myETF Employer Employment File Resource

October 25, 2016

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myETF EMPLOYMENT 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 we will consult with them throughout the development of myETF for 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 electronic file versus direct entry into myETF. If electronic file reporting is chosen, employers will need to share the file format with their IT staff or payroll solution vendor(s) to validate that the Employment File import meets the format specification. The requirements of the Employment File import specification appear in this document. We will communicate specific rollout timelines and details when they are finalized.

Who Needs to Submit Employment Files

The myETF Employment File is an optional, employer-submitted file that contains data about employee demographic and enrollment information with that employer. It can be submitted as often as daily or as needed. While the myETF Payroll File provides demographic information, employers who offer ETF insurance benefits should report employment information/changes more often than with the Payroll File. Doing so will enable employees to enroll in ETF-

administered insurance benefits within the applicable eligibility window. Employers may also use this file to report changes to current employee demographic and enrollment information that needs to be processed before their next Payroll File submission. If an employer offers ETF-administered insurance benefits and elects to not use this file or is not set up to provide electronic file feeds, they will still need to log in to myETF and report this information for new hires and changes where employee insurance benefits could be impacted by untimely reporting. Employers that do not offer ETF-administered insurance benefits may choose to first report new employees via the Payroll File submission.

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. These 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?

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

- Employment File import in Comma Separated Value (CSV) format
- Employment File import in Extensible Markup Language (XML) format
- Manually entering employment information

Note: Employers planning to manually enter Employment 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 Employment 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 Employment File import process.
- Employment File Import: This section provides employers with the sequence, field level details and requirements needed to create the Employment File import.
- Employment 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 – Employment File Terminology: Provides definitions for the key terms used in this document.
  - Appendix 2 – Employment File Import Process: Provides more detail regarding the three-step process employers will follow when importing the Employment File.
  - Appendix 3 – Work Status Codes: Provides additional information relating to the work status field included in the Employment File layout. Work statuses determine whether an employee is eligible to participate in WRS.
  - Appendix 4 – Job Category Codes: Provides additional information relating to the job category codes included in the Employment File layout.
  - Appendix 5 – Country Codes: Provides a complete listing of all the country codes available for inclusion on the Employment File import.
  - Appendix 6 – State Codes: Provides a complete listing of all the state codes available for inclusion on the Employment File import.
  - Appendix 7 – Employee Status Changes Provides examples of the effect of certain employee status changes on the related date fields.
  - Appendix 8 – Report Generation Type: Provides additional detail relating to the report generation field included in the Employment File layout. Report generation codes define the payroll reporting cycle reported.

myETF EMPLOYMENT PROCESSING OVERVIEW

Business Overview

Employers will submit Employment Files electronically on a daily basis, as needed, to send data regarding employees' demographic and enrollment information with that employer. The intent is to allow an employer to submit information about an employee (or multiple employees) to ETF so that the employee can enroll in ETF-administered benefits prior to receipt of the employer's payroll file. For example, an employee may have 30 days after hire to enroll in a benefit. However, it may be more than 30 days before that employee is on a Payroll File and is created in myETF. Employers will send the Employment File earlier in order to create the employee record in myETF so that the employee is able to enroll timely in benefits.

myETF Employer Online Services accepts Employment 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 Employment File import process consists of three steps, all of them performed by the employer. See Appendix 2 – Employment File Import Process for additional explanation of the import process.

- Upload**:** The first step in the import process is to upload the Employment 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 an Employment 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 Employment File import. When all individual records pass validation (no errors), the Employment File can proceed to the processing step. For information on the specific validations, refer to Employment File Validations.
- Process**:** After the Employment File passes data validations, it is ready to be processed into employee accounts.

It is the employer's responsibility to maintain and submit accurate information to ETF. Employers are the closest source of employee-related information. Records that fail validation can be removed from the file and sent separately.

The myETF Payroll File and Employment File share many of the same fields and validations. Fields and validations that are new with the introduction of the Employment File are shaded gray in this document.

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

Employment File Life Cycle

Figure 1 illustrates the Employment File life cycle of the Employment File import.

