

Department of Employee Trust Funds
WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL

CHAPTER 7 – WRS ACCOUNT UPDATE
LEAVES OF ABSENCE

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700 Introduction

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's terminations and current year correction transactions allow for periodic online transmission of termination information, leave of absence reporting and any subsequent corrections to previously submitted, current year terminations and leave information for WRS covered employees in addition to the WRS enrollment and enrollment update transactions discussed in Chapter 6.

701 LOA – Military Union Leave - P050

1. Select transaction "P050 – LOA – Military Union Leave" 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 **Last Earnings Date** and key employee's last earnings date.
8. Tab to the **Employment Category** field and select the employee's correct employment category.
9. 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.
10. 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.
11. 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”).
12. Select the **Submit** button at the bottom of the screen.
13. 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.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. 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.

702 LOA – Unpaid Leave of Absence – P051

1. Select “P051 – LOA – Unpaid Leave of Absence” 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 **Last Earnings Date** and key employee's last earnings date.
 8. Tab to the **Employment Category** field and select the employee's correct employment category.
 9. 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.
 10. 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.
 11. 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").
12. Select the **Submit** button at the bottom of the screen.

13. 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.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. 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.

703 LOA – Begin Layoff – P053

1. Select "P053 – LOA – Begin Layoff" 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 **Last Earnings Date** and key employee's last earnings date.
8. Tab to the **Employment Category** field and select the employee's correct employment category.
9. 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.
10. 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.

11. 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”).
12. Select the **Submit** button at the bottom of the screen.
13. 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.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. 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.

704 LOA – Non Work-Related Illness/Injury – P054

1. Select “P054 – LOA – 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 **Last Earnings Date** and key employee’s last earnings date.

8. Tab to the **Employment Category** field and select the employee's correct employment category.
 9. 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.
 10. 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.
 11. 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").
12. Select the **Submit** button at the bottom of the screen.
 13. 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.
 14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
 15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
 16. 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.

705 LOA – Work Related Illness/Injury – P058

1. Select “P058 LOA – 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 **Last Earnings Date** and key employee’s last earnings date.
8. Tab to the **Employment Category** field and select the employee’s correct employment category.
9. 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.
10. 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.
11. 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.
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