myETF Employer Payroll File Resource Training

June 23, 2016

myETF Payroll File Resource - Training Goals

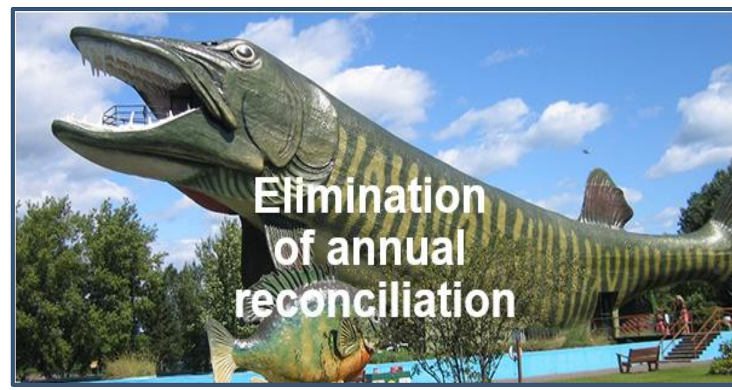
- Inform you about new system benefits and employer responsibilities
- Build familiarity with the main features of the Payroll File Resource
- Provide support resources
- Introduce upcoming training sessions

What is myETF, and How Will It Impact Employers?

- myETF is a new, web-based benefits administration system built to modernize and improve ETF's interaction with its members
  - Employer Online Services Portal
  - Member Online Services Portal
- Employers must be ready to use myETF **January 1, 2018**
  - All employers will be required to confirm payroll information in 2017

Benefits of myETF for Employers

- Elimination of annual reconciliation
- Payroll-based reporting cycles
- Electronic communications
- New ICI database
- Real-time processing
- A single source of information
- Decrease in data errors
- Intuitive employer interface



What Will Change for Payroll Reporting?

- Reporting Frequency
  - All payroll-related data reported using the actual employer payroll cycle(s) (bi-weekly, weekly, monthly, semi-monthly)
- No Annual Reconciliation after 2017
  - Payroll data reconciliation occurs real time with every work report submitted
- No More Suspense Transactions
  - Validations will allow employers to correct errors before ETF accepts reported information

What Will Change for Payroll Reporting?

- More Data Collected
  - Earnings, contributions, hours, new enrollments, demographic updates, benefit deductions, sick leave related data, etc.
- Collecting Data for all Employees
  - WRS-eligible employees
  - WRS-ineligible/insurance-only employees
    - Tracking eligibility to benefit members and employers

Two Methods for Payroll Data Submission in myETF

- Employers can manually generate a work report directly in the system without submitting a file

Or:

- Employers can submit a Payroll File
  - Two file formats are acceptable:
    - CSV (Comma Separated Value)
    - XML (Extensible Markup Language)

