myETF Messenger

June 27, 2017

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myETF Employer Web Pages

The myETF Employer web pages are the main source of information about the new benefits administration system, myETF. Take a look to find downloadable resources, training schedules and registration, frequently asked questions and more related to myETF.

Upcoming Training

myETF ICI Setup File training

187 days until go live

Stay up to Date With myETF

Welcome to *myETF Messenger*, your consolidated source for myETF news. As we approach the release of myETF on January 1, 2018, we will continue working closely with employers in preparation for the transition. To reduce the number of emails ETF sends to employers, we will communicate all of the less time-sensitive news through one source: *myETF Messenger*.

We plan on sending *myETF Messenger* to all employers and payroll vendors on the last Tuesday of every month. You'll also be able to find past editions of this newsletter on the myETF Employer web pages as we release them.

Should I Use myETF File Upload or Submit Manual Work Reports?

It's the employer's decision whether to submit your payroll information through myETF File Upload or to generate a work report manually in myETF. You will want to consider your organization's technical ability, the number of employees and personal preference as you decide.

myETF Employer Reporting Confirmation Training

File Upload and Manual Entry webinars available. View the recorded webinar or sign up for a live webinar now.

myETF Employment File Resource Training

View the 60-minute recorded webinar on demand.

myETF Payroll File Resource Training

View the 60-minute recorded webinar on demand.

myETF Training Page

Employer Completed:

payroll training
1366

confirmation training
406

successful confirmation
8

online services training
0

1523
Total Employers

myETF Employer Online Services training begins this fall.

As a guideline, the employer Payroll File upload process is typically beneficial for employers who have 50 or more employees. Uploading a Payroll File automatically creates a work report for the payroll based on the established reporting cycles. You can submit your Payroll File in either the Comma Separated Value (CSV) format or the Extensible Markup Language (XML) format. All employers will have the ability to import Payroll Files; however, smaller employers may choose instead to generate a work report manually.

Smaller employers (typically with 50 or fewer employees) can generate a manual work report directly in myETF Employer Online Services. Generally, it takes about 15 minutes to manually enter data for 10 employees. To better assist employers who choose the manual entry method, myETF will prepopulate the work report with all member and employment information from the previously released report. Employers who plan to do manual entry also need to understand the field values found in the myETF Payroll File Resource document. We have live and recorded versions of training/webinars for both the file upload and the manual work report processes available on the myETF Employer Training web page.

Make Employee Roster Updates a Priority

Keeping your employee roster information up to date is crucial in preparing for the transition to using myETF. Failure to keep your roster current will result in additional effort from you in January. You will no longer use the current WRS-reporting system (the ONE site) once myETF is launched, but a lot of the information you already reported will be carried over to myETF.

ETF's ONE site provides a list of all your actively enrolled employees, and you can export that list to Excel so you can review it. If one of your employees meets WRS-eligibility requirements and doesn't appear on the list from the ONE site, you can process a P060 Enrollment transaction on the ONE WRS Account Update page. If you notice someone who is no longer actively employed with your employer, you can also use the Account Update page to process a termination.

You can find step-by-step instructions on how to keep your employee roster information up to date on the myETF Employer web pages. myETF will bring many benefits to how employers report information to ETF. So the more you do now to prepare for the transition, the better off you'll be in 2018.

myETF Will Track Income Continuation Insurance

One benefit of myETF is its ability to track income continuation insurance (ICI) information including:

- Enrollments (including deferred enrollments)
- Coverage levels (standard and/or supplemental if applicable)
- Premium (premium category or premium holiday when applicable)

We offer webinar training on the ICI setup required for this myETF feature. All employers who offer ETF-administered ICI are required to attend the training and submit files containing data elements associated with their ICI-covered employees.This webinar will cover the three necessary data spreadsheets defined in the myETF Employer ICI Setup File Resource that employers will submit, as well as resources available to answer your ICI-related questions.

We will conduct one more live webinar on July 11 and place a recorded version of this webinar on the myETF Employer web pages when it is available for those unable to attend the live webinar and for you to refer back to at your convenience. If you offer ETF-administered ICI Insurance, please register to attend either the live or recorded version (when it becomes available) of this webinar presentation.

Q&A One Resource to Learn More About myETF

The Q&A icon found on the myETF Employer web pages leads you to an organized collection of frequently asked employer questions and their corresponding answers. We update this page periodically as we hear questions from employers like you. The most recently added question and answer specifically pertains to teachers and addresses how to enter payroll information for a teacher with a balance-of-contract, a summer school contract and/or if they have another position that is incidental to their primary employment. You can find this entry by expanding the blue Payroll Reporting Process subheading.