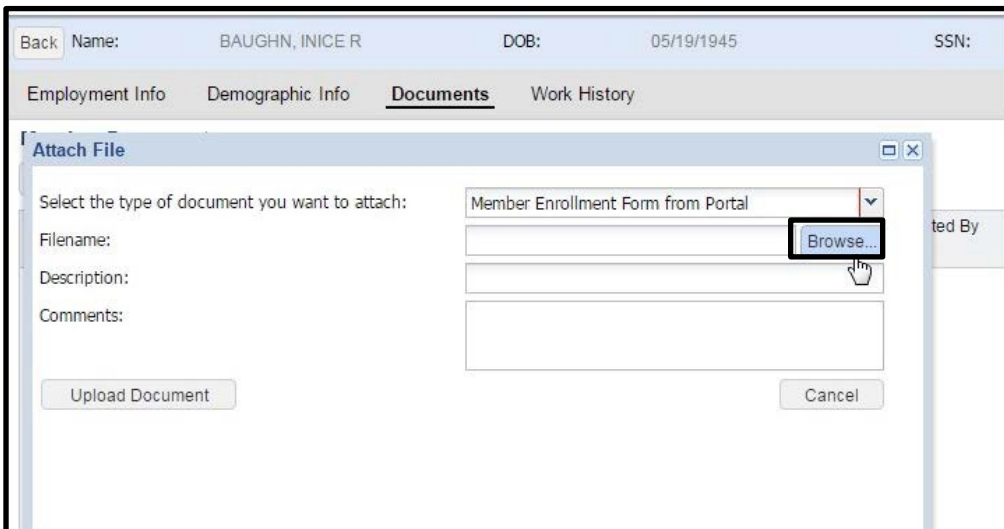
- Select the type of document you want to attach: [Dropdown menu]
- Filename: [Text field] [Browse... button]
- Description: [Text field]
- Comments: [Text area]
- [Upload Document button]
- [Cancel button]

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



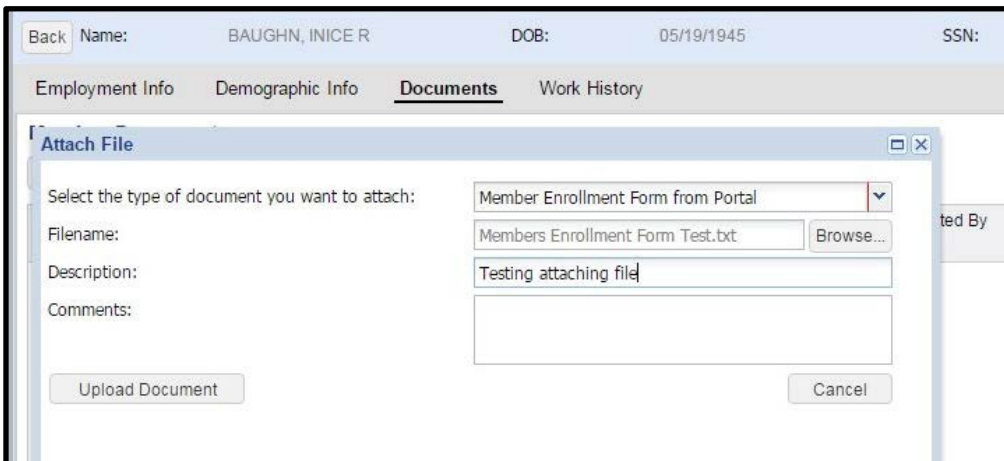
The screenshot shows the 'Attach File' dialog box in the AASIS Employer User interface. At the top, there is a header bar with 'Back', 'Name: BAUGHN, INICE R', 'DOB: 05/19/1945', and 'SSN:'. Below this is a tabbed interface with 'Employment Info', 'Demographic Info', 'Documents' (selected), and 'Work History'. The 'Attach File' dialog box is open, displaying a form with fields for 'Filename:', 'Description:', and 'Comments:'. A dropdown menu is open, showing two options: 'Doc-In:' and 'Member Enrollment Form from Portal'. A mouse cursor is pointing at the second option. At the bottom of the dialog box are 'Upload Document' and 'Cancel' buttons.

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



The screenshot shows the 'Attach File' dialog box with the 'Member Enrollment Form from Portal' selected in the dropdown menu. The 'Filename:' field is empty, and the 'Browse...' button is highlighted with a red box. A mouse cursor is pointing at the 'Browse...' button. The 'Description:' and 'Comments:' fields are also empty. The 'Upload Document' and 'Cancel' buttons are at the bottom.

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



The screenshot shows the 'Attach File' dialog box with the 'Member Enrollment Form from Portal' selected in the dropdown menu. The 'Filename:' field is filled with 'Members Enrollment Form Test.txt', and the 'Browse...' button is visible. The 'Description:' field is filled with 'Testing attaching file'. The 'Comments:' field is empty. The 'Upload Document' and 'Cancel' buttons are at the bottom.

Click on the **Upload Document** button.

Back Name: BAUGHN, INICE R DOB: 05/19/1945 SSN:

Employment Info Demographic Info **Documents** Work History

Attach File

Select the type of document you want to attach: Member Enrollment Form from Portal

Filename: Members Enrollment Form Test.txt Browse...

Description: Testing attaching file

Comments:

Upload Document Cancel

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

Back Name: BAUGHN, INICE R DOB: 05/19/1945 SSN:

Employment Info Demographic Info **Documents** Work History

Attach File

Select the type of document you want to attach: Member Enrollment Form from Portal

Filename: Members Enrollment Form Test.txt Browse...

Description: Testing attaching file

Comments:

Upload Document

Your document has been uploaded. We will contact you if we have any further questions. **Close**

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

Back Name: BAUGHN, INICE R DOB: 05/19/1945 SSN:

Employment Info Demographic Info **Documents** Work History

Member Documents

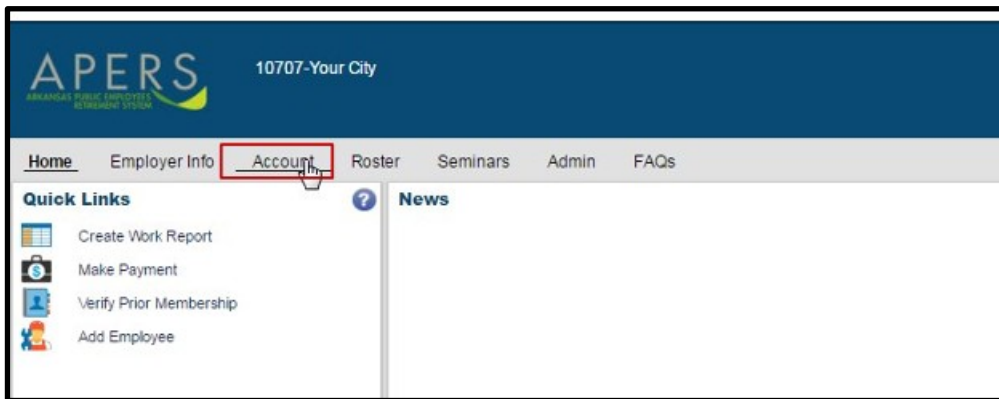
Attach a Document

	<input type="checkbox"/> Name	Date	Type	Description	Status	Labels
Actions	<input type="checkbox"/> Member Enrol...	01/30/2017	Doc-In	Testing attaching file	Released	

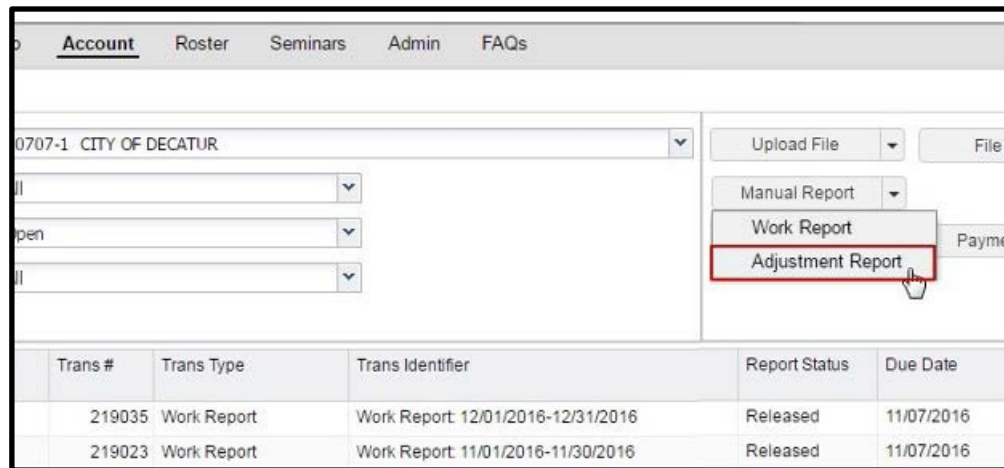
Creating a Work Report Adjustments Report Manually

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.

