



myETF Employer
Payroll Setup
File Resource



August 25, 2017



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myETF PAYROLL SETUP INTRODUCTION

What is Payroll Setup for myETF?

In order to have accurate and synchronized information between the employer's systems and myETF, ETF will need one-time setup information from each employer. This is information which ETF currently does not have. That information includes:

- The Report Generation Type (Reporting Cycle) of an employee (What is the payroll cycle of that employee?)
- Updated Employment Status of an employee
- Updated Job Category code of an employee (applies to state employers only)
- Updated health program information of an employee
- Updated LTE Indicator of an employee
- Updated FTE percentage of an employee
- Position and demographic information for the WRS Ineligible employees (See Pages 5 and 6 of the myETF [Payroll File Resource](#) document for more information.)

Who Needs to Submit Payroll Setup Information

An employer who offers an ETF-administered benefit program is required to provide initial setup information.

How will Employers Submit This Information

- The Payroll Setup File is available for those employers who prefer to send that setup information via a file. The layout of this file is identical to the recurring Payroll File, however, the field requirements are different (employers need to provide more information for every employee on the Payroll Setup File than they would normally on the regular Payroll File).
- Alternatively, the employer can manually set up the information in myETF once the system goes live. Keep in mind the employer will need to update each employee's information. Instructions for that activity will be provided in a different document at a later date.

When will Employers Submit This Information

This payroll information is required before the employer can submit their first payroll.

- If the employer is sending it as a file, that file must be ready and supplied to ETF by mid-December.
- If the employer is updating the information **manually**, they must do it **after** myETF goes live, but **before** submitting their first payroll.

myETF PAYROLL SETUP FILE

The file layout detailed in this section describes the data that employers provide ETF once as part of the myETF Payroll Setup. The layout of this file is identical to the recurring myETF Payroll File, however, the field requirements are different (employers need to provide more information for every employee on the Payroll Setup File than they would normally on the regular Payroll File).

The Payroll Files imported into myETF Employer Online Services must be in either a variable field length Comma Separated Values (CSV) or an XML format. ETF will provide the XML schema through the myETF Employers web page under the Library / Resources tab once it is available. Each row in the file represents an employee detail record; and each column (comma separated position) represents a given field (such as hours, earnings, etc.), as shown in [Figure 1](#). *All employees who will be reported on in the recurring payroll file must be included in the Payroll Setup File.*

