

# 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**.

User Name:

Password:

Use your PTA Web User Name and Password.  
Contact the ETF HelpDesk if you forgot your User Name or Password.

Your *Home* page displays.

myETF  
Employer Online Services  
Wisconsin Department of Employee Trust Funds

Help Mary Anderson Change Logout

Home Employer Information Billing Location Roster Accounts FAQ

**I Want To...**

- ✓ Enroll an Employee
- ✓ Upload a New Payroll File
- ✓ Make Payment
- ✓ View my Accounting Details

**Account Balances**

Fund Group Name	Due Date	Balance
1 Health	03/04/2017	-\$2,000
2 Prior Service LS	03/04/2017	-\$1,390
3 WRS	03/04/2017	-\$98,834

**Announcements**

**Scheduled Payments**

Fund Group Name	Payment Date	Payment Amount
1 Prior Service LS	12/16/2016	\$6,000
2 WRS	10/05/2016	\$1,372
3 WRS	10/07/2016	\$3,210

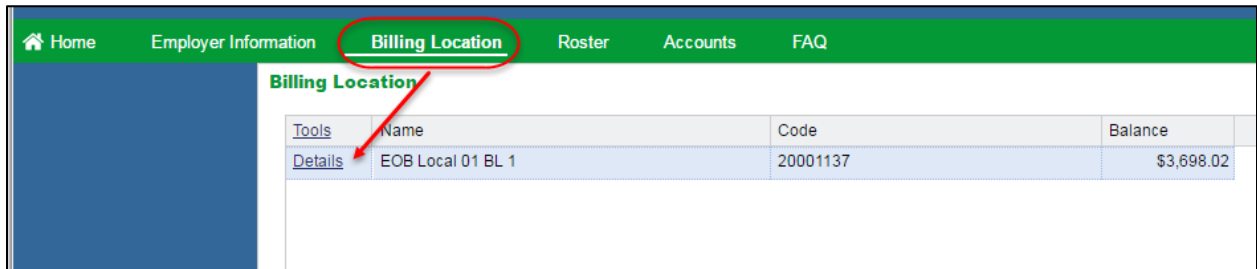
**ETF Links**

- Joining Health Insurance for WRS Employers
- Joining Health Insurance for Non-WRS Employers
- Joining Life
- Joining ICI
- Joining WRS
- ETF Email Updates
- ETF Glossary
- ETF Related Links
- Local Bulletins
- Social Security Bulletins
- State Bulletins

Department of Employee Trust Funds    ETF Website    Privacy    Accessibility    YouTube    Facebook    Twitter

## 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).



Tools	Name	Code	Balance
<a href="#">Details</a>	EOB Local 01 BL 1	20001137	\$3,698.02

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.



Tools	Description	Start Date	Frequency	Cycle Start Date
<a href="#">Actions</a>	C - Weekly	01/01/2017	Weekly	01/01/2017
<a href="#">Actions</a>	C - Monthly	01/01/2017	Monthly	01/01/2017

- ➔ 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.

Billing Location Information		Reporting Cycle		Agreements	
<b>Reporting Cycle Information</b>					
<input type="button" value="Add"/>					
<a href="#">Tools</a>	Description	Start Date	Frequency	Cycle Start Date	
<a href="#">Actions</a>	C - Weekly	01/01/2017	Weekly	01/01/2017	
<a href="#">Actions</a>	C - Monthly	01/01/2017	Monthly	01/01/2017	

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

**Reporting Cycle** ✕

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Reporting Cycle

Report Type:

Start Date:

Stop Date:

Frequency:

Cycle Start Date:

- 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.