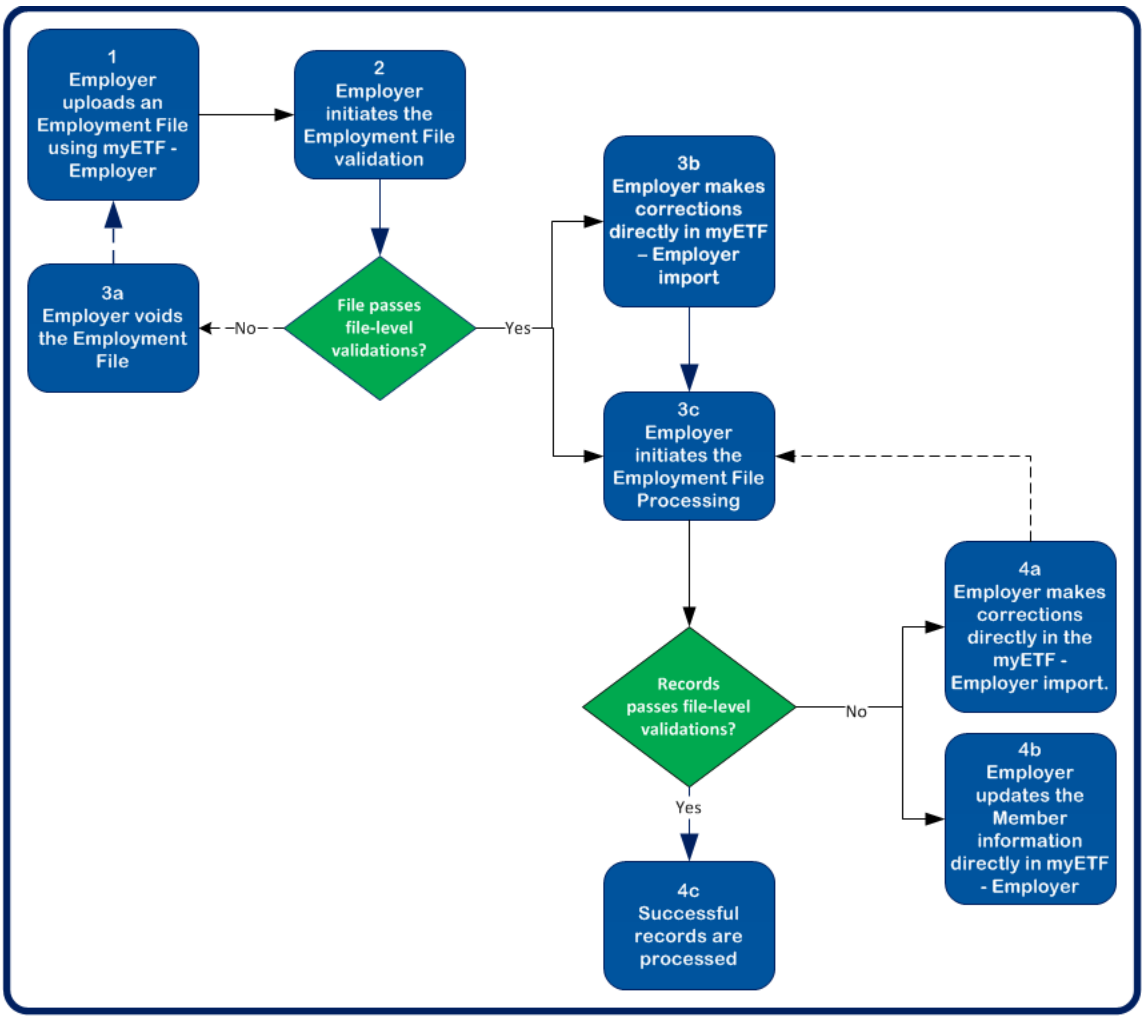

Figure 1 Employment File Process

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.) and contains 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 Employment File and re-upload the file after they make corrections. (Box 3a in Figure 1)
- Employer user reviews the file for errors and exceptions. Errors must be resolved in order for the individual record to be processed. Employers can correct errors directly in the Employment 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 reviewing and/or correcting the file messages, myETF processes the file. (Box 3c in Figure 1)

4) The employer processes the file and takes the following steps:

- Employer user reviews the file for errors and exceptions. Errors must be resolved in order for the individual record to be processed. Employers can correct errors directly in the Employment File details in myETF Employer Online Services. (Box 4a in Figure 1) Or an employer user can make changes to the member's profile or roster records in myETF Employer Online Services. (Box 4b in Figure 1)
- Successful records are processed. (Box 4c in Figure 1)

Employment File Import

Introduction

The Employment File import is a way for employers to electronically submit the employee data and employment details to ETF. The Employment File has a specific layout. Each field appears in a set sequence and has specific attributes associated with it. Attributes are characteristics of fields/data that define how they appear and function during file processing. The list that follows contains the attributes detailed in Table 1 below:

- Sequence Number: order of fields
- Field Name: text label that displays on the screen next to the field
- Field Description: definition of the field
- Required?: setting indicating whether or not this field is required
- Field Format/Valid Values: indicates the generic format of the field or valid values if applicable

The Employment File is part of the current 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 the Employer Communication Center at 1-877-533-5020.

