myETF Employer Reporting Confirmation File Upload Instructions

- **Important**: The purpose of Confirmation is to **test your files**. It is for testing purposes only and will **not** be used to set up employee data in myETF.

- Employers who intend to submit payroll information in myETF using a Payroll File should follow these steps. Employers who will submit payroll information manually should follow the steps outlined in the myETF Employer Reporting Confirmation Manual Work Report Instructions.

- These instructions explain how to successfully process files **and** submit work reports. Payroll Files create work reports. To complete confirmation you must both process a Payroll File and submit a work report. Please make sure you complete **all steps** listed in this document.

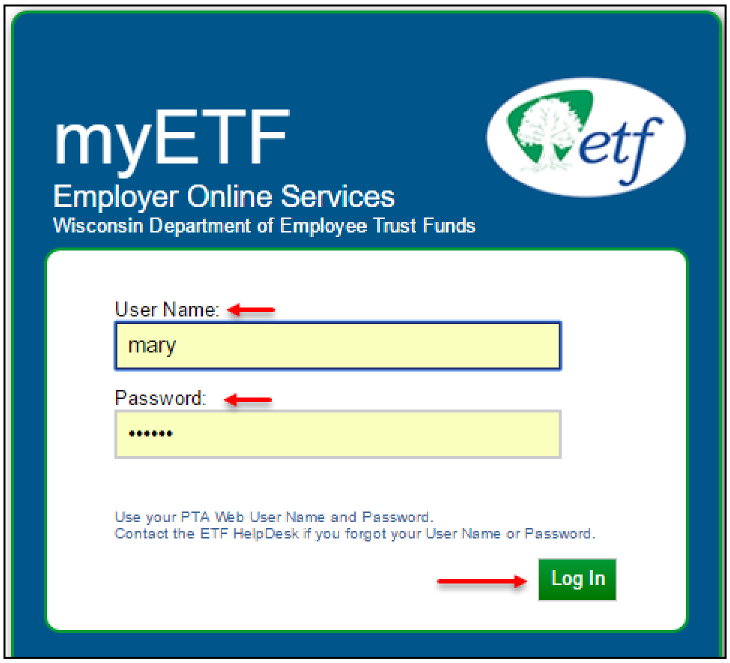
- The employees you submit on your **first file**, whether it is an Employment or Payroll File, must be entered as **new hires during the reporting cycle you are testing** even if they already exist in ETF's systems. For example, if you confirm (test) a Payroll File for a July 1 – 31, 2017 monthly reporting cycle, you must enter all employees on the Payroll File as new hires starting employment with you between July 1 and July 31, 2017.

- If you confirm (test) your Employment File first, you do not need to submit employees as new hires on the subsequent Payroll File as long as you submit the same employees and corresponding employment records on the Payroll File. For example, if you enroll your employees as new hires on July 1, 2017 on the Employment File, you do not need to enter them as new hires again on a Payroll File for a July 1 – 31, 2017 reporting cycle.

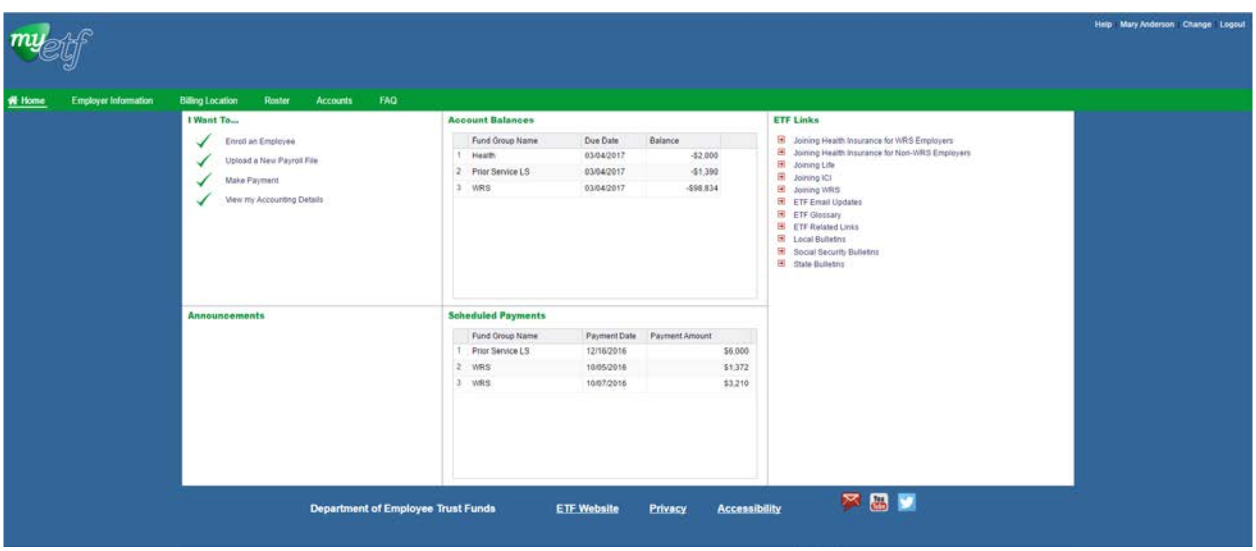
- Please see the myETF Solutions document on the myETF employer web pages for important and up to date information on known issues and work arounds needed for testing purposes.

Step 1 – Log In

1) Use your internet browser to access myETF Employer Online Services for Confirmation.
2) Enter your IAM user name and password. If you don't have an IAM user name and password, please complete and submit form ET-8928c.
3) Click **Log In**.

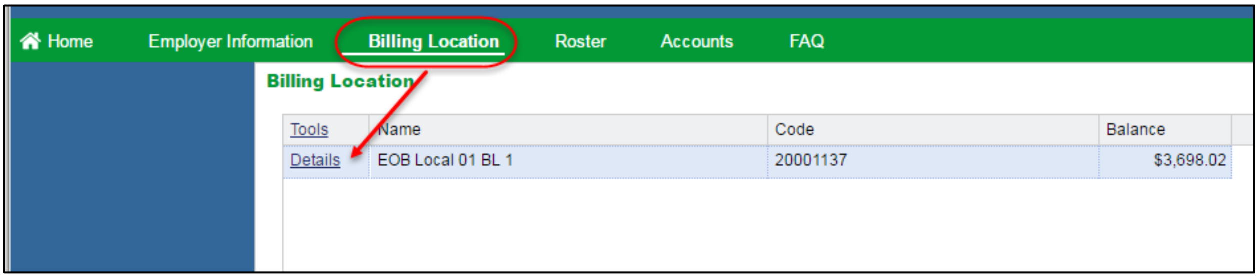


Your *Home* page displays.



Step 2 – Create or Update Reporting Cycle(s)

1) Select the *Billing Location* tab on the green bar.
2) Click the **Details** link next to the Billing Location Name. For most employers, the Billing Location is the same as the ETF Employer ID number (Employer Number).



myETF displays additional information specific to the selected billing location and the green bar displays billing location specific tabs.

3) Click the *Reporting Cycle* tab.

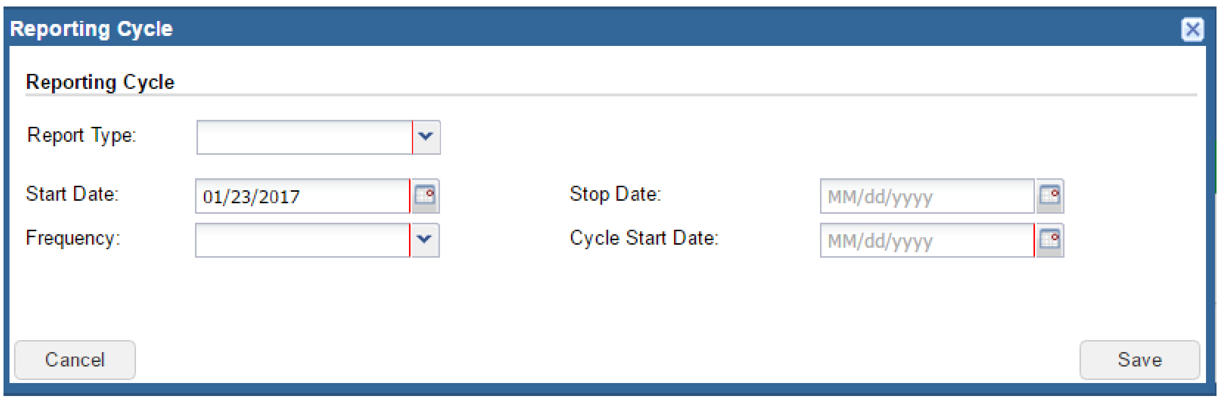
➡ If you do not see a Reporting Cycle for the file that you intend to confirm, follow the instructions for Adding a Reporting Cycle below.

