



# Employer *Bulletin*

Employer Communication Center (608) 266-3285 Toll free: 1-877-533-5020 <http://etf.wi.gov>

## Introducing the Accumulated Sick Leave (AcSL) System

The Department of Employee Trust Funds (ETF) is pleased to introduce a new online Accumulated Sick Leave System or AcSL (pronounced "Ak-suhl"). It is available to state employers through the myETF Benefits system (under the "Health" tab, choose "Accumulated Sick Leave").

### AcSL Application for Employers

AcSL is a real-time, online system where employers will enter a terminating employee's Accumulated Sick Leave Conversion Credits (ASLCC) and Supplemental Health Insurance Conversion Credits (SHICC) and calculate the value of sick leave credits available to pay for post-retirement health insurance coverage. The electronic sick leave certification on AcSL replaces the current paper *Accumulated Leave Certification* (ET-4306). Employers will have the ability to search for members; enter, amend, view and print certifications; save certifications as a draft to work on later; and, depending on access, submit the certifications to ETF. All state employers will use AcSL to submit sick leave information to ETF.

### Requesting Access Authority

Please complete the *Online Network for Employers Security Agreement* (ET-8928) and fax it to 608-266-5801 or mail it to ETF. The form can be obtained online at:

<http://etf.wi.gov/publications/et8928.pdf>.

Employers have the option to grant staff "full" or "restricted" access in AcSL. "Full" access provides all of the functionality described above, while "restricted" access provides all functionality except the ability to submit certifications to ETF. "Restricted" access can be used, at an employer's discretion, during training or for agencies where work completed in a satellite office is reviewed and approved in a central office before submitting to ETF. Access levels can be changed at any time by submitting a new *Online Network for Employers Security Agreement* to ETF.

The approval process may take two to three weeks. Please submit sick leave certifications in the current manner until you receive authorization from ETF.

### Navigation Instructions

Please see the attached Accumulated Sick Leave (AcSL) Reference Notes for additional instructions about using AcSL.

### Questions

If you have questions regarding a request for access to AcSL, or other questions related to the content of this *Employer Bulletin*, please contact the Employer Communication Center toll free at 1-877-533-5020 or locally at 608-266-3285 with questions or via e-mail at [Payments@etf.wi.gov](mailto:Payments@etf.wi.gov).

## Accumulated Sick Leave (AcSL) Reference Notes

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### Access

Employers will access AcSL through the myETF Benefits for Administrators menu. Log into myETF Benefits as you normally do. Look for a new option, "Accumulated Sick Leave", under the Health tab.

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### Menu

The AcSL menu will appear on the left-hand side of your screen. Initially, the menu only provides you with two options: AcSL Dashboard and Employer Web Page. As you search for a member and begin the process of entering a sick leave certification, you will see additional menu options appear. You can select any of the available menu options at any time to "move" to that screen.

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### Sick Leave Certification Entry

The online sick leave certification entry fields closely mirror those on the current paper *Accumulated Leave Certification* (ET-4306).

After searching for a member, click "View Member Information" and "Start New Certification". You will be prompted to enter the member's termination date and a reason for termination.

Certain termination reasons, specifically "Retirement Eligible" and "Death" require that an employee have state health insurance coverage on his/her termination date in order to be eligible to have sick leave credits certified to ETF. If the employee does not meet this requirement, AcSL will display the message "[Member must have health coverage on termination date to proceed.]". You will not be allowed to enter a sick leave cert in this situation.

NOTE: for the remainder of 2013, employees who immediately retire from a leave of absence (without first returning to work) after allowing their coverage to lapse while on leave will be eligible to have their sick leave credits certified if they submit a health insurance application to ETF to either reinstate their health insurance coverage or immediately escrow their sick leave as a retiree. AcSL will not allow employers to enter certs in these situations. Please contact ETF for assistance if you need to enter a sick leave cert for such an employee. This special exception expires on 12/31/13.

Click "Enter Sick Leave Hours to Submit" to access the online certification entry screen.

UW only: You must answer "yes" or "no" to the question that appears at the top of the screen: "Was the employee an academic year faculty, academic staff, or limited appointee at the time of termination or retirement?" Contact UW System Administration for more details about what and how to record additional information for a "yes" answer.

Enter information regarding the employee's unused sick leave hours, other creditable leave hours (if applicable), and highest basic pay rate.

For employees eligible for SHICC, also enter the seniority date, and the full years of general/executive and/or protective employment that occur within the first 24 years of service. AcSL will automatically calculate the SHICC hours based upon this information. If the employee is eligible for the 500 hour restoration, enter "500" in this field.