Note: See Appendix 1 – Employment 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 Employment File. For example, the employer's ETF ID, job category, 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 Employment 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 Employment 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 Employment 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 Employment File.

2) All other “when applicable” fields are required for each record submitted via this Employment 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 Employment File-record. Following is an example:

   → 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.

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

The Payroll File and Employment File contain some of the same fields and validations. In this document, we have shaded the fields and validations that are new or different from the Payroll File (this includes fields in the Payroll File that have been updated since its initial June release) to draw your attention to new information.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
1	Employer (ER) ETF ID	ETF ID of the Employer. Employer ETF ID is the employer's existing seven 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
2	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. 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.	Y	99999999

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		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.		
3	SSN	Employee SSN	A Either the SSN or ITIN (Individual Taxpayer Identification Number) is required. Do not provide both.	999999999
4	ITIN	Employee ITIN (Individual Taxpayer Identification Number)	A Either the SSN or ITIN is required. Do not provide both.	999999999
5	Prefix	Employee prefix, include periods when appropriate	W	Valid Values: • Mr. • Mrs. • Ms. • Miss • Dr.
6	First Name	Employee first name	A	Text Maximum length is 50 characters.
7	Middle Name	Employee middle name	W	Text

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
				Maximum length is 50 characters.
8	Last Name	Employee last name	Y	Text Maximum length is 50 characters.
9	Suffix	Employee suffix, include periods when appropriate.	W	Valid Values: • Jr. • Sr. • M.D. • D.O. • Ph.D. • II • III • IV • V
10	DOB	Employee date of birth	Y	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
11	Gender	Employee gender	Y	Valid Values: • M = Male • F = Female • U = Unknown Use ‘U’ (unknown) if you do not know the employee’s gender.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
12	Addr Line 1	Employee Address Line 1	A For new employees: Address Line 1 is required. 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.
13	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.
14	Addr Line 3	Employee Address Line 3	A For new employees: Populate Address Line 3, if applicable.	Text Maximum length is 30 characters.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
			For existing employees: Report changes only – populate only if reported value is different than the current value on the employee's record.	
15	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.
16	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	Two character State Codes (see Appendix 6 – State Codes)

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
			the current value on the employee's record.	
17	Province	Employee Province of residence	A Provide either State or Province, not both. For new employees: Province 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.	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
18	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	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 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
			the current value on the employee's record.	
19	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.
20	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 5 – Country Codes.
21	Phone	Employee Phone number	W	9999999999

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
			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.	Maximum length is 10 characters. If the Phone number is less than 10 characters, either zero fill or leave remaining characters blank.
22	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
23	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	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		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. • 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.		
24	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,	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		• Is assigned to a different payroll cycle, • Has a work status change, • Etc.		
25	Work Status	Employee work status See Appendix 3 – 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
26	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 began on the first day of employment at each employer.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		• 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 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 Date reported when the employee returned to work at Employer A is 8/17/2015.		
27	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,	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)

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		• Has a work status change, • Etc. See Appendix 7 – Employee Status Changes for examples of how fields 27-30 are affected by changes in status.		▪ 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 ▪ TS = Termination – Work Status Change ▪ TB = Termination – Reporting Cycle Change ▪ TE = Termination – Employer Merge/Split ▪ EE = Erroneous Enrollment
28	Empl Status Change Start Date	Employment Status Change Start Date. This date reflects when the Employment Status Change reported in field 27 begins for this employee. See Appendix 7 – Employee Status Changes for examples of how fields 28-30 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 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
29	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 7 – Employee Status Changes for examples of how fields 28-30 are affected by changes in status.	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
30	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 7 – Employee Status Changes for examples of how fields 28-30 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.
31	DOD	Employee Date of Death	A	99999999 YYYYMMDD All eight characters are required. For example, January 1, 2016 is entered as 20160101.
32	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:	A	99999999 YYYYMMDD

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values

		• On an unpaid layoff/leave of absence for:
		  ○ Three or more years without insurance deductions, or
		  ○ 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.
				All eight characters are required. For example, January 1, 2016 is entered as 20160101.

