

## myETF Payroll 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 Payroll 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 11 Province Codes	Added province codes to Table 13 Province Codes.
December 13, 2017	ER Contribution Date being submitted does not match the current ER Contribution Date in the employment record. Only applies to Local employers.	Added validation
December 13, 2017	ER Contribution Date is outside of the expected range. Only applies to Local employers. Only applies to Insurance Only employers.	<p>Changed <b>Trigger Condition</b> 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. Employer is not a WRS participating employer.</p> <p>Changed <b>Message</b> to:</p> <p>ER Contribution Date must be the first of the month on or before the first day of the 7th month following the &lt;populate the date latest of the Original Hire Date and Offering Start Date that triggers this validation&gt;. Example: ER Contribution Date must be the first of the month on or before the first day of the 7th month following the 06/01/2015.</p>
December 13, 2017	New member enrollment while on Regular Annuity (exception)	<p>Removed validation:</p> <p>Validation: New member enrollment while on Regular Annuity</p> <p>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.</p> <p>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.</p> <p>Applies to Work Reports.</p> <p>Message: Our records indicate that this member is receiving a retirement benefit. Thank you for having submitted the Rehired Annuitant form.</p> <p>Type: Business Rule Violation</p> <p>Severity: Exception</p>
December 13, 2017	Mismatched Original Hire Date	<p>Changed <b>Trigger Condition</b> to:</p> <p>Reported Original Hire Date does not match Original Hire Date on Employment Record.</p> <p>Applies to Work Reports.</p> <p>Changed <b>Message</b> to:</p> <p>Original Hire Date already exists for this employment record (&lt;populate the date of the Original Hire Date that triggers this validation&gt;) but it does not match the Original Hire Date being reported. If you need to adjust the Original Hire Date for the existing employee, please go directly into the Roster tab and update employment.</p>

		Changed <b>Severity</b> to: Exception.
December 13, 2017	<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 <b>Trigger Condition</b>:</p> <p>New member enrollment includes an Employment Status value of Active Employment or Occasional Active Employment.</p>
December 13, 2017	Explanation provided for Earnings increase/decrease	Validation removed
December 13, 2017	<p>Overtime Pay is Zero.</p> <p>Compensatory Time Payout is Zero.</p> <p>Bonus Pay is Zero.</p> <p>Extra Curricular Pay is Zero.</p>	Validations removed
December 13, 2017	Invalid Pay Date on the adjustment record	<p>Changed <b>Trigger Condition</b> to: Pay Date is prior to the Period Start Date. Applies to Adjustments.</p> <p>Changed <b>Message</b> to: Pay Date is prior to the Period Start Date. Please update Pay Date.</p>
December 13, 2017	Pay Date is prior to Period Start Date.	<p>Changed <b>Validation</b> to: Pay Date is prior to the Period Start Date.</p> <p>Changed <b>Trigger Condition</b> to: Pay date is prior to the Period Start Date. Applies to work reports.</p> <p>Changed <b>Message</b> to: Pay Date is prior to the Period Start Date. Please update Pay Date.</p>
September 18, 2017	Appendix 11	Added Appendix 11 – Province Codes