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File Edit Format View Help
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0001-999,0001-450,834988122,,Bob,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988123,,Seth,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988124,,Drew,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988125,,Kevin,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,500
0001-999,0001-450,834988126,,Pat,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988127,,Mike,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
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0001-999,0001-450,834988129,,Joe,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988130,,Kyle,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988131,,Jordan,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,50
0001-999,0001-450,834988132,,Tom,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988133,,Jake,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988134,,Mark,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
0001-999,0001-450,834988135,,Will,,Jackson,,ACT,30,w02,12152015,12212015,12212015,100000,100000,,,,,,,,,1000,1000,,5000
  
```

Figure 1 Example CSV Import Sample

ETF understands that due to the nature of this information, it needs to be handled in a secure manner. We are currently developing a file transfer process for employers to use when transporting this file. When that process is finalized, we will provide a communication and update this document.

For the valid values, unless otherwise noted, please refer to the myETF Payroll File Resource document for more information.



As noted in the “Required (For Setup)” column of Table 1, items can be:

- Always Required
- Conditionally Required
- Not Required (Rows not required are grayed out in the table below.)

Fields marked with a “Y” are always required and must be provided on each record submitted via this myETF Payroll Setup File. For example, the employer’s ETF ID and the employee’s last name are required on each and every record.

Fields marked with a “C” are conditionally required and must be provided on each record when this information, as described in the “Additional Instructions (for Setup)” column, is required.

Fields marked with an “N” are not required. If a value is placed in one of these fields, it will be ignored during setup processing.

For easier reference we have incorporated some shading for certain fields:

- All the fields that are not needed and can be left blank are shaded grey
- All the fields that are only needed for WRS Ineligible or Insurance Only are shaded yellow

This information is also embedded in the ‘Additional Instructions’ column.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
1	Record Type	Record Type of the record being reported. The Record Type determines which processing rules will be used when the record is processed into a work report or an adjustment work report.	Y	Set to N for all records.
2	Employer (ER) ETF ID	<p>ETF ID of the employer. Employer ETF ID is the employer's existing seven character employer ID with the following exception:</p> <ul style="list-style-type: none"> State 'employers' reporting under a central billing location are now referred to as a '(state) billing location.' The central billing location will be the Employer ETF ID and your current Employer ETF ID will become the Billing Location ID. <p>For example, if your Employer ETF ID is 11111111 and the 'Central Location' has an ETF Employer ID of 22222222, you would enter 22222222 as your ETF Employer ID and 11111111 as the Billing Location ID.</p>	Y	99999999



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
3	Billing Loc ID	<p>An employer/reporting agency can report on behalf of one or multiple billing locations. Billing locations are the entities for which employers/reporting agencies report. Billing Loc ID will be the same seven character code as the employer ETF ID with the following exception:</p> <ul style="list-style-type: none"> State 'employers' reporting under a central billing location are now referred to as a '(state) billing location.' The central billing location will be the Employer ETF ID and your current Employer ETF ID will become the Billing Location ID. <p>For example, if your Employer ETF ID is 11111111 and the 'Central Location' has an ETF Employer ID of 22222222, you would enter 22222222 as your ETF Employer ID and 11111111 as the Billing Location ID.</p>	Y	99999999



Table 1 Payroll Setup File Specification														
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)										
4	Report Gen Type	<p>Three-digit code that identifies an employee work Report Generation Type (e.g. bi-weekly).</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Most employers will have one reporting cycle and use common codes (e.g. weekly, bi-weekly, monthly, etc.). 2. Employers that have multiple reporting cycles can have a Payroll File with multiple report generation types, such as bi-weekly and monthly for different job categories. 	Y	<p>Valid Values: The first character of the code is alpha and the two characters that follow are numeric. See Appendix 4 - Report Generation Types of the myETF Payroll File Resource for a complete list of codes. The most commonly used codes are as follows:</p> <table border="0"> <tr> <td><u>Code</u></td> <td><u>Report Type</u></td> </tr> <tr> <td>W00</td> <td>Weekly</td> </tr> <tr> <td>M00</td> <td>Monthly</td> </tr> <tr> <td>B00</td> <td>Bi-Weekly</td> </tr> <tr> <td>S00</td> <td>Semi-Monthly</td> </tr> </table>	<u>Code</u>	<u>Report Type</u>	W00	Weekly	M00	Monthly	B00	Bi-Weekly	S00	Semi-Monthly
