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).

To use the file ETF creates:

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

❷ Click on **"WRS Earnings Reports (On-going)."**

❸ Enter User ID and Password when prompted and click on **"Login."**

❹ Enter the Employer Number when prompted and click on **"Submit."**

❺ 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."**

❻ Select report type **"End of Year Active Employees List."**

❼ Click **"Export to Excel."**

❽ Many of the columns in the file are prefilled.

❾ Enter the required fields of Hours, Earnings, Pre-Tax EERC, and Additional Contributions (if applicable).

❿ Save file by choosing "Save As" and choose the type CSV (comma delimited) (*.csv).

Transaction Upload Submission Process

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

❷ Click on **"WRS Transaction Upload."**

❸ Enter User ID and Password when prompted and click on **"Login."**

❹ Enter the Employer Number when prompted and click on **"Submit."**

❺ Within "Select Annual Report to Upload" click **"Browse"** and select the file saved.

❻ Click on **"Upload."**

❼ Report Submission screen will populate.

- On the bottom of the Report Submission screen **"Check"** the User Agreement box.

❽   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

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

❷   Click on "**WRS Earnings Reports (On-going)**."

❸   Enter User ID and Password when prompted and click on **"Login."**

❹   Enter the Employer Number when prompted and click on **"Submit."**

❺   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**."

❻   Select "**Correction to End of the Year Employee List**" and click "**Display**."

❼   Click "**Export to Excel**."

❽   Many of the columns are prefilled.

❾   Report only the difference in hours, earnings, EERC and additional contributions (if applicable).

❿   Save file by choosing "**Save As**" and choose the type CSV (comma delimited) (*.csv) and follow submission process.