

Entering New Employment Records on the Work Report for myETF Employer Reporting Confirmation

For each new employment record, enter the fields listed in the example. Please note that these are **examples only**. The Period Start Date, Period End Date, and all other dates in your Work Report should reflect the Reporting Cycle of the Work Report you are entering.

1) Enter the Pay Date. The additional fields in this section will auto-populate.

Record Type	Report Gen Type	Period Start Date	Period End Date	Pay Date	Rate Date	SSN	Name	Reported First Name	Reported Last Name	Reported Middle Name	Reported Prefix	Reported Suffix
		04/30/2017	05/13/2017	05/18/2017	05/18/2017	123-77-8899	WATKINS, GRANT					

Rate Date auto-populates after you enter Pay Date and Click Apply.

Enter the name of an existing member (Last Name, First Name) if blank. The SSN auto-populates when it finds a match.

DOB	Gender	Addr Line 1	Addr Line 2	Addr Line 3	City	State	Province	Zip	Postal Code	Country	Phone	Email

Leave these fields blank.

2) Enter the Employment Status Change Fields. Please see both the field descriptions in the myETF Payroll File Resource and Appendix 10 for additional information:

Original Hire Date	Begin Date	Work Status	WRS Coverage Eff Date	Empl Status Change	Empl Status Change Start Date	Prev Empl Status Stop Date	Empl Status Change Last Pay Date	DOD	Chapter 40 Term Date	Job Category
04/30/2017	04/30/2017	WRS Eligible	04/30/2017	Active Employ...	04/30/2017					General Emplo...

Enter an Original Hire Date, Begin Date, WRS Coverage Eff Date (if applicable), and Empl Status Change Start Date during the current Report Period. For Confirmation purposes, these should all be the same date.

WRS Eligible auto-populates. Update if necessary.

Use the drop-down to enter the Job Category.

3) Enter the Estimated Annual Earnings (if applicable), Total Earnings, and the breakdown of Regular Wages, Overtime Pay, Compensatory Time Payout, Bonus Pay, and Extra Curricular Activity Pay. Also enter any deductions taken out of the employee's paycheck.

Estimated Annual Earnings	Total Earnings	Regular Wages	Overtime Pay	Compensatory Time Payout	Bonus Pay	Extra Curr Act Pay	Explanation	EE Required Pre-Tax	EE Required Post-Tax	EE Addl	ER Addl	BAC Pre-Tax	BAC Post-Tax
\$32,000.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Populate if you offer life insurance or ICI

Total Earnings must equal the sum of Regular Wages, Overtime Pay, Compensatory Time Payout, Bonus Pay, and Extra Curricular Activity Pay

Populate test deduction information as desired

4) Enter the Total Hours and the breakdown of Regular Hours, Overtime Hours, Compensatory Time Payout Hours, and Extra-Curricular Activity Pay Hours. Also enter any Health, Life, or ICI deductions (Income Continuation Insurance) taken out of the employee's paycheck. Enter the Employer Health Insurance Contribution Date and Program Code if you offer health insurance.

Employee Site	Total Hours	Regular Hours	Overtime Hours	Compensatory Time Payout Hours	Extra Cur Act Pay Hours	EE Health	EE Life	Spouse/Dep Life	EE ICI
	80.00	80.00				\$0.00	\$0.00	\$0.00	\$0.00

Total Hours must equal the sum of Regular Hours, Overtime Hours, Compensatory Time Payout Hours, and Extra Curricular Activity Pay Hours

Enter test benefit deductions applicable to your organization as desired

ER Contribution Date	Program Code

Enter test date if you offer health insurance

Choose a Program Code if you offer multiple options

All other fields apply only to State employers. You can leave these blank.