

## myETF Payroll Data Setup Change Log

**Please Note:** ETF continues to build and refine myETF for its release on January 1, 2018. The myETF Payroll Data Setup is up to date with the most recent design decisions.

Date	Field or Validation	Change
Aug. 25, 2017	EE Health	<p>This field is now required for setup. The Additional Instructions column now reads:</p> <p>Enter 1 if this employment record is linked to ETF-administered health insurance; enter 0 if this employment record does not link to participation in ETF-administered health insurance.</p>
July 21, 2017	Period Start Date	<p>Changed Instructions from:</p> <p>Leave blank.</p> <p>To:</p> <p>Optional, may be left blank.</p>
July 21, 2017	Period End Date	<p>Changed Instructions from:</p> <p>Leave blank.</p> <p>To:</p> <p>Optional, may be left blank.</p>
July 21, 2017	Pay Date	<p>Changed Instructions from:</p> <p>Leave blank.</p> <p>To:</p> <p>Optional, may be left blank.</p>
July 21, 2017	Original Hire Date	<p>Changed Instructions from:</p> <p>Required for employees with Work Status – WRS Ineligible or Insurance Only.</p> <p>To:</p> <p>Required for all employees.</p> <p>Changed Required from Conditionally to Yes.</p>
July 21, 2017	Begin Date	<p>Changed Instructions from:</p> <p>Required for employees with Work Status – WRS Ineligible or Insurance Only.</p> <p>To:</p> <p>Required for all employees. Set to Payroll Period Start Date of the first payroll period in 2018. For example, if the employee's first Pay Date in 2018 is Jan. 7 (for the period of Dec. 15 – Dec. 31), you would enter Dec. 15.</p> <p>Changed Required from Conditionally to Yes.</p>

July 21, 2017	WRS Coverage Eff Date	<p>Changed Instructions from:</p> <p>Leave blank.</p> <p>To:</p> <p>IF WRS Eligible, set to the same sate as the Begin Date. If WRS Ineligible or Insurance Only, leave blank.</p> <p>Changed Required from No to Conditionally.</p>
July 21, 2017	Empl Status Change	<p>Changed Instructions to:</p> <p>Valid Values:</p> <ul style="list-style-type: none"> <li>▪ AE = Active Employment</li> <li>▪ OE = Occasional Active Employment</li> </ul> <p>If on leave:</p> <ul style="list-style-type: none"> <li>▪ PW = Paid Leave – Workers Compensation</li> <li>▪ PM = Paid Leave - Military</li> <li>▪ PF – Paid Leave – Family and Medical Leave Act (FMLA)</li> <li>▪ PU = Paid Leave – Union Service</li> <li>▪ PC = Paid Leave - Miscellaneous</li> <li>▪ UM = Unpaid Leave - Military</li> <li>▪ UF = Unpaid Leave – Family and Medical Leave Act (FMLA)</li> <li>▪ UU = Unpaid Leave – Union Service</li> <li>▪ UL = Unpaid Leave - Layoff</li> <li>▪ UC = Unpaid Leave – Miscellaneous</li> </ul> <p>Removed paragraph:</p> <ul style="list-style-type: none"> <li>▪ **TC = Termination – Category Change</li> </ul> <p>** For state employees whose job categories will change with myETF (for more information about changed job categories, please see State Employer Bulletin March 16, 2017, Vol. 34), two rows are required on the setup file: The first row should terminate the existing job (employment) category. The second row should include the new Job Category. This should be coordinated with the Job Category (field 38).</p>
July 21, 2017	Empl Status Change Start Date	<p>Changed Instructions from:</p> <p>Required for employees with Work Status – WRS Ineligible or Insurance Only.</p> <p>To:</p> <p>Set to the same date as the Begin Date..</p> <p>Changed Required from Conditionally to Yes.</p>

July 21, 2017	Job Category	<p>Changed Instructions from:</p> <p>Please see Appendix 6 of the myETF Payroll File Resource for information about job categories.</p> <p>* For state employees whose job categories will change with myETF (for more information about changed job categories, please see State Employer Bulletin March 16, 2017, Vol. 34), two rows are required on the setup file: The first row should terminate the existing job (employment) category. The second row should include the new Job Category. This should be coordinated with the Empl Status Change (field 32).</p> <p>Please see Appendix 10 of the myETF Payroll File Resource for additional instructions for Job Category changes.</p> <p>To:</p> <p>Please see Appendix 6 of the myETF Payroll File Resource for information about job categories.</p> <p>For state employees whose job categories will change with myETF, please use the new Job Category. For more information about changed job categories, please see <a href="#">State Employer Bulletin March 16, 2017, Vol. 34</a>.</p>
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