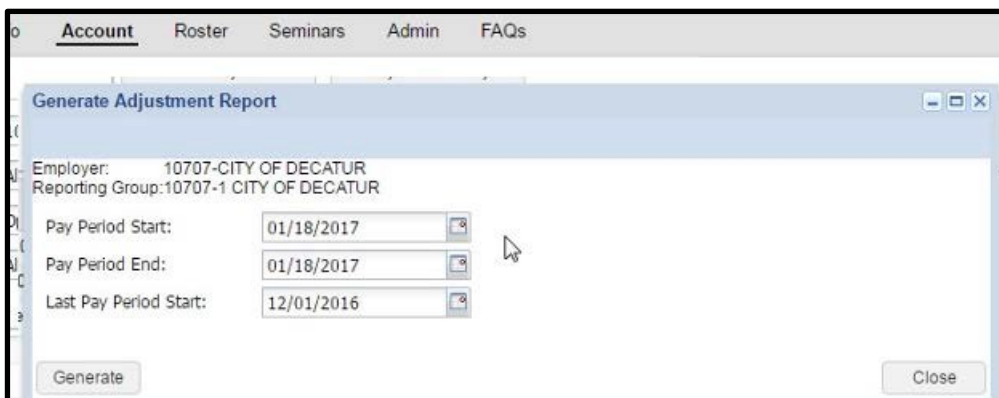
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



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 date. 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**.



Adjustment

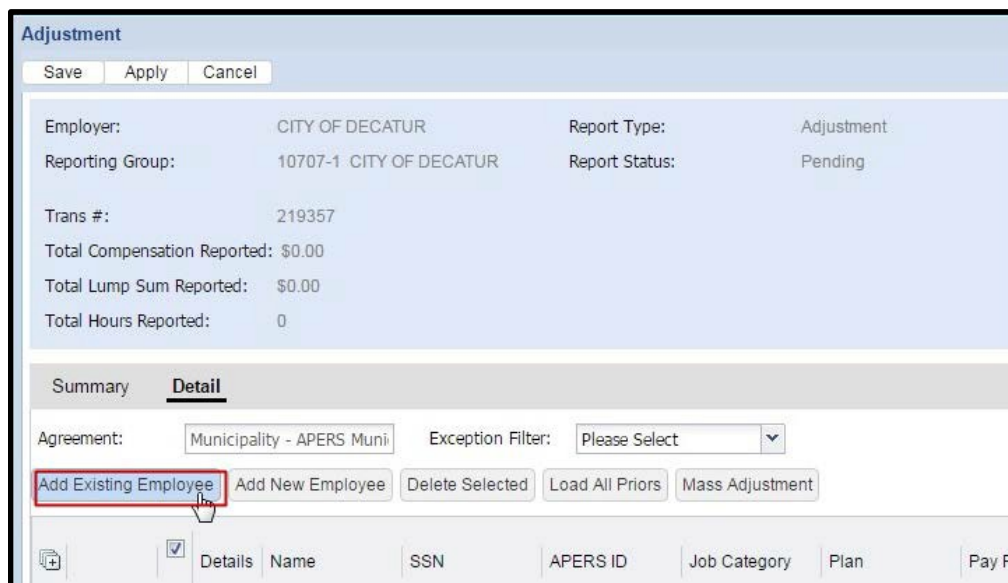
Save Apply Cancel

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

Summary **Detail**

Add Existing Employee

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

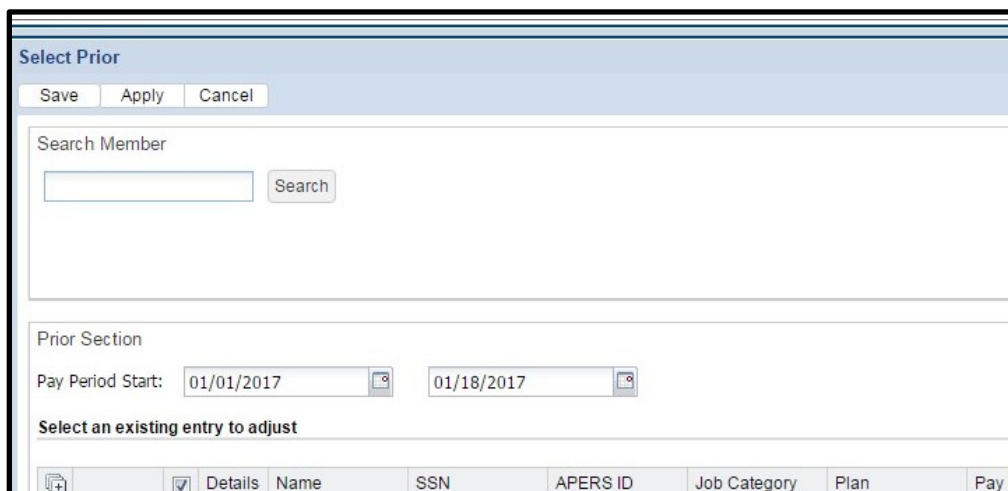
Summary **Detail**

Agreement: Municipality - 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

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



Select Prior

Save Apply Cancel

Search Member

Search

Prior Section

Pay Period Start: 01/01/2017 01/18/2017

Select an existing entry to adjust

Details Name SSN APERS ID Job Category Plan Pay P

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

Select Prior

Save Apply Cancel

Search Member

Dulin Search

Prior Section

Pay Period Start: 01/01/2017 01/18/2017

Select an existing entry to adjust

	Details	Name	SSN	APERS ID	Job Category	Plan	Pay
	<input checked="" type="checkbox"/>						

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**.

Prior Section

Pay Period Start: 12/01/2016 12/31/2016

Select an existing entry to adjust

	Details	Name	SSN	APERS ID	Job Category	Plan	Pay P
	<input type="checkbox"/>						
	<input type="checkbox"/>	DULIN, CHRI...	001-19-4087	A506553	Regular	Contributory (...)	12/01/

Create a new entry

Add

	Tools	Details	Name	SSN	APERS ID	Job Category	Plan	Pay P
		<input type="checkbox"/>						
		<input type="checkbox"/>	DULIN, CHRI...	001-19-4087	A506553	Regular	Contributory (...)	12/01/

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

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

Adjustment

Save Apply Cancel

Employer: CITY OF DECATUR Report Type: Adjustment

Reporting Group: 10707-1 CITY OF DECATUR 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.

The screenshot shows the 'Adjustment' screen with the 'Detail' tab selected. The 'Add New Employee' button is highlighted with a red box. The screen displays the following information:

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, there are tabs for 'Summary' and 'Detail'. The 'Detail' tab is active. There are also buttons for 'Add Existing Employee', 'Add New Employee' (highlighted), 'Delete Selected', 'Load All Priors', and 'Mass Adjustment'. At the bottom, there is a table with columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay Per.

This will open the **Add Employee** wizard.

The screenshot shows the 'Adjustment' screen with the 'Add Employee' wizard overlay. The 'Add New Employee' button is still highlighted. The wizard has three steps: 1. Search, 2. Verification, and 3. Person Demographics. The 'Search' step is currently active. The text on the screen says: 'Before enrolling a new member, the system will search if the member already exists. Please follow the instructions below. Enter the following SSN: [text box]. Additional Verification Fields Date of Birth: [text box] mm/dd/yyyy'. The 'Add Existing Employee' button is also visible.

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

The screenshot shows the 'Adjustment' screen with the 'Save' button highlighted with a red box. The screen displays the following information:

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

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.

The screenshot shows the 'Adjustment' report interface. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below these, the report details are displayed: Employer: CITY OF DECATUR, Reporting Group: 10707-1 CITY OF DECATUR, Report Type: Adjustment, Report Status: Pending, Trans #: 219357, Total Compensation Reported: \$0.00, Total Lump Sum Reported: \$0.00, and Total Hours Reported: 0. The interface has two tabs: 'Summary' and 'Detail'. The 'Detail' tab is active, showing a table with columns: Name, SSN, APERS ID, Job Category, Plan, and Pay Per. A row for 'GLOVER, CO...' is visible. Above the table, there are buttons for 'Add Existing Employee', 'Add New Employee', 'Delete Selected' (highlighted with a red box), 'Load All Priors', and 'Mass Adjustment'. There is also an 'Exception Filter' dropdown set to 'Please Select'.

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

This screenshot shows the same 'Adjustment' report interface as the previous one, but with a confirmation dialog box open. The dialog box is titled 'Confirm' and contains the text: 'This action will delete the selected member(s). Are you sure?'. There are two buttons in the dialog: 'Yes' (highlighted with a red box) and 'No'.

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

This screenshot shows the 'Adjustment' report interface with the 'Save' button highlighted with a red box. The report details remain the same: Employer: CITY OF DECATUR, Reporting Group: 10707-1 CITY OF DECATUR, Report Type: Adjustment, 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**.

The screenshot shows the 'Adjustment' report interface. At the top, there are buttons for 'Save', 'Apply', and 'Cancel'. Below these, the report details are displayed:

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

Below the summary, there are tabs for 'Summary' and 'Detail'. The 'Detail' tab is selected. Under the 'Detail' tab, there are fields for 'Agreement' (Municipality - APERS Muni) and 'Exception Filter' (Please Select). Below these fields, there are buttons for 'Add Existing Employee', 'Add New Employee', 'Delete Selected', 'Load All Priors' (highlighted with a red box), and 'Mass Adjustment'. Below the buttons, there is a table with columns: Tools, Details, Name, SSN, APERS ID, Job Category, Plan, and Pay Period. The first row of data shows 'GLOVER, CO...' with SSN '000-92-5515' and APERS ID 'A228795'.

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

The screenshot shows the 'Select Pay Period' dialog box. It has a title bar 'Select Pay Period' and a close button 'X'. Inside the dialog, there are two date pickers: 'Pay Period Start' (12/01/2016) and 'Pay Period End' (12/30/2016). Below the date pickers, there are buttons for 'OK' (highlighted with a red box) and 'Cancel'. The background shows the same 'Adjustment' report interface as the previous screenshot, but the 'Load All Priors' button is no longer highlighted.

