# **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 (End of Year Active Employees List).

If you have questions, please call the Employer Communications Center toll free at 1-877-533-5020, Option 2.

### To use the file ETF creates:

- Go to the ETF Web Applications for Employers page: (etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers)
- 2 Click on "WRS Earnings Reports (On-going)."
- B Enter User ID and Password when prompted and click on "Login."
- Enter the Employer Number when prompted and click on "Submit."
- Enter the current year 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."**
- Olick "Export to Excel."
- 8 Many of the columns in the file are prefilled.
- Enter the required fields of hours, earnings, employee required contributions (EERC), and additional Contributions (if applicable). Most employers will be using column AH for pre-tax EERC. Some Act 4 Protective County Jailers (Category 43) pay required contributions post-tax. If you need to report post-tax EERC for a Category 43 employee, you will use column S.
- **1** Save file by choosing "Save As" and choose the type CSV (comma delimited) (\*.csv).

### **Transaction Upload Submission Process**

 Go to the ETF Web Applications for Employers page: (https://etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers)

- Click on "WRS Transaction Upload."
- B Enter User ID and Password when prompted and click on "Login."
- Enter the Employer Number when prompted and click on "Submit."
- **6** Within "Select Annual Report to Upload" click "**Browse**" and select the file saved.
- **6** Click on "**Upload**."
- Report Submission screen will populate.
  - On the bottom of the Report Submission screen "Check" the User Agreement box.

#### (Continued)

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**

- Go to the Go to the ETF Web Applications for Employers page: (https://etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers)
- Click on "WRS Earnings Reports (On-going)."
- B Enter User ID and Password when prompted and click on "Login."
- Enter the Employer Number when prompted and click on "Submit."
- Enter the current year 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."
- Click "Export to Excel."
- 8 Many of the columns are prefilled.
- Report only the difference in hours, earnings, employee required contributions (EERC) and additional contributions (if applicable).
- Save file by choosing "Save As" and choose the type CSV (comma delimited) (\*.csv) and follow submission process.