

# Wisconsin Retirement System (WRS) Employee Category Changes & Reporting



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November 2011



## Agenda

- Act 10/32 Challenges
- Employment Category Changes
- 2011 Required Reporting
- Assistance
- Questions



# ETF Act 10/32

## Employee Category Changes And Reporting



## WRS Contribution Rate %

Employment Category	Before June 29, 2011				June 29, 2011 and After		
	EERC	BAC	ERRC	Total	EERC	ERRC	Total
General/Teachers	5.00%	1.50%	5.10%	11.60%	5.80%	5.80%	11.60%
Protective w/SS	5.80%	0%	8.90%	14.70%	5.80%	8.90%	14.70%
Protective w/out SS	4.80%	0%	12.20%	17.00%	5.80%	11.20%	17.00%
Elected/Executive	3.90%	0%	9.40%	13.30%	6.65%	6.65%	13.30%



## Before Act 10

- Employers submit monthly earnings by category and an annual report of hours and earnings by employee
- ETF makes sure monthly earnings equal the periodic reports and annual earnings & then generate the annual benefits statement
- Most employers paid all or most of the employee contribution
- Question: How many calls did you receive last year questioning the annual benefits statement?



## After Act 10

- Employer still submits monthly earnings, periodic and annual reports. ETF still reconciles reports and prepares the annual benefits statements
- Employees still receive WRS benefits statement
- What ETF had to consider to reflect law changes:
  - How will records reflect correct contribution rates
  - How to receive and store pre-tax contributions
  - How to show Employee paid contributions
- This requires Employers to submit a mid year report



## Things To Consider

- Employees were mandated to pay contributions
- Employees receive W-2 with contributions they paid
- Employees receive WRS statement with contributions you told us they paid
- What percentage of Employees do you think will check their W-2 with their WRS statement?
- Who do you think they will call if the statements don't match?



## Act 10 ETF Challenges

- In 2011 Employee contribution will be allocated at 2 different rates
- The Employee contribution is now Pre-Tax
- In 2011 Employees may have both post & pre tax contributions allocated
- ETF systems had to be set up to handle these changes



# Act 10 Employer Challenges

- Incomplete or untimely reporting could delay production of the statement of benefits
- Discrepancies between W-2's and the statement of benefits will generate calls to Employers
- Discrepancies will force Employers to submit transaction reports for all affected employees
- Corrections after annual reconciliation will not generate a "correction" statement of benefits



## ETF Solution New Employee Categories

Current Employment Category		New Employment Categories Under <i>WI Act 10</i>	Elected Official/ Judge Under <i>WI Act 10</i> & New Term of Office
00	General Employee	30	N/A
01	Court Reporter (used only by state agencies)	31	N/A
02	State Executive Retirement Plan (used only by state agencies)	32	N/A
03	Protective Occupation under Social Security	33	N/A
04	Protective Occupation NOT Under Social Security	34	N/A
05	Supreme Court Justice	35	45
06	Legislative or State Constitutional Officers including District Attorneys	36	46
07	Appellate Judge	37	47
08	Circuit Court Judge	38	48
09	Local Elected Official or Person Appointed to Fill an Elected Position	39	49
10	Teacher	40	N/A
11	State Teacher Executive Plan (State Agencies Only)	41	N/A
12	Educational Support Personnel	42	N/A



## This Will Allow ETF To.....

- Convert old employment categories with 3 contribution buckets to new employment categories with 2 contribution buckets
- Allocate the correct contribution percentages for all Employees
- Accurately credit Employee accounts
- Separate & populate Pre & Post tax dollars



## Reporting

- Employers must send a report to ETF detailing hours & earnings accumulated at the last date of the payroll that Pre-ACT 10 contribution rates apply
- This payroll would be the one prior to the 1<sup>st</sup> full pay period on or AFTER 6/29/2011
- **WHAT??!!**



## Pay Period Examples

June 12 – July 23 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6/12	6/13	6/14	6/15	6/16 BEGIN PAY PERIOD 6/16 – 6/29	6/17	6/18
6/19 BEGIN PAY PERIOD 6/19 – 7/23	6/20	6/21	6/22	6/23	6/24	6/25
6/26 BEGIN PAY PERIOD 6/26 – 7/2	6/27 BEGIN PAY PERIOD 6/27 – 7/10	6/28	6/29 END PAY PERIOD 6/16 – 6/29 <u>LAST PAYROLL DATE</u>	6/30	7/1	7/2 END PAY PERIOD 6/26 – 7/2 <u>LAST PAYROLL DATE</u>
7/3	7/4	7/5	7/6	7/7	7/8	7/9
7/10 END PAY PERIOD 6/27 – 7/10 <u>LAST PAYROLL DATE</u>	7/11	7/12	7/13	7/14	7/15	7/16
7/17	7/18	7/19	7/20	7/21	7/22	7/23 END PAY PERIOD 6/19 – 7/23 <u>LAST PAYROLL DATE</u>



## Timely Reporting Is Critical

- Once we receive an Employer's category change reports, the ETF system will:
  - Automatically terminate individuals from the old employee categories
  - Re-enroll them into the new employment categories
- Year end reconciliation cannot begin until ALL Mid Year reports are received
- Annual statements cannot be produced until year end reconciliation is complete
- **DUE DATE FOR REPORTS IS 12/16/2011**



## ETF Needs Your Help!

- Only use the new Employee categories for transactions AFTER 6/29/2011
- Please do not use the new Employee categories UNTIL \_\_\_/\_\_\_/2011
- ETF will send out notifications of when these categories are available to use
- PLEASE MAKE MID YEAR REPORTING A PRIORITY!



