

myETF Employment File Resource Change Log

Date	Field or Validation	Change
March 1, 2017	Addendum 7	Added Appendix 7 Addendum: Employment and Employment Status Changes
March 1, 2017	All validations with references to 'Adj Cont Serv Date' field	Changed references to 'Adj Cont Serv Date' to 'Adj Cont Svc Date'
March 1, 2017	Employment Status Change Start Date prior to or equal to the Previous Employment Status Stop Date	Changed references to 'Empl Status Start Date' to 'Employment Status Start Date' Changed references to 'Prev Employment Status' to 'Previous Employment Status'
March 1, 2017	Employment Status Last Pay Date is blank	Changed Message to: Empl Status Change Last Pay Date is required for the LOA or Termination status that is ending. Please provide the Empl Status Change Last Pay Date.
March 1, 2017	<p>Prior Cal Year Sick Leave Balance for ICI Premium</p> <p><i>Note: validations related to Prior Cal Year Sick Leave Balance for ICI Premium were also added.</i></p>	<p>Employee sick leave balance at the end of a calendar year that is eligible to be used for ICI premium calculations.</p> <p>This field will be used beginning January 1, 2019. Do not report a value in this field prior to this date.</p> <p>Between January 1, 2019 and January 31, 2019, this field is used for new employee hires to report a sick leave balance from a prior calendar year (2017 or earlier) that is eligible to be reinstated and used for ICI premium calculations,</p> <p>For example, if a state employee terminated state employment in 2016 with a sick leave balance of 1,000 hours and then returned to state employment between January 1, 2019 and January 31, 2019, the 1,000 hours of sick leave, if eligible to be reinstated, would be reported in this field.</p> <p>Beginning February 1, 2019, this field is used to report:</p> <ul style="list-style-type: none"> • For new hires - a sick leave balance from any prior calendar year that is eligible to be reinstated and used for ICI premium calculations. <p>For example, if a state employee terminated state employment in 2017 with a sick leave balance of 800 hours and then returned to state employment on February 1, 2019, the 800 hours of sick leave, if eligible to be reinstated, would be reported in this field. This value would then be used to set ICI premium calculations beginning with February 2019 coverage.</p> <ul style="list-style-type: none"> • A correction to the sick leave balance used for ICI premium calculations already reported for a prior calendar year <p>Example 1: the last Payroll File submission for 2018 reported a year-end balance of 500 hours of sick leave for a given employee. However, the employer determined in January 2019 that the correct 2018 year-end balance for determining ICI premiums for that employee should have been 600 hours. Report the 600 hours in this field – ICI premiums will then be based on this value.</p>

		<p>Example 2: Employee terminated in 2016 with 550 hours of sick leave. Employee is hired in February 2019. Employer reports 550 hours in this field, as reinstated sick leave eligible to be used for determining ICI premiums. In July 2019, employer determines that the correct reinstated sick leave should have been 450 hours. Report the 450 hours in this field – ICI premiums will be recalculated based on this value.</p> <p>Note: this field is used by state employers only.</p> <p>Depending on timing and actual employee sick leave earnings, this value may or may not be the same as the Sick Leave Bal - Hrs reported on the employer Payroll File.</p>
March 1, 2017	Prior Cal Year Sick Leave Balance	Removed
March 1, 2017	Table 8 Reporting Cycle Types	Added 31 semi-monthly reporting cycle types based on employer feedback.
March 1, 2017	Empl Status Change (Table 1: Sequence Number 27)	<p>Changed Field Description from:</p> <p>Employment Status Change. This field is used to set the employment status upon hire or to update the current employment status to reflect a change that has occurred. Note: For new employment records, the Employee Status Change is normally set to Active Employment (AE) or Occasional Active Employment (OE). New employment records are created when an employee:</p> <ul style="list-style-type: none"> • Is first hired at an employer, • Has a job category change, • Is assigned to a different payroll cycle, • Has a work status change, • Etc. <p>See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.</p> <p>to:</p> <p>Employment Status Change. This field is used to set the Employment Status upon hire or to update the current Employment Status to reflect a change that has occurred.</p> <p>Note: For new employment records, the Employee Status Change is normally set to Active Employment (AE) or Occasional Active Employment (OE). New employment records are created when an employee:</p> <ul style="list-style-type: none"> • Is first hired at an employer, • Has a Job Category change, • Is assigned to a different payroll cycle (Report Generation Type), • Has a Work Status change as defined in Appendix 5 – Work Status Codes, • Goes on a leave of absence, or • Terminates employment

		See Appendix 10 – Employee Status Changes for examples of how fields 32-35 are affected by changes in status.
March 1, 2017	Appendix 3 – Work Status Codes	Added a chart to help employers determine Work Status codes for employees.
March 1, 2017	Begin Date (Table 1: Sequence Number 24)	<p>Changed Field Description to:</p> <p>Begin Date of the current employment record. This field should be updated when there is an employment change after which the employee is or continues to be actively employed with your organization. This field should be updated when an employee:</p> <ul style="list-style-type: none"> • Is first hired at an employer, • Has a Job Category change, • Is assigned to a different payroll cycle (Report Generation Type), • Has a Work Status Change as defined in Appendix 3 – Work Status Codes.
March 1, 2017	ER Contribution Date	Sequence number changed.
March 1, 2017	Program Code	Sequence number changed.
March 1, 2017	Appendix 10	Edited Example 5 to include language for when the last payroll file is submitted in the old Job Category. Added Examples 6 and 7.
October 25, 2016	Phone	<p>Changed Field Format / Valid Value to:</p> <p>9999999999</p> <p>Maximum length is 10 characters.</p> <p>If the Phone number is less than 10 characters, either zero fill or leave blank.</p>
October 25, 2016	ER Contribution Date Validation	<p>Changed Trigger Condition to:</p> <p>ER Contribution Date is after the 1st day of the 7th month following the latest of the Original Hire Date from the earliest employment record with that employer within a given job category and the Offering Start Date. State/Local indicator in the Employer Profile = Local.</p>