

September 26, 2017

96 days until go live

- [Training: Insurance-Specific Sessions & Online Training](#)
- [Practice for Employers](#)
- [myETF Presents at It's Your Choice Kickoff](#)
- [We Need Your Help: myETF Data Setup Questionnaire](#)
- [myETF Hits the Road](#)



Terms You Should Know

- Empl Status Change

The Employment Status Change field designates an employee's status at their organization. In the [Payroll File](#) and [Employment File](#), this designation shows as "Empl Status Change." This field is required for any new employee enrollments or whenever a new employment record is created. Some examples of this include a job category change, employee terminations, going on or returning from a leave of absence, a work status change or a reporting cycle change. The [myETF Glossary](#)



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

Training: Insurance-Specific Sessions & Online Training

The myETF Employer Online Services Training has been a big success so far, however, the in-person sessions mainly focus on Wisconsin Retirement System topics. For employers who offer ETF-administered insurance benefits, we're offering specific trainings about how you'll handle insurance information in myETF. See the [myETF Employer Online Services Insurance Training Course syllabus](#) for details.

We will offer online versions of the myETF Employer Online Services Insurance and Retirement (WRS) trainings in the coming months, and that's how you'll get the insurance-related training you need. These online trainings include live webinars, as well as recorded modules you can take at your convenience. Register for October online trainings through the [myETF Employer Training web page](#). Follow these guidelines to ensure you take all the training you need:

1. If you handle payroll reporting, you should **participate in the Retirement (WRS) myETF Employer Online Services training**.
2. If your employer offers ETF-administered health insurance, at least one person needs to **view the**

is a great resource for more myETF terminology.



Upcoming Training

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

9:00 a.m. – 4:00 p.m.

Sept. 29, 2017 – Madison

Oct. 6, 2017 – Madison

Oct. 12, 2017 – Janesville

Oct. 13, 2017 – Madison

Oct. 20, 2017 – Oshkosh

Oct. 27, 2017 - Madison

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

Oct. 10, 2017

Oct. 11, 2017

You can sign up for these sessions on the [myETF Training page](#).

[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](#)

insurance-specific online session. If that person already participated in the Retirement (WRS) training, they are only required to view the parts of the insurance training that are different from the Retirement (WRS) version.

Practice for Employers



Available soon: a practice myETF environment where you may continue to explore myETF functionality. You will access the practice environment with the same URL you used for myETF Employer Reporting Confirmation/Testing activities, using the same credentials. Completing [confirmation training](#) is a prerequisite for receiving this URL.

When you log in to practice, you will notice more tabs displayed on the myETF home page than previously available during confirmation, as we introduce even more myETF functionality. Here you can practice navigating, processing payroll reports, managing employee transactions, managing employer payments and using the various communications features within myETF. Remember, this is a practice area. If you have an ETF transaction or communication that needs to take place today, you should use current ETF processes.

The functionality an employer representative sees in the practice environment depends on their access to ETF's current systems. Authorizations made in ETF's current systems before January 1, 2018 will transfer into the production or working version of myETF on January 1, 2018. Your ETF employer agent may need to fill out the [Online Access Security Agreement \(ET-8928\)](#) to update or supply a new employer representative with access to the myETF practice environment. See the chart at the end of the new form to see how current authorizations translate to access in myETF.

myETF Presents at It's Your Choice Kickoff

For the second consecutive year, ETF will present myETF status updates at the It's Your Choice Kick-off Meeting ([state](#)) ([local](#)) helping to ensure employer preparedness for myETF January 1, 2018 go live.

myETF agenda topics include:

- Confirmation Update
- myETF Employer Online Services Training
- myETF Practice Environment
- Data Setup
- Insurance Enrollment Demonstration

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

ETF looks forward to seeing you at this year's September 28 It's Your Choice Kickoff Meeting.

We Need Your Help: myETF Data Setup Questionnaire



Data setup is one crucial component of successfully implementing myETF. The data setup process will ensure employers are starting off on the right foot for reporting benefit information in the new system. You'll receive further information on the data setup process through an Employer Bulletin in early October. To start the process, we're asking **all employers** to complete the online myETF Data Setup Questionnaire, a link to which will be included in Employer Bulletin. The Data Setup Questionnaire captures information that helps us setup myETF on our end so reporting your first payroll cycles of 2018 goes as smoothly as possible. Please fill out the questionnaire by November 1.

myETF Hits the Road

ETF hit the road for the fall roadshow, with many employers already attending the in-person myETF Employer Online Services Retirement (WRS) Training. Our plan includes more than



750 in-person student spots available for employers from Ashland to Janesville, and Green Bay to La Crosse. In these sessions, employers learn about how they will use myETF in their workday lives.

Department of Employer Trust Funds
Employer Communication Center

myETFemployers@etf.wi.gov - 1-877-533-5020 - etf.wi.gov/employers.htm