## Who Should I Report On?

- All Employees active AFTER 6/29/11
- All Employees terminated AFTER 6/29/11
- All periodic transaction reports AFTER 6/29/11
- If you have submitted transactions with dates after 6/29/11, ETF will work with you to update our systems



# How Do I Report?

- Account Update Application
- Transaction Upload Application
  - Current Application
  - New WRS Earnings Report
  - Both options use the same upload functionality



## Account Update Application

- Best method if you have 5 or fewer employees
- Employee data will be populated but you will need to enter them 1 by 1



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## Employee Trust Funds (ETF) On-line Network for Employers (ONE)

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information current and report monthly retirement contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

### Need Help?

Logon and Password Support (808) 264-9181 / (808) 843-9724 or email us at [ETFOnlineHelp@etf.state.wi.us](mailto:ETFOnlineHelp@etf.state.wi.us)

When calling for Logon and Password support, if available, please ensure you have your FIN number.

### For all other questions:

Employer Communications Center (808) 264-7900 / (808) 861-3952

### Account Maintenance

#### [WRS Employers - Reset Password](#)

\*It is no longer necessary to contact ETF to reset your password.

#### [Email Contact Information Update](#)

Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement, ET-8928](#), Fax Number: (808) 266-5801

### Applications

#### [Previous Service and Benefit Inquiry](#)

Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculating supplemental sick leave credits (state agencies only).

#### [WRS Account Update](#)

Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

#### [WRS Contribution Remittance Entry](#)

Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

#### [WRS Transaction Upload](#)

Description: Allows employers to upload and submit WRS annual reports to ETF.

#### [WRS Earnings Reports \(On-going\)](#)

Description: Allows employers to view the WRS Transactions for open years. The application consists of six reports including: Employee Transaction Detail, Remittance Reports by Month, Suspended Employee Transactions, Listing of all Active Employees (Pre-List), Listing of Over/Under Entries and Listing of Active Employees with no reported Earnings.

#### [WRS Earnings Reconciliation Reports \(Final\)](#)

Description: Allows employers to view the WRS Annual Reconciliation Reports. The application consists of six reports including: Employee Transaction Detail, Suspended Employee Transactions, Employer Contribution Summary, Remittance Reports by Month, Listing of Over/Under Entries and Unfunded Actuarial Accrued Liability Statement.

[ETF Benefits](#)



## Wisconsin Retirement System (WRS) ETF WRS Account Update Application

TEST

[Account Updates Menu](#) [New EIN](#)

[Logout](#)

### WRS Enrollment/Descriptive Data Changes

Act 10/32

[Act 10/32 Mass Employment Category Changes](#)

- P033 - Employment Begin Date Change
- P063 - Employment Category Correction
- P036 - Gender Change
- P031 - Name/Address Change
- P060 - WRS Enrollment

### Employee Transaction Reporting

### EE Transaction Reporting Correction

- P001 - Termination - Employment or Retirement
- P003 - Termination - Not Eligible  
(Employee worked less than 30 calendar days or rehired annuitant enrolled in error)
- P004 - Termination - Non Work-Related Illness/Injury
- P005 - Termination - Dismissal
- P006 - Termination - Death
- P007 - Termination - Waived Part Time Elected Service
- P008 - Termination - Work-Related Illness/Injury
- P010 - Employment Category Change with Money
- P050 - LOA - Military Union Leave
- P051 - LOA - Unpaid Leave of Absence
- P053 - LOA - Begin Layoff
- P054 - LOA - Non Work-Related Illness/Injury
- P058 - LOA - Work Related Illness/Injury
- P059 - LOA - Deemed Military Service

- P081 - Correction to P001 Termination
- P083 - Correction to P003 Not Eligible
- P084 - Correction to P004 Termination Non Work-Related Illness/Injury
- P085 - Correction to P005 Dismissal
- P086 - Correction to P006 Death
- P087 - Correction to P007 Waived Part Time Elected Service
- P088 - Correction to P008 Termination for Work-Related Illness/Injury
- P089 - Correction to P054 or P058 Leave of Absence



Wisconsin Retirement System (WRS)  
Act 10/32 Employment Category Change Form

Account Updates Menu New EIN

Logout

Please refer to the WRS Administration Manual for specific instructions.

[Click here to view the manual.](#)

Employer Information

Employer: 0807-000 ALBION, TOWN OF (DANE) Report Date: 10/20/2011  
 Agent Title: CLERK/TREASURER  
 Agent Name: JULIE

Employee

Name (Last, First, MI): ANDREW New Employment Category: 30 General Employment  
 Social Security Number (4 digits):  
 Current Employment Category: 00 General Employment

Coverage Data

Last Payroll Date: 7/4/2011 (mm/dd/yyyy) Action Code: 10 Employment Category Change  
 SKIP Employee

Earnings and Contributions

Hours Earnings  
 Calendar Year to Date (Jan-Dec) 1080.00 \$20000.00

Contributions Deducted from Employee

Post-Tax Employee Required Contribution: 0.00 Post-Tax Benefit Adjustment Contribution: 0.00  
 Pre-Tax Employee Required Contribution: 0.00 Pre-Tax Benefit Adjustment Contribution: 0.00

Use only if you have Pre ACT 10 payroll deductions for EERC.

Additional Contributions

Fixed Variable  
 Employee Paid: 0.00 0.00  
 Employer Paid: 0.00 0.00

Use only if you have Pre ACT 10 payroll deductions or employer paid contributions

Save Review



Wisconsin Retirement System (WRS)  
Act 10/32 Employment Category Change Review Form

Account Updates Menu New EIN

Logout

Please review all entries for accuracy. The transactions are listed in the order they appear on your pre-printed list. Any new entries will be displayed at the end in the order that you added them.

Employer Information

Employer: 0807-000 ALBION, TOWN OF (DANE)  
 Agent Title: CLERK/TREASURER  
 Agent Name: JULIE

All prelist (pre-filed) entries have been saved. Please review your entries and add any new employee transactions as needed.