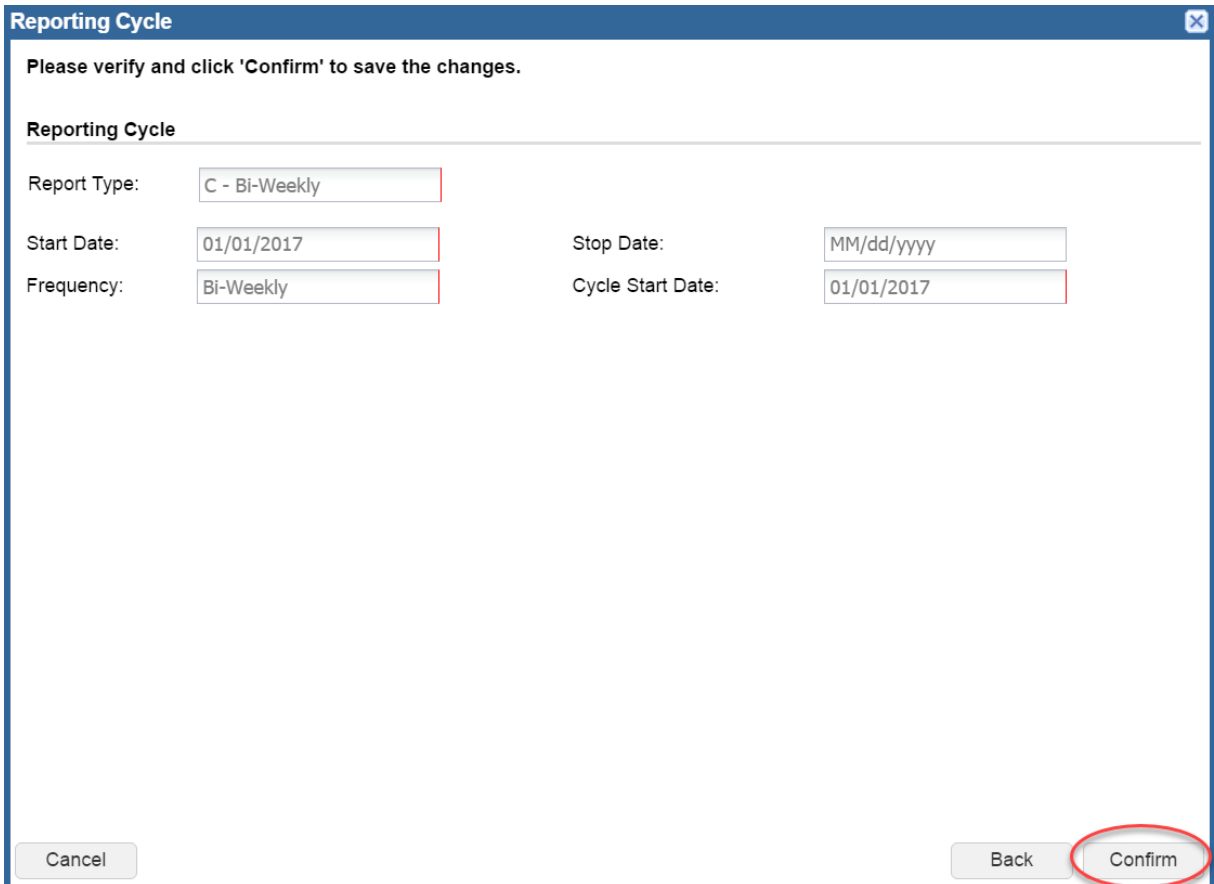
3) Click **Save** to retain the changes.

The image shows a 'Reporting Cycle' dialog box with the following fields and controls:

- Report Type:** A dropdown menu with 'C - Bi-Weekly' selected. A red arrow points to the dropdown arrow.
- Start Date:** A date picker with '01/01/2017' entered. A red arrow points to the date picker icon.
- Frequency:** A dropdown menu with 'Bi-Weekly' selected. A red arrow points to the dropdown arrow.
- Stop Date:** A date picker with 'MM/dd/yyyy' as a placeholder. A red arrow points to the date picker icon.
- Cycle Start Date:** A date picker with '01/01/2017' entered. A red arrow points to the date picker icon.
- Buttons:** 'Cancel' and 'Save' buttons are at the bottom. The 'Save' button is circled in red.

4) Review the information.

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



**Reporting Cycle**

Please verify and click 'Confirm' to save the changes.

**Reporting Cycle**

Report Type:

Start Date:  Stop Date:

Frequency:  Cycle Start Date:

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



Billing Location ID: 20001163 Billing Location Name:

**Billing Location Information** Reporting Cycle Agreements

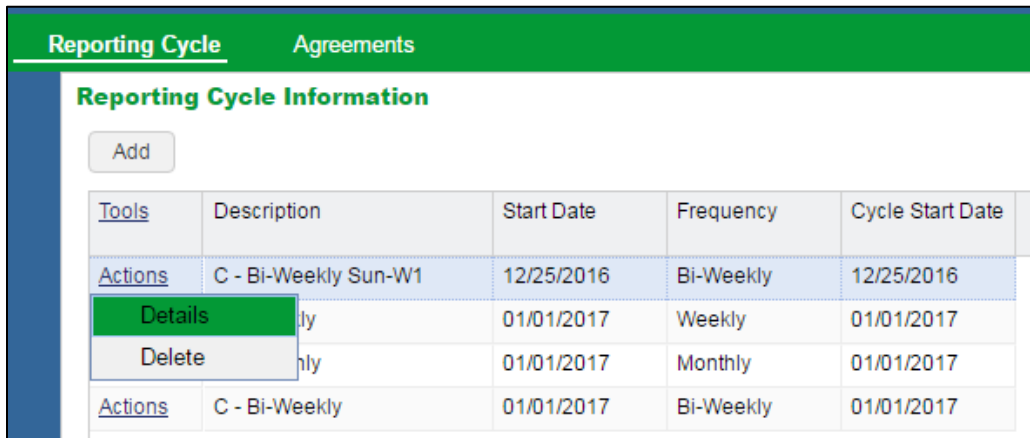
**Reporting Cycle Information**

<a href="#">Tools</a>	Description	Start Date	Frequency	Cycle Start Date
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## Updating a Reporting Cycle