You can edit the results, such as selecting any 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.

The screenshot shows the 'Adjustment' form with the following details:

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

Below the summary section, there are tabs for 'Summary' and 'Detail'. Under the 'Detail' tab, there is an 'Exception Filter' dropdown set to 'Please Select'. A row of buttons includes 'Add Existing Employee', 'Add New Employee', 'Delete Selected', 'Load All Priors', and 'Mass Adjustment' (which is highlighted with a red box and a mouse cursor). At the bottom, there is a table header with columns: Details, Name, SSN, APERS ID, Job Category, Plan, and Pay P.

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

This screenshot shows the same 'Adjustment' form as before, but the 'Save' button is now highlighted with a red box, indicating the next step after completing adjustments.

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

The screenshot shows the 'Account' page with the following filters and a transaction grid:

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

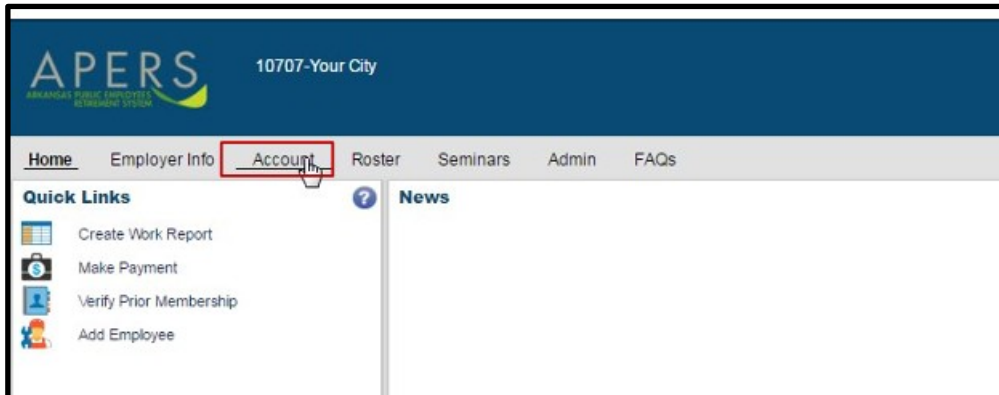
On the right side, there are buttons for 'Upload', 'Manual', and 'Make'.

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

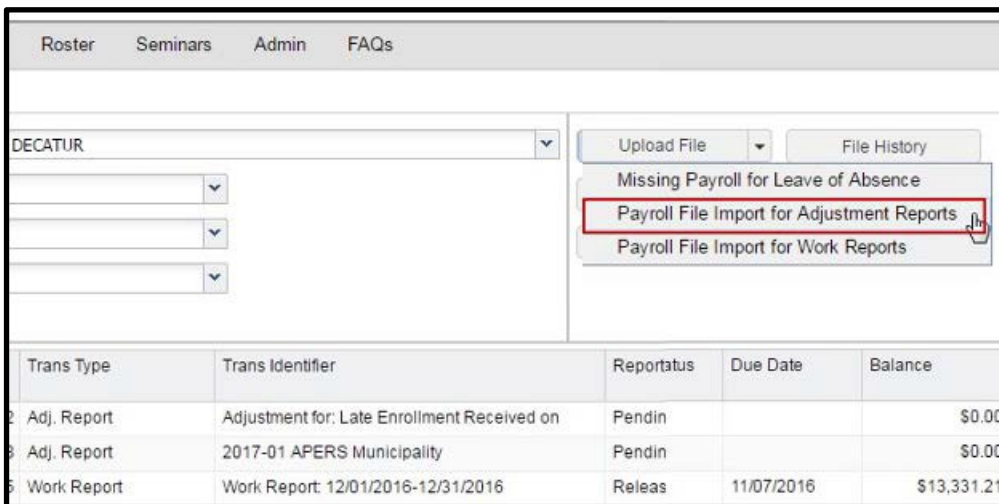
Uploading a Payroll File Import for Adjustments Reports

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

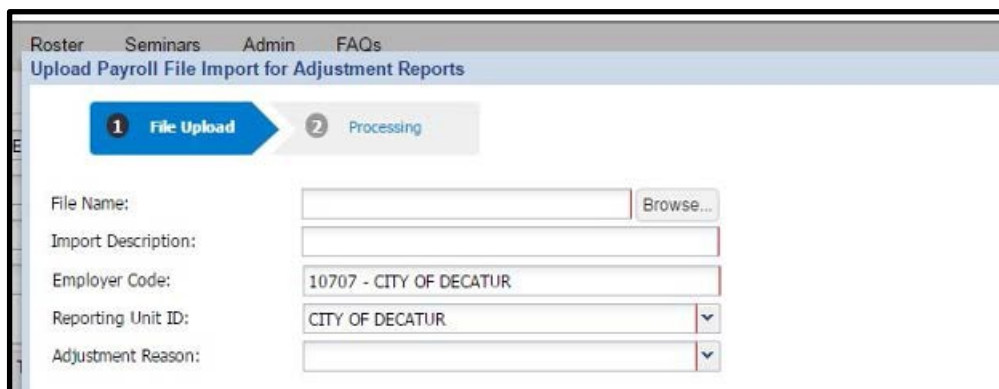
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



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.

The screenshot shows the 'Upload Payroll File Import for Adjustment Reports' form. At the top, there are tabs for 'Roster', 'Seminars', 'Admin', and 'FAQs'. Below the title bar, there are two progress indicators: '1 File Upload' (active) and '2 Processing'. The form contains the following fields:

- File Name:** A text box containing 'Adjustment Report Import Sample.xls' and a 'Browse...' button to its right.
- Import Description:** A text box containing 'Testing an upload'.
- Employer Code:** A text box containing '10707 - CITY OF DECATUR'.
- Reporting Unit ID:** A dropdown menu with 'CITY OF DECATUR' selected.
- Adjustment Reason:** A dropdown menu with an arrow pointing down.

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

This screenshot shows the same form as the previous one, but with the 'Adjustment Reason' dropdown menu open. The menu lists the following options:

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

The 'Next' button is located at the bottom right of the form and is highlighted with a red box.

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.

Tools	Seq No	Error Message	Import Detail Status	Resubmit Flag	SSN	Apers Id	Original File
Actions	1		Bypassed	<input type="checkbox"/>	SSN	APERS I	Original File
Actions	2		Processed Successfully	<input type="checkbox"/>	001194087	A506553	11/30/2017

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

Tools	Activity Date	Trans #	Trans Type	Trans Identifier	Report Status
Actions	02/01/2017	219388	Adj. Report	2016-12 APERS Municipality	Pending
Actions	01/20/2017	219362	Adj. Report	Adjustment for: Late Enrollment Received on	Pending
Actions	01/20/2017	219363	Adj. Report	Adjustment for: Erroneous Membership Receiv...	Pending
Actions	01/20/2017	219364	Adj. Report	Adjustment for: Late Enrollment Received on	Pending
Actions	01/19/2017	219358	Adj. Report	2017-01 APERS Municipality	Pending

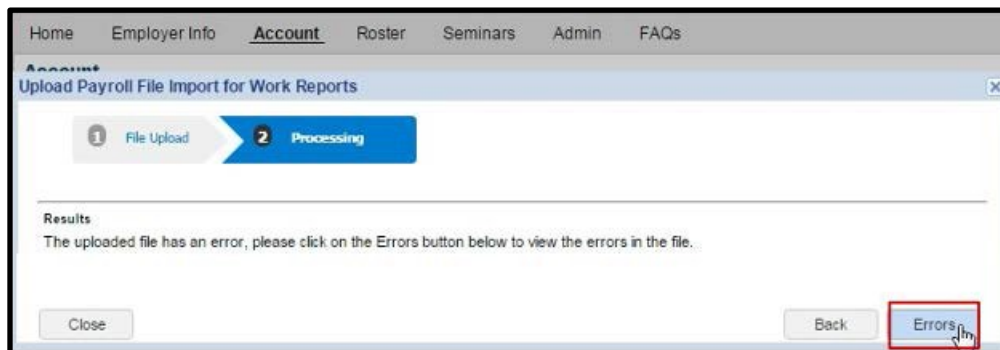
Correcting Errors in an Import

The purpose of this function in COMPASS ESS is to allow you to correct errors 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	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**.

Details

Save Cancel

File Name: Payroll File Import for Work Reports
Import Description: Test For Errors
File Load Date: 10/17/2016

Summary **Details**

View Rows: Show Problem Rows Display Rows: From To:

New Row Validate Process Download

Tools	Seq No	Error Message	Import Detail Status	Resubmit Flag	PayCheck Date	SSN
Actions	4	Paycheck Date...	Not Processed Due to E...		10/31/2016	1193906

Delete 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.

Import Errors and Exceptions

Close

Import: Payroll File Import for Work Reports
Import Id: 2726
Import Status: Processed With Errors
Processing Status: Processed with Errors

Comment: Test For Errors
Created By: ESS_TRAINING on 10/17/2016
Updated By: ESS_TRAINING on 10/17/2016

Messages

Tools	Seq No	Message
	4	Paycheck Date entered doesn't match the Paycheck Date entered in the import parameters.

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.

