



Employer *Bulletin*

Employer Communication Center 608-266-3285

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etf.wi.gov

myETF Update for State Employers: Job Categories

As part of the myETF implementation, the Department of Employee Trust Funds will use *job categories* instead of the employment categories used in today's ETF administrative systems. Within myETF, job category designations determine the appropriate:

- WRS category and related contribution rates, and
- eligibility, enrollment and premium rules for ETF-administered insurance and other benefits.

Most of the job categories use names and related codes that closely resemble the employment categories and codes used today. However, please note the new categories, which have been added to accommodate specific rules for insurance and/or other benefit programs. Employers will submit the job category information to myETF via the Payroll File or via direct entry into myETF Employer Online Services.

Appendix 6 of the [Payroll File Resource](#) contains a complete listing of job categories and related codes available to employers in myETF.

The chart on the next page contains the *new* job categories added to accommodate specific insurance and/or other benefit program rules.

Job Category	Job Category Code	Job Category Description
Graduate Assistant	50	Use for employees who serve in a support role (assistantship) at the University of Wisconsin (UW) and University of Wisconsin Hospitals and Clinics (UWHC), usually while completing post-graduate education. These employees are eligible for health insurance benefits but not WRS coverage.
Craftworkers (non-management staff)	53	Use for non-supervisory building trades employees (e.g. carpenters, electricians, painters, plumbers, etc.). These employees are not eligible for an employer contribution toward health insurance premiums or Supplemental Health Insurance Conversion Credits (SHICC).
General Legislative Employee	55	Use for general employees who work for the Legislature (e.g. office support staff, etc.). Use Job Category 46 for Legislators or state constitutional officers.
UW – Academic Year – Teacher	58	Use for unclassified UW employees currently assigned to the Teacher WRS category (40) whose employment contract is for an academic year.
UW – Academic Year – Executive	59	Use for unclassified UW employees currently assigned to the State Teacher Executive Plan WRS category (41) whose employment contract is for an academic year.
UW – Annual – Teacher	60	Use for unclassified UW employees currently assigned to the Teacher WRS category (40) whose employment contract is for an annual/calendar year.
UW – Annual – Executive	61	Use for unclassified UW employees currently assigned to the State Teacher Executive Plan WRS category (41) whose employment contract is for an annual/calendar year.

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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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