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

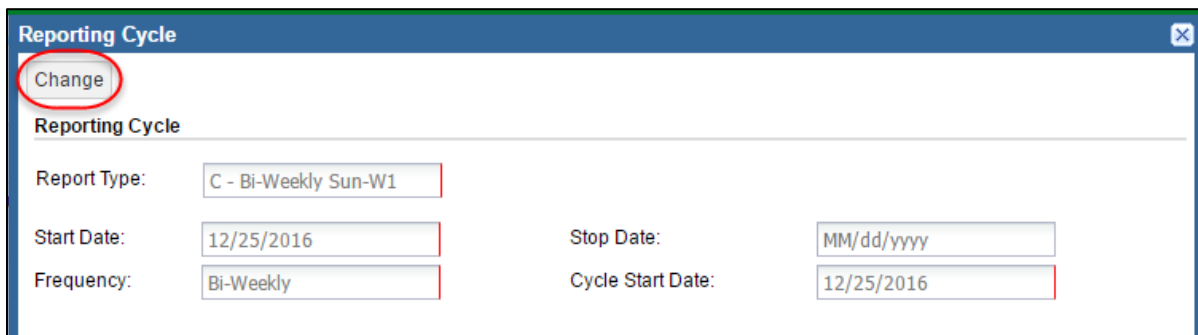
- 2) Select **Details** from the options list to open the *Reporting Cycle* pop-up.



Reporting Cycle		Agreements		
Reporting Cycle Information				
<input type="button" value="Add"/>				
Tools	Description	Start Date	Frequency	Cycle Start Date
<a href="#">Actions</a>	C - Bi-Weekly Sun-W1	12/25/2016	Bi-Weekly	12/25/2016
<b>Details</b>	ly	01/01/2017	Weekly	01/01/2017
Delete	ly	01/01/2017	Monthly	01/01/2017
<a href="#">Actions</a>	C - Bi-Weekly	01/01/2017	Bi-Weekly	01/01/2017

The Reporting Cycle's details display on the screen.

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



**Reporting Cycle** [X]

Reporting Cycle

Report Type:

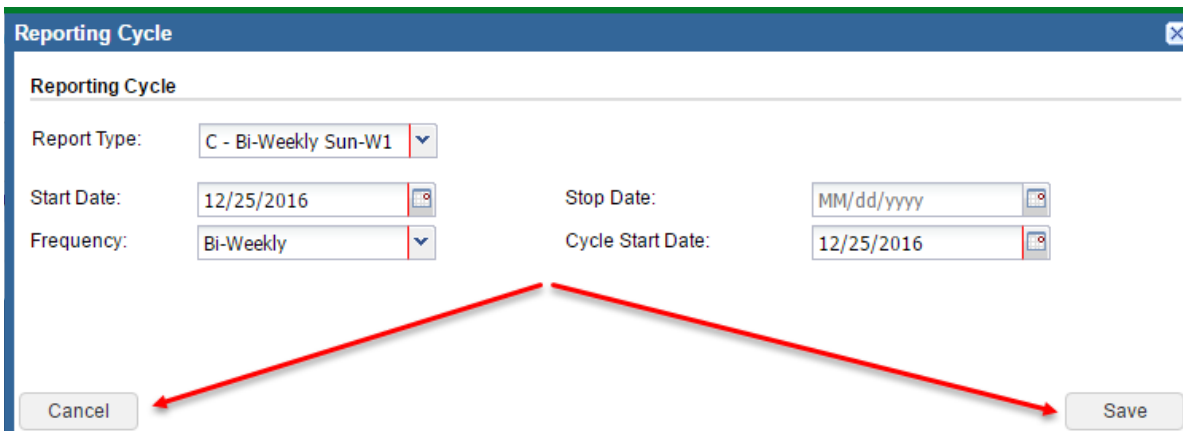
Start Date:  Stop Date:

Frequency:  Cycle Start Date:

- 4) Update the information as needed.

**Note** The **Start Date** should be the 1<sup>st</sup> 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).



**Reporting Cycle** [X]

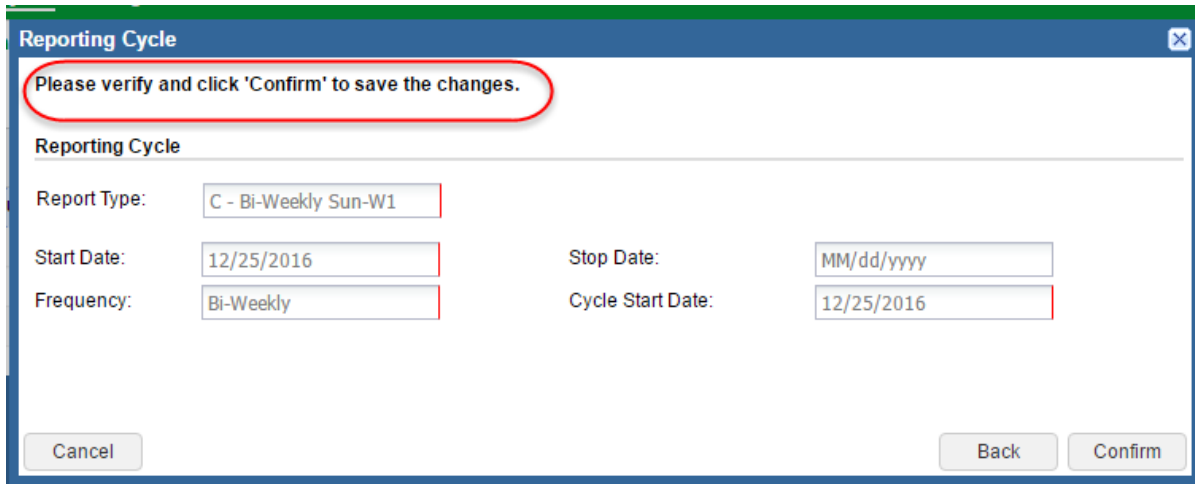
Reporting Cycle

Report Type:

Start Date:  Stop Date:

Frequency:  Cycle Start Date:

A message displays at the top of the window.