➡ If you do see a Reporting Cycle for the file that you intend to confirm, scroll down to information on Updating a Reporting Cycle.

Adding a Reporting Cycle

1) Click **Add** to open the *Reporting Cycle* pop-up.

A blank *Reporting Cycle* pop-up displays with the current date populating the Start Date field.

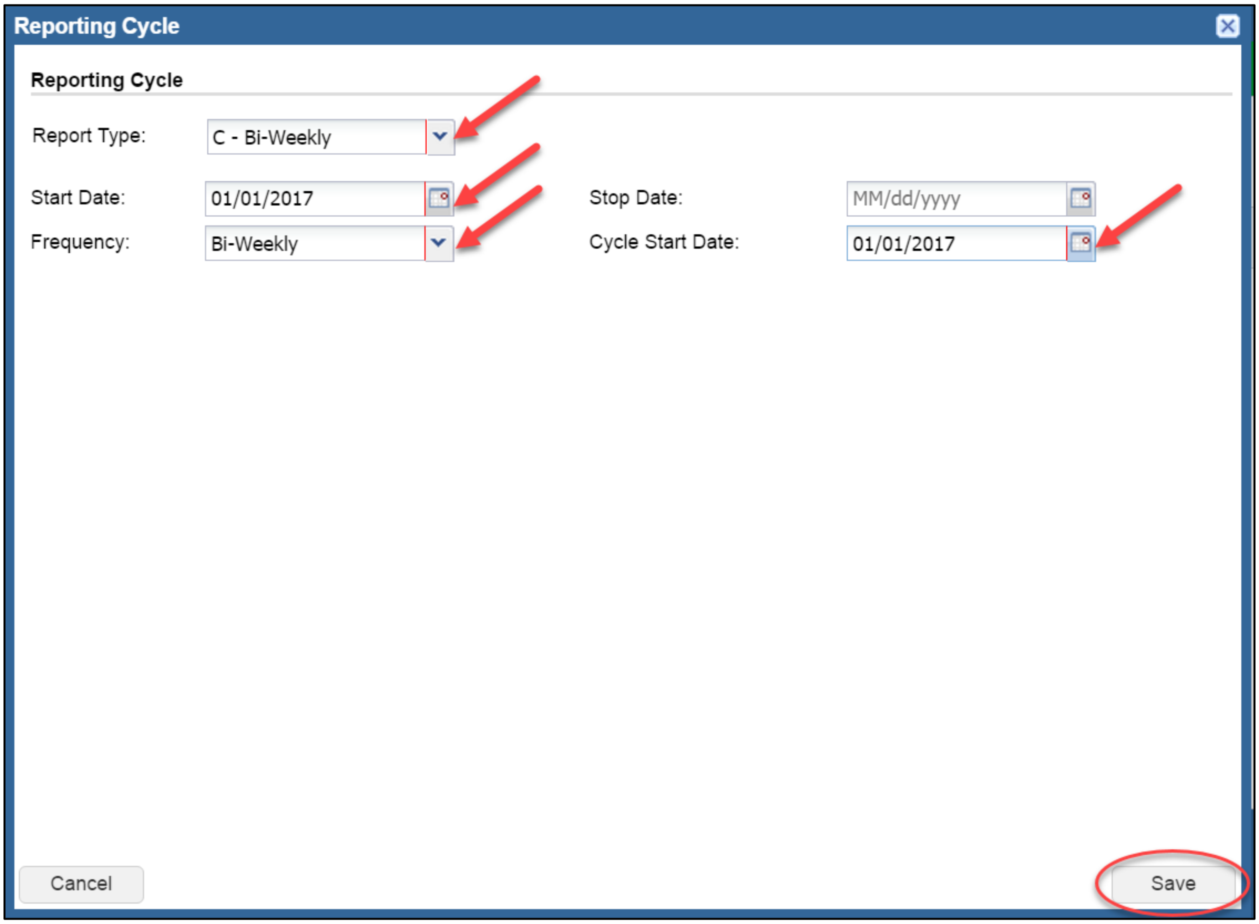


2) Enter the following information in the *Reporting Cycle* pop-up.

- → **Report Type**: Enter the **Reporting Cycle** for the file that you intend to confirm. Please see Appendix 4, Report Generation Type, of the myETF Payroll File Resource for further information.
- → **Start Date**: Enter the **Start Date** of the payroll period for the file that you wish to confirm.
- → **Frequency**: Enter the **Frequency** that matches the **Report Type** (Weekly, Bi-Weekly, Semi-Monthly, or Monthly)
- → **Cycle Start Date**: Enter the **Cycle Start Date**. This must match the **Start Date** entered above.

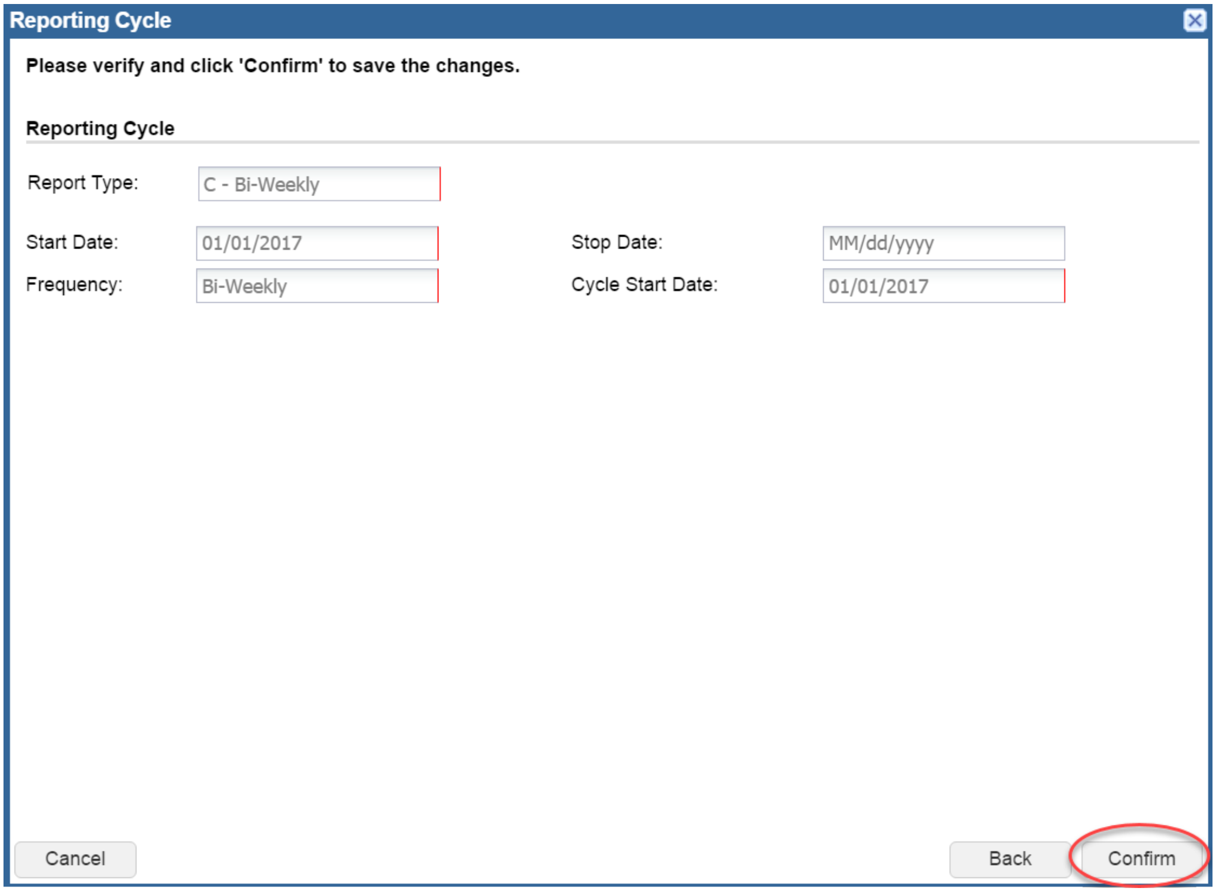
Note Do not enter a **Stop Date** when creating or updating a Reporting Cycle.