Category: 00 General Employment

Name (Last/First MI)	Social Security Number	Action Code	January to June		Calendar Year		Deducted from Employee				Additional Contribution?
			Hours	Earnings	Hours	Earnings	Post-Tax Employee Required	Post-Tax Benefit Adjustment	Pre-Tax Employee Required	Pre-Tax Benefit Adjustment	
ANDREW		10	0.00	\$0.00	1080.00	\$20000.00	\$0.00	\$0.00	\$0.00	\$0.00	N
JULIE		10	0.00	\$0.00	1080.00	\$18000.00	\$0.00	\$0.00	\$0.00	\$0.00	N
DAVID		10	0.00	\$0.00	1000.00	\$15000.00	\$0.00	\$0.00	\$0.00	\$0.00	N

Summary Print Review Additional

The total of all earnings transactions should equal the total of all earnings reported on the Monthly Retirement Remittance Reports.

To continue to the Final Submit please select "Print" to print this summary for your records.

Employer Information

Employer: 0807-000 ALBION, TOWN OF (DANE)
Agent Title: CLERK/TREASURER
Agent Name: JULIE

Category: 00 General Employment

Earnings and Contributions

Table with columns: January to June (Hours, Earnings), Calendar Year (Hours, Earnings), Deducted from Employee (Post-Tax Employee Required, Post-Tax Benefit Adjustment, Pre-Tax Employee Required, Pre-Tax Benefit Adjustment), and Employer Paid (Fixed, Variable).

User Agreement

I understand that Wis. Stat § 943.395 provides criminal penalties for knowingly making false or fraudulent claims, and I hereby certify by checking the below box that to the best of my knowledge and belief, the above information is correct and true.

Please Note: This is your last opportunity to print the above Transaction Summary Totals. Once you click final submit you cannot go back and print these totals. If you want to keep a copy for your records please click the print button before submitting.

Buttons: Print, Final Submit, Review



Wisconsin Retirement System (WRS) Act 10/32 Employment Category Change Summary Form

Account Updates Menu New EIN

Logout

Please review the totals on this summary report for accuracy.

The total of all earnings transactions should equal the total of all earnings reported on the Monthly Retirement Remittance Reports.

To continue to the Final Submit please select "Print" to print this summary for your records.

Employer Information

Employer: 0807-000 ALBION, TOWN OF (DANE)
Agent Title: CLERK/TREASURER
Agent Name: JULIE

All transactions have been submitted to ETF for update.

Category: 00 General Employment

Earnings and Contributions

Table with columns: January to June (Hours, Earnings), Calendar Year (Hours, Earnings), Deducted from Employee (Post-Tax Employee Required, Post-Tax Benefit Adjustment, Pre-Tax Employee Required, Pre-Tax Benefit Adjustment), and Employer Paid (Fixed, Variable).

Print



# Transaction Upload Application

- If you currently use the transaction upload to report:
  - Field 7 positions 37 and 38 need to reflect the transaction type 010
  - Field 8 is where to indicate the “last payroll date”
  - Fields 16 and 17 for fiscal hours and earnings
  - Fields 18 and 19 for calendar hours and earnings
  
- Minor data format changes will be required
  - Fields 37 and 38 will need to be inserted for pre-tax information

**Department of Employee Trust Funds  
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL**

**APPENDIX A – Data Description and Format for Ongoing Transactions**

Refer to the Data Type Legend at the end for further explanation.

#	Name	Positions	Length	Data Type	Description
1	Social Security Number	1-9	9	Numeric	The Social Security number of the participant. It must be numeric; an interim number of all zeroes or alphabetic characters cannot be used.
2	Social Security Number Tie Breaker	10	1	Unspecified	Leave blank. If it is necessary to use this field, please contact Employer Communication Center toll free (888) 681-3952 for instructions/approval.
3	Employer Identification Number (EIN)	11-17	7	Numeric	The seven-digit EIN assigned by the Social Security Administration as shown on your WRS <i>Monthly Retirement Remittance Report</i> . The 936 <a href="http://www.dhs.gov">www.dhs.gov</a> file should not be included. For all local government employers (except Milwaukee Public Schools) the last three digits of the seven-digit EIN must be zero filled. Note: Do not confuse this number with your Federal ID number beginning with 39-
4	Report Date	18-25	8	Numeric	Enter the date of the payroll transaction (CCYYMMDD). Refer to Chapters 9 and 10 for complete explanation.
5	Statement of Benefit Distribution Code	26-33	8	Unspecified	Optional. A maximum of an eight digit code to sort Statement of Benefits into the employers' desired mailing units. This field must be left justified and blank filled if less than eight digits.
6	Transaction Identifier	34	1	Alpha	Constant P.
7	Transaction Type	35-37	3	Numeric	000 Annual hours and earnings for employees not terminated or not on leave of absence. Action date should be 12/31 of the year you are reporting (CCYY/12/31). Hours and earnings must be reported. 001 Resignation or retirement terminations. 003 Enrolled in WRS, but is not eligible (i.e. the employee works less than 30 calendar days or is an active employee or a retired