The image shows a 'Reporting Cycle' dialog box with a blue header and a close button in the top right corner. A red oval highlights a message at the top: 'Please verify and click 'Confirm' to save the changes.' Below this, the title 'Reporting Cycle' is followed by a horizontal line. The form contains the following fields: 'Report Type' with a dropdown menu showing 'C - Bi-Weekly Sun-W1'; 'Start Date' with a text box containing '12/25/2016'; 'Stop Date' with a text box containing 'MM/dd/yyyy'; 'Frequency' with a dropdown menu showing 'Bi-Weekly'; and 'Cycle Start Date' with a text box containing '12/25/2016'. At the bottom, there are three buttons: 'Cancel' on the left, and 'Back' and 'Confirm' on the right.

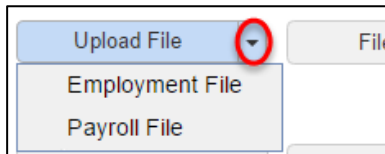
- 6) Click **Confirm** after reviewing that the information is correct (or **Back** to correct the information).

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

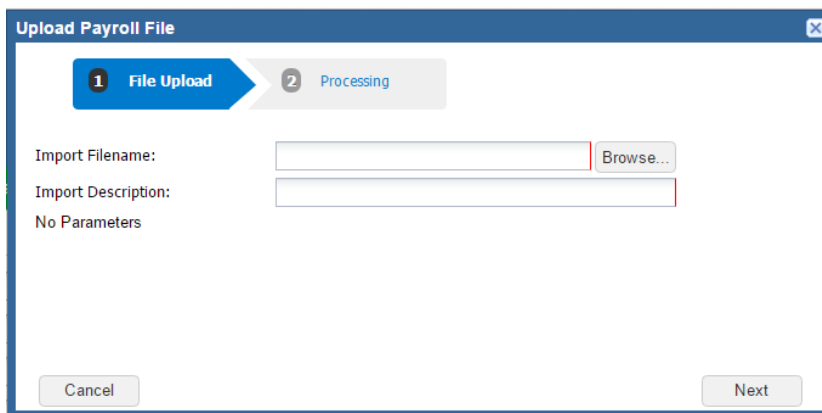


## Step 3 - Upload a Payroll or Employment File

- 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.

A screenshot of a wizard window titled 'Upload Payroll File'. The window has a progress bar at the top with two steps: '1 File Upload' (active) and '2 Processing'. Below the progress bar, there are three input fields: 'Import Filename:' with a 'Browse...' button, 'Import Description:', and 'No Parameters'. At the bottom of the window, there are 'Cancel' and 'Next' buttons.

- 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.

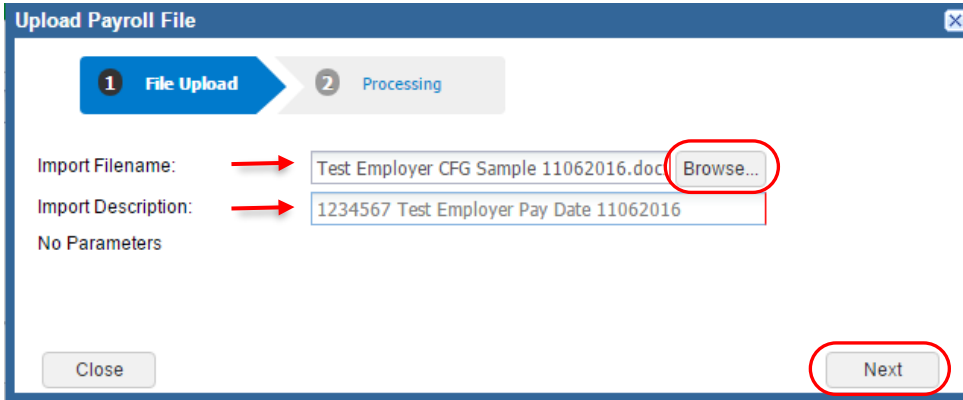
- 6) Enter a **Description** for the import.  
To help ETF staff assist employers, ETF recommends the following information be included in the Import Description for Payroll Files:

- Employer ETF ID Number
- Employer Name
- Pay Date

For Employment Files, ETF recommends the following information:

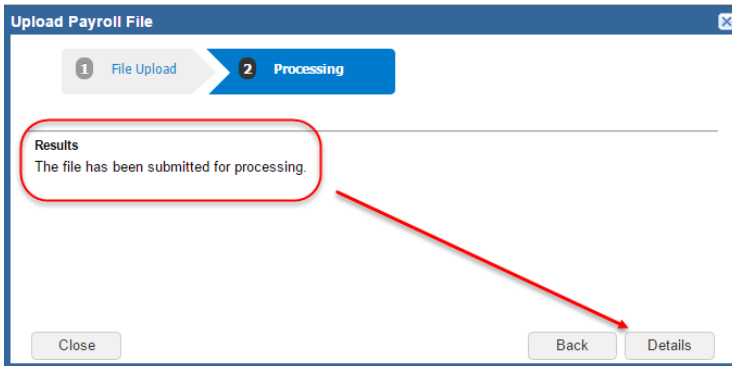
- Employer ETF ID Number
- Employer Name

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.

