myETF Employer Payroll File Resource

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myETF PAYROLL FILE IMPORT

Introduction

The Department of Employee Trust Funds is developing a new, web-based benefits administration system, referred to as myETF. myETF will modernize and improve our information technology system capabilities and support more efficient business processes for members and employers. We are designing myETF specifically to meet the needs of ETF and its stakeholders. The new system is a fully integrated solution, allowing for advanced automation, user empowerment, straight through processing and excellence in customer service.

ETF has assembled an Employers Advisory Council with representatives from state and local employers, as well as representatives from small and large employers. This group began meeting in October of 2014 and will be consulted throughout the development of myETF to offer feedback from the employer perspective. Members of this group will also participate in testing myETF.

When the system goes live:

- Employers will no longer report annually to ETF. Employers will begin reporting based upon their current payroll reporting cycles (e.g. weekly, bi-weekly, semi-monthly, and monthly).
- Employer reporting (enrollments, earnings and contributions, benefit deductions, demographics, etc.) in the new system is based on an employer's payroll reporting cycle and will occur at least monthly.
- All employers will report data for all employees receiving payment for services rendered and being evaluated for WRS and/or insurance eligibility. This includes WRS eligible, WRS ineligible and insurance-only employees.
- Under the new system, employer reporting will change significantly. It is each employer's responsibility to decide whether to report via file versus direct entry into myETF and, if file reporting is chosen, to share changes of the file format with the employer's IT staff or payroll solution vendor(s) to validate that the Payroll File import meets the format specification. The requirements of the Payroll File import specification is included in this document. We will communicate specific rollout timelines and details when they are finalized.

Who Needs to Submit Payroll Files

Once myETF Employer Online Services goes live, all employers will report payroll information in myETF. This includes data for WRS eligible, WRS ineligible and insurance-only employees. This document provides employers with both an understanding of how myETF Employer Online Services will receive, validate and process Payroll File information, as well as the payroll import file specification for those who are importing a file vs. manually entering payroll information.

Why is ETF expanding the amount of information collected from employers, including on employees not yet eligible for the WRS?

The primary reason for expanding the amount of information collected is to assist employers in making eligibility determinations for Wisconsin Retirement System benefits and ETF-administered benefits (life, health, vision, childcare, parking, etc.) and to flag potential discrepancies earlier in the career of an employee. There are other reasons why additional reporting is beneficial:

- While employers are ultimately responsible for determining WRS eligibility, increased reporting on employees enrolled in categories that are evaluated for eligibility will allow ETF and the employer to create the account quickly and efficiently, potentially eliminating interest assessments on the employer for late reporting.
- ETF does not review for earnings spikes until the member applies for a benefit, at which point employers are often asked to provide supporting evidence for earnings reported several years ago. If ETF knows what constitutes earnings up front, the painstaking process of backtracking to ensure accurate benefit calculations is eliminated for the member, employer and ETF.
- Employees are continuously evaluated for WRS participation as they continue to work. State statute provides opportunities to later become eligible for participation if:
- Work expectations change
- At the employee's one-year anniversary
- Over a rolling 12-month period
- Including information about ineligible employees in the file that the employer sends to ETF will help automate the look back process for employers. Currently, the eligibility process is a manual and labor intensive process for employers, especially large employers.
- Should WRS eligibility requirements change in the future due to new legislation, ETF will need this information to provide a thorough analysis of the impact of these changes on participants, employees and the funding of future WRS benefits.

For these reasons, it is necessary that employees enrolled in categories evaluated for WRS eligibility who have not yet met eligibility requirements be reported on the Payroll File as ineligible. For a complete list of myETF Job Category Codes see Appendix 6, Table 6 of the myETF Employer Payroll File Resource.

NOTE: There are employees who will never be evaluated for WRS eligibility and, therefore, will never meet WRS eligibility requirements. These individuals are

a) not statutorily mandated to be covered under the WRS,

b) were not included in the employer's *Resolution of Inclusion Under the WRS* (ET-1319),

c) were specifically excluded from participation in the WRS or,

d) given the opportunity to participate in the WRS but waived participation.

Employers should not report employees who will never be evaluated for WRS eligibility as identified above. This circumstances only affect approximately 40 employers. If you are unsure whether your employees fall into this category, please confirm with your ETF case manager.

Employees who do not fall under the above criteria need to be reported on the payroll file. These include graduate assistants, Insurance-Only employers/employees, LTE, seasonal employees, poll workers and anyone else eligible for any ETF-administered benefits (including life, health, vision, childcare, parking, etc.).

How will Employers Submit This Information

The new Payroll File import will replace the current Annual Report (Appendix A of the Wisconsin Retirement System Administration Manual) and will require all employers to modify the files they share with ETF. Payroll reporting will change significantly and will require employers to work with their payroll vendors or in-house staff to create the new file format to the required specification.

Employers will choose one of three options for reporting payroll information in myETF Employer Online Services:

- Payroll File Import in Comma Separated Value (CSV) format
- Payroll File Import in Extensible Markup Language (XML) format
- Manually entering the detailed payroll information

Note: All employers will have the ability to import Payroll Files; however, smaller employers may choose not to use the Payroll File for work report creation. Instead, they may generate work reports and adjustment work reports manually through direct entry of these reports into myETF Employer Online Services. To facilitate manual entry, myETF Employer Online Services will pre-populate the work report with all members and data from the previously released report. Employers planning to manually enter Payroll File information will still need to understand the field values in myETF.

This document contains the file format for CSV only. If you wish to submit data through an XML file, you will need an XML schema, which we will post on the myETF-Employers web pages at http://etf.wi.gov/employers/myetf-employers.htm when available. Processing and validating Payroll Files is the same for both file types. The details and validations are included in this document.

There are several key areas this document will cover:

- Business Overview: This section provides an overview of the Payroll File import process.
- Payroll File Import: This section provides employers with the sequence, field level details and requirements needed to create the Payroll File import.
- Payroll File Validations: This section defines the validations built into myETF that will check the accuracy of the data employers import into the system.
- Appendices:
  - Appendix 1 – Payroll File Terminology: Provides definitions for the key terms used in this document.
  - Appendix 2 – Record Types: Provides an explanation of the different Record Types that may appear in one file. These Record Types drive processing rules when the file is processed into a work report or an adjustment work report.
  - Appendix 3 – Payroll File Import Process: Provides more detail regarding the three-step process employers will follow when importing the Payroll File.
  - Appendix 4 – Report Generation Type: Provides additional detail relating to the report generation field included in the Payroll File layout. Report generation codes define the payroll reporting cycle reported.
  - Appendix 5 – Work Status Codes: Provides additional information relating to the work status field included in the Payroll File layout. Work statuses are used to determine whether an employee is eligible to participate in WRS.
  - Appendix 6 – Job Category Codes: Provides additional information relating to the job category codes included in the Payroll File layout.
  - Appendix 7 – Country Codes: Provides a complete listing of all the country codes available for inclusion on the Payroll File import.
  - Appendix 8 – State Codes: Provides a complete listing of all the state codes available for inclusion on the Payroll File import.
  - Appendix 9 – Work Report and Adjustments Validations: Provides listings of all work report and work report adjustment validations.
  - Appendix 10 – Employee Status Changes: Provides examples of the effect of certain employee status changes on the related date fields.

myETF PAYROLL PROCESSING OVERVIEW

Business Overview

Employers will submit Payroll Files electronically on a regular basis, based upon payroll cycle (e.g. weekly, biweekly, semi-monthly and monthly), to send data regarding employee wages, contributions, new member enrollment, employment updates, benefit deductions, sick leave and demographic updates to ETF. myETF Employer Online Services accepts Payroll Files formatted in either a CSV or XML layout. All employers must comply with the respective file layout to successfully submit files to ETF.

On an ongoing basis, the Payroll File import process consists of three steps, all of them performed by the employer. See Appendix 3 – Payroll File Import Process for additional explanation of the import process.

- Upload: The first step in the import process is to upload the Payroll File into myETF. This upload process is initiated by the employer one of two ways:
  - → Via Secure File Transfer Protocol (SFTP) either by automating the transfer as part of the file creation process (preferred method) or manually logging into the SFTP web interface and uploading there.
  - → From myETF Employer Online Services. ETF Employer Services case managers will have access to myETF Employer Online Services to assist employers with the file upload process, if needed.
- Validate: When the employer user initiates the validation of a Payroll File import, each member record (row) on the file is evaluated individually and assigned a status, depending on the success or failure of the validation. The aggregate of all the records' statuses drives the status of the overall Payroll File import. When all individual records pass validation (no errors), the Payroll File can proceed to the processing step. Records transmitted in error can be removed from the file and sent separately. For information on the specific validations, refer to Payroll File Validations.
- Process: After the Payroll File has passed data validations, it is ready to be processed into work report(s) in the employer account.

There are two types of work reports: regular and adjustment. A regular work report contains the individual employee data being submitted to ETF during a regular payroll cycle. An adjustment work report is submitted on an as-needed basis, containing adjustments to regular work reports that have already been submitted. Both regular work reports and adjustment work reports have the same Payroll File field layout and strict validation criteria to validate the accuracy of the data being submitted to ETF. See Appendix 2 – Record Types to learn more about regular and adjustment work reports.

Please note: ETF prefers and accepts data in mixed case.

It is the employer's responsibility to maintain and submit accurate information to ETF. Employers are the closest source of employee-related information.

Payroll File Life Cycle

Figure 1 illustrates the Payroll File life cycle starting with the Payroll File import and ending with the file submission to ETF for additional processing.

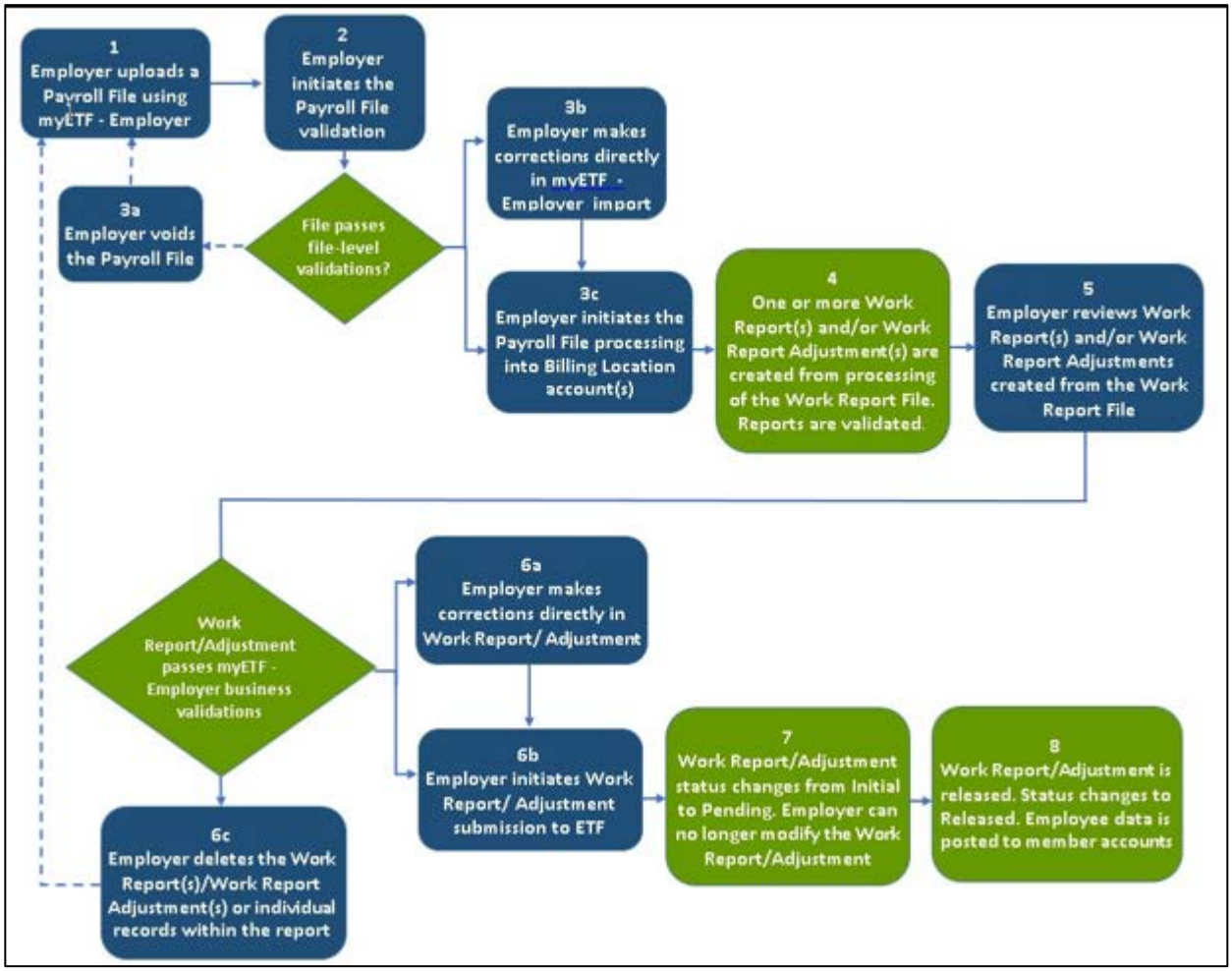


Figure 1 Business Overview Diagram

1) The file is uploaded via SFTP or myETF Employer Online Services (Box 1 in Figure 1)
2) The system validates the file to verify that it adheres to the defined formats (no duplicate records, formatting errors, invalid values, etc.), as well as the required data (Box 2 in Figure 1)
3) Before the file can be processed, the employer must take the following steps:
   - → If the employer determines they need to upload a new file, they can void the Payroll File and re-upload the file once the corrections are made (Box 3a in Figure 1).

- → Employer user reviews the file for errors and exceptions. Errors must be resolved before proceeding to the next step. Employers can correct errors directly in the Payroll File details in myETF Employer Online Services. Exceptions are created by an exception-type validation and prompt the user to review the condition but do not prevent the data from proceeding to the next step (Box 3b in Figure 1).
- → After passing all file-level errors, the file is processed into one or more work reports and/or work report adjustments. For example, a separate work report is created for each reporting cycle included in the import file (Box 3c in Figure 1).

The next set of steps reviews what happens to the imported payroll information in myETF. This will give you an overview of the process once the Payroll File is successfully uploaded, validated and processed.

The following five steps start with the creation of the work reports.

4) Once the payroll import file has been successfully processed (after Steps 3b and 3c in Figure 1), myETF will create one or more work reports and/or work report adjustments based on the data included on the import file. For example, a separate work report is created for each reporting cycle included in the import file (Box 4 in Figure 1).

5) The employer reviews the work reports created from the file (Box 5 in Figure 1).

Note: For employers manually entering the payroll information into myETF to create the work report and work report adjustments, this is the point in the process where your manual entry will occur.

1) The employer takes the following steps:

   - → Employer makes corrections based on the results of the validation. When a work report is created, it is validated to verify that the data submitted is valid and meets ETF's business rules. These validations verify that numerical data (hours and earnings) are within the defined thresholds or bounds, conditionally required fields are populated, and values that are conditionally not reportable are blank (Box 6a in Figure 1). See Appendix 8 – Work Report and Adjustments Validations for a list of all work report validations.
   - → Once each work report and the work report adjustments are generated from the Payroll File (or manually by smaller employers) and are successfully validated they are submitted to ETF (Box 6b in Figure 1).
   - → Alternatively, the user may delete the records in error from the work report details and process another Payroll File containing only the corrected (previously deleted) records (Box 6c in Figure 1).

2) After the work report is submitted to ETF, the status changes to pending, and the employer user can no longer make changes to the report (Box 7 in Figure 1).

3) Before deductions are posted to member's accounts, the data is checked by ETF for errors or missing information. It is the employer's responsibility to submit complete, accurate, punctual and balanced reports. ETF Employer Case Managers are available to assist payroll administrators. ETF releases the work report, the status changes to Released and the data is posted to each of the member accounts (Box 8 in Figure 1).

See Appendix 3 – Payroll File Import Process for an additional explanation of the Payroll File import process.

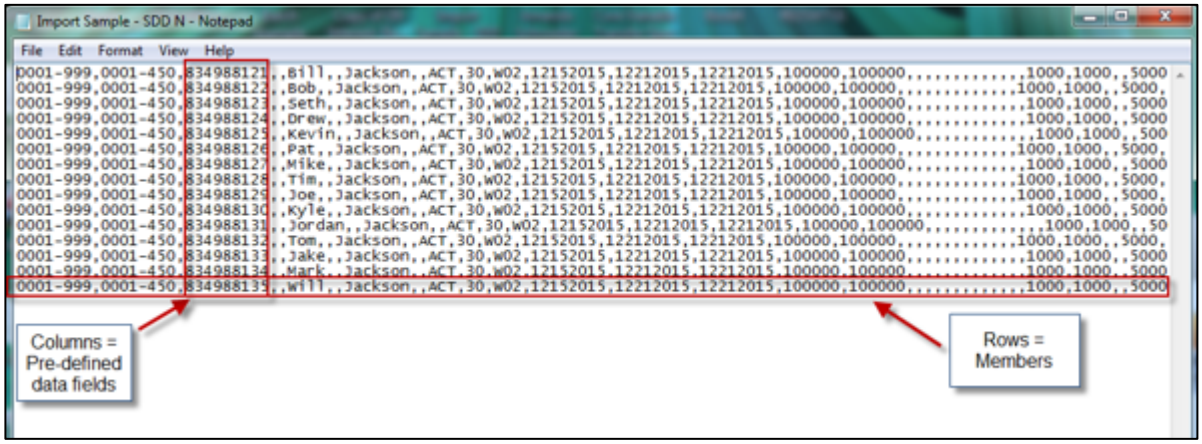
The remainder of this document will focus on the Payroll File import specification and validations related to the file processing.

Payroll File Import

The Payroll File import is the primary means for employers to electronically submit the employee contributions, earnings, hours and additional employee data to ETF. The file layout detailed in this section captures the data that employers submit to ETF on a recurring basis. The frequency of the data submission from an employer depends on the individual employer's reporting cycle (e.g. weekly, bi-weekly, monthly, etc.).

Note: The Payroll File and contributions processing are part of this phase of the myETF implementation. There is another phase planned that might affect the file layout in the future. We will notify you if there are any changes to the specification. It is each employer's responsibility to share changes to the file format with their payroll vendors to validate that the file meets the format specification. If there are any questions regarding updating the file format, please contact ETF's Employer Communication Center at 1-877-533-5020.

Payroll Files imported into myETF Employer Online Services must be in a variable field length Comma Separated Values (CSV) or Extensible Markup Language (XML) format. Each row in the file represents an employee detail record; and each column (comma separated position) represents a given field (such as hours, earnings, etc.), as shown in Figure 2. *All employees receiving earnings for personal services rendered must be reported.*


Import Sample - SDD N - Notepad
File Edit Format View Help
0001-999,0001-450,834988121,,Bill,,Jackson,,ACT,30,W02,12152015,12212015,12212015,100000,100000,,,

job category and billing location, but those positions are reported in two different payroll cycles, then all of the payroll data would be reported in separate rows.

Note: See Appendix 1 – Payroll File Terminology for definitions of key terms used in this document.

As noted in the "Required" column of Table 1, items can be:

- Always required
- Required when available
- Required when applicable
- Optional

Fields marked with a "Y" are **always required** and must be provided on each record submitted via this Payroll File. For example, the employer's ETF ID, the period start and end dates, and the employee's last name are required on each and every record.

Fields marked with a "W" are conditionally required and must be provided on each record **when this information is available** to the employer. Employers are not required to seek out and obtain this data, if it is not otherwise available to them, for the sole purpose of reporting it on the Payroll File. For example, the employee's phone number or email are required on each and every record when this information is available to the employer. If the information is not available to the employer, such as when the employee does not have a phone number or chooses not to provide it to the employer, the field can be left blank on the Payroll File.

Fields marked with an "A" are conditionally required and must be provided on each record **when applicable** due to certain circumstances. When those circumstances arise, employers are required to obtain and report this data, even if the data is not currently available to the employer. There are two types of "when applicable" fields:

1) "Either/or" fields - Some fields are paired together because one of the fields (but not both) must be provided on each record submitted via this Payroll File. However, which of the two fields is appropriate depends on the individual employee.

   For example, employee SSN and ITIN are a paired set of "either/or" fields. The employer must provide either the employee's SSN or the ITIN, whichever is appropriate, but not both. Validations will run against the file to ensure that one (and only one) of these values is provided for each employee submitted via this Payroll File.

2) All other "when applicable" fields are required for each record submitted via this Payroll File when those fields apply to that employee. If the field does not apply to the employee, then no data needs to be submitted on the Payroll File record. Following are some examples:

   → Address (Addr Line 1, City, State, Zip, and Country): these fields are required for all new employees and when an address change occurs for an existing employee. However, this field should not be populated when no address change has occurred for an existing employee. Validations will run against the file to ensure that this value is provided whenever a new employee is hired and that it is not provided when the reported address is the same as what had been previously reported.