Details

Save Cancel

File Name: Payroll File Import for Work Reports
Import Description: Test For Errors
File Load Date: 10/17/2016

Summary **Details**

View Rows: Show Problem Rows Display Rows: From To:

New Row Validate Process Download

Tools	Seq No	Error Message	Import Detail Status	Resubmit Flag	PayCheck Date	SSN
Actions	4	Paycheck Date...	Not Processed Due to E...		10/31/2016	1193906

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

The screenshot shows the 'Details' screen for a payroll file import. At the top, there are buttons for 'Edit' and 'Close'. Below that, the file name is 'Payroll File Import for Work Reports' and the import description is 'Test For Errors'. The file load date is '10/17/2016'. There are tabs for 'Summary' and 'Details', with 'Details' being the active tab. Below the tabs, there are fields for 'View Rows' (set to 'Show Problem Rows') and 'Display Rows' (From and To). There are buttons for 'New Row', 'Validate', 'Process' (highlighted with a red box and a mouse cursor), and 'Download'. Below these buttons is a table with columns: 'Tools', 'Seq No', 'Error Message', 'Import Detail Status', 'Resubmit Flag', 'PayCheck Date', and 'SSN'. The table has one row with the following data: 'Actions', '4', 'Paycheck Date...', 'Not Processed Due to E...', a checked 'Resubmit Flag', '11/30/2016', and '1193906'.

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

The screenshot shows the 'Details' screen after the error has been cleared. The 'Process' button is no longer visible. The 'Close' button is now highlighted with a red box and a mouse cursor. The rest of the screen, including the file name, import description, file load date, and the table, remains the same.

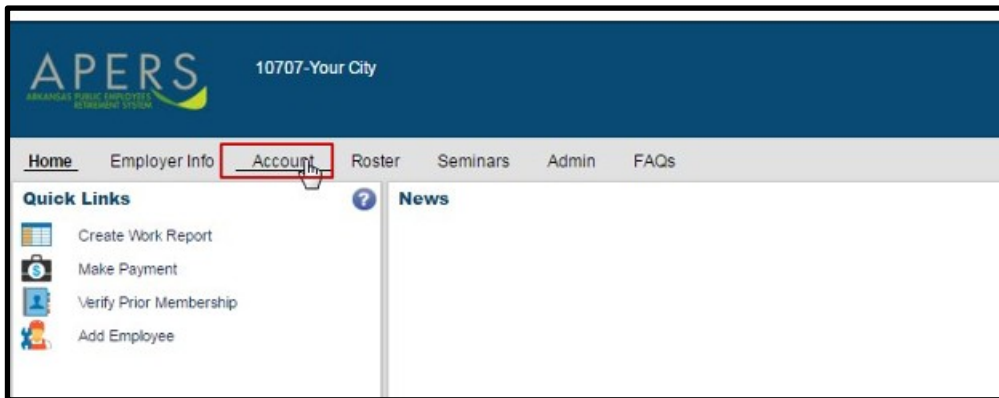
The corrected file will appear in the work report list for submission.

The screenshot shows the 'Account' screen. At the top, there are navigation links: 'Home', 'Employer Info', 'Account' (underlined), 'Roster', 'Seminars', 'Admin', and 'FAQs'. Below the navigation links, there are fields for 'Nickname' (set to '10707-1 Your City'), 'Trans Type' (set to 'All'), 'Payment Status' (set to 'Open'), and 'Report Status' (set to 'All'). To the right of these fields are buttons for 'Upload File', 'Manual Report', and 'Make Payment'. Below these fields and buttons is a table with columns: 'Tools', 'Activity Date', 'Trans #', 'Trans Type', 'Trans Identifier', 'Report Status', and 'Du'. The table has several rows, with the latest entry (10/17/2016, 216796, Work Report) highlighted in blue. The 'Report Status' for this entry is 'Pending'.

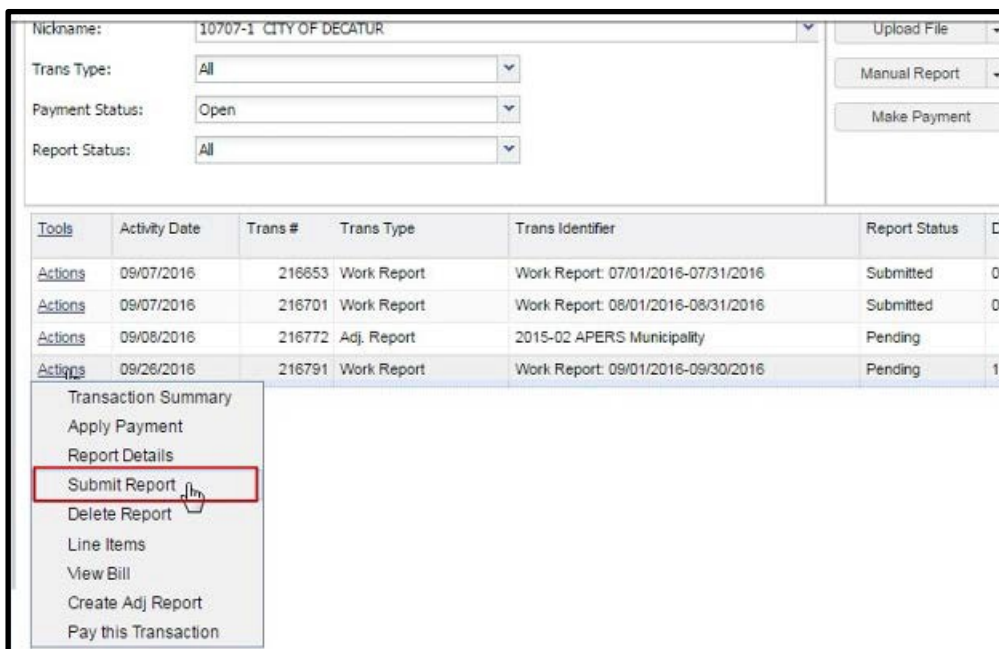
Submitting an Adjustments Work Report

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 an adjustment report to APERS for processing.

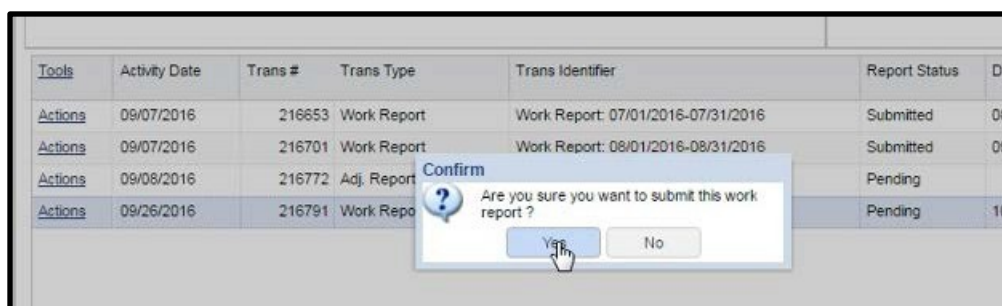
From the COMPASS ESS **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to bring up your **Account** screen.



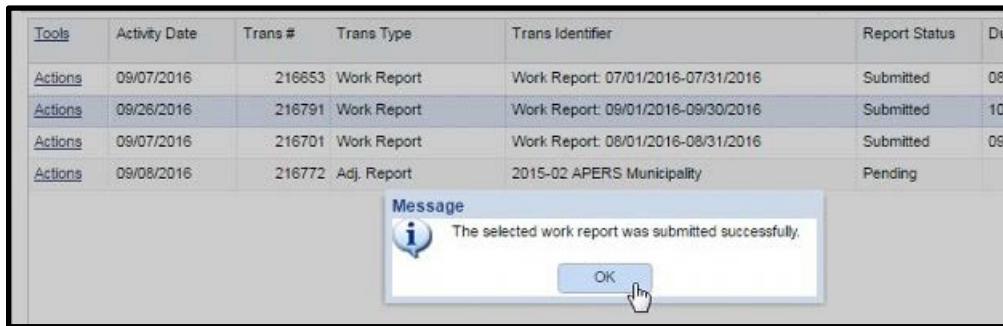
Click on the **Actions** link next to the appropriate report and then select **Submit Report** from the drop-down menu.



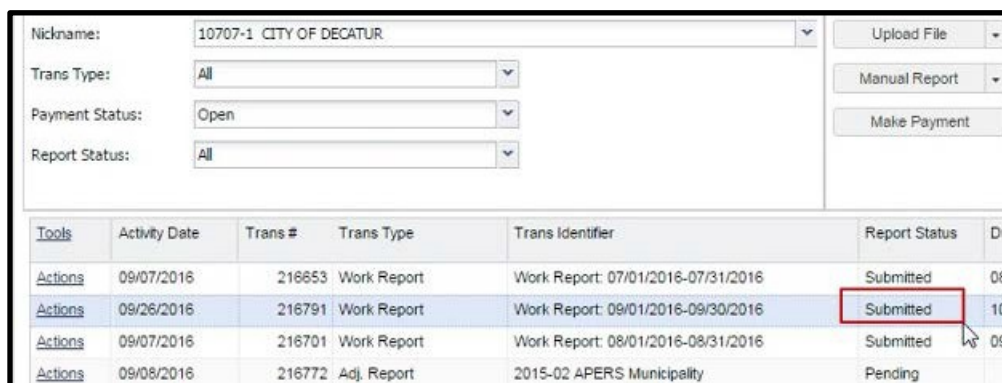
A confirmation message appears asking you to confirm submission. Click on **Yes** to continue submission or **No** to cancel submission of the report.



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.