Import Details									
Save		Cancel							
File Name	Payroll File	File Load Date	12/15/2016						
Import Description	Payroll File 11/20	Import Status	Validated with Errors	Processing Status	Ready				
Summary		Details							
View Rows:	Show All Rows	Display Rows: From		To:		Show Deleted Rows:	<input type="checkbox"/>		
New Row	Validate	Void	Download						
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
<a href="#">Actions</a>	1	Validated With Exceptions	Validated With Exceptions	<input type="checkbox"/>	N	0002299	0002299	M00	20161009
<a href="#">Actions</a>	2	Validated With Errors	Validated With Errors	<input type="checkbox"/>	N	0002299	0002299	M00	20161009
<a href="#">Actions</a>	3	Validated With Exceptions	Validated With Exceptions	<input type="checkbox"/>	N	0002299	0002299	M00	20161009
<a href="#">Actions</a>	4	Validated With Errors	Validated With Errors	<input type="checkbox"/>	N	0002299	0002299	M00	20161009
<a href="#">Actions</a>	5	Validated Successfully	Validated Successfully	<input type="checkbox"/>	N	0002299	0002299	M00	20161009
<a href="#">Actions</a>	6	Validated With Errors	Validated With Errors	<input type="checkbox"/>	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.

Tools	Import Header ID	Process Flag	Inserted Date	File Definition	Import Description	Status	File Load Start	File Process Start
<a href="#">Actions</a>	2684	Completed	11/09/2016	Payroll File	Payroll File 11/...	Processed with Exceptions	11/09/2016 09:...	11/09/2016 09:...
<a href="#">Actions</a>	2682	Completed	11/09/2016	Payroll File	Payroll File 11/...	Voided	11/09/2016 09:...	
<a href="#">Actions</a>	2677	Completed	11/08/2016	Payroll File	11/09/2016 PR...	Voided	11/08/2016 05:...	
<a href="#">Actions</a>	2656	Ready	10/18/2016	Payroll File	Marathon coun...	Validated with Errors	10/18/2016 05:...	
<a href="#">Actions</a>	2655	Ready	10/17/2016	Payroll File	Type a Descri...	Validated with Errors	10/17/2016 03:...	
<a href="#">Actions</a>	2654	Validated	10/17/2016	Payroll File	Payroll File sa...	Validated with Errors	10/17/2016 01:...	10/17/2016 03:...
<a href="#">Actions</a>	2653	Completed	10/17/2016	Payroll File	PR File for Ma...	Voided	10/17/2016 01:...	
<a href="#">Actions</a>	2652	Completed	10/17/2016	Payroll File	Payroll File ex...	Voided	10/17/2016 12:...	

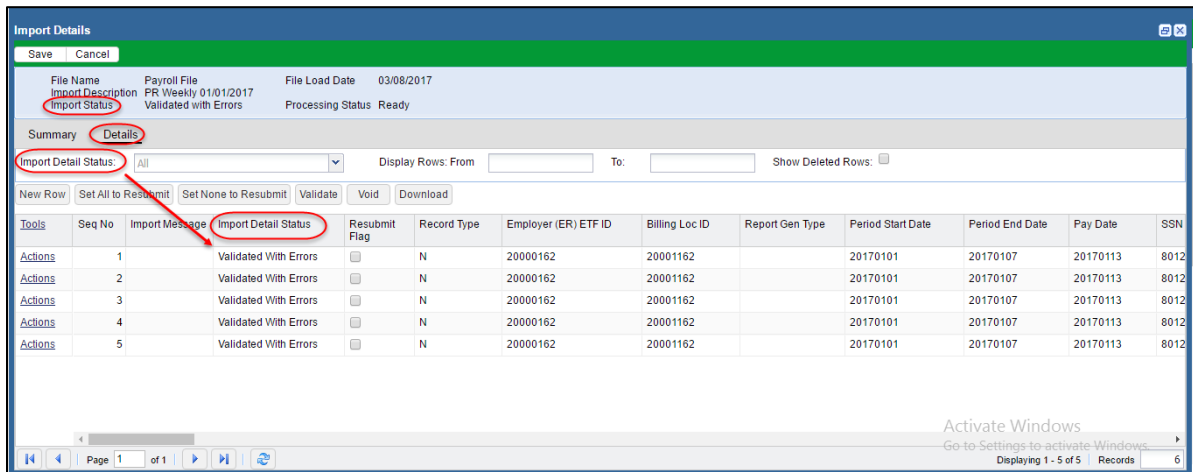
4) Search for the file you uploaded. You may filter by **File Definition**, **Status**, and **Date Range**. Please see the [myETF Employer Reporting Confirmation User Guide](#) for additional information on these fields.

