



Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

Exciting News! Introducing myETF

The Department of Employee Trust Funds is excited to introduce a new benefits administration system, myETF. myETF will modernize and improve our information technology system capabilities and business processes for both members and employers, allowing ETF to consolidate into a single, more efficient benefit administration system. ETF is targeting January 2017 for the new system to go live for employer reporting.

Employer Reporting

myETF will require employer reporting on a more frequent basis. Employers will submit data based on their payroll cycle (e.g., bi-weekly, monthly). The new file layout will require all employers to modify the files they share with ETF to a Work Report File, which is the primary means for employers to electronically submit employee contributions, earnings, hours and additional employee data to ETF.

The Work Report File will require employers to report all wages, contributions, hours and various types of compensation (overtime, sick leave, vacation, leave of absence) for all WRS and non-WRS eligible employees as well as member data such as enrollments and demographic updates. Employers will also have the ability to submit various benefit deductions (insurance premiums) from employee paychecks.

ETF is currently finalizing the Work Report File requirements and specifications. Employers can expect more complete information later this fall. Employers will continue to use their current means of annual reporting through 2016, with 2016's annual reconciliation occurring after January 1 of 2017. Beginning in January 2017, employers will use myETF for employer reporting. January was selected as the go-live date to ensure a clean "year-end" cutover from employers' payroll systems (for Work Reports) and ETF's current systems to the new myETF system.

Note: Employers will be responsible for sharing file format changes with their payroll vendors to validate that the file meets specifications. ETF will provide a list of other employers using similar payroll vendors so employers can collaborate the file format changes. For questions regarding the updated file format specifications, contact the Employer Communication Center toll free at 1-877-533-5020 or 608-266-3285, select option 2.

Other Features

The new system will offer a robust library of new features through myETF Employer Online Services. myETF Employer Online Services will have the ability for real-time updates and changes, as well as the ability to view account activity and submit files. Employers will access myETF Employer Online Services to perform employer-specific functions such as:

- enrolling members into ETF-administered programs such as retirement, health, life and ICI;
- submitting and processing Work Reports;
- paying employer invoices; and
- updating employee demographic information.

Employer communication channels will expand to allow direct communication with ETF representatives using Secure Messaging functionality. Secure Messaging will allow employers to view, create, reply to and manage their responses.

Future rollouts of myETF will allow members to interact directly with their benefits through myETF Online Services.

myETF will also store information on all persons and organizations that interact with ETF, or entities, within the system. Entities include members, non-members, employers and third party administrators. Since myETF will store information related to various stakeholders, each entity will be assigned an ETF ID. For existing members, the ETF ID number will be the same as their Member ID number. Current employers will maintain their existing Employer ID number in the new system.

Collaboration

ETF is collaborating with 30 WRS employers from the Employer Advisory Council (EAC). The collaboration between ETF and the EAC has been important in the design of myETF. ETF will continue to use the EAC for feedback throughout the project, including during the upcoming testing period in October 2015 and the summer of 2016. In addition, ETF has incorporated feedback from third party administrators, such as Minnesota Life and Aetna, into myETF.



myETF project staff welcomes employer input at EAC meetings.

All employers can anticipate participating in myETF Employer Online Services training in the second half of 2016. ETF will notify employers when a training plan is finalized.

Contact

For questions related to the contents of this *Employer Bulletin*, please contact the Employer Communication Center toll free at 1-877-533-5020 or 608-266-3285, select option 2.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the *Bulletin*. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available at etf.wi.gov/employers.htm

Wisconsin Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931
etf.wi.gov