- Overtime Pay: this value is required if the employee was paid overtime wages in the period reported via this Payroll File. However, if no overtime was paid during the period being reported on this Payroll File, then no data needs to be submitted.
- EE Life: this field is required if the employer offers the ETF-administered life insurance program AND the employee carries this coverage. However, if the employer does not offer the ETF-administered life insurance program, or if the employer offers this program but the employee does not carry this coverage, then no data needs to be submitted for this field. Validations will run against this file to ensure that this value is provided for covered employees of an employer who offers this program.
- Adj Cont Svc Date: this field is required for all state employees (other than those employed by WEDC) whose Work Status = WRS Eligible, who are not LTEs, and whose Job Category is not “Craftworker (non-management).” If an employee does not meet all of these criteria, then no data needs to be submitted for this field.

Fields marked with an “O” are **optional** and can be provided, at the employer’s discretion, for records on this Payroll File. If the employer chooses not to provide the information for an optional field, that field can be left blank.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
1	Record Type	Record Type of the record being reported. The Record Type determines which processing rules will be used when the record is processed into a work report or an adjustment work report. For more information, see Appendix 2 – Record Types.	Y	Valid Values: ▪ N: File detail record is a 'Normal' (non-adjustment) record being submitted as part of the regular employer reporting cycle. ▪ A = File detail record is an 'Adjustment' record being submitted for any **one** prior reporting period. ▪ M = Used for the lump sum retro military service adjustments. ▪ S = Used for any regular spread adjustments except for military (e.g. summer teacher pay lump sums or any other adjustments covering multiple pay periods).

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
2	Employer (ER) ETF ID	ETF ID of the employer. Employer ETF ID is the employer's existing eight character employer ID with the following exception: ▪ State 'employers' reporting under a central billing location are now referred to as a '(state) billing location.' The central billing location will be the Employer ETF ID and your current Employer ETF ID will become the Billing Location ID. For example, if your Employer ETF ID is 11111111 and the 'Central Location' has an ETF Employer ID of 22222222, you would enter 22222222 as your ETF Employer ID and 11111111 as the Billing Location ID.	Y	99999999
3	Billing Loc ID	An employer/reporting agency can report on behalf of one or multiple billing locations. Billing locations are the entities for which employers/reporting agencies report.	Y	99999999

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		Billing Loc ID will be the same seven character code as the employer ETF ID with the following exception: ▪ State 'employers' reporting under a central billing location are now referred to as a '(state) billing location.' The central billing location will be the Employer ETF ID and your current Employer ETF ID will become the Billing Location ID. For example, if your Employer ETF ID is 11111111 and the 'Central Location' has an ETF Employer ID of 22222222, you would enter 22222222 as your ETF Employer ID and 11111111 as the Billing Location ID.		
4	Report Gen Type	Three-digit code that identifies an employee work Report Generation Type (e.g. bi-weekly). Notes: 1. Most employers will have one reporting cycle and use common	Y	Valid Values: The first character of the code is alpha and the two characters that follow are numeric. See Appendix 4 – Report Generation Type for a complete list of codes. The most commonly used codes are as follows:

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		codes (e.g. weekly, bi-weekly, monthly, etc.). 2. Employers that have multiple reporting cycles can have a Payroll File with multiple report generation types, such as bi-weekly and monthly for different job categories.		Code Report Type W00 Weekly M00 Monthly B00 Bi-Weekly S00 Semi-Monthly
5	Period Start Date	Reporting period start date. For most employers, the reporting period will mirror the pay period, so the reporting period start date would typically be the same as the pay period start date.	Y	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
6	Period End Date	Reporting period end date. For most employers, the reporting period will mirror the pay period, so the reporting period end date would typically be the same as the pay period end date.	Y	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
7	Pay Date	Date on which payment is made for the dates covered by the reporting period.	Y	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
8	SSN	Employee SSN	A Either the SSN or ITIN (Individual Taxpayer Identification Number) is required. Do not provide both.	999999999
9	ITIN	Employee ITIN (Individual Taxpayer Identification Number)	A Either the SSN or ITIN is required. Do not provide both.	999999999
10	Prefix	Employee prefix, include periods when appropriate.	W	Valid Values: ▪ Mr. ▪ Mrs. ▪ Ms. ▪ Miss ▪ Dr.
11	First Name	Employee first name	A	Text Maximum length is 50 characters.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
12	Middle Name	Employee middle name	W	Text Maximum length is 50 characters.
13	Last Name	Employee last name	Y	Text Maximum length is 50 characters.
14	Suffix	Employee suffix, include periods when appropriate.	W	Valid Values: ▪ Jr. ▪ Sr. ▪ M.D. ▪ D.O. ▪ Ph.D ▪ II ▪ III ▪ IV ▪ V
15	DOB	Employee date of birth	Y	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
16	Gender	Employee gender	Y	Valid Values: ▪ M = Male ▪ F = Female ▪ U = Unknown Use 'U' (unknown) if you do not know the employee's gender.
17	Addr Line 1	Employee Address Line 1	A <u>For new employees</u>: Address Line 1 is required. <u>For existing employees</u>: Report changes only – populate only if reported value is different than the current value on the employee's record.	Text Maximum length is 30 characters.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
18	Addr Line 2	Employee Address Line 2	A For new employees: Populate Address Line 2, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	Text Maximum length is 30 characters.
19	Addr Line 3	Employee Address Line 3	A For new employees: Populate Address Line 3, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	Text Maximum length is 30 characters.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
20	City	Employee City of residence	A For new employees: Populate City, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	Text Maximum length is 30 characters.
21	State	Employee State of residence	A Provide either State or Province, not both. For new employees: State is required, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	Two character State Codes (see Appendix 8 – State Codes)

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
22	Province	Employee Province of residence	A Provide either State or Province, not both. <u>For new employees</u>: Province is required, if applicable. <u>For existing employees</u>: Report changes only – populate only if reported value is different than the current value on the employee's record.	Valid Values: ▪ AB = Alberta ▪ BC = British Columbia ▪ MB = Manitoba ▪ NB = New Brunswick ▪ NL = Newfoundland ▪ NT = Northwest Territories ▪ NS = Nova Scotia ▪ NU = Nunavut ▪ ON = Ontario ▪ PE = Prince Edward Island ▪ QC = Quebec ▪ SK = Saskatchewan ▪ YT = Yukon Territory

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
23	Zip	Employee Zip Code	A Provide either Zip or Postal Code, not both. For new employees: Zip is required, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	999999999 If the zip is less than 9 characters, can zero fill. Example 1: 023450000 is translated into: 02345-0000 Example 2: 523450780 is translated into: 52345-0780

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
24	Postal Code	Employee Postal Code	A Provide either Zip or Postal Code, not both. For new employees: Postal Code is required, if applicable. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	Text Maximum length is 25 characters.
25	Country	Employee Country of residence	A For new employees: Country is required. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	The most commonly used codes are as follows: ▪ US = United States ▪ CA = Canada For a complete list of the valid two-character country codes, see Appendix 7 – Country Codes.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
26	Phone	Employee Phone number	W For new employees: Phone is required, if available. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	99999999999999999999 Maximum length is 20 characters. If the Phone is less than 20 characters, either zero fill or leave blank.
27	Email	Employee Email address	W For new employees: Email is required, if available. For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	abc@abc.abc

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
28	Original Hire Date	Employee Original Hire Date at the current employer. This date represents the first date of hire in any job category at the current employer and will not change if the employee subsequently moves to another job category at that same employer, unless the employee has taken a benefit (retirement or separation) in the interim. For example, an employee worked for Employer A from 3/1/2010 – 2/17/2012, for Employer B from 2/18/2012-12/15/2014 and then returned to Employer A on 8/17/2015. • If the employee did NOT take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the Original Hire Date reported when the employee returned to work at Employer A is 3/1/2010.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		• If the employee DID take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the Original Hire Date reported when the employee returned to work at Employer A is 8/17/2015.		
29	Begin Date	Begin Date of the current employment record A new employment record is created when an employee: • Is first hired at an employer, • Has a job category change, • Is assigned to a different payroll cycle, • Has a work status change, • Etc.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
30	Work Status	Employee work status. See Appendix 5 – Work Status Codes for additional information.	Y	Valid Values: ▪ ACT = WRS Eligible ▪ INA= WRS Ineligible ▪ INS = Insurance Only ▪ IRS = WRS Eligible – Over IRS Limit ▪ C40 = WRS Ineligible – Ch. 40 Term
31	WRS Coverage Eff Date	Date the employee's WRS Coverage began at the current employer. Many employers may know this as the WRS Enrollment Date. This date represents the first date of WRS coverage in any job category at the current employer and will not change if the employee subsequently moves to another job category at that same employer, unless the employee has taken a benefit (retirement or separation) in the interim. For example, an employee worked for Employer A from 3/1/2010 – 2/17/2012, for Employer B from 2/18/2012-12/15/2014 and then returned to Employer A on 8/17/2015. Presume that WRS coverage	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		began on the first day of employment at each employer. • If the employee did NOT take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the WRS Coverage Eff Date reported when the employee returned to work at Employer A is 3/1/2010. • If the employee DID take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the WRS Coverage Eff Date reported when the employee returned to work at Employer A is 8/17/2015.		

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
32	Empl Status Change	Employment Status Change. This field is used to set the employment status upon hire or to update the current employment status to reflect a change that has occurred. **Note:** For new employment records, the Employee Status Change is normally set to Active Employment (AE) or Occasional Active Employment (OE). New employment records are created when an employee: • Is first hired at an employer, • Has a job category change, • Is assigned to a different payroll cycle, • Has a work status change, • Etc. See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.	A Required for all new employment records.	Valid Values: ▪ AE = Active Employment ▪ OE = Occasional Active Employment ▪ TT = Transition Less Than 50% ▪ PW = Paid Leave – Workers Compensation ▪ PM = Paid Leave - Military ▪ PF – Paid Leave – Family and Medical Leave Act (FMLA) ▪ PU = Paid Leave – Union Service ▪ PC = Paid Leave - Miscellaneous ▪ UM = Unpaid Leave - Military ▪ UF = Unpaid Leave – Family and Medical Leave Act (FMLA) ▪ UU = Unpaid Leave – Union Service ▪ UL = Unpaid Leave - Layoff ▪ UC = Unpaid Leave - Miscellaneous ▪ TR = Termination – Resignation/Retirement ▪ TD = Termination - Dismissal ▪ TM = Termination - Misconduct ▪ TL = Termination - Layoff ▪ TN = Termination = Non-Work-Related Illness/Injury ▪ TW = Termination = Work-Related Illness/Injury ▪ TH = Termination - Death ▪ TC = Termination – Category Change

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
				▪ TS = Termination – Work Status Change ▪ TB = Termination – Reporting Cycle Change ▪ TE = Termination – Employer Merge/Split ▪ EE = Erroneous Enrollment
33	Empl Status Change Start Date	Employment Status Change Start Date. This date reflects when the Employment Status Change reported in field 32 begins for this employee. See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
34	Prev Empl Status Stop Date	Previous Employment Status Stop Date. This date reflects when the previous Employment Status Change value ended due to termination, job category change, etc. See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
35	Empl Status Change Last Pay Date	Employment Status Change Last Pay Date. This date reflects the last date for which an employee is entitled to receive pay (not the last check date) when terminating employment or beginning a leave of absence. See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.	A Required when a Leave of Absence or Termination employment status change is reported.	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
36	DOD	Employee Date of Death	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
37	Chapter 40 Term Date	Employee Chapter 40 Termination Date. This date reflects when WRS Coverage is terminated (without requiring the employee/employer relationship to end) for a member who has been: • On an unpaid layoff/leave of absence for: o Three or more years without insurance deductions, or o Five years with insurance deductions. • Approved for certain disability benefits. In such situations, the employer is required to 'terminate' the WRS coverage by providing the Chapter 40 Term Date and by updating the employee's Work Status to C40 = WRS Ineligible – Ch. 40 Term.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
38	Job Category	Employee job category	Y	Valid two character Job Category codes. For a complete list of codes, please see Appendix 6 – Job Category Codes.
39	Estimated Annual Earnings	Employee Estimated Annual Earnings. This value is used to determine life and/or ICI premiums for employees participating in ETF-administered life and ICI programs.	A Required for employees participating in ETF-administered: ▪ Life insurance; must be provided upon new hire ▪ ICI; must be provided upon: → New hire → Permanent change in FTE%	99999999999 Maximum number of characters is 11. Value cannot be negative. Leading zeroes are acceptable; if included, they are translated as follows: Example: 00000234578 is translated into: 2345.78
Fields 40-45 relate to WRS earnings, both total earnings and a breakdown into the associated WRS earnings types. See the WRS Administration Manual for further information on WRS reportable earnings, exceptions, exclusions, IRS maximums, etc.				

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
40	Total Earnings	Employee WRS Reportable earnings for the reporting period, except for: 1. Employees who have exceeded the annual WRS maximum, and 2. Employees of employers who only participate in one or more insurance programs without also participating in WRS. For these exception employees, this field contains the employee's total earnings for the reporting period, rather than just the portion (if any) that is WRS reportable. **Note:** Total Earnings must equal the sum of Fields 41 through 45.	Y	99999999999 Or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
41	Regular Wages	Employee WRS-reportable regular wages for this reporting period. This value also includes wages for such items as paid leave (e.g., compensatory time, vacation, holiday, sick leave, etc.) used during the reporting period, shift differential, and misc. allowances/stipends.	A	99999999999 Or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
42	Overtime Pay	Employee WRS-reportable overtime pay for this reporting period	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
43	Compensatory Time Payout	Employee WRS-reportable compensatory time payout for this reporting period. **Note:** Since compensatory time payouts are credited to the time period when earned rather than when paid, this field will only be used on an adjustment record type.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
44	Bonus Pay	Employee WRS-reportable bonus pay for this reporting period	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
45	Extra Curr Act Pay	Employee WRS-reportable extra-curricular activity pay for this reporting period	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78
Fields 46-51 relate to WRS contributions. All of these fields, with the exception of Field 57, reflect the value of WRS contributions deducted from an employee's paycheck. See the WRS Administration Manual for further information on employee and employer WRS contributions, rates, etc.				

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
46	EE Required Pre-Tax	Employee deduction for Employee Required Pre-Tax WRS contributions in this reporting period. This is the amount actually deducted from the employee's paycheck.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
47	EE Required Post-Tax	Employee deduction for Employee Required Post-Tax WRS contributions in this reporting period. This is the amount actually deducted from the employee's paycheck.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
48	EE Addl	Employee deduction for Employee-paid Additional WRS contributions in this reporting period. This is the amount actually deducted from the employee's paycheck. Additional contributions can also be used by employees to fund prior service purchases (forfeited service, etc.)	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
49	ER Addl	Employer-paid Additional WRS contributions for this reporting period	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
50	BAC Pre-Tax	Employee deduction for WRS Benefit Adjustment Contribution (BAC) Pre-Tax in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** BAC no longer exists so this field will only be used when reporting an adjustment for a prior period where BAC was applicable.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
51	BAC Post-Tax	Employee deduction for WRS Benefit Adjustment Contribution (BAC) Post-Tax in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** BAC no longer exists so this field will only be used when reporting an adjustment for a prior period where BAC was applicable.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78
52	Employee Site	Employee work site location. This field can be used by employers to identify an employee's specific work site location for wellness program tracking or other purposes.	A	Text Maximum length is 15 characters.
Fields 53-57 relate to WRS hours, both total hours and a breakdown into the associated WRS hours types. See the WRS Administration Manual for further information on WRS reportable hours, exceptions, exclusions, etc.				

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
53	Total Hours	Employee WRS-Reportable Hours for the reporting period, except for: 1. Employees who have exceeded the annual WRS maximum, and 2. Employees of employers who only participate in one or more insurance programs without also participating in WRS. For these exception employees, this field contains the employee's total hours for the reporting period, rather than just the portion (if any) that is WRS reportable. **Note:** Total Hours must equal the sum of Fields 54 through 57	Y	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 347800 is translated into: 34.78 Example 2: -34780 is translated into: -34.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
54	Regular Hours	Employee WRS-reportable Regular Hours for this reporting period. This value also includes hours of paid leave time (e.g., compensatory time, vacation, holiday, sick leave, etc.) used during the reporting period.	A	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 003478 is translated into: 34.78 Example 2: -03478 is translated into: -34.78
55	Overtime Hours	Employee WRS-reportable Overtime Hours for this reporting period.	A	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 007800 is translated into: 78 Example 2: -07800 is translated into: -78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
56	Compensatory Time Payout Hours	Employee WRS-reportable compensatory time payout Hours for this reporting period **Note:** Since compensatory time payouts are credited to the time period when earned rather than when paid, this field will only be used on an adjustment record type.	A	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 003478 is translated into: 34.78 Example 2: -03478 is translated into: -34.78
57	Extra Cur Act Pay Hours	Employee WRS-reportable extra-curricular activity pay hours for this reporting period	A	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 003478 is translated into: 34.78 Example 2: -03478 is translated into: -34.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
Fields 58-61 are used for employers who participate in ETF-administered health, life and ICI plans. All of these fields reflect the associated premiums deducted from an employee's paycheck. Employers that do not participate in these plans should put a comma (,) in the record to designate that there is nothing to report.				
58	EE Health	Employee deduction for ETF-administered health insurance premiums in this reporting period. This is the amount actually deducted from the employee's paycheck.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
59	EE Life	Employee deduction for ETF-administered life insurance premiums in this reporting period. This is the amount actually deducted from the employee's paycheck. This value should include the total employee premium deduction for all basic, supplemental and/or additional coverage.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
60	Spouse/Dep Life	Employee deduction for ETF-administered spouse/dependent life insurance premiums in this reporting period. This is the amount actually deducted from the employee's paycheck. This value should include the total employee premium deduction for all spouse/dependent life insurance coverage.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
61	EE ICI	Employee deduction for ETF-administered Income Continuation Insurance (ICI) premiums in this reporting period. This is the amount actually deducted from the employee's paycheck. This value should include the total employee premium deduction for all standard and supplemental ICI coverage.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78
Fields 62-74 are used for employers who participate in ETF optional plans. These optional plans (except for Wisconsin Deferred Compensation, Field 67) are currently only available to state employers. All of these fields reflect the associated premiums or contributions deducted from an employee's paycheck. Employers who do not participate in these optional plans should put a comma (,) in the record to designate that there is nothing to report.				

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
62	Anthem DentalBlue	Employee deduction for ETF-administered Anthem DentalBlue insurance in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
63	Epic Dental WI	Employee deduction for ETF-administered Epic Dental WI insurance in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
64	Vision	Employee deduction for ETF-administered Vision insurance in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
65	EPIC Benefits+	Employee deduction for ETF-administered EPIC Benefits+ insurance in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
66	AD&D	Employee deduction for ETF-administered AD&D (Accidental Death & Dismemberment) insurance in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
67	DC	Employee deduction for Wisconsin Deferred Compensation in this reporting period. This is the amount actually deducted from the employee's paycheck. This value should include the total (both pre- and post-tax) Deferred Comp contribution.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
68	FSA	Employee deductions for the medical portion of the ETF-administered FSA (Flexible Spending Account) in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
69	LPFSA	Employee deduction for ETF-administered LPFSA (Limited Purpose Flexible Spending Account) in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
70	Long Term Care	Employee deduction for ETF-administered long-term care insurance in this reporting period. This value represents only those long-term care premiums actually deducted from an employee's pay. Premium payments that an employee may make directly to a long-term care provider are not reported in this Payroll File. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
71	DCA	Employee deduction for the dependent care portion (DCA - Dependent Day Care Program) of the ETF-administered flexible spending account in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
72	Transit	Employee deduction for the mass transit portion of the ETF-administered Commuter Benefits program contributions in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
73	Parking	Employee deduction for the parking portion of the ETF-administered Commuter Benefits program contributions in this reporting period. This is the amount actually deducted from the employee's paycheck. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
74	HSA	Employee deduction for ETF-administered HSA (Health Savings Account) contributions in this reporting period. This is the amount actually deducted from the employee's paycheck. This value reflects only the employee (not the employer) HSA contribution. **Note:** This field is currently used by state employers only.	A	99999999999 or -9999999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 11, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 00000234578 is translated into: 2345.78 Example 2: -0000234578 is translated into: -2345.78
Fields 75-76 are used by Local employers only. State employers do not have to account for these fields and should leave these fields blank.				