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 Appendix A – Data Description and Format for Ongoing Transactions  
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#	Name	Positions	Length	Data Type	Description
					007 Termination for a local elected official who is waiving part-time elected service for WRS purposes only. Refer to Chapter 16 for more information.
					008 Terminated due to a work-related illness or injury. Must be used to terminate an employee for WRS purposes only when ETF notified that the employee is approved for a WRS disability annuity.
					010 Changing employment category due to a change in job duties. This action code will terminate the old category and create the new category. Hours and earnings associated with the old category are reported with this transaction. The new category must be listed in the new employment category code column (positions 287-288). The action date is the effective date of the category change.
					022 Grievance settlement results in reporting hours, earnings and/or employee-paid contributions. Submit a copy of the settlement to ETF.
					023 Retroactive contract settlement for prior years. Enter retroactive earnings and associated employee-paid contributions with a separate entry for each affected year.
					024 Corrects previously reported hours only for prior years.
					027 Subtracts over-reported hours, earnings and/or employee-paid contributions for prior years.
					028 Employment category change reporting hours, earnings and/or employee-paid contributions for prior years.
					029 Omitted, invalid or incomplete hours, earnings and/or employee-paid contributions for prior years.
					031 Name correction or change.
					033 Begin date change.
					034 Statement of benefits code change.
					035 ETF employer number change.

					hours and earnings for the year reported, they must be indicated.
					054 Leave of absence due to a non-work related illness or injury. Action date must be left blank (or zero filled) and last earnings date listed (CCYY1231). Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. Refer to subchapter 1900 relating to a leave of absence beyond three years.
					058 Leave of absence due to a work related illness or injury. Action date must be left blank (or zero filled) and last earnings date listed (CCYY1231). Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. Refer to subchapter 1900 relating to a leave of absence beyond three years.
					060 New employee.
					063 Employment category correction.
NOTE: Transaction types 08X's should include only the difference between what was originally reported and what should have been reported. Refer to Chapters 9 and 10 for further explanation.					
					080 Correct previously submitted 000 entry on the annual report.
					081 Correct previously submitted 001 termination.
					083 Correct previously submitted 003 termination.
					084 Correct previously submitted 004 termination.
					085 Correct previously submitted 005 termination.
					086 Correct previously submitted 006 termination.
					087 Correct previously submitted 007 termination.
					088 Correct previously submitted 008 termination.
					089 Correct previously submitted 054 and 058 transactions.
8	Action Date	38-45	8	Numeric	Enter the four-digit year, month and day on which the action occurred or affects (CCYYMMDD). Refer to Chapters 6, 9, 10 and 11 for complete explanation.
9	Last Earnings Date	46-53	8	Numeric	Must be zero filled if this transaction type does not apply. Refer to Chapters 9 and 10 prior to use of this date (CCYYMMDD).

					06	Legislator or State Constitutional Officer
					07	Appellate Judge
					08	Circuit Court Judge
					09	Local Elected Official
					10	Teacher
					11	State Executive Retirement Plan Teacher
					12	Educational Support Personnel
11	Employee Name Last	56-72	17	Unspecified		Employee's last name.
12	Employee Name First	73-87	15	Unspecified		Employee's first name.
13	Employee Name Middle Initial	88	1	Unspecified		Employee's middle initial.
14	Sex Indicator	89	1	Alpha		M = Male F = Female
15	Birthdate	90-97	8	Numeric		Enter the four-digit year, month and day of the employee's birthdate (CCYYMMDD).
16	Fiscal Year Hours	98-104	7	Numeric		For anyone other than teachers, judges and educational support personnel, the fiscal year data should be zero filled.  <b>FOR TEACHERS, JUDGES AND EDUCATIONAL SUPPORT PERSONNEL ONLY:</b> The data shown in this field is the portion of fiscal year hours paid from 01-01-CCYY to 06-30-CCYY of the calendar year being reported. Report hours of service to the nearest hour. For example, 880 hours would be reported as 0088000 without the decimal point.
17	Fiscal Year Earnings	105-113	9	Numeric		For anyone other than teachers, judges and educational support personnel, the fiscal year data should be zero filled.  <b>FOR TEACHERS, JUDGES AND EDUCATIONAL SUPPORT PERSONNEL ONLY:</b> The data shown in this field is the portion of fiscal year earnings paid from 01-01-CCYY to 06-30-CCYY of the calendar year being reported. Report earnings (dollars and cents). As an example, 13,580.64 would be reported as 001358064 without the decimal point.
18	Calendar Year Hours	114-120	7	Numeric		<b>Calendar Year to Date:</b> Enter the hours for which paid from 01-01-CCYY to date of 12-31-CCYY for annual transactions or the actual termination date. This applies to all employees, including fiscal year employees. Report hours of service to the nearest hour. For example, 2080 hours would be reported as 0208000 without the decimal.

ET-1127 (REV 07/2011)

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#	Name	Positions	Length	Data Type	Description
19	Calendar Year Earnings	121-129	9	Numeric	<b>Calendar Year to Date:</b> Enter the earnings for paid from 01-01-CCYY to date of 12-31-CCYY for annual transactions or the actual termination date. This applies to all employees including fiscal year employees. Report earnings (dollars and cents). For example, 27,161.28 would be reported as 002716128 without the decimal.
20	Employee Required Contributions Employee Paid	130-136	7	Numeric	If you do not deduct anything from the employee's paycheck for this, you must zero fill.  Enter the amount of money <b>actually deducted</b> from the employee's paychecks toward the Employee Required Contributions. This amount can never exceed the maximum contribution for the category reported. Do not include the amount of Employee Required Contributions paid by the employer or the amount deducted for the Benefit Adjustment Contribution. Report contributions (dollar and cents). For example, \$135.80 would be reported as 0013580 without the decimal.
21	Benefit Adjustment Contributions Employee Paid	137-143	7	Numeric	If you do not deduct anything from the employee's paycheck for this, you must zero fill.  Enter the amount of money <b>actually deducted</b> from the employee's paychecks toward the Benefit Adjustment Contribution. This amount can never exceed the maximum contribution for the category reported. Do not include the amount of Benefit Adjustment Contributions paid by the employer or the amount deducted for the Employee Required Contributions. Report contributions (dollar and cents). For example, \$13.58 would be reported as 0001358 without the decimal.
22	Additional Contributions Core	144-150	7	Numeric	Additional core contributions made by employee. For detailed explanation, refer to subchapter 1201. If nothing, must be zero filled.
23	Additional Contributions Variable	151-157	7	Numeric	Additional variable contributions made by employee (if applicable). For detailed explanation, refer to subchapter 1201. If nothing, must be zero filled.
24	Spacing	158-164	7	Numeric	Must be zero filled.
25	Spacing	165-171	7	Numeric	Must be zero filled.
26	Employer Paid Additional Core	172-178	7	Numeric	Additional core contributions paid by the employer for the employee. For detailed explanation, refer to subchapter 1201. If nothing, must be zero filled.
27	Employer Paid Additional Variable	179-185	7	Numeric	Additional variable contributions paid by the employer for the employee (if applicable). For detailed explanation, refer to subchapter 1201. If