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.

Tools	Import Header ID	Process Flag	Inserted Date	File Definition	Import Description	Status	File Load Start	File Process Start
<a href="#">Actions</a>	2782	Ready	03/08/2017	Payroll File	PR Weekly 01/...	Validated with ...	03/08/2017 06:...	

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

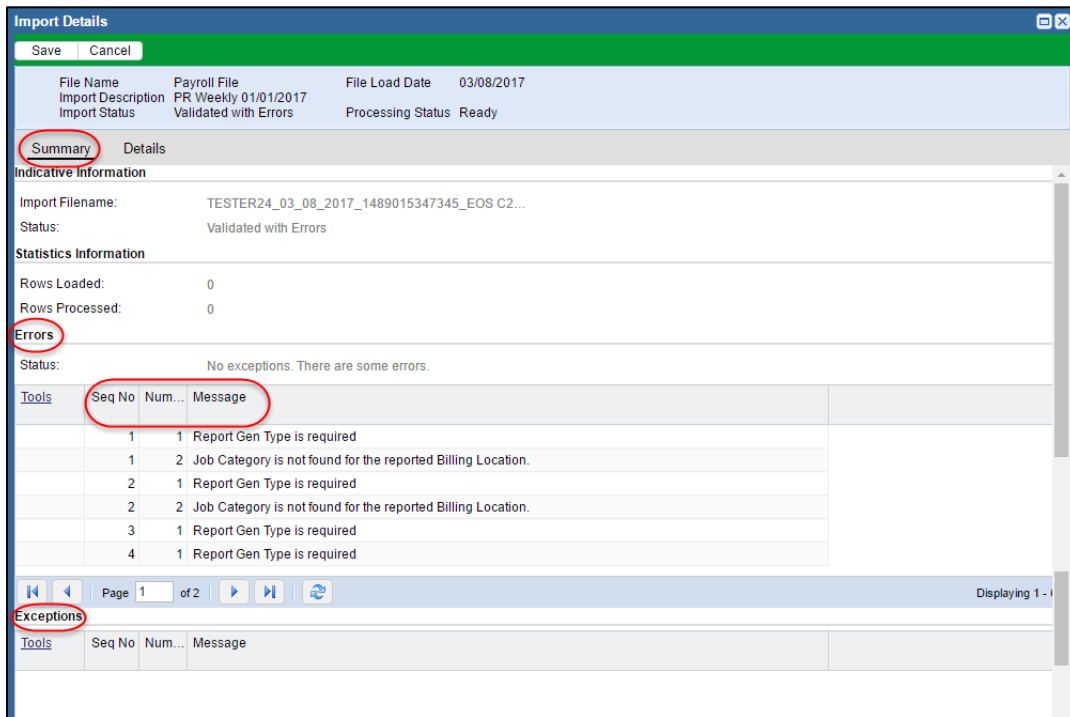
myETF displays the *Import Details > Summary* tab. This tab shows all the errors and exceptions found in the uploaded file.

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

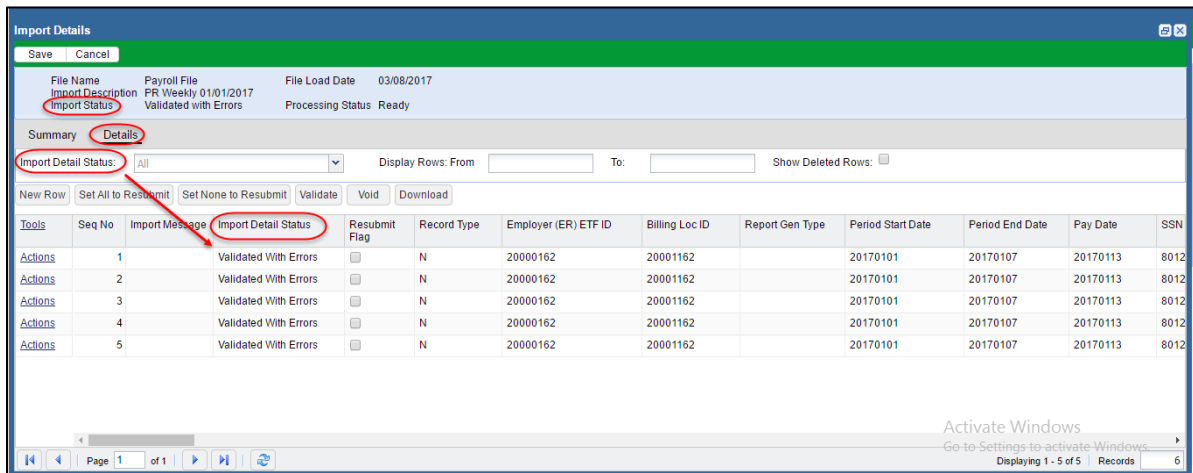
**Number:** is the number of the error/exception for the row in the file.