3) Click **Save** to retain the changes.



4) Review the information.

5) Click **Confirm** when the information is correct.

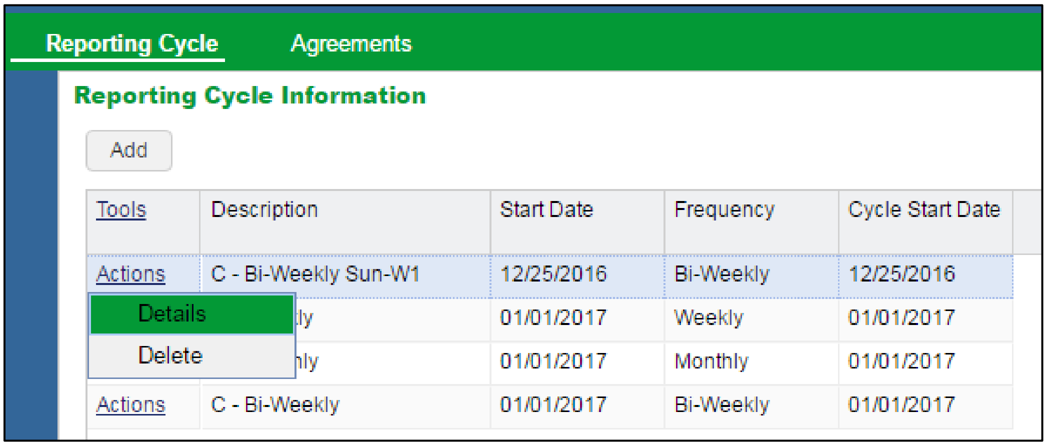


6) Click the **Back** button above the green bar to return to the *Billing Location* tab.

Updating a Reporting Cycle

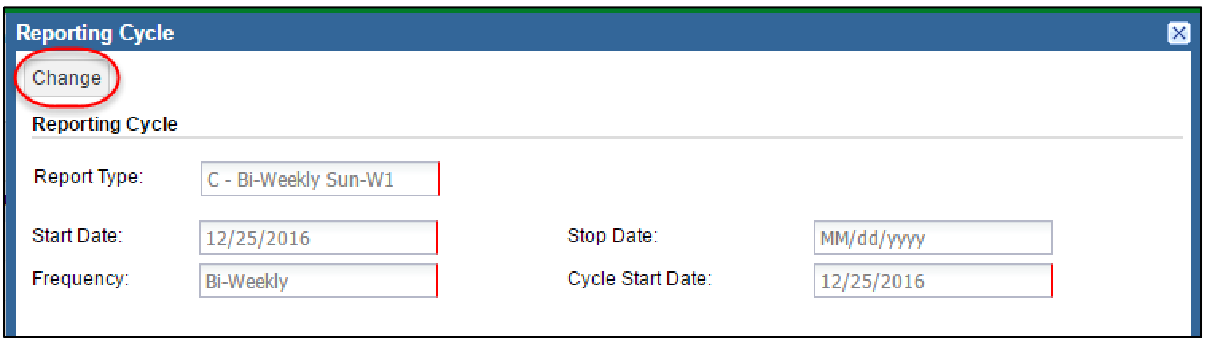
1) Click the **Actions** link next to the reporting cycle that needs to be changed.

2) Select **Details** from the options list to open the *Reporting Cycle* pop-up.



The Reporting Cycle's details display on the screen.

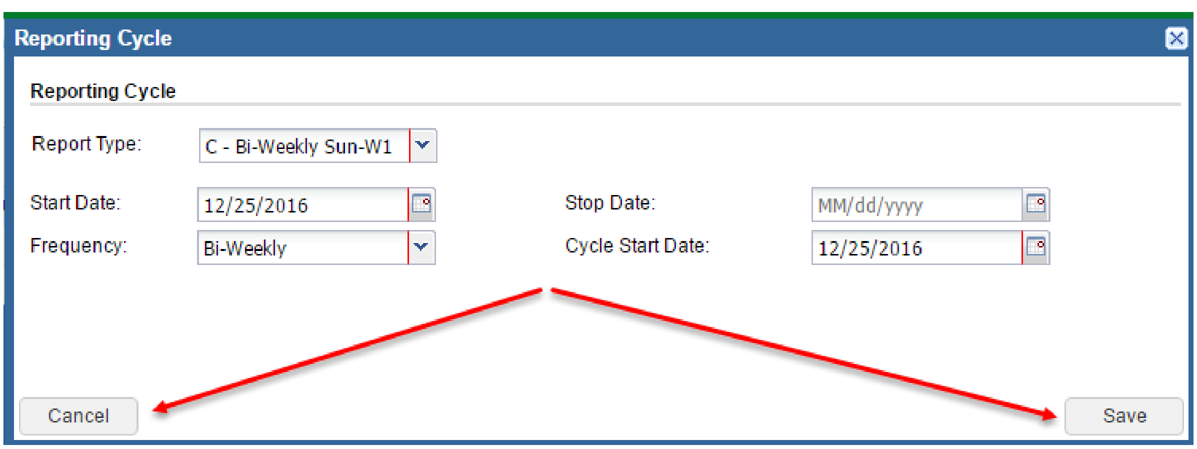
3) Click **Change** to put the pop-up in edit mode.



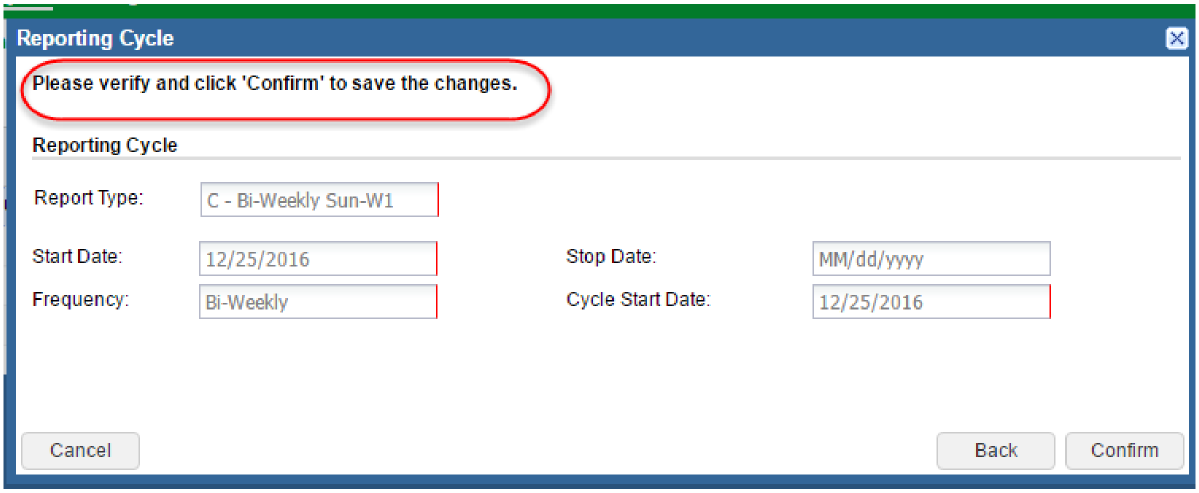
4) Update the information as needed.