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
75	ER Contribution Date	Date on which the employer starts contributing toward the employee's health insurance premium (not the date when the first employer contribution actually occurs). For example, if the employer begins contributing toward an employee's health insurance coverage effective with 3/1/2016 coverage, even though the first actual employer payment wasn't made until 3/20/2016, the date reported in this field should be 3/1/2016. **Note:** This field is used by local employers only.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
76	Program Code	Identifies the health program in which the employee participates, when the employer offers multiple health programs. **Note:** This field is used by local employers only.	A	Valid Values: ▪ P02 = It's Your Choice Local Traditional – with Dental Option ▪ P04 = It's Your Choice Local Deductible – with Dental Option ▪ P06 = It's Your Choice Local Health Plan – with Dental Option ▪ P07 = It's Your Choice Local High Deductible Health Plan– with Dental Option ▪ P12 = It's Your Choice Local Traditional ▪ P14 = It's Your Choice Local Deductible ▪ P16 = It's Your Choice Local Health Plan ▪ P17 = It's Your Choice Local High Deductible Health Plan
Fields 77-83 are used by state employers only. Local employers do not have to account for these fields and should leave these fields blank.				
77	LTE	Indicates whether the employee is a Limited Term Employee (LTE) **Note:** This field is used by state employers only.	A	Valid Values: ▪ Y ▪ N

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
78	Base Pay Rate (Hourly)	Employee Base Pay Rate (Hourly) used to calculate accumulated sick leave conversion credits. Only report the base pay rate eligible to be used when calculating accumulated sick leave credits; enter 0 in this field if the base pay rate is **not** eligible to be used when calculating accumulated sick leave credits (such as a salary from an LTE position, certain project positions, a public authority that doesn't offer sick leave benefits, etc.). **Note #1**: For employees with multiple concurrent positions within the same job category, billing location and payroll cycle, the employer must roll up (combine) all payroll data for these positions into a single row per job category on the Payroll File. In such situations, this field should reflect the highest base pay rate that is eligible to be used when calculating sick leave credits across those multiple concurrent positions.	A	99999 or -9999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 5, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 03478 is translated into: 34.78 Example 2: -3478 is translated into: -34.78

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		For example: An employee works for Employer A in two different jobs, both in a general job category and both in Billing Location 001. One job pays $40/hour while the other pays $25/hour: • Let's say that the $40/hour job is an LTE position, while the $25/hour job is a permanent position. Since an LTE base pay rate is not eligible to be used for calculating accumulated sick leave credits, the employer should report $25/hour in this field. • However, if the base pay rate from both positions are eligible to be used for calculating accumulated sick leave credits (for example, if both are permanent positions), the employer should report $40/hour in this field.		

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
		Note #2: This field is used by state employers only.		
79	Adj Cont Svc Date	Employee Adjusted Continuous Service Date. Will be used to calculate accumulated sick leave conversion credits in the next phase of the myETF project. **Note:** This field is used by state employers only.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 would be entered as 20160101.
80	FTE %	Employee Full-Time Equivalency Percentage. Will be used to calculate ICI premiums for certain part-time employees. **Note:** This field is used by state employers only.	A	99999 Maximum number of characters is 5. Leading zeroes are acceptable; if included, are translated as follows: Example: 05000 is translated into 50.00
81	Sick Leave Bal – Hrs	Employee Sick Leave Balance at the end of this reporting period **Note:** This field is used by state employers only.	A	999999 or -99999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 6, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows:

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
				Example 1: 03478 is translated into: 34.78 Example 2: -03478 is translated into: -34.78
82	Sick Leave Earned Cal YTD	Employee Sick Leave Earned Calendar Year-To-Date (YTD) as of the end of this reporting period **Note:** this field is used by state employers only.	A	99999 or -9999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 5, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 07800 is translated into: 78 Example 2: -7800 is translated into: -78
83	Sick Leave Used Cal YTD	Employee Sick Leave Used Calendar Year-To-Date as of the end of this reporting period **Note:** this field is used by state employers only.	A	99999 or -9999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 5, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows:

Table 1 Payroll File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format/ Valid Values
				Example 1: 07800 is translated into: 78 Example 2: -7800 is translated into: -78

Payroll File Validations

Each field within the Payroll File has an associated validation that checks the accuracy of the data. Each validation occurs in a set sequence and has specific attributes associated with it. Attributes are characteristics of the validations that define how they function during file processing. Table 2 describes each validation including the sequence in which it occurs during Payroll File processing. The following attributes, as they appear in Table 2, are described for each validation.

- Seq. No.: the sequence number of the field being validated
- Validation: the name of the validation
- Trigger Condition: information about when the validation should happen
- Message: the message that displays if the validation fails
- Type: defines different types of validations including the following:
  - Required Field: validates that data must be entered in the field.
  - Invalid Value: value does not adhere to the defined format or is invalid for some other reason. Refer to Table 1 for the defined valid values.
  - Conditionally Required Field: validates that data has been entered in the field only if certain conditions exist.
  - Duplicate Record: confirms that there is not a duplicate record detected in the system.
  - Formatting: confirms that the entered value matches the required format.
  - Value Mismatch with Expected (System) Value: the reported value does not match the corresponding value in the system.
  - Business Rule Violation: one of ETF's business rules has been violated.
- Severity: defines what the system should do upon the validation failing, as follows:
  - Error: failure of an error-type validation causes the data not to be saved. An error message displays on the page.
  - Exception: failure of an exception-type validation prompts the user to review the condition but does not prevent the data from being saved.

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employer (ER) ETF ID is blank.	Employer (ER) ETF ID is not populated in the file details.	Employer (ER) ETF ID is required.	Required Field	Error
Employer (ER) ETF is not found in the system.	Employer (ER) ETF does not exist.	Employer (ER) ETF ID does not exist.	Invalid Value	Error
Billing Loc ID is blank.	Billing Loc ID is not populated in the file details.	Billing Loc ID is required.	Required Field	Error
Billing Loc ID is not found in the system.	Billing Loc ID does not exist.	Billing Loc ID does not exist.	Invalid Value	Error
SSN and ITIN are both blank.	Neither SSN nor ITIN field is populated in the file details.	SSN or ITIN is required.	Required Field	Error
Both SSN and ITIN are filled.	Both SSN and ITIN are provided in the file details.	Please provide either SSN or ITIN, not both.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
SSN is in invalid format.	SSN field contains any of the below invalid formats: ▪ Any format other than 999999999 ▪ Contains '900' in the first three digits ▪ Contains '666' in the first three digits ▪ Contains '000' in the first three digits ▪ Contains '00' in the fourth and fifth digits ▪ Contains '0000' in the last four digits ▪ Matches the following: 078-05-1120 ▪ Matches the following: 123-45-6789	SSN is in invalid format.	Invalid Value	Error
ITIN is in invalid format.	ITIN field contains the following issues: ▪ Does not start with '9' ▪ The 4th and 5th digits do not fall within the following valid ranges: ▪ 70-88 ▪ 90-92 ▪ 94-99	ITIN is in invalid format.	Invalid Value	Error
New member is a possible duplicate.	SSN is new to the system, but Last Name and date of birth already exist.	Last Name and date of birth already exist in the system. Please confirm the SSN.	Business Rule Violation	Exception

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Member reported under the wrong SSN.	SSN exists but Last Name and date of birth being reported do not match Last Name and date of birth in the system.	Possible SSN error. Please confirm the employee's SSN, last name and date of birth.	Business Rule Violation	Error
Prefix is not a valid value.	Prefix is not one of the expected values.	Prefix is not a valid value.	Invalid Value	Error
First Name is blank.	First Name is not populated in file details.	First Name is required.	Business Rule Violation	Exception
Last Name is blank.	Last Name is not populated in file details.	Last Name is required.	Required Field	Error
Suffix is not a valid value.	Suffix is not one of the expected values.	Suffix is not a valid value.	Invalid Value	Error
Work Status is blank.	Work Status is not populated in the file details.	Work Status is required.	Required Field	Error
Work Status is not a valid value.	Work Status is not one of the expected values.	Work Status is not a valid value.	Invalid Value	Error
Job Category is blank.	Job Category is not populated in the file details.	Job Category is required.	Required Field	Error
Job Category is not a valid value.	Job Category is not one of the expected values.	Job Category is not a valid value.	Invalid Value	Error
Job Category not available for reported Billing Location.	Job Category is not found on the reported Billing Location's Agreement.	Job Category is not found for the reported Billing Location.	Invalid Value	Error
Report Gen Type is Blank.	Report Gen Type is not populated in the file details.	Report Gen Type is required.	Required Field	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Report Gen Type is invalid.	Report Gen Type is not one of the expected values.	Report Gen Type is not a valid value.	Invalid Value	Error
Report Gen Type is not available for reported Billing Location.	Report Gen Type is not found on the reported Billing Location's Billing Setup.	Report Gen Type is not found for the reported Billing Location.	Invalid Value	Error
Period Start Date is blank.	Period Start Date is not populated in the file details.	Period Start Date is required.	Required Field	Error
Period Start Date is invalid.	Period Start Date does not match the expected format.	Period Start Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Period Start Date does not match expected value.	Period Start Date is after the expected Period Start Date, based on the Billing Location's Billing Cycle.	Reported Period Start Date is after the expected Period Start Date. The expected Period Start Date is XXXXXXXX.	Invalid Value	Error
Work Status is being reported as 'Insurance Only' for a WRS Employer.	The employer is not 'Insurance Only,' but the employee is being reported as 'Insurance Only.'	Insurance Only work status can only be used by an Insurance Only employer. Please correct the work status for this employee.	Invalid Value	Error
Period End Date is blank.	Period End Date is not populated in the file details.	Period End Date is required.	Required Field	Error
Period End Date is invalid.	Period End Date does not match the expected format.	Period End Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Period End Date does not match expected value.	Period End Date is after the expected Period End Date, based on the Billing Location's Billing Cycle.	Reported Period End Date is after the expected Period End Date. The expected Period End Date is XXXXXXXX.	Invalid Value	Error
Pay Date is blank.	Pay Date is not populated in the file details.	Pay Date is required.	Required Field	Error
Pay Date is invalid.	Pay Date does not match the expected format.	Pay Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Total Earnings is blank.	Total Earnings is not populated in the file details.	Total Earnings field is required.	Required Field	Error
Total Earnings is invalid.	Total Earnings does not match the expected format.	Total Earnings is not a valid value.	Invalid Value	Error
Regular Wages is invalid.	Regular Wages does not match the expected format.	Regular Wages is not a valid value.	Invalid Value	Error
Overtime Pay is invalid.	Overtime Pay does not match the expected format.	Overtime Pay is not a valid value.	Invalid Value	Error
Compensatory Time Payout is invalid.	Compensatory Time Payout does not match the expected format.	Compensatory Time Payout is not a valid value.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Compensatory Time Payout entered on a non-adjustment report.	Compensatory Time Payout is populated and Work Report Type = Regular. This applies to Work Reports.	Compensatory Time Payout is not allowed on a regular work report. Please remove Compensatory Time Payout.	Invalid Value	Error
Bonus Pay is invalid.	Bonus Pay does not match the expected format.	Bonus Pay is not a valid value.	Invalid Value	Error
Extra Cur Act Pay is invalid.	Extra Cur Act Pay does not match the expected format.	Extra Cur Act Pay is not a valid value.	Invalid Value	Error
EE Required Pre-Tax is invalid.	EE Required Pre-Tax does not match the expected format.	EE Required Pre-Tax is not a valid value.	Invalid Value	Error
EE Required Post-Tax is invalid.	EE Required Post-Tax does not match the expected format.	EE Required Post-Tax is not a valid value.	Invalid Value	Error
EE Addl is invalid.	EE Addl does not match the expected format.	EE Addl is not a valid value.	Invalid Value	Error
ER Addl is invalid.	ER Addl does not match the expected format.	ER Addl is not a valid value.	Invalid Value	Error
BAC Pre-Tax is invalid.	BAC Pre-Tax does not match the expected format.	BAC Pre-Tax is not a valid value.	Invalid Value	Error
BAC Post-Tax is invalid.	BAC Post-Tax does not match the expected format.	BAC Post-Tax is not a valid value.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Total Hours is blank.	Total Hours is not populated in the file details.	Total Hours field is required.	Required Field	Error
Total Hours is invalid.	Total Hours does not match the expected format.	Total Hours is not a valid value.	Invalid Value	Error
Regular Hours is invalid.	Regular Hours does not match the expected format.	Regular Hours is not a valid value.	Invalid Value	Error
Overtime Hours is invalid.	Overtime Hours does not match the expected format.	Overtime Hours is not a valid value.	Invalid Value	Error
Compensatory Time Payout Hours is invalid.	Compensatory Time Payout Hours does not match the expected format.	Compensatory Time Payout Hours is not a valid value.	Invalid Value	Error
Extra Cur Act Pay Hours is invalid.	Extra Cur Act Pay Hours does not match the expected format.	Extra Cur Act Pay Hours is not a valid value.	Invalid Value	Error
Sick Leave Bal - Hrs is invalid.	Sick Leave Bal - Hrs does not match the expected format.	Sick Leave Bal - Hrs is not a valid value.	Invalid Value	Error
Base Pay Rate (Hourly) is invalid.	Base Pay Rate (Hourly) does not match the expected format.	Base Pay Rate (Hourly) is not a valid value.	Invalid Value	Error
Adj Cont Svc Date is invalid.	Adj Cont Svc Date does not match the expected format.	Adj Cont Svc Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
FTE % is invalid.	FTE % does not match the expected format.	FTE % is not a valid value/ The FTE % value must be between 00000 and 10000.	Invalid Value	Error
Sick Leave Earned Cal YTD is invalid.	Sick Leave Earned Cal YTD does not match the expected format.	Sick Leave Earned Cal YTD is not a valid value.	Invalid Value	Error
Sick Leave Used Cal YTD is invalid.	Sick Leave Used Cal YTD does not match the expected format.	Sick Leave Used Cal YTD is not a valid value.	Invalid Value	Error
Estimated Annual Earnings is invalid.	Estimated Annual Earnings does not match the expected format.	Estimated Annual Earnings is not a valid value.	Invalid Value	Error
EE Health is invalid.	EE Health does not match the expected format.	EE Health deduction is not a valid value.	Invalid Value	Error
EE Life is invalid.	EE Life does not match the expected format.	EE Life deduction is not a valid value.	Invalid Value	Error
EE ICI is invalid.	EE ICI does not match the expected format.	EE ICI deduction is not a valid value.	Invalid Value	Error
Anthem DentalBlue is invalid.	Anthem DentalBlue does not match the expected format.	Anthem DentalBlue deduction is not a valid value.	Invalid Value	Error
Epic Dental WI is invalid.	Epic Dental WI does not match the expected format.	Epic Dental WI deduction is not a valid value.	Invalid Value	Error
Vision is invalid.	Vision does not match the expected format.	Vision deduction is not a valid value.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
EPIC Benefits+ is invalid.	EPIC Benefits+ does not match the expected format.	EPIC Benefits+ deduction is not a valid value.	Invalid Value	Error
Spouse/Dep Life is invalid.	Spouse/Dep Life does not match the expected format.	Spouse/Dep Life deduction is not a valid value.	Invalid Value	Error
AD&D is invalid.	AD&D does not match the expected format.	AD&D deduction is not a valid value.	Invalid Value	Error
DC is invalid.	DC does not match the expected format.	DC deduction is not a valid value.	Invalid Value	Error
FSA/TASC is invalid.	FSA/TASC does not match the expected format.	FSA/TASC deduction is not a valid value.	Invalid Value	Error
LPFSA is invalid.	LPFSA does not match the expected format.	LPFSA deduction is not a valid value.	Invalid Value	Error
Long Term Care is invalid.	Long Term Care does not match the expected format.	Long Term Care deduction is not a valid value.	Invalid Value	Error
DCA is invalid.	DCA does not match the expected format.	DCA deduction is not a valid value.	Invalid Value	Error
Transit is invalid.	Transit does not match the expected format.	Transit deduction is not a valid value.	Invalid Value	Error
Parking is invalid.	Parking does not match the expected format.	Parking deduction is not a valid value.	Invalid Value	Error
HSA is invalid.	HSA does not match the expected format.	HSA deduction is not a valid value.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Begin Date is invalid.	Begin Date does not match the expected format.	Begin Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Orig Hire Date is invalid.	Orig Hire Date does not match the expected format.	Orig Hire Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
WRS Coverage Eff Date is invalid.	WRS Coverage Eff Date does not match the expected format.	WRS Coverage Eff Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Chapter 40 Term Date is invalid.	Chapter 40 Term Date does not match the expected format.	Chapter 40 Term Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Empl Status Change is invalid.	Empl Status Change is not one of the expected values.	Empl Status is not a valid value.	Invalid Value	Error
Empl Status Change Start Date is invalid.	Empl Status Start Date does not match the expected format.	Empl Status Start Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Prev Empl Status Stop Date is invalid.	Prev Empl Status Stop Date does not match the expected format.	Prev Empl Status Stop Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Empl Status Last Pay Date is invalid.	Empl Status Last Pay Date does not match the expected format.	Empl Status Last Pay Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
DOB is invalid.	DOB does not match the expected format.	DOB is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Gender is invalid.	Gender is not one of the expected values.	Gender is not a valid value. The valid values are M,F, or U.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Addr Line 1 exceeds the maximum allowed number of characters.	Addr Line 1 exceeds the maximum allowed 30 characters.	Addr Line 1 cannot exceed 30 characters. Please update Addr Line 1.	Invalid Value	Error
Addr Line 2 exceeds the maximum allowed number of characters.	Addr Line 2 exceeds the maximum allowed 30 characters.	Addr Line 2 cannot exceed 30 characters. Please update Addr Line 2.	Invalid Value	Error
Addr Line 3 exceeds the maximum allowed number of characters.	Addr Line 3 exceeds the maximum allowed 30 characters.	Addr Line 3 cannot exceed 30 characters. Please update Addr Line 3.	Invalid Value	Error
Addr Line 1 blank.	Member is new to the system and Addr Line 1 is not populated in file details.	Addr Line 1 is required for new members.	Conditionally Required Field	Error
Addr Line 1 is blank, Addr Line 2 is populated.	Addr Line 2 is populated, but Addr Line 1 is blank.	Addr Line 1 is blank. Please enter Addr Line 1.	Conditionally Required Field	Error
Addr Line 1 is blank, Addr Line 3 is populated.	Addr Line 3 is populated, but Addr Line 1 is blank.	Addr Line 1 is blank. Please enter Addr Line 1.	Conditionally Required Field	Error
Addr Line 1 is blank, City is populated.	City is populated, but Addr Line 1 is blank.	Addr Line 1 is blank. Please enter Addr Line 1.	Conditionally Required Field	Error
Addr Line 1 is blank, State or Province is populated.	State or Province is populated, but Addr Line 1 is blank.	Addr Line 1 is blank. Please enter Addr Line 1.	Conditionally Required Field	Error
State is invalid.	State is not one of the expected values.	State is not a valid value.	Invalid Value	Error
Province and State are populated.	Province and State are both populated.	Please provide either State or Province, not both.	Conditionally Required Field	Error
Addr Line 1 is blank, Zip or Postal Code is populated.	Zip or Postal Code is populated, but Addr Line 1 is blank.	Addr Line 1 is blank. Please enter Addr Line 1.	Conditionally Required Field	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Zip is invalid.	Zip does not match the expected format.	Zip is not a valid value.	Invalid Value	Error
Zip and Postal Code are populated.	Zip and Postal Code are both populated.	Please provide either Zip or Postal Code, not both.	Conditionally Required Field	Error
Zip is blank, but Country = United States.	Zip = NULL and Country = United States.	Zip is required when Country is United States.	Conditionally Required Field	Error
Postal Code is populated, but Country = United States.	Postal Code is populated, and Country = United States.	Postal Code must be blank when Country is United States.	Business Rule Violation	Error
Phone is invalid.	Phone does not match the expected format.	Phone is not a valid value.	Invalid Value	Error
Email is invalid.	Email does not match the expected format: ▪ Email contains no '@' sign. ▪ Email contains no '.' (period) anywhere following the @ sign ▪ Email begins with @	Email is not a valid value.	Invalid Value	Error
DOD is invalid.	DOD does not match the expected format.	DOD is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
LTE is invalid.	LTE is not one of the expected values.	LTE is not a valid value. The accepted values are Y or N.	Invalid Value	Error
LTE is required for State employers.	LTE is not populated in the file details and employer State/Local indicator = State.	LTE is required for State employers.	Conditionally Required Field	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Base Pay Rate (Hourly) required for State employers.	Base Pay Rate (Hourly) is not populated in the file details and employer State/Local indicator = State.	Base Pay Rate (Hourly) is required for State employers.	Conditionally Required Field	Error
Rec Type is blank.	Rec Type is not populated in the file details.	Rec Type is required.	Required Field	Error
Rec Type is invalid.	Rec Type is not one of the expected values.	Rec Type is not a valid value. The accepted values are N, A, S, or M.	Invalid Value	Error
Adjustment received without the original work report on record.	Rec Type A, S, or M is received but N record does not exist for a given pay period or pay periods.	Normal (N) record does not exist for this pay period. Please submit the normal record before processing the adjustment.	Invalid Value	Exception
Province is invalid.	Country = Canada (CA) and Province is not one of the expected values; OR Country <> Canada (CA) and Province is not blank.	Province is not a valid value.	Invalid Value	Error

Table 2 Payroll File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Country is invalid.	Country is not one of the expected values. For a list of valid values for this field please refer to Appendix 7 – Country Codes. The system validates against valid Country Codes in myETF.	Country is not a valid value.	Invalid Value	Error
ER Contribution Date is invalid.	ER Contribution Date does not match the expected format.	ER Contribution Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
ER Contribution Date is provided by a State employer.	ER Contribution Date is populated in the file details and employer State/Local indicator = State.	ER Contribution Date does not apply to State employers. Please remove the ER Contribution Date.	Business Rule Violation	Error
Program Code is provided by a State employer.	Program Code is populated in the file details and employer State/Local indicator = State.	Program Code does not apply to State employers. Please remove the Program Code.	Business Rule Violation	Error
Program Code is invalid.	Program Code is not one of the expected values.	Program Code is not a valid value.	Invalid Value	Error
Employee Site is blank for a Billing Location that requires this field.	Employee Site is blank for the Billing Location.	Employee Site is required for this Billing Location.	Required Field	Error

APPENDICES

Appendix 1 – Payroll File Terminology

Table 3 provides definitions for key terms used in this document.

