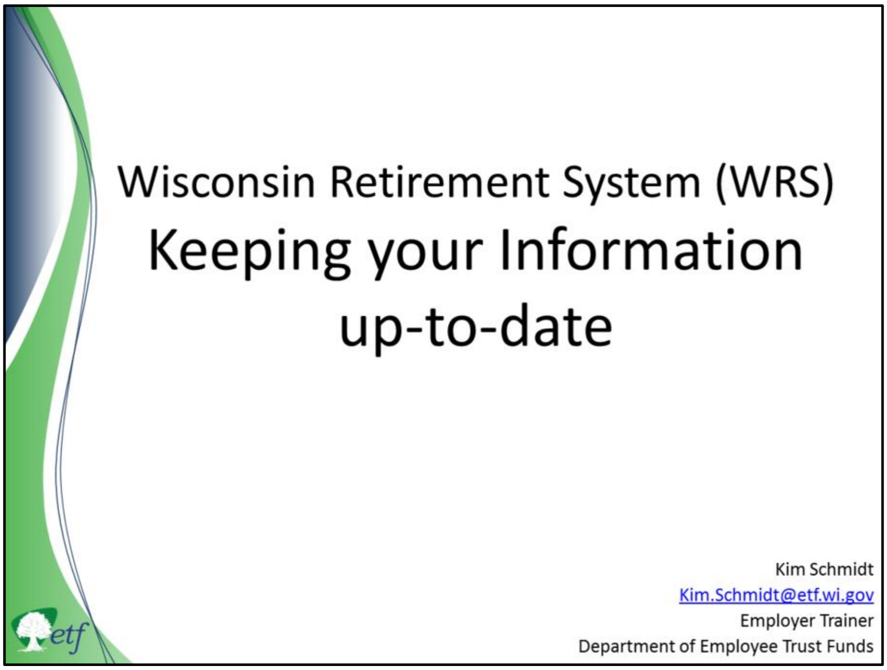
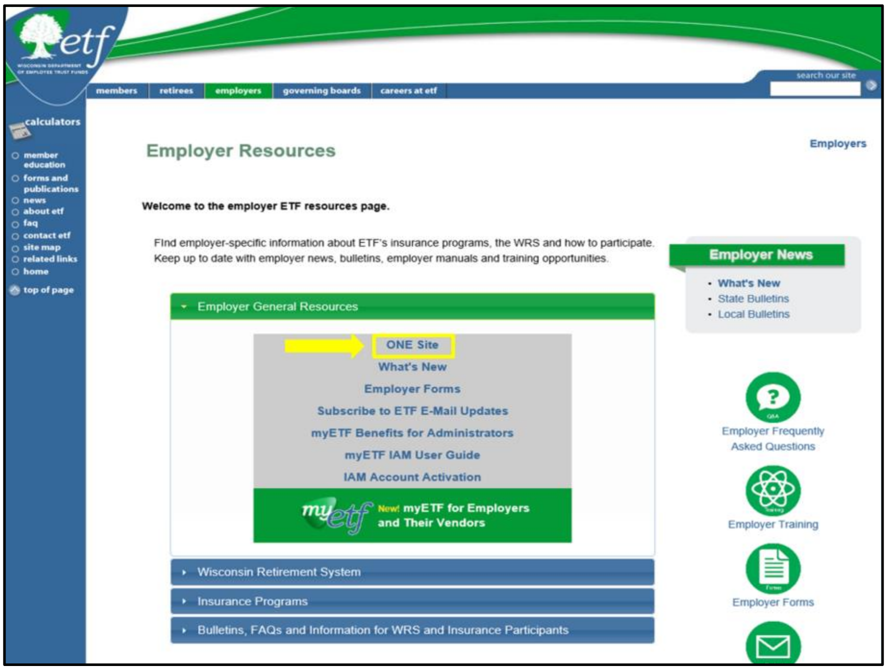
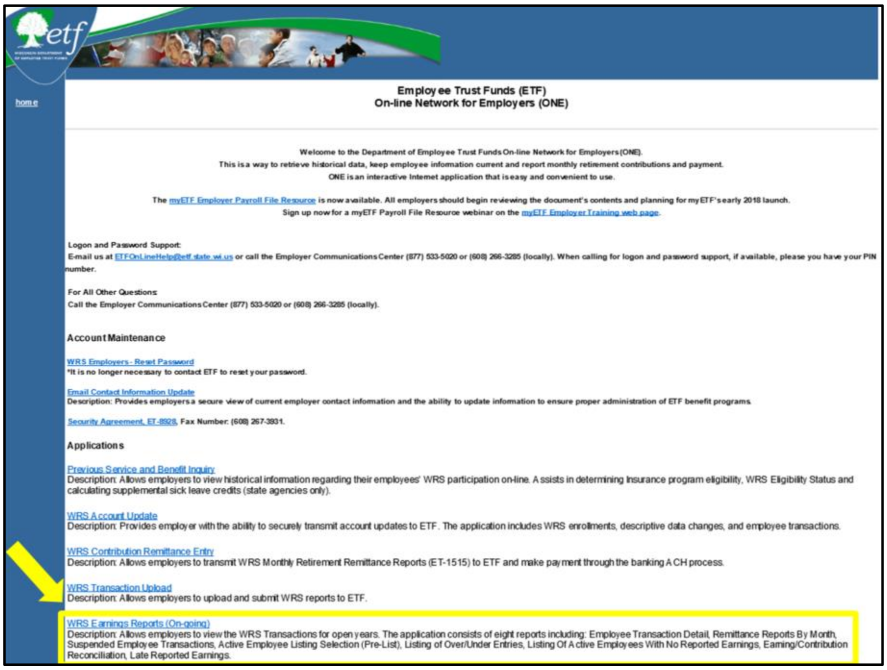


