

# myETF Messenger

myETF news for employers

August 29, 2017

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## Terms You Should Know

- Active Employment
- Occasional Active Employment

We added two new glossary terms to help you understand the Employment Status Change field a bit better. Head over to the [myETF Glossary](#) and check out the definitions of Active Employment (AE) and Occasional Active Employment (OE) for more information.

125 days until go live



*Photo courtesy of the Wisconsin Department of Tourism. (Stockholm, WI)*

## Complete Confirmation Exercises Before Sept. 15

Since the deadline for completing the confirmation exercises is September 15, it's a good idea to get myETF testing/practice now. If you haven't attended or viewed the myETF Employer Reporting Confirmation training session yet, you can find links to the recordings on the [training page](#). As a recap, the confirmation practice exercises involve:

### File Upload

1. Creating/updating your Reporting Cycle(s)
2. Submitting a file with your practice employee information as new hires
3. Correcting errors on the file and on the subsequent work report
4. Submitting a second file to test specific situations (like a termination or job category change)
5. Correcting errors on the file and work report that's generated from it

### Manual Entry

1. Creating/updating your Reporting Cycle(s)



## Upcoming Training

### [myETF Employer Online Services In-Person Training: Retirement \(WRS\)](#)

9:00 a.m. – 4:00 p.m.

Sept. 7, 2017 - Watertown

Sept. 8, 2017 - Madison

Sept. 14, 2017 - Eau Claire

Sept. 15, 2017 - Ashland

Sept. 20, 2017 – Kenosha

Sept. 21, 2017 - Portage

Sept. 22, 2017 - Madison

Sept. 27, 2017 - Waukesha

Sept. 28, 2017 - Portage

Sept. 29, 2017 - Madison

### [myETF Employer Reporting Confirmation Training](#)

File Upload and Manual Entry webinars available.

### [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 Confirmation / Testing Deadline: Sept. 15**

Please be sure to submit a posted work report. You will receive a post-confirmation email after completion letting you know the next steps.

2. Manually entering your practice employee information as new hires
3. Correcting errors on the work report
4. Manually entering a second payroll cycle to practice specific situations (like a termination or job category change)
5. Correcting errors on the work report

Read Upload or Submit Manual Work Reports in the [June myETF Messenger](#) for considerations when determining whether to use file upload or Manual Entry.

### Helpful Confirmation Instructional Links

If you need a bit of guidance when completing the practice exercises, take a look at the confirmation instructions we have on the myETF Library/Resources tab. **There are separate instructions for the [file upload](#) and [manual entry](#) methods.** Each set of instructions explains how to log in, create/update your Reporting Cycles, create a work report (by submitting a file in the file upload method), and correct errors and exceptions. If you have any myETF questions, feel free to send them to [myETFEmployers@etf.wi.gov](mailto:myETFEmployers@etf.wi.gov).

## Required myETF Employer Online Services Training Begins



Up to this point, myETF training has introduced just a few of the many myETF Employer Online Services features. myETF Employer Online Services training will teach you how to use the complete functionality of myETF Employer Online Services for retirement (Wisconsin

Retirement System) purposes. During this training, employers will learn how to:

- Navigate through myETF
- Submit payroll information
- Manage employee information
- View account balances
- Pay employer invoices
- Send secure messages

We'll provide this training in two formats, online and in person at various locations. We will present the same material and information in both formats. The in-person trainings offer hands-on practice in myETF, while the online trainings will have exercises for employers to complete at the end of each module. myETF Employer Reporting Confirmation training is prerequisite for and must be completed before attending myETF Employer Online Services Retirement (WRS) training.

Find the *myETF Messenger* archive under Library/Resources on the [employer myETF web pages](#).

To register for a session, please visit the [myETF Training web page](#). You may also view the detailed [myETF Employer Online Services Retirement \(WRS\) Training Syllabus](#).

ETF will release a second online training module targeting employers who offer ETF-administered health or income continuation insurance in October. We'll share more details about the insurance module next month. In the meantime, you can check out the [myETF Employer Online Services Retirement \(WRS\) Training Syllabus online](#). If you work with both retirement (WRS) and ETF-administered insurance, plan to attend the WRS module first.

## myETF Data Setup Practice Rescheduled

ETF has rescheduled the practice submission of data setup test files for October 1 through November 30, 2017. Details of how the submission of data setup test files will be conducted will be communicated in the September issue of the myETF Messenger. Employers will submit their actual data setup files December 1 through December 15, 2017. For more information on preparing your data for myETF read [Employer Bulletin Vol. 34, No. 9](#).

## Did You Know ETF Meets with Your Payroll Vendors?



A lot of employers hire an outside payroll vendor to help them submit information to ETF. Working with those payroll vendors is a major part of preparing for myETF. Although it's ultimately the employers' responsibility to ensure their payroll vendors are good to go, we here at ETF are happy to assist and make the transition easier.

The myETF Payroll Vendor Check-in meetings are one way we do that. Every month, we invite payroll vendors to join us on a conference call to discuss myETF news and receive answers to any of their questions. They tend to have a lot of questions about the technical requirements of the system and what data setup will look like as we get closer to January 1, 2018.

Our contacts at each payroll vendor originated from a survey ETF asked employers to fill out last year; the list of [contacted payroll vendors](#) is available on the [myETF Employer web pages](#). If you think your payroll vendor hasn't been contacted by us, send us an email at [myETFEmployers@etf.wi.gov](mailto:myETFEmployers@etf.wi.gov).

# myETF Employer Advisory Council Meeting

Employer feedback is a big part of developing myETF, and that's one of the reasons we have the Employer Advisory Council (EAC). The EAC is made up of employers from around Wisconsin who volunteered to be our sounding board when it comes to communicating ETF news, and myETF has been the latest focus.



On July 25, ETF staff met with the EAC to give myETF updates and talk about what's in store over the next several months leading up to the release of myETF. We discussed myETF status updates, upcoming training and the Employer Reporting Confirmation process. EAC members also got a quick preview of Employer Online Services training.

Thank you to the members of the EAC for attending and asking your questions. We appreciate feedback from all employers, so please feel free to send any myETF questions or suggestions to [myETFEmployers@etf.wi.gov](mailto:myETFEmployers@etf.wi.gov).

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)