33	Job Category	Employee job category	Y	Valid two character Job Category codes. For a complete list of codes, please see Appendix 4 – Job Category Codes.
34	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:	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

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
			→ New hire → Permanent change in FTE%	
35	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 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.	Y	Valid Values: The first character of the code is alpha and the two characters that follow are numeric. See Appendix 8 – Report Generation Type for a complete list of codes. The most commonly used codes are as follows: Code Report Type W00 Weekly M00 Monthly B00 Bi-Weekly S00 Semi-Monthly
36	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 37-39 are used by state employers only. Local employers do not have to account for these fields and should leave these fields blank.				
37	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
38	FTE %	Employee full-time equivalency Percentage. Will be used to calculate ICI	A	99999

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		premiums for certain part-time employees. **Note:** this field is used by state employers only.		Maximum number of characters is 5. Leading zeroes are acceptable; if included, are translated as follows: Example: 05000 is translated into 50.00
39	Prior Cal Year Sick Leave Balance	Employee sick leave balance at the end of the prior calendar year. **Note:** this field is used by state employers only. Depending on timing and actual employee sick leave earnings, this value may or may not be the same as the Sick Leave Bal - Hrs reported on the employer Payroll File.	A	9999999 or -999999 Values preceded by a '-' character should be considered negative/adjustment. Maximum number of characters is 7, including the negative sign. Leading zeroes are acceptable; if included, they are translated as follows: Example 1: 0234578 is translated into: 2345.78 Example 2: -234578 is translated into: -2345.78
Fields 40-41 are used by local employers only. State employers do not have to account for these fields and should leave these fields blank.				
40	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).	A	99999999 YYYYMMDD

Table 1 Employment File Import Specification				
Sequence Number	Field Name	Field Description	Required?	Field Format / Valid Values
		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.		All eight characters are required. For example, January 1, 2016 is entered as 20160101.
41	Program Code	Identifies the program in which the employee participates, when the employer offers multiple 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 ***Note:*** *these may change in the future. These are calendar year 2016 program codes.*

Employment File Validations

Each field within the Employment File has an associated validation that checks the accuracy of the data. Each validation occurs in a set sequence and is associated with specific attributes. 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 Employment File processing. The following attributes, as they appear in Table 2, are described for each validation.

- 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 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employer (ER) ETF ID is blank.	Employer (ER) ETF ID is not populated in the field details.	Employer (ER) ETF ID is required.	Required Field	Error
Employer (ER) ETF ID is not found in the system.	Employer (ER) ETF ID 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 field 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
New First Name	First Name does not match First Name in the system.	First Name does not match First Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
First Name is blank.	First Name is not populated in the field details.	First Name is missing. Please provide if available.	Conditionally Required Field	Exception
New Last Name	Last Name does not match Last Name in the system.	Last Name does not match Last Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Last Name is blank.	Last Name is not populated in the field details.	Last Name is required.	Required Field	Error
New Middle Name	Middle Name does not match Middle Name in the system.	Middle Name does not match Middle Name in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception

Table 2 Employment 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
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