Note The **Start Date** should be the 1st day of the payroll period in which you will upload a Payroll or Employment File.

5) Click **Save** to retain the changes (or **Cancel** to discontinue the changes).



A message displays at the top of the window.

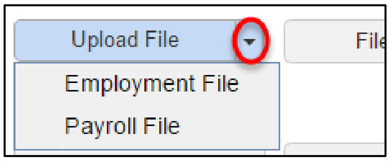


6) Click **Confirm** after reviewing that the information is correct (or **Back** to correct the information).

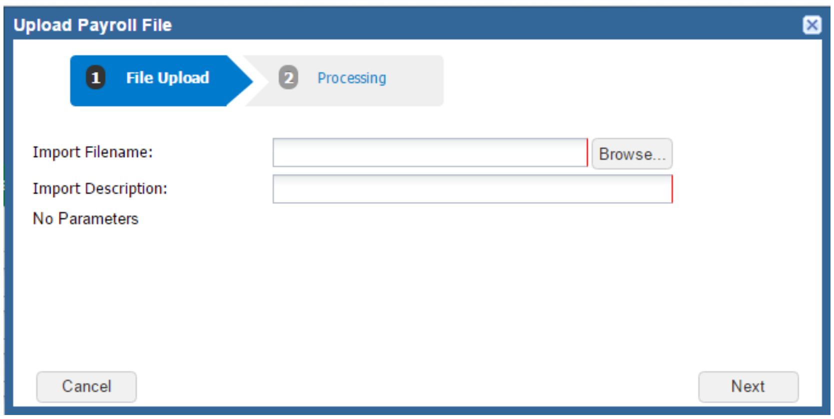
The pop-up closes and the changes are reflected in the Reporting Cycle Information grid.

Step 3 - Upload a Payroll or Employment File

1) Click the *Accounts* tab on the green bar.
2) Click the **Upload File** button.
3) Select either Payroll File or Employment File from the drop-down list.



myETF opens the *Upload Payroll File* or *Upload Employment File* wizard, as selected.



4) Click **Browse** to open the *Save As* or *Open* pop-up.
5) Locate and double-click the file to be uploaded.

   myETF populates the **Import Filename** field with the name of the selected file. Please see the Using the Accounts Tab → Uploading a File Through myETF Employer Online Services section of the [myETF Employer Reporting Confirmation User Guide] for further information on file naming conventions.

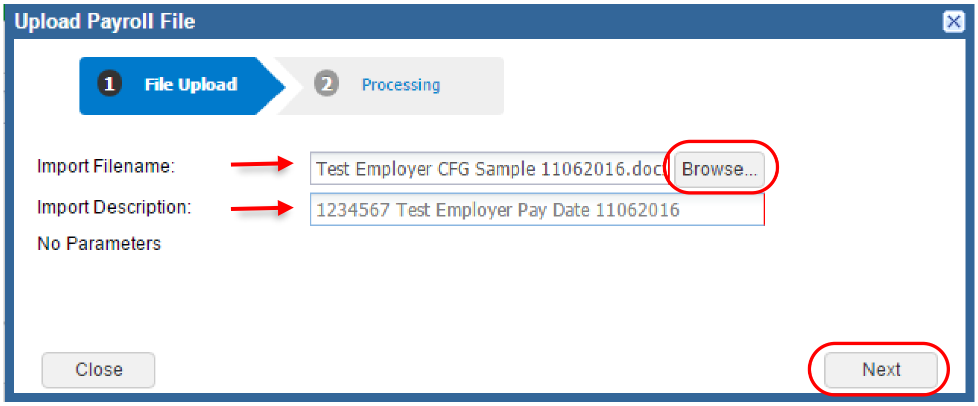
6) Enter a **Description** for the import.
   To help ETF staff assist employers, ETF recommends the following information be included in the Import Description for Payroll Files:

   - Employer ETF ID Number
   - Employer Name
   - Pay Date

   For Employment Files, ETF recommends the following information:

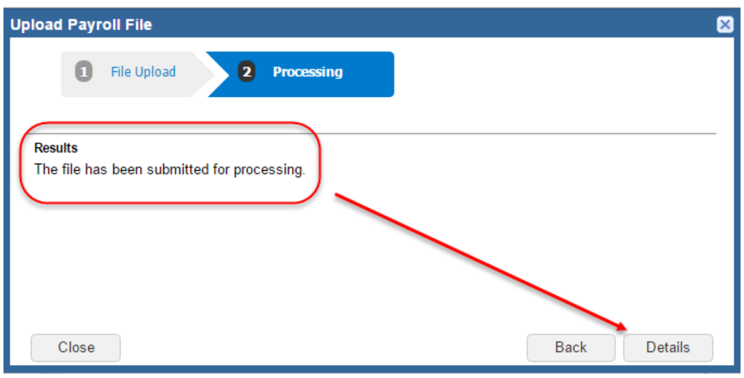
   - Employer ETF ID Number
   - Employer Name

7) Click **Next**.

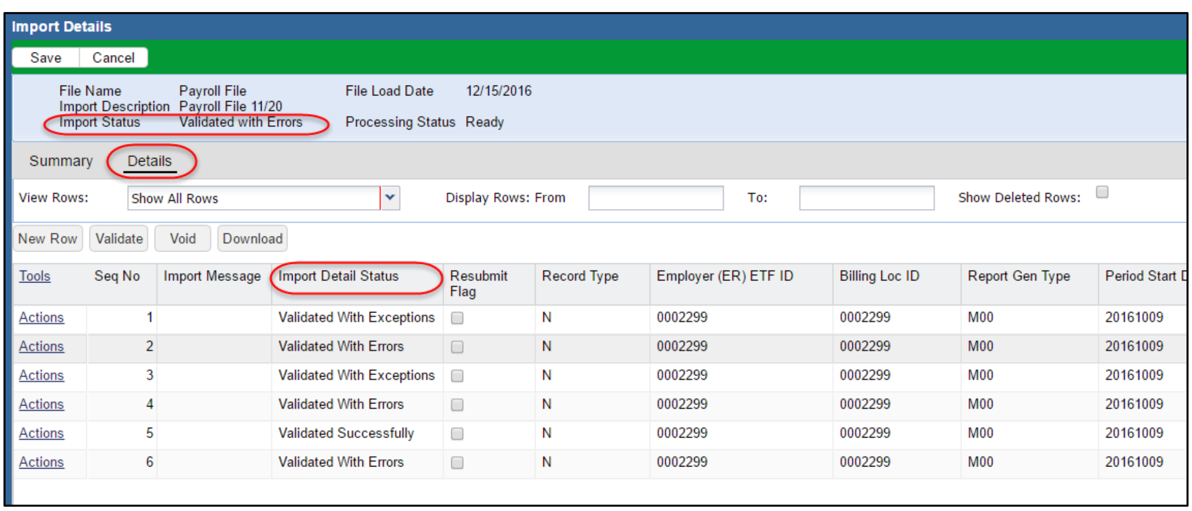


myETF displays a message on the *Processing* page of the *Upload Payroll File* wizard with a message

8) Click **Details** to open the import.



myETF opens the *Import Details > Details* screen. The **Import Status** displays in the header. In the grid, the *Import Detail Status* column displays the status of each record in the imported file.



Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type	Employer (ER) ETF ID	Billing Loc ID	Report Gen Type	Period Start D
Actions	1		Validated With Exceptions		N	0002299	0002299	M00	20161009
Actions	2		Validated With Errors		N	0002299	0002299	M00	20161009
Actions	3		Validated With Exceptions		N	0002299	0002299	M00	20161009
Actions	4		Validated With Errors		N	0002299	0002299	M00	20161009
Actions	5		Validated Successfully		N	0002299	0002299	M00	20161009
Actions	6		Validated With Errors		N	0002299	0002299	M00	20161009

Step 4 – Review and Correct the File

1) Either:

   - Continue directly from the previous example and go to Item 7 below.

