

## myETF Employment File Resource Change Log

**Please Note:** The myETF Employer Reporting Confirmation process is underway. ETF continues to build and refine myETF for its release. The myETF Employment File Resource is up to date with the most recent design decisions. The project team has not yet implemented the blue rows below in the myETF Employer Reporting Confirmation environment. **As you complete the confirmation process, proceed as though the changes reported in blue below are not yet in place.**

Date	Field or Validation	Change
February 13, 2018	Appendix 9	Added province codes to Table 9 Province Codes.
December 13, 2017	Prior Cal Year Sick Leave Balance for ICI Premium is provided for a UW Faculty/Academic Staff employee.	Validation added
December 13, 2017	Estimated Annual Earnings is blank.	Added to Trigger Condition: Ignore this validation if: -WRS Status is WRS Ineligible or WRS Ineligible – Ch. 40 Term or -Employer does not currently offer either Life or ICI
December 13, 2017	New member enrollment while on Regular Annuity (exception)	Removed validation Validation: New member enrollment while on Regular Annuity Trigger Condition: New member enrollment is being processed through a regular work report. Member is receiving a Regular Annuity benefit. Rehired Annuitant checkbox is checked on Additional Benefit Info datasheet. Work Report Period Start Date is on or after the benefit effective date. If multiple Regular Annuity benefit rows exist, use the latest based on the Effective Date. Only use records with Approved status. Applies to Work Reports. Message: Our records indicate that this member is receiving a retirement benefit. Thank you for having submitted the Rehired Annuitant form. Type: Business Rule Violation Severity: Exception
December 13, 2017	Mismatched Original Hire Date	Changed Message to: Changed severity to Exception.

December 13, 2017	<p>Table 2-7 Rehired Annuitant Validations:</p> <p>New member enrollment while on Regular Annuity</p> <p>New member enrollment while on LTDI</p> <p>New member enrollment while on Disability Retirement (40.63) or (40.63(4))</p> <p>New member enrollment while on Duty Disability (40.65)</p> <p>New member enrollment with recent Separation Benefit</p> <p>New member enrollment with recent Lump Sum Annuity</p>	<p>Added to Trigger Condition:</p> <p>Member new enrollment includes an Employment Status value of Active Employment or Occasional Active Employment.</p>
September 18, 2017	Appendix 11	Added Appendix 11 – Province Codes
August 16, 2017	Introduction section	<p>Added file naming convention instructions:</p> <p>The recommended <b>file naming conventions</b> for uploading an Employment File to myETF are as follows:</p> <p>ETF_Employment_[EmpETF_ID]_[currentdate]_[File_no].csv (currentdate formatted as yyyyymmdd)</p> <p>ETF_Employment_[EmpETF_ID]_[currentdate]_[File_no].xml (currentdate formatted as yyyyymmdd)</p> <p>File_no refers to the number of the file submitted in a day. Even if you intend to only submit one file in a day, File_no is still recommended.</p> <p>These naming conventions apply to files directly uploaded to myETF as well as files uploaded via SFTP.</p>
July 20, 2017	Business Overview section	<p>Added paragraph:</p> <p>The Employment File <b>should not</b> include all of your employees. It should only include people who are newly hired or whose information is changing, such as through demographic changes, employment status changes and other field updates.</p>
July 20, 2017	First Name is blank	Updated validation severity to Error.
June 21, 2017	City exceeds the maximum allowed 30 characters.	<p>Changed Trigger Condition to:</p> <p>City exceeds the maximum allowed 30 characters.</p>