Table 3 myETF Terminology	
Term	**Definition**
Billing Location	A secondary level under the employer that is used for billing-related setup and processing. myETF supports one or more billing locations per employer. All billing-related employer configurations and financial transactions are associated with a billing location. Most ETF employers have only one billing location. However, an example of an employer with multiple billing locations is Central Payroll (a reporting agency). Central Payroll submits wage/contribution reports on behalf of multiple employers (for example, state agencies). In this scenario, the employer (Central Payroll) has multiple billing locations (state agencies). Each billing location has its own employer account.
Business Rules	Configurations that can cause an event to happen in the system based on a condition whereby both the event and condition can be defined. Business rules are typically triggered upon a system event, most typically when new or edited data is saved via the 'Save' or 'Apply' button.
Comma-Separated Value (CSV)	CSV is a delimited text file that uses a comma to separate field values. Each line of the file is a data record and consists of one or more fields, each separated by commas. The use of a comma as a field separator is the source of the name for this file format.
Employer	Either an actual employer (for example, City of Madison) or a reporting agency (for example, Central Payroll) that submits wage/contribution information to ETF on behalf of one or more employer(s)
Error	Errors indicate that the employer must correct the data before submitting the work report to ETF. An error message will display and describe the reason for the error. For example, myETF Employer Online Services detects a duplicate record. This will be flagged as an error and must be corrected before the file can be successfully uploaded and/or submitted.
Exception	Exceptions indicate that during validation a condition exists that prompts the user to review the condition and determine if the information is correct or if requires a change. Exceptions do not prevent a file from being submitted to ETF.

Table 3 myETF Terminology	
Term	**Definition**
Job Category	Used to categorize employee groups for the purpose of deriving contribution rates, perform various validations, insurance calculations, etc. In the WRS Manual, job categories are referred to as employment categories. See Appendix 6 – Job Category Codes for a complete list of job category codes.
Payroll File	An employer submitted file that contains data about wages, contributions, hours, demographic updates and other data that is reported by an employer to ETF. Upon successful passing of all file level validations, the file is broken down into one or more work reports and/or work report adjustments on a billing location account.
Rate	Rates are used to calculate contribution due amounts. These rates reside within myETF under employer Agreement and are configured for each job category/fund/period combination. Rates are stored as percentages and are used for deriving the additional contribution amounts due (e.g., employer required) and for validating the reported contribution amounts due (e.g., employee paid contributions).
Reporting Cycle	The frequency with which an employer submits work reports for each billing location. Each billing location must have at least one reporting cycle (e.g. bi-weekly, monthly, etc.) in order to process work reports in myETF. Reporting Cycle is used to derive the start and stop date associated with the reported period. Most ETF employers have only one reporting cycle. Some larger employers (e.g. UW) have multiple overlapping reporting cycles for different types of employees. See Appendix 4 – Report Generation Type for additional information.
Roster	A list of all current and former employees tied to a given billing location
Trigger Condition	When validating a Payroll File or work report, a trigger condition determines when a validation should occur. For example, if the Employer (ER) ETF ID is not populated, it triggers a validation to see if this is required and if this considered an error or an exception based on ETFs' business rules.
Validations	Business rules that confirm the entered data is within the defined ranges. 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 saved via the 'Save' or 'Apply' button, but some are triggered upon tabbing out of a field. There are three possible outcomes of a validation: error, exception, or success. Only data that passes the validations successfully will be saved in myETF. See definitions of errors and exceptions included in this table.

Table 3 myETF Terminology	
Term	**Definition**
Work Report	A set of data containing wages, contributions, hours, balances due, and other member data that is reported by an employer to ETF and stored in myETF as a transaction that resides within an employer account. A work report is specific to a reporting cycle (for example, bi-weekly, monthly, etc., see 'Reporting Cycle' above). Upon creation, the work report shows in the employer account as an open debit transaction. Payment transactions (credits) can be applied against a work report until the work report balance becomes zero, at which point the transaction is closed.
Work Report Adjustment	A set of data containing adjustments to wages, contributions, hours, balances due, and other member data that is reported by an employer to ETF and stored in myETF as a transaction that resides within an employer account. A work report adjustment is specific to a reporting cycle (for example, bi-weekly, monthly, etc., see 'Reporting Cycle' above). Upon creation, the work report shows in the employer account as an open debit transaction. Payment transactions (credits) can be applied against a work report until the work report balance becomes zero, at which point the transaction is closed.
Work Report Release/Posting	ETF releases the work report as the last step of the work report process. Once a work report is released, employee wage, contributions, and service data posts in the member accounts.
XML/Extensible Markup Language	XML is a markup language that defines a set of rules for encoding documents in a format which is both human-readable and machine readable. It is defined by the W3C's (World Wide Web Consortium) XML 1.0 Specification and by several other related specifications, all of which are free open standards.

Appendix 2 – Record Types

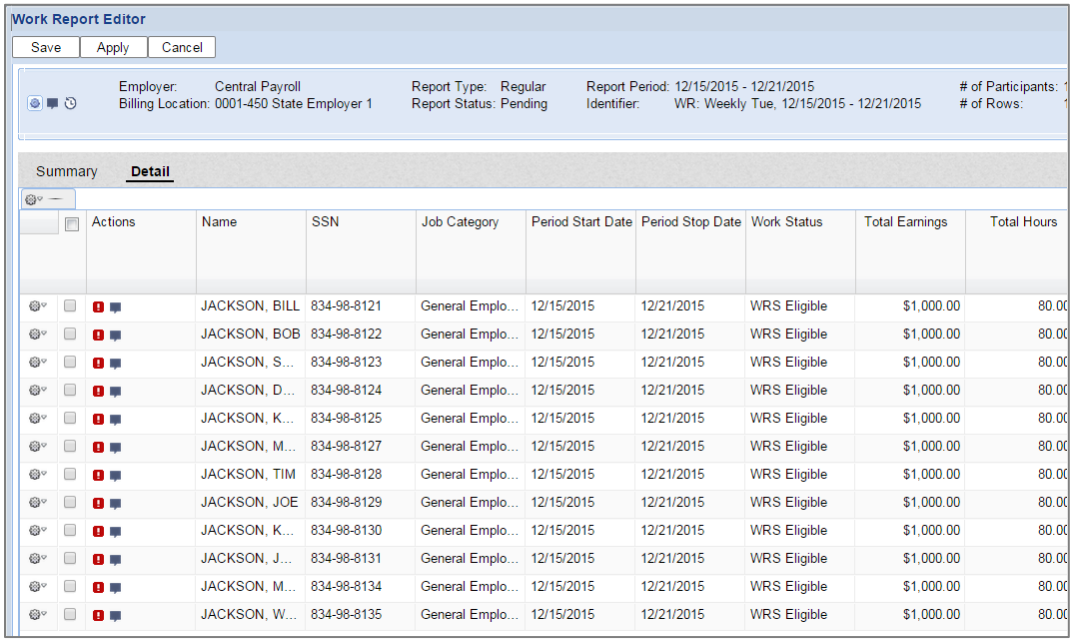
The Payroll File layout contains a field called ‘Record Type.’ A Payroll File can contain several Record Types within one file. The record type determines which of the three categories of processing rules will be used on that record when it is processed into a work report or an adjustment work report. These categories are ‘N’ Record Type and ‘A’ Record Type.

‘N’ Record Type

The ‘N’ Record Type indicates a ‘Normal’ record where the detail record contains member data for one new reporting period. myETF validates the period start and end dates in each Payroll File detail to verify they correspond to the dates that myETF expects based on the employer’s next reporting cycle. Employers may not skip a reporting period when reporting wage and contributions data to ETF. Upon the successful processing of the ‘N’ records, myETF creates one work report from the file details that contains all normal records, with the work report period start and end date corresponding to the start and end dates of the Payroll File details.

Example: an employer reports using a weekly cycle. The next cycle for which myETF does not yet have a regular work report is the 12/15/2015 - 12/21/2015 period. The file details contain the period start date of 12/15/2015 and the stop date of 12/21/2015 for 15 ‘N’ records. After validation and successful processing, myETF creates one regular (non-adjustment) work report from the file details for the period of 12/15/2015 - 12/21/2015 containing the appropriate member data for 15 ‘N’ records.

Figure 3 shows an example of how ‘N’ records are processed into a single work report.



Actions	Name	SSN	Job Category	Period Start Date	Period Stop Date	Work Status	Total Earnings	Total Hours
	JACKSON, BILL	834-98-8121	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, BOB	834-98-8122	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, S...	834-98-8123	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, D...	834-98-8124	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, K...	834-98-8125	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, M...	834-98-8127	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, TIM	834-98-8128	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, JOE	834-98-8129	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, K...	834-98-8130	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, J...	834-98-8131	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, M...	834-98-8134	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00
	JACKSON, W...	834-98-8135	General Emplo...	12/15/2015	12/21/2015	WRS Eligible	$1,000.00	80.00

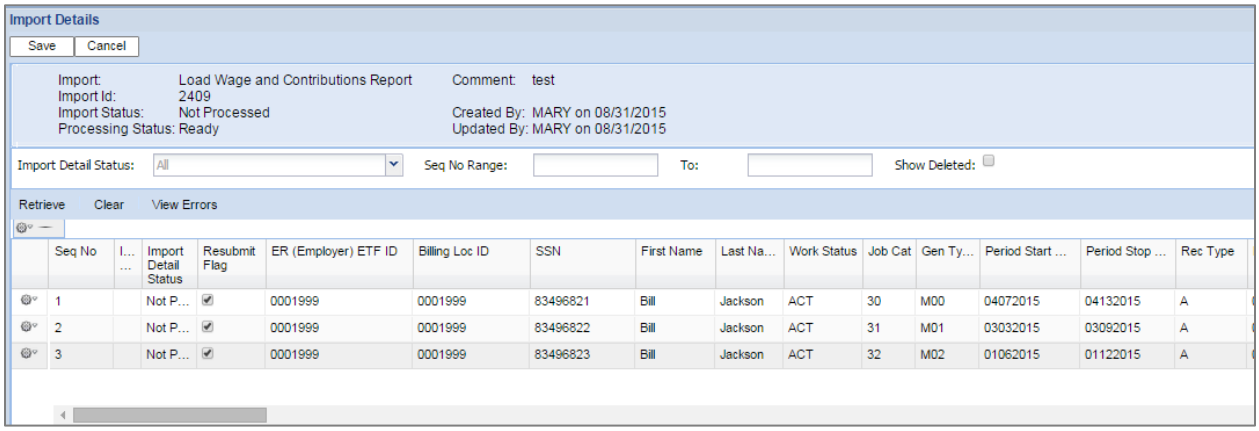
Figure 3 Regular Work Report Created From 'N' Records

‘A’ Record Type

The ‘A’ Record Type indicates an ‘Adjustment’ record, in which the detail record contains member adjustment data for one previous reporting period. myETF validates the individual adjustment period start and end dates in the file detail to verify that they correspond to the dates that the system is expecting, based on the employer’s reporting cycle. Upon successful processing of the file, myETF creates one adjustment work report, with the overall period start date corresponding to the period start date of the earliest adjustment record within the file details, and the overall period end date corresponding to the latest period end date of the adjustment record within the file details. The individual adjustment records within the work report retain their appropriate period start and end dates, as reported on the file.

Example: an employer reports using a weekly cycle. The file details contain three adjustment records with the following periods: 01/06/2015-01/12/2015, 03/03/2015-03/09/2015, and 04/07/201504/13/2015. After validation and successful processing, myETF creates one adjustment work report for the period of 01/06/2015-04/13/2015. The individual work report records retain their appropriate period start and period stop dates of 01/06/2015-01/12/2015, 03/03/2015-03/09/2015, and 04/07/2015-04/13/2015, accordingly.

Figure 4 and Figure 5 below show an example of how ‘A’ records are processed into a single adjustment work report:



Seq No	I...	Import Detail Status	Resubmit Flag	ER (Employer) ETF ID	Billing Loc ID	SSN	First Name	Last Na...	Work Status	Job Cat	Gen Ty...	Period Start ...	Period Stop ...	Rec Type
1		Not P...	☑	0001999	0001999	83496821	Bill	Jackson	ACT	30	M00	04072015	04132015	A
2		Not P...	☑	0001999	0001999	83496822	Bill	Jackson	ACT	31	M01	03032015	03092015	A
3		Not P...	☑	0001999	0001999	83496823	Bill	Jackson	ACT	32	M02	01062015	01122015	A

Figure 4 Import Details for 'A' Records

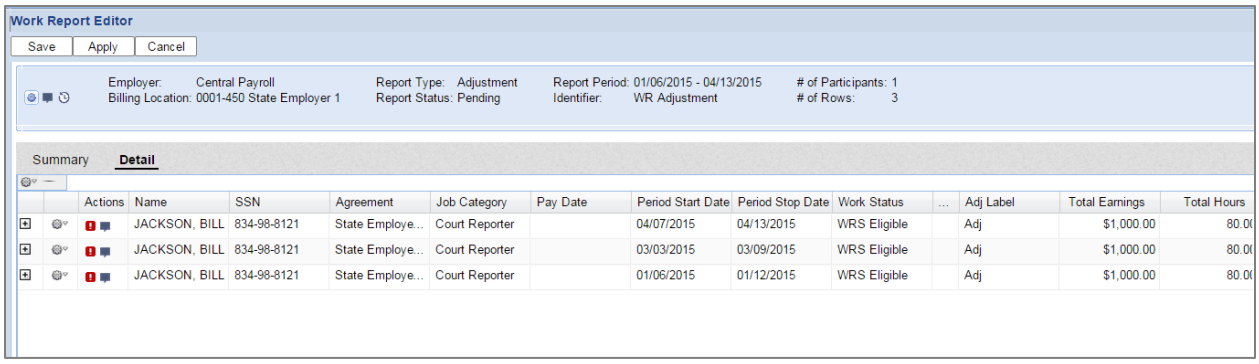


Figure 5 Work Report Editor for 'A' Records

The ‘S’ Record Type indicates a ‘Spread Adjustment’ record and the ‘M’ Record Type indicates a ‘Military’ record. Both ‘S’ and ‘M’ records are handled in the same manner during the Payroll File processing. myETF uses the period start and end date of the individual ‘S’ or ‘M’ detail record to determine the number of individual adjustment periods reported for a single ‘S’ or ‘M’ record. Upon successful processing of the file, myETF creates one adjustment work report with the overall period start date corresponding to the period start date of the earliest ‘S’ or ‘M’ record within the file details, and the overall period end date corresponding to the latest period end date of the ‘S’ or ‘M’ record within the file details. myETF further separates each individual ‘S’ or ‘M’ record into the appropriate number of reporting periods that are covered, using the period start and end dates reported on the individual record. Finally, myETF distributes earnings, contributions, and hours reported for each ‘S’ or ‘M’ record equally based on the number of the reporting periods calculated by the system.

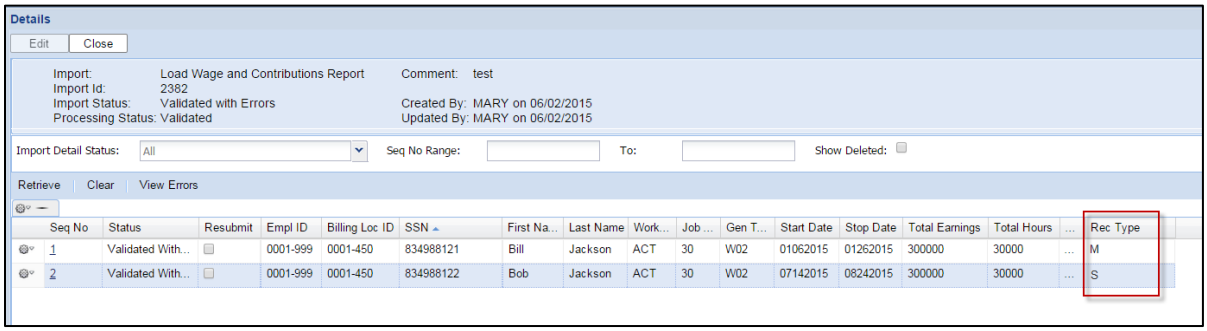
Example: the employer reports using a weekly cycle. The file details contain one ‘S’ and one ‘M’ record. The ‘S’ record period start and stop dates are 01/06/2015 and 01/26/2015 and the ‘M’ record period start and stop dates are 07/14/2015 and 08/24/2015. After validation and successful processing, myETF creates one adjustment work report for the period of 01/06/2015 - 08/24/2015.

The ‘S’ record is separated into three work report detail records with the following periods: 01/06/2015-01/12/2015, 01/13/2015-01/19/2015, and 01/20/2015-01/26/2015. The ‘M’ record is separated into six work report detail records with the following periods: 07/14/2015 - 07/20/2015, 07/21/2015 - 07/27/2015, 07/28/2015 - 08/03/2015, 08/04/2015 –08/10/2015, 08/11/2015 - 08/17/2015, and 08/18/2015 - 08/24/2015.

The ‘S’ record earnings, contributions, and hours are separated equally by three periods. The ‘M’ record earnings, contributions, and hours are separated equally by six periods.

Figure 6 and Figure 7 below show examples of how ‘S’ and ‘M’ records are processed into a single adjustment work report.

Note: ‘S’ records are recommended for contract settlements.



Details

Edit | Close

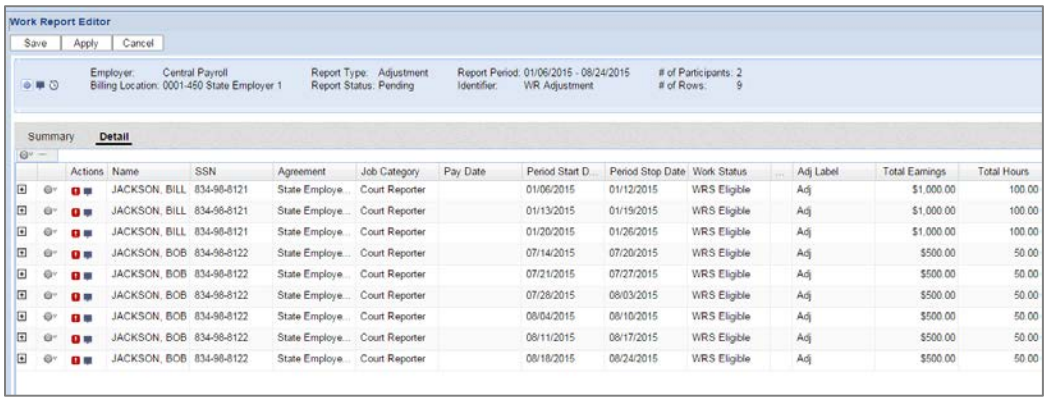
Import: Load Wage and Contributions Report
Import Id: 2382
Import Status: Validated with Errors
Processing Status: Validated
Comment: test
Created By: MARY on 06/02/2015
Updated By: MARY on 06/02/2015

Import Detail Status: All | Seq No Range: | To: | Show Deleted:

Retrieve | Clear | View Errors

Seq No	Status	Resubmit	Empl ID	Billing Loc ID	SSN	First Na...	Last Name	Work...	Job ...	Gen T...	Start Date	Stop Date	Total Earnings	Total Hours	...	Rec Type
1	Validated With...		0001-999	0001-450	834988121	Bill	Jackson	ACT	30	W02	01062015	01262015	300000	30000	...	M
2	Validated With...		0001-999	0001-450	834988122	Bob	Jackson	ACT	30	W02	07142015	08242015	300000	30000	...	S

Figure 6 'S' and 'M' Records in the File Details



Work Report Editor

Save | Apply | Cancel

Employer: Central Payroll
Billing Location: 0001-450 State Employer 1
Report Type: Adjustment
Report Status: Pending
Report Period: 01/06/2015 - 08/24/2015
Identifier: WR Adjustment
# of Participants: 2
# of Rows: 9

Summary | Detail

Actions	Name	SSN	Agreement	Job Category	Pay Date	Period Start D...	Period Stop Date	Work Status	...	Adj Label	Total Earnings	Total Hours
	JACKSON, BILL	834-98-8121	State Employe...	Court Reporter		01/06/2015	01/12/2015	WRS Eligible		Adj	$1,000.00	100.00
	JACKSON, BILL	834-98-8121	State Employe...	Court Reporter		01/13/2015	01/19/2015	WRS Eligible		Adj	$1,000.00	100.00
	JACKSON, BILL	834-98-8121	State Employe...	Court Reporter		01/20/2015	01/26/2015	WRS Eligible		Adj	$1,000.00	100.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		07/14/2015	07/20/2015	WRS Eligible		Adj	$500.00	50.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		07/21/2015	07/27/2015	WRS Eligible		Adj	$500.00	50.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		07/28/2015	08/03/2015	WRS Eligible		Adj	$500.00	50.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		08/04/2015	08/10/2015	WRS Eligible		Adj	$500.00	50.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		08/11/2015	08/17/2015	WRS Eligible		Adj	$500.00	50.00
	JACKSON, BOB	834-98-8122	State Employe...	Court Reporter		08/18/2015	08/24/2015	WRS Eligible		Adj	$500.00	50.00

Figure 7 Adjustment Work Report Created From 'S' and 'M' Records on the File

Appendix 3 – Payroll File Import Process

On an ongoing basis, the Payroll File import process consists of three steps, all of them performed by the employer:

- Upload
- Validate
- Process

Upload

The first step in the import process is to upload the Payroll File into myETF. This upload process is initiated one of two ways:

1) Via SFTP, either by automating the transfer as part of the file creation process (preferred method), or manually logging into the SFTP web interface and uploading there.
2) By the employer from myETF Employer Online Services. ETF Employer Services case managers will have access to myETF Employer Online Services to assist employers with the file upload process, if needed.

