



Solutions For Employers

February 14, 2018

Wisconsin Department
of Employee Trust Funds

General _____	1
Roster Displays Terminated Contracts When ‘Active Contract’ Flag is Checked (ETF-19809) _____	1
Payroll File _____	1
Payroll File Validation “Zip is not a valid value” is Not Triggering When Value is Not All Numeric (ETF-25588) _____	1
Prefix and Suffix Fields Should Allow All Case Combinations (ETF-18128) _____	1
RESOLVED: Issue with Processing Payroll File via Import SFTP Batch (ETF-25574) _____	1
RESOLVED: Files Uploaded via SFTP Not Appearing in File History in myETF Employer Online Services (ETF-16888, ETF-20369, ETF-23595) _____	1
RESOLVED: Payroll File Validation “Email is not a valid value” Triggering Incorrectly for Valid Email Formats (ETF-23297) _____	2
RESOLVED: Address Type for Addresses Processed via Payroll File Should be Employer Reported (ETF-20573) _____	2
RESOLVED: Error When Submitting Hour Value Field With Partial Hours (ETF- 20794) _____	2
RESOLVED: Update Needed to Job Category Configuration (ETF-20698) _____	2
RESOLVED: Error When Submitting Dollar Value Field With Only Cents (ETF- 20018) _____	2
RESOLVED: Update to Prevent User From Exceeding Email Character Limits in Payroll Imports (ETF-16409) _____	2
RESOLVED: First Name is Blank Validation Should Be Error (ETF-18093) _____	2
Work Report Editor _____	3
*NEW: Work Report Validation “This member is being terminated due to a Job Category change...” is Displayed Even When a New Row With New Employment Details is Populated on the Work Report (ETF-27619) _____	3
Updated Work Report Zip Field to Ensure Proper Format (ETF-25499) _____	3
Work Report Validation “This member is missing work history for the following period end dates...” (ETF-18573) _____	3
Prefix and Suffix Fields Should Allow All Case Combinations (ETF-18128) _____	3

RESOLVED: EOS Confirmation Performance Issues on Work Report (ETF-25507)	3
RESOLVED: Work Report Validation: Must Allow Pay Date to be in the Middle of a Pay Period (ETF-24419)	4
RESOLVED: No Message Icon Appears in the Message Column in Manual Work Report Generation (ETF-17956)	4
RESOLVED: Work Report Validation “ER Contribution Date is required on the first work report” (ETF-18274)	4
RESOLVED: Update Needed to Job Category Configuration (ETF-20698)	4
RESOLVED: Updated Work Report Zip Field to Ensure Proper Format (ETF-25499)	4
RESOLVED: Address Type for Addresses Processed via Work Report Should be Employer Reported (ETF-20573)	4
RESOLVED: Work Report Validation “Total reported employee required contributions exceed maximum amount due” Not Respecting Threshold and Not Rounding Accurately (ETF-23130, ETF-20644)	5
Employment File	6
Process Button Inactive/Unavailable on Employment File After Validation Step (ETF-26043)	6
RESOLVED: Issue with Processing Employment File via Import SFTP Batch (ETF-25574)	6
RESOLVED: First Name is Blank Validation Should Be Error (ETF-18094)	6
RESOLVED: Address Type for Addresses Processed via Employment File Should be Employer Reported (ETF-20573)	6
RESOLVED: Update Needed to Job Category Configuration (ETF-20698)	6

Questions? Send them to the [myETF Employers mailbox](#).

General

Roster Displays Terminated Contracts When ‘Active Contract’ Flag is Checked (ETF-19809)

Issue: For some employers, the ‘Active Contract’ checkbox on the Roster displays member contracts that have been terminated.

Solution: This should not impact your ability to confirm files.

Payroll File

Payroll File Validation “Zip is not a valid value” is Not Triggering When Value is Not All Numeric (ETF-25588)

Issue: The validation ‘Zip is not a valid value’ is not triggering when employers enter a mixture of alpha and numeric characters in the Zip field.

Solution: Please only enter numeric characters in the Zip field until this is resolved.

Prefix and Suffix Fields Should Allow All Case Combinations (ETF-18128)

Issue: An exception message may trigger on the work report when Prefix and Suffix are mixed case (i.e., Mrs., Miss).

Solution: Please submit the Prefix and Suffix, and bypass the exception message until this is fixed.

RESOLVED: Issue with Processing Payroll File via Import SFTP Batch (ETF-25574)

Issue: Basic SFTP functionality may begin being tested in the confirmation environment.

RESOLVED: Files Uploaded via SFTP Not Appearing in File History in myETF Employer Online Services (ETF-16888, ETF-20369, ETF-23595)

Resolved: Files uploaded via SFTP are now appearing in File History in myETF Employer Online Services.

RESOLVED: Payroll File Validation “Email is not a valid value” Triggering Incorrectly for Valid Email Formats (ETF-23297)

Issue: An error no longer triggers on the Payroll File if the email address field contains an email address with more than two periods (.) after the @ symbol.

RESOLVED: Address Type for Addresses Processed via Payroll File Should be Employer Reported (ETF-20573)

Resolved: No action is needed on the part of the employer to resolve this issue. myETF has been updated to populate the correct Address Type so employers will see the Employer Reported Address in the employee’s demographic page.