**Message:** is the error/exception that needs correction.

You must correct all 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.

**Import Details**

Save Cancel

File Name Payroll File File Load Date 03/08/2017  
 Import Description PR Weekly 01/01/2017  
 Import Status Validated with Errors Processing Status Ready

Summary Details

Import Detail Status: All Display Rows: From

New Row Set All to Resubmit Set None to Resubmit **Validate** Void Download

Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type	Employer (ER) ET
<a href="#">Actions</a>	1		Validated With Errors	<input checked="" type="checkbox"/>	N	20000162
<a href="#">Actions</a>	2		Validated With Errors	<input checked="" type="checkbox"/>	N	20000162
<a href="#">Actions</a>	3		Validated With Errors	<input checked="" type="checkbox"/>	N	20000162
<a href="#">Actions</a>	4		Validated With Errors	<input checked="" type="checkbox"/>	N	20000162
<a href="#">Actions</a>	5		Validated With Errors	<input checked="" type="checkbox"/>	N	20000162

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

**Import Details**

Edit Close

File Name Payroll File File Load Date 03/08/2017  
 Import Description PR Weekly 01/01/2017  
 Import Status Validated Successfully Processing Status Validated

Summary Details

Import Detail Status: All Display Rows: From To:

New Row Set All to Resubmit Set None to Resubmit Validate **Process** Void Download

Tools	Seq No	Import Message	Import Detail Status	Resubmit Flag	Record Type	Employer (ER) ETF ID
<a href="#">Actions</a>	1		Validated Successfully	<input type="checkbox"/>	N	20000162
<a href="#">Actions</a>	2		Validated Successfully	<input type="checkbox"/>	N	20000162
<a href="#">Actions</a>	3		Validated Successfully	<input type="checkbox"/>	N	20000162
<a href="#">Actions</a>	4		Validated Successfully	<input type="checkbox"/>	N	20000162
<a href="#">Actions</a>	5		Validated Successfully	<input type="checkbox"/>	N	20000162

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.

Tools	Activity Date	Trans No	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Addl EE	Addl ER	Misc
<a href="#">Actions</a>	03/07/2017	78905	Work Report	WR: Monthly, 01/01/2017 - 01/31/2017	Open	Initial	03/24/2017		\$0.00	\$0.00
<a href="#">Actions</a>	03/09/2017	78912	Work Report	WR: Weekly, 01/01/2017 - 01/07/2017	Open	Initial	02/24/2017		\$0.00	\$0.00

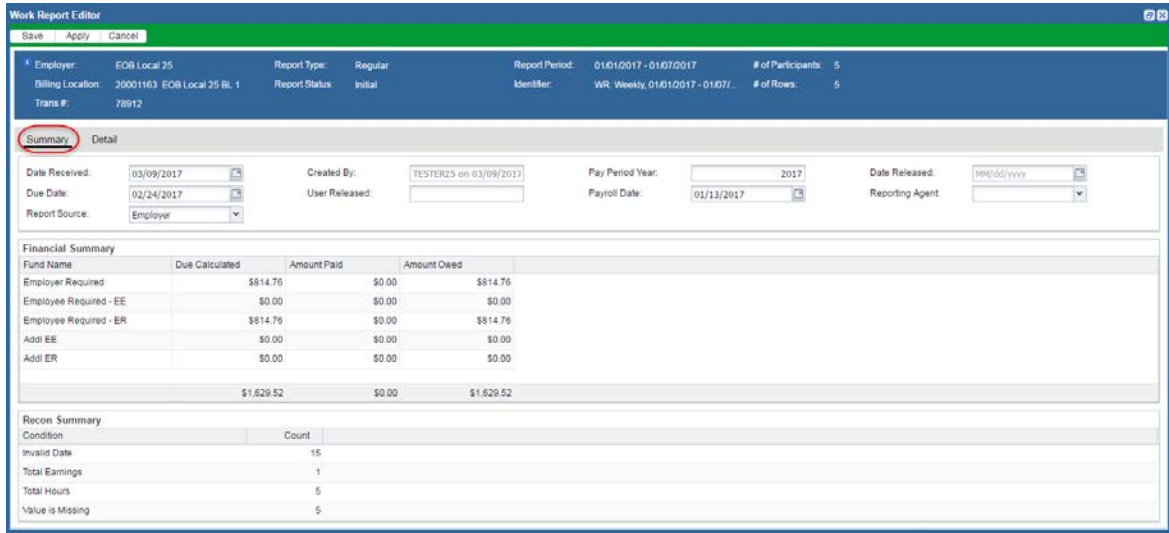
- 2) Click the **Actions** link next to the work report for the file you previously loaded.
- 3) Select **Work Report Editor** from the list of options.

Tools	Activity Date	Trans No	Trans Type
<a href="#">Actions</a>	03/07/2017	78905	Work Report
<a href="#">Actions</a>	03/09/2017	78912	Work Report

- Work Report Editor
- Submit
- Delete



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



4) Click the *Detail* tab.



