

myETF Messenger

myETF news for employers

February 14, 2018

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How Do I Enter Payroll Information for Teachers with a

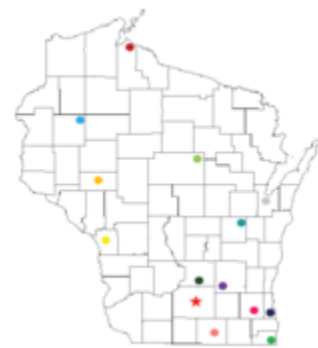


Photo courtesy of the Wisconsin Department of Tourism. (Marathon County, WI)

Don't Delay – Sign Up for Confirmation Training

Earlier this month, we announced the availability of [in-person myETF Employer Reporting Confirmation/Testing trainings](#) in

cities throughout Wisconsin. Employer response to these sessions has been fantastic. Seats are still available if you are interested in attending one of the in-person trainings in Ashland, Eau Claire, Green Bay, Janesville, Kenosha, La Crosse, Madison, Milwaukee, Oshkosh, Portage, Rice Lake, Watertown, Waukesha or Wausau. [Live and recorded webinars](#) on confirmation are also available. All employers must complete either an online or in-person confirmation training session and the required activities by the **June 30, 2018 deadline**. We will not extend this deadline.



Balance-of-Contract?

Employers that may have balance-of-contract situations include school districts, technical colleges and CESAs. They sometimes pay teachers in July and August even though they do not work in those months. This happens when teachers elect a lower dollar amount in each paycheck to stretch their pay over the summer. In cases like this, the employer should report the earnings and associated service hours in the months when they were earned.

An example may help: Serendipity is a nine-month contracted teacher. She elected to reduce her normal payroll checks to extend payments through the summer. Her fiscal year contract is for \$50,000. Serendipity elects to receive \$2,000 biweekly checks across 26 pay periods (eight pay periods from July to December and 18 pay periods from January to August); rather than \$2,632.00 biweekly check over 20 pay periods (eight pay periods from July to December and 12 pay periods from January to June).

The school district's payroll benefit coordinator should report the earnings and associated service hours to ETF in the January to June portion on the transaction, so they are allocated to the correct fiscal year. The balance-of-contract payments (those

Payroll File and Employment File Webinars Recently Revised



You must first complete the [myETF Employer Payroll File](#) and the [myETF Employer Employment File](#) (if applicable) training(s) before you attend the myETF Employer Reporting Confirmation training. An additional live webinar on the myETF Employer

Payroll File is scheduled for Tuesday, April 17, 2018 at 10:00 a.m. We updated both the Payroll File and Employment File recorded webinars this year to clarify employer questions, though no substantive changes were made. Sign up for any of these sessions through the [myETF Employer Training](#) web page.

Reminder: Payroll Calendars Due

Last month, we announced that the myETF project team will take care of accurately establishing employer payroll cycle(s) in myETF Employer Online Services with receipt of your payroll calendars.



These calendars were due to ETF on February 2. If you have not submitted your 2018 and 2019 payroll calendars yet, email them to myETFEmployers@etf.wi.gov. In the subject line, please type Payroll Cycle Setup followed by your seven-digit ETF Employer Number. Read the [January myETF Messenger](#) for more details.

Check Out the New Video on WRS-Ineligible Employees and myETF



made throughout the summer) must be reported along with their corresponding service hours as though received the preceding fiscal year.

Reporting in myETF: The employer will use a spread adjustment for January 1 through June 30 to report the hours and earnings to the correct fiscal year. A spread adjustment divides up the paycheck into all the pay periods from January through June. See [WRS Manual Chapter 9 Periodic Employee Transaction Reporting](#) for more information.



Training

[myETF Employer Reporting Confirmation Training](#)

File Upload and Manual Entry sessions are available both online and in person.

[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](#)

One of the most frequently asked questions by employers is why and which WRS-ineligible employees will be reported in myETF, so we made a short video to explain the benefits of reporting those groups of employees. This will be a large change for employers, but it will also make tracking WRS-ineligible employees easier. Click the screenshot above to view the video or visit the [myETF Employer webpage](#).

Paid Leave Breakdowns Removed from Employer Reporting

Several employers expressed concerns regarding their ability to accurately report a high level of detail regarding the type of paid leave their employees take, as not all employers track this information. In response to their concerns, the myETF project team reviewed the business need for these and will remove the following valid values from the Empl Status Change field:

- PW = Paid Leave – Workers Compensation
- PM = Paid Leave - Military
- PF = Paid Leave – Family and Medical Leave Act (FMLA)
- PU = Paid Leave – Union Service
- PC = Paid Leave - Miscellaneous

Employers should select one of the following three values when an employee is on paid leave:

- AE = Active Employment
- OE = Occasional Active Employment
- TT = Transition Less Than 50%

Using Adjustment Records in myETF



myETF Employer Online Services will provide three different types of adjustment records, which allow you to adjust data you already submitted on a regular work report. You may submit adjustment work reports on an as-needed basis. Both regular work reports and adjustment work reports have the same Payroll File field layout and validation criteria to validate the accuracy of the data.

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

- The 'A' Record Type indicates an 'Adjustment' record, in which the detail record contains member adjustment data for a previous reporting period.
- The 'M' Record Type indicates a lump sum retroactive 'Military Service' adjustment.
- The 'S' Record Type indicates a 'Spread Adjustment' record, in which the employer indicates the period start and end date. myETF will separate the records into the appropriate number of reporting periods that are covered and then distribute earnings, hours, and contributions equally based on the number of reporting periods calculated using the period start and end date. An example of when an employer may use a spread adjustment is for summer school teachers paid lump sums.

When submitting adjustment records, **do not** include the following fields: Begin Date, Original Hire Date, WRS Coverage Eff Date, Empl Status, Empl Status Start Date, Prev Empl Status Stop Date, Empl Status Last Pay Date, Gender, Addr Line 1, Addr Line 2, Addr Line 3, City, State, Province, Zip, Postal Code, Country, Phone, Email, DOD, and LTE.

Employers will always submit 'Compensatory Time Payout Hours' as an adjustment record because the payouts are credited to the time period when earned rather than when paid. For state employer, BAC (Benefit Adjustment Contribution) no longer exists, so the BAC Pre-Tax and BAC Post-Tax fields will only be used when reporting an adjustment for a prior period when BAC was applicable.

Most employers will need to process adjustment records, so it will be **very beneficial** to practice processing an adjustment record now in [myETF](#), before myETF goes live.

Department of Employer Trust Funds

Employer Communication Center

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