<u>Code</u>	<u>Report Type</u>													
W00	Weekly													
M00	Monthly													
B00	Bi-Weekly													
S00	Semi-Monthly													
5	Period Start Date	Reporting period start date.	N	Optional, may be left blank.										
6	Period End Date	Reporting period end date.	N	Optional, may be left blank.										
7	Pay Date	Date on which payment is made for the dates covered by the reporting period.	N	Optional, may be left blank.										
8	SSN	Employee SSN	C	Either the SSN or ITIN (Individual Taxpayer Identification Number) is required. Do not provide both.										
9	ITIN	Employee ITIN (Individual Taxpayer Identification Number)	C	Either the SSN or ITIN is required. Do not provide both.										
10	Prefix	Employee prefix,	C	Required when available for employees with Work Status = WRS Ineligible or Insurance Only.										



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
11	First Name	Employee first name	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
12	Middle Name	Employee middle name	C	Required when available for employees with Work Status = WRS Ineligible or Insurance Only.
13	Last Name	Employee last name	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
14	Suffix	Employee suffix,.	C	Required when available for employees with Work Status = WRS Ineligible or Insurance Only.
15	DOB	Employee date of birth	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
16	Gender	Employee gender	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
17	Addr Line 1	Employee Address Line 1	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
18	Addr Line 2	Employee Address Line 2	C	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.
19	Addr Line 3	Employee Address Line 3	C	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
20	City	Employee City of residence	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.
21	State	Employee State of residence	C	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.
22	Province	Employee Province of residence	C	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.
23	Zip	Employee Zip Code	C Provide either Zip or Postal Code, not both.	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.
24	Postal Code	Employee Postal Code	C Provide either Zip or Postal Code, not both.	Required when applicable for employees with Work Status = WRS Ineligible or Insurance Only.
25	Country	Employee Country of residence	C	Required for employees with Work Status = WRS Ineligible or Insurance Only.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
26	Phone	Employee Phone number	C	Required when available for employees with Work Status = WRS Ineligible or Insurance Only.
27	Email	Employee Email address	C	Required when available for employees with Work Status = WRS Ineligible or Insurance Only.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
28	Original Hire Date	<p>Employee Original Hire Date at the current employer. This date represents the first date of hire in any job category at the current employer and will not change if the employee subsequently moves to another job category at that same employer, unless the employee has taken a benefit (retirement or separation) in the interim.</p> <p>For example, an employee worked for Employer A from 3/1/2010 – 2/17/2012, for Employer B from 2/18/2012-12/15/2014 and then returned to Employer A on 8/17/2015.</p> <ul style="list-style-type: none"> • If the employee did NOT take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the Original Hire Date reported when the employee returned to work at Employer A is 3/1/2010. • If the employee DID take a benefit between 2/17/2012 when originally leaving Employer A and 8/17/2015 when returning to work at Employer A, the Original Hire Date reported when the employee returned to work at Employer A is 8/17/2015. 	Y	Required for all employees.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
29	Begin Date	<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 of the myETF Payroll File Resource for additional information. 	Y	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.
30	Work Status	<p>Employee work status</p> <p>See Appendix 5 of the myETF Payroll File Resource for additional information.</p>	Y	<p>Valid Values:</p> <ul style="list-style-type: none"> ▪ ACT = WRS Eligible ▪ INA= WRS Ineligible ▪ INS = Insurance Only ▪ IRS = WRS Eligible – Over IRS Limit ▪ C40 = WRS Ineligible – Ch. 40 Term
31	WRS Coverage Eff Date	Date the employee's WRS Coverage began at the current employer.	C	If WRS Eligible, set to the same date as the Begin Date. If WRS Ineligible or Insurance Only, leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