In order to ensure a smooth transition from 2017 to the new myETF benefit administration on January 1, 2018, it is important for employers to make sure the reporting of employee information is up to date. The Department of Employee Trust Funds provides a list that is available for employers to export to excel to review and update information for their employees.

Go to **http://etf.wi.gov/** and click on the Employers tab.



Click on the **ONE Site**.

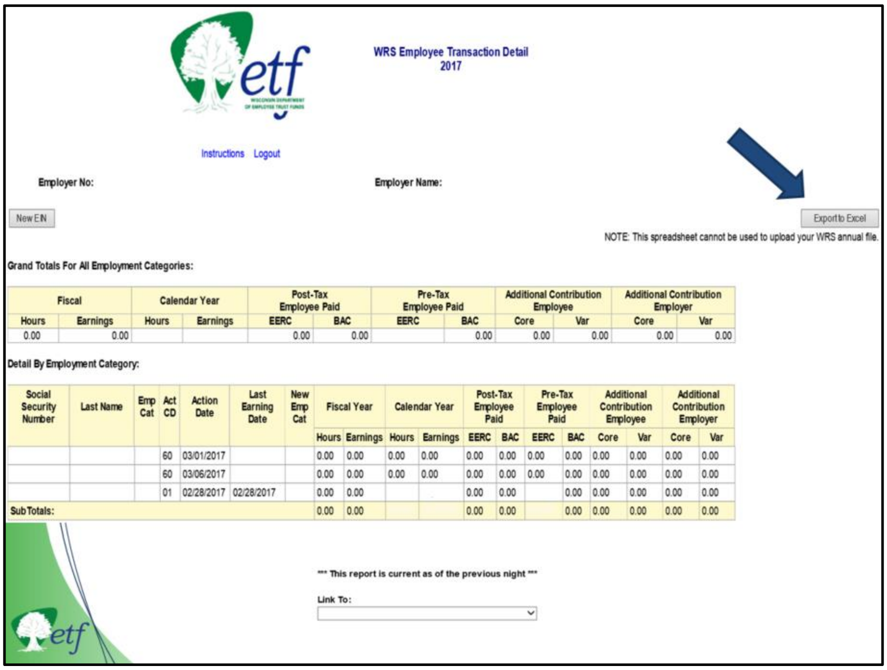


Click on the **WRS Earnings Reports (On-going)**. You will be asked to login with your IAM username and password.

After logging in with your IAM username and password, you will see the above screen. Enter your seven-digit ETF employer identification number (no dashes).

*If you do not have a IAM username or need access, please fill out the On-Line Network for Employers Security Agreement ET-8928 form (http://etf.wi.gov/publications/et8928.pdf). This form can be found on our website on the Employers tab by clicking on the **Employer Forms** button on the right-hand side.

In the ‘Select the year to view the reports’ dropdown box choose **2017**.
In the ‘Select the report to view’ dropdown box choose **Employee Transaction Detail**.



WRS Employee Transaction Detail
2017

Instructions Logout

Employer No:

Employer Name:

New EIN

Export to Excel

NOTE: This spreadsheet cannot be used to upload your WRS annual file.

Grand Totals For All Employment Categories:

Fiscal		Calendar Year		Post-Tax Employee Paid		Pre-Tax Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
Hours	Earnings	Hours	Earnings	EERC	BAC	EERC	BAC	Core	Var	Core	Var
0.00	0.00			0.00	0.00		0.00	0.00	0.00	0.00	0.00

Detail By Employment Category:

Social Security Number	Last Name	Emp Cat	Act CD	Action Date	Last Earning Date	New Emp Cat	Fiscal Year		Calendar Year		Post-Tax Employee Paid		Pre-Tax Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
							Hours	Earnings	Hours	Earnings	EERC	BAC	EERC	BAC	Core	Var	Core	Var
			60	03/01/2017			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			60	03/06/2017			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			01	02/28/2017	02/28/2017		0.00	0.00			0.00	0.00		0.00	0.00	0.00	0.00	0.00
Sub Totals:							0.00	0.00			0.00	0.00		0.00	0.00	0.00	0.00	0.00

*** This report is current as of the previous night ***

Link To:

The Employee Transaction Detail screen shows you the transactions that have been processed to ETF from the employer for the current year. Make sure that the information reported is correct. You have the option to export the information to Excel.