May 4, 2017	WRS Coverage Eff Date	<p>Updated Field Description to:</p> <p>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 be updated when there is an employment change after which a WRS Eligible employee is or continues to be actively employed with your organization, including when an employee:</p> <p>(Continued)</p> <ul style="list-style-type: none"> <li>▪ Is first hired at an employer</li> <li>▪ Has a Job Category change</li> <li>▪ Is assigned to a different payroll cycle (Report Generation Type)</li> <li>▪ Has a Work Status change as defined in Appendix 3 – Work Status Codes</li> </ul> <p>Do not populate this field for WRS Ineligible or Insurance Only employees.</p>
May 4, 2017	Appendix 7, Example 5	<p>When the last payroll is submitted in the old Job Category, the following fields must be updated:</p> <ul style="list-style-type: none"> <li>→ Empl Status Change is set to Termination – Category Change (TC)</li> <li>→ <u>Empl Status Change Start Date</u> is set to the first day following the last day of employment in the old Job Category.</li> <li>→ <u>Prev Empl Status Stop Date</u> is set to the last day of employment in the old Job Category.</li> <li>→ <u>Empl Status Change Last Pay Date</u> is set to the last date for which the employee is entitled to receive pay (not the last pay check date) in the old Job Category.</li> </ul>
April 1, 2017	Prefix, Suffix	<p>Punctuation removed from Valid Values:</p> <p>Prefix Valid Values:</p> <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Ms</li> <li>• Miss</li> <li>• Dr</li> </ul> <p>Suffix Valid Values:</p> <ul style="list-style-type: none"> <li>• Jr</li> <li>• Sr</li> <li>• MD</li> <li>• DO</li> <li>• PhD</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> </ul>

April 1, 2017	Appendix 7 Addendum	<p>The following information can be submitted to ETF on every file (regardless of whether there is a change):</p> <ul style="list-style-type: none"> <li>→ Name fields: First Name, Middle Name, Last Name</li> <li>→ Address fields: Addr Line 1, Addr Line 2, Addr Line 3, City, State, Province, Zip, Postal Code, Country</li> <li>→ Phone</li> <li>→ Email</li> </ul> <p>myETF compares the information being sent to what is already in the system and makes an update if necessary. However, for large employer files, sending the duplicate information listed above may increase the time needed for processing the file.</p>
April 1, 2017	Table 4 Job Category Codes	Removed WisCraft (52) from Table 4 Job Category Codes.
March 1, 2017	Addendum 7	Added Appendix 7 Addendum: Employment and Employment Status Changes
March 1, 2017	All validations with references to 'Adj Cont Serv Date' field	Changed references to 'Adj Cont Serv Date' to 'Adj Cont Svc Date'
March 1, 2017	Employment Status Change Start Date prior to or equal to the Previous Employment Status Stop Date	<p>Changed references to 'Empl Status Start Date' to 'Employment Status Start Date'</p> <p>Changed references to 'Prev Employment Status' to 'Previous Employment Status'</p>
March 1, 2017	Employment Status Last Pay Date is blank	<p>Changed Message to:</p> <p>Empl Status Change Last Pay Date is required for the LOA or Termination status that is ending. Please provide the Empl Status Change Last Pay Date.</p>