August 16, 2017	Total Hours exceed upper limit validation	<p>Changed <b>Trigger Condition</b> to:</p> <p>Total Hours for the period exceed the upper limit calculated for current work report's pay frequency. Upper limit is calculated as follows:</p> <ol style="list-style-type: none"> <li>1. # of days between Period Start Date and Period End Date (inclusive of both Period Start Date and Period End Date).</li> <li>2. Multiply value from #1 by 24.</li> </ol> <p>Example</p> <ol style="list-style-type: none"> <li>1) 6/1-6/30 = 30 days</li> <li>2) 30 * 24 = 720</li> <li>3) 721 would trigger error</li> </ol> <p>Applies to Work Reports and Adjustments.</p> <p>Changed <b>Message</b> to: Reported Total Hours (&lt;insert reported Total Hours&gt;) are greater than the maximum allowed Total Hours (&lt;insert calculated upper limit&gt;). Please correct Total Hours.</p>
August 16, 2017	Total Hours exceed lower limit validation	<p>Changed <b>Trigger Condition</b> to:</p> <p>Total Hours for the period exceed the lower limit calculated for current work report's pay frequency. Lower limit is calculated as follows:</p> <ol style="list-style-type: none"> <li>1. # of days between Period Start Date and Period End Date (inclusive of both Period Start Date and Period End Date).</li> <li>2. Multiply value from #1 by 24</li> <li>3. Multiply value from #2 by value from Hours Per Reporting Period Threshold Factor Table as described in xxx(substitute Track D SDD table reference and link).</li> </ol> <p>Example</p> <ol style="list-style-type: none"> <li>1) 6/1-6/30 = 30 days</li> <li>2) 30 * 24 = 720</li> <li>3) 720 * .35 = 252</li> <li>4) 253 would trigger exception</li> </ol> <p>Applies to Work Reports and Adjustments.</p> <p>Changed <b>Message</b> to: Reported Total Hours (&lt;insert reported Total Hours&gt;) are greater than the expected maximum Total Hours (&lt;inserted calculated lower limit&gt;). Please review and confirm Total Hours.</p>
August 16, 2017	Introduction section	<p>Added file naming conventions instructions:</p> <p>The recommended <b>file naming conventions</b> for uploading a Payroll File to myETF are as follows:</p> <ul style="list-style-type: none"> <li>• ETF_Payroll_[EmpETF_ID]_[paydate]_[File_no].csv (paydate formatted as yyyyymmdd)</li> <li>• ETF_Payroll_[EmpETF_ID]_[paydate]_[File_no].xml (paydate formatted as yyyyymmdd)</li> </ul> <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	First Name is blank	Updated validation severity to Error.
		Updated Field Description to:  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:
May 4, 2017	WRS Coverage Eff Date	<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 5 – Work Status Codes.</li> </ul> Do not populate this field for WRS Ineligible or Insurance Only employees.
		When the last payroll is submitted in the old Job Category, the following fields must be updated:
May 4, 2017	Appendix 10, Example 5	<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>
		Punctuation removed from Valid Values:
		Prefix Valid Values:
		<ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Ms</li> <li>• Miss</li> <li>• Dr</li> </ul>
		Suffix Valid Values:
		<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	Prefix, Suffix	

April 1, 2017	Appendix 10 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 6 Job Categories	Removed WisCraft (52) from Table
March 1, 2017	Appendix 10 Addendum	Added Appendix 10 Addendum: Employment and Employment Status Changes
March 1, 2017	Employment Status Last Pay Date is blank	Message changed to: 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.
March 1, 2017	ER Contribution Date is outside of the expected range. Only applies to Local employers.	<p>Message changed to: ER Contribution Date must be the first of the month on or before &lt;populate the date latest of the Original Hire Date and Offering Start Date that triggers this validation&gt;</p> <p>Example: ER Contribution Date must be the first of the month on or before 06/01/2015.</p>
March 1, 2017	Employer ID does not match Payroll File's specified Employer (ER) ETF ID	New Payroll File validation added
March 1, 2017	Employment Status Change Start Date prior to or equal to the previous Employment Status Stop Date	Reference to 'Empl Stat Start Date' changed to 'Employment Status Start Date' Reference to 'Prev Empl Status Stop Date' changed to 'Previous Employment Status Stop Date'
February 2, 2017	Table 5 Reporting Cycle Types	Added 31 reporting cycles (Semi-Monthly) after feedback from employer survey indicating multiple Semi-Monthly reporting cycles.
February 2, 2017	Total Hours zero Validation	Changed "Ignore validation if the employee's employment status = " status from WRS Ineligible or Insurance Only to Occasional Active Employment.
February 2, 2017	Total Earnings is blank Validation	Changed validation from Error to Exception.
February 2, 2017	Total Hours is blank Validation	Changed validation from Error to Exception.

January 23, 2017	Empl Status Change (Table 1: Sequence Number 32)	<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>
January 23, 2017	Appendix 5 – Work Status Codes	Added a chart to help employers determine Work Status codes for employees.
January 23, 2017	Trigger Condition: LTE is required for State employers (Table 2)	<p>Changed Trigger Condition from:</p> <p>“LTE is not populated in the file details and employer State/Local indicator = State.”</p> <p>to:</p> <p>“LTE is not populated in the file details, employer State/Local indicator = State, and Record Type in file = N.”</p>

