Transaction Upload

There are two ways to create the necessary file for submission:
1. Create the file from payroll systems; or
2. Use the file ETF creates.

To use the file ETF creates:

❶ Go to One site.

❷ Click on **"WRS Earnings Reports (On-going)."**

❸ Enter User ID and Password when prompted and click on **"Login."**

❹ Enter the Employer Number when prompted and click on **"Submit."**

❺ Enter **"2011"** within "Select the Year to View the Reports" and **"Employment Category Change Pre-List"** within "Select the Report to View."

❻ Click **"Export to Excel."**

❼ Enter the required fields.

Fields Required for Transaction Upload

- Social Security Number
- Employer ID Number
- Report Date
- Transaction Identifier
- Action Code (Trans Type)
- Action Date*
- Employment Category
- Last Name
- First Name
- Fiscal Year Hours if applicable
- Fiscal Year Earnings if applicable
- Calendar Year Hours
- Calendar Year Earnings
- Employee Paid EERC if applicable

- Employee Paid BAC if applicable
- Additional Contributions Core if applicable
- Additional Contributions Variable if applicable
- Employer Paid Additional Core if applicable
- Employer Paid Additional Variable if applicable
- New Employment Category
- Pre-Tax EERC if applicable
- Pre-Tax BAC if applicable
- Date Stamp
- Time Stamp

*This is the last date of the pay period that Pre Act 10 contribution rates apply. (This pay period would be the one prior to the first full pay period on or after June 29, 2011.)

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❽ Save as type will be CSV (Comma delimited) (*.csv).

Submission Process

❶ Go to One site.

❷ Click on **"WRS Transaction Upload."**

❸ Enter User ID and Password when prompted and click on **"Login."**

❹ Enter the Employer Number when prompted and click on **"Submit."**

❺ Within "Select Employment Category Change Report to Upload" click **"Browse"** and select the file saved with the employment category changes.

❻ Click on **"Upload."**

❼ Report Submission screen will populate.

  ■ On the bottom of the Report Submission screen **"Check"** the User Agreement box

❽ Click **"Submit."**