



Employer *Bulletin*

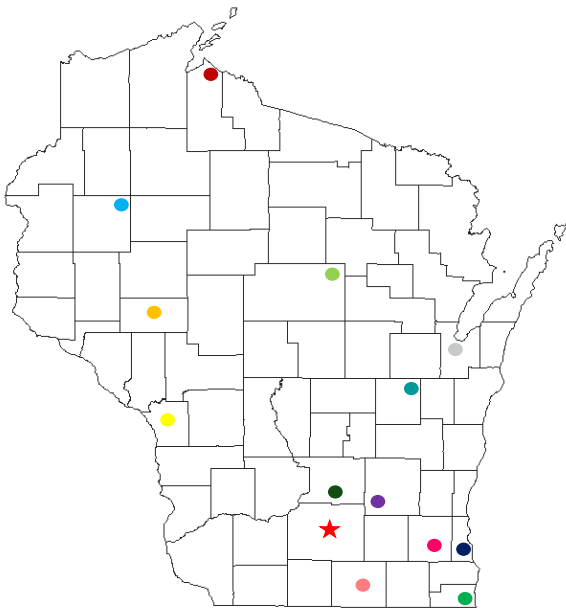
Employer Communication Center 608-266-3285

Toll-free: 1-877-533-5020

etf.wi.gov

NEW! In-Person myETF Employer Reporting Confirmation Sessions, Online Sessions Continue

In response to employer requests, ETF will offer in-person training sessions for myETF Employer Reporting Confirmation this spring, in addition to webinar offerings. These sessions focus on the myETF Employer Reporting Confirmation/Testing process, teach employers how to submit employee information through myETF, and work through some common errors.



In-Person Confirmation Training Locations

- Ashland
- Eau Claire
- Green Bay
- Janesville
- Kenosha
- La Crosse
- Madison
- Milwaukee
- Oshkosh
- Portage
- Rice Lake
- Watertown
- Waukesha
- Wausau

We will offer both **file upload** and **manual entry** sessions in the in-person and online formats. Before registering, determine if you will use the Payroll File or manually submit work reports in myETF. For more information on your choices read, "Should I Use myETF File Upload or Submit Manual Work Reports?" in the [June myETF Messenger](#).

All employers who plan to attend in-person confirmation training should attempt to complete [myETF confirmation](#) by following the appropriate instructions:

- [Manual Entry Confirmation Instructions](#)
- [File Upload Confirmation Instructions](#) - Employers who will use the file upload method should upload their Payroll File to [myETF](#) before in-person training.

This will allow instructors to address questions specific to the attendees' experiences. **When time allows**, we will help employers resolve errors they encounter.

Who Should Attend this Training?

All employers and payroll vendors who handle payroll responsibilities on behalf of employers are required to have at least one staff member participate in a myETF Employer Reporting Confirmation Training by June 30, 2018. This includes employers who plan to submit information manually to ETF.

Employers who have already attended a webinar or would like a refresher are welcome to attend an in-person session. In-person training is reserved for employers, with a limit of two attendees per employer.

The [myETF Employer Payroll File](#) and the [myETF Employer Employment File](#) (if applicable) training(s) are prerequisite for myETF Employer Reporting Confirmation training.

View the
RECORDED
Confirmation
- File Upload
Webinar

View the
RECORDED
Confirmation -
Manual Entry
Webinar

Register
for the Live
Confirmation
- File Upload
Webinar

Register
for a Live
Confirmation -
Manual Entry
Webinar

Register for
an In-Person
Confirmation
Session

If you have any questions, email myETFEmployers@etf.wi.gov or call your ETF case manager toll free at 1-877-533-5020 or 608-266-3285 (local Madison).

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.

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 at etf.wi.gov/employers.htm