

ONE Site Transactions Compared to myETF Employment Status Changes



Current Code	Current Transaction Type	*myETF Employment Status Change Codes/Statuses	**myETF Record Type	Notes
60	New Employee	AE (Active Employment) or OE (Occasional Active Employment)	N	
01	Resignation or Retirement	TR (Termination – Resignation or Retirement)	N	
02	Termination Due to Layoff	TL (Termination – Layoff)	N	
03	Termination for Ineligible Employees	EE (Erroneous Enrollment)	N	Erroneous Enrollment is an employment status that can be used when an employment record is created incorrectly, like today's P003 transaction (Termination for Ineligible Employees). Please see the Erroneous Enrollment Steps document for examples.
04	Termination Due to Non-Work-Related Illness or Injury	TN (Termination – Non-Work-Related Illness or Injury)	N	
05	Dismissed or Discharged	TD (Termination – Dismissal) or TM (Termination – Misconduct)	N	
06	Termination Due to Death	TH (Termination – Death)	N	
07	Termination for Local Elected Officials who waive part-time elected service	Transaction 1 TS (Termination – Work Status Change)	N	
		Transaction 2 AE (Active Employment) or OE (Occasional Active Employment)	N	
08	Termination Due to Work-Related Illness or Injury	TW (Termination – Work-Related Illness or Injury)	N	
10	Employment Category Change	Transaction 1 TC (Termination – Category Change)	N	
		Transaction 2 AE (Active Employment) or OE (Occasional Active Employment)	N	

Current Code	Current Transaction Type	*myETF Employment Status Change Codes/Statuses	**myETF Record Type	Notes
22	Prior year transaction resulting from a grievance settlement, reinstatement, or appeal award	Not Applicable	A or S	Adjustment Record if it applies to a specific payroll cycle. Spread Adjustment Record if it applies evenly to multiple payroll cycles.
23	Prior year transaction for retroactive contract settlement	Not Applicable	A or S	Adjustment Record if it applies to a specific payroll cycle. Spread Adjustment Record if it applies evenly to multiple payroll cycles. (Spread Adjustment recommended for contract settlements.)
27	Prior year transaction to subtract hours, earnings, and/or employee paid contributions	Not Applicable	A or S	Adjustment Record if it applies to a specific payroll cycle. Spread Adjustment Record if it applies evenly to multiple payroll cycles.
29	Prior year transaction to add hours, earnings, and/or employee paid contributions	Not Applicable	A or S	Adjustment Record if it applies to a specific payroll cycle. Spread Adjustment Record if it applies evenly to multiple payroll cycles.
30	Social Security Number correction	Not Applicable		Must be changed by ETF staff. Please contact your ETF case manager.
31	Name change	Not Applicable	N	May be changed by updating employee's name on Payroll File, work report, or by direct entry through the Roster Tab in myETF Employer Online Services.
32	Birthdate correction	Not Applicable	N	May be changed by updating employee's date of birth on Payroll File, work report, or by direct entry through the Roster Tab in myETF Employer Online Services. Additional documentation may be required.
33	Employment begin date correction	Not Applicable		If an Employment Begin Date is reported incorrectly in myETF, you may manually change the Original Hire Date, Begin Date, Employment Status Change Start Date, and WRS Coverage Effective Date (as applicable) through the Roster Tab in myETF Employer Online Services. You will also need to submit any applicable adjustments to hours, earnings, and contributions.
35	Employer Identification Number (EIN) correction	Not Applicable		Validations will prevent transactions from being reported under the incorrect Employer Identification Number/employer ETF ID.
36	Gender indicator correction	Not Applicable	N	May be changed by updating employee's gender on Payroll File, work report, or by direct entry through the Roster Tab in myETF Employer Online Services. Additional documentation may be required.

Current Code	Current Transaction Type	*myETF Employment Status Change Codes/Statuses	**myETF Record Type	Notes
50	Leave of Absence – Military Union Leave	UM (Unpaid Leave – Military), or UU (Unpaid Leave – Union Service)	N	
51	Leave of Absence – Unpaid Leave of Absence	UC (Unpaid Leave of Absence – Miscellaneous)	N	
53	Leave of Absence – Begin Layoff	UL (Unpaid Leave – Layoff)	N	
54	Leave of Absence – Non-Work-Related Illness or Injury	UF (Unpaid Leave – Family Medical Leave Act (FMLA))	N	
58	Leave of Absence – Work-Related Illness or Injury	UF (Unpaid Leave – Family Medical Leave Act (FMLA))	N	
81-90	Corrects a previously submitted (01 – 10, 54, or 58) current year termination	Not Applicable	A or S	<p>Step 1: Correct any necessary termination or last earnings dates directly through the Roster Tab in myETF.</p> <p>Step 2: Submit the file or work report adjustment record for hours, earnings, and/or contributions. Adjustment Record if it applies to a specific payroll cycle. Spread Adjustment Record if it applies evenly to multiple payroll cycles.</p>
Not Applicable		Transaction 1 TS (Termination – Work Status Change)	N	New transaction in myETF Used when an employee changes to a different Work Status as defined by myETF Payroll File – Appendix 5.
		Transaction 2 AE (Active Employment) or OE (Occasional Active Employment)	N	
Not Applicable		Transaction 1 TB (Termination – Reporting Cycle Change)	N	New transaction in myETF Used when an employee changes to a different payroll reporting cycle, (ex: from a monthly to bi-weekly reporting cycle).
		Transaction 2 AE (Active Employment) or OE (Occasional Active Employment)	N	
Not Applicable		TE (Termination – Employer Merger/Split)	N	New transaction in myETF

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	Not Applicable	TT (Transition Less Than 50%)	N	New transaction in myETF Used when an employee returns from an unpaid leave of absence until they meet the employment requirements to qualify for the health insurance employer contribution again.
00	Annual Transaction	Not Applicable		Transaction does not exist in myETF. To correct a previously submitted annual transaction, please do a spread adjustment to the appropriate calendar year.
34	Statement of Benefits Distribution Code Change	Not Applicable		Transaction does not exist in myETF.
40	Informal Leave of Absence with no Annual Earnings	Not Applicable		Transaction does not exist in myETF.
80	Corrects a previously submitted 00 annual transaction in the current year	Not Applicable		Transaction does not exist in myETF. Annual reconciliation will no longer exist after myETF is released. Any adjustments to annual transactions will be considered late reported and will be done as a spread adjustment (S record type) for a full year.

myETF Employment Status Change Codes/Statuses

AE: Active Employment	UU: Unpaid Leave – Union Service	TM: Termination – Misconduct	TC: Termination – Category Change
OE: Occasional Active Employment	UL: Unpaid Leave – Layoff	TL: Termination – Layoff	TS: Termination – Work Status Change
EE: Erroneous Enrollment	UC: Unpaid Leave – Miscellaneous	TN: Termination – Non-Work-Related Illness/Injury	TB: Termination – Reporting Cycle Change
UM: Unpaid Leave – Military	TR: Termination – Resignation/Retirement	TW: Termination – Work-Related Illness/Injury	TE: Termination – Employer Merge/Split
UF: Unpaid Leave – Family Medical Leave Act (FMLA)	TD: Termination – Dismissal	TH: Termination - Death	TT: Transition Less Than 50%

*Use myETF Employment Status Change codes when submitting files; the status descriptions appear for manual updates.

**Use the myETF Record Type when submitting the transaction on the Payroll File and/or work report.