Once uploaded, the data populates automatically into the Import Details grid. As part of the population of this grid, each comma separated value (CSV) or XML formatted value from the file is displayed in the appropriate column of the 'Import Details' page, based on the position of each value.

Figure 8 shows an example of the Import Details page, populated with data from a Payroll File uploaded by the employer. All detail records have the status of Not Processed until the employer user takes the next steps to validate and process the data.

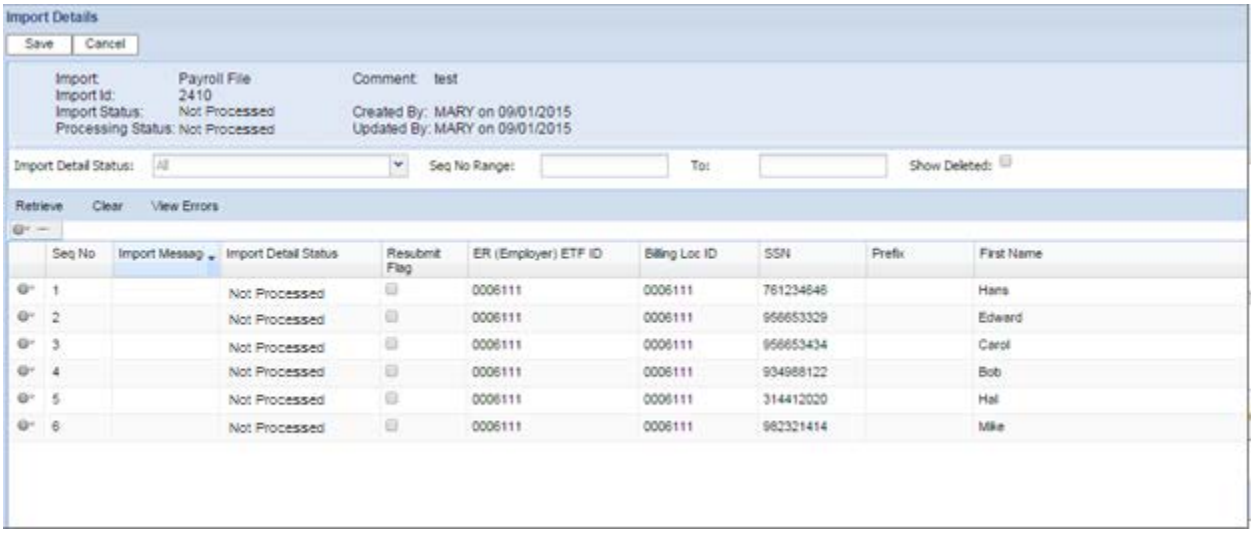


Figure 8 Import Details Page

Validate

Before work report data can be processed in myETF, it must be validated to confirm that it adheres to the defined formats. File-level validations focus on data format (numerical, text, valid values, etc.), as well as the required data. Higher-level, business validations also occur at the work report level. For additional information, see Appendix 9 – Work Report and Adjustments Validations.

When the employer user initiates the validation of an import, each member record (row) is evaluated individually and is assigned a status, depending on the success or failure of the validation. The aggregate of all the records' statuses drives the status of the overall import. When all individual records pass validation (no errors), the file can proceed to the processing step. For information on the specific validations, refer to the Payroll File Validations section of this document.

Process

After the Payroll File has passed data validations, it is ready to be processed into work report(s) in the employer account.

A given Payroll File could result in one or many work reports being created on the employer account. The following three fields, in combination, drive the number of work reports that are ultimately created if Payroll File processing is successful:

- Billing Location: a reporting entity can submit on behalf of multiple billing locations or employers (e.g. Central Payroll model). The number of work reports created from a Payroll File is at least the number of billing locations present in the file details.
- Work Report Generation Type: a Payroll File can contain multiple generation types, such as if an employer uses separate reporting cycles (e.g. bi-weekly and monthly) for different employee groups. The number of work reports created from a file is at least the number of work report generation types present on the file.
- Record Type: a Payroll File can contain multiple Record Types to indicate whether a record is a normal record (N for normal), a one-period adjustment (A for adjustment), or a multiple period adjustment (S for Spread Adjustment or M for Military Leave). When both normal and adjustment records are present in the details of a Payroll File, the number of work reports created from the file is at least two.

Upon the successful processing of a Payroll File, new member records are created in myETF if an existing member record does not exist. The member profile (including demographics and address) is populated with the appropriate demographic/address information from the Payroll File details.

File Validations

Each field within the Payroll File has an associated validation that checks the accuracy of the data. Each validation occurs in a set sequence, and has specific attributes associated with it. Attributes are characteristics of the validations that define how they function during file processing. Table 2 describes each validation including the sequence in which it occurs during the Payroll File processing.

Appendix 4 – Report Generation Type

A billing location can have one or multiple reporting cycles defined, depending on the employer's payroll structure.

Table 4 lists the attributes associated with a reporting cycle:

Table 4 Reporting Cycle Attributes	
Term	**Definition**
Report Type	Allows employers to select the work report generation types applicable to their processing. Please see Table 5 for the complete list of work report generation types configured in myETF.
(Description)	Frequency and start day is included in the naming convention (e.g., Weekly Mon). Members are tied to a specific reporting cycle by indicating a report type value on their Employment record.
Start Date	Effective start date of the earliest reporting cycle of a given type.
Stop Date	Effective stop date of the last reporting cycle of a given type. This field can be blank if the employer continues to report using the same billing cycle indefinitely.
Frequency	Drives expected period (start/stop dates) of work reports submitted or generated for the reporting cycle
Cycle Start	Actual first date in the reporting cycle (for employers, this date would be the same as the start date above).

Report types listed in Table 5 are available when setting up the individual employer reporting cycles.

Note: Annual and Semi-Annual cycles are configured for historical purposes only in order to accommodate pre-myETF adjustments processing. All work history converted from ETF's current systems will have one of these two cycles. All adjustments for periods prior to the release of myETF Employer Online Services will have to come in using one of these two cycles.

In myETF, employers must use monthly or more frequent reporting cycles. If an employer has one type of reporting cycle or multiple reporting cycles with different frequencies (e.g. one weekly, one biweekly, one monthly, and one semi-monthly), then the employer will use weekly, bi-weekly, monthly, and semimonthly types, accordingly. If an employer has multiple reporting cycles with different frequency (e.g. two bi-weekly), then the employer will be using the appropriate reporting cycle broken up by day and/or week (e.g. Bi-Weekly-Mon-W1 and Bi-Weekly-Fri-W1).

Table 5 Reporting Cycle Types		
Code	**Report Type**	**Description**
W00	Weekly	A standard weekly cycle that can begin on any day of the week. Only to be used if the employer doesn't have multiple overlapping weekly cycles.
M00	Monthly	A standard monthly cycle that can begin on any day of the month. Only to be used if the employer doesn't have multiple overlapping monthly cycles.
B00	Bi-Weekly	A standard bi-weekly cycle that can begin on any day of the month. Only to be used if the employer doesn't have multiple overlapping bi-weekly cycles.
S00	Semi-Monthly	A standard semi-monthly cycle
W01	Weekly Mon	A weekly cycle that begins on a Monday. To be used if the employer has multiple overlapping weekly cycles.
W02	Weekly Tue	A weekly cycle that begins on a Tuesday. To be used if the employer has multiple overlapping weekly cycles.
W03	Weekly Wed	A weekly cycle that begins on a Wednesday. To be used if the employer has multiple overlapping weekly cycles.
W04	Weekly Thu	A weekly cycle that begins on a Thursday. To be used if the employer has multiple overlapping weekly cycles.
W05	Weekly Fri	A weekly cycle that begins on a Friday. To be used if the employer has multiple overlapping weekly cycles.
W06	Weekly Sat	A weekly cycle that begins on a Saturday. To be used if the employer has multiple overlapping weekly cycles.
W07	Weekly Sun	A weekly cycle that begins on a Sunday. To be used if the employer has multiple overlapping weekly cycles.
B01	Bi-Weekly Mon-W1	A bi-weekly cycle that begins on a Monday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B02	Bi-Weekly Tue-W1	A bi-weekly cycle that begins on a Tuesday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B03	Bi-Weekly Wed-W1	A bi-weekly cycle that begins on a Wednesday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B04	Bi-Weekly Thu-W1	A bi-weekly cycle that begins on a Thursday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B05	Bi-Weekly Fri-W1	A bi-weekly cycle that begins on a Friday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.

Table 5 Reporting Cycle Types		
Code	**Report Type**	**Description**
B06	Bi-Weekly Sat-W1	A bi-weekly cycle that begins on a Saturday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B07	Bi-Weekly Sun-W1	A bi-weekly cycle that begins on a Sunday of week 1. To be used if the employer has multiple overlapping bi-weekly cycles.
B08	Bi-Weekly Mon-W2	A bi-weekly cycle that begins on a Monday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B09	Bi-Weekly Tue-W2	A bi-weekly cycle that begins on a Tuesday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B10	Bi-Weekly Wed-W2	A bi-weekly cycle that begins on a Wednesday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B11	Bi-Weekly Thu-W2	A bi-weekly cycle that begins on a Thursday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B12	Bi-Weekly Fri-W2	A bi-weekly cycle that begins on a Friday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B13	Bi-Weekly Sat-W2	A bi-weekly cycle that begins on a Saturday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
B14	Bi-Weekly Sun-W2	A bi-weekly cycle that begins on a Sunday of week 2. To be used if the employer has multiple overlapping bi-weekly cycles.
M01	Monthly 1st	A monthly cycle that begins on the 1st of the month. To be used if the employer has multiple overlapping monthly cycles.
M02	Monthly 2nd	A monthly cycle that begins on the 2nd of the month. To be used if the employer has multiple overlapping monthly cycles.
M03	Monthly 3rd	A monthly cycle that begins on the 3rd of the month. To be used if the employer has multiple overlapping monthly cycles.
M04	Monthly 4th	A monthly cycle that begins on the 4th of the month. To be used if the employer has multiple overlapping monthly cycles.
M05	Monthly 5th	A monthly cycle that begins on the 5th of the month. To be used if the employer has multiple overlapping monthly cycles.

Table 5 Reporting Cycle Types		
Code	**Report Type**	**Description**
M06	Monthly 6th	A monthly cycle that begins on the 6th of the month. To be used if the employer has multiple overlapping monthly cycles.
M07	Monthly 7th	A monthly cycle that begins on the 7th of the month. To be used if the employer has multiple overlapping monthly cycles.
M08	Monthly 8th	A monthly cycle that begins on the 8th of the month. To be used if the employer has multiple overlapping monthly cycles.
M09	Monthly 9th	A monthly cycle that begins on the 9th of the month. To be used if the employer has multiple overlapping monthly cycles.
M10	Monthly 10th	A monthly cycle that begins on the 10th of the month. To be used if the employer has multiple overlapping monthly cycles.
M11	Monthly 11th	A monthly cycle that begins on the 11th of the month. To be used if the employer has multiple overlapping monthly cycles.
M12	Monthly 12th	A monthly cycle that begins on the 12th of the month. To be used if the employer has multiple overlapping monthly cycles.
M13	Monthly 13th	A monthly cycle that begins on the 13th of the month. To be used if the employer has multiple overlapping monthly cycles.
M14	Monthly 14th	A monthly cycle that begins on the 14th of the month. To be used if the employer has multiple overlapping monthly cycles.
M15	Monthly 15th	A monthly cycle that begins on the 15th of the month. To be used if the employer has multiple overlapping monthly cycles.
M16	Monthly 16th	A monthly cycle that begins on the 16th of the month. To be used if the employer has multiple overlapping monthly cycles.
M17	Monthly 17th	A monthly cycle that begins on the17th of the month. To be used if the employer has multiple overlapping monthly cycles.
M18	Monthly 18th	A monthly cycle that begins on the 18th of the month. To be used if the employer has multiple overlapping monthly cycles.
M19	Monthly 19th	A monthly cycle that begins on the 19th of the month. To be used if the employer has multiple overlapping monthly cycles.

Table 5 Reporting Cycle Types		
Code	**Report Type**	**Description**
M20	Monthly 20th	A monthly cycle that begins on the 20th of the month. To be used if the employer has multiple overlapping monthly cycles.
M21	Monthly 21st	A monthly cycle that begins on the 21st of the month. To be used if the employer has multiple overlapping monthly cycles.
M22	Monthly 22th	A monthly cycle that begins on the 22nd of the month. To be used if the employer has multiple overlapping monthly cycles.
M23	Monthly 23rd	A monthly cycle that begins on the 23rd of the month. To be used if the employer has multiple overlapping monthly cycles.
M24	Monthly 24h	A monthly cycle that begins on the 24th of the month. To be used if the employer has multiple overlapping monthly cycles.
M25	Monthly 25th	A monthly cycle that begins on the 25th of the month. To be used if the employer has multiple overlapping monthly cycles.
M26	Monthly 26th	A monthly cycle that begins on the 26th of the month. To be used if the employer has multiple overlapping monthly cycles.
M27	Monthly 27th	A monthly cycle that begins on the 27th of the month. To be used if the employer has multiple overlapping monthly cycles.
M28	Monthly 28th	A monthly cycle that begins on the 28th of the month. To be used if the employer has multiple overlapping monthly cycles.
M29	Monthly 29th	A monthly cycle that begins on the 29th of the month. To be used if the employer has multiple overlapping monthly cycles.
M30	Monthly 30th	A monthly cycle that begins on the 30th of the month. To be used if the employer has multiple overlapping monthly cycles.
M31	Monthly 31st	A monthly cycle that begins on the 31st of the month. To be used if the employer has multiple overlapping monthly cycles.
S01	Semi-annual	A semi-annual cycle only used for conversion and reporting of pre-myETF adjustments.
A00	Annual	An annual cycle only used for conversion and reporting of pre-myETF adjustments.

Appendix 5 – Work Status Codes

A Work Status code is a field on the member-level detail record of the work report submitted by an employer. There are five possible status codes, as detailed below, which are used to determine whether a given employee is eligible to participate in the WRS and, as a result, whether contributions are due for a given employee reported. The fifth code is used for employers participating only in the insurance programs and not reporting contributions. A status code is configured for every Job Category.

The five status codes configured in myETF are as follows:

- WRS Eligible (code = ACT): used by WRS participating employers to report WRS eligible/contributing employees
- WRS Ineligible-Ch.40 (code = C40): used to report employees that are terminated from the WRS coverage due to an extended LOA or approval for certain disability benefits, but who are still employed with the employer
- WRS Eligible-over IRS Limit (code = IRS): used by WRS participating employers to report WRS eligible employees when the employee has reached the earnings or contributions cap set by the IRS. This status indicates that further WRS contributions for the current calendar year will not be calculated or accepted for any employee reported with this status even though the employee is WRS eligible.

Note: ETF will retain the responsibility for performing the appropriate calculations related to the IRS earnings and contributions limits. The appropriate validations in myETF will inform the employer when such limits are reached and the employee's status changes to "WRS Eligible-over IRS Limit." Employers are responsible for updating their payroll records so that the status is reported accurately from that point on during wage and contributions reporting.

- WRS Ineligible (code = INA): used for any employee, such as an LTE, employed by the WRS participating employer, who is not eligible to participate in WRS. These members may or may not be enrolled in insurance program(s). WRS contributions will not be calculated/accepted for any employee reported with this status.
- Insurance Only (code = INS): used by employers participating only in insurance programs (but not WRS). All employees for such employers must be reported as "Insurance Only." WRS contributions will not be calculated/accepted for any employee reported with this status.

Appendix 6 – Job Category Codes

Table 6 lists the job categories configured in myETF. The "Job Category Code" column contains a code that employers will submit on their wage and contributions reports and myETF will use to translate into the Job Category description on the actual work report.

Table 6 Job Categories	
Code	**Description**
48	Circuit Court Judge
38	Circuit Court Judge-Rate Change-Act 10
08	Circuit Court Judge Pre-Act 10
47	Court of Appeals Judge
37	Court of Appeals Judge-Rate Change-Act 10
07	Court of Appeals Judge Pre-Act 10
31	Court Reporter
01	Court Reporter Pre-Act 10
53	Craftworkers (non-management staff)
42	Education Support Personnel
12	Education Support Personnel Pre-Act 10
49	Local Elected Official
39	Local Elected Official-Rate Change-Act 10
09	Local Elected Official Pre-Act 10
32	Executive Retirement Plan
02	Executive Retirement Plan Pre-Act 10
30	General Employment
00	General Employment Pre-Act 10
55	General Legislative Employee
56	General Legislative Employee Pre-Act 10
50	Graduate Assistant
46	Legislator/State Constitutional Officer
36	Legislator/State Constitutional Officer-Rate Change-Act 10
06	Legislator/State Constitutional Officer Pre-Act 10
33	Protective with Social Security
03	Protective with Social Security Pre-Act 10
34	Protective without Social Security
04	Protective without Social Security Pre-Act 10
45	Supreme Court Justice

Table 6 Job Categories	
Code	**Description**
35	Supreme Court Justice-Rate Change-Act 10
05	Supreme Court Justice Pre-Act 10
40	Teacher
41	Teacher – Executive Retirement Plan
11	Teacher – Executive Retirement Plan Pre-Act 10
10	Teacher Pre-Act10
58	UW – Academic Year - Teacher
59	UW – Academic Year - Executive
60	UW – Annual - Teacher
61	UW – Annual - Executive
52	WisCraft

Appendix 7 – Country Codes

Table 7 provides a complete list of all of the available country codes.

