

myETF Employer Security Roles



Security roles categorize users into certain groups to determine to which parts of myETF they should be able to access and which type of access they have for the areas they see. The types of access are either read only, where users can only view the information, or writeable (edit) access, which allows users to make changes and perform actions in the specific area that access is granted.

The security roles in myETF are:

- **Employer User (default):** This is the initial role employers receive. With this role, they can only relay messages and attachments to ETF.
- **Designated Agent:** Each employer has a designated agent who receives writeable access to Home, Secured Messaging, Employer Information, Billing Location Information, and Forms. All other areas will be read only.
- **Payroll:** People who need writeable access to payroll-reporting sections of myETF will receive this role.
- **Payroll Read-Only:** This role gives no editing rights, but allows people to view all payroll-related information.
- **Employment:** This role will be granted to people reporting demographic changes and new hires outside of payroll reporting.
- **Employment Read-Only:** Similar to the above role, but with no editing rights.
- **Insurance:** People who need writeable access to insurance-related functions in myETF are given this role.
- **Insurance Read-Only:** This role lets people view insurance-related sections in myETF and does not allow people to edit anything.
- **Billing Specialist – WRS:** This role gives editing rights to sections of myETF related to billing and payment methods specific to the Wisconsin Retirement System.
- **Billing Specialist – Insurance:** This role gives editing rights to sections of myETF related to billing and payment methods specific to insurance benefits.
- **Surcharge:** This role only allows people to view surcharge information pertaining to health insurance.

Initial myETF security roles will be assigned based on what you have access to view and edit in the currently-used systems. Roles can be changed or granted depending on each employer's situation. myETF has more security roles than our current systems. These new myETF security roles will not be used right away at the release of myETF, but they'll be assigned moving forward based on employers' needs.