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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
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
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 member'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
New Prefix	Reported Prefix does not match Prefix in the system.	Reported Prefix does not match Prefix in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
Suffix is not a valid value.	Suffix is not one of the expected values.	Suffix is not a valid value.	Invalid Value	Error
New Suffix	Suffix does not match Suffix in the system.	Suffix does not match Suffix in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
New DOB	Date of birth does not match date of birth in the system.	Date of birth does not match date of birth in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
DOB is invalid.	Date of birth does not match the expected format.	Date of birth is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Gender is invalid.	Gender does not match the expected format.	Gender is not a valid value. The valid values are M, F or U.	Invalid Value	Error
New Gender	Gender does not match Gender in the system.	Gender does not match Gender in the system. Please review and confirm.	Value Mismatch with Expected (System) Value	Exception
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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
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
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
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
City exceeds the maximum allowed number of characters.	Addr Line 4 exceeds the maximum allowed 30 characters.	City cannot exceed 30 characters. Please update City.	Invalid Value	Error
State is invalid.	State is not one of the expected values.	State is invalid.	Invalid Value	Error
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 invalid.	Invalid Value	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Province and State are populated.	Province and State are both populated.	Please provide either State or Province, not both.	Conditionally Required Field	Error
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 is blank 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
Original Hire Date is blank.	Original Hire Date is not populated for the new employee or a Job Category change.	Original Hire Date is required for a new employee or Job Category change. Please provide the Original Hire Date.	Conditionally Required Field	Error
Original Hire Date cannot be more than 30 days from the current date.	Original Hire Date is more than 30 days from the current date.	Original Hire Date cannot be more than 30 days in the future. Please update Original Hire Date.	Business Rule Violation	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Mismatched Original Hire Date	Reported Original Hire Date does not match Original Hire Date on the employment record for respective Job Category.	Original Hire Date already exists for this employment record, but it does not match the Original Hire Date reported. If you need to adjust the Original Hire Date for an existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error
Original Hire Date is invalid.	Original Hire Date does not match the expected format.	Original Hire Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Begin Date cannot be 30 days prior to the current date or 30 days after the current date.	Begin Date is more than 30 days prior to the current date or 30 days after the current date.	Begin Date cannot be more than 30 days in the future nor more than 30 days in the past. Please update Begin Date. If you need to adjust the Begin Date for the existing employee, please go directly into the Roster tab and update employment.	Business Rule Violation	Error
Mismatched Begin Date	Begin Date does not match Begin Date on employment record for respective Job Category.	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 is prior to Original Hire Date.	Begin Date is prior to reported Original Hire Date.	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
Begin Date is blank.	Begin Date is not populated in the file details.	Begin Date is required.	Conditionally Required Field	Error