Table 7 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
United States	US		Liberia	LR
Aland Islands	AX		Libya	LY
Afghanistan	AF		Liechtenstein	LI
Akrotiri	AKR		Lithuania	LT
Albania	AL		Luxembourg	LU
Algeria	DZ		Macao	MO
African Samoa	AS		Macedonia	MK
Andorra	AD		Madagascar	MG
Angola	AO		Malawi	MW
Anguilla	AI		Malaysia	MY
Antarctica	AQ		Maldives	MV
Antigua and Barbuda	AG		Mali	ML
Argentina	ARG		Malta	MT
Armenia	AM		Isle of Man	IM
Aruba	AW		Marshall Islands	MH
Ashmore & Cartier Islands	ASH		Martinique	MQ
Australia	AU		Mauritania	MR
Austria	AT		Mauritius	MU
Bahrain	BH		Mexico	MX
Baker Island	BAK		Midway Islands	MID
Bangladesh	BD		Moldova	MD
Barbados	BB		Monaco	MC
Belarus	BY		Mongolia	MN
Belgium	BE		Montenegro	ME
Belize	BZ		Montserrat	MS
Benin	BJ		Monaco	MA
Bermuda	BM		Mozambique	MZ
Bhutan	BT		Namibia	NA
Bolivia	BO		Nauru	NR

Table 7 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
Bosnia and Herzegovina	BA		Navassa Island	NAV
Botswana	BW		Nepal	NP
Bouvet Island	BV		Netherlands	NL
Brazil	BR		Netherlands Antilles	AN
British Indian Ocean Territory	IO		New Caledonia	NC
Brunei Darussalam	BN		New Zealand	NZ
Brunei	BRU		Nicaragua	NI
Bulgaria	BG		Niger	NE
Burkina Faso	BF		Nigeria	NG
Myanmar	MM		Niue	NU
Burundi	BI		Norfolk Island	NF
Cambodia	KH		Northern Mariana Islands	MP
Cameroon	CM		North Korea	KP
Canada	CA		Norway	NO
Cape Verde	CV		Oman	OM
Cayman Islands	KY		Other Country	OTH
Central African Republic	CF		Pakistan	PK
Chad	TD		Palau	PW
Chile	CL		Palestinian Territory, Occupied	PS
China	CN		Palmyra Atoll	PAL
Christmas Islands	CX		Panama	PA
Clipperton Island	CLI		Papua New Guinea	PG
Cocos (Keeling) Islands	CC		Paracel Islands	PAR
Colombia	CO		Paraguay	PY
Comoros	KM		Peru	PE
Congo	CG		Philippines	PH
The Democratic Republic of the Congo	CD		Pitcairn	PN
Cook Islands	CK		Poland	PL
Coral Sea Islands Territory	COR		Portugal	PT

Table 7 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
Costa Rica	CR		Puerto Rico	PR
Cote d'Ivoire (Ivory Coast)	CI		Qatar	QA
Croatia	HR		Reunion	RE
Cuba	CU		Romania	RO
Cyprus	CY		Russia	RU
Czech Republic	CZ		Rwanda	RW
Denmark	DK		Samoa	WS
Dhekelia	DHE		San Marino	SM
Djibouti	DJ		Sao Tome and Principe	ST
Dominica	DM		Saudi Arabia	SA
Dominican Republic	DO		Senegal	SN
Ecuador	EC		Serbia	RS
Egypt	EG		Seychelles	SC
El Salvador	SV		Sierra Leone	SL
Equatorial Guinea	GQ		Singapore	SG
Eritrea	ER		Saint Maarten	SMT
Estonia	EE		Slovakia	SK
Ethiopia	ET		Slovenia	SI
Falkland Islands (Malvinas)	FK		Solomon Islands	SB
Faroe Islands	FO		Somalia	SO
Micronesia, Federated States Of	FM		South Africa	ZA
Fiji	FJ		South Georgia and the South Sandwich Islands	GS
Finland	FI		South Korea	KR
France	FR		Spain	ES
French Guiana	GF		Spratly Islands	SPI
French Polynesia	PF		Sri Lanka	LK
French Southern Territories	TF		Saint Barthelemy	BL
Gabon	GA		Saint Helena	SH
Georgia	GE		Saint Kitts and Nevis	KN

Table 7 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
Germany	DE		Saint Lucia	LC
Ghana	GH		Saint Martin	MF
Gibraltar	GI		Saint Pierre and Miquelon	PM
Greece	GR		Saint Vincent and the Grenadines	VC
Greenland	GL		Sudan	SD
Grenada	GD		Suriname	SR
Guadeloupe	GP		Svalbard and Jan Mayen	SJ
Guam	GU		Swaziland	SZ
Guatemala	GT		Sweden	SE
Guernsey	GG		Switzerland	CH
Guinea	GN		Syria	SY
Guinea-Bissau	GW		Taiwan	TW
Guyana	GY		Tajikistan	TJ
Haiti	HT		Tanzania	TZ
Heard Island and McDonald Islands	HM		Thailand	TH
Holy See (Vatican City State)	VA		Bahamas	BS
Honduras	HN		Gambia	GM
Hong Kong	HK		Timor-Leste	TL
Howland Island	HOW		Togo	TG
Hungary	HU		Tokelau	TK
Iceland	IS		Tonga	TO
India	IN		Trinidad and Tobago	TT
Indonesia	ID		Tunisia	TN
Iran	IR		Turkey	TR
Iraq	IQ		Turkmenistan	TM
Ireland	IE		Turks and Caicos Islands	TC
Israel	IL		Tuvalu	TV
Italy	IT		Uganda	UG
Jamaica	JM		Ukraine	UA

Table 7 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
Jan Mayen	JAN		United Arab Emirates	AE
Japan	JP		United Kingdom	UK
Jarvis Island	JAR		United States Minor Outlying Islands	UM
Jersey	JE		Uruguay	UY
Johnston Atoll	JON		Uzbekistan	UZ
Jordan	JO		Vanuatu	VU
Kazakhstan	KZ		Venezuela	VE
Kenya	KE		Vietnam	VN
Kingman Reef	KIN		Virgin Islands, British	VG
Kiribati	KI		Virgin Islands, U.S.	VI
Kosovo	KOS		Wake Island	WQ
Kuwait	KW		Wallis and Futuna	WF
Kyrgyzstan	KG		Western Sahara	EH
Lao People's Democratic Republic (Laos)	LA		Yemen	YE
Latvia	LV		Zambia	ZM
Lebanon	LB		Zimbabwe	ZW
Lesotho	LS			

Appendix 8 – State Codes

Table 8 provides a complete list of all of the available state codes.

Table 8 State Codes			
State	**State Code**	**State**	**State Code**
Alabama	AL	New Jersey	NJ
Alaska	AK	New Mexico	NM
Arizona	AZ	New York	NY
Arkansas	AR	North Carolina	NC
California	CA	North Dakota	ND
Colorado	CO	Ohio	OH
Connecticut	CT	Oklahoma	OK
Delaware	DE	Oregon	OR
District of Columbia	DC	Pennsylvania	PA
Florida	FL	Rhode Island	RI
Georgia	GA	South Carolina	SC
Hawaii	HI	South Dakota	SD
Idaho	ID	Tennessee	TN
Illinois	IL	Texas	TX
Indiana	IN	Utah	UT
Iowa	IA	Vermont	VT
Kansas	KA	Virginia	VA
Kentucky	KY	Washington	WA
Louisiana	LA	West Virginia	WV
Maine	ME	Wisconsin	WI
Maryland	MD	Wyoming	WY
Massachusetts	MA	American Samoa	AS
Michigan	MI	Guam	GU
Minnesota	MN	Northern Mariana Islands	MP
Mississippi	MS	Puerto Rico	PR
Missouri	MO	U.S. Virgin Islands	VI
Montana	MT	AA	U.S. Armed Forces - Americas
Nebraska	NE	AE	U.S. Armed Forces - Europe
Nevada	NV	AP	U.S. Armed Forces - Pacific
New Hampshire	NH		

Appendix 9 – Work Report and Adjustments Validations

Each field within the work report or the work report adjustment has an associated validation that checks the accuracy of the data. Each validation occurs in a set sequence and has specific attributes associated to it. Attributes are characteristics of the validations that define how they function during file processing. Table 9 through Table 12 outlines each validation including the sequence in which it occurs during the work report/adjustment processing. The following attributes, as they appear in Table 9 through Table 12, are described for each validation:

- Validation: the name of the validation
- Trigger Condition: information about when the validation should be triggered
- Message: the message that displays if the validation fails
- Type: the type of validation, including the following:
  - Required Field: validates that data must be entered in the field
  - Invalid Value: the value entered is not a valid value for a given field or does not adhere to the defined format
  - Conditionally Required Field: validates that data has been entered in the field only if certain conditions exist
  - Duplicate Record: confirms that there is not a duplicate record detected in the system
  - Formatting: confirms that the entered value matches the required format
  - Value Mismatch with Expected (System) Value: the reported value does not match the corresponding value in the system
  - Business Rule Violation: one of ETF's business rules has been violated
- Severity: defines what the system should do upon the validation failing as follows:
  - Error: failure of an error-type validation causes the data not to be saved. An error message displays on the page.
  - Exception: failure of an exception-type validation prompts the user to review the condition but does not prevent the data being saved.

The work report validations are refreshed every time the user saves a work report. If resolving a validation involves updating data in another area (e.g., member employment record), the employer user will make the appropriate change (e.g., in the member employment record) and will then go into the work report and re-save.

The validations configured for the work report are detailed in Table 9 through Table 12.

General Work Report Validations

Table 9 contains the general validations applied to the regular work report and adjustments. These validations verify that the data submitted on a recurring basis is valid, and according to ETF's business rules. These validations verify that numerical data (hours and earnings) are within the defined thresholds or bounds that conditionally required fields are populated, and values that are conditionally not reportable are blank.

Table 9 General Work Report Validations

Validation	Trigger Condition	Message	Type	Severity
Duplicate Record	Two work history records have the following matching information: SSN, Period Start, Period Stop, Job Category, and Work Status. Applies to Work Reports.	Duplicate record detected. Please see Work Report ID XXXX.	Duplicate Record	Error
New Prefix	Reported Prefix does not match Prefix in the system. Applies to Work Reports	Reported Prefix does not match Prefix in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
New First Name	Reported First Name does not match First Name in the system. Applies to Work Reports.	Reported First Name does not match First Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
New Middle Name	Reported Middle Name does not match Middle Name in the system. Applies to Work Reports.	Reported Middle Name does not match Middle Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
New Last Name	Reported Last Name does not match Last Name in the system. Applies to Work Reports.	Reported Last Name does not match Last Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
New Suffix	Reported Suffix does not match Suffix in the system. Applies to Work Reports.	Reported Suffix does not match Suffix in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
WRS Eligible employee reported as Ineligible	The employee's employment record indicates that the employee is WRS eligible, but the employee is being reported as WRS ineligible. Applies to Work Reports.	Member status in the system is currently 'WRS Eligible'. Please confirm member status is changing to 'WRS Ineligible'.	Business Rule Violation	Exception
Employer is reporting the employee as Insurance Only	The employee's status is being reported as Insurance Only, but the employer is a WRS Eligible employer.	Insurance Only work status should only be used by the Insurance Only employer. Please correct the work status for this employee.	Business Rule Violation	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Incorrect Period Start Date	Period Start Date does not match the system derived date for current work report, based on the work report reporting cycle. Applies to Work Reports.	Period Start Date reported does not match the expected Period Start Date. Expected Period Start Date is <insert system derived Period Start Date>. Please correct Period Start Date.	Value Mismatch with Expected (System) Value	Error
Incorrect Period Stop Date	Period Stop Date does not match the system derived date for current work report, based on the work report reporting cycle. Applies to Work Reports.	Period Stop Date reported does not match the expected Period Stop Date. Expected Period Stop Date is <insert system derived Period Stop Date>. Please correct Period Stop Date.	Value Mismatch with Expected (System) Value	Error
Pay Date earlier than Period Stop Date	Pay date is earlier than period stop date. Applies to Work Reports and Adjustments.	Pay Date is prior to the Period Stop Date. Please update Pay Date.	Value Mismatch with Expected (System) Value	Error
Total Earnings Zero	Total Earnings amount for the period is zero. Applies to Work Reports. *Ignore validation if the employee is currently on one of the following unpaid LOAs: ▪ Unpaid leave-military ▪ Unpaid leave-family and medical leave act (FMLA) ▪ Unpaid leave-union service ▪ Unpaid leave - miscellaneous ▪ Unpaid leave-layoff Ignore validation if the employee work status is WRS Ineligible or Insurance Only. Ignore validation if the employee's employment status is Occasional Active Employment.	Total Earnings cannot be zero. Please correct Total Earnings.	Business Rule Violation	Error
Total Earnings negative	Total Earnings amount for the period is less than zero. Applies to Work Reports.	Total Earnings cannot be negative. Please correct Total Earnings.	Business Rule Violation	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Aggregate Earnings negative	Total Earnings amount for the period is less than zero. Applies to Work Reports Adjustments.	Aggregate earnings cannot be negative. Please correct Total Earnings.	Business Rule Violation	Error
Total Earnings Exceed IRS Limit	Total Earnings reported for member so far for the calendar or fiscal year (based on Job Category) exceed the IRS Limit. Applies to Work Reports and Adjustments.	Total Earnings exceed the IRS Earnings limit by <Total Earnings being reported + Earnings from WH - Amount from factor table>. Please separate this work report detail into two rows and set member Work Status = WRS Eligible-over IRS Limit for the excess earnings row.	Value Mismatch with Expected (System) Value	Error
Total Earnings does not equal sum of earnings components	Total Earnings does not equal the sum of: Regular Wages Overtime Compensatory Time Payout Bonus Pay Extra Cur Act Pay Applies to Work Reports and Adjustments.	Total Earnings are not equal to the sum of Regular Wages, Overtime, Compensatory Time Payout, Bonus Pay and Extra Cur Act Pay. Please review and correct.	Value Mismatch with Expected (System) Value	Error
Regular Wages negative	Regular Wages are negative on a regular work report. Applies to Work Reports.	Regular Wages cannot be negative. Please correct Regular Wages.	Value Mismatch with Expected (System) Value	Error
Aggregate Regular Wages negative	Aggregate (net) Regular Wages is negative on an adjustment work report. Applies to Adjustments.	Net Regular Wages cannot be negative. Please correct Regular Wages.	Value Mismatch with Expected (System) Value	Error
Overtime Pay negative	Overtime Pay is negative on a regular work report. Applies to Work Reports.	Overtime Pay cannot be negative. Please correct Overtime Pay.	Value Mismatch with Expected (System) Value	Error
Aggregate Overtime Pay negative	Aggregate (net) Overtime Pay is negative on an adjustment work report. Applies to Adjustments.	Net Overtime Pay cannot be negative. Please correct Overtime Pay.	Value Mismatch with Expected (System) Value	Error
Compensatory Time Payout negative	Compensatory Time Payout is negative on a regular work report. Applies to Work Reports.	Compensatory Time Payout cannot be negative. Please correct Compensatory Time Payout.	Value Mismatch with Expected (System) Value	Error
Aggregate Compensatory Time Payout negative	Aggregate (net) Compensatory Time Payout is negative on an adjustment work report. Applies to Adjustment.	Net Compensatory Time Payout cannot be negative. Please correct Compensatory Time Payout.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Bonus Pay negative	Bonus Pay is negative on a regular work report. Applies to Work Reports.	Bonus Pay cannot be negative. Please correct Bonus Pay.	Value Mismatch with Expected (System) Value	Error
Aggregate Bonus Pay negative	Aggregate (net) Bonus Pay is negative on an adjustment work report. Applies to Adjustments.	Net Bonus Pay cannot be negative. Please correct Bonus Pay.	Value Mismatch with Expected (System) Value	Error
Extra-Curricular Pay negative	Extra-Curricular Pay is negative on a regular work report. Applies to Work Reports	Extra-Curricular Pay cannot be negative. Please correct Extra-Curricular Pay.	Value Mismatch with Expected (System) Value	Error
Aggregate Extra-Curricular Pay negative	Aggregate (net) Extra-Curricular Pay is negative on an adjustment work report. Applies to Adjustments.	Net Extra-Curricular Pay cannot be negative. Please correct Extra-Curricular Pay.	Value Mismatch with Expected (System) Value	Error
Total Earnings Exceed Threshold	Increase or decrease in Total Earnings reported for current period exceeds the threshold for this employer based on % value indicated in Employer Earnings Threshold factor table and the 'Explanation' field is blank. Applies to Work Reports.	Total Earnings this period exceeded Total Earnings from last period based on the % threshold for this employer from the factor table without an explanation being provided. Please either correct Total Earnings or complete the Explanation field.	Value Mismatch with Expected (System) Value	Error
Explanation provided for Earnings increase/de-crease	Increase or decrease of Total Earnings reported for current period exceeds the threshold for this employer based on % value indicated in Employer Earnings Threshold factor table and the Explanation field is populated on current Work Report. Applies to Work Reports.	Rate of Earnings has exceeded the <value from factor table > threshold. Thank you for providing the explanation.	Value Mismatch with Expected (System) Value	Exception
EE Required Pre-tax negative	EE Required Pre-tax for the period (net) is negative. Applies to Work Reports.	EE Required Pre-tax cannot be negative. Please correct EE Required Pre-tax.	Value Mismatch with Expected (System) Value	Error
Aggregate EE Required Pre-tax negative	Aggregate EE Required Pre-tax is negative. Applies to Work Report Adjustments.	Net EE Required Pre-tax cannot be negative. Please correct EE Required Pre-tax.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
EE Required Pre-Tax provided for WRS Ineligible Employee	EE Required Pre-Tax is populated and employee's work status is either WRS Ineligible or Insurance Only. Applies to Work Reports and Adjustments.	Employee required contributions cannot be submitted for a WRS Ineligible or Insurance Only employee. Please set EE Required Pre-Tax to 0.00 or submit a Work Status change.	Value Mismatch with Expected (System) Value	Error
EE Required Post-tax negative	EE Required Post-tax for the period is negative. Applies to Work Reports.	EE Required Post-tax cannot be negative. Please correct EE Required Post-tax.	Value Mismatch with Expected (System) Value	Error
Aggregate EE Required Post-tax negative	Aggregate EE Required Post-tax for the period is negative. Applies to Adjustments.	Net EE Required Post-tax cannot be negative. Please correct EE Required Post-tax.	Value Mismatch with Expected (System) Value	Error
EE Required Post-Tax provided for WRS Ineligible Employee	EE Required Post-tax is populated and employee's work status is either WRS Ineligible or Insurance Only. Applies to Work Reports and Adjustments.	Employee required contributions cannot be submitted for a WRS Ineligible or Insurance Only employee. Please set EE Required Post-tax to 0.00 or submit a Work Status change.	Value Mismatch with Expected (System) Value	Error
Total reported employee required contributions exceed amount due	(EE Required Pre-Tax + EE Required Post-Tax) (+/- threshold value from the Employer Contributions Threshold factor table > Earnings * Rate1 tied to Employee Required-ER fund for this job category for this period. Applies to Work Reports and Adjustments.	Total reported employee required contributions exceed maximum amount due (<insert amount calculated: Earnings * Rate1 tied to Employee Required-ER fund for this JC for this period>). Please update EE Required Pre-Tax and/or EE Required Post-Tax amount(s).	Value Mismatch with Expected (System) Value	Error
EE Addl negative	EE Addl for the period (net) is negative. Applies to Work Reports.	EE Addl cannot be negative. Please correct EE Addl.	Value Mismatch with Expected (System) Value	Error
Aggregate EE Addl negative	Net EE Addl for the period is negative. Applies to Adjustments.	Net EE Addl cannot be negative. Please correct EE Addl.	Value Mismatch with Expected (System) Value	Error
EE Addl received after contributions cutover date for the year	EE Addl received for the prior year period after the Contributions Cutover date for that year.	EE Addl contributions have been reported for a closed year. Please remove EE Addl contributions.	Value Mismatch with Expected (System) Value	Error
EE Addl provided for WRS Ineligible Employee	EE Addl is populated and employee is either WRS Ineligible/Insurance Only. Applies to Work Reports and Adjustments.	EE Addl Contributions cannot be submitted for a WRS Ineligible or Insurance Only employee. Please set EE Addl to 0.00 or submit a Work Status change.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
After-Tax Contributions exceed the IRS limit for total earnings for the year	EE Addl contributions being reported + EE Addl contributions already posted to WH + EE Req After-Tax being reported + EE Required After-Tax already posted to WH + BAC After-Tax being reported + BAC After-Tax already posted to WH > Total yearly earnings reported to date including current period or IRS contributions limit amount, whichever amount is less.	Total After-Tax Contributions exceed the IRS limit for total earnings by <insert the exceeded amount>. Please update EE Addl and/or EE Required Post-Tax amounts.	Value Mismatch with Expected (System) Value	Error
ER Addl negative	ER Addl for the period is negative. Applies to Work Reports.	ER Addl cannot be negative. Please correct ER Addl.	Value Mismatch with Expected (System) Value	Error
ER Addl adjustment received after contributions cutover date for that year	ER Addl received for the prior year period after the Contributions Cutover date for that year.	ER Addl contributions have been reported for a closed year. Please remove ER Addl contributions.	Value Mismatch with Expected (System) Value	Error
Aggregate ER Addl negative	Net ER Addl for the period is negative. Applies to Adjustments.	Net ER Addl cannot be negative. Please correct ER Addl.	Value Mismatch with Expected (System) Value	Error
ER Addl provided for WRS Ineligible Employee	ER Addl is populated and employee is either WRS Ineligible/Insurance Only. Applies to Work Reports and Adjustments.	ER Addl Contributions cannot be submitted for a WRS Ineligible or Insurance Only employee. Please set ER Addl to 0.00 or submit a Work Status change.	Value Mismatch with Expected (System) Value	Error
BAC Pre-Tax populated	BAC Pre-Tax is not blank or zero. Applies to Work Reports.	BAC Pre-Tax amount cannot be reported. Please set this amount to zero.	Value Mismatch with Expected (System) Value	Error
BAC Post-Tax populated	BAC Post-Tax is not blank or zero. Applies to Work Reports.	BAC Post-Tax amount cannot be reported. Please set this amount to zero.	Value Mismatch with Expected (System) Value	Error
Aggregate BAC Pre-Tax negative	Aggregate BAC Pre-Tax for the period is negative. Applies to Adjustments.	Net BAC Pre-Tax cannot be negative. Please correct BAC Pre-Tax.	Value Mismatch with Expected (System) Value	Error
Aggregate BAC Post-Tax negative	Aggregate BAC Post-Tax for the period is negative. Applies to Adjustments.	Net BAC Post-Tax cannot be negative. Please correct BAC Post-Tax.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Total Hours does not equal sum of hours components	Total Hours does not equal the sum of: Regular Hours Overtime Hours Compensatory Time Payout Hours Extra Cur Act Pay Hours Applies to Work Reports and Adjustments.	Total Hours must equal the sum of Regular Hours, Overtime Hours, Compensatory Time Payout Hours and Extra Cur Act Pay Hours. Please review and correct.	Value Mismatch with Expected (System) Value	Error
Total Hours zero	Total Hours amount for the period is zero. Applies to Work Reports. *Ignore validation if the employee is currently on one of the following unpaid LOAs: ▪ Unpaid leave-military ▪ Unpaid leave-family and medical leave act (FMLA) ▪ Unpaid leave-union service ▪ Unpaid leave - miscellaneous ▪ Unpaid leave-layoff Ignore validation if the employee work status = WRS Ineligible or Insurance Only	Total Hours cannot be zero. Please correct Total Hours.	Business Rule Violation	Error
Total Hours negative	Total Hours amount for the period is negative. Applies to Work Reports.	Total Hours cannot be negative. Please correct Total Hours.	Business Rule Violation	Error
Aggregate Total Hours negative	Aggregate (net) Total Hours is negative. Applies to Adjustments.	Net Total Hours cannot be negative. Please correct Total Hours.	Business Rule Violation	Error
Regular Hours negative	Regular Hours is negative on a regular work report. Applies to Work Reports.	Regular Hours cannot be negative. Please correct Regular Hours.	Value Mismatch with Expected (System) Value	Error
Aggregate Regular Hours negative	Aggregate (net) Regular Hours negative. Applies to Adjustments.	Net Regular Hours cannot be negative. Please correct Regular Hours.	Business Rule Violation	Error
Overtime Hours negative	Overtime Hours is negative on a regular work report. Applies to Work Reports.	Overtime Hours cannot be negative. Please correct Overtime Hours.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Aggregate Overtime Hours negative	Aggregate (net) Overtime Hours for the period is negative. Applies to Adjustments.	Net Overtime Hours cannot be negative. Please correct Overtime Hours.	Business Rule Violation	Error
Aggregate Compensatory Time Payout Hours negative	Aggregate (net) Compensatory Time Payout Hours for the period is negative. Applies to Adjustments.	Net Compensatory Time Payout Hours cannot be negative. Please correct Compensatory Time Payout Hours.	Business Rule Violation	Error
Extra Cur Act Pay Hours negative	Extra Cur Act Pay Hours is negative on a regular work report. Applies to Work Reports	Extra Cur Act Pay Hours cannot be negative. Please correct Extra Cur Act Pay Hours.	Value Mismatch with Expected (System) Value	Error
Aggregate Extra Cur Act Pay Hours negative	Aggregate (net) Extra Cur Act Pay Hours for the period is negative. Applies to Work Reports and Adjustments.	Net Extra Cur Act Pay Hours cannot be negative. Please correct Extra Cur Act Pay Hours.	Business Rule Violation	Error
Total Hours exceed lower limit	Total Hours for the period exceeds the lower limit defined for current work report's pay frequency, based on the Hours-Pay Freq Limit. Applies to Work Reports and Adjustments.	Reported Total Hours (<insert reported Total Hours>) are greater than the expected maximum Total Hours (<lower amount for given billing frequency>). Please review and confirm Total Hours.	Value Mismatch with Expected (System) Value	Exception
Total Hours exceed upper limit	Total Hours for the period exceeds the upper limit defined for current work report's pay frequency, based on the Hours-Pay Freq Limit. Applies to Work Reports and Adjustments.	Reported Total Hours (<insert reported Total Hours>) are greater than the maximum allowed Total Hours (<lower amount for given billing frequency>). Please correct Total Hours.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
WRS Ineligible hours cap	Employee is WRS Ineligible and Total Hours reported + Total Hours from the last 12 months (based on the work report end date) in the employee's Work History exceeds the WRS ineligible hours cap for the reported Job Category, based on the Ineligible Hours Cap factor table. If WRS Enrollment Date is after 6/30/2011, then use column 2. If WRS Enrollment Date is before or on 6/30/2011, then use column 1. If WRS Enrollment Date is blank, then use column 2. Applies to Work Reports.	Total Hours for the last 12 months have reached <hours cap for reported JC> hours. Please review this employee's Work Status for WRS Eligibility.	Value Mismatch with Expected (System) Value	Exception
Sick Leave Balance negative	Sick Leave Bal Hrs is reported as negative. Applies to Work Reports.	Sick Leave Bal Hrs are negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Base Pay Rate (hourly) negative	Base Pay Rate (hourly) is reported as negative. Applies to Work Reports.	Base Pay Rate (hourly) cannot be negative. Please correct Base Pay Rate (hourly).	Value Mismatch with Expected (System) Value	Error
Adj Cont Svc Date is reported as a future date	Adj Cont Svc Date is after the current work report's Period End Date. Applies to Work Reports.	Adj Cont Svc Date cannot be greater than the Period Stop Date. Please correct Adj Cont Svc Date.	Value Mismatch with Expected (System) Value	Error
FTE % negative	FTE % is reported as negative. Applies to Work Reports.	FTE % cannot be negative. Please correct FTE %.	Value Mismatch with Expected (System) Value	Error
Estimated Annual Earnings negative	Estimated Annual Earnings field is reported as negative. Applies to Work Reports.	Estimated Annual Earnings cannot be negative. Please correct Estimated Annual Earnings.	Value Mismatch with Expected (System) Value	Error
EE Health negative	EE Health is reported as negative. Applies to Work Reports.	EE Health deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
EE Life negative	EE Life is reported as negative. Applies to Work Reports.	EE Life deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
EE ICI negative	EE ICI is reported as negative. Applies to Work Reports.	EE ICI deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Anthem DentalBlue negative	Anthem DentalBlue is reported as negative. Applies to Work Reports.	Anthem DentalBlue deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Epic Dental WI negative	Epic Dental WI is reported as negative. Applies to Work Reports.	Epic Dental WI deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Vision negative	Vision is reported as negative. Applies to Work Reports.	Vision deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
EPIC Benefits+ negative	EPIC Benefits+ is reported as negative. Applies to Work Reports.	EPIC Benefits+ deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Spouse/Dep Life negative	Spouse/Dep Life is reported as negative. Applies to Work Reports.	Spouse/Dep Life deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
AD&D negative	AD&D is reported as negative. Applies to Work Reports.	AD&D deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
DC negative	DC is reported as negative. Applies to Work Reports.	DC deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
FSA/TASC negative	FSA/TASC is reported as negative. Applies to Work Reports.	FSA/TASC deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
LPFSA negative	LPFSA is reported as negative. Applies to Work Reports.	LPFSA deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Long Term Care negative	Long Term Care is reported as negative. Applies to Work Reports.	Long Term Care deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
DCA negative	DCA is reported as negative. Applies to Work Reports.	DCA deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Transit negative	Transit is reported as negative. Applies to Work Reports.	Transit deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Parking negative	Parking is reported as negative. Applies to Work Reports.	Parking deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
HSA negative	HSA is reported as negative. Applies to Work Reports.	HSA deduction is negative. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Date of Death populated without corresponding Employment Status	Date of Death (DOD) is populated and the reported Employment Status does not equal TH (Termination-Death). Applies to Work Reports.	Please submit Employment Status = TH and review DOD for accuracy.	Value Mismatch with Expected (System) Value	Error
Invalid Period End Date on the adjustment record	Period End Date is prior to the Period Start Date. Applies to Adjustments.	Period Start Date must be before the Period End Date. Please review and correct.	Value Mismatch with Expected (System) Value	Error
Invalid Pay Date on the adjustment record	Pay Date is prior to the Period Stop Date. Applies to Adjustments.	Pay Date is prior to the Period Stop Date. Please update Pay Date.	Value Mismatch with Expected (System) Value	Error
EE Addl adjustment is being reported for a past year.	Period End Date of the adjustment record is prior to the current 'system' date year and EE Addl amount is not blank. Applies to Adjustments.	EE Addl adjustment cannot be submitted for a prior year. Please remove the EE Addl amount.	Value Mismatch with Expected (System) Value	Error
ER Addl adjustment is being reported for a past year.	Period End Date of the adjustment record is prior to the current 'system' date year and ER Addl amount is not blank. Applies to Adjustments.	ER Addl adjustment cannot be submitted for a prior year. Please remove the ER Addl amount.	Value Mismatch with Expected (System) Value	Error
The sum of BAC Pre-Tax and BAC After-Tax exceed the expected amount based on rate.	Total for this period (BAC Pre-Tax + BAC After-Tax) * Rate is greater than Earnings * Rate1 tied to the BAC-ER fund for this period. Applies to Adjustments.	Total reported BAC contributions exceed maximum amount due (<insert amount calculated: Earnings * Rate1 tied to BAC-ER fund for this JC for this period>). Please update BAC Pre-Tax and/or BAC Post-Tax amount(s).	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Adjustment report contains a value in a field used for regular work reports only.	The following field(s) are not blank in the adjustment work report: ▪ Begin Date ▪ Original Hire Date ▪ WRS Coverage Eff. Date ▪ Empl Status ▪ Empl Status Start Date ▪ Prev Empl Status Stop Date ▪ Empl Status Last Pay Date ▪ DOB ▪ Gender ▪ Addr Line 1 ▪ Addr Line 2 ▪ Addr Line 3 ▪ City ▪ State ▪ Zip ▪ Phone ▪ Email ▪ DOD ▪ LTE	<Field Name> must be blank for the adjustment record. Please remove the field value.	Value Mismatch with Expected (System) Value	Error
Work History is missing for the employee's prior period(s). Both report level and detail level validation	Employee is missing work history for one or more prior payroll periods during the continuous employment (including LOAs) with the given employer. (Employment record Stop Date is not populated and Period End Date is after or equal to the employment record Start Date.)	This member is missing work history for the following period End Dates: <list period end dates for which work history is missing>.	Business Rule Violation	Exception
Overtime Pay is zero.	Explanation indicates that Overtime Pay was reported for the period, but Overtime Pay is zero.	The explanation indicates Overtime Pay, please enter Overtime Pay earnings.	Value Mismatch with Expected (System) Value	Error
Compensatory Time Payout is zero.	Explanation indicates that Compensatory Time Payout was reported for the period, but Compensatory Time Payout is zero.	The explanation indicates Compensatory Time Payout, please enter Compensatory Time Payout earnings.	Value Mismatch with Expected (System) Value	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Bonus Pay is zero.	Explanation indicates that Bonus Pay was reported for the period, but Bonus Pay is zero.	The Explanation indicates Bonus Pay, please enter Bonus Pay earnings.	Value Mismatch with Expected (System) Value	Error
Extra-Curricular Pay is zero.	Explanation indicates that Extra Curricular Pay was reported for the period, but Extra Curricular Pay is zero.	The Explanation indicates Extra Curricular Pay, please enter Extra Curricular Pay earnings.	Value Mismatch with Expected (System) Value	Error
USERRA form not submitted for the M record	M record is received for a given payroll period. The following conditions are not met: -USERRA workflow exists; and -M record Period Start/End Dates are within the USERRA Leave Start and USERRA Leave End dates from the USERRA workflow datasheet; and -'Form Completed' in the workflow datasheet is set to 'Y' (checked) Applies to Work Report Adjustments.	The military adjustment record cannot be submitted until the USERRA form is received by ETF. Please fill out and send the USERRA form to ETF. You will be notified when we receive the form, so you can submit the military adjustment.	Business Rule Violation	Error
USERRA Earnings on M record exceed the expected value	Total Earnings from all M records from the work history (including the new record being submitted) for all periods falling within the USERRA Leave Start/USERRA Leave End dates from the USERRA workflow datasheet, exceed Total Earnings indicated in the Total USERRA Earnings of the USERRA workflow datasheet Applies to Work Report Adjustments	Total Earnings reported for the USERRA leave period exceed the Total Earnings indicated on the USERRA form submitted to ETF. Please remove the extra earnings ($XXX.XX) or submit a corrected USERRA form to ETF.	Business Rule Violation	Error

