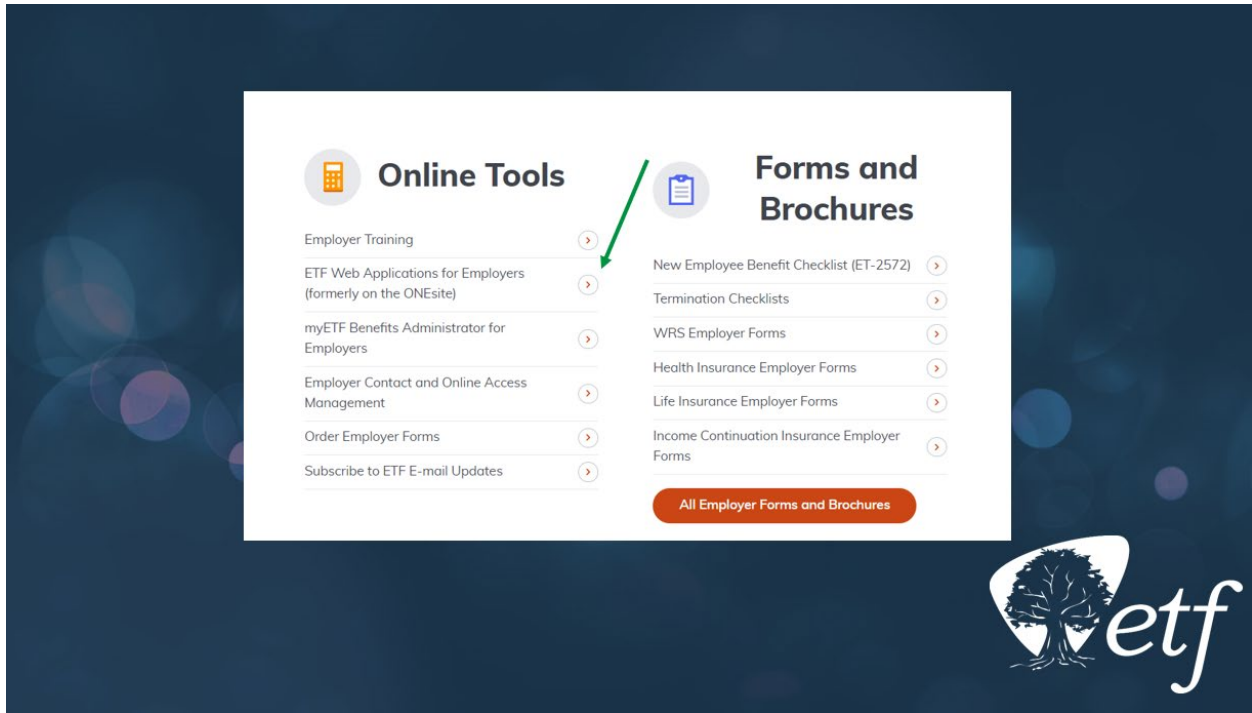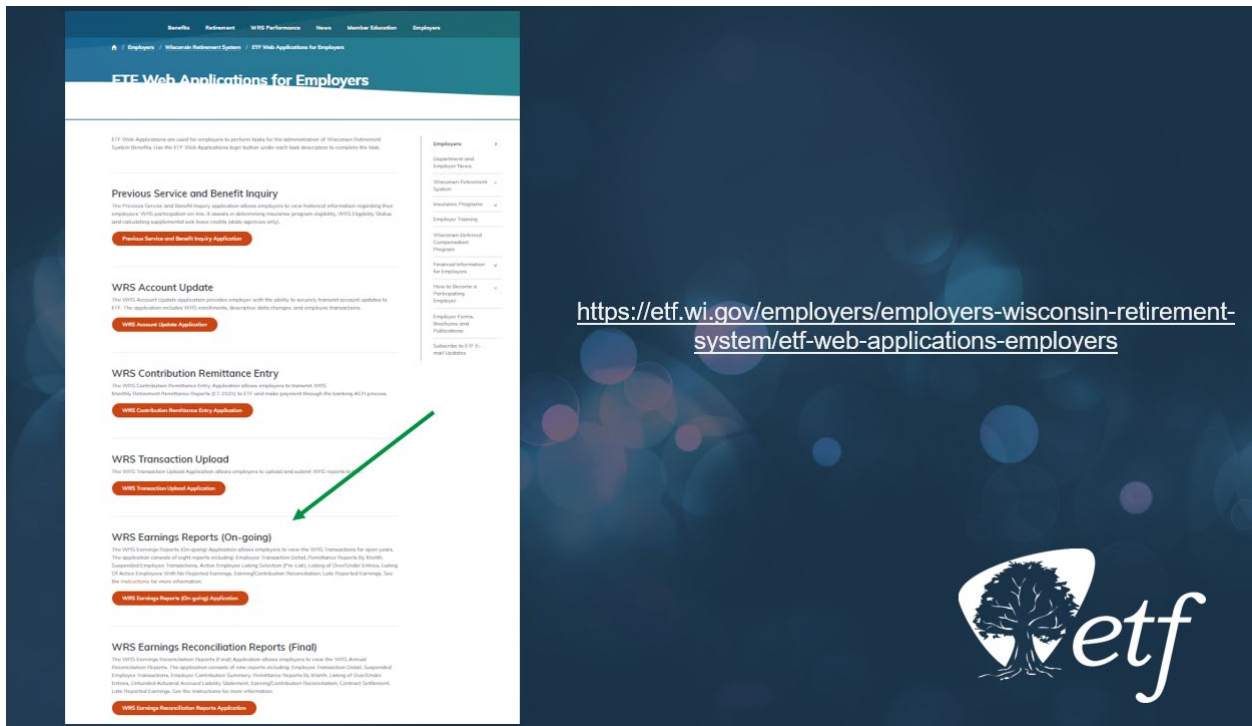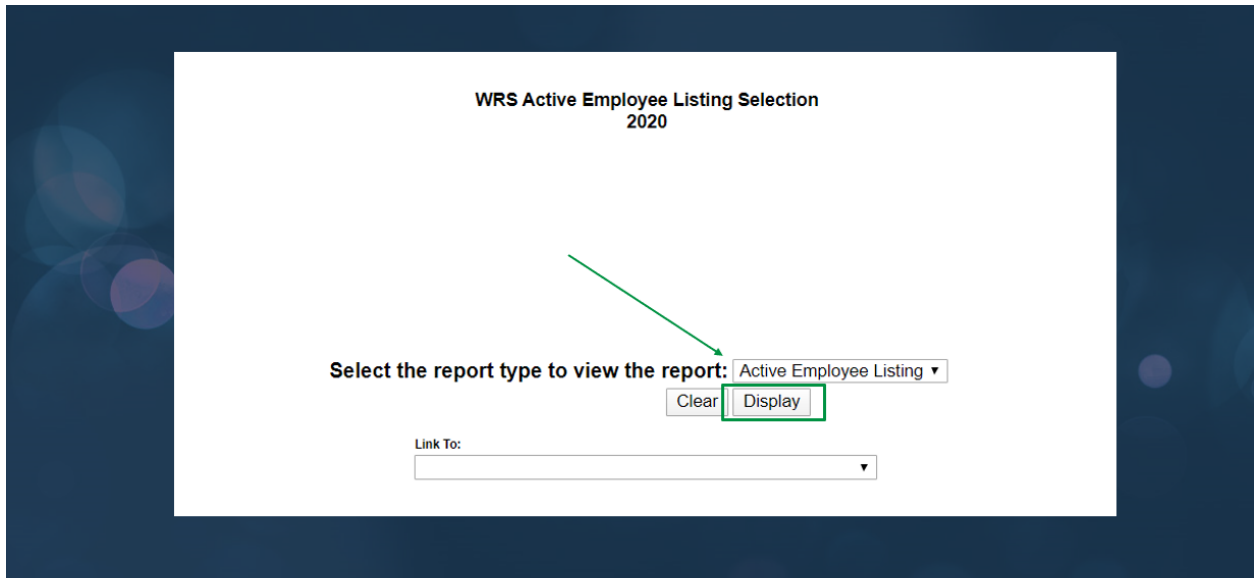Navigate to https://etf.wi.gov/employers and scroll down to the *Online Tools* section. Click on *ETF Web Applications for Employers*.

Once on the *ETF Web Applications for Employers* page, select the *WRS Earnings Reports (On-going)* application.

https://etf.wi.gov/employers/employers-wisconsin-retirement-system/etf-web-applications-employers

Once in the *WRS Earnings Reports (On-going)* application, select the *Active Employee Listing* report.

Active Employee Listing Selection

Export to Excel to view your active employee listing.

Export Report to Excel