Employer*Bulletin*

Benefit Administration System Phase Two Project Overview

Payroll File Document Available in the Coming Months

The Department of Employee Funds is pleased to announce the successful completion of the first phase of the new benefit administration system, myETF. The first phase retired ETF's 17-year-old imaging system and laid the groundwork for the upcoming phases of the project. Staff now use myETF to interact with members' electronic content and utilize the basic workflow in myETF.

The next phase of project design is underway and focuses primarily on the way employers communicate and interact with ETF.

As we mentioned in the [August 20, 2015 Employer Bulletin](#), myETF will require employers to modify the files they share with ETF to a new Payroll File format, which is the primary means for employers to electronically submit employee contributions, earnings, hours and additional employee data to ETF. ETF is committed to working collaboratively with employers to assist with ETF's initiative of implementing a new benefits administration system, myETF.

To facilitate ongoing communication with employers, ETF created an Employer Advisory Council (EAC). The EAC was formed in 2013 and has met periodically on an as-needed basis since its inception. The EAC consist of payroll representatives from multiple employment agencies who provide ETF with feedback that is vital to the design of myETF throughout the development of the new system. The EAC met in November 2015 and had the opportunity to view the Employer Payroll File Document, providing feedback on the document following the meeting. The Employer Payroll File Document serves as the design document and instructions for employer reporting in myETF. ETF is reviewing the EAC feedback received and will address employer questions and concerns.

In addition to the Payroll File, some employers will also submit an Employment File and/or an Insurance File. We are currently designing these files and will share more information on them with you in late spring.

When myETF's next phase goes live, the system will empower employers with the following benefits:

- **Elimination of annual reconciliation**
  Employers will reconcile with each payroll.

- **Payroll-based reporting cycles**
  Employers will report service and earnings based on their payroll cycle(s).

- **Move to electronic communications and correspondence**
  Most employer communications will take place through myETF Employer Online Services.

- *New!* **ICI (Income Continuation Insurance) Database**
  myETF will provide employers a place to enter employee ICI information electronically, and we'll store all ICI information in myETF.

- **Limited paper processes for employers**
  Most employer processes will take place in myETF Employer Online Services.

- **Real-time processing**
  Employers will no longer wait for electronic entries to process overnight, leading to up-to-date data.

- **A single source of information**
  myETF will serve as the place employers access data.

- **Decrease in data errors**
  Immediate system validations will reduce errors in the new system.

- **Intuitive employer interface**
  We are designing myETF Employer Online Services with you in mind, making it easy to use.

ETF is in the process of planning employer training. myETF will also offer user guides and instruction manuals for employers to reference.

ETF recently updated the tentatively scheduled deployment of this new employer interface for early 2018. Until then, ETF will prepare employers for processing changes and myETF Employer Online Services features.

Here is a tentative schedule of the project leading up to the 2018 deployment:

Spring 2016
- Develop employer testing plan
- Create employer Web page dedicated to myETF
- Plan employer training
- Finalize Payroll File, Employment File and Insurance File documents
- Create employer support plan

Summer 2016
- Release employer testing schedule

Fall 2016
- Release employer training environment
- Offer employer webinars on the Payroll, Employment and Insurance Files

Winter 2016/2017
- Complete employer training materials

Fall 2017
- Begin employer training
- Conduct employer training certification

Early 2018
- Deploy myETF employer system

If you have questions on myETF, please email us at myETFEmployers@etf.wi.gov.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. If you have any questions, please contact the Employer Communications Center toll free at 1-877-533-5020 or locally at 608 266-3285. 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 on our Internet site at etf.wi.gov/employers.htm.

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