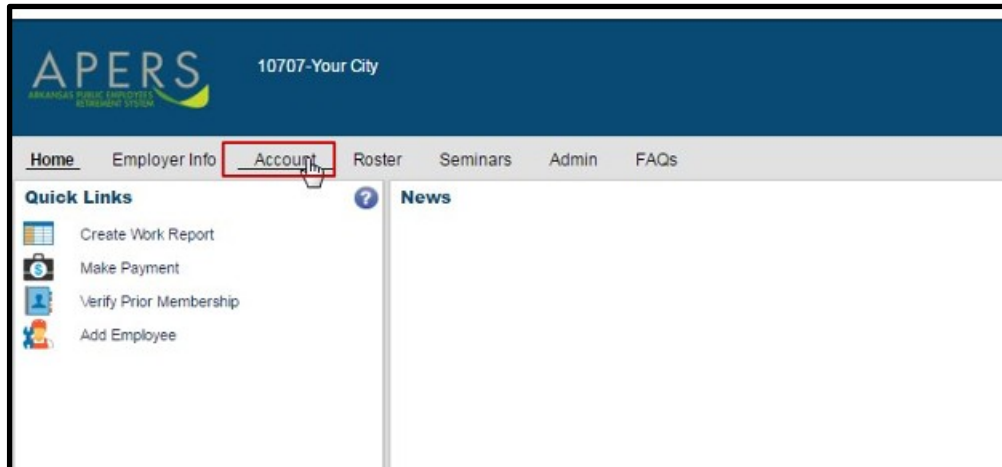


Once the report is submitted, no changes may be made.

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.

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.

 A screenshot of the APERS Account page. The navigation bar is the same as the previous image. The 'Account' section has several filters: 'Nickname' (a dropdown menu showing '10707-1 CITY OF DECATUR'), 'Trans Type' (a dropdown menu), 'Payment Status' (a dropdown menu set to 'Open'), and 'Report Status' (a dropdown menu set to 'All'). To the right of these filters are three buttons: 'Upload File', 'Manual Report', and 'Make Payment'. Below the filters is a table of transactions.

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/
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016-09/30/2016	Submitted	10/
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Municipality	Pending	
Actions	09/07/2016	216701	Work Report	Work Report: 08/01/2016-08/31/2016	Submitted	09/

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*

The screenshot shows the 'Account' screen for '10707-1 CITY OF DECATUR'. The 'Trans Type' dropdown menu is open, displaying the following options: All, Adj. Report, All Work Reports, Interest, Payment, Transfer, and Work Report. The 'Activity Grid' below shows a list of transactions with columns for Actions, Activity Date, Trans ID, Trans Type, and Trans Identifier.

Tools	Activity Date	Trans ID	Trans Type	Trans Identifier
Actions	09/07/2016	216653	Work Report	Work Report: 07/01/2016
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Munic
Actions	09/07/2016	216701	Work Report	Work Report: 08/01/2016

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.

The screenshot shows the 'Account' screen for '10707-1 CITY OF DECATUR'. The 'Payment Status' dropdown menu is open, displaying the following options: All, Closed, Hold, and Open. The 'Activity Grid' below shows a list of transactions with columns for Actions, Activity Date, Trans ID, Trans Type, and Trans Identifier.

Tools	Activity Date	Trans ID	Trans Type	Trans Identifier
Actions	09/07/2016	216653	Work Report	Work Report: 07/01/2016
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Munic

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.

The screenshot shows the 'Account' screen for '10707-1 CITY OF DECATUR'. The 'Report Status' dropdown menu is open, displaying the following options: All, Pending, Submitted, and Released. The 'Activity Grid' below shows a list of transactions with columns for Actions, Activity Date, Trans ID, Trans Type, and Trans Identifier.

Tools	Activity Date	Trans ID	Trans Type	Trans Identifier
Actions	09/07/2016	216653	Work Report	Work Report: 07/01/2016
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Munic
Actions	09/07/2016	216701	Work Report	Work Report: 08/01/2016

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”.

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/
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016-09/30/2016	Submitted	10/
Actions	09/07/2016	216701	Work Report	Work Report: 08/01/2016-08/31/2016	Submitted	09/
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Municipality	Pending	

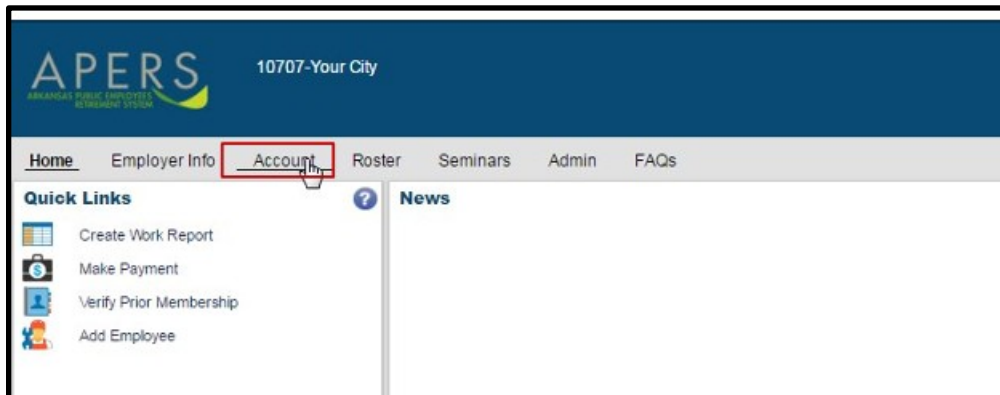
For reports that have been **Submitted**, you may view the **Transaction Summary** or **Report Details**. For a Report with a **Pending** status you will also have the options to **Submit Report** or **Delete Report**.

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/
Actions	09/26/2016	216791	Work Report	Work Report: 09/01/2016-09/30/2016	Submitted	10/
Actions	09/07/2016	216701	Work Report	Work Report: 08/01/2016-08/31/2016	Submitted	09/
Actions	09/08/2016	216772	Adj. Report	2015-02 APERS Municipality	Pending	

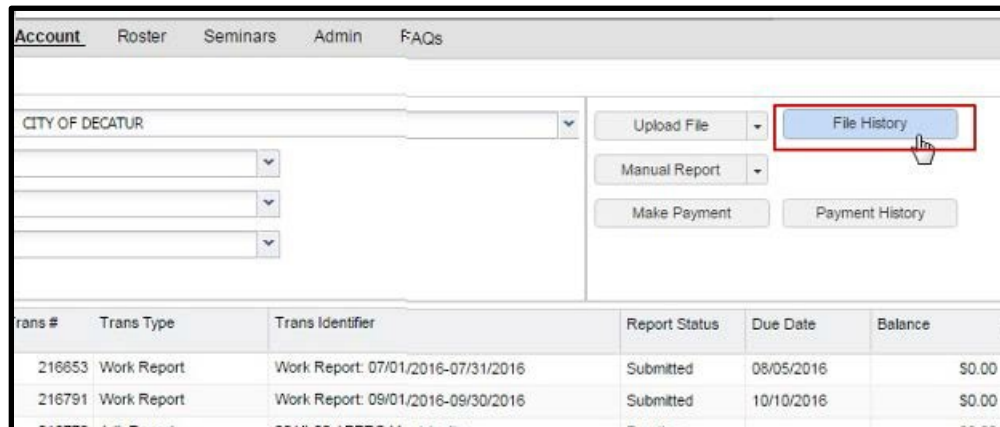
- Transaction Summary
- Report Details
- Submit Report
- Delete Report

Using File History

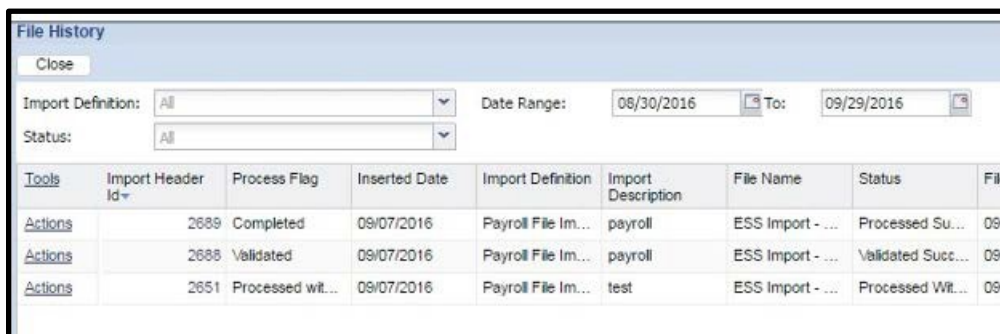
The purpose of this function in COMPASS ESS is to access previously imported files. From the **Home** screen (or any screen in COMPASS ESS), click on the **Account** tab to access your **Account** screen.



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.