The online cert entry screen includes an Employer Notes field at the bottom to be used for your own reference notes, to share special information about the cert with ETF, etc. This field will also be used by the UW to document special information regarding academic staff with termination and/or seniority dates outside of the established ranges (Contact UW System Administration for more details). Notes entered in this field will stay with the cert in AcSL but will not appear on the printed cert.

Once finished, choose "Save Draft", "Submit for Review" ("restricted" access only), or "Submit to ETF" ("full" access only), as appropriate for the situation.

Once you submit an employee's sick leave cert information via AcSL, do not also forward that same cert to us via e-mail or paper. All state employers will use AcSL to submit sick leave information to ETF.

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### **Certification "Flow" and Statuses**

The life cycle of a cert is as follows:

- Cert is created by the employer, where it can be saved as a draft until the employer is ready to submit it. Employers with either "restricted" or "full" access to AcSL can enter a cert and save it as a draft.
- Once finished, the employer will submit the cert to ETF. Only employers with "full" access can submit a cert.
- After review, ETF will either approve the cert and set up a sick leave account or reject the cert and return to the employer.

While in a "Draft" status, you can change the cert values as often as needed before submitting to ETF. However, once you choose to "Submit to ETF", the cert values are frozen, and the cert is sent to ETF. If you later determine that something on the cert needs to change, you will need to amend the cert.

An employer can view certs in these statuses at any time. On the AcSL Dashboard page, there are multiple tabs. The first is labeled "Member Search", where you will search for your employees. The other tabs serve as a work queue to help employers track their certs.

- "Draft" are those certs that the employer has started but not yet submitted to ETF.
- "Submitted" are those certs that the employer has submitted to ETF but which have not yet been reviewed and accepted by staff at ETF.
- "Awaiting Retirement or Disability Application" are those certs where ETF is waiting for additional information from the employee before approving the cert. For example, in

some situations, employees must retire on an immediate annuity in order to be eligible to use their sick leave credits after termination; these certs reflect those situations where we are waiting for those applications. If/when the applications arrive, the certs will be approved. However, in some cases the employee ultimately does not submit a retirement application, in which case the cert will be rejected and returned to the employer.

- “Returned” are those certs that have been rejected by ETF and returned to the employer. Certs may be returned because they are missing information or because we have determined that the employee is not eligible to use these credits for post-retirement health insurance. AcSL will send e-mail notifications to employers when certs are moved to this queue. Once in this queue, employers can either:
  - 1) Update or correct the cert before resubmitting to ETF, or
  - 2) Delete the cert, such as when the employee is not eligible to use these credits to pay for post-retirement health insurance and the credits should, therefore, be added back onto the employer’s records (in case the employee ever returns to work).

Once a cert is approved by ETF, it will disappear from these work queues. ETF will then be establishing a sick leave account for the member, and the employer’s role in the process is complete.

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### **Amended Certification vs. New Certification**

Amending a cert is very different than creating a new one.

A cert should be **amended** if you determine that any information (e.g., term date, term reason, ASLCC hours, pay rate, SHICC seniority date, etc.) reported on the original cert was incorrect and needs to be changed.

A **new cert** should be submitted if there are additional sick leave hours to report (such as for an employee who retires and has his/her hours reported to ETF. That employee returns to work as a rehired annuitant, decides to again become a participating WRS employee, and now retires again. The sick leave earned during that 2<sup>nd</sup> period of employment should be reported on a new cert.)

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### **Amended Certification**

A cert can be amended after it has been submitted to ETF. To amend a cert, you will choose to “View Certification” from the Member Info Overview page. Next to the “View Printable Certification” button will be another button labeled “Amend Certification”. The “Amend Certification” button will not appear until a cert has been submitted to ETF.

Any field on a cert can be amended. When you are amending a cert, you will see a statement at the top of the cert screen that states *“This is an amended certification!”* You will also see a “Yes” indicator in the Certification Update History at the bottom of the cert entry screen. Finally, the print version of an amended cert will also display *“This is an AMENDED certification”* at the top of the page and in the status tracking at the bottom of the right hand side of the form.

You can amend a cert as many times as needed.

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### **Printing a Certification**

Once a cert has been submitted, you will be able to print a copy. Choose “View Certification” from the Member Info Overview page and select the “View Printable Certification” button. This will open up a PDF of the cert that you can print for your records and/or to share with the employee.

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.

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 on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>

Wisconsin Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931  
<http://etf.wi.gov>