

Creating a Data Change File:

Example: Changing an employee's Employee Type from Seasonal to Casual

1. From the Dashboard, click **Create New File** at the top right of the screen.
2. Select '**Data Change**' from the **File Type** dropdown list
3. The new file will appear at the top of the **File List** (highlighted in green).
4. Click the **File ID** number to open the file.
5. Click **Add** to create the file transaction.
6. Enter all fields, including one of **Employee ID** or **SIN**.

Note: Please enter the "Event Date" as the end of the previous pay period. For example: if an employee is going from a 12 month to Casual effective January 2, 2020 and the previous pay period ended December 27, 2019, the event date must be December 27, 2019.
7. Click Save. If you have missed a mandatory field the system will notify you.
8. To add more file transactions repeat steps 5 to 7, if necessary.
9. Once you have added all the file transactions click on **File Details** on the right side of the screen.
10. Confirm all file details and then click **Validate**.
11. If any file transactions are invalid, edit by clicking on **Transaction ID** of the invalid record(s) and update the fields. When corrected, click **Validate**.
12. Once validated, send the completed file to MEPP by clicking **Process**.