

Employment Status Changes Guide

Employment Status Changes are changes to an employee's employment record in myETF Employer Online Services. Some examples include:



Enrollment



Termination



**Unpaid
Leave of Absence**



Work Status Change
(ex: WRS Ineligible becoming WRS Eligible)



Job Category Change



Reporting Cycle Change
(ex: Biweekly payroll cycle to Monthly)

How are Employment Status Changes currently submitted?

Today, we submit these changes via the ONE Site, using the WRS Account Update Application.

<p>Account Updates Menu New EIN</p> <p>WRS Enrollment/Descriptive Data Changes</p> <ul style="list-style-type: none"> P033 - Employment Begin Date Change P036 - Gender Change P031 - Name/Address Change P060 - WRS Enrollment <p>Current Year Transactions</p> <ul style="list-style-type: none"> P001 - Termination - Employment or Retirement P003 - Termination - Not Eligible (Employee worked less than 30 calendar days or rehired annuitant enrolled in error) P004 - Termination - Non Work-Related Illness/Injury P005 - Termination - Dismissal P006 - Termination - Death P007 - Termination - Waived Part Time Elected Service P008 - Termination - Work-Related Illness/Injury P010 - Employment Category Change with Money P050 - LOA - Military Union Leave P051 - LOA - Unpaid Leave of Absence P053 - LOA - Begin Layoff P054 - LOA - Non Work-Related Illness/Injury P058 - LOA - Work Related Illness/Injury P059 - LOA - Deemed Military Service <p>Prior Year Transactions</p> <ul style="list-style-type: none"> P027 - Prior Year Reductions Year <input type="text"/> P029 - Prior Year Additions Year <input type="text"/> 	<p>Wisconsin Retirement System (WRS) WRS Account Update Employer Log In</p> <hr/> <p>This Internet application is intended for use by employers to update WRS members accounts and is not intended to provide information to members.</p> <p>Please enter your Employer number and press enter.</p> <p>Employer Number: <input type="text"/> <input type="button" value="Submit"/></p>
	<p>Current Year Correction Transactions</p> <ul style="list-style-type: none"> P081 - Correction to P001 Termination P083 - Correction to P003 Not Eligible P084 - Correction to P004 Termination Non Work-Related Illness/Injury P085 - Correction to P005 Dismissal P086 - Correction to P006 Death P087 - Correction to P007 Waived Part Time Elected Service P088 - Correction to P008 Termination for Work-Related Illness/Injury P089 - Correction to P054 or P058 Leave of Absence P090 - Correction to P010 Employment Category Change

How are status changes submitted in myETF?

Status changes can be submitted in three ways. You choose the method that works best for you:

1. Payroll File
2. Employment File
3. Manual Entry (“I Want To Enroll an Employee” link, Roster tab, Manual Work Report)

Employment Status Change Fields

Employment Status Change Fields indicate the specific change you are making to an employee’s record. The way to use the Employment Status Change Fields is the same whether you submit a file or enter information manually.

The fields you populate and the dates you use depend on the type of status change you are reporting.

- The [Employee Status Change Transaction Reference Chart](#) lists the necessary fields for common Employment Status Changes.
 - The [myETF Complete Transaction Chart](#) compares the transactions you complete through the ONE Site with what is done in myETF.
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Field Definitions

Original Hire Date: This is the employee’s Original Hire Date at the current employer. This date represents the first date of hire in any Job Category at the current employer. It does not change if the employee moves to another Job Category at that same employer unless the employee has taken a benefit (retirement or separation) in the interim.

Example:

Employee worked with **Employer A** **March 1, 2010** – February 17, 2012

Employee worked with **Employer B** February 18, 2012 – December 15, 2014

Employee returned to **Employer A** on **August 17, 2015**

- If the employee did not take a benefit between February 17, 2012 (when originally leaving **Employer A**) and August 17, 2015 (when returning to work at **Employer A**), the Original Hire Date reported when the employee returned to work at **Employer A** is **March 1, 2010**.
- If the employee did take a benefit between February 17, 2012 (when originally leaving **Employer A**) and August 17, 2015 (when returning to work at **Employer A**), the Original Hire Date reported when the employee returned to work at **Employer A** is **August 17, 2015**.