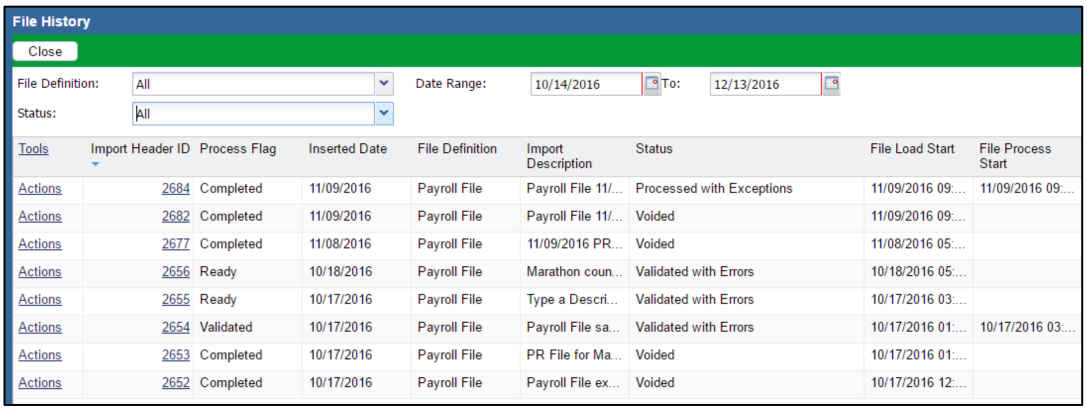
   Or:

   - Log in to myETF Employer Online Services.

2) Click the *Accounts* tab on the green bar.

3) Click the **File History** button.

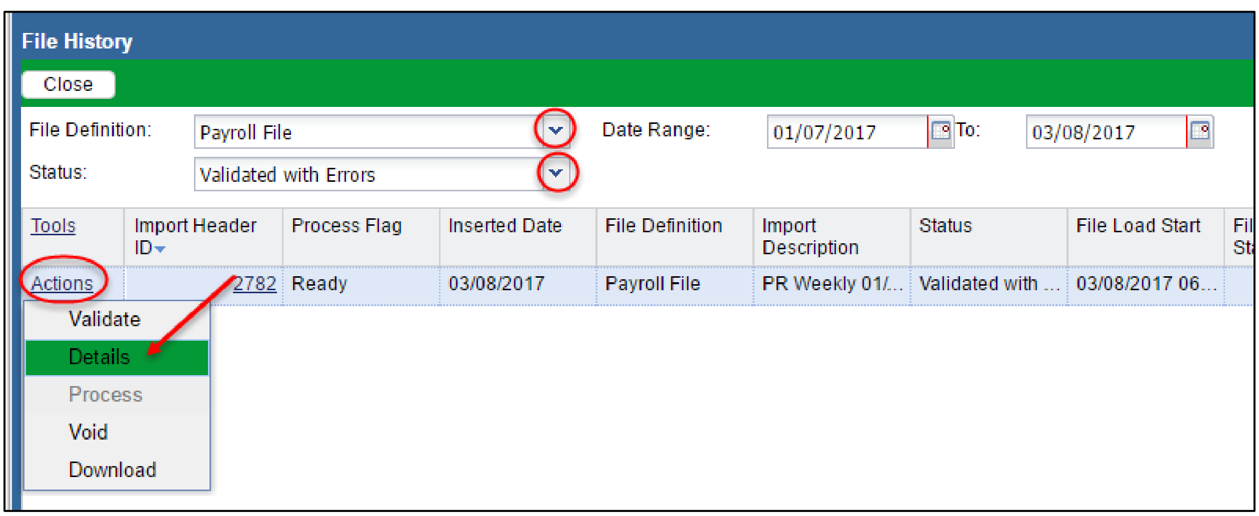
   myETF opens the *File History* screen.



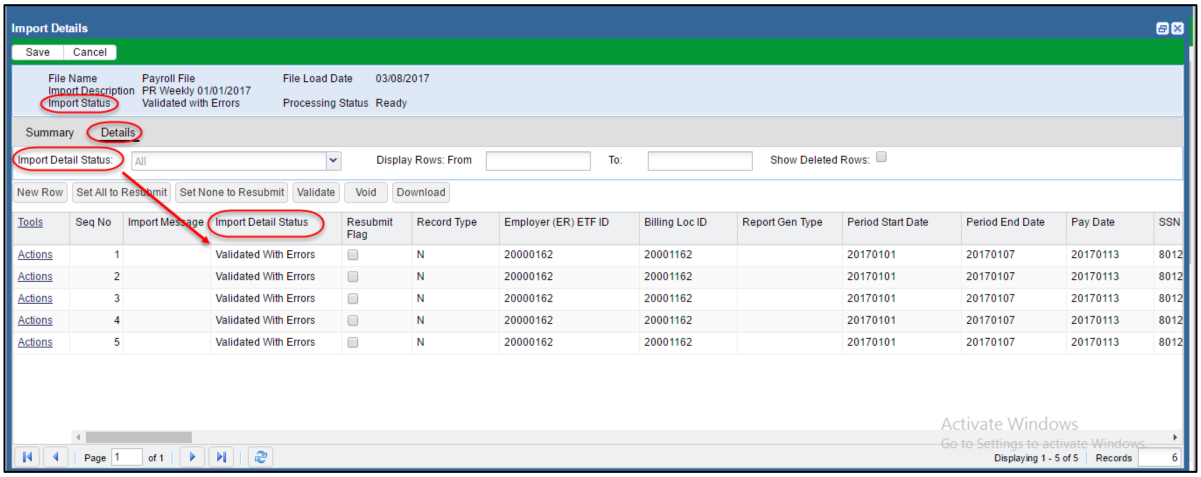
4) Search for the file you uploaded. You may filter by **File Definition**, **Status**, and **Date Range**. Please see the myETF Employer Reporting Confirmation User Guide for additional information on these fields.

5) Click the **Actions** link next to the file you uploaded and need to correct or process.

6) Select **Details** from the list of options.



myETF opens the *Import Details > Details* screen. The **Import Status** displays in the header. In the grid, the *Import Detail Status* column displays the status of each record in the imported file.



7) Click the *Summary* tab to view the errors and exceptions in the file as a whole

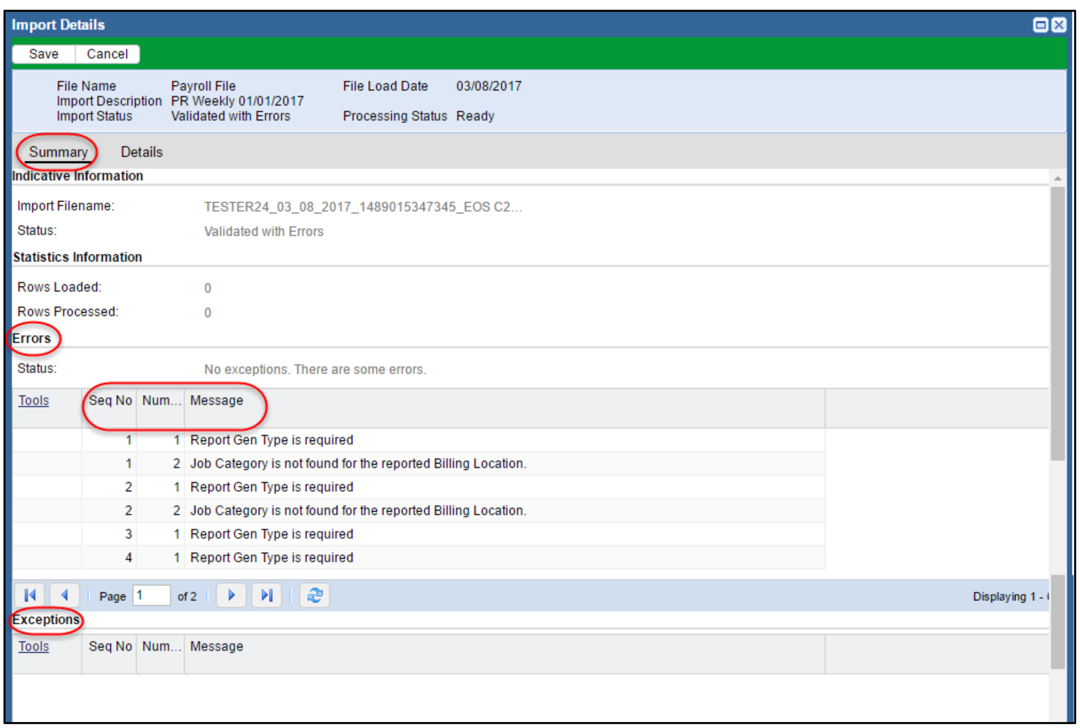
myETF displays the *Import Details > Summary* tab. This tab shows all the errors and exceptions found in the uploaded file.