RESOLVED: Error When Submitting Hour Value Field With Partial Hours (ETF-20794)

Resolved: Partial hours (values less than 1 hour) may be entered on the Payroll File without resulting in an error message.

RESOLVED: Update Needed to Job Category Configuration (ETF-20698)

Resolved: The appropriate Work Status values are now displaying for all job categories.

RESOLVED: Error When Submitting Dollar Value Field With Only Cents (ETF-20018)

Resolved: When submitting dollar value fields for only cents, users no longer have to enter leading zeroes (i.e., 88 will be translated into \$00.88).

RESOLVED: Update to Prevent User From Exceeding Email Character Limits in Payroll Imports (ETF-16409)

Resolved: If user provides an email address exceeding 50 characters, user will now see an error message.

RESOLVED: First Name is Blank Validation Should Be Error (ETF-18093)

Resolved: When uploading a payroll file, the First Name field is now required and gives user an Error if the field is blank

Work Report Editor

***NEW: Work Report Validation “This member is being terminated due to a Job Category change...” is Displayed Even When a New Row With New Employment Details is Populated on the Work Report (ETF-27619)**

Issue: When a user puts both the termination line and the new Job Category line in the same work report, the validation “This member is being terminated due to a Job Category change...” is triggered.

Solution: Please refrain from submitting job category changes until this is resolved.

Updated Work Report Zip Field to Ensure Proper Format (ETF-25499)

Issue: If an employer submits a non-numeric Zip code, myETF will still allow them to submit the work report. The work report then remains in Initial status because of the issue.

Solution: Please make sure you do not have any non-numeric characters in the Zip field.

Work Report Validation “This member is missing work history for the following period end dates...” (ETF-18573)

Issue: If a member had an annual or semi-annual Reporting Cycle, the validation “This member is missing work history for the following period end dates...” may trigger.

Solution: Please bypass this exception message.

Prefix and Suffix Fields Should Allow All Case Combinations (ETF-18128)

Issue: An exception message may trigger on the work report when Prefix and Suffix are mixed case (ie Mrs, Miss).

Solution: Please submit the Prefix and Suffix, and bypass the exception message until this is fixed.

RESOLVED: EOS Confirmation Performance Issues on Work Report (ETF-25507)

Resolved: To resolve concerns about slowness when editing the work report, a change was implemented to only evaluate validations on records that have been changed in the course of editing the work report. Please note that this means that only records that have been modified will show updates in the validation messages.

RESOLVED: Work Report Validation: Must Allow Pay Date to be in the Middle of a Pay Period (ETF-24419)

Resolved: A validation has been added to allow employers to have a Pay Date in the middle of the pay period, as long as it is not before the Period Start Date.

RESOLVED: No Message Icon Appears in the Message Column in Manual Work Report Generation (ETF-17956)

Resolved: When generating a manual work report with an existing Reporting Cycle Stop Date, the error message indicates to check the Message icon. The Message icon now appears in the Message column.

RESOLVED: Work Report Validation “ER Contribution Date is required on the first work report” (ETF-18274)

Resolved: If an employee has an annual contract and employer is adding a weekly contract, the work report validation “ER Contribution Date is required on first work report” no longer fires.

RESOLVED: Update Needed to Job Category Configuration (ETF-20698)

Resolved: The appropriate job categories are now available to be selected.

RESOLVED: Updated Work Report Zip Field to Ensure Proper Format (ETF-25499)

Resolved: If a Zip is not formatted correctly with numeric values, an error message will appear that prevents the work report from being submitted.

RESOLVED: Address Type for Addresses Processed via Work Report Should be Employer Reported (ETF-20573)

Resolved: No action is needed on the part of the employer to resolve this issue. myETF has been updated to populate the correct Address Type so employers will see the Employer Reported Address in the employee’s demographic page.

RESOLVED: Work Report Validation “Total reported employee required contributions exceed maximum amount due” Not Respecting Threshold and Not Rounding Accurately (ETF-23130, ETF-20644)

Resolved: The validation is now respecting the threshold amount.

Employment File

Process Button Inactive/Unavailable on Employment File After Validation Step (ETF-26043)

Issue: myETF should allow processing of the Employment File from the import details window even if some of the lines in the file have errors. Currently, the Process button does not appear in the Import Details window. **Solution:** Please use File History to process the file until this is corrected.

Solution: Within the File History tab, click on the Actions link of the applicable Employment File and select Process. Alternatively, select Actions and then Details to open the Import Details of the applicable file, correct the errors and use the Process button here when the file can be processed.

RESOLVED: Issue with Processing Employment File via Import SFTP Batch (ETF-25574)

Resolved: Basic SFTP functionality may begin being tested in the confirmation environment.

RESOLVED: First Name is Blank Validation Should Be Error (ETF-18094)

Resolved: When uploading an employment file, the First Name field is now required (and gives user an Error if the field is blank).

RESOLVED: Address Type for Addresses Processed via Employment File Should be Employer Reported (ETF-20573)

Resolved: No action is needed on the part of the employer to resolve this issue. myETF has been updated to populate the correct Address Type so employers will see the Employer Reported Address in the employee's demographic page.

RESOLVED: Update Needed to Job Category Configuration (ETF-20698)

Resolved: The appropriate Work Status values are now displaying for all job categories.