Table 2 Employment 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
Work Status is blank.	Work Status is not populated in the file details.	Work Status is required.	Invalid Value	Error
Work Status is not a valid value.	Work Status is not one of the expected values.	Work Status is not a valid value.	Required Field	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 Insurance Only employers. Please correct the Work Status for this employee.	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
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.	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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
WRS Coverage Eff Date cannot be more than 30 days prior to or 30 days after the current date.	WRS Coverage Eff Date is more than 30 days prior to the current date or 30 days after the current date.	WRS Coverage Eff Date cannot be more than 30 days in the future or more than 30 days in the past. Please update WRS Coverage Eff Date.	Business Rule Violation	Error
WRS Coverage Eff Date is populated for WRS Ineligible employee.	WRS Coverage Eff Date is populated and employee is either WRS Ineligible or Insurance Only.	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 the existing employee, please go directly into the Roster tab and update employment.	Value Mismatch with Expected (System) Value	Error
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.	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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employment Status Change is Blank.	Employment Status Change is blank and: • New employee is being reported • A previously terminated employee is being reported • New Job Category is being reported.	Employment Status Change is required for a new employee, previously terminated employee, or a Job Category change. Please enter Employment Status Change.	Conditionally Required Field	Error
Employment Status Change is invalid.	Employment Status Change is not one of the expected values.	Employment Status Change is not a valid value.	Invalid Value	Error
Duplicate Employment Status Change	Employment Status Change is reported on the enrollment file. Same Employment Status already exists in the employee's employment record for this employer.	Reported Employment Status Change already exists in our records. Please remove Employment Status Change or submit a different Employment Status Change.	Duplicate Record	Error
WRS Eligible employee reported as Ineligible	The employee's employment record indicates that the employee is WRS eligible, but the employee is reported as WRS ineligible.	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 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	Exception
Employment Status Change Start Date is not populated.	Employment Status Start Date is blank, and Employment Status is populated.	Employment Status Start Date is required when reporting a new employment status. Please enter Employment Status Start Date.	Conditionally Required Field	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
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 Stop Date.	Employment Status Start Date cannot be prior or equal to the Previous Employment Status Stop Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Change Start Date prior to or equal to last previously reported 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.	Employment Status Start Date reported is prior to this employee's previous Employment Status Start Date. Please update Employment Status Start Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Change Start Date cannot be more than 30 days prior to or 30 days after the current date.	Employment Status Change Start Date is more than 30 days prior to the current date or 30 days after the current date.	Employment Status Change Start Date cannot be more than 30 days in the future or more than 30 days in the past. Please update Employment Status Change Start Date.	Business Rule Violation	Error
Employment Status Change Start Date populated with no corresponding Employment Status	Employment Status Start Date is populated, and Employment Status is blank.	Employment Status is blank. Please provide Employment Status or remove Employment Status Start Date.	Value Mismatch with Expected (System) Value	Error
Employment Status Change Start Date is invalid.	Employment Status Change Start Date does not match the expected format.	Employment Status Start Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Previous Employment Status Stop Date is blank.	Previous Employment Status Stop Date is blank and Employment Status is populated. Note: ignore this validation if no previous employment status exists (new employee enrollment).	Previous Employment Status Stop Date is required when reporting a new Employment Status. Please enter Previous Employment Status Stop Date.	Conditionally Required Field	Error
Previous Employment Status Stop Date cannot be more than 30 days prior to or 30 days after the current date.	Previous Employment Status Stop Date is more than 30 days prior to the current date or 30 days after the current date.	Previous Employment Status Stop Date cannot be more than 30 days in the future or more than 30 days in the past. Please update Previous Employment Status Stop Date.	Business Rule Violation	Error
Previous Employment Status Stop Date populated with no Employment Status	Previous Employment Status Stop Date is populated, and Employment Status is blank.	Employment Status is blank. Please provide Employment Status or remove Previous Employment Status Stop Date.	Value Mismatch with Expected (System) Value	Error
Previous Employment Status Stop Date is invalid.	Previous Employment Status Stop Date does not match the expected format.	Previous Employment Status Stop Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
Employment Status Last Pay Date is blank.	Employment Status Last Pay Date is blank and reported Employment Status is not equal to 'Active Employment.'	Employment Status Last Pay Date is required for the 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.	Employment Status is blank. Please provide Employment Status or remove Employment Status Last Pay Date.	Value Mismatch with Expected (System) Value	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Employment Status Last Pay Date cannot be more than 30 days prior to or 30 days after the current date.	Employment Status Last Pay Date is more than 30 days prior to the current date or 30 days after the current date.	Employment Status Last Pay Date cannot be more than 30 days in the future or more than 30 days in the past. Please update Employment Status Last Pay Date.	Business Rule Violation	Error
Employment Status Change Last Pay Date is invalid.	Employment Status Change Last Pay Date does not match the expected format.	Employment Status Change Last Pay Date is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
DOD is invalid.	DOD (date of death) does not match the expected format.	DOD is not a valid value. The correct format is YYYYMMDD.	Invalid Value	Error
DOD populated without corresponding Employment Status.	DOD (date of death) is populated, and the reported Employment Status does not equal 'TH.'	Please submit Employment Status TH and review DOD for accuracy.	Value Mismatch with Expected (System) Value	Error
New Job Category reported without termination of existing Job Categories.	Job Category reported is different from the Job Category indicated on the existing employment record(s) at the current employer.	Missing Job Category: <insert description of Job Categories that are missing, separated by commas>. If the employee was terminated from this Job Category, please provide termination information in a new row of this file. Otherwise, please update the Job Category in this row.	Duplicate Record	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New Job Category reported without termination of existing Job Categories.	Job Category 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).	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
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
Estimated Annual Earnings is blank.	Estimated Annual Earnings is not populated in the file details.	Estimated Annual Earnings is required.	Conditionally Required Field	Error
Estimated Annual Earnings Negative	Estimated Annual Earnings field reported is negative.	Estimated Annual Earnings cannot be negative. Please correct Estimated Annual Earnings.	Business Rule Violation	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
FTE % negative	FTE % field reported is negative.	FTE % cannot be negative. Please correct FTE %.	Business Rule Violation	Error