Seq No: is the row/record in the file.

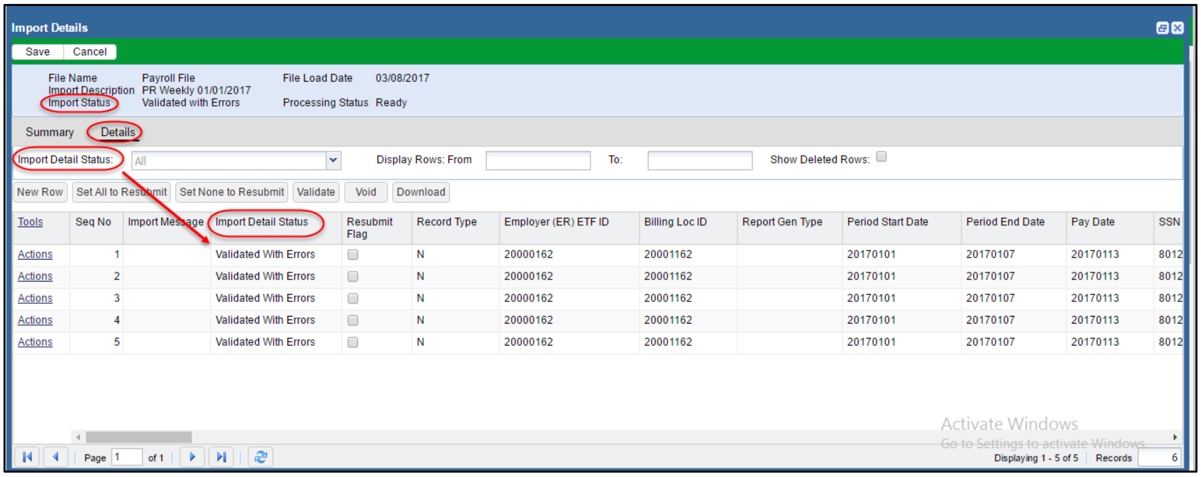
Number: is the number of the error/exception for the row in the file.

Message: is the error/exception that needs correction.

You must correct <u>all</u> errors in the file. You should review all the exceptions.



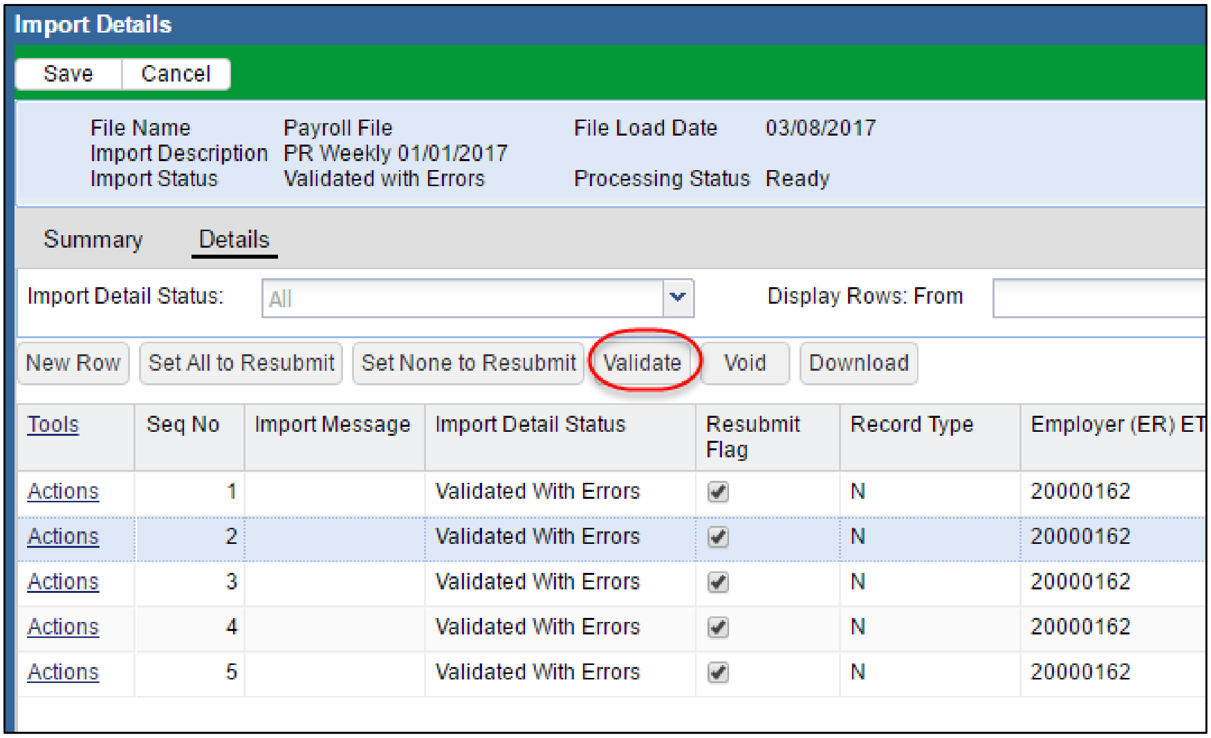
8) Click the *Details* tab to return to the screen that displays all the records with their import status.



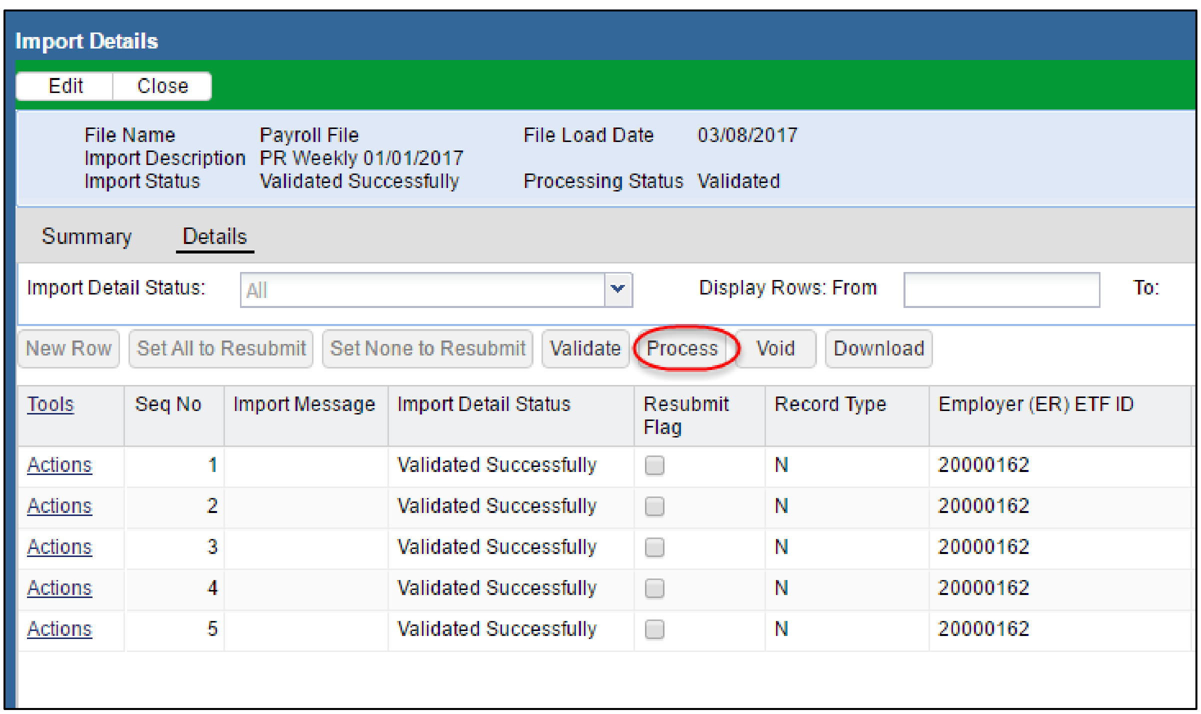
9) Correct all the errors on the rows. Review and correct the exceptions as necessary.
   - Click the **Actions** link next to a row to see the list of errors for that row.
   - Use either of the following methods for locating and correcting the rows:
     - Use the **horizontal scroll bar** to scroll to the field in the grid and type the correct value in the field.
     - Click *Tools* > *View Row* to open the **View Row Tool** to scroll through the record in a vertical format.

