

myETF Messenger

myETF news for employers

November 28, 2017

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Terms You Should Know

Here are two important terms for understanding how to do your payroll reporting with myETF:

Work Report

A set of data containing wages, contributions, hours, balances due, and other member data that is reported by an employer to ETF and stored in myETF as a transaction that resides within an employer account. A work report is specific to a billing cycle (ex. bi-weekly, monthly, etc., see [Billing Cycle](#)). Upon creation, the work report shows in the employer account as an open debit transaction.



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

Important myETF Employer Online Services Project Update

With the announcement on October 6, 2017 that we postponed the myETF January 1, 2018 go-live date, ETF indicated we would provide a new timeline. Please note the new timeline below, which incorporates input from employers preferring a calendar-year reconciliation in choosing the best date for the implementation of myETF Employer Online Services.

The myETF project has set certain targets, which all employers should know:

- All employers must complete myETF Employer Reporting Confirmation/Testing by June 30, 2018.
- Next summer, ETF will assess myETF product quality and readiness, and confirm a release date for the rollout.
- If the product meets our criteria, myETF Employer Online Services will roll out with at least two releases. The first functionality release will occur on January 1,

Payment transactions (credits) can be applied against a work report until the work report balance becomes zero at which point the transaction is closed.

Reporting Cycle

The frequency with which an employer submits work reports for each billing location. Each billing location must have at least one reporting cycle (e.g. bi-weekly, monthly, etc.) to process work reports in myETF. The Reporting Cycle is used to derive the start and stop date associated with the reported period. Most ETF employers have only one reporting cycle. Some larger employers have multiple overlapping reporting cycles for different types of employees.

The [myETF Glossary](#) is a great resource for more myETF terminology.



Training

[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](#)

2019. The second employer functionality release date is not yet determined.

The scope of the first myETF employer release will include the following functionality:

- myETF Employer Online Services
- WRS Employer Reporting
- WRS Employer Payments

A later release will include the myETF Employer Online Services insurance functionality.

Your preparation efforts to date will still be valuable when myETF goes live. We intend to have more information on training and other employer requirements in December of 2017.

Final Confirmation Deadline: June 30, 2018



The myETF Employer Reporting Confirmation activities are still a critical component in preparing you for using myETF Employer Online Services.

Employers who **still have not completed the**

myETF Employer Reporting Confirmation activities must do so by June 30, 2018. We will not extend this deadline.

We also encourage you to continue performing further testing. The project team recommends you submit your entire roster through the myETF Employer Reporting Confirmation/Testing process multiple times and complete the associated work reports. This will minimize the potential for errors or confusion when you submit your first payroll through myETF Employer Online Services.

We plan to offer expanded confirmation training in the spring to assist in this process.

FYI: New Adjustment Work Report Due Dates

In the current myETF Confirmation/Testing environment, posted adjustment work report payment is due 20 business days after the submittal date. This will change when myETF is released. To keep things consistent with regular report due dates, payments for adjustment work reports will be due the 24th of the month following the submittal date.

Remember, all costs and due amounts in the Confirmation/Testing environment of myETF are for testing

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

purposes only; you don't actually owe any amounts listed in the practice environment.

Updated Resources



The [Employee Status Change Transaction Reference Chart](#) (previously called the Transaction Reference Chart) has been updated recently. This resource helps you understand which fields need to be filled in myETF in certain situations, such as if an employee goes on a leave of absence or becomes eligible for Wisconsin Retirement System benefits. The final row of the document was added to show that most of the fields listed in the chart are not needed for employees without employment status changes.

You can find the Employee Status Change Transaction Reference Chart on the [myETF employer web pages](#), under the myETF Employer Reporting Confirmation section of the Library/Resources tab.

Reminder: Contact Your Payroll Vendors

If you work with an outside vendor to complete your payroll reporting and will continue to do so when myETF is released, you may want to contact them to prepare for the new system. Employers who will report a small number of employees in myETF Employer Online Services through the manual reporting functionality may not need vendor assistance. Contacting your vendor is important for employers who will report many employees and for those who will report with the myETF Payroll File. Here is a [list of vendors](#) who we've contacted to check on their status.



- Accela
- ACS
- ADP
- Alio
- Banyon Data Systems
- Casselle
- Civic Systems
- Clarity
- HAB Inc.
- Harris Local Government
- Incode

- Incode 10
- Kronos Software
- Marcia Brenner & Associates
- MSI Software
- New World ERP
- Paymate Payroll
- Payroll Data Services
- School Office
- Skyward
- Specialized Data Systems
- Springbrook
- Sungard Public Sector
- Town Hall Software
- Tyler-Munis
- Weidenhammer
- WIPFLI (Dyanmics-GP)
- Workhorse
- WPPI Energy
- Xerox

If you do not see your payroll vendor on that list, please contact them if you haven't already. Coordinating your efforts with your payroll vendor now will ensure an easy transition to the new system, and will cut down on the amount of work you'll need to do as we approach the release date.

Department of Employer Trust Funds

Employer Communication Center

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