

myETF Messenger

myETF news for employers

December &
January Issue -
January 9, 2018

- [We Can Help With myETF Data Setup - Send Us Your Payroll Calendar](#)
- [In-Person myETF Confirmation Training Planned](#)
- [Bookmark These Employee Status Change Resources](#)
- [Stay Informed with myETF Solutions for Employers](#)
- [Recap of New myETF Release Schedule](#)



FAQ: Who Would Not be Evaluated for WRS Eligibility?



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

We Can Help With myETF Data Setup - Send Us Your Payroll Calendar

There are several employer tasks involved with the myETF Data Setup process. The myETF project team will take care of one task: accurately establishing employer payroll cycle(s) in myETF Employer Online Services.

To enable us to do this, all employers should send their 2018 and 2019 payroll calendars to myETFEmployers@etf.wi.gov by February 2. In the subject line of your email please type **Payroll Cycle Setup** followed by your seven-digit ETF Employer Number.

Employers who pay on a fiscal calendar should send the 2018 – 2019 and 2019 – 2020 calendars. If you only have the calendar for the coming year, please send it now and send the following year's calendar as soon as it is ready.

Your payroll calendars should contain at least these three elements:

- Begin Dates- The first day of each payroll period.

There are employees who will never be evaluated for WRS eligibility and, therefore, will never meet WRS eligibility requirements. These individuals are:

- a) not statutorily mandated to be covered under the WRS,
- b) were not included in the employer's Resolution of Inclusion Under the WRS ([ET-1319](#)),
- c) were specifically excluded from participation in the WRS or,
- d) given the opportunity to participate in the WRS but waived participation.

The [FAQs](#) on the myETF Employer web pages are a great source to find answers to commonly asked questions.



Training

[myETF Employer Reporting Confirmation Training](#)

File Upload and Manual Entry webinars available.

[myETF Employment File Resource Training](#)

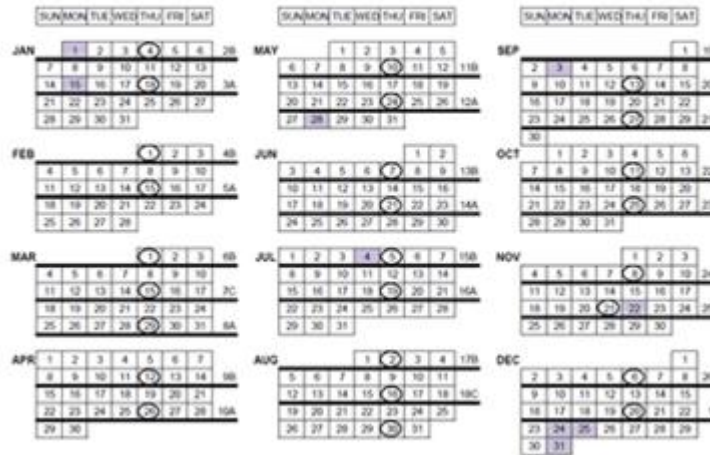
View the 60-minute recorded webinar on demand.

[myETF Payroll File Resource Training](#)

- End Dates- The last day of each payroll period.
- Check Dates- The days you distribute paychecks to employees.

Click on the images below to see examples of payroll calendars containing the necessary data.

2018 CALENDAR



Pay Period BEGIN Date	Pay Period END Date	Pay Dates
8/13/2018	8/26/2018	8/31/2018
8/27/2018	9/9/2018	9/14/2018
9/10/2018	9/23/2018	9/28/2018
9/24/2018	10/7/2018	10/12/2018
10/8/2018	10/21/2018	10/26/2018
10/22/2018	11/4/2018	11/9/2018
11/5/2018	11/18/2018	11/23/2018
11/19/2018	12/2/2018	12/7/2018
12/3/2018	12/16/2018	12/21/2018
12/17/2018	12/30/2018	1/4/2019
12/31/2018	1/13/2019	1/18/2019
1/14/2019	1/27/2019	2/1/2019
1/28/2019	2/10/2019	2/15/2019
2/11/2019	2/24/2019	3/1/2019

When myETF goes live, you will no longer report your employees' hours and earnings to ETF on an annual basis. You will report this information and more through myETF each payroll period.