#	Name	Positions	Length	Data Type	Description
34	Home Address Foreign Country	262-271	10	Unspecified	Home address for an employee living outside the U.S. only. If it is necessary to use this field, please contact the Employer Communication Center toll free (888) 681-3952 for approval.
35	Home Address Foreign Zip Code	272-286	15	Unspecified	Home address for an employee living outside the U.S. only. If it is necessary to use this field, please contact the Employer Communication Center toll free (888) 681-3952 for approval.
36	New Employment Category	287-288	2	Numeric/Blank	The employee's new employment category when reporting a 010 transaction. For all other transactions, leave blank.
37	Pre-Tax Employee Required Contributions (EERC) Employee Paid	289-295	7	Numeric	If you do not deduct anything from the employee's paycheck for this, you must zero fill. Enter the amount of money <b>actually deducted Pre-Tax</b> from the employee's paychecks toward the Employee Required Contributions. This amount can never exceed the maximum contribution for the category reported. Report contributions in dollar and cents. For example, \$135.80 would be reported as 0013580 without the decimal.
38	Pre-Tax Benefit Adjustment Contributions (BAC) Employee Paid (Not Applicable at this time)	296-302	7	Numeric	Must be zero filled. Pre-tax BAC is not applicable at this time.
39	Filler	303-346	44	Blank	This field must be blank.
40	Date Stamp	347-354	8	Numeric	Enter the file creation date (CCYYMMDD).
41	Time Stamp	355-360	6	Numeric	Enter the file creation time (HHMMSS).

Data Type Legend

Numeric = Field must be numeric, right justified and zero-filled if no data to report or required.

Unspecified = Any combination of characters allowed - alpha/numeric/blank.

Numeric/Blank = Field must be numeric, right justified or blank-filled if no data to report or required.

Alpha/Blank = Field must be alphabetic or blank filled if no data to report.

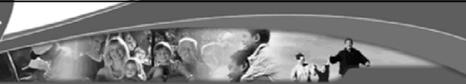
Blank = Field must be blank.

Alpha = Field must be alphabetic!



## WRS Earnings Report

- ETF has created a pre-list of all active employees which can be downloaded to excel
- Employers enter the “Last Payroll Date” and hours and earnings for active Employees, plus (pre-tax if applicable)
- Save the sheet and upload using the transaction upload feature on the ONE system
- It’s that simple. 😊



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## Employee Trust Funds (ETF) On-line Network for Employers (ONE)

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### Need Help?

Logon and Password Support (808) 204-9181 / (800) 843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)  
When calling for Logon and Password support, if available, please ensure you have your PIN number.

For all other questions:

Employer Communications Center (808) 204-7900 / (888) 681-3952

### Account Maintenance

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It is no longer necessary to contact ETF to reset your password.

#### [Email Contact Information Update](#)

Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

Security Agreement: ET-5923; Fax Number: (808) 200-0801

### Applications

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#### [WRS Transaction Upload](#)

Description: Allows employers to upload and submit WRS annual reports to ETF.

#### [WRS Earnings Reports \(On-going\)](#)

Description: Allows employers to view the WRS Transactions for open years. The application consists of six reports including: Employee Transaction Detail, Remittance Reports by Month, Suspended Employee Transactions, Listing of all Active Employees (By Last Name) and Over/Under Entries and Listing of Active Employees with no reported Earnings.

#### [WRS Earnings Reconciliation Reports \(Final\)](#)

Description: Allows employers to view the WRS Annual Reconciliation Reports. The application consists of six reports including: Employee Transaction Detail, Suspended Employee Transactions, Employer Contribution Summary, Remittance Reports by Month, Listing of Over/Under Entries and Unfunded Actuarial Accrued Liability Statement.

#### [myETF Benefits](#)

Description: Provides employers with a secure view of demographic and health insurance enrollment information.

### Other Resources

Online Network for Employers Manual (ONE)  
(entire manual) (by chapter)



## WRS EARNINGS REPORT

Fri Oct 28 09:46:44 CDT 2011  
User ID: BRUNOJ

[Instructions](#) [Logout](#)

