

Department of Employee Trust Funds
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

APPENDIX B — WRS TRANSACTION CODE DESCRIPTION AND CHAPTER REFERENCE CHART

Transaction Codes		
Code	Description	Chapter Reference
00	Annual transactions for employees not terminated or not on leave of absence.	10
01	Resignation or retirement.	9
02	Termination Due to Layoff. For Use by State Agencies and UW Only.	9
03	Termination for ineligible employees. (No hours or earnings reported.)	9
04	Termination due to a non-work related illness or injury.	9
05	Dismissed or discharged.	9
06	Termination due to death.	9
07	Termination for local elected officials who waive part-time elected service.	9, 15
08	Termination due to a work-related illness or injury.	9
10	Employment category change.	9
22	Prior year transaction which results from a grievance settlement or reinstatement/appeal award.	11, 13
23	Prior year transaction for a retroactive contract settlement.	11
24	Prior year transaction to correct hours only.	11
27	Prior year transaction to subtract hours, earnings and/or employee paid contributions.	11
28	Prior year transaction to correct the employment category, or move part or all of previously reported earnings from incorrect year to correct year.	11
29	Prior year transaction to add hours, earnings and/or employee-paid contributions.	11
30	Social Security number correction.	6
31	Name change.	6
32	Birthdate correction.	6
33	Employment begin date correction.	6
34	Statement of Benefits Distribution Code change.	6
35	Employer Identification Number (EIN) correction.	6
36	Gender indicator correction.	6
40	Informal leave of absence with no annual earnings.	10
50	Military leave of absence at year-end.	10
51	Unpaid leave of absence at year-end.	10

Wisconsin Retirement System
Appendix B — WRS Transaction Code Description And Chapter Reference Chart
Page 2

Transaction Codes		
Code	Description	Chapter Reference
53	Layoff at year-end.	10
54	Leave of absence due to a non-work related illness or injury.	9
58	Leave of absence due to a work-related illness or injury.	9
60	New employee (electronic transaction only).	6
63	Corrects wrong employment category submitted on the WRS enrollment.	6
80	Corrects a previously submitted 00 annual transaction in the current year.	10
81	Corrects a previously submitted 01 current year termination.	9
82	Corrects a previously submitted 02 current year termination.	9
83	Corrects a previously submitted 03 current year termination.	9
84	Corrects a previously submitted 04 current year termination.	9
85	Corrects a previously submitted 05 current year termination.	9
86	Corrects a previously submitted 06 current year termination.	9
87	Corrects a previously submitted 07 current year termination.	9
88	Corrects a previously submitted 08 current year termination.	9
89	Corrects a previously submitted 54 or 58 current year transaction.	9