

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:

- 1 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).”**
- 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 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.”**
- 7 Click **“Export to Excel.”**
- 8 Many of the columns in the file are prefilled.
- 9 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.
- 10 Save file by choosing **“Save As”** and choose the type CSV (comma delimited) (*.csv).

Transaction Upload Submission Process

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

- 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 Go to the ETF Web Applications for Employers page:
(<https://etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers>)
- 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 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.”**
- 7 Click **“Export to Excel.”**
- 8 Many of the columns are prefilled.
- 9 Report only the difference in hours, earnings, employee required contributions (EERC) and additional contributions (if applicable).
- 10 Save file by choosing **“Save As”** and choose the type CSV (comma delimited) (*.csv) and follow submission process.