Select the year to view the reports: 2011 ▾

Select the report to view: Employment Category Change Pre-List ▾

Clear

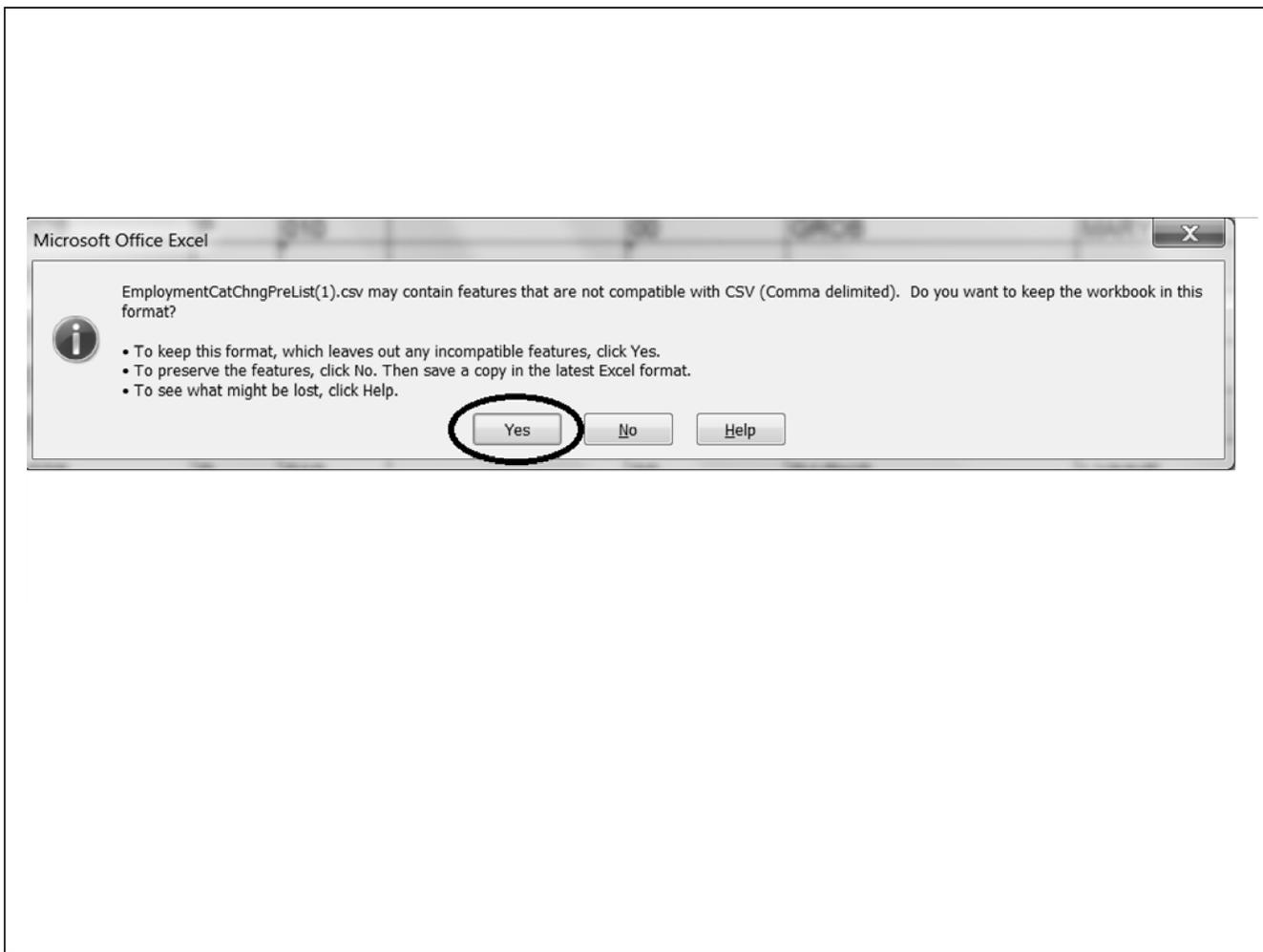
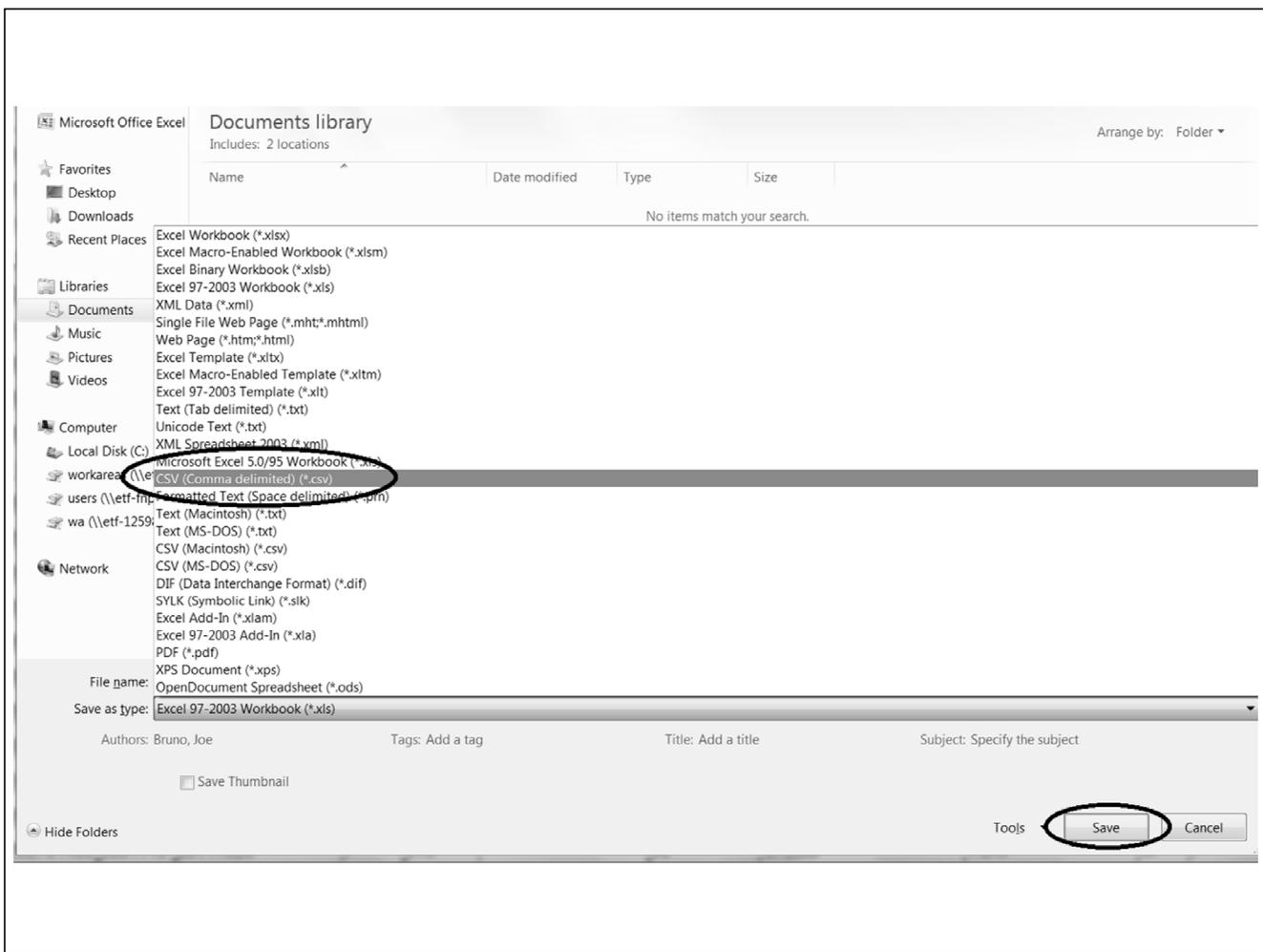
Display





