

myETF Employee Status Change Transaction Reference

Employee Status Changes in myETF Employer Online Services require updates to several Payroll File, Employment File and/or work report fields that need special attention. Examples of Employee Status Changes include new hires, job category changes, reporting cycle changes, work status changes, leaves of absence and terminations. This document highlights the fields that employers should populate for specific employee status changes, as well as fields that should not be populated for the same status change. For fields that are populated, the dates listed reflect a specific example. The document also highlights Employee Status Changes that require two transactions. When you terminate one record and create a new one in myETF, you will submit two transactions by either including two lines on a Payroll or Employment File, or creating two transactions on a manual work report. Appendix 10 of the [myETF Payroll File Resource](#) and Appendix 7 of the [Employment File Resource](#) offer additional details on what employers will report for employee status changes.

This document offers a visual representation of a few select Employee Status Changes for your convenience. It is not a comprehensive list. Consult the myETF Payroll and Employment File Resources for specific Employee Status Change details.

Empl Status Change Codes	
AE	Active Employment
OE	Occasional Active Employment
TR	Termination – Resignation/Retirement
TC	Termination – Category Change
TS	Termination – Work Status Change
TB	Termination – Reporting Cycle Change
UF	Unpaid Leave - FMLA

Current Transaction Code	Current Transaction Type	myETF Employment Status Change Field Update	Example	Fields in myETF and Payroll/Employment File									
				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	Job Category	
60	New employee	Set record as AE or OE	WRS-eligible employee who has no previous employment history with the employer begins work 1/1/2017. Job Category 30.	01/01/2017	01/01/2017	ACT	01/01/2017	AE	01/01/2017	None		30	
01	Resignation or retirement	Change record to TR	WRS-eligible employee whose last day of employment is 1/15/2017. Job category 30.	None		ACT	None	TR	01/16/2017	01/15/2017	01/15/2017	30	
10	Employment Category change	Transaction 1: Change record to TC	WRS-eligible employee who was originally hired 7/1/1990 changes job categories . The previous job category, 30, ends on January 15. The new job category, 40, begins on January 16. Requires two transactions.	None		ACT	None	TC	01/16/2017	01/15/2017	01/15/2017	30	
		Transaction 2: Create new record with AE or OE		07/01/1990	01/16/2017	ACT	01/16/2017	AE	01/16/2017	None		40	
N/A		Change record to appropriate LOA code (e.g. UF)	WRS-eligible employee begins a Leave of Absence (LOA) on 1/16/2017 with a last payable work day of 01/15/2017. Job category 30.	None		ACT	None	UF	01/16/2017	01/15/2017	01/15/2017	30	
N/A		Change record to appropriate status (i.e. AE or OE)	WRS-eligible employee returns from a Leave of Absence (LOA) on 2/20/2017. Job category 30.	None		ACT	None	AE	02/20/2017	02/19/2017	None	30	

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				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
N/A	Transaction 1: Change record to TS	WRS-ineligible employee becomes WRS eligible. The employee was originally hired 1/15/2016 and became WRS-eligible on 1/16/2017. Job category 30. Requires two transactions.	None		INA	None	TS	01/16/2017	01/15/2017	01/15/2017	30
	Transaction 2: Create new record with AE or OE		01/15/2016	01/16/2017	ACT	01/16/2017	AE	01/16/2017	None		30
N/A	Transaction 1: Change record to TB	WRS-eligible employee changes from a monthly reporting cycle to a bi-weekly reporting cycle beginning 1/16/2017. The employee was originally hired 1/1/1999. Job category 30. Requires two transactions. Report Generation Type is M00 on first transaction, and B00 on the second.	None		ACT	None	TB	01/16/2017	01/15/2017	01/15/2017	30
	Transaction 2: Create new record with AE or OE		01/01/1999	01/16/2017	ACT	01/16/2017	AE	01/16/2017	None		30
N/A		Submitting a work report for an active employee (job category 30) with no employment status changes.	None		ACT	None					30