etf **Employer** *Bulletin*

myETF Payroll File Resource Now Available

The February 29, 2016 Employer Bulletin first introduced employers to the myETF Payroll File. The myETF Payroll File will be the main way employers submit employee payroll data to ETF when the new myETF benefits administration system goes live in early 2018.

The myETF Employer Payroll File Resource is now available. All employers should begin reviewing the document's contents and planning for myETF's early 2018 launch.

You will use this resource to:
- Gain an overview of the myETF payroll file import process.
- Understand that employers will report payroll information every pay period.
- Determine which way you will submit your employees' payroll information in myETF.

    Your options include:
    - Payroll File in Comma Separated Value (CSV) format, sent to ETF by SFTP, or imported directly into myETF
    - Payroll File in Extensible Markup Language (XML) format, sent to ETF by SFTP, or imported directly into myETF
    - Manually entering the detailed payroll information directly into myETF Employer Online Services
- View the sequence, field-level details and requirements needed to create the payroll file import. You will note that ETF will collect more data in the new system than previously collected.
- Learn about the validations built into myETF that will check the accuracy of the data employers submit.

For employers who plan to submit a file:
To ensure the information you will send to ETF is in the right format, ETF will begin accepting the files for confirmation in early 2017 (see myETF Confirmation Process Planned to Begin in Early 2017 below). You will need to work with your internal staff and/or payroll vendors to modify the files to fit the new format within this timeframe.

If you employ a third-party payroll vendor to develop your file, work with them to prepare the file. We suggest you reach out to them with the information contained in the myETF Payroll File Resource.

For employers who plan to manually enter data:
Employers who plan to enter their payroll information manually should familiarize themselves with the information in the myETF Payroll File Resource to learn about the process and new data collection.

myETF Employer Web Pages
With the release of the myETF Employer Payroll File Resource, ETF is also launching dedicated myETF employer web pages. myETF employer web pages will offer resources to assist employers with all of their myETF needs throughout the project. Currently you will find the system's benefits, projected schedule, a glossary and frequently asked questions. We will add sample CSV files and an XML schema of the myETF Payroll File later this month. The information housed on the web page will grow as the project progresses.

You should access the myETF Employer Payroll File Resource on the newly created myETF employer web page for more information about the new process. We recommend you use the electronic version rather than printing the document in case the document requires changes in the future.

myETF Payroll File Training
The myETF project team has developed a complete training plan to meet your needs. The first training will focus on the myETF Payroll File, including the different options for submitting the information it contains. We will provide this training in webinar format, which will allow you to participate remotely. The training will begin in early June and repeat throughout the summer. ETF *requires* that each employer have at least one representative participate in the myETF Payroll File training. You may also invite your payroll vendor representative to register for and attend training. Visit the myETF employer training web page for the training schedule and registration information.

Additional Employer Training Planned
ETF will require employers to attend additional training sessions on myETF functions as the project progresses. Training on additional file types and the new myETF Employer Online Services will follow in late 2016 and 2017.

myETF Confirmation Process Planned to Begin in Early 2017
ETF will require all employers to confirm their preparedness for the new system. This confirmation process will consist of supplying ETF with a roster of your employees and successful transmission of data to ETF. Essentially, this confirmation process is your practice run of myETF tasks for the 2018 myETF go live. We will provide you with more details on the confirmation process in the coming months.

Special Thanks to EAC
ETF requested feedback from members of the Employers Advisory Council (EAC) regarding the myETF Employer Payroll File and its supporting documentation before releasing the document. ETF appreciates the EAC Employer feedback, which led to updates and clarifications for the benefit of all employers.

If you have any questions related to the myETF benefits administration system project, please submit all inquiries to myETFEmployers@etf.wi.gov.