   Please see the [myETF Payroll File]() and [Employment File Resources]() for further information on specific validations.

10) After correcting all errors and exceptions as necessary, click the **Validate** button located above the grid.



11) When all rows have a status of Validated Successfully, click the **Process** button located above the grid.



myETF re-validates the records and then processes them.

If you are processing a Payroll File, the work report for the period is created and will display on the *Accounts* tab.

12) Close the *Import Details* pop-up after the file is processed.

13) Close the *File History* screen to return to the *Accounts* tab.

If you are processing an Employment File, the Employment File confirmation is complete when the file **Import Status** is **Processed Successfully**.

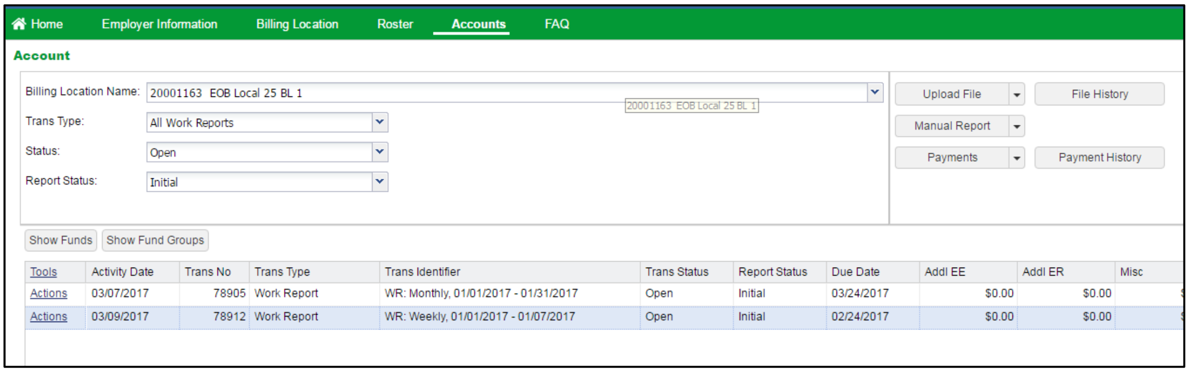
If you intend to subsequently confirm a Payroll File using the roster information submitted on the Employment File, please begin to confirm the Payroll File by repeating this process beginning with Step 3.

You must continue through all remaining steps in this document to successfully complete Confirmation. Please see pages 16 – 18.

Step 5 – Correct and Submit the Work Report (Payroll File Only)

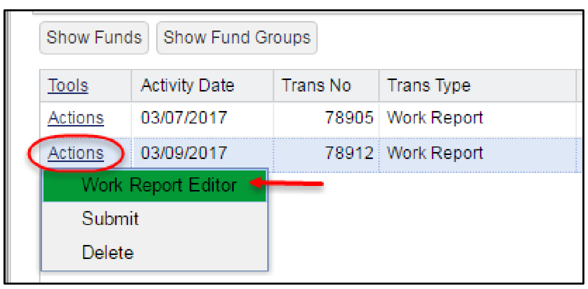
1) Click the *Accounts* tab.

Result: The *Accounts* tab displays the transactions for the employer. Work reports appear in the transactions grid.

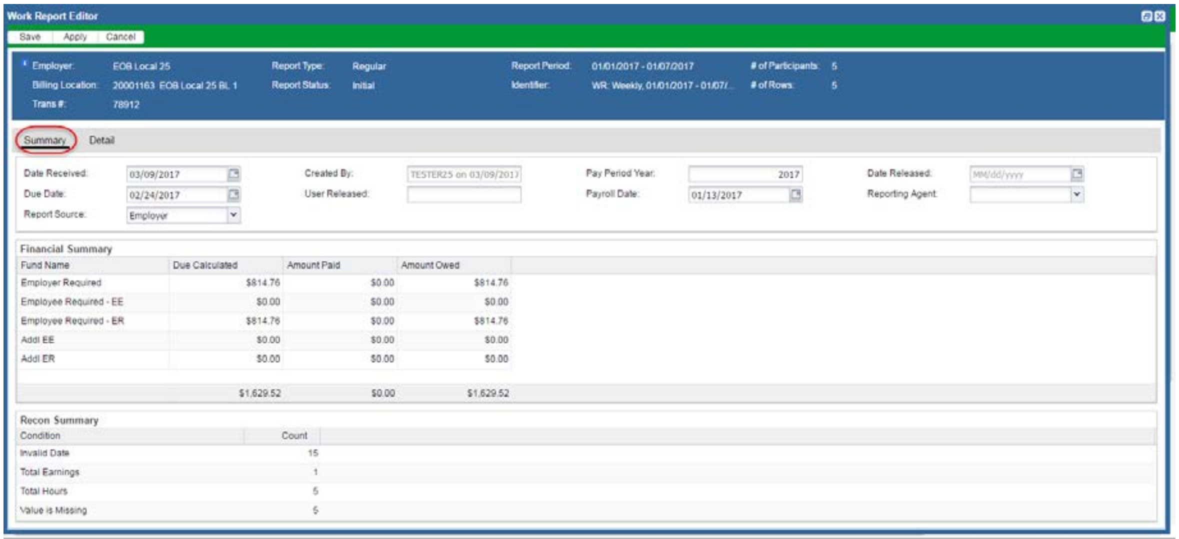


2) Click the **Actions** link next to the work report for the file you previously loaded.

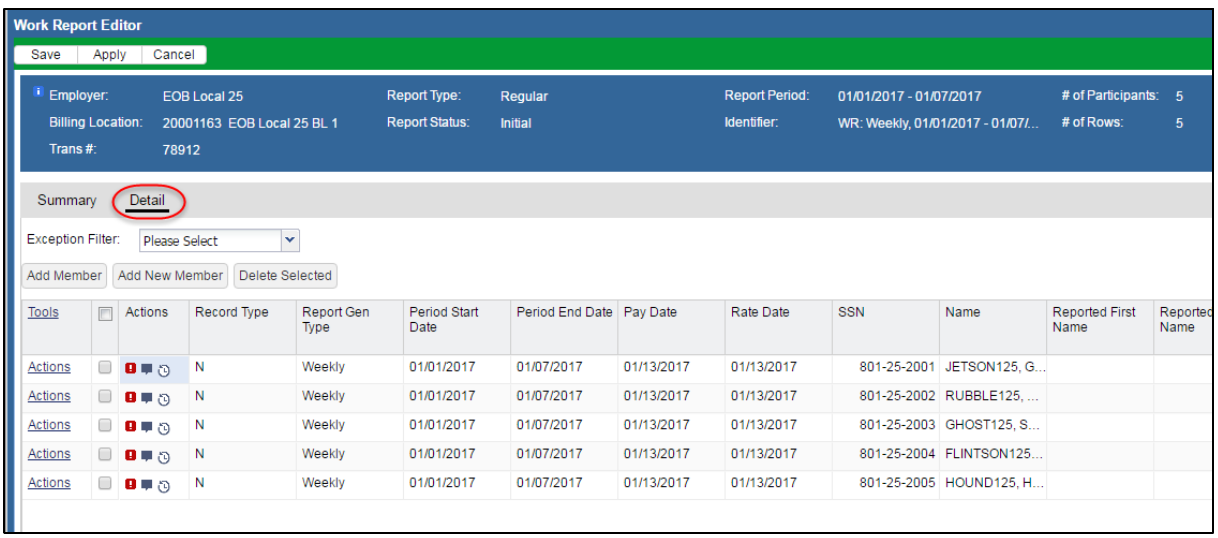
3) Select **Work Report Editor** from the list of options.



