

Annual Reporting Transaction Upload



There are two ways to create the necessary file for submission:

1. Create the file from payroll systems that meets the format specifications in Appendix A; or
2. Use the file ETF creates.

To use the file ETF creates:

- 1 Go to the ONE site (<http://etfonline.wi.gov/etf/internet/employer/one.html>).
- 2 Click on **“WRS Earnings Reports (On-going).”**
- 3 Enter User ID and Password when prompted and click on **“Login.”**
- 4 Enter the Employer Number when prompted and click on **“Submit.”**
- 5 Enter **“2016”** within **“Select the Year to View the Reports”** and **“Active Employee Listing Selection Pre-List”** within **“Select the Report to View”** and click on **“Display.”**
- 6 Select report type **“End of Year Active Employees List.”**
- 7 Click **“Export to Excel.”**
- 8 The file is prefilled.
- 9 Enter the required fields of Hours, Earnings, Pre-Tax EERC (if applicable), and Additional Contributions (if applicable).
- 10 Save file by choosing **“Save As”** and choose the type CSV (comma delimited) (*.csv).

Transaction Upload Submission Process

- 1 Go to the ONE site (<http://etfonline.wi.gov/etf/internet/employer/one.html>).
- 2 Click on **“WRS Transaction Upload.”**
- 3 Enter User ID and Password when prompted and click on **“Login.”**
- 4 Enter the Employer Number when prompted and click on **“Submit.”**
- 5 Within **“Select Annual Report to Upload”** click **“Browse”** and select the file saved.
- 6 Click on **“Upload.”**
- 7 Report Submission screen will populate.
 - On the bottom of the Report Submission screen **“Check”** the User Agreement box.

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- 8 Click "**Submit.**" This will submit the report to ETF, and you will see the message: "**Your last submission was uploaded successfully and is currently being processed. Please check back in 24 hours to ensure report has been processed successfully.**"

Correction to End of the Year Employee List

- 1 Go to the ONE site (<http://etfonline.wi.gov/etf/internet/employer/one.html>).
- 2 Click on "**WRS Earnings Reports (On-going).**"
- 3 Enter User ID and Password when prompted and click on "**Login.**"
- 4 Enter the Employer Number when prompted and click on "**Submit.**"
- 5 Enter "**2016**" within "**Select the Year to View the Reports**" and "**Active Employee Listing Selection (Pre-List)**" within "**Select the Report to View**" and click on "**Display.**"
- 6 Select "**Correction to End of the Year Employee List**" and click "**Display.**"
- 7 Click "**Export to Excel.**"
- 8 The file is pre-filled.
- 9 Report only the difference in hours, earnings, EERC (if applicable) and additional contributions (if applicable).
- 10 Save file by choosing "**Save As**" and choose the type CSV (comma delimited) (*.csv) and follow submission process.