<p>March 1, 2017</p>	<p>Prior Cal Year Sick Leave Balance for ICI Premium</p> <p><i>Note: validations related to Prior Cal Year Sick Leave Balance for ICI Premium were also added.</i></p>	<p>Employee sick leave balance at the end of a calendar year that is eligible to be used for ICI premium calculations.</p> <p>This field will be used beginning January 1, 2019. Do not report a value in this field prior to this date.</p> <p>Between January 1, 2019 and January 31, 2019, this field is used for new employee hires to report a sick leave balance from a prior calendar year (2017 or earlier) that is eligible to be reinstated and used for ICI premium calculations,</p> <p>For example, if a state employee terminated state employment in 2016 with a sick leave balance of 1,000 hours and then returned to state employment between January 1, 2019 and January 31, 2019, the 1,000 hours of sick leave, if eligible to be reinstated, would be reported in this field.</p> <p>Beginning February 1, 2019, this field is used to report:</p> <ul style="list-style-type: none"> <li>• For new hires - a sick leave balance from any prior calendar year that is eligible to be reinstated and used for ICI premium calculations.</li> </ul> <p>For example, if a state employee terminated state employment in 2017 with a sick leave balance of 800 hours and then returned to state employment on February 1, 2019, the 800 hours of sick leave, if eligible to be reinstated, would be reported in this field. This value would then be used to set ICI premium calculations beginning with February 2019 coverage.</p> <ul style="list-style-type: none"> <li>• A correction to the sick leave balance used for ICI premium calculations already reported for a prior calendar year</li> </ul> <p>Example 1: the last Payroll File submission for 2018 reported a year-end balance of 500 hours of sick leave for a given employee. However, the employer determined in January 2019 that the correct 2018 year-end balance for determining ICI premiums for that employee should have been 600 hours. Report the 600 hours in this field – ICI premiums will then be based on this value.</p> <p>Example 2: Employee terminated in 2016 with 550 hours of sick leave. Employee is hired in February 2019. Employer reports 550 hours in this field, as reinstated sick leave eligible to be used for determining ICI premiums. In July 2019, employer determines that the correct reinstated sick leave should have been 450 hours. Report the 450 hours in this field – ICI premiums will be recalculated based on this value.</p> <p><b>Note:</b> this field is used by state employers only.</p> <p>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.</p>
<p>March 1, 2017</p>	<p>Prior Cal Year Sick Leave Balance</p>	<p>Removed.</p>

March 1, 2017	Table 8 Reporting Cycle Types	Added 31 semi-monthly reporting cycle types based on employer feedback.
March 1, 2017	Empl Status Change (Table 1: Sequence Number 27)	<p>Changed Field Description from:</p> <p>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.  <b>Note:</b> 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:</p> <ul style="list-style-type: none"> <li>• Is first hired at an employer,</li> <li>• Has a job category change,</li> <li>• Is assigned to a different payroll cycle,</li> <li>• Has a work status change,</li> <li>• Etc.</li> </ul> <p>See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.</p> <p>to:</p> <p>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.</p> <p><b>Note:</b> 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:</p> <ul style="list-style-type: none"> <li>• Is first hired at an employer,</li> <li>• Has a Job Category change,</li> <li>• Is assigned to a different payroll cycle (Report Generation Type),</li> <li>• Has a Work Status change as defined in <b>Error! Reference source not found.</b>,</li> <li>• Goes on a leave of absence, or</li> <li>• Terminates employment</li> </ul> <p>See <b>Error! Reference source not found.</b> for examples of how fields 32-35 are affected by changes in status.</p>
March 1, 2017	Appendix 3 – Work Status Codes	Added a chart to help employers determine Work Status codes for employees.
March 1, 2017	Begin Date (Table 1: Sequence Number 24)	<p>Changed Field Description to:</p> <p>Begin Date of the current employment record. This field should be updated when there is an employment change after which the employee is or continues to be actively employed with your organization. This field should be updated when an employee:</p> <ul style="list-style-type: none"> <li>• Is first hired at an employer,</li> <li>• Has a Job Category change,</li> <li>• Is assigned to a different payroll cycle (Report Generation Type),</li> <li>• Has a Work Status Change as defined in <a href="#">Appendix 3 – Work Status Codes</a>.</li> </ul>

March 1, 2017	ER Contribution Date	Sequence number changed.
March 1, 2017	Program Code	Sequence number changed.
March 1, 2017	Appendix 10	Edited Example 5 to include language for when the last payroll file is submitted in the old Job Category. Added Examples 6 and 7.
October 25, 2016	Phone	<p>Changed Field Format / Valid Value to:</p> <p>9999999999</p> <p>Maximum length is 10 characters.</p> <p>If the Phone number is less than 10 characters, either zero fill or leave blank.</p>
October 25, 2016	ER Contribution Date Validation	<p>Changed Trigger Condition to:</p> <p>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.</p>