myETF Employer Payroll File Resource

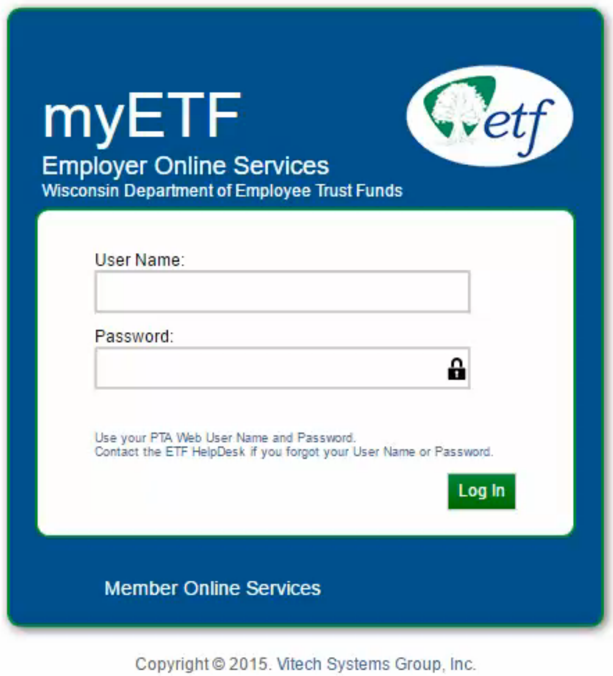
myETF Payroll File Resource Key Areas

- Introduction (p. 4) and Business Overview (p. 7):
  - New reporting requirements and overview of the file submission process
- Payroll File Import Overview (p. 12) and Specifications (p. 15):
  - File layout requirements including field names and descriptions, sequence, and required value information.
- Payroll File Validations (p. 79) and Work Report Validations (p. 119):
  - Define two sets of validations built to ensure the accuracy of data
- Appendices (p. 94)
  - Contain important details about reporting, such as Payroll File Terminology, Work Report Validations, and Employee Status Changes.

Business Overview: The Basic Process

- Employers Upload Payroll File
- System Validates File
  - If exceptions or errors, the employer must review and correct as necessary.
- Validated Information is Processed into a Work Report
  - Work Reports to be discussed further in File Confirmation and Employer Online Services training, early to mid-2017
  - Employers manually entering payroll data will enter it directly into a work report
- System Validates Work Report
- Employer Submits Work Report

myETF Employer Online Services Demo



Payroll File Import Specifications (p. 12-78)

- Warning: This file layout may change as the system develops.
- How to Read Table 1
  - Payroll File Import Specification (p. 15)
- State Employers:
  - Submit all fields (as required, available, and applicable) except sequence numbers 75 and 76
- Local Employers:
  - Submit fields 1 through 61 (as required, available, and applicable), as well as 67, 75, and 76.

Required Field Codes

- Y = Always Required
- W = Required When Available
- A = Required When Applicable
  - Either/Or fields
  - When applicable (e.g., an employee receives overtime pay)
  - An employee status changes or when first hired
- O = Optional

Y = Always Required

- Record Type (Normal, Adjustment, Spread, Military)
- ETF ID (Employer ID)
- Billing Location (Same as ETF ID, except DOA STAR Employers)
- Report Gen Type
- Pay Period Start and End Dates
- Pay Date
- Total Hours and Earnings
- Employee Last Name, DOB, Work Status, Job Category, and Gender

W = Required When Available

Fields marked with a “W” must be provided on each record **when this information is available** to the employer, including:

- Employee First Name, Middle Name
- Employee Prefix, Suffix
- Employee Phone Number
- Employee Email Address

A = Required When Applicable

- SSN
- ITIN
- Address
- Original Hire Date
- Begin Date
- WRS Coverage Eff Date
- Employment Status Change Date
- Employment Status Change Start Date
- Previous Employment Status Stop Date
- Employment Status Change Last Pay Date
- Date of Death
- Chapter 40 Term
- Estimated Annual Earnings – See Insurance Manuals
- Regular Wages
- Overtime Pay
- Compensatory Time Payout
- Bonus Pay
- Extra Curricular Activity Pay
- **Employee Paid Employee Req. Contributions Pre-Tax
- **Employee Paid Employee Req. Contributions Post-Tax
- **Employee Paid Additional Contributions
- Employer Paid Additional Contributions
- **BAC Contributions (Late Reported)
- Regular Hours
- Overtime Hours
- Compensatory Time Payout Hours
- Extra Curricular Activity Hours
- **Employee Health Insurance Deduction
- **Employee Life Insurance Deduction
- **Spouse/Dependent Life Insurance Deduction
- **Employee ICI Deduction
- **Wisconsin Deferred Comp
- Employer Contribution Date (Local only)
- Health Insurance Program Code (Local only)

**Deducted from employee's paycheck

Employee Address (A), Phone Number (W), and Email Info (W)

- Employee Address (A) – Should **only** be included for new hires and when changing
  - Employers are expected to have employee address information and it must be reported when applicable.
- Employee Phone Number and Email (W) – Should also **only** be included for new hires and when changing
  - Employers are not expected to have access to this information in all cases, but it should be reported when available.

