



# myETF Report Generation Type Collection Questionnaire FAQ

## What is a Report Generation Type?

A Report Generation Type is how myETF defines the frequency of an employer's payroll reporting cycle or cycles, and how often employers will report that information to ETF. The Report Generation Type is **not** defined by the paycheck date. Remember, after myETF goes live, employers will report their payroll information to ETF after each pay period.

## What are the primary Report Generation Types in myETF?

Most employers' payroll cycles are **weekly**, **monthly**, **bi-weekly** (every two weeks) or **semi-monthly** (twice a month). myETF will define the Report Generation Type(s) for an employer the same way. If an employer has multiple weekly, monthly, bi-weekly or semi-monthly payroll frequencies, myETF will also define these by the weekly begin date or date of the month on which the payroll cycle begins. You may refer to **Appendix 4 – Report Generation Type** in the [myETF Employer Payroll File Resource](#) for detailed descriptions of the different Report Generation Types.

## What are the start and stop dates of the payroll cycle?

A payroll cycle refers to the dates your employees **earn** their wages for a pay period, not the dates that they are paid. Therefore, if an employee is paid on December 1 for work between November 1 and November 30, the payroll cycle's start and stop dates are November 1 and November 30. This is a **monthly** payroll cycle and Report Generation Type.

## Why do we need these payroll cycles defined before myETF is released?

Employers will not be able to load any files or enter payroll information if we do not have a predefined Report Generation Type(s) in myETF.

## How does defining Report Generation Types benefit employers?

- It is part of the process of transitioning from annual reconciliation to reporting real time, employee-specific hours and earnings information.
- It will define reporting and payment due dates for each employer. This information will be visible on the myETF Employer Online Services home page, along with helpful reminders of upcoming deadlines.
- Defining payroll cycles will allow myETF to identify discrepancies in employer reporting, such as employee omissions and duplicate records sooner.
- Defined report generation types also allow myETF to use a number of validations that will ensure reported information is accurate. For example, if a Period Start Date does not match the system-derived date for the current work report, myETF will inform the employer when they need to correct the Period Start Date field.