1	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	SSN	EIN	Report Date (CCYYMMDD)	Trans ID	Trans Type	Payroll Date (CCYYMM)	Empt Cat	Last Name	First Name	MI	Sex Ind	Birth Date	FY Hours	FY Earnings	CY Hours	CY Earnings	Emp Paid	Empr Paid	Empr Bac
2		0001110	20111028	P	010		00		DENNIS J		M		0.00	0.00	0.00	0.00			
3		0001110	20111028	P	010		00		LISA	L	F		0.00	0.00	0.00	0.00			
4		0001110	20111028	P	010		00		ERIC G		M		0.00	0.00	0.00	0.00			
5		0001110	20111028	P	010		00		MICHAEL	B	M		0.00	0.00	0.00	0.00			
6		0001110	20111028	P	010		00		ALLEN	A	M		0.00	0.00	0.00	0.00			
7		0001110	20111028	P	010		00		THOMAS	E	M		0.00	0.00	0.00	0.00			
8		0001110	20111028	P	010		00		VICKIE		F		0.00	0.00	0.00	0.00			
9		0001110	20111028	P	010		00		APRIL	J	F		0.00	0.00	0.00	0.00			
10		0001110	20111028	P	010		00		MICHELLE		F		0.00	0.00	0.00	0.00			
11		0001110	20111028	P	010		00		JOHN		M		0.00	0.00	0.00	0.00			
12		0001110	20111028	P	010		00		MARY	E	F		0.00	0.00	0.00	0.00			
13		0001110	20111028	P	010		00		OLGA		F		0.00	0.00	0.00	0.00			
14		0001110	20111028	P	010		00		MARK	W	M		0.00	0.00	0.00	0.00			
15		0001110	20111028	P	010		00		MARCIA	S	F		0.00	0.00	0.00	0.00			
16		0001110	20111028	P	010		00		JEFFREY	E	M		0.00	0.00	0.00	0.00			
17		0001110	20111028	P	010		00		DEBBIE		F		0.00	0.00	0.00	0.00			
18		0001110	20111028	P	010		00		ANNE	M	F		0.00	0.00	0.00	0.00			
19		0001110	20111028	P	010		00		PAUL	W	M		0.00	0.00	0.00	0.00			
20		0001110	20111028	P	010		00		TERRI	A	F		0.00	0.00	0.00	0.00			
21		0001110	20111028	P	010		00		DAWN	M	F		0.00	0.00	0.00	0.00			
22		0001110	20111028	P	010		00		TONI	M	F		0.00	0.00	0.00	0.00			
23		0001110	20111028	P	010		00		ARACELY E		F		0.00	0.00	0.00	0.00			
24		0001110	20111028	P	010		00		DORECA M		F		0.00	0.00	0.00	0.00			
25		0001110	20111028	P	010		00		WALLACE	D	M		0.00	0.00	0.00	0.00			
26		0001110	20111028	P	010		00		WILLIAM J		M		0.00	0.00	0.00	0.00			
27		0001110	20111028	P	010		00		FEATHER		F		0.00	0.00	0.00	0.00			
28		0001110	20111028	P	010		00		RICARDO		M		0.00	0.00	0.00	0.00			
29		0001110	20111028	P	010		00		JOANNE		F		0.00	0.00	0.00	0.00			
30		0001110	20111028	P	010		00		CRYSTAL A		F		0.00	0.00	0.00	0.00			
31		0001110	20111028	P	010		00		FRDRICK D		M		0.00	0.00	0.00	0.00			

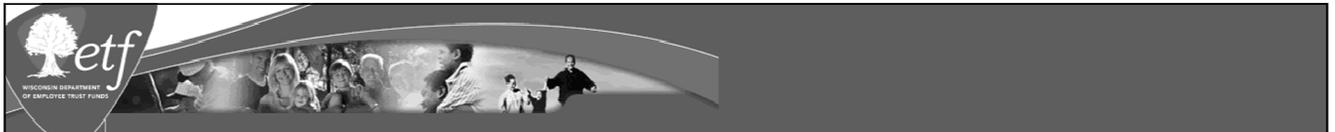
1	L	M	N	O	P	Q	R	S	T	U	V	W	X	AG	PH	PS	
1	MI	Sex Ind	Birth Date	FY Hours	FY Earnings	CY Hours	CY Earnings	Empe Paid	Empr Paid	Empr Bac	Addl Empe	CorAddl Empe	VarAddl Empr	CorAddl Empr	New Empt	Pre-Tax Empe Paid	Pre-Tax Empr Paid
2	M			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
3	L	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
4		M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
5	B	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
6	A	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
7	E	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
8		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
9	J	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
10		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
11		M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
12	E	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
13		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
14	W	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
15	S	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
16	E	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
17		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
18	M	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
19	W	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
20	A	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
21	M	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
22	M	F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
23		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
24		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
25	D	M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
26		M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
27		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
28		M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
29		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
30		F		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00
31		M		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30	0.00	0.00





# Employer Payroll Transmission

- Transaction upload and the new WRS Earnings Report will be uploaded to ETF using the same procedure



[home](#)

## Employee Trust Funds (ETF) On-line Network for Employers (ONE)

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information current and retirement contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

### Need Help?

Logon and Password Support (608) 264-9181 / (866) 843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)  
When calling for Logon and Password support, if available, please ensure you have your PIN number.

