

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

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**CHAPTER 8 – WRS ACCOUNT UPDATE**  
**CURRENT YEAR CORRECTIONS**

- 800 Correction to P001 Term – Employment or Retirement – P081**
- 801 Correction to P003 Term – Not Eligible – P083**
- 802 Correction to P004 Term – Non-Work Related Illness/Injury – P084**
- 803 Correction to P005 Term – Dismissal – P085**
- 804 Correction to P006 Term – Death – P086**
- 805 Correction to P007 Term – Waived Part-Time Elected Service – P087**
- 806 Correction to P008 Term – Work Related Illness/Injury – P088**
- 807 Correction to P043 or P058 Leave of Absence – P089**

**800 Introduction**

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's current year correction transactions allow for periodic online transmission of corrections to previously submitted current year terminations and leave information for WRS covered employees.

**801 Correction to P001 Termination – Employment or Retirement – P081**

1. Select transaction "P081 Correction to P001 Termination – Employment or Retirement" 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.
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.  
  
**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported
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.

### **802 Correction to P003 Termination – Not Eligible – P083**

1. Select “P083 Correction to 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.

### **803 Correction to P004 Termination – Non Work – Related Illness/Injury – P084**

1. Select “P084 Correction 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
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.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported

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.

#### 804 Correction to P005 Termination – Dismissal – P085

1. Select "P085 – Correction to 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
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.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported.

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.

## 805 Correction to P006 Termination – Death – P086

1. Select “P086 – Correction to 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.

**NOTE:** For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported.

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.

#### **806 Correction to P007 Termination – Waived Part-Time Elected Service – P087**

1. Select "P087 – Correction to 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
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.

**NOTE:** For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported.

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.

### 807 Correction to P008 Termination – Work-Related Illness/Injury – P088

1. Select “P088 – Correction to 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
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.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported.

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.

#### **808 Correction to P054 or P058 Leave of Absence – P089**

1. Select “P089 – Correction to P054 or P058 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.

**NOTE:** For step 9,10, and 11 only report the difference to be added or subtracted from what has already been reported.

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.