



West Virginia Consolidated Public Retirement Board  
(WVCPRB)

**COMPASS Project**

**4b.04 Employer Self Service**

**Download CPRB ID File Format Document**

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**Introduction / Overview**

**Downloading for CPRB ID**

The Download CPRB ID Module from Employer Self Service (ESS) allows employers to view and download the CPRB IDs of their employees. Initially the CPRB ID field will not be required in the COMPASS file layout when enrolling an employee for the first time. However in the future CPRB could require CPRB ID as part of all recurring contribution detail submissions. In order for the employers to receive this data (to report their employees correctly), the employer will use this module to receive the CPRB ID data from CPRB.

**Please Note:** Information included in the CPRB ID download file is sensitive and not for distribution to outside entities.

**Purpose & Scope**

The ESS – Download CPRB ID module will allow for:

- Query and View a list of CPRB IDs: This option will allow employers to view a list of the CPRB ID(s) based on the SSN criteria entered.
- Create and Download a file of CPRB IDs: Based on the result set of the query, the employer may create and download a file of the CPRB ID(s).

**Please Note:** It is the employer’s responsibility to obtain the CPRB IDs of new employees and report those CPRB IDs accurately on each Employer Contribution Report. WVCPRB suggests the following for downloading the CPRB ID and processing it into the employer’s system:

- Just prior to the submission of the Employer Contribution Report, log into ESS and use the CPRB ID module to produce a list of the new CPRB IDs (for the new hires). By waiting until just prior to submitting the current Employer Contribution Report, the employer will be retrieving the most up to date list of CPRB IDs.

For example: Employer 80001 submits their 09/09/2015 Employer Contribution Report (ENCO) containing the following new records or enroll new employees through Enrollment Only option on 09/09/2015 as Submission Date:

SSN	First Name	Middle Name	Last Name	Suffix	Report Date / Submission Date	Pay Period End Date (Not Required if Enrollment Only File)	CPRB ID
000-00-0001	JOHN		SMITH		09/09/2012	09/01/2012	
000-00-0002	JANE		SMITH		09/09/2012	09/01/2012	

- One day before employer 80001 submits their next Employer Contribution Report, the employer logs into ESS – Download CPRB ID, and retrieves the CPRB IDs of the new hires:

CPRB ID Query Results							
Record Type	Employer Code	SSN	CPRB ID	Middle Name	Last Name	Suffix Code	Contribution Group Category
D	0001	XXX-XX-0001	00000001		SMITH		Contribution Group Code
K	0001	XXX-XX-0002	00000002		SMITH		Contribution Group Code

- Based on the data retrieved, employer 80001 would report those CPRB IDs on the next Employer Report.

**Please Note:** Employers who use the ESS – Enter Online module to ‘key’ their contribution data are not required to use this module because the CPRB ID will automatically be populated for the member on the subsequent Employer Contribution Report. Users will access the CPRB ID Download file via the CPRB ID Download link on the ESS website. Below are the screens that will be seen in the CPRB ID Download module:

Employers that choose to download by SSN can build a list of SSNs to retrieve.

**COMPASS** Employer Self Service Log Out  
Marilyn Doe  
Clinch Powell Ed Coop  
Last Login: Fri, Jan 23 2015 9:46 AM UserGuide

Employer Home Report Services Account Admin Logout

**Download CPRB ID:** -- Available Forms -- Open

Please select search criteria and click **Show** to display **CPRB ID** information on screen. To download this information, please select the appropriate employees and click **Add to List**. When finished adding employees click the **Download Employees (X)** link to navigate to the download screen.

Search By:   
Employment Begin Date: From:  To:   
Show

Items Per Page:

[Select All](#) | [Select None](#)

[Download Employees \(X\) >](#)

Employees	Contribution Group	Downloaded
<input checked="" type="checkbox"/> <b>1161293</b> Doe1161293, Gladys D XXX-XX-1293	DSRS-CONT	
<input checked="" type="checkbox"/> <b>1243768</b> Doe1243768, Leshia XXX-XX-3768	DSRS-CONT	
<input checked="" type="checkbox"/> <b>1323189</b> Doe1323189, Kandra D XXX-XX-3189	DSRS-CONT	
<input checked="" type="checkbox"/> <b>1780947</b> Doe1780947, Brittany L XXX-XX-0947	DSRS-CONT	
<input checked="" type="checkbox"/> <b>1791038</b> Doe1791038, Heather XXX-XX-1038	DSRS-CONT	

Add to List

[Download Employees \(X\) >](#)

The following pages contain technical format and data requirements on:

- Overall rules relating to the file format
- The fixed length file format
  - The Header Record Format
  - The Detail Record Format
  - The Trailer Record Format

1 Download CPRB ID File Format

1.1 General

Overall Rules Relating to the File Format:

1. CPRB ID records will be written sequentially in the following order: Header Record, then the Detail Record(s) followed by the Trailer Record.
2. The detail records on the file will be created based on the result set of the query (from ESS – Download CPRB ID).