Table 2 Employment 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
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	A valid FTE % is required for a WRS Eligible non-LTE employee. Please provide the FTE % between 00100 and 10000.	Conditionally Required Field	Error
Prior Cal Year Sick Leave Balance is invalid.	Prior Cal Year Sick Leave Balance does not match the expected format.	Prior Cal Year Sick Leave Balance is not a valid value.	Invalid Value	Error
Prior Cal Year Sick Leave Balance is equal to 0 or is negative.	Prior Cal Year Sick Leave Balance equals zero or is negative.	Prior Cal Year Sick Leave Balance is 0 or is negative. Please confirm Prior Cal Year Sick Leave Balance.	Business Rule Violation	Exception
Prior Cal Year Sick Leave Balance is missing for a WRS Eligible state agency employee.	Prior Cal Year Sick Leave Balance is not populated in the file details and: • Employer State/Local indicator = State (with the exception of WisCraft 0001172 WEDC 0001143 OR job category code = 58, 59, 60, 61) AND • Work Status = ACT (WRS Eligible) or IRS (WRS Eligible – over IRS Limit) AND • LTE = N	Prior Cal Year Sick Leave Balance is required for a WRS Eligible non-LTE employee. Please enter Prior Cal Year Sick Leave Balance.	Conditionally Required Field	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Prior Cal Year Sick Leave Balance is provided for an employee employed by a local employer.	Prior Cal Year Sick Leave Balance is not blank for an employer with State/Local indicator = Local.	Prior Cal Year Sick Leave Balance does not apply to local employers. Please remove the Prior Cal Year Sick Leave Balance value.	Business Rule Violation	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
ER Contribution Date is populated, but the employer does not offer health insurance coverage. Only applied 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 after 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 before the first day of the 7th month following the <Populate the latest of the Original Hire Date or 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.	Business Rule Violation	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
ER Contribution Date is blank for this employee, and the employer offers health insurance coverage. Only applies to local employers.	ER Contribution Date is blank for this employee within a given employment record. Employer offers health insurance coverage. State/Local indicator in the Employer Profile = Local.	ER Contribution Date is required on the first Employment File. Please provide the ER Contribution Date.	Business Rule Violation	Error
ER Contribution Date submitted does not match the current ER Contribution Date in the employment record. Only applies to local employers.	ER Contribution Date is populated on the Employment File 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 Roster tab and update employment.	Value Mismatch with Expected (System) Value	Exception

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Program Code is populated, but the employer does not offer health insurance coverage. Only applies to local employers.	Program Code is populated, but employer offerings do not include 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
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
Program Code is invalid.	Program Code does not match the expected format.	Program Code is not a valid value.	Invalid Value	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 doesn't match.	Program Code is not found on the reported Billing Location's Offering.	Program Code is not found for the reported Billing Location.	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
Report Gen Type is Blank.	Report Gen Type is not populated in the file details.	Report Gen Type is required.	Required Field	Error
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 not available for reported Billing Location.	Report Gen Type is not found on the reported Billing Locations Billing Setup.	Report Gen Type is not found for the reported Billing Location.	Invalid Value	Error

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
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
Deceased member on file	Member record received for a deceased member (member status = Deceased).	This member is deceased according to our records. Please delete this member from the file or contact ETF.	Business Rule Violation	Error
New member enrollment while on LTDI	New member enrollment received. Member is receiving an LTDI benefit. Begin 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.	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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment while on Disability Retirement (40.63) or (40.63(4))	New member enrollment is being processed. Member is receiving or has applied for the Disability Retirement (40.63) benefit. Rehired Annuitant checkbox is not checked on Additional Benefit Info datasheet. Begin date is on or after the benefit effective date. If multiple Disability Retirement (40.63) or (40.63(4)) benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status.	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
New member enrollment while on Duty Disability (40.65)	New member enrollment is being processed through the Employment File. Member is receiving Duty Disability (40.65). Begin 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.	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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment while on Regular Annuity	New member enrollment is being processed through the Employment File. Member is receiving a Regular Annuity benefit. Rehired Annuitant checkbox is not checked on Additional Benefit Info datasheet. Begin 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.	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
New member enrollment while on Regular Annuity	New member enrollment is being processed through the Employment File. Member is receiving a Regular Annuity benefit. Rehired Annuitant checkbox is checked on Additional Benefit Info datasheet. Begin 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.	Our records indicate that this member is receiving a retirement benefit. Thank you for having submitted the Rehired Annuitant form.	Business Rule Violation	Exception

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
New member enrollment with recent Separation Benefit	New member enrollment is being processed through the Employment File for a member who previously received a Separation benefit. Begin 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.	Our records indicate that this member received a separation 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
New member enrollment with recent Lump Sum Annuity	New member enrollment is being processed through the Employment File for a member who previously received a Lump Sum Annuity. Begin 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.	Our records indicate that this member 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 2 Employment File 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 Begin Date, which will be reported for each new enrollment). The member has not taken a benefit between Termination Start Date and new enrollment 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.	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