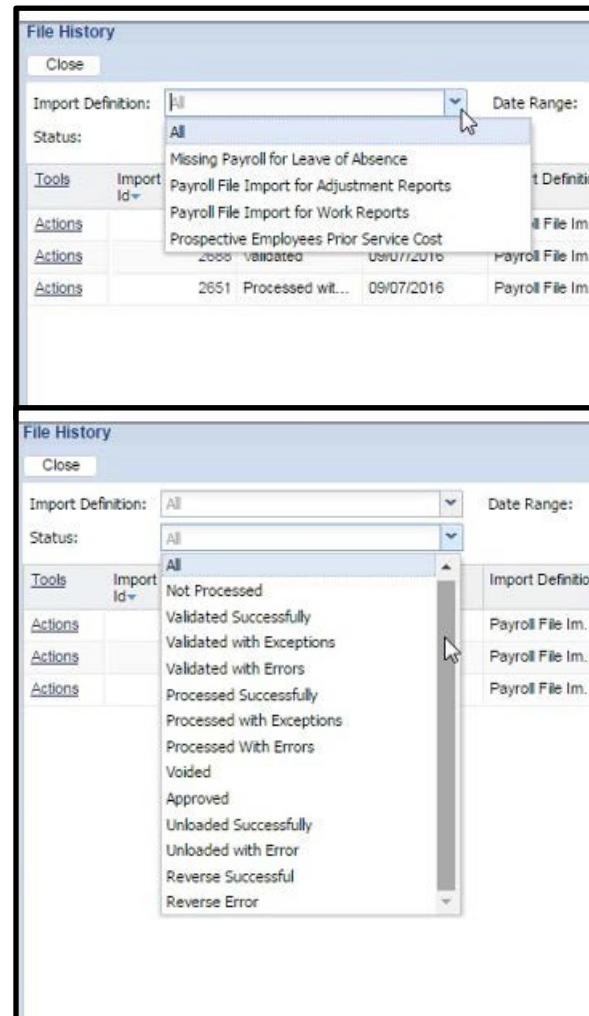


You can filter the records by their **Import Definition**:

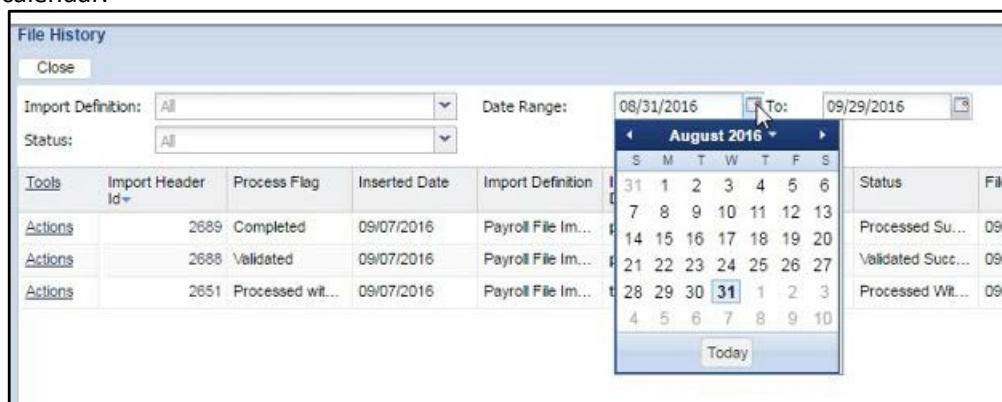
- All
- Missing Payroll for Leave of Absence
- Payroll File Import for Adjustment Report
- Payroll File Import for Work Reports

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.



File History

Close

Import Definition: All Date Range: 08/31/2016 To: 09/30/2016

Status: All

Tools	Import Header Id	Process Flag	Inserted Date	Import Definition	Import Description	File Name	Status	File
Actions	2689	Completed	09/07/2016	Payroll File Im...	payroll	ESS Import - ...	Processed Su...	09/07/2016
Actions	2688	Validated	09/07/2016	Payroll File Im...	payroll	ESS Import - ...	Validated Succ...	09/07/2016
Actions	2651	Processed wit...	09/07/2016	Payroll File Im...	test	ESS Import - ...	Processed Wit...	09/07/2016

Validate
Details
Process
Void
Download

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:

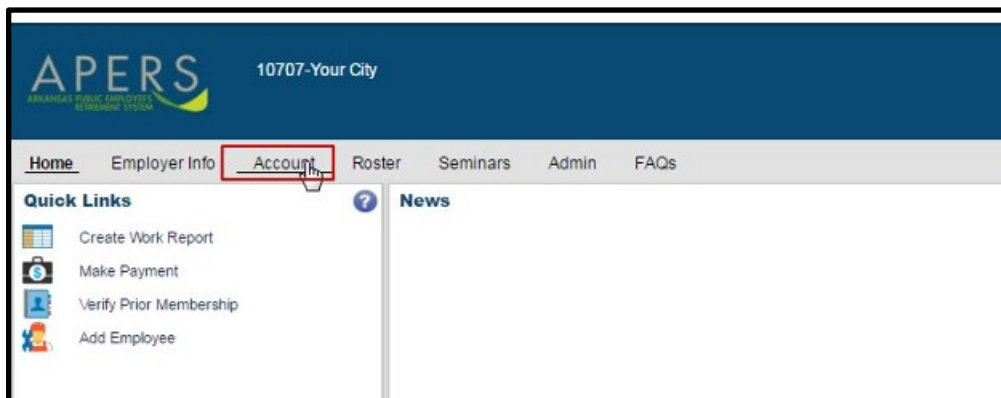
- Proof of re-employment by an APERS agency.
- Proof of military service in the form of a DD-214 or equivalent document

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**.

The screenshot shows the top navigation bar with 'Seminars', 'Admin', and 'FAQs'. Below it, there are several dropdown menus. The 'Upload File' dropdown is open, showing three options: 'Missing Payroll for Leave of Absence' (highlighted with a red box), 'Payroll File Import for Adjustment Reports', and 'Payroll File Import for Work Reports'. Below the dropdown, there is a table with the following data:

Trans Identifier	Report Status	Due Date	Balance
Adjustment for: Late Enrollment Received on	Pending		\$0.0
2017-01 APERS Municipality	Pending		\$0.0

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**

The screenshot shows the 'Attach File' dialog box. It has a 'Doc-In' dropdown menu with 'File Exchange' selected (highlighted with a red box). There are also fields for 'Filename:', 'Description:', and 'Comments:'. The 'Upload Document' button is at the bottom left, and the 'Cancel' button is at the bottom right.

In the **Description** field, enter "DD 214."

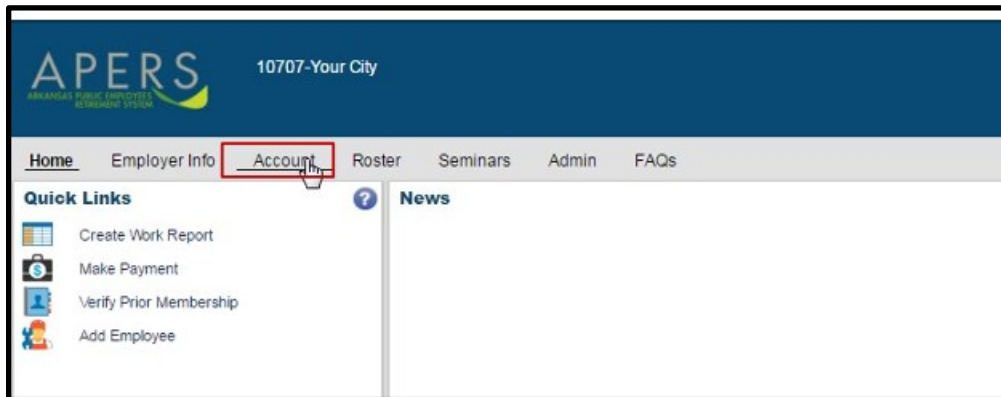
The screenshot shows the 'Attach File' dialog box. The 'Doc-In' dropdown is still set to 'File Exchange'. The 'Description' field now contains the text 'DD 214' (highlighted with a red box). The 'Filename' field is empty, and there is a 'Browse...' button next to it. The 'Upload Document' and 'Cancel' buttons are still present.

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 using the standard payment procedure.

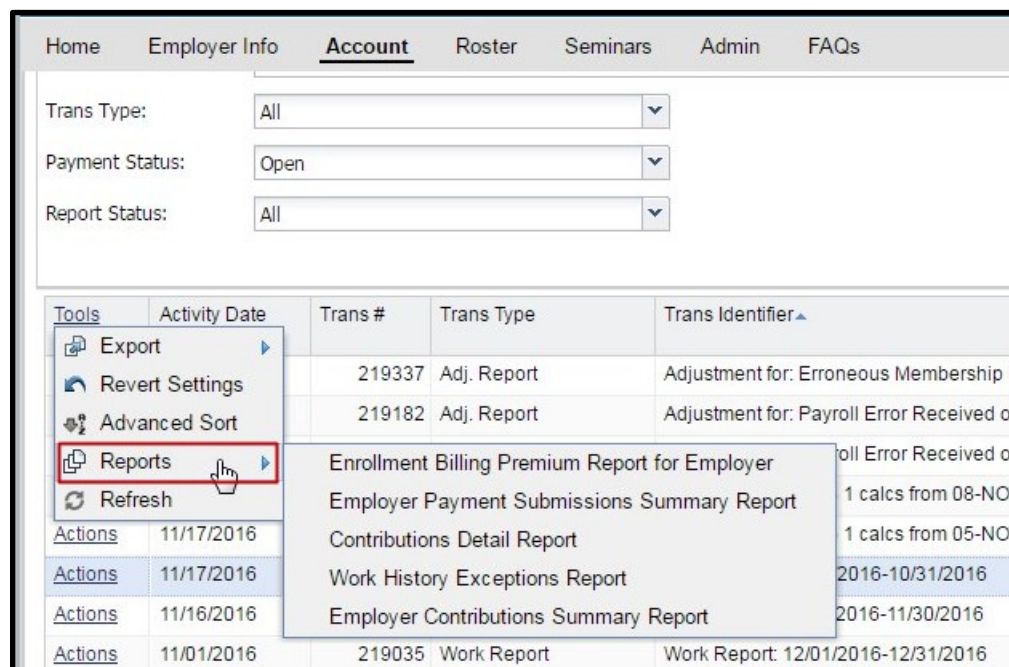
COMPASS ESS Reports

There are a number of reports that are available from COMPASSESS:

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 - (TBD)

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 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 viewingscreen.

