Wisconsin Department of Employee Trust Funds

All WRS Employers
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Employer Bulletin

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

Preparing Your Data for myETF

A critical part of preparing for employer reporting through myETF Employer Online Services is uploading employer information for the first time. This includes roster payroll information, as well as income continuation insurance (ICI) information for employers who offer that benefit.

This requires a one-time setup to prepare for the release of myETF. **This effort is completely separate from the confirmation process currently underway.** Once you've entered this information into myETF, you'll be set to take advantage of the new system's functionality including:

- **Elimination of annual reconciliation**
  Employers will reconcile with each payroll after the reconciliation of 2017 data.
- **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 primary place employers access data.
- **Decrease in data errors**
  Immediate system validations will reduce errors in the new system.

myETF Payroll Setup
Every employer offering an ETF-administered benefit program needs to provide the information requested for myETF Payroll Setup. This one-time setup process will ensure that the information exchanged between employers' systems and myETF is accurate and up to date.

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.

Below is the information employers will need to supply during the myETF Payroll Setup process.

- Report Generation Type (Reporting Cycle) of each employee
  This information was collected from a questionnaire at the end of 2016, however, each employee needs to be associated with a Report Generation Type (or multiple types, in some situations).
- Updated Employment Status of employees
- Updated Job Category code of employees (only applicable to state employers)
- Updated health program information of employees (if applicable)
- Updated LTE (Limited Term Employment) Indicator of employees
- Updated FTE (Full Time Equivalent) percentage of employees
- Position and demographic information for the WRS-Ineligible employees.
  Pages 5 and 6 of the myETF Payroll File Resource offer more information on this requirement.

Employers can provide this information one of two ways:

- **Option 1: Uploading the myETF Payroll Setup File**
  This file is similar to the myETF Payroll File Resource, however, the field requirements are different to capture the information listed above. Employers should refer to the myETF Employer Payroll Setup File Resource for instructions as they prepare this file. Employers may begin testing their myETF Payroll Setup Files on September 1, 2017. ETF will accept the final files between December 1 - 15, 2017. Watch for a separate communication detailing the file submission process as September 1 approaches.
- **Option 2: Manually Entering Information into myETF**
  Employers have the option of providing complete employee information directly into myETF without creating a file. ***Employers who select this option will complete the task after the release of myETF on January 1, 2018, but before submitting their first payroll cycle in myETF.***

Although there will be no training conducted specific to the Payroll Setup Process, employers can refer to the myETF Payroll File Resource recorded training and reference material.

myETF ICI Data Setup
Employers who participate in the ETF-Administered income continuation insurance (ICI) program will appreciate the ability of myETF to track employee participation in the program. ETF will require all employers who participate in the ICI program to submit the following:

- employee information regarding ICI enrollment
- election of coverage (standard or supplemental when applicable)
- annual salary and sick leave
- lapsed coverage information

Employers should refer to the myETF Employer Income Continuation Insurance Enrollment Setup File Resource for instructions as they prepare this information. The resource document describes each field and the set sequence of data entry associated with the ICI Enrollment File. Employers who offer ETF-administered ICI will submit three data spreadsheets defined below in an Excel or CSV data format:

- ICI Enrollment Elections Data – to be submitted by employers December of 2017
- Annual Data – to be submitted by employers (twice) once in 2017, and again at the end of

January 2018 to calculate the premium rates that will take effect in February 2018

- ICI Lapsed Coverage Data – to be submitted by employers in 2017
  Employers will submit information for each current employee with an ICI election. This includes current and future-dated elections. There is no manual entry option for ICI data set up. There is also no file naming convention for ICI set files.

Employers may begin testing their myETF ICI Setup Files on September 1, 2017. ETF will accept the final files between December 1 - 15, 2017. Watch for a separate communication detailing the file submission process as September 1 approaches.

The myETF project team will offer training on ICI file submission in webinar format. Live versions of these webinars will be limited. ETF will offer a recorded version of this webinar for employers to view and refer back to at their leisure.

For More Information
If you have any questions about the Payroll Setup Process or the ICI Setup Process, please refer to the resources on the myETF Employer web pages or send any myETF questions to 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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