



Employer *Bulletin*

Employer Communication Center 608-266-3285 Toll free: 1-877-533-5020 etf.wi.gov

myETF Employer Training

Payroll File Resource Training and Future Sessions

Thank you to everyone who attended the [myETF Payroll File Resource training](#) or signed up for a future session. For those of you who haven't signed up yet, please be sure to do that as soon as possible. All employers are required to have at least one employee attend the Payroll File Resource training to better prepare you for the changes to come. The Payroll File training is especially informative for people who handle payroll-reporting responsibilities with employers who offer ETF-administered benefits.

A number of employers have requested a third party, such as an accounting firm or software vendor, also attend a training session. ETF greatly appreciates this outreach effort on behalf of employers and believes that sharing this information is an important part of reaching the next phase of this project. Please note that a third-party designee does not fulfill the requirement that all employers have at least one employee attend the Payroll File Resource training session. It is still the responsibility of all employers to attend the training to be informed directly of key changes to reporting beginning in 2018.

To ensure every employer has someone attend the training, we've scheduled several more live sessions from September to December:

September 21	(Wednesday)	10:00 a.m.
October 12	(Wednesday)	10:00 a.m.
November 3	(Thursday)	10:00 a.m.
November 9	(Wednesday)	1:00 p.m.
November 16	(Wednesday)	10:00 a.m.
December 6	(Tuesday)	10:00 a.m.

Employers can stay aware of myETF training schedules and news by periodically checking the [myETF Employer web pages](#). See the next page for upcoming myETF training opportunities.

Initial Need for Information

ETF needs your help! We will soon ask employers for assistance in security role setup and recording initial data in myETF before testing and go live. We will have more information about this as the system develops, so keep an eye out for a future communication.

Overview of Upcoming myETF Training

Take a look at the following list of upcoming trainings designed to further prepare you for working within myETF. Please keep in mind that the projected times could possibly change as myETF develops.

- **myETF Employment File Resource**

Fall 2016

Target: Employers who provide ETF-administered health, life or income continuation insurance.

This training explains what the myETF Employment File Resource is, when it will be used, and which employers should use it. The session targets individuals who will submit employment and demographic information to ETF. The myETF Employment File Resource training is required by December 13, 2016 for any employer who offers ETF-administered life, health or income continuation insurance benefits. We recommend the training for all employers.

- **myETF Insurance File Resource**

Winter 2016/2017

Target: Employers who will utilize the Insurance File to report updates and changes to insurance information.

The Insurance File Resource session will describe the purpose and requirements of the Insurance File to employers who offer ETF-administered insurance benefits.

- **myETF Confirmation**

Spring 2017

Target: All Employers

myETF Confirmation refers to a period where employers will submit their payroll/employment/insurance data to demonstrate their understanding of the requirements of myETF. This training session will guide employers through the confirmation process.

- **myETF Employer Online Services**

Summer – Fall 2017

Target: All Employers

This training will offer employers an in-depth look on how to navigate and utilize myETF Employer Online Services.

If you have any questions or feedback about myETF, please send a message to myETFEmployers@etf.wi.gov

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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 on our Internet site at etf.wi.gov/employers.htm

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