Result: The *Work Report Editor* window displays the *Summary* tab.



4) Click the *Detail* tab.



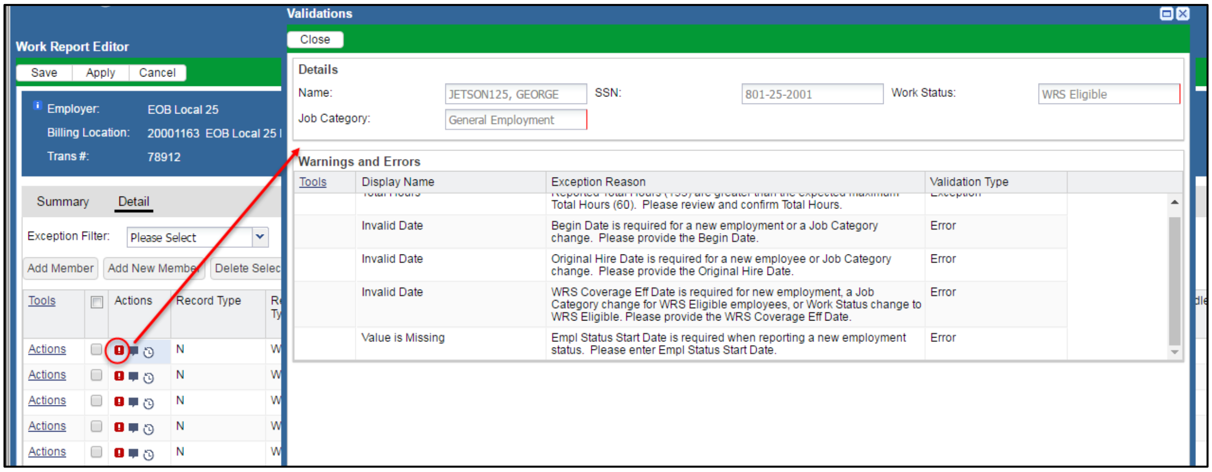
Result: The *Detail* screen of the work report displays the rows (records) on the work report. The grid indicates which rows have errors, exceptions, or validated successfully using the icons shown below:

- → **Error** 
- → **Exception** 
- → **Validated Successfully** 

Please see the myETF Payroll File Resource for further information on work report validations.

5) Click the **Validation** icon on the first record in your report.

Result: The *Validations* popup displays the errors on the row. These need to be corrected.



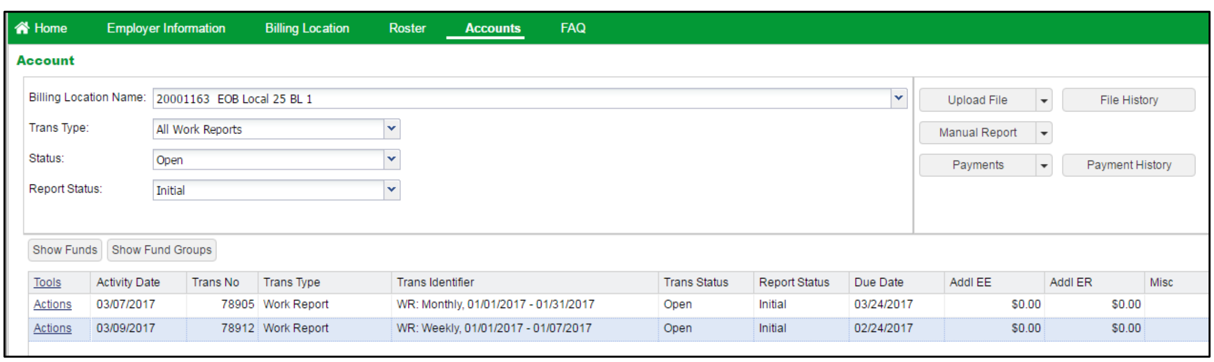
6) Correct the errors on the first record by using either the horizontal scroll bar or opening the *View Row Tool* pop-up (click the **Tools** link and select **View Row**: Click **Apply** to save the changes to the first record.

7) Correct the errors on the remaining records in the work report and then, click **Apply** after making the corrections, and update any remaining errors as needed.

8) Click **Save** after all rows show a **Validated Successfully** icon on the report.

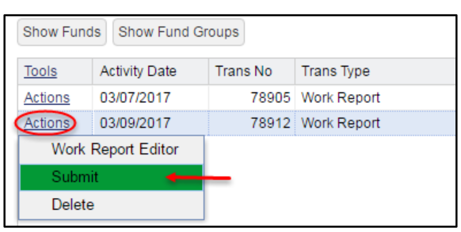
9) Close any open *Validation* popups that may be open.

Result: The *Accounts* tab displays.



10) Click the **Actions** link next to your work report.

11) Select the **Submit** option.

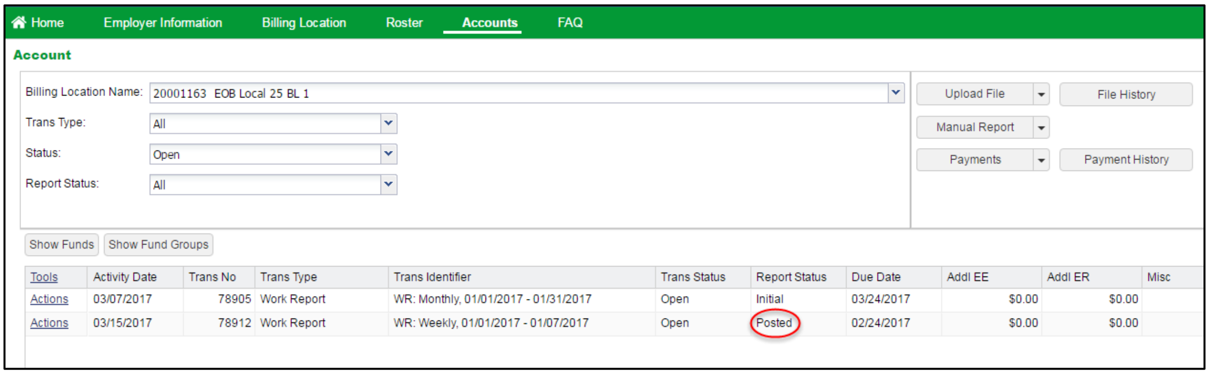


12) Click **Yes** in the *Confirm* pop-up to continue submitting the work report.

Result: A *Success* message displays, indicating the selected work report was successfully queued for submission.

13) Click **OK** in the message.

Result: The report is submitted to ETF. The Report Status may update to “Pending” and then to “Posted.” Please note that this may take a few minutes.



Congratulations! You submitted your first work report in myETF.

Please repeat this process beginning with Step 3 to submit a second Payroll File and create a work report containing at least one regular, ongoing payroll transaction with no changes, a termination, a job category change for each job category associated with your billing location, and other employment status changes defined in the myETF Payroll File Resource as desired.