CHAPTER 6 – WRS ACCOUNT UPDATE TERMINATIONS

600 Introduction

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's termination transactions allow for periodic online transmission of termination information in addition to the WRS enrollment and enrollment update transactions.

601 Termination – Employment or Retirement – P001

1. Select transaction “P001 – Termination – Employment or Retirement” form the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee's first name.

5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)

8. Tab to ***Action/Termination Date*** and key employee's termination date.

9. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.

10. Tab to the ***Employment Category*** field and select the employee's correct employment category.

11. Complete ***Hours and Earnings*** fields:

    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

16. Select on ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

602 Termination – Not Eligible – P003

1. Select transaction “P003 – Termination – Not Eligible” from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee’s first name.
5. Tab to the ***Middle Initial*** field and key the employee’s middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee’ last name.
7. Tab to ***Action/Termination Date*** and key employee’s termination date.
8. Tab to the ***Employment Category*** field and select the employee’s correct employment category.
9. Select the ***Submit*** button at the bottom of the screen.
10. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
11. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

603 Termination – Non Work-Related Illness/Injury – P004

1. Select transaction “P004 – Termination – Non Work-Related Illness/Injury” from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee’s first name.
5. Tab to the ***Middle Initial*** field and key the employee’s middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)

8. Tab to ***Action/Termination Date*** and key employee's termination date.

9. Tab to ***Last Earnings Date*** and key employee's last earnings date.

10. Tab to the ***Employment Category*** field and select the employee's correct employment category.

11. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

604 Termination – Dismissal – P005

1. Select transaction "P005 – Termination – Dismissal" from the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee's first name.

5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)

8. Tab to ***Action/Termination Date*** and key employee's termination date.

9. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.

10. Tab to the ***Employment Category*** field and select the employee's correct employment category.

11. Complete ***Hours and Earnings*** fields:

    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

14. Select the ***Submit*** button at the bottom of the screen.

15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.

16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

605 Termination – Death – P006

1. Select transaction “P006 – Termination – Death” from the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee’s Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee’s first name.

5. Tab to the ***Middle Initial*** field and key the employee’s middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee’ last name.

7. Tab to ***Action/Termination Date*** and key employee’s date of death.

8. Tab to ***Last Earnings Date*** and key employee’s last earnings date if applicable.

9. Tab to the ***Employment Category*** field and select the employee's correct employment category.

10. Complete ***Hours and Earnings*** fields:

    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

11. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

12. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the ***Submit*** button at the bottom of the screen.

14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

15. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

606 Termination – Waived Part-Time Elected Service – P007

1. Select transaction "P007 – Termination – Waived Part-Time Elected Service" from the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee's first name.

5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)

8. Tab to ***Action/Termination Date*** and key employee's termination date.

9. Tab to the ***Employment Category*** field and ensure that category 09 Local Elected Official is selected.

10. Complete ***Hours and Earnings*** fields:

    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

11. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

12. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.

c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

13. Select the ***Submit*** button at the bottom of the screen.

14. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.

15. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

607 Termination – Work-Related Illness/Injury – P008

1. Select transaction “P008 – Termination – Work-Related Illness/Injury” from the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee’s Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee’s first name.

5. Tab to the ***Middle Initial*** field and key the employee’s middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee’ last name.

7. Tab to the ***Address*** field and key the employee’s complete address (Note: you must enter address line 1, city, state and zip)

8. Tab to ***Action/Termination Date*** and key employee’s termination date.

9. Tab to ***Last Earnings Date*** and key employee’s last earnings date if applicable.

10. Tab to the ***Employment Category*** field and select the employee’s correct employment category.

11. Complete ***Hours and Earnings*** fields:

   a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
   b. ***Calendar Year to Date*** - Complete for all employment categories.

12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

608 Employment Category Change with Money – P010

1. Select transaction "P010 – Employment Category Change with Money" from the main menu.

2. Key the ***Report Date*** for the transaction.

3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee's first name.

5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).

6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to ***Action/Termination Date*** and key employee's termination date.

8. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.

9. Tab to the ***Old Employment Category*** field and select the employee's previous employment category.

10. Tab to the ***New Employment Category*** field and select the employee's new employment category.

11. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):

    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.

12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:

    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

    a. **Employee Paid** – Additional Contributions paid by the employee post tax.

b. **<u>Employer Paid</u>** – Additional Contributions paid by the employer on behalf of the employee.
c. **<u>Tax Deferred</u>** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

NOTE: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***<u>Submit</u>*** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

16. Select the ***<u>Confirm</u>*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **<u>Print</u>** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **<u>Continue</u>** button to enter another transaction or the **<u>Menu</u>** button to return to the application menu or the **<u>Layout</u>** button to end the session.