Blank Page

AASIS EMPLOYER ADMINISTRATOR TASKS

- AASIS Employer Administrator Functions
- Creating New Users
- Maintaining Employer Address
- Maintaining Employer Contact Information

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Employer Administrators

AASIS Employer Administrator 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

AASIS Employer Administrator and will be able to perform all COMPASS ESS functions, including those assigned to other roles:

AASIS Employer Administrator Functions

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

AASIS Employer User Functions

- Viewing a Member Roster and Member Information
- Review Employee Information
- Uploading Documents for a Member in ESS
- Creating an Adjustment Work Report Manually
- Uploading a Payroll File Import for Adjustment Reports
- Correcting Errors in an Import
- Purchasing USERRA Service on Behalf of an Employee
- Producing Contribution, Payment, and Exception Reports

Creating New Users

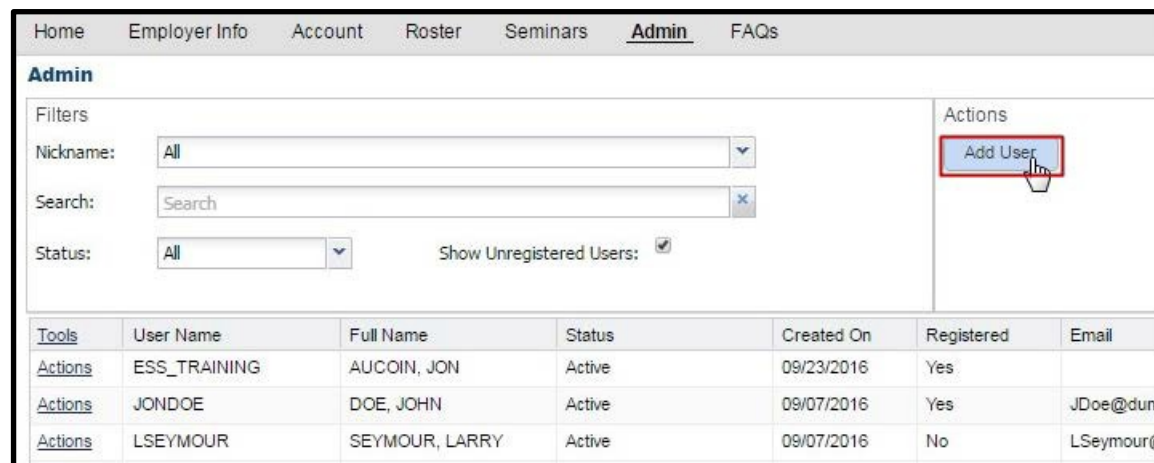
The purpose of this function is for the AASIS Employer Administrator to begin the registration process for new COMPASS ESS users.

From the **Home** screen, click on the **Admin** tab to get to the Administrator screen.

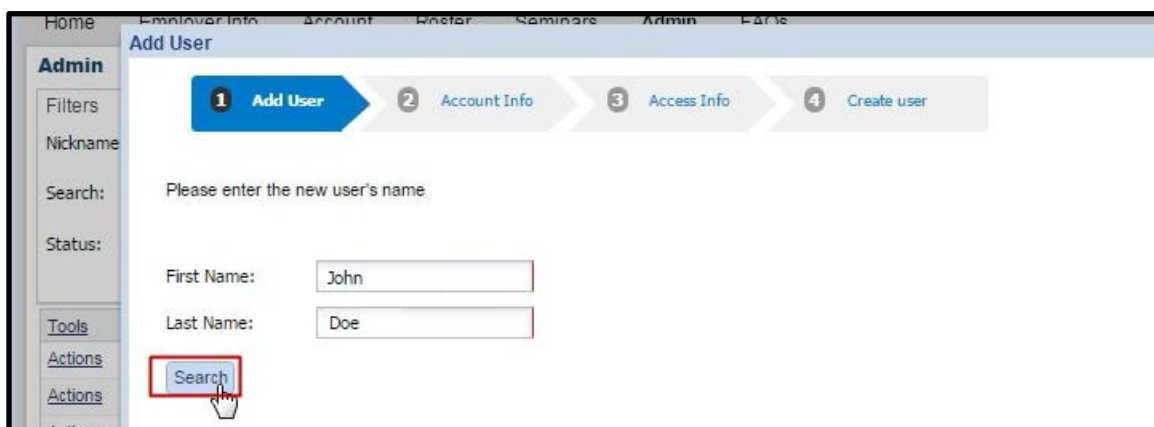


Step 1: User Search

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 Info 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 **AASIS Employer User**:

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.

Actions	ESS_TRAINING	AUCOIN, JON	Active	09/23/2016	Yes	
Actions	JDOE2016	DOE, JOHN C.	Active	10/07/2016	No	joninark@g
Actions	JONDOE	DOE, JOHN	Active	09/07/2016	Yes	JDoe@dum
Actions	LSEYMOUR	SEYMOUR, L	Active	09/07/2016	No	LSeymour@
Actions	MHUGHES	HUGHES, M	Active	09/07/2016	No	mhughes@
Actions	MRHUGHES	HUGHES, M	Active	09/07/2016	No	mhughes@
Actions	TEPIPPINS	PIPPINS, TONYE	Active	02/05/2016	Yes	

Message
An email was sent to the user to complete the registration process.
OK

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



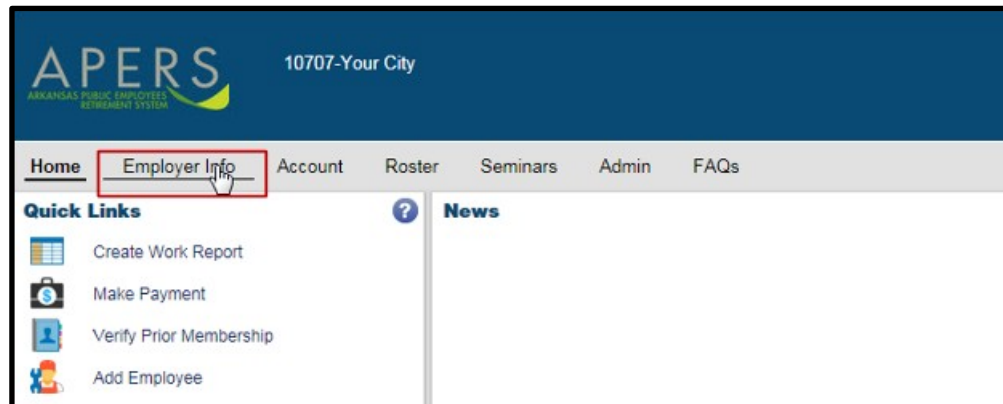
Employer administrators can confirm that the new user has completed the process on the **Create User** screen. It will contain a list of users with a notation in the **Registered** column indicating whether they have completed COMPASS ESS registration.

Home	Employer Info	Account	Roster	Seminars	Admin	FAQs
Admin						
Filters				Actions		
Nickname:	All			Add User		
Search:	Search					
Status:	All	Show Unregistered Users: <input checked="" type="checkbox"/>				
Tools	User Name	Full Name	Status	Created On	Registered	Email
Actions	ESS_TRAINING	AUCOIN, JON	Active	09/23/2016	Yes	
Actions	JDOE2016	DOE, JOHN C.	Active	10/07/2016	No	joninark@g
Actions	JONDOE	DOE, JOHN	Active	09/07/2016	Yes	JDoe@dum
Actions	LSEYMOUR	SEYMOUR, LARRY	Active	09/07/2016	No	LSeymour@

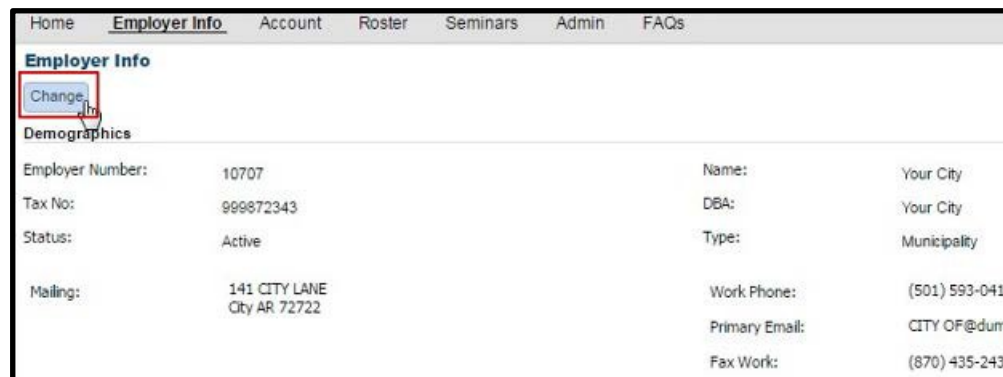
Maintaining Employer Address

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.