Table 9 General Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
USERRA Hours on M record exceed the expected value.	Total Hours from all M records from the work history (including the new record being submitted) for all periods falling within the USERRA Leave Start/USERRA Leave End dates from the USERRA workflow datasheet, exceed Total Earnings indicated in the Total USERRA Earnings of the USERRA workflow datasheet Applies to Work Report Adjustments	Total Hours reported for the USERRA leave period exceed the Total Earnings indicated on the USERRA form submitted to ETF. Please remove the extra earnings ($XXX.XX) or submit a corrected USERRA form to ETF.	Business Rule Violation	Error
M record period is between 1/1/1974 and 7/1/2011 and Earnings are missing.	M record period is between 1/1/1974 and 7/1/2011 and Total Earnings value is missing. Applies to Work Report Adjustments	Military Period is between 1/1/1974 and 7/1/2011. Please enter Total Earnings.	Business Rule Violation	Error

New Enrollment Work Report Validations

Table 10 contains the validations related to a standard new member enrollment, job category enrollment, and change in employment status. Validations in this table verify that all the necessary information related to these scenarios is provided and is in compliance with ETF business rules. Refer to Appendix 9 – Work Report and Adjustments Validations for details regarding the columns/data that appear in the validation tables below.

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New Job Category reported	Job Category being reported is different from the Job Category indicated on the existing employment record(s) at the current employer. Existing Job Categories are missing from the work report. Applies to Work Reports.	Missing Job Category: <insert description of Job Categories that are missing, separate by commas>. If the employee was terminated from this 'Job Category', please provide termination information in a new row of this work report. Otherwise, please update the 'Job Category' in this row.	Duplicate Record	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New Job Category reported without termination of the existing Job Categories	Job Category being reported is different from the Job Category indicated on open employment record(s) at current employer, and existing Job Categories reported don't indicate an employment status change (i.e., a termination). Applies to Work Reports.	Please note, this employee is already enrolled with the following Job Categories: <insert description of Job Categories from the employment record that have no Employment Status populated on this report>. Please verify that the employee is still enrolled in these Job Categories and provide termination information if applicable.	Value Mismatch with Expected (System) Value	Exception
Begin Date is blank	Begin Date is not populated and the employee is being enrolled in a new Job Category. Applies to Work Reports.	Begin Date is required for a new employment or a Job Category change. Please provide the Begin Date.	Conditionally Required Field	Error
Begin Date outside of reporting period	Begin date is before Period Start Date or after Period End Date. Applies to Work Reports.	Begin Date cannot be prior to the Period Start Date or after the Period Stop Date. Please adjust the Begin Date. If you need to adjust the Begin Date for the existing employee, please go directly into the Roster tab and update employment. If you have a previous work report in Initial status for this member, please submit that report first before submitting the current report.	Value Mismatch with Expected (System) Value	Error
Mismatched Begin Date	Reported Begin Date does not match Begin Date on employment record for the respective Job Category. Applies to Work Reports.	Begin Date already exists for this employment record but it does not match the Begin Date being reported. If you need to adjust the Begin Date for the existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error
Begin Date prior to Original Hire Date	Reported Begin Date is prior to reported Original Hire Date. Applies to Work Reports.	Begin Date cannot be prior to the Original Hire Date. Please update the Begin Date or the Original Hire Date.	Value Mismatch with Expected (System) Value	Error
Original Hire Date is blank	Original Hire Date is not populated for the new employee or a job category change. Applies to Work Reports.	Original Hire Date is required for a new employee or Job Category change. Please provide the Original Hire Date.	Conditionally Required Field	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Original Hire Date is after reporting Period Stop Date	Original Hire Date is after Period End Date. Applies to Work Reports.	Original Hire Date cannot be after the Period Stop Date. Please adjust the Original Hire Date.	Value Mismatch with Expected (System) Value	Error
Mismatched Original Hire Date	Reported Original Hire Date does not match Original Hire Date on employment record for respective Job Category. Applies to Work Reports.	Original Hire Date already exists for this employment record but it does not match the Original Hire Date being reported. If you need to adjust the Original Hire Date for the existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error
WRS Coverage Eff Date is blank	WRS Coverage Eff Date is blank and: ▪ New employee is being reported; or ▪ Previously terminated employee is being reported again; or ▪ Job Category being reported does not yet exist in the employment record and Work Status = WRS Eligible; or ▪ Previously WRS Ineligible employee is now being reported as WRS Eligible. Applies to Work Reports.	WRS Coverage Eff Date is required for new employment, a Job Category change for WRS Eligible employees, or Work Status change to WRS Eligible. Please provide the WRS Coverage Eff Date.	Conditionally Required Field	Error
WRS Coverage Eff Date populated for WRS Ineligible employee	WRS Coverage Eff Date is populated and employee is either WRS Ineligible or Insurance Only. Applies to Work Reports.	WRS Coverage Eff Date must be blank for WRS Ineligible or Insurance Only employees. Please remove the WRS Coverage Eff Date or change the Work Status to WRS Eligible. If you need to adjust the WRS Coverage Eff Date for an existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
WRS Coverage Eff Date prior to Begin Date or Original Hire Date	WRS Coverage Eff Date is prior to either Begin Date or the Original Hire Date. Applies to Work Reports.	WRS Coverage Eff Date cannot be prior to the Original Hire Date or Begin Date. Please adjust the WRS Coverage Eff. Date. If you need to adjust the WRS Coverage Eff Date for the existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error
WRS Coverage Eff Date after reporting period Stop Date	WRS Coverage Eff Date is after Period End Date. Applies to Work Reports.	WRS Coverage Eff Date cannot be after the Period Stop Date. Please adjust the WRS Coverage Eff Date.	Value Mismatch with Expected (System) Value	Error
Employment Status is blank	Employment Status is blank and: ▪ New employee is being reported ▪ A previously terminated employee is being reported ▪ New Job Category is being reported Applies to Work Reports.	Employment Status is required for a new employee, previously terminated employee, or a Job Category change. Please enter Employment Status.	Conditionally Required Field	Error
Duplicate Employment Status Change	Employment Status Change is being reported on the work report. Same Employment Status already exists in the employee's employment record. Applies to Work Reports.	Reported Empl Status already exists in our records. Please remove Empl Status or submit a different Empl Status.	Duplicate Record	Error
Employment Status Change Start Date is not populated.	Employment Status Start Date is blank and Employment Status is populated. Applies to Work Reports.	Empl Status Start Date is required when reporting a new employment status. Please enter Empl Status Start Date.	Conditionally Required Field	Error
Employment Status Change Start Date prior to or equal to the previous Employment Status Stop Date	New Employment Status Change Start Date is prior to or equal to the reported Previous Employment Status Start Date. Applies to Work Reports.	Empl Status Start Date cannot be prior or equal to the Prev Empl Status Stop Date.	Value Mismatch with Expected (System) Value	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employment Status Change Start Date prior to or equal to open employment status start date	Reported Employment Status Change Start Date is prior to or equal to latest Employment Status Start Date on the respective employment record for this employee. Applies to Work Reports.	Employment Status Start Date being reported is prior to this employee's previous Employment Status Start Date. Please update Empl Status Start Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Start Date outside of reporting period	Reported Employment Status Start Date is prior to the Period Start Date or after Period End Date. Applies to Work Reports.	Employment Status Start Date cannot be prior to the Period Start Date or later than the Period End Date. Please review and correct.	Value Mismatch with Expected (System) Value	Error
Employment Status Change Start Date populated with no corresponding Employment Status	Employment Status Start Date is populated and Employment Status is blank. Applies to Work Reports.	Employment Status is blank. Please provide Empl Status or remove Empl Status Start Date.	Value Mismatch with Expected (System) Value	Error
Previous Employment Status Stop Date is blank	Previous Employment Status Stop Date is blank and Employment Status is populated. Applies to Work Reports *Note: ignore this validation if no previous employment status exists (new employee enrollment)	Prev Employment Status Stop Date is required when reporting a new Empl Status. Please enter Prev Empl Status Stop Date.	Conditionally Required Field	Error
Previous Employment Status Stop Date outside of reporting period	Reported Previous Employment Status Stop Date is before Period Start Date or after Period End Date. Applies to Work Reports.	Prev Employment Status Stop Date cannot be prior to the Period Start Date or later than the Period End Date.	Value Mismatch with Expected (System) Value	Error
Previous Employment Status Stop Date populated with no Employment Status	Previous Employment Status Stop Date is populated and Employment Status is blank. Applies to Work Reports.	Empl Status is blank. Please provide Empl Status or remove Prev Empl Status Stop Date.	Value Mismatch with Expected (System) Value	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employment Status Last Pay Date is blank	Employment Status Last Pay Date is blank and reported Employment Status is not equal to 'Active Employment'. Applies to Work Reports.	Employment Status Last Pay Date is required for the Leave of Absence (LOA) or Termination status that is ending. Please provide the Previous Employment Status Stop Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Last Pay Date populated with no Employment Status	Employment Status Last Pay Date is populated and Employment Status is blank. Applies to Work Reports.	Employment Status is blank. Please provide Employment Status or remove Employment Status Last Pay Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Change Last Pay Date prior to Period Start Date	Employment Status Last Pay Date is prior to the current work report's Period Start Date. Applies to Work Reports.	Previous Employment Status Stop Date cannot be prior to the Period Start Date. Please review and correct.	Value Mismatch with Expected (System) Value	Error
ER Contribution Date is populated but the employer does not offer the health insurance coverage. Only applies to Local employers.	ER Contribution Date is populated but employer offering does not include health insurance coverage. State/Local indicator in the Employer Profile = Local.	Employer does not offer health insurance coverage. Please remove the ER Contribution Date.	Business Rule Violation	Error
ER Contribution Date is outside of the expected range. Only applies to Local employers.	ER Contribution Date is on or before the 1st day of the 7th month following the latest of the Original Hire Date from the earliest employment record with that employer within a given job category and the Offering Start Date. State/Local indicator in the Employer Profile = Local.	ER Contribution Date must be on or before the first day of the 7th month following the <populate the latest of the Original Hire Date and Offering Start Date (include label)> Example: ER Contribution Date must be on or before the first day of the 7th month following the Offering Start Date of 06/01/2015.	Value Mismatch with Expected (System) Value	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
ER Contribution Date is blank on the first work report for this employee and the employer offers the health insurance coverage. Only applies to Local employers.	ER Contribution Date is blank and this is the first work report being submitted for this employee within a given employment record. Employer offers the health insurance coverage. State/Local indicator in the Employer Profile = Local.	ER Contribution Date is required on the first work report. Please provide the ER Contribution Date.	Business Rule Violation	Error
ER Contribution Date being submitted does not match the current ER Contribution Date in the employment record. Only applies to Local employers.	ER Contribution Date is populated on a work report and does not match the ER Contribution Date on the employment record. State/Local indicator in the Employer Profile = Local.	According to our records the ER Contribution Date is <populate the ER Contribution Date from the employment record>. Please review the ER Contribution Date. If you need to adjust the ER Contribution Date, please go directly into the Roster tab and update employment. Example: According to our records the ER Contribution Date is 1/15/2015. Please review the ER Contribution Date. If you need to adjust the ER Contribution Date, please go directly into the employment record to do so.	Value Mismatch with Expected (System) Value	Exception
Program Code is populated but the employer does not offer the health insurance coverage. Only applies to Local employers.	Program Code is populated but employer offerings does not have health insurance coverage. State/Local indicator in the Employer Profile = Local.	Employer does not offer health insurance coverage. Please remove the Program Code.	Business Rule Violation	Error

Table 10: New Enrollment Work Report Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Program Code is blank but the employer offers multiple health insurance programs. Only applies to Local employers.	Program Code is blank but the employer offers multiple health insurance programs. State/Local indicator in the Employer Profile = Local.	Employer offers multiple health insurance programs. Please provide a Program Code.	Business Rule Violation	Error

Rehired Annuitant Validations

Table 11 contains the validations that relate to the scenarios where members are enrolled in WRS via the work report while they are concurrently receiving various ETF benefits. Refer to section Appendix 9 – Work Report and Adjustments Validations for details regarding the columns and data that appear in the validation tables below.