For all other questions:  
Employer Communications Center (608) 264-7900 / (888) 681-3952

### Account Maintenance

[WRS Employers - Reset Password](#)  
\*It is no longer necessary to contact ETF to reset your password.

[Email Contact Information Update](#)  
Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement - ET-8928](#). Fax Number: (608) 266-5801

### Applications

[Previous Service and Benefit Inquiry](#)  
Description: Allows employers to view historical information regarding their employees' WRS participation on line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculating supplemental credits (state agencies only).

[WRS Account Update](#)  
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

[WRS Contribution Remittance Entry](#)  
Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

[WRS Transaction Upload](#)  
Description: Allows employers to upload and submit WRS annual reports to ETF.

[WRS Earnings Reports \(On-going\)](#)

**Wisconsin Retirement System (WRS)  
Annual Report Submission Employer Log In**

This Internet application is intended for use by employers to update WRS members accounts and is not intended to provide information to members.

Please enter your Employer Identification Number and press enter.

Employer Identification Number:    
(9999999)

**Wisconsin Retirement System (WRS)  
Report Submission**

Employer: WINDSOR, TOWN OF (DANE)  
Employer Identification Number: 1383000  
[Switch Employer](#)

**Step 1 of 3**

**Report History**

Date	Time	Uploaded By	Filename	Status
Oct 28, 2011	11:00:52 AM	BRUNOJ	EmploymentCatChngPreList(1).csv	Periodic Report -- Processing Complete

Select Employment Category Change Report to Upload

Wisconsin Retirement System (WRS)  
Report Submission

Employer: WINDSOR, TOWN OF (DANE)  
Employer Identification Number: 1383000  
[Switch Employer](#)

Step 1 of 3

Report History				
Date	Time	Uploaded By	Filename	Status
Oct 28, 2011	11:00:52 AM	BRUNOJ	EmploymentCatChngPreList(1).csv	Periodic Report -- Processing Complete

Select Employment Category Change Report to Upload

C:\Users\brunoj\Desktop\EmploymentCatCh [Browse...]

Wisconsin Retirement System (WRS)  
Report Submission

Employer: WINDSOR, TOWN OF (DANE)  
Employer Identification Number: 1383000  
[Switch Employer](#)

Step 1 of 3

Report History				
Date	Time	Uploaded By	Filename	Status
Oct 28, 2011	11:00:52 AM	BRUNOJ	EmploymentCatChngPreList(1).csv	Periodic Report -- Processing Complete

Select Employment Category Change Report to Upload

C:\Users\brunoj\Desktop\EmploymentCatCh [Browse...]

**Wisconsin Retirement System (WRS)  
Report Submission**

Employer: WINDSOR, TOWN OF (DANE)  
Employer Identification Number: 1383000

**Step 2 of 3**

File Review - 16 rows read

Employment Category	Fiscal Year Employees Only January Through June			Transmission Totals		Post Tax Contributions		Pre Tax Contributions	
	Hours of Service	Earnings	Hours of Service	Calendar Year-to-Date	Earnings	Employee Required Contribution	Employee Required Contribution	Employee Required Contribution	Employee Required Contribution
00,01 (includes 12)	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
02 (includes 05, 06, 07, 08, 09)	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
03	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
04	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
10	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
11	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
30,31 (includes 42)	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
32 (includes 35, 36, 37, 38, 39)	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
33	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
34	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
40	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	
41	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Employment Category	Core*	Employee Paid		Core*	Employer Paid	
		Variable	Variable		Variable	Variable
00,01 (includes 12)	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
02 (includes 05, 06, 07, 08, 09)	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
03	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
04	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

Please review the totals and click the "Print" button to print a copy for your records. File will not be transmitted to ETF until the "Submit" button is selected. Once the file is submitted you may check back in 24 hours to see the submission status or use the "Refresh" button.

I understand that Wis. Stat § 943.395 provides criminal penalties for knowingly making false or fraudulent claims, and I hereby certify by checking the below box that to the best of my knowledge and belief, the above information is correct and true."

Please Note: This is your last opportunity to print the above Transaction Summary Totals. Once you click final submit you cannot go back and print these totals. If you want to keep a copy for your records please click the print button before submitting.

**Wisconsin Retirement System (WRS)  
Report Submission**

Employer: WINDSOR, TOWN OF (DANE)  
Employer Identification Number: 1383000

[Switch Employer](#)

**Step 3 of 3**

Your last submission was uploaded successfully and is currently being processed. Please check back in 24 hours to ensure report has been processed successfully.

**Report History**

Date	Time	Uploaded By	Filename	Status
Oct 28, 2011	1:31:39 PM	BRUNOJ	EmploymentCatChngPreList(1).csv	Periodic Report -- Processing
Oct 28, 2011	11:00:52 AM	BRUNOJ	EmploymentCatChngPreList(1).csv	Periodic Report -- Processing Complete

Select Employment Category Change Report to Upload



# Assistance

Please call ETF if you need help

**1-888-681-3952**

option #2