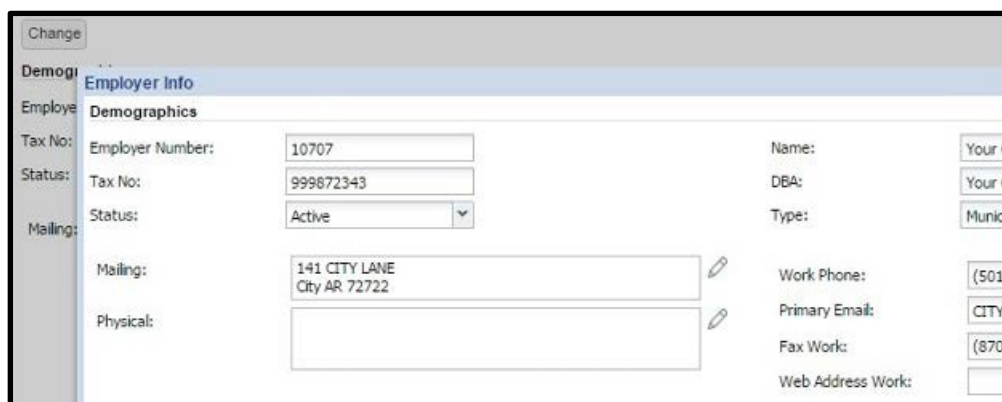
From the COMPASS ESS Home screen (or any screen in COMPASS ESS), click on the **Employer Info** tab to open the Employer Information **box**.



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.

The screenshot shows the 'Employer Info' window with the 'Demographics' tab selected. The 'Mailing' section contains a text box with the address '141 CITY LANE City AR 72722'. A red box highlights this text box. To the right of the text box is a small pencil icon. At the bottom right of the window, the 'Save' button is highlighted with a red box. Other fields visible include 'Employer Number: 10707', 'Tax No: 999872343', 'Status: Active', 'Name:', 'DBA:', 'Type:', 'Work Phone:', 'Primary Email:', 'Fax Work:', and 'Web Address Work:'.

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

This screenshot shows the same 'Employer Info' window, but with a drop-down menu open next to the mailing address field. The menu contains the following options: 'Edit Address' (highlighted with a red box), 'Invalidate Address', 'Print Address Label', 'Fax Work:', and 'Web Address Work:'. The background form shows the same data as the previous screenshot.

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.

The screenshot shows the 'Edit Mailing Address' wizard window. It has a title bar with 'Edit Mailing Address' and a close button. Below the title bar are buttons for 'OK', 'Close', and 'Copy'. The main area contains the following fields: 'Inserted By: srussell on 11/15/2016', 'Country: US' (dropdown), 'Zip: 72722', 'Address 1: 141 CITY LANE', 'Address 2: ' (empty), 'City: CITY', 'State: ARKANSAS' (dropdown), and 'Effective Date: 02/13/2017'. On the left side of the window, there is a sidebar with a list of reporting groups, including '10707', '999999999', 'Active', and '141 CITY LANE CITY AR 72722'.

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

Demographi **Confirm address change propagation**

Employer N

Tax No: If you would also like to make the same address change to any of the records below, please check ea
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.

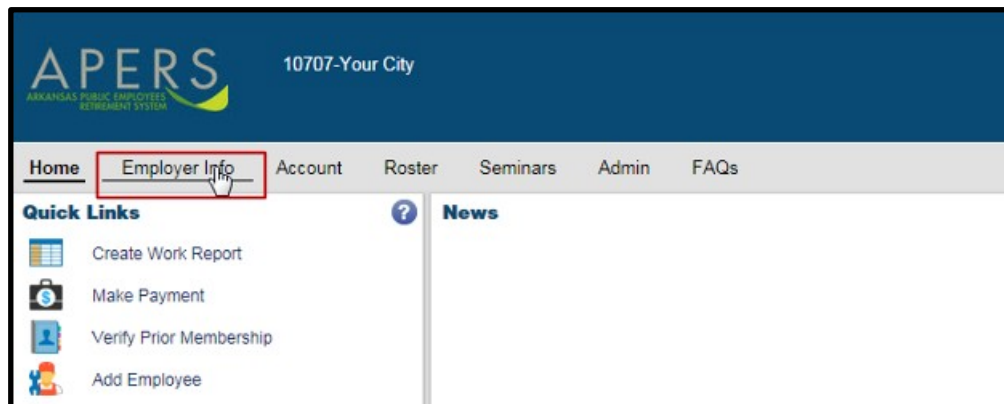
After you have confirmed the changes, the wizard will return you to the **Employer Info** screen where you can see that the address has been updated.

Reporting Group			
Tools	Nickname	Reporting Group Number	Balance
Details	CITY OF DECATUR	10707-1	\$0.00

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.



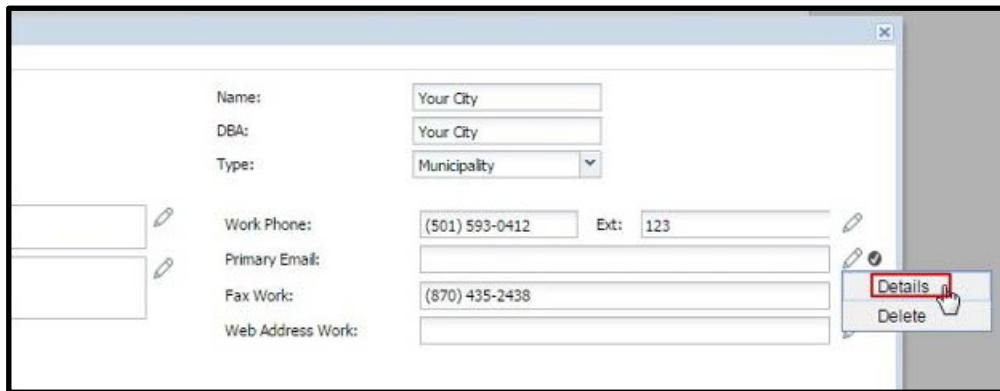
Demographics	
Employer Number:	10707
Tax No:	999872343
Status:	Active
Mailing:	141 CITY LANE City AR 72722
Name:	Your City
DBA:	Your City
Type:	Municipality
Work Phone:	(501) 593-0412
Primary Email:	CITY OF@dumr
Fax Work:	(870) 435-2438

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.



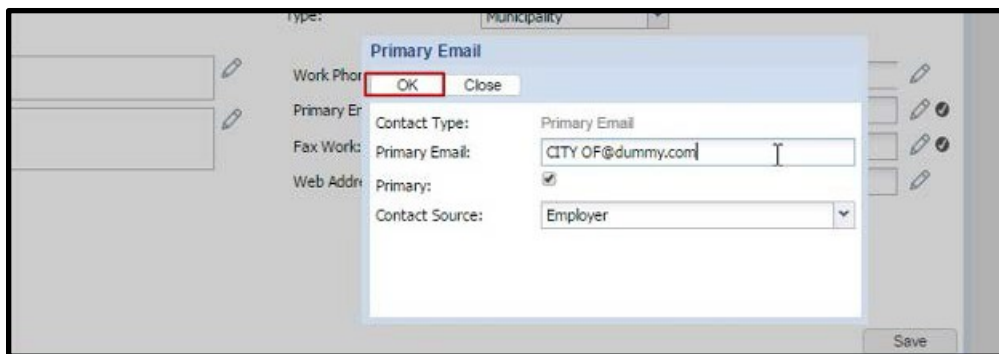
Name:	Your City	
DBA:	Your City	
Type:	Municipality	
Work Phone:	(501) 593-0412	Ext: 123
Primary Email:	Your.City@arkansas.gov	
Fax Work:	(870) 435-2438	
Web Address Work:		

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



A screenshot of a web form for editing employer information. The form includes fields for Name, DBA, Type (a dropdown menu), Work Phone, Primary Email, Fax Work, and Web Address Work. To the right of the form, there is a 'Details' button and a 'Delete' button. A red box highlights the 'Details' button, and a mouse cursor is pointing at it.

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 screen. It contains fields for Contact Type (Primary Email), Primary Email (CITY OF@dummy.com), Primary (checked), and Contact Source (Employer). There are 'OK' and 'Close' buttons at the top. A red box highlights the 'OK' button, and a mouse cursor is pointing at it. A 'Save' button is visible at the bottom right of the main form area.

Click on the **Save** button.



A screenshot of the employer profile form after editing. The fields are filled with: Name: CITY OF DECATUR, DBA: CITY OF DECATUR, Type: Municipality, Primary Phone: (870) 565-5177, Secondary Phone: (blank), Primary Email: CITYOF@dummy2.com, Fax Work: (870) 793-8831, and Web Address Work: (blank). A red box highlights the 'Save' button at the bottom right, and a mouse cursor is pointing at it.

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:	1310 CLIFTON APT E2 DECATUR AR 72722	Primary Phone:
Physical:	15612 VALLEY RD Decatur AR 72754	Primary Email:
		Fax Work:

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

Employer Info		
Change	Please verify and click 'Confirm' to permanently save the changes.	
Demographics	Employer Info	
Employer No:	10707	
Tax No:	999872343	
Status:	Active	
Mailing:	141 CITY LANE City AR 72722	
	Work Phone:	
	Primary Email:	
	Fax Work:	
Reporting	Cancel	Back Confirm
Tools		

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

Name:	CITY OF DECATUR
DBA:	CITY OF DECATUR
Type:	Municipality
Primary Phone:	(870) 565-5177 ✓
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"> • Employer (ER) contributions, which are paid to APERS by the employer • Employee (EE) contributions, which are deducted from the member's pay by the employer and paid to APERS
Demographics	Demographics are the basic identification data that is stored for employers and members. Examples of demographic data would be name, address, and 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.
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"> • Regular • Civilian Firefighter • State Capitol Police • Wildlife Officer
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), disability retirees, 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 Nickname field is used to list the reporting groups.
Paycheck Date	This is the effective date of the employee's pay. Normally, this date is the Friday following the end of the pay period.
Payroll Processing Date	This is the date that payroll is processed. Normally, this date is scheduled for the Monday following the end of the pay period.
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.

COMPASS ESS Term	Definition
Service	Work, usually stated 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.