You must have a reporting cycle (payroll cycle) setup in myETF before you begin reporting employee payroll information in myETF Employer Online Services.

You will not have to update this information again unless you want to add or change reporting cycles.

Special Note for Employers with More Than One Payroll Cycle: You should send a calendar for each of your payroll

View the 60-minute recorded webinar on demand.

[myETF Training Page](#)

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

cycles, and you will still need to assign your employees to the appropriate payroll cycle in myETF. myETF Employer Online Services Training will explain more about assigning your employees to the appropriate cycle.

In-Person myETF Confirmation Training Planned



This spring we'll conduct myETF Employer Reporting Confirmation/Testing training sessions in locations throughout the state. The sessions will cover the material found in the [online Confirmation webinars](#), including creating and updating reporting cycles, file uploads, error corrections, and work report creation process. Sessions that cover the file upload process and manual work report creation process will be offered separately.

As soon as we finalize the schedule of the in-person trainings, we'll communicate that out to everyone so you can plan on attending. If you already completed myETF Employer Reporting Confirmation, you only need to attend if you'd like a refresher on working within myETF. We'll also continue to offer the recorded, online webinars for those who prefer that training approach.

Thank you to everyone who already completed the myETF Employer Reporting Confirmation exercises and got practice in the new system. Your efforts will make your transition to myETF that much easier.

Bookmark These Employee Status Change Resources

myETF will bring many changes to the way you currently interact with ETF. Employee Status Change transactions are one area employers ask questions about. We've organized step-by-step instructions to guide you through those myETF processes. You may find these resources helpful as you go through the [myETF Employer Reporting Confirmation / Testing](#).



[Employee Status Change Transaction Reference Chart](#): This chart highlights the fields that should and should not be populated for specific employee status changes in myETF and Payroll/Employment Files. This document will help when you need to add new hires or make changes to job categories, reporting cycles, work statuses, leaves of absences and terminations.

[ONE Site Transactions Compared to myETF Employee Status Changes](#): This document displays the difference between the codes and transaction types in the current world and codes/statuses in myETF. You might use this to see side-by-side how things will translate into the new system.

[Employment Status Changes Guide](#): This document will guide you through employment status changes to an employee's employment record in myETF. It includes field definitions such as Original Hire Date, Begin Date, Work Status, WRS Coverage Effective Date, Reporting Cycle, Job Category, etc.

[Erroneous Enrollment Steps](#): This document will guide you through specific scenarios including what to do if an employee is enrolled in the incorrect Job Category or Reporting Cycle and what to do if an employee is enrolled as WRS Eligible, but is actually ineligible.

Many helpful links can be found on the [myETF Employer web pages](#).

Stay Informed with myETF Solutions for Employers



Have you checked out [myETF Solutions for Employers](#) yet? This document organizes myETF Employer Online Services issues along with solutions to those issues. Employers can see a short description of each issue along with easy instructions on steps to take while we work to solve the issue in the system. Please bookmark the myETF Solutions for Employers. We recommend you review this document as you go through [myETF Employer Reporting Confirmation / Testing](#). As we continue to build myETF, we will revise the current issues and solutions every time there is an update to the system. In December, the guide was updated with 11 resolved issues and three new solutions. myETF Solutions for Employers is available 24/7/365 and is a great place to check for any issues you may have without picking up the phone!

Recap of New myETF Release Schedule

In the [November 2017 myETF Messenger](#), we included details about the new plans for the myETF release schedule. The new plan includes:

- Employers should **complete the myETF Employer Reporting Confirmation/Testing process** by June 30, 2018.

- During the summer of 2018, we'll assess whether to solidify plans for a targeted myETF Employer Online Services release date of **January 1, 2019**.
- The first functionality release of myETF will include myETF Employer Online Services, WRS Employer Reporting, and WRS Employer Payments.

Department of Employer Trust Funds

Employer Communication Center

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