32	Empl Status Change	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.	Y	Valid Values: <ul style="list-style-type: none"> ▪ AE = Active Employment ▪ OE = Occasional Active Employment If on leave: <ul style="list-style-type: none"> ▪ PW = Paid Leave – Workers Compensation ▪ PM = Paid Leave - Military ▪ PF – Paid Leave – Family and Medical Leave Act (FMLA) ▪ PU = Paid Leave – Union Service ▪ PC = Paid Leave - Miscellaneous ▪ UM = Unpaid Leave - Military ▪ UF = Unpaid Leave – Family and Medical Leave Act (FMLA) ▪ UU = Unpaid Leave – Union Service ▪ UL = Unpaid Leave - Layoff ▪ UC = Unpaid Leave – Miscellaneous
33	Empl Status Change Start Date	Employment Status Change Start Date. This date reflects when the Employment Status Change reported in field 32 begins for this employee.	Y	Set to the same date as the Begin Date.
34	Prev Empl Status Stop Date	Previous Employment Status Stop Date.	N	Leave blank.
35	Empl Status Change Last Pay Date	Employment Status Change Last Pay Date.	N	Leave blank.
36	DOD	Employee Date of Death	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
37	Chapter 40 Term Date	<p>Employee Chapter 40 Termination Date. This date reflects when WRS Coverage is terminated (without requiring the employee/employer relationship to end) for a member who has been:</p> <ul style="list-style-type: none"> • On an unpaid layoff/leave of absence for: <ul style="list-style-type: none"> ○ Three or more years without insurance deductions, or ○ Five years with insurance deductions. • Approved for certain disability benefits. <p>In such situations, the employer is required to 'terminate' the WRS coverage by providing the Chapter 40 Term Date and by updating the employee's Work Status to C40 = WRS Ineligible – Ch. 40 Term.</p>	C	Required for employees with Work Status = C40 - WRS Ineligible – Ch. 40 Term Only
38	Job Category	Employee job category	Y	<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 State Employer Bulletin March 16, 2017, Vol. 34.</p>
39	Estimated Annual Earnings	Employee Estimated Annual Earnings	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
40	Total Earnings	Employee WRS Reportable earnings for the reporting period, except for: 1. Employees who have exceeded the annual WRS maximum, and 2. Employees of employers who only participate in one or more insurance programs without also participating in WRS.	N	Leave blank.
41	Regular Wages	Employee WRS-reportable regular wages for this reporting period	N	Leave blank.
42	Overtime Pay	Employee WRS-reportable overtime pay for this reporting period	N	Leave blank.
43	Compensatory Time Payout	Employee WRS-reportable compensatory time payout for this reporting period	N	Leave blank.
44	Bonus Pay	Employee WRS-reportable bonus pay for this reporting period	N	Leave blank.
45	Extra Curr Act Pay	Employee WRS-reportable extra-curricular activity pay for this reporting period	N	Leave blank.
46	EE Required Pre-Tax	Employee deduction for Employee Required Pre-Tax WRS contributions in this reporting period	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
47	EE Required Post-Tax	Employee deduction for Employee Required Post-Tax WRS contributions in this reporting period	N	Leave blank.
48	EE Addl	Employee deduction for Employee-paid Additional WRS contributions in this reporting period	N	Leave blank.
49	ER Addl	Employer-paid Additional WRS contributions for this reporting period	N	Leave blank.
50	BAC Pre-Tax	Employee deduction for WRS Benefit Adjustment Contribution (BAC) Pre-Tax in this reporting period	N	Leave blank.
51	BAC Post-Tax	Employee deduction for WRS Benefit Adjustment Contribution (BAC) Post-Tax in this reporting period	N	Leave blank.
52	Employee Site	Employee work site location. This field can be used by employers to identify an employee's specific work site location for wellness program tracking or other purposes.	C	Required for Courts only. All others, leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
53	Total Hours	Employee WRS-Reportable Hours for the reporting period, except for: 1. Employees who have exceeded the annual WRS maximum, and 2. Employees of employers who only participate in one or more insurance programs without also participating in WRS.	N	Leave blank.
54	Regular Hours	Employee WRS-reportable Regular Hours for this reporting period	N	Leave blank.
55	Overtime Hours	Employee WRS-reportable Overtime Hours for this reporting period	N	Leave blank.
56	Compensatory Time Payout Hours	Employee WRS-reportable compensatory time payout Hours for this reporting period	N	Leave blank.
57	Extra Cur Act Pay Hours	Employee WRS-reportable extra-curricular activity pay hours for this reporting period	N	Leave blank.
58	EE Health	Employee deduction for ETF-administered health insurance premiums in this reporting period	Y	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.
59	EE Life	Employee deduction for ETF-administered life insurance premiums in this reporting period.	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
60	Spouse/Dep Life	Employee deduction for ETF-administered spouse/ dependent life insurance premiums in this reporting period	N	Leave blank.
61	EE ICI	Employee deduction for ETF-administered Income Continuation Insurance (ICI) premiums in this reporting period	N	Leave blank.
62	Anthem DentalBlue	Employee deduction for ETF-administered Anthem DentalBlue insurance in this reporting period	N	Leave blank.