Begin Date: This is the Begin Date of the current employment record. This field should be updated when you create a new employment record including when an employee:

- Is first hired at an employer
- Has a Job Category Change
- Is assigned to a different Reporting Cycle
- Has a Work Status Change, which are defined in Appendix 5 of the [myETF Payroll File Resource](#). The most common example of a Work Status Change is when a WRS Ineligible employee becomes WRS Eligible.

Note: The Begin Date field is not used for terminations or leaves of absence, since those are not examples of new employment records.

Work Status: The Work Status field indicates the employee's WRS eligibility. The two most frequently-used options are WRS Eligible (ACT) or WRS Ineligible (INA). The other three Work Status codes are rarely used. Refer to Appendix 5 of the [myETF Payroll File Resource](#) for more information.

WRS Coverage Effective Date: This is the date the employee's WRS coverage began for the current employment record. For a WRS Eligible employee, this field will match the Begin Date. This field should not be populated for WRS Ineligible or Insurance Only employees.

This field should be updated when an employee:

- Is first hired at an employer
- Has a Job Category change
- Is assigned to a different Reporting Cycle (e.g. changes from a monthly payroll reporting cycle to a bi-weekly reporting cycle)
- Has a Work Status change

Employment Status and Employment Status Change: These fields capture the employment status changes listed at the beginning of this reference document.

- For new employment records (including new hires), set the Employment Status to Active Employment (AE) or Occasional Active Employment (OE). Active Employment means the employee is expected to be paid every payroll period. Occasional Active Employment means the employee may not have hours and earnings to report every payroll cycle (such as a substitute teacher).
- Job Category changes, Work Status changes, and Reporting Cycle changes all require two employment statuses:
 1. First, the existing employment status must be terminated using the appropriate Termination code.
 2. Then, set the new employment record as AE or OE.
- Employment Status Changes replace the P-code transactions used in the ONE Site.

Employment Status Change Codes/Statures

AE: Active Employment	UU: Unpaid Leave – Union Service	TM: Termination – Misconduct	TC: Termination – Category Change
OE: Occasional Active Employment	UL: Unpaid Leave – Layoff	TL: Termination – Layoff	TS: Termination – Work Status Change
EE: Erroneous Enrollment	UC: Unpaid Leave – Miscellaneous	TN: Termination – Non-Work-Related Illness/Injury	TB: Termination – Reporting Cycle Change
UM: Unpaid Leave – Military	TR: Termination – Resignation/Retirement	TW: Termination – Work-Related Illness/Injury	TE: Termination – Employer Merge/Split
UF: Unpaid Leave – Family Medical Leave Act (FMLA)	TD: Termination – Dismissal	TH: Termination - Death	TT: Transition Less Than 50%

Employment Status Change Start Date: The start date of the Employment Status. In the case of a termination, this date is the day after the employee was last employed, was in a previous Job Category, was in the previous work status, or was in a different payroll reporting cycle.

Previous Employment Status Stop Date: This date reflects when the previous Employment Status Change value ended.

Employment Status Change Last Pay Date: This is the date the employee last earned income prior to terminating employment or beginning a leave of absence. This date cannot be after the termination date. This date is the same as the Last Earnings Date field that is used in the ONE Site.

Note: This is not the same as the Last Pay Check Date.

Pay Date: Date on which payment is made for the dates covered by the reporting period. The work report must be submitted, reconciled and paid by the 24th of the month following the month in which the Pay Date falls. So, if employees are paid on October 12 for wages earned between September 17 – 30, the work report is due November 24.

Reporting Cycle (Payroll Cycle, Pay Cycle, Pay Period, etc.): Refers to the dates and frequency your employees earn their wages. The Reporting Cycle is not defined by the Pay Date.

- For example, if employees are paid October 12 for hours they worked September 17 – 30, the Reporting Cycle is September 17 – 30 (Biweekly).
- The Reporting Cycle is also referred to as the Report Generation Type in the myETF Payroll File Resource, since myETF is designed to calculate and generate the expected dates of work reports based on what you define in the system.

Job Category: This categorizes employee groups to determine contribution rates, perform validations, and perform insurance calculations.

- Appendix 6 of the [myETF Payroll File Resource](#) lists the specific Job Category codes in myETF. Local employers will continue using the same Job Category codes that they have been using.
- List WRS Ineligible employees with the Job Category code they would have if they were eligible for WRS benefits.