

myETF Messenger

myETF news for employers

March 27, 2018

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Training
[myETF Employer Reporting Confirmation Training](#)



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

Register Today for myETF Confirmation Training

Employers are required to have at least one staff member participate in myETF Employer Reporting Confirmation training **by June 30, 2018.**

These sessions focus on the myETF Employer Reporting Confirmation/Testing process, teach employers how to submit employee information through myETF Employer Online Services, and work through some common errors.

Keep in mind that there are two different versions of the training: one for employers who intend to upload files in myETF to report information and one for employers who intend to enter information manually.

If you have already attended Confirmation training and are comfortable with the material, you do not need to attend again.

In-Person Sessions

There's still time to register for the in-person version of the myETF Confirmation training in:

File Upload and Manual Entry sessions are available.

Sign up for in-person sessions, attend the live webinars or view the 90-minute recorded webinars.

[myETF Employment File Resource Training](#)

View the 30-minute recorded webinar on demand.

[myETF Payroll File Resource Training](#)

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](#).

- Green Bay
- Kenosha
- La Crosse
- Madison
- Milwaukee
- Portage
- Rice Lake
- Watertown
- Waukesha
- Wausau



In response to employer demand, we've added two File Upload sessions on May 3 in Green Bay.

Online Sessions

If you prefer to attend training online, we will offer live webinars in April and May. The recorded webinars were updated in 2018 with the new timeline and to clarify some frequently asked questions. Besides explaining how adjustment reporting works (see *Make Adjustments Part of Your Confirmation Process* below), there are no substantial changes to the material presented.

Register

Before registering, determine if you will use the myETF Payroll File or manually submit work reports in myETF. For more information on your choices read, "Should I Use myETF File Upload or Submit Manual Work Reports?" in the [June myETF Messenger](#).

[Register for an In-Person Confirmation Session](#)

[Register for the Live Confirmation - File Upload Webinar](#)

[Register for a Live Confirmation - Manual Entry Webinar](#)

[View the RECORDED Confirmation - File Upload Webinar](#)

[View the RECORDED Confirmation - Manual Entry Webinar](#)

Visit the [myETF Training page](#) for more information.

Make Adjustments Part of Your Confirmation Process



In addition to training on processing Normal Record Types in myETF through file upload and/or manual entry sessions, ETF will provide training on processing the two different types of adjustment records during myETF Confirmation Training.

- The 'A' Record Type indicates an 'Adjustment' record, in which the detail record contains member adjustment data for one previous reporting period.
- 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.

It is highly recommended that all employers learn to successfully process an Adjustment Record. Practice processing an adjustment record now, before myETF goes live. Read [Using Adjustment Records in myETF in the February 2018 myETF Messenger](#) for more information.

Will I Track Hours for Employees Without Set Hours in myETF?

Do you have board members, election workers or other employees without set hours on your payroll? Regardless if the employee works part-time, seasonal or on a limited basis, if the employee's position is or will be evaluated for WRS eligibility, you will report hours and earnings for those employees in myETF. This means employers will track and report hours and earnings for both WRS-eligible and WRS-ineligible employees. Please see the [Wisconsin Retirement System Administration Manual \(ET-1127\)](#) for instructions on reporting employee hours and earnings.



Confused About WRS-Ineligible Employee Reporting?



If you're curious why ETF will begin requiring information about WRS-ineligible employees when myETF is released, check out this [WRS-Ineligible video](#) that goes over the high points of the topic. This is a sizeable change in how things are done, so [let us know if you have any questions](#).

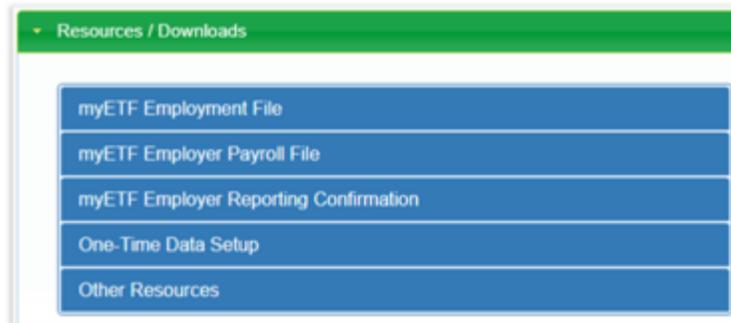
835 Payroll Calendars and Counting...

Have you sent us your payroll calendar? The myETF project team will accurately set up your payroll cycle(s) in myETF Employer Online Services using employer-submitted 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 now to myETFEmployers@etf.wi.gov. In the subject line, please type "Payroll Cycle Setup" followed by your seven-digit ETF Employer Number. Sending us your payroll calendars now will result in less work for you when myETF is released. Take a look at the [January myETF Messenger](#) for more details, including example calendar formats.



What's in the Resources Tab?

The [myETF Employer web pages](#) are full of resources that help employers understand the new system. Finding the exact document you're looking for might take a few clicks. Once you click on the Resources/Downloads tab, you will see several subheadings:



myETF Employment File: This tab contains resources related to the myETF Employment File Resource, which is the optional file format employers can use to report information about their employers outside of the normal payroll cycle.

myETF Employer Payroll File: Here you will find all the documents that help you understand the myETF Payroll File, which is the file format all employers will use to report information every payroll cycle. You can also find sample Payroll Files in this tab.

myETF Employer Reporting Confirmation: The Confirmation process is where you'll go on a test run of using myETF, and this tab holds the resources that explain the practice exercises, employment status changes, and things related to Confirmation training. There are also links to demonstration videos in this tab.

One-Time Data Setup: Although ETF isn't currently accepting Payroll Setup Files from employers, this is where you'll find the specifics for the one-time setup process which will happen before myETF is released. This tab will become more important as we approach the release date.

Other Resources: This tab contains other resources that don't fit into the above categories, including a general demonstration video of using myETF Employer Online Services, a list of payroll vendors we've contacted, and other resources that help get you ready for the new system.

Department of Employer Trust Funds

Employer Communication Center

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