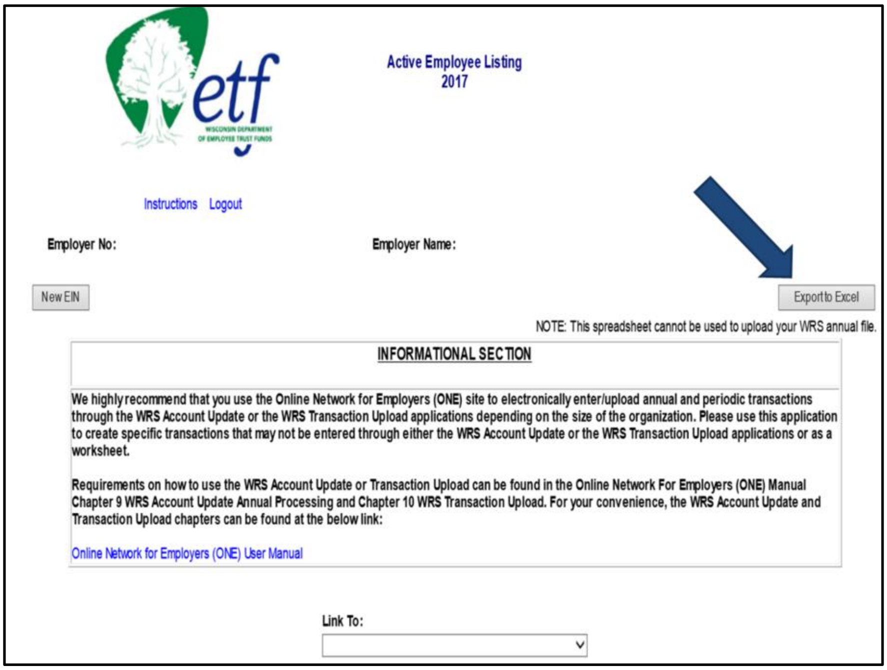
The ACT CD column will indicate the type of transaction processed. Every transaction an employer processes has a code that corresponds with it. Some examples of transactions include Enrollments (Act CD 60), Terminations (Act CD 01, 03, 04, 05, 06, 07, 08), Corrections to previous transactions (Act CD 81, 83), Leave of Absences (ACT CD 51, 54), Previous Year Transactions (Act CD 27, 29), etc. (The transaction Name and Address Change P031 will not show on this list).

- To find the codes for the transaction type, go to **http://etf.wi.gov/**, click on the **Employers** tab, **ONE Site**, then **WRS Account Update** (this is where you go to enter in transactions). The listing of the transaction types and corresponding codes will be found here.

If you do not see a transaction that you had process the previous day (everything processes overnight), check **Suspended Transactions** (found on the list in the Link To box at the bottom of the screen).

You can get to the Active Employee Listing Selection (Pre-List) by clicking on it in the **Link to** box at the bottom of the previous screen and choosing **Active Employee Listing Selection (Pre-List)** ***or*** you can go through the first steps and get back to the **WRS Earnings Reports (On-going)** main screen. In the '**Select the year to view the reports**' dropdown box choose **2017**. In the '**Select the report to view**' dropdown box choose **Active Employee Listing Selection (Pre-List)**.

The WRS Active Employee Listing Selection 2017 screen provides you with a list of all the active WRS enrolled employees at your employer. In the ‘Select the report type to view the report’ dropdown box choose **Active Employee Listing**. Click **Display**.



The WRS Active Employee Listing Selection 2017 screen provides you with a list of all the active WRS enrolled employees at your employer. This list is updated every night to reflect the most recent transactions. Click **Export to Excel**.

** Please review this list and make sure if an employee is WRS eligible and should be enrolled, they are on this list. If they are not on the list, please be sure to process a Enrollment P060 transaction on the ONE site, WRS Account Update page. It should process overnight and this list should be updated the next day.

** Please review this list and make sure that if an employee terminated and is no longer active that they are not on this list. If they are on the list and should not be, please be sure to process a Termination transaction for them on the ONE site, WRS Accounts Update page. It should process overnight and this list should be updated the next day.

- If you do not see the transaction you processed reflected on the list, the transaction may have had an error. Check Suspended Transactions (**etf.wi.gov, Employers tab, ONE Site, WRS Earnings Report (On-going**).

Each employer is assigned a WRS case manager, if you have any questions, please contact your case manager. Or if you do not know who that is, please call our main number and an ETF case manager will be happy to help. Thank you!