The following fields must add up to the Total Earnings (Y) (Field 40)

Fields 41-45

- Regular Wages (A)
- Overtime Pay (A)
- Compensatory Time Payout (A)
- Bonus Pay (A)
- Extra Curricular Activity Pay (A)

For Example:

- An employer reports that an employee had Total Earnings of $1,000 on a recent paycheck. The employer also reported the following information in these fields.
  Is it valid?
  - Regular Wages: $600
  - Overtime Pay: $300
  - Compensatory Time Payout: $0
  - Bonus Pay: $300
  - Extra Curricular Pay: $0

The following fields must add up to the Total Hours (Y) (Field 53)

Fields 54-57

- Regular Hours (A)
- Overtime Hours (A)
- Compensatory Time Payout Hours (A)
- Extra Curricular Activity Pay Hours (A)

Original Hire Date, Begin Date, and WRS Coverage Effective Date (A)

- Original Hire Date (28)
  - Date of the original hire of the employee by that employer.
- Begin Date (29):
  - Date of an employment record **change**, such as:
    - Job Category Change
    - WRS Status Change (e.g. Ineligible to Eligible)
    - Payroll Cycle Change (e.g. Bi-weekly to Monthly)
- WRS Coverage Eff Date (31)
  - Date that the employee became WRS eligible at that **employer**.

When Should These Dates Be Reported?

- When a new employee is hired by the employer.
  - This includes if a member was terminated and then re-hired by the same employer.
- When there is an employment record change, including:
  - Job Category
  - Payroll Cycle
  - Work Status (Ineligible to Eligible)

A = Required When Applicable
(State Employers Only)

- Anthem Dental Blue
- Epic Dental WI
- Vision
- EPIC Benefits+
- Accidental Death and Dismemberment
- Flexible Spending Account (TASC)
- Limited Purpose Flexible Spending Account
- Health Savings Account (HSA)
- Long Term Care
- Dependent Day Care Program
- Transit
- Parking
- LTE
- Base Pay Rate
- Adjusted Continuous Service Date
- FTE %
- Sick Leave Balance – Hours
- Sick Leave Earned – Calendar Year to Date
- Sick Leave Used – Calendar Year to Date

O = Optional

- Employee Site – Employers may use this field to track the physical location of employees. The field is solely for the convenience of the employer.

Quick Review

Reporting Requirements Info

- Employer Manuals: WRS, Life, Health, Income Continuation Insurance, Optional Employee Insurances
- Group Life Information
- Commuter Benefits
- Wisconsin Deferred Compensation Program
- Other Insurance Programs Information: Accidental Death and Dismemberment, Anthem DentalBlue, Epic Dental WI, EPIC Benefits+, Long Term Care, Vision Service Plan
- Employee Reimbursement Accounts (ERA) Program: Health Care Flexible Spending Account, Limited Purpose Health Care Flexible Spending Account, Dependent Day Care Flexible Spending Account, Transit & Parking Reimbursement Accounts
- Chapter 40 Terminations

Appendices

- Appendix 1: Payroll File Terminology
- **Appendix 2: Record Types**
- Appendix 3: Payroll File Import Process
- **Appendix 4: Report Generation Types**
- **Appendix 5: Work Status Codes**
- Appendix 6: Job Category Codes
- Appendix 7: Country Codes
- Appendix 8: State Codes
- Appendix 9: Work Report and Adjustments Validations*
- Appendix 10: Employee Status Changes

*Will be discussed in future myETF Employer Online Services training sessions.

Appendix 2:
N, A, S, M Record Types

- Goodbye P00x and P08x Transactions!
- Record Types
  - Normal Records
    - Submitted each pay period
  - Adjustment Records
    - Corrections to a specific pay period
  - Spread Adjustment Records
    - Corrections to multiple pay periods
  - Military Records

Appendix 4: Report Generation Type

- A **Report Generation Type** is a code that identifies the specific employer reporting/billing cycle, which are driven by the employer’s payroll cycle(s).
- The most commonly used codes are:
  - W00 (Weekly)
  - M00 (Monthly)
  - B00 (Bi-Weekly)
  - S00 (Semi-Monthly)
- The additional codes in Appendix 4, Table 5 apply to employers with multiple weekly, bi-weekly, semi-monthly, and monthly payroll cycles.