Table 11: Rehired Annuitant Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment while on LTDI	New member enrollment is being processed through a regular work report. Member is receiving the LTDI benefit. Work Report Period Start Date is on or after the benefit effective date of the LTDI benefit. If multiple LTDI benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member is receiving an LTDI benefit. Please confirm that this member should be enrolled in the WRS and adjust the record if necessary.	Business Rule Violation	Exception
New member enrollment while on Disability Retirement (40.63) or (40.63(4).	New member enrollment is being processed through a regular work report. Member is receiving the Disability Retirement ((40.63) or 40.63(4)) benefit. Rehired Annuitant checkbox is not checked on Additional Benefit Info datasheet. Work Report Period Start Date is on or after the benefit effective date. If multiple Disability Retirement (40.63) benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member is receiving a disability benefit. Please confirm whether or not this member should be enrolled in the WRS by submitting the Rehired Annuitant form and adjust or delete the record if necessary.	Business Rule Violation	Error

Table 11: Rehired Annuitant Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment while on Duty Disability (40.65)	New member enrollment is being processed through a regular work report. Member is receiving Duty Disability (40.65). Work Report Period Start Date is on or after the benefit effective date. If multiple Duty Disability (40.65) rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member is receiving a Duty Disability benefit. Please confirm that this member should be enrolled in the WRS and adjust record if necessary.	Business Rule Violation	Exception
New member enrollment while on Regular Annuity	New member enrollment is being processed through a regular work report. Member is receiving a Regular Annuity benefit. Rehired Annuitant checkbox is not checked on Additional Benefit Info datasheet. Work Report Period Start Date is on or after the benefit effective date. If multiple Regular Annuity benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member is receiving a retirement benefit. Please confirm whether or not this member should be enrolled in the WRS by submitting the Rehired Annuitant form and adjust or delete the record if necessary.	Business Rule Violation	Error

Table 11: Rehired Annuitant Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment while on Regular Annuity	New member enrollment is being processed through a regular work report. Member is receiving a Regular Annuity benefit. Rehired Annuitant checkbox is checked on Additional Benefit Info datasheet. Work Report Period Start Date is on or after the benefit effective date. If multiple Regular Annuity benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member is receiving a retirement benefit. Thank you for having submitted the Rehired Annuitant form.	Business Rule Violation	Exception
New member enrollment with recent Separation Benefit	New member enrollment is being processed through a regular work report for a member who previously received a Separation benefit. Work Report Period Start Date is within 75 days of the Termination Date. If multiple Separation Benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member has received a separation benefit. Please confirm whether this member should be enrolled in the WRS and adjust or delete the record if necessary.	Business Rule Violation	Exception
New member enrollment with recent Lump Sum Annuity	New member enrollment is being processed through a regular work report for a member who previously received a Lump Sum Annuity. Work Report Period Start Date is within 75 days of the Termination Date. If multiple Lump Sum Annuity benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports.	Our records indicate that this member has received a lump sum annuity benefit. Please confirm whether or not this member should be enrolled in the WRS and adjust or delete the record if necessary.	Business Rule Violation	Exception

Table 11: Rehired Annuitant Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
WRS Ineligible member enrollment with recent WRS Eligible termination	New member enrollment comes in for a WRS Ineligible member who was previously enrolled with the same employer and terminated less than 12 months ago (based on the Termination Start Date and WR Period Begin Date (which will be reported for each new enrollment). The member has not taken a benefit between Termination Start Date and new enrollment Period Begin Date. This is based on Benefit Effective Date is not populated for benefit types = Separation Benefit, Lump Sum Annuity, Regular Annuity, Disability Annuity, between Termination Start date and Begin Date being reported. If person terminates and comes back to the same employer within 12 months without having taken a benefit, he/she should automatically be re-enrolled into WRS and should not be reported as WRS Ineligible. Applies to Work Reports.	This member was terminated less than 12 months ago according to our records. This member is eligible to participate in WRS and should not be reported as WRS Ineligible.	Business Rule Violation	Exception
Deceased member on work report	Work report is received for a deceased member (member status = Deceased) where Date of Death is after the work report Period Start Date. Applies to Work Reports.	This member is deceased according to our records. Please delete this member from the work report or contact ETF.	Business Rule Violation	Error

LOA and Sick Leave-related Validation

Table 12 contains the validations relating to the Leave of Absence (LOA) and sick leave scenarios. These validations ensure members are reported as being on LOA, are being maintained correctly while on LOA, and that the sick leave related information being provided to ETF is in accordance with ETF business rules. Refer to section Appendix 9 – Work Report and Adjustments Validations for details regarding the columns and data that appear in the validation tables below.

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Earnings reported for member on unpaid LOA	Work report is received containing non-zero figures in Total Earnings, Total Hours, or any Contributions fields for a member on an unpaid LOA. Work report Period Start Date => LOA Employment Status Start Date on the Employment record. Applies to Work Reports.	This member is on an unpaid LOA according to our records. Please update Earnings/Hours/Contributions to 0 or provide the LOA stop date and the new Employment Status information if the member is no longer on LOA.	Value Mismatch with Expected (System) Value	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
LOA Transition less than 50% required	Employment Status update is received for a member on one of the LOAs that must be followed by 'Transition - less than 50%' employment status. Employment status on the work report indicates 'Active Employment', rather than 'Transition - less than 50%'. Applies to Work Reports.	This member is currently on LOA according to our records. Please update the new Employment Status to Transition - less than 50%.	Value Mismatch with Expected (System) Value	Error
LOA Transition less than 50% expired	Member has been on 'Transition - less than 50%' employment status for 30 or more days. Applies to Work Reports.	This member's Employment Status has been transition – less than 50% for 30 or more days. Please update Employment Status to Active Employment.	Value Mismatch with Expected (System) Value	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
LOA 3 or more years	A work report is received for a member that has been on a continuous LOA (except Layoff) for a period of 3 or more years based on the earliest LOA Start Date and the work report period. Use the earliest LOA following Active Employment or 50% Transition employment status if these employment statuses exist. Applies to Work Reports.	This member has been on an unpaid LOA for 3 years, according to our records. Please terminate the WRS coverage by updating member Work Status to WRS Ineligible-Ch.40 Term and by entering the WRS Ch.40 Term Date. If this member is no longer on LOA or has terminated employment, please update the member employment record accordingly.	Value Mismatch with Expected (System) Value	Error
Unpaid LOA 5 or more years with insurance deductions	A work report is received for a member that has been on an Unpaid Layoff LOA for a period of 5 or more years based on the earliest LOA Start Date and the work report period. Insurance deductions are populated. Applies to Work Reports.	This member has been on an unpaid LOA for 5 years, according to our records. Please terminate the WRS coverage by updating member Work Status to WRS Ineligible-Ch.40 Term and by entering the WRS Ch.40 Term Date. If this member is no longer on LOA or has terminated employment, please update the member employment record accordingly.	Value Mismatch with Expected (System) Value	Error
Unpaid LOA 3 or more years without insurance deductions	A work report is received for a member that has been on an Unpaid Layoff LOA for a period of 3 or more years based on the earliest LOA Start Date and the work report period. Insurance deductions are not populated. Applies to Work Reports.	This member has been on an unpaid LOA for 3 years, according to our records. Please terminate the WRS coverage by updating member Work Status to WRS Ineligible-Ch.40 Term and by entering the WRS Ch.40 Term Date. If this member is no longer on LOA or has terminated employment, please update the member employment record accordingly.	Value Mismatch with Expected (System) Value	Error
Missing LOA dates on record	A work report is received for a member with missing dates on the employee's LOA record(s). Applies to Work Reports.	Our records indicate that this member's employment record contains an LOA with missing Start and/or Stop dates. Please correct this information directly in member's employment record.	Value Mismatch with Expected (System) Value	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
WRS Ch.40 Term Date blank	Member Work Status is WRS Ineligible-Ch.40 Term but WRS Ch.40 Term Date is blank. Applies to Work Reports.	WRS Ch.40 Term Date is required for a member with a Work Status of WRS Ineligible-Ch.40 Term.	Required Field	Error
WRS Ch.40 Term Date populated without corresponding Empl Status	WRS Ch.40 Term Date is entered for a member with Work Status <> WRS Ineligible-Ch.40 Term. Applies to Work Reports.	WRS Ch.40 Term Date can only be entered for a member with the Work Status of WRS Ineligible-Ch.40 Term. Please delete the WRS Ch.40 Term Date or update the member's Work Status.	Required Field	Error
LOA-Layoff with no insurance deductions	Member is on LOA-LAYOFF and work report has no information in 'insurance deductions' (ICI, Health, and Life). Applies to Work Reports.	This member is on LOA-Layoff according to our records. Insurance deductions are being reported as 0. Please review the insurance deductions provided on the work report (ICI, Health, and Life) and update if necessary.	Value Mismatch with Expected (System) Value	Exception
Paid LOA member missing on work report	Member is on a paid LOA and work report detail record is missing for member. Note: This error is not on the work report detail record since the detail record does not exist. Applies to Work Reports.	<missing member> is on a paid LOA according to our records. Please add the member to the work report or update this member's employment record.	Value Mismatch with Expected (System) Value	Error
Sick Leave Balance is missing for a WRS eligible state agency employee.	Sick Leave Bal – Hrs field is not populated for an employee being reported by an employer with State/Local indicator = State (with the exception of the following two employers: WEDC (0001-143) or WisCraft (0001-172)) and: ▪ Work Status = WRS Eligible ▪ LTE = N	Sick Leave Bal – Hrs is required for a WRS Eligible non-LTE employee. Please enter Sick Leave Bal – Hrs.	Conditionally Required Field	Error
Sick Leave Balance is provided for an employee employed by a local employer	Sick Leave Bal – Hrs is not 0 or empty for an employer with State/Local indicator = Local. Applies to Work Reports.	Sick Leave Bal – Hrs does not apply to local employers. Please remove the Sick Leave Bal – Hrs value.	Value Mismatch with Expected (System) Value	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Base Pay Rate is missing for a state agency employee.	Base Pay Rate (hourly) is not populated for an employee being reported by an employer with State/Local indicator = State. Applies to Work Reports.	Base Pay Rate (hourly) is required. Please enter Base Pay Rate (hourly).	Conditionally Required Field	Error
Base Pay Rate is outside of the minimum/maximum range.	Base Pay Rate (hourly) is outside of the minimum/maximum range from the Base Pay Rate Range factor table (currently set to minimum = $5.00 and maximum = $300.00). Ignore if Base Pay Rate being reported = 0.00. Applies to Work Reports.	Base Pay Rate (hourly) is less than the <minimum from factor table> or greater than the maximum <maximum from factor table>. Please update the Base Pay Rate (hourly).	Value Mismatch with Expected (System) Value	Error
Base Pay Rate change from the last reporting period is outside of the predefined threshold.	Base Pay Rate (hourly) change from the last reporting period exceeds the predefined threshold from the Base Pay Rate Threshold factor table (currently set to 25%). Ignore this validation if: ▪ This is the first regular work report with this employer ▪ This is the first regular work report following the return from an unpaid LOA (compare the LOA Start Date and the Work Report Period Start Date) ▪ This is the first work report in which the Base Pay Rate contains a non-zero or non-NULL value. Applies to Work Reports.	Base Pay Rate (hourly) has exceeded the predefined threshold <threshold% from the factor table>. Please review and confirm the Base Pay Rate (hourly).	Value Mismatch with Expected (System) Value	Exception

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Adj Cont Serv Date is missing for a state agency employee.	Adj Cont Serv Date field is not populated for an employee being reported by an employer with State/Local indicator = State (with the exception of the following employer: WEDC (0001-143) and: ▪ Work Status = WRS Eligible ▪ LTE = N ▪ Job Category <> Craftworker (non-mgmt) (52) Applies to Work Reports.	Adj Cont Serv Date is required for a WRS Eligible non-LTE employee. Please enter Adj Cont Serv Date.	Conditionally Required Field	Error
Adj Cont Serv Date is a future date.	Adj Cont Serv Date is after the work report Pay Period End Date. Applies to Work Reports.	Adj Cont Serv Date cannot be in the future. Please correct the Adj Cont Serv Date.	Value Mismatch with Expected (System) Value	Error
Adj Cont Serv Date is invalid based on the member's date of birth (DOB).	Adj Cont Serv Date is prior to member's DOB + 10 years. Applies to Work Reports.	Adj Cont Serv Date is invalid. Please review and correct.	Value Mismatch with Expected (System) Value	Error
FTE % is missing for a state agency employee.	FTE % field is not populated or 0% or greater than 100% is reported for an employee reported by an employer with State/Local indicator = State and: ▪ Work Status = WRS Eligible ▪ LTE = N Applies to Work Reports.	A valid FTE % is required for a WRS Eligible non-LTE employee. Please provide the FTE% between 00100 and 10000.	Conditionally Required Field	Error
Sick Leave Earned Cal YTD is missing for a WRS eligible state agency employee.	Sick Leave Earned Cal YTD field is not populated for an employee being reported by an employer with State/Local indicator = State (with the exception of the following two employers: WEDC (0001-143) or WisCraft (0001-172) and: ▪ Work Status = WRS Eligible ▪ LTE = N Applies to Work Reports.	Sick Leave Earned Cal YTD is required for a WRS Eligible non-LTE employee. Please enter Sick Leave Earned Cal YTD.	Conditionally Required Field	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Sick Leave Earned Cal YTD is provided for an employee employed by a local employer.	Sick Leave Earned Cal YTD is not 0 or null for an employer with State/Local indicator = Local. Applies to Work Reports.	Sick Leave Earned Cal YTD does not apply to local employers. Please remove the Sick Leave Earned Cal YTD value.	Value Mismatch with Expected (System) Value	Error
Sick Leave Used Cal YTD is missing for a WRS eligible state agency employee.	Sick Leave Used Cal YTD field is not populated for an employee being reported by an employer with State/Local indicator = State (with the exception of the following two employers: WEDC (0001-143) or WisCraft (0001-172)) and: ▪ Work Status = WRS Eligible ▪ LTE = N Applies to Work Reports.	Sick Leave Used Cal YTD is required for a WRS Eligible non-LTE employee. Please enter Sick Leave Used Cal YTD.	Conditionally Required Field	Error
Sick Leave Used Cal YTD is provided for an employee employed by a local employer.	Sick Leave Used Cal YTD is not 0 or null for an employer with State/Local indicator = Local. Applies to Work Reports.	Sick Leave Used Cal YTD does not apply to local employers. Please remove the Sick Leave Used Cal YTD value.	Value Mismatch with Expected (System) Value	Error

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Sick Leave Bal is missing for a terminating employee.	Billing Location = WEDC (0001-143) or WisCraft (0001-172)) And Termination Type = ▪ Termination - Resignation/Retirement ▪ Termination - Dismissal ▪ Termination – Layoff ▪ Termination - Misconduct ▪ Termination - Non Work-Related Illness/Injury ▪ Termination - Work-Related Illness/Injury ▪ Termination - Death ▪ Termination-Employer Split/Merge And Sick Leave Bal – Hrs field is not populated And: ▪ Work Status = WRS Eligible And LTE = N	Please provide Sick Leave Bal – Hrs for this terminating WRS Eligible non-LTE employee.	Conditionally Required Field	Exception

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Adj Cont Serv Date is missing for a terminating employee.	Billing Location = WEDC (0001-143) And Termination Type = ▪ Termination - Resignation/Retirement ▪ Termination - Dismissal ▪ Termination – Layoff ▪ Termination - Misconduct ▪ Termination - Non Work-Related Illness/Injury ▪ Termination - Work-Related Illness/Injury ▪ Termination - Death ▪ Termination-Employer Split/Merge And Adj Cont Serv Date field is not populated And: ▪ Work Status = WRS Eligible And LTE = N	Please provide Adj Cont Serv Date for this terminating WRS Eligible non-LTE employee.	Conditionally Required Field	Exception

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Sick Leave Earned Cal YTD is missing for a terminating employee.	Billing Location = WEDC (0001-143) or WisCraft (0001-172)) And Termination Type = ▪ Termination - Resignation/Retirement ▪ Termination - Dismissal ▪ Termination – Layoff ▪ Termination - Misconduct ▪ Termination - Non Work-Related Illness/Injury ▪ Termination - Work-Related Illness/Injury ▪ Termination - Death ▪ Termination-Employer Split/Merge And Sick Leave Earned Cal YTD field is not populated And: ▪ Work Status = WRS Eligible And LTE = N	Please provide Sick Leave Earned Cal YTD for this terminating WRS Eligible non-LTE employee.	Conditionally Required Field	Exception

Table 12: LOA and Sick Leave-related Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Sick Leave Used Cal YTD is missing for a terminating employee.	Billing Location = WEDC (0001-143) or WisCraft (0001-172)) And Termination Type = ▪ Termination - Resignation/Retirement ▪ Termination - Dismissal ▪ Termination – Layoff ▪ Termination - Misconduct ▪ Termination - Non Work-Related Illness/Injury ▪ Termination - Work-Related Illness/Injury ▪ Termination - Death ▪ Termination-Employer Split/Merge And Sick Leave Used Cal YTD field is not populated And: ▪ Work Status = WRS Eligible And LTE = N	Please provide Sick Leave Used Cal YTD for this terminating WRS Eligible non-LTE employee.	Conditionally Required Field	Exception

Appendix 10 – Employee Status Changes

Employee Status Changes are required for new employee enrollments or any time a new employment record is created (e.g. Job Category change). For new enrollments and new employment creation, the Employee Status Change is normally set to Active Employment (AE) or Occasional active Employment (OE).

Depending on the type of change, other fields on the Payroll File will be required. Here are five examples:

- Example 1 New Hire

When the first Payroll File for this employee is submitted the following fields must be updated:

- → Empl Status Change is set to (AE) or (OE).
- → Empl Status Change Start Date is set to the first day of employment.

- Example 2 Employee is Terminated

When the last payroll for this employee is submitted, the following fields must be updated:

- → Empl Status Change is set to the appropriate termination code (e.g. Termination – Layoff (TL)).
- → Empl Status Change Start Date is set to the first day following the last day of employment.
- → Prev Empl Status Stop Date is set to the last day of employment.
- → Empl Status Change Last Pay Date is set to the last date for which the employee is entitled to receive pay (not the last pay check date).

- Example 3 Employee is going on a Leave of Absence (LOA)

When the first payroll for this employee is submitted while on LOA, the following fields must be updated:

- → Empl Status Change is set to the appropriate Leave of Absence code (e.g. UF).
- → Empl Status Change Start Date is set to the first day of LOA.
- → Prev Empl Status Stop Date is set to the last day of active employment prior to LOA.
- → Empl Status Change Last Pay Date is set to the last date for which the employee is entitled to receive pay (not the last pay check) prior to the employee going on an unpaid leave of absence (LOA).

- Example 4 Employee returns from a Leave of Absence (LOA)

When the first payroll is submitted, the following fields must be updated:

- → Empl Status Change is set to the appropriate new status (i.e., AE or OE).
- → Empl Status Change Start Date is set to the first day following the last day of LOA.
- → Prev Empl Status Stop Date is set to the last day of LOA.

- Example 5 Employee is changing job categories

When the first payroll is submitted in a new Job Category the following fields must be updated:

- → Empl Status Change is set to AE or OE.
- → Empl Status Change Start Date is set to the first day of employment in the new Job Category.

When the last payroll is submitted in the old Job Category, the following fields must be updated:

- → Empl Status Change is set to Termination – Category Change (TC)
- → Empl Status Change Start Date is set to the last day of employment in the old Job Category.