



Employer *Bulletin*

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etf.wi.gov

myETF Employment File Resource Now Available

The [myETF Employment File Resource](#) is now available. Employers should begin reviewing the document's contents and planning for testing in early 2017 in anticipation of myETF's early 2018 launch.

The myETF Employment File is an **optional**, employer-submitted file that contains data about employee demographic and enrollment information with that employer. It can be submitted as often as daily or as needed. While the Payroll File provides demographic information, employers who offer ETF insurance benefits should report employment information/changes more often than this information is submitted with payroll information. Doing so will enable employees to enroll in ETF-administered insurance benefits within the applicable eligibility window. Employers may also use this file to report changes to current employee demographic and enrollment information that needs to be processed before their next payroll information submission. If an employer offers ETF insurance benefits and elects to not use this file or is not set up to provide electronic file feeds, they will still need to log in to myETF and report this information for new hires and changes where employee insurance benefits could be impacted by untimely reporting.

You will use the myETF Employment File Resource to:

- Gain an overview of the myETF Employment File import process.
- Understand that the Employment File allows you to report employment information prior to your next Payroll File submission.
- Determine if the Employment File is appropriate for your needs.
- Determine which way you will submit employment information in myETF if applicable. Your options are the same as those available for submitting the myETF Payroll File and include:
 - Employment File import in Comma Separated Value (CSV) format
 - Employment File import in Extensible Markup Language (XML) format
 - Manually entering employment information. **Employers planning to manually enter employment file information will still need to understand the field values in myETF.**
- View the sequence, field-level details and requirements needed to create the Employment File import. You will note that ETF will collect more data in the new system than previously collected. **The myETF Payroll File and Employment File share many of the same fields and validations. Fields and validations that are new with the introduction of the Employment File are shaded gray in the myETF Employment File Resource document.**
- 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 and Employment File Resources.

For employers who plan to manually enter data:

Employers who plan to enter their employment information manually should familiarize themselves with the information in the myETF Employment File Resource.

myETF Employer Web Pages

With the release of the myETF Employer Employment File Resource, ETF has also made the Employment File Resource Document accessible at the [myETF Employer web pages](#). We recommend you use the electronic version rather than printing the document in case the document requires changes in the future. The myETF employer web pages offer resources to assist employers with all of their myETF needs throughout the project. Employers will find the system's benefits, projected schedule, a glossary and frequently asked questions. A sample CSV file of the myETF Employment File is available under the Library/Resources tab. We will also post an XML schema of the myETF Employment File when it is available. The information housed on the web page will grow as the project progresses.

myETF Employment File Resource Training

The myETF project team has developed a complete training plan to meet your needs. The next training offering will focus on the myETF Employment File Resource, including the similarities and key differences between the myETF Payroll and Employment File. We will provide this training in webinar format, which will allow you to participate remotely. The live webinars will begin in September 2016 and will be conducted through the end of the year. The webinar targets individuals who will submit employment and demographic information the department. ETF **requires** all employers who provide ETF-administered income continuation insurance, life insurance or health insurance to have at least one representative participate in the myETF Employment File training by December 13. We recommend that all employers participate in Employment File Resource training because the Employment File will offer employers the flexibility to update employee information between payroll information submissions. The myETF Payroll File Resource training (either live or recorded) is a prerequisite for this course. Like the myETF Payroll File Resource Training, we plan to provide a recorded version of the webinar in early fall for your convenience. 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. See [Employer Bulletin Vol. 33, No. 9](#) for more information.

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 Employment File and its supporting documentation before releasing the document. ETF appreciates the EAC member feedback.

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

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.

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