

myETF Erroneous Enrollment Steps



Erroneous Enrollment is an employment status that is used when an employment record is created incorrectly, like today's P003 transaction (Termination for Ineligible Employees). This includes when a WRS Eligible employee works fewer than 30 days and the Work Status needs to be changed to WRS Ineligible, or when an employee has an incorrect Job Category and/or Reporting Cycle. Here are the three situations where you need to use the Erroneous Enrollment process.

If an employee is enrolled as WRS Eligible, but needs to be corrected to WRS Ineligible (incorrect Work Status):



Step 1: Terminate the WRS Eligible employment record by submitting the Erroneous Enrollment termination directly in myETF Employer Online Services.



Step 2: Create a new WRS Ineligible employment record in myETF Employer Online Services. Set the Begin Date and Empl Status Start Date back to when it should be effective.



Step 3: Submit an Adjustment Record for each of the pay periods reported as WRS Eligible to negate those earnings, hours, and contributions (by using a negative number to subtract).

Step 4: Submit a Normal Record with positive hours, earnings, and contributions for each of the pay periods reported as WRS Ineligible.

These steps can be included in the same file as separate rows if you did Step 2 first.

If an employee is enrolled in the incorrect Job Category:



Step 1: Terminate the erroneous Job Category contract by submitting the Erroneous Enrollment termination. Do not update the Job Category in this record.



Step 2: Create a new employment record with the correct Job Category manually in myETF Employer Online Services. Set the Begin Date and Empl Status Start Date back to when the correction should be effective.



Step 3: Submit an Adjustment Record for each of the misreported periods to negate those earnings, hours, and contributions (by using a negative number to subtract).

Step 4: Submit a Normal Record covering the misreported period(s) with positive hours, earnings, and contributions for the correct Job Category.

These steps can be included in the same file as separate rows if you did Step 2 first.

If an employee is enrolled in the incorrect Reporting Cycle:



Step 1: Terminate the erroneous Reporting Cycle contract by submitting the Erroneous Enrollment termination. Do not update the Reporting Cycle in this record.



Step 2: Create a new employment record with the correct Reporting Cycle manually in Employer Online Services. Set the Begin Date and Empl Status Start Date back to when the correction should be effective.



Step 3: Submit an Adjustment Record for each of the misreported periods to negate those earnings, hours, and contributions.

Step 4: Submit a Normal Record covering the misreported period(s) with positive hours, earnings, and contributions for the correct Reporting Cycle.

These steps can be included in the same file as separate rows if you did Step 2 first.