# Account Update Category Change Instructions

This procedure works best for employers with less than five employees. Enter employees one by one.

❶ Go to One site and click on **"WRS Account Update."**

- Enter User ID and Password when prompted and click on **"Login."**
- Enter the Employer Number when prompted and click on **"Submit."**

❷ Click on **"ACT 10/32 Mass Employment Category Changes."**

❸ The report date will populate with the current date.

❹ The employee information will populate.

- The system will retrieve the active employee list for you and display the information for the first employee on the list.

❺ The new employee category will populate with the new employee code.

❻ **Enter Date** – Last day of the pay period prior to the first full pay period on or after June 29, 2011.

❼ Action code will populate.

❽ Enter Hours and Earnings accumulated in all pay periods prior to the first full pay period on or after June 29, 2011.

❾ Click **"Save"**

- Save will update the row in the active employee list for that employee and display the next record in the active employee list.
- After the last "pre-filled" employee entry has been saved the "Act 10/32 Employment Category Change Review Page" will appear.
- This is when you can add employees not on the "pre-filled" list and review the transactions before final submission.
- You may select an employee from this list to review and/or update individually. Save will take you back to the review form.

❿ Click **"Summary"**

- This will take you to the Act 10/32 Employment Category Change Summary Form.
- You can print or review again. When you are satisfied with the report Click **"Final Submit."**
- This will submit the report to ETF and the message "All transactions have been submitted to ETF for update" will display.