Table 2 Employment File Validations				
Validation	**Trigger Condition**	**Message**	**Type**	**Severity**
Missing LOA dates on record	A record is received for a member with missing dates on the employment's LOA record(s) (due to lack of data to convert from ETF's legacy systems).	Our records indicate that this member's employment record contains a 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
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 employment record indicates 'Active Employment', rather than 'Transition - less than 50%'.	This member is currently on leave of absence 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.	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
Chapter 40 Term Date blank	Member Work Status is WRS Ineligible-Ch.40 Term but Chapter 40 Term Date is blank.	Chapter 40 Term Date is required for a member with a Work Status of WRS Ineligible-Ch.40 Term.	Required Field	Error
Chapter 40 Term Date populated without corresponding Employment Status	Chapter 40 Term Date is entered for a member with Work Status which is not equal to WRS Ineligible-Ch.40 Term.	Chapter 40 Term Date can only be entered for a member with the Work Status of WRS Ineligible- Ch.40 Term. Please delete the Chapter 40 Term Date or update the member's Work Status.	Required Field	Error

APPENDICES

Appendix 1 – Employment 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. The system will flag this as an error, and it 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 4 – Job Category Codes for a complete list of job categories.
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.
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 8 – Report Generation Type for a complete list of report generation codes.
Roster	A list of all current and former employees tied to a given billing location
Trigger Condition	When validating an Employment File, 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 is considered an error or an exception based on ETF's 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.
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 – Employment File Import Process

On an ongoing basis, the Employment 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 Employment 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.

Validate

Before myETF can process employment data, the data 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.

When the employer user initiates the validation of an import, each member record (row) 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 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 Employment File Validations section.

Process

Upon the successful processing of an Employment 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 Employment File details. If a member record does exist, changes to demographic/address information will be updated accordingly.

File Validations

Each field within the Employment 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 Employment File processing.

Appendix 3 – Work Status Codes

A Work Status code is a field on the member-level detail record of the Employment File 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 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 they report the status accurately from that point forward during wage and contributions reporting.

- WRS Ineligible (code = INA): used for any employee, such as an LTE, employed by a 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 who participate 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 4 – Job Category Codes

Table 4 lists the job categories configured in myETF. The Code column contains a code that employers will submit on their wage and contributions reports. myETF will use the code to translate into a Job Category description on the actual roster record.

Table 4 Job Category Codes	
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
35	Supreme Court Justice-Rate Change-Act 10
05	Supreme Court Justice Pre-Act 10
40	Teacher

Table 4 Job Category Codes	
Code	**Description**
41	Teacher – Executive Retirement Plan
11	Teacher – Executive Retirement Plan Pre-Act 10
10	Teacher Pre-Act 10
58	UW – Academic Year - Teacher
59	UW – Academic Year - Executive
60	UW – Annual - Teacher
61	UW – Annual - Executive
52	WisCraft

Appendix 5 – Country Codes

Table 5 provides a complete list of all of the available country codes.

Table 5 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
Bosnia and Herzegovina	BA		Navassa Island	NAV
Botswana	BW		Nepal	NP
Bouvet Island	BV		Netherlands	NL
Brazil	BR		Netherlands Antilles	AN

Table 5 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
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
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

Table 5 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
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
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

Table 5 Country Codes				
Description	**Country Code**		**Description**	**Country Code**
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
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 6 – State Codes

Table 6 provides a complete list of all of the available state codes.

Table 6 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		U.S. Armed Forces - Americas	AA
Nebraska	NE		U.S. Armed Forces - Europe	AE
Nevada	NV		U.S. Armed Forces - Pacific	AP
New Hampshire	NH			

Appendix 7 – 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 Employment File will be required. Here are five examples:

- Example 1 New Hire

When the first Employment 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 on the Employment File:

- → 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.

Appendix 8 – Report Generation Type

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

Table 7 lists the attributes associated with a reporting cycle:

Table 7 Reporting Cycle Attributes	
Term	**Definition**
Report Type	Allows employers to select the work report generation types applicable to their payroll file processing.
(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 reporting 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 8 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 8 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.

Table 8 Reporting Cycle Types		
Code	**Report Type**	**Description**
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.
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.

Table 8 Reporting Cycle Types		
Code	**Report Type**	**Description**
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.
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.

Table 8 Reporting Cycle Types		
Code	**Report Type**	**Description**
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.
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.