Report Header Record
Detail Transaction Record
Detail Transaction Record
Detail Transaction Record
...

If you have any questions regarding this document, please email [CPRB@wv.gov](mailto:CPRB@wv.gov).

2 File Format

Following are some rules relating to the file format.

- Numeric fields such as the CPRB ID must be zero filled, right justified. For example, if the CPRB ID is '123' then '000000123' would appear in the CPRB ID field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. will be left justified, and right filled with spaces.

2.1 Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. This record will identify the employer and creation date of the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record.	Alphanumeric H = header record	<ul style="list-style-type: none"> <li>• This field must contain a value of H since this is a header record.</li> </ul>
Employer Code	Required	002	009	8	A unique number identifying the employer.	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>• A unique alphanumeric number assigned by WVCPRB that identifies the employer.</li> </ul>
File Name	Required	010	026	17	Name of File.	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>• File name should adhere to EmployerCode_GenerationDate standard. For example, a file generated on 6/25/2015 by Employer 80001 would have a file name of 80001_06252015 in the header</li> <li>• Note: The downloaded file will be named as 80001_06252015.txt</li> </ul>
Creation Date	Required	027	034	8	Date the file was created (downloaded).	Date, Left justified, 'YYYYMMDD'	<ul style="list-style-type: none"> <li>• The format of the field will be 'YYYYMMDD'</li> </ul>



2.2 Detail Record Format (Fixed Length)

The table below contains the record format of the detail records on the Download CPRB ID file. These detail records follow the header record in the file layout.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record.	Alphanumeric <b>D</b> = Detail Record	<ul style="list-style-type: none"> <li>This field must contain a value of D since this is a detail record.</li> </ul>
Employer Code	Required	002	009	8	A unique number identifying the employer.	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>A unique alphanumeric number assigned by WVCPRB that identifies the employer.</li> </ul>
SSN	Required	010	020	11	SSN of the employee.	Numeric, Right justified, '-' not included	<ul style="list-style-type: none"> <li>Should display employee SSN number in masked format-xxx-xx-1234.</li> </ul>
CPRB ID	Required	021	029	9	CPRB ID of the Employee.	Numeric, Right justified, Left filled with zeros	<ul style="list-style-type: none"> <li>Refers to the unique identifier of the employee in the COMPASS system.</li> </ul>
Middle Name	Optional	030	079	50	Middle name of employee.	Alphanumeric, Left justified, Right filled with spaces	<ul style="list-style-type: none"> <li>Must reflect the employee's legal middle name as maintained on the employee's employment record.</li> </ul>
Last Name	Required	080	129	50	Last name of the employee.	Alphanumeric, Left justified, Right filled with spaces	<ul style="list-style-type: none"> <li>Must reflect the employee's legal last name as maintained on the employee's employment record.</li> </ul>
Suffix Code	Optional	130	139	10	Suffix of the employee.	Alphanumeric, Left justified, Right filled with spaces  II = The Second III = The Third IV =The Fourth	<ul style="list-style-type: none"> <li>Should reflect the employee's legal suffix as maintained on the employee's employment record.</li> </ul>

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Contribution Group Category	Optional	140	149	10	Type of contribution group in which the employee participates.	Alphanumeric, Left justified, Right filled with spaces	<ul style="list-style-type: none"> <li>Contribution Group should display the Contribution Group Code in which the employee is participating.</li> </ul>

**2.3 Trailer Record Format (Fixed Length)**

The following table contains the record format for a Trailer Record. The Trailer Record follows the Detail records in the file. The trailer record will provide a means for an employer to verify the accuracy and integrity of the detail transactions in the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric F = Footer Record	<ul style="list-style-type: none"> <li>This field must contain a value of F since this is a footer record.</li> </ul>
Employer Code	Required	002	009	8	A unique system number identifying the employer. This may also be known as Department Code in some agencies	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>A unique alphanumeric system number assigned by WVCPRB that identifies the employer. This code is a maximum of five characters long</li> </ul>
Record Count	Required	010	019	10	Total number of detail records on the file	Numeric, Right justified, left filled with zeros	<ul style="list-style-type: none"> <li>This field represents the total record count in the file.</li> </ul>

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### **Appendices**

The Appendices section lists the requirements referenced in this document, in addition to any supporting requirements and specifications from other use case designs.

### **Supporting Requirements and Specifications**

The Supporting Requirements and Specifications section links to other use case designs that are related to this design chapter. This is used to identify integration points across use cases.