63	Epic Dental WI	Employee deduction for ETF-administered Epic Dental WI insurance in this reporting period	N	Leave blank.
64	Vision	Employee deduction for ETF-administered Vision insurance in this reporting period	N	Leave blank.
65	EPIC Benefits+	Employee deduction for ETF-administered EPIC Benefits+ insurance in this reporting period	N	Leave blank.
66	AD&D	Employee deduction for ETF-administered AD&D (Accidental Death & Dismemberment) insurance in this reporting period	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
67	DC	Employee deduction for Wisconsin Deferred Compensation in this reporting period	N	Leave blank.
68	FSA	Employee deductions for the medical portion of the ETF-administered FSA (Flexible Spending Account) in this reporting period	N	Leave blank.
69	LPFSA	Employee deduction for ETF-administered LPFSA (Limited Purpose Flexible Spending Account) in this reporting period	N	Leave blank.
70	Long Term Care	Employee deduction for ETF-administered long-term care insurance in this reporting period	N	Leave blank.
71	DCA	Employee deduction for the dependent care portion (DCA - Dependent Day Care Program) of the ETF-administered flexible spending account in this reporting period	N	Leave blank.
72	Transit	Employee deduction for the mass transit portion of the ETF-administered Commuter Benefits program contributions in this reporting period	N	Leave blank.
73	Parking	Employee deduction for the parking portion of the ETF-administered Commuter Benefits program contributions in this reporting period	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
74	HSA	Employee deduction for ETF-administered HSA (Health Savings Account) contributions in this reporting period. This is the amount actually deducted from the employee's paycheck	N	Leave blank.
<p>Fields 75-76 are used by Local employers only. State employers do not have to account for these fields and should leave these fields blank.</p>				
75	ER Contribution Date	<p>Date on which the employer started or will start contributing toward the employee's health insurance premium (not the date when the first employer contribution actually occurs).</p> <p>For example, if the employer begins contributing toward an employee's health insurance coverage effective with 3/1/2016 coverage, even though the first actual employer payment wasn't made until 3/20/2016, the date reported in this field should be 3/1/2016.</p> <p>Note: This field is used by local employers only.</p>	C	<p>Required for local employers offering health insurance. All others, leave blank.</p> <p>99999999 YYYYMMDD</p> <p>All eight characters are required. For example, January 1, 2016 is entered as 20160101.</p> <p>If the ER Contribution date is effective some time in 2018, we should get that date in the setup file. For instance if an employee is hired 12/1/2017, but the employer doesn't start contributions until 2/1/2018, they should have 2/1/18 in the setup file for this date.</p> <p>If the actual date is unavailable, it can be the same as the begin date.</p>



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
76	Program Code	Identifies the health program in which the employee participates, when the employer offers multiple health programs. Note: This field is used by local employers only.	C	Required for local employers offering health insurance. All others, leave blank. Valid Values: <ul style="list-style-type: none"> ▪ P02 = It's Your Choice Local Traditional – with Dental Option ▪ P04 = It's Your Choice Local Deductible – with Dental Option ▪ P06 = It's Your Choice Local Health Plan – with Dental Option ▪ P07 = It's Your Choice Local High Deductible Health Plan–with Dental Option ▪ P12 = It's Your Choice Local Traditional ▪ P14 = It's Your Choice Local Deductible ▪ P16 = It's Your Choice Local Health Plan ▪ P17 = It's Your Choice Local High Deductible Health Plan
<p>Fields 77-83 are used by state employers only. Local employers do not have to account for these fields and should leave these fields blank.</p>				
77	LTE	Indicates whether the employee is a Limited Term Employee (LTE) Note: This field is used by state employers only.	C	Required for state employers. All others, leave blank. Valid Values: <ul style="list-style-type: none"> ▪ Y ▪ N
78	Base Pay Rate (Hourly)	Employee Base Pay Rate (Hourly)	N	Leave blank.



Table 1 Payroll Setup File Specification				
Sequence Number	Field Name	Field Description	Required (for Setup)?	Additional Instructions (for Setup)
79	Adj Cont Svc Date	Employee Adjusted Continuous Service Date	N	Leave blank.
80	FTE %	Employee Full-Time Equivalency Percentage	C	<p>Required for state employers. All others, leave blank.</p> <p>99999</p> <p>Maximum number of characters is 5. Leading zeroes are acceptable; if included, are translated as follows:</p> <p><u>Example:</u> 05000 is translated into 50.00</p>
81	Sick Leave Bal – Hrs	Employee Sick Leave Balance at the end of this reporting period	N	Leave blank.
82	Sick Leave Earned Cal YTD	Employee Sick Leave Earned Calendar Year-To-Date (YTD) as of the end of this reporting period	N	Leave blank.
83	Sick Leave Used Cal YTD	Employee Sick Leave Used Calendar Year-To-Date as of the end of this reporting period	N	Leave blank.