Wisconsin Department of Employee Trust Funds
All WRS Employers
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Employer Bulletin
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myETF Employer Online Services Postponement Update

This bulletin contains important information resulting from the postponement of myETF Employer Online Services regarding:

- WRS Contribution and ETF-Administered Insurance Premium Due Dates
- 2017 Annual Reconciliation and Statement of Benefits
- Training Update
- Employers Should Continue Their Confirmation/Testing Efforts
- One-Time Data Setup

The ETF project team will share a new timeline for the myETF Employer Online Services implementation when those details become available.

Thank you to everyone who already dedicated time and effort preparing for myETF Employer Online Services. The training and tasks you have completed in preparation for Rollout 2 will be valuable when myETF is implemented.

WRS Contribution and ETF-Administered Insurance Premium Due Dates

In August, Employer Bulletin Vol. 34, No. 14 communicated revised payment due dates and coverage months for WRS contributions, income continuation insurance (ICI) premiums and health insurance premiums in alignment with the January 1, 2018 deployment of myETF Employer Online Services. Due to the myETF Employer Online Services postponement, please note the updated information below:

WRS Contributions and Health Insurance Premiums: Employers will ***not*** be submitting payments for WRS contributions and health insurance premiums as outlined in the previous August bulletin. Employers should continue submitting WRS contributions using the Online Network for Employers (ONE) and health insurance premiums via myETF Benefits System (MEBS) in accordance with the same schedule as today.

Income Continuation Insurance (ICI) Premiums: As outlined in the previous August bulletin, effective January 1, 2018, state and local employers participating in the ICI program will pay premiums the month of coverage. ICI premiums for the month of coverage will be due on the 24th of the month, and employers will continue reporting and paying premiums using the same method as today. Currently, the ICI Program relies on self-reporting and will continue to do so.

- *State employers*: ETF will require non-STAR state agencies to submit two reports and two payments in January (for December and January coverage).
- *Local employers*: Will not have to submit the January report until January.

Note: This is a change for both non-STAR state agencies and local employers. Currently, non-STAR state agencies pay premiums for the previous month (e.g. in May they are paying for April) and local employers (currently on a premium holiday that will continue in 2018) pay premiums one month in advance (e.g. in May they are paying for June).

Life Insurance Premiums: The previous August bulletin also explained changes to life insurance premium invoicing, which will take effect January 2018. Effective with January premium invoicing, state employers participating in the Wisconsin Public Employers Group Life Insurance Program will be invoiced by and pay premiums directly to Securian, the third party administrator of the program.

Please refer to

- Chapter 15 – Invoicing in the *State Agency Health Insurance Administration Manual* (ET-1118 or
- Chapter 14 – Invoicing in the *Local Health Insurance Employer Administration Manual* (ET-1144)

for information on viewing and paying your invoice. You can view a listing of all covered employees in current myETF Benefits System (MEBS) through the Online Network for Employers (ONE Site) by selecting Health/Inquiry/Enrollment Reports/Enrollment Inquiry.

2017 Annual Reconciliation and Statement of Benefits

The 2017 annual reconciliation process will be the same as in past years. You will be performing your 2017 reporting with the same processes and systems used in previous years. The procedure for employer distribution of the WRS annual Statement of Benefits will also remain the same. More details about what is required from employers regarding WRS annual reconciliation and the Statement of Benefits will be sent out in a December Employer Bulletin.

Training Update

We are committed to fully training employers in the processes involved with myETF Employer Online Services. With the additional time until myETF is released, we will look for opportunities to expand the training offerings. We will share the revised training schedule with you when it is available giving you ample lead time to register.

We also want to remind employers that all 2017 myETF Employer Online Services in-person training sessions have been canceled. A list of the canceled sessions is below:

Canceled myETF Employer Online Services In-Person Training Sessions

November 2 (Thursday) – Wausau	November 17 (Friday) – Madison
November 3 (Friday) – Rhinelander	November 20 (Monday) – Eau Claire
November 9 (Thursday) – La Crosse	November 28 (Tuesday) – Waukesha
November 10 (Friday) – Rice Lake	November 30 (Thursday) – Janesville
November 15 (Wednesday) – Kenosha	December 4 (Monday) – Wausau
November 16 (Thursday) – Milwaukee	December 8 (Friday) – La Crosse

Available WRS In-Person Training Sessions

The following sessions are specific to learning about the Wisconsin Retirement System and are *unaffected* by the changes to the myETF release schedule:

November 1 (Wednesday) – Chippewa	November 6 (Monday) – La Crosse

If you'd like to participate in the in-person WRS training, register here and select the session you'd like to attend from the dropdown list.

Employers Should Continue Their Confirmation/Testing Efforts

We advise employers to work through the myETF Employer Reporting Confirmation/testing process now if you have not yet completed it. It is not recommended or necessary that employers wait until a new timeline for myETF has been established before completing the Confirmation/testing process. Confirming your ability to report employee information now will result in your ability to submit employee information in a timely manner when myETF goes live. The information and practice exercises are essential for understanding the basic functions of payroll reporting in the myETF Employer Online Services.

You can listen to the recorded version of the myETF Confirmation training with these links:

File Upload Method

Manual Entry Method

The myETF Confirmation practice environment will remain open, and you can continue using the same link you received when you completed the Confirmation training.

One-Time Data Setup

The myETF project team is examining additional options for employers to set up roster payroll information and the impacts of the myETF postponement on income continuation insurance data submission. We will share those details when they become available.

Keep Your Employee Information Up to Date

It remains 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 *Wisconsin Retirement System Administration Manual* (ET-1127) or the Keeping Your Information Up to Date Training Aid for methods available for employee reporting. The ONE Site allows employers to generate a list of all employees who are currently active or have terminated employment in 2017.

For More Information

There are many useful resources available on the myETF Employer web pages and myETF training page. Your ETF case manager is also a great resource for you as you prepare for myETF Employer Online Services. If you have questions about myETF or are unsure who your case manager is, feel free to send a message to myETFEmployers@etf.wi.gov.

Due to changes in the myETF go-live schedule, this bulletin takes the place of the October myETF Messenger.

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 (local Madison). We will try to find another way to get the information to you in a usable form.

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