

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 on January 1, 2018. 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
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> <ul style="list-style-type: none"> ▪ Is first hired at an employer ▪ Has a Job Category change ▪ Is assigned to a different payroll cycle (Report Generation Type) ▪ Has a Work Status change as defined in Error! Reference source not found. <p>Do not populate this field for WRS Ineligible or Insurance Only employees.</p>
May 4, 2017	Appendix 10, 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"> → Empl Status Change is set to Termination – Category Change (TC) → Empl Status Change Start Date is set to the first day following the last day of employment in the old Job Category. → <u>Prev Empl Status Stop Date</u> is set to the last day of employment in the old Job Category. → <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.
April 1, 2017	Prefix, Suffix	<p>Punctuation removed from Valid Values:</p> <p>Prefix Valid Values:</p> <ul style="list-style-type: none"> • Mr • Mrs • Ms • Miss • Dr <p>Suffix Valid Values:</p> <ul style="list-style-type: none"> • Jr • Sr • MD • DO • PhD

		<ul style="list-style-type: none"> • II • III • IV • V
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"> → Name fields: First Name, Middle Name, Last Name → Address fields: Addr Line 1, Addr Line 2, Addr Line 3, City, State, Province, Zip, Postal Code, Country → Phone → Email <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 <populate the date latest of the Original Hire Date and Offering Start Date that triggers this validation></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 May 4, 2017	Empl Status Change (Table 1: Sequence Number 32)	Changed Field Description from:

<p>January 23, 2017</p>	<p>Appendix 5 – Work Status Codes</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. 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:</p> <ul style="list-style-type: none"> • Is first hired at an employer, • Has a job category change, • Is assigned to a different payroll cycle, • Has a work status change, • Etc. <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>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:</p> <ul style="list-style-type: none"> • Is first hired at an employer, • Has a Job Category change, • Is assigned to a different payroll cycle (Report Generation Type), • Has a Work Status change as defined in Error! Reference source not found., • Goes on a leave of absence, or • Terminates employment <p>See Error! Reference source not found. for examples of how fields 32-35 are affected by changes in status.</p> <p>Added a chart to help employers determine Work Status codes for employees.</p>
<p>January 23, 2017</p>	<p>Trigger Condition: LTE is required for State employers (Table 2)</p>	<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"> • Is first hired at an employer, • Has a job category change, • Is assigned to a different payroll cycle, • Has a work status change, • Etc. <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"> • Is first hired at an employer, • Has a Job Category change, • Is assigned to a different payroll cycle (Report Generation Type), • Has a Work Status Change as defined in Appendix 5 – Work Status Codes.
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 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 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 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"> ▪ Life insurance; must be provided upon new hire ▪ ICI; must be provided upon: <ul style="list-style-type: none"> → New hire → Permanent change in FTE% <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."	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: "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."