

# myetf Messenger

## myETF news for employers

July 25, 2017

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### myETF Hits the Road – Training Coming Your Way this Fall!

The final planned phase of myETF employer training will demonstrate how you will use myETF Employer Online Services. You'll choose whether to complete this useful training through a webinar or an in-person session that will offer hands-on exercises. Visit the [myETF Employers Training](#) page after August 21 for more details.

160 days until go live



## Employer Security Roles

Security is a major focus in building myETF. Part of this is making sure the people using myETF access only the sections they need, and that's where myETF security roles come in. Security roles categorize users into certain groups to determine what they can access. To see all the roles, take a look at the [myETF Employer Security Roles List](#) on the [myETF Employer web pages](#).

The types of access related to the roles include read-only and writeable (edit) access to the parts of myETF that correspond to certain functions. Read-only access allows users to only view information; writeable access allows users to make changes and perform actions in the specific area that access is granted.

Initial myETF employer security roles will be assigned based on what you have access to view and edit in the current ETF systems. The roles can be changed or granted depending on each employer's needs. myETF has more security roles than our current systems. These new myETF security roles will not be used right away at the release of myETF; they'll be assigned moving forward based on employers' needs.

You should still use the [Online Access Security Agreement \(ET-8928\)](#) to designate access for people in your organization. The security agreement will reflect current system permissions until myETF goes live in January 2018.



## Upcoming Training

If you haven't attended the **myETF Employer Reporting Confirmation training yet, you have another chance to view a live session. Here are the new dates:**

### File Upload

Tuesday, August 1, 2017 1:00 – 2:30 p.m. CDT

### Manual Entry

Thursday, August 10, 2017  
1:00 – 2:30 p.m. CDT

You can sign up for a session on the [myETF Training page](#). You can also view the recorded version of the File Upload or Manual Entry training to meet the attendance requirements. ICI employers may now view the myETF Employer Income Continuation Insurance Setup Training recorded webinar.

### [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](#)

# What Kind of Data Will I Use in the Confirmation Process and Data Setup?



Before you use myETF, you will confirm your preparedness during the myETF Employer Reporting Confirmation Process and then upload information during data setup.

**Confirmation** (Now - 9/15/2017): This is the test phase. Confirmation will ensure you are able to log in and send payroll/employee information through myETF successfully. You can use fictitious employee data or real employee data for this process, and you do not have to send in information for all your employees. We recommend that you send information during Confirmation that includes the common transactions that occur at your employer. **Any information you send to ETF during the Confirmation Process will be erased in September.**

**Data Setup** (9/1/2017 - 12/15/2017): This is a required one-time setup that will contain information about all of your WRS-eligible and WRS-ineligible employees. The information sent to ETF during this phase is **actual data that we will migrate into myETF**. Review the specifications for the [Payroll Setup File](#).

We recently updated the [myETF FAQ page](#) to include a question about this topic for future reference.

## Look Out for the myETF Preparation Checklist!



Each employer should have received in the mail a list of the steps you should take to prepare for the release of myETF on January 1, 2018. This envelope-sized insert is a handy [checklist](#) you can use to keep track of what you've accomplished so far and is available electronically if preferred. All of this information is also on our website and will always be the most up-to-date resource. Be sure to [check online](#) in the myETF Schedule tab for any additional tasks that may arise.

## myETF File Resources Revised, Available Online

Each month, we review the myETF resource files for necessary revisions. The updated versions are available on the [myETF Employer web pages](#). You can also find change logs online (see the [Payroll File Change Log](#), [Employment File Change Log](#) and [Payroll Setup File Change Log](#)), which include lists of substantive updates to each resource.



myETF Employer Online Services training begins this fall.

Here are some recent changes:

- Updated the validation severity to Error when the First Name field is left blank in both the Payroll and Employment Files.
- In the Business Overview section of the Employment File Resource, the following clarification was added: “The Employment File **should not** include all of your employees. It should only include people who are newly hired or whose information is changing, such as through demographic changes, employment status changes and other field updates.”

The changes listed in the logs may impact your future file submissions; please review this important resource. Always use the resource file links in the Library/Resources tab of the [myETF Employer web pages](#) to ensure you are viewing the most current versions.

## Terms You Should Know: Error versus Exception

Both errors and exceptions will require you to stop and review the data you entered into myETF, but what’s the difference? An error message will display and describe the reason why the information is incorrect, and you must correct it before the file can be uploaded and/or submitted. An exception, however, prompts you for review but does not prevent a file from being submitted. The [myETF Glossary](#) is a great resource for myETF terminology.



Department of Employer Trust Funds  
Employer Communication Center

[myETFEmployers@etf.wi.gov](mailto:myETFEmployers@etf.wi.gov) - 1-877-533-5020 - [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm)