Employer *Bulletin*

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New myETF Training: Employer Reporting Confirmation

ETF **requires all** employers to confirm their preparation for employer reporting in myETF by September 15, 2017. That's the goal of the myETF Employer Reporting Confirmation Process. Confirmation is a practice run of working with myETF. We will conduct confirmation training from May through June 2017.

Confirmation involves both payroll and employment information submitted by either file upload or manual entry. During myETF Employer Reporting Confirmation, employers will log in to myETF Employer Online Services to create and submit a work report without errors. All employers will learn how to create and submit work reports in myETF, either through a Payroll File upload or manually. Employers who intend to submit Employment Files are also required to confirm these files during myETF Employer Reporting Confirmation.

Confirmation training will include a mix of live webinar sessions and recorded modules focusing on specific processes, including the following videos:

- Logging In
- Creating and Updating Reporting Cycles
- Uploading a File
- Using File History to Correct and Process a File
- Correcting and Submitting a Work Report

There will be two different webinars: one focuses on uploading and correcting a file, and another that will explain how manual entry works. Each employer only needs to attend one session, choosing the session applicable to the submission method their organization will use.

Not sure what a myETF term means? You can find definitions of many of the terms used in this bulletin on the myETF glossary page.

See the confirmation steps employers will complete and more on the next pages.

> **Employers Please Note – myETF Coming Soon**
> To ensure a smooth transition to the 2018 myETF environment (the new benefit administration system) from the 2017 ONE environment on January 1, 2018, it is important for employers to make sure the reporting of employee information is up to date. Please refer to Chapter 9 - Periodic Employee Transaction Reporting in the *WRS Administration Manual* (ET-1127) for methods available for employee reporting. ETF also has an application available in the Online Network for Employers (ONE) that allows employers to generate a list of all employees who are currently active or have terminated employment in 2017. Here is a direct link to the instructions for accessing this application.

The confirmation steps that employers will complete depends on how they plan to report myETF payroll and employment information:

1. I intend to supply payroll information to ETF **using a Payroll File, but not an Employment File.**
   (The bulleted steps are required. ETF strongly recommends the steps marked with a plus sign.)
   - Create or update your Payroll Reporting Cycle(s) in myETF Employer Online Services
   - Upload a Payroll File containing all employees as new hires
   - Correct all Payroll File errors, and review and correct exceptions as needed
   - Process the Payroll File to generate a work report
   - Correct all work report errors and review and correct any work report exceptions as needed
   - Submit the work report containing all employees as new hires
   + Upload a second Payroll File containing at least one regular (ongoing) payroll transaction with no changes, a termination, a job category change for all job categories associated with your employer, and other employment status changes defined in the myETF Employer Payroll File Resource as desired. Correct all Payroll File errors and review and correct exceptions as needed.
   + Process the Payroll File to generate a work report
   + Correct all work report errors and review and correct any work report exceptions as needed
   + Submit the work report containing ongoing transactions and employment status changes

   or

2. I intend to supply payroll information to ETF **using both a Payroll File and Employment File.**
   Option 1 (recommended): Confirm Your Employment File before a Payroll File
   - Create or update your Payroll Reporting Cycle(s) in myETF Employer Online Services
   - Upload an Employment File containing all employees as new hires. (The myETF Employment File Resource is available on the myETF Employer pages.)
   - Correct the Employment File errors, and review and correct exceptions as needed
   - Process the Employment File to update myETF with the information included in the file
   - Upload a Payroll File for the same employees included in the Employment File containing at least one regular (ongoing) payroll transaction with no changes, a termination, a job category change for all job categories associated with your employer, and other employment status changes defined in the myETF Employer Payroll File Resource as desired.
   - Correct the Payroll File errors, and review and correct exceptions as needed
   - Process the Payroll File to generate a work report
   - Correct work report errors, and review and correct any work report exceptions as needed
   - Submit the work report

   Option 2: Confirm Your Payroll File before an Employment File
   - Follow all the steps in list 1, (I intend to supply payroll information to ETF **using a Payroll File, but not an Employment File**) including steps marked with a plus sign
   - Upload an Employment File containing demographic updates of your choice
   - Correct the Employment File errors, and review and correct exceptions as needed
   - Process the Employment File to update myETF with the information included in the file

or

3. I intend to **manually confirm payroll information in myETF.**
   (The bulleted steps are required. ETF strongly recommends the steps marked with a plus sign.)
   - Create or update your Payroll [Reporting Cycle](s) in myETF
   - Generate a manual [work report](#)
   - Manually enter all employees included on the work report as new hires through the Add Member function in the Work Report Editor window
   - Manually enter payroll information in myETF for each employee added to the manual work report
   - Correct work report [exceptions](#) and [errors](#)
   - Submit the manual work report
   + Generate a second work report containing at least one regular (ongoing) payroll transaction with no changes, a termination, a job category change for all job categories associated with your employer, and other [employment status changes](#) defined in the [myETF Payroll File Resource](#) as desired.
   + Correct all work report errors and review and correct any work report exceptions as needed
   + Submit the work report

The [myETF Employer Reporting Confirmation User Guide](#) is available for employers to reference. It includes screenshots and links to the recorded modules. Employers and payroll vendors may search through the user guide for the topics they need, including any of the steps listed above.

Sign up for myETF Employer Reporting Confirmation Training
The deadline for finishing the myETF Employer Reporting Confirmation Process is **September 15, 2017**. This includes viewing the training, and going through the applicable steps outlined above and in the confirmation instructions available on the [myETF Employer web pages](#).

Sign up for live or recorded webinars, including myETF Employer Reporting Confirmation Training, by visiting the [training page.](#) View myETF resources on the [myETF Employer web pages](#). If you have any questions related to myETF, please send them to myETFEmployers@etf.wi.gov.

myETF Employer Online Services Training
Later in 2017, ETF will conduct myETF Employer Online Services training. This training will focus more on how to navigate myETF, introduce employers and payroll vendors to the available features of the system, and prepare everyone for the release of myETF in January 2018. We will provide more information about the myETF Employer Online Services training this summer.

If you have any questions about Employer Reporting Confirmation or myETF in general, visit the [myETF Employer web pages](#) or send an email to myETFEmployers@etf.wi.gov.

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