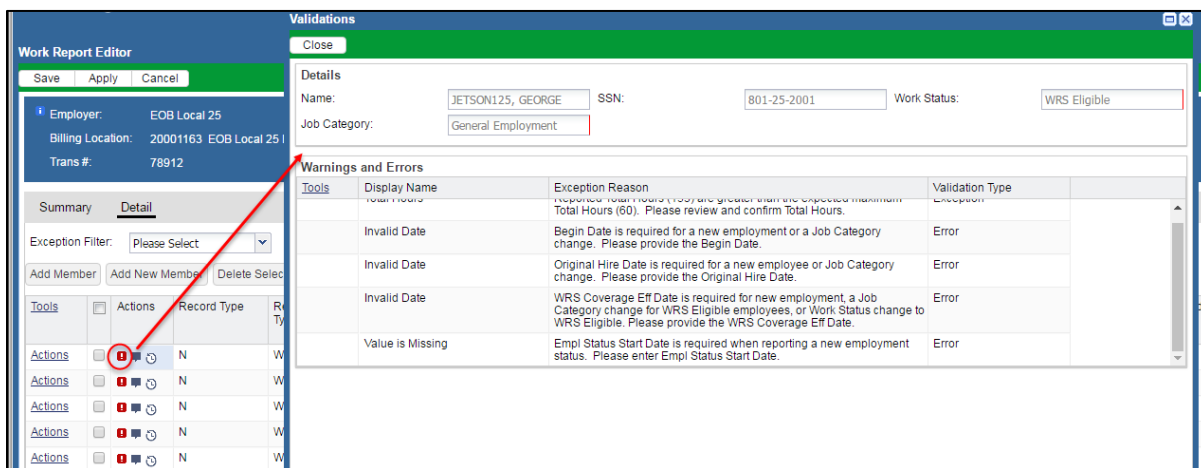
**Result:** The *Detail* screen of the work report displays the rows (records) on the work report. The grid indicates which rows have errors, exceptions, or validated successfully using the icons shown below:


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

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

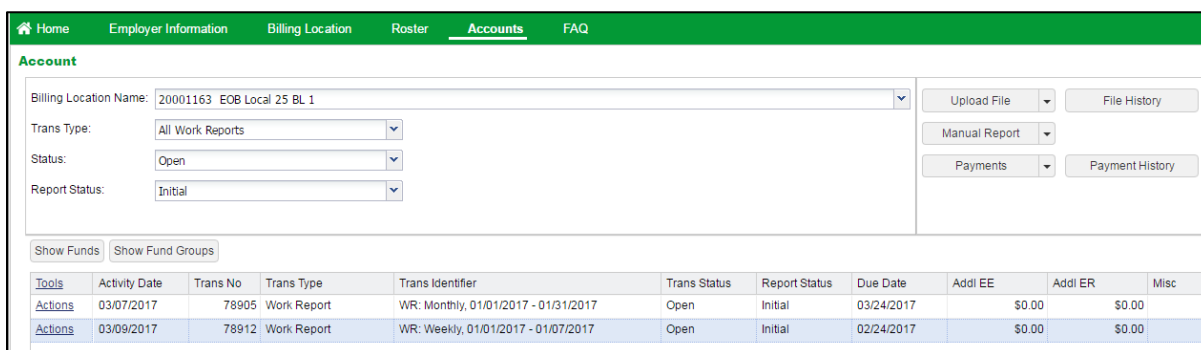
- 5) Click the **Validation** icon  on the first record in your report.

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

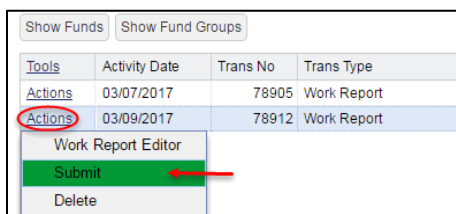


- 6) Correct the errors on the first record by using either the horizontal scroll bar or opening the *View Row Tool* pop-up (click the **Tools** link and select **View Row**: Click **Apply** to save the changes to the first record.
- 7) Correct the errors on the remaining records in the work report and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

The screenshot shows the 'Accounts' page in the myETF system. It features a navigation bar with 'Home', 'Employer Information', 'Billing Location', 'Roster', 'Accounts', and 'FAQ'. Below the navigation bar, there are several filters: 'Billing Location Name' (20001163 EOB Local 25 BL 1), 'Trans Type' (All), 'Status' (Open), and 'Report Status' (All). To the right of these filters are buttons for 'Upload File', 'File History', 'Manual Report', 'Payments', and 'Payment History'. Below the filters, there are two buttons: 'Show Funds' and 'Show Fund Groups'. The main content is a table with the following data:

Tools	Activity Date	Trans No	Trans Type	Trans Identifier	Trans Status	Report Status	Due Date	Addl EE	Addl ER	Misc
<a href="#">Actions</a>	03/07/2017	78905	Work Report	WR: Monthly, 01/01/2017 - 01/31/2017	Open	Initial	03/24/2017	\$0.00	\$0.00	
<a href="#">Actions</a>	03/15/2017	78912	Work Report	WR: Weekly, 01/01/2017 - 01/07/2017	Open	Posted	02/24/2017	\$0.00	\$0.00	

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.