



# EMPLOYER BULLETIN

Employer Communication Center  
(608) 264-7900, toll free 1-888-681-3952

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## Revised: Online Network for Employers User Manual

The Department of Employee Trust Funds (ETF) revised the *Online Network for Employers User Manual* (ET-1733). The manual was formerly called the *WRS Extranet Applications User Manual*. The current revision can be found on ETF's Internet site at the following address:  
<http://etf.wi.gov/employers.htm>.

Please discard your old manual and refer to the 05/2007 revision.

ETF encourages you to view and print any or all chapters of the *Online Network for Employers User Manual* from the Department's Internet site. Therefore, we have not included a paper copy with this *Bulletin*. If needed, you may order paper copies of the manual by the following methods:

- Complete the online Forms Order page under the Employers menu at <http://etf.wi.gov>.
- Call ETF's Forms Telephone Order line at (608) 266-3302.

## Reminder: File Transfer Protocol (FTP) and Diskette No Longer an Option for Annual Reporting

As previously communicated, beginning with the 2007 annual reporting period, ETF will no longer accept annual reports on diskette or via File Transfer Protocol (FTP). If you reported your 2006 annual report using either of these methods you must take the necessary steps to gain access to the ONE site for 2007. Annual reporting via ONE is required for employers with 250 or more employees.

ONE's "WRS Transaction Upload" application replaces FTP and diskettes as the preferred method for electronic reporting of annual transactions. The application makes the annual reporting process more efficient and effective. Please refer to *Employer Bulletin* Vol. 23, No. 18, dated December 13, 2006, for more detailed information.

## Requesting Access to ETF's Online Network for Employers Applications

Authorization requires that you complete and submit an *Online Network for Employers Security Agreement* (ET-8928). The approval process may take up to three weeks to complete. The security agreement is available online at the following address:  
<http://etf.wi.gov/publications/et8928.pdf>

ETF does not discriminate on the basis of disability in the provision of its programs, services, or employment. Should questions relating to ETF's ONE site remain after consulting the *Online Network for Employers User Manual*, or if you need printed material interpreted or published in a different format, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

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- *The Department of Employee Trust Funds does not discriminate on the basis of disability in*
- *the provision of programs, services or employment. If you are speech, hearing or visually*
- *impaired and need assistance, call (608) 266-0728. We will try to find another way to get the*
- *information to you in a usable form.*

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*The ETF EMPLOYER BULLETIN is published by the Wisconsin Department of Employee Trust Funds. There are three editions: one for all employers, one for local employers with items just for their interest, and one for state agencies. Questions should be directed to contact persons listed, or to the Division of Trust Finance & Employer Services. Call John Vincent at (608) 261-7942.*

*EMPLOYER AGENTS: This Bulletin may be copied for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent Employer Bulletins are available on our Internet site at <http://etf.wi.gov>.*