Appendix 5: Work Status Codes

- WRS Eligible = ACT
- WRS Eligible – Over IRS Limit = IRS
- WRS Ineligible = INA
- Insurance Only = INS
- WRS Ineligible – Ch. 40 = C40

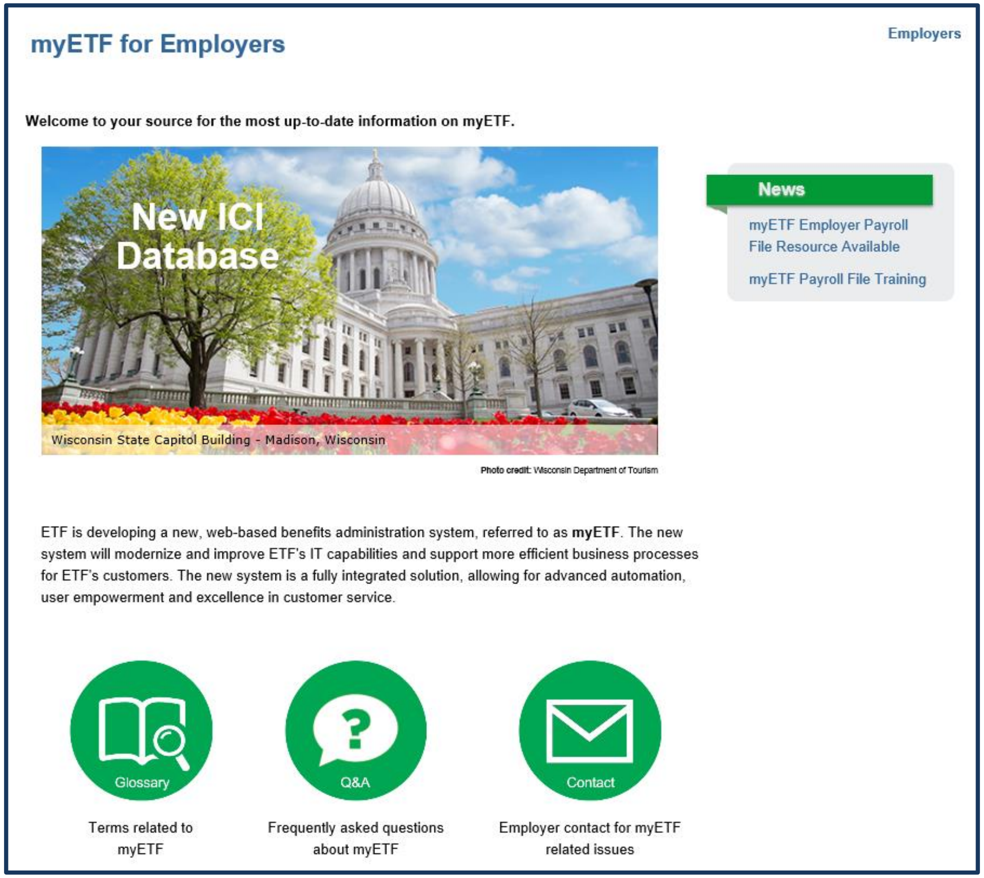
Upcoming Training Sessions

- **myETF Employment File Resource** – Fall 2016
  - Target: Employers who provide ETF-administered benefits.
- **myETF Insurance File Resource** – Winter 2016-2017
  - Target: Limited
- **myETF File Confirmation** – Spring 2017
  - Target: All employers
- **myETF Employer Online Services** – Summer and Fall 2017
  - Target: All employers

How ETF is Here to Help

- [myETF for Employers]
  The main source for myETF news and resources

- myETFEmployers@etf.wi.gov
  A special mailbox set aside for answering employer questions about myETF



- Employer Communication Center
  Toll-Free: (877) 533-5020 opt 2