January 23, 2017	Begin Date (Table 1: Sequence Number 29)	<p>Changed Field Description from:</p> <p>Begin Date of the current employment record A new employment record is 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>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. 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 <a href="#">Appendix 5 – Work Status Codes</a>.</li> </ul>
October 25, 2016	ER Contribution Date Validation	<p>Changed Trigger Condition from:</p> <p>“ER Contribution Date is on or before the 1st day of the 7th month following the latest of the Original Hire Date from the earliest employment record with that employer within a given job category and the Offering Start Date. State/Local indicator in the Employer Profile = Local.”</p> <p>to:</p> <p>“ER Contribution Date is <b>after</b> the 1<sup>st</sup> day of the 7<sup>th</sup> month following the latest of the Original Hire Date from the earliest employment record with that employer within a given cob category and the Offering Start Date. State/Local indicator in the Employer Profile = Local.”</p>
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>
September 6, 2016	Explanatory content added.	<p>A section entitled, “Why is ETF expanding the amount of information collected from employers, including on employees not yet eligible for the WRS?” was added to the Introduction.</p>
August 1, 2016	All fields containing numbers	<p>In the fields with numbers, the examples now match the length of the field.</p>
August 1, 2016	All fields containing addresses	<p>The following Address Lines are now limited to 30 Characters: Address Line 1, Address Line 2, Address Line 3.</p> <p>The following validation was added to Table 2: “Address Line X cannot exceed 30 characters. Please update Address Line X.”</p>

August 1, 2016	Employee Zip Code	<p>Changed Field Format / Valid Value to:</p> <p>999999999</p> <p>If the Zip is less than 9 characters, can zero fill</p> <p>Example 1: 023450000 is translated into: 02345-0000</p> <p>Example 2: 523450780 is translated into: 52345-0780</p>
August 1, 2016	Estimated Annual Earnings	<p>Changed the field description to:</p> <p>Required for employees participating in ETF-administered:</p> <ul style="list-style-type: none"> <li>▪ Life insurance; must be provided upon new hire</li> <li>▪ ICI; must be provided upon: <ul style="list-style-type: none"> <li>→ New hire</li> <li>→ Permanent change in FTE%</li> </ul> </li> </ul> <p>Changed the Field Format/Valid Values to reflect that information cannot be negative.</p>
August 1, 2016	Employee Site	<p>Employee Site is now a conditionally required field.</p> <p>A new validation was added to Table 2:</p> <p>The trigger condition is: "Employee Site is blank for the Billing Location."</p> <p>Message: "Employee site is required for this Billing Location."</p>
August 1, 2016	Validation message from Table 2: "FTE% is invalid."	<p>This validation message now reads: "FTE% is not a valid value. The FTE% value must be between 00000 and 10000."</p>
August 1, 2016	Validation message from Table 9: "DOD populated without corresponding Employment Status."	<p>This validation message now reads: "Please submit Employment Status TH and review DOD for accuracy."</p>
August 1, 2016	Validation message from Table 10: New Enrollment Work Report Validations. "Original Hire Date is blank."	<p>This validation message now reads: "Original Hire Date is required for a new employee or Job Category change. Please provide the Original Hire Date."</p>
August 1, 2016	Validation message from Table 10: "WRS Coverage Eff Date is blank."	<p>This validation message now reads: "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."</p>
August 1, 2016	Validation message from Table 10: "WRS Coverage Eff Date is populated for WRS Ineligible employee."	<p>This validation message now reads: "WRS Coverage Eff Date must be blank for WRS Ineligible or Insurance Only employees. Please remove the WRS Coverage Eff Date or change the Work Status to WRS Eligible. If you need to adjust the WRS Coverage Eff Date for an existing employee, please go directly into the Roster tab and update employment."</p>
August 1, 2016	Trigger condition from Table 11: "New member enrollment with recent Separation Benefit."	<p>The trigger condition was changed from "Work Report Period Start Date is within 75 days of the later of Termination Date, Application Received Date or Benefit Effective Date" to "Work Report Period Start Date is within 75 days of the Termination Date."</p>



August 1, 2016	Trigger condition from Table 11: "New member enrollment with recent Lump Sum Annuity."	The trigger condition was changed from "Work Report Period Start Date is within 75 days of the later of Termination Date, Application Received Date or Benefit Effective Date" to "Work Report Period Start Date is within 75 days of the Termination Date."
August 1, 2016	Trigger condition from Table 11: "WRS Ineligible member enrollment with recent WRS Eligible termination"	The trigger condition was changed from: "This is based on Benefit Effective Date is populated for benefit types =..." to "This is based on Benefit Effective Date is not populated for benefit types =..."
August 1, 2016	Validation message from Table 12: "FTE% is missing for a state agency employee."	This validation message now reads: "A valid FTE% is required for a WRS Eligible non-LTE employee. Please provide the FTE% between 00100 and 10000."
August 1, 2016	All messages that stated: "...please go directly into Member Contract Record..."	This text now reads: "...please go directly into the Roster tab and update employment."
August 1, 2016	All messages that referenced "...please go directly into employment record to